



July 27, 2020

Dear Members of the University Community,

The University will continue to send regular updates once per week on Mondays regarding Royals Safe Together – A Plan to Reopen Campus, as we have done for our COVID-19 response. Other notices will be sent by the President, other members of Cabinet or members of the University community when necessary.

Get Up-to-date Information at [Royals Safe Together – A Plan to Reopen Campus](#).

Key Information to Expect and Recent Communications

- The University launched a [Royals Safe Together website](#) **with information and updates regarding the safe reopening of campus.** The website is organized into the subject areas of the plan to make information more easily accessible. New and updated information related to the University's preparations for the fall areas will be provided through the website. From the main page, users can view the most recent University communications and can access all past pandemic-related communications. The page also provides quick access to the top areas of the plan that have recently been updated.
- **The Registrar's Office is continuing to finalize the course schedule for the fall semester and will release the final schedule in early August.** Courses will be offered in various formats that include: traditional face-to-face instruction; hybrid formats of face-to-face; and fully remote instruction. It is important to remember that hybrid formats of courses are a combination of face-to-face and virtual, and are not completely remote courses. Surveys were sent to faculty outlining five options from which they could choose to deliver their classes for Fall 2020. The Office of the Registrar and Academic Services has already processed many of these change requests and is still in the process of making some of the changes. Course Schedule Search has been updated

so that each of the five options is searchable as an attribute on each course. These are the five options and their attributes:

- Fully Face-to-Face Instruction (FTOF)
- Face-to-Face with A/Synchronous Instruction (FFSY)
- Hybrid Face-to-Face & Synchronous Remote Instruction (HYBR)
- Rotational Face-to-Face & A/Synchronous Instruction (ROT)
- Remote Instruction (REM)

· **Move-in Plans for Students: Residential students** received an email from Dr. Davis detailing a phased plan for returning to campus that includes two distinct periods. The first period, between Aug. 9 and Aug. 11, is for students to drop off their belongings, set up their living space and depart campus. Requests for a move-in time for this period can be made [here](#). The second, more traditional move-in period for returning students is Aug. 16 and Aug. 15 for first year students. Complying with recommendations from the Commonwealth of Pennsylvania, students traveling from designated states or from any other country are required to quarantine for 14 days upon arrival in Pennsylvania. The announcement also included opportunities for returning students to continue, with safety precautions, the Scranton tradition of helping first-year students to move into their residence halls.

- **First-year students** will receive an assigned move-in time for Aug. 15 in the Welcome Packet from the Admissions Office that will be mailed this week.
- **Detailed information on move-in is available from the [Office of Residence Life website](#).**

· **Encouraging Experiential Learning:** In a continued effort to keep our campus community safe and support experiential learning, the Roche Center for Career Development, in collaboration with The University of Scranton Small Business Development Center, would like to support any office/department that is interested in hosting a student intern (virtually or in-person) or converting a current in-person internship to a virtual experience. **Watch for announcements of workshops for University offices and departments** in the near future on the following topics:

- Developing learning outcomes and job descriptions for internships
- Recruiting and on-boarding interns (virtual and/or in-person)
- Supervising interns
- Evaluation of internship experience

· **Special Issue of Royal News on Wednesday:** Students, faculty, staff and parents will receive a special issue of Royal News on Wednesday detailing campus preparations for the start of classes on August 17. The

issue will include an update on preparations for classrooms and other spaces to be used for instruction on campus.

Updates

- **Non-Instructional Meeting Room Usage in the Fall:** As part of Royals Safe Together – A Plan to Reopen Campus, **the University is giving priority in facilities to functions that are core to the mission of education.** This includes the use of non-instructional meeting rooms on campus. Therefore, all events currently scheduled in non-instructional rooms for the fall semester will be canceled. To allow for any final scheduling adjustments that may be needed when classes resume, new requests for the use of non-instructional facilities will not be addressed until after Aug. 22 and must meet the following guidelines:
 - Although **indoor, in-person gatherings are strongly discouraged during the fall semester**, if the use of a non-instructional room is required for an event that is core to the University's mission, that event must first be approved by the appropriate dean/vice president or designee prior to scheduling the event.
 - **Meeting rooms will be configured to meet social distancing requirements** for instruction and would not be able to be reconfigured for events. Capacity of the room would be limited to allow for social distancing. Food service, if requested for any of these events, would need to be discussed to ensure the space could accommodate the request.
- **Student Work Study positions will be available for eligible students.** Based on department plans these could be either on-campus positions that follow all required University safety guidelines, or remote positions. Once returning students receive their referrals, they should contact their work study supervisor to learn of the status of their position. Work study supervisors are encouraged to take part in training provided jointly by Financial Aid and Human Resources. Until October 1, Financial Aid will make new student work study referrals from the approved pool of awarded students. After October 1, Financial aid will process referrals of other students eligible for work study.
- **Zoom Sign In Changes Starting Monday, August 3**
 - Starting Monday, August 3, you will need to access your University Zoom account in the following ways:
 - Login to My.Scranton portal and navigate to the waffle (upper right corner), click Zoom, then Sign In.

- Using the Zoom client (scranton.zoom.us), click Sign In and log into the portal.
- On your mobile device, download the application, click Sign in with SSO, type scranton in the domain field, click continue/go, and log into the portal.
- Zoom sign-in options via email, Google, Facebook, and Apple ID will no longer be available.
- Last week, representatives from Student Life held two **virtual Q&A sessions with incoming first-year students** and their families titled “Preparing for the Fall 2020 transition.” This was an effort to follow up Orientation and help our newest Royals in their preparation to join our campus community next month.
- **Plexiglas Sneeze Guards** – Departments requiring Plexiglas sneeze guards may contact James Gaffney, Director, Facilities Maintenance Operations at (570) 941-7420, or email james.gaffney@scranton.edu. There is an on-going survey, fabrication and installation process underway within Maintenance/Trades Operations.

You should expect your next regular update on Monday, Aug. 3.

Sincerely,

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Vice President for Student Life

Jeff Gingerich, Ph.D.
Provost/Senior Vice President for Academic Affairs

Patricia Tetreault
Vice President for Human Resources