



August 10, 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. Other notices will be sent by the President, other members of Cabinet or members of the University community when necessary.

Today's email consists of important additions and updates to [Royals Safe Together – A Plan to Reopen Campus](#)..

## **New Provisions in the Royals Safe Together Plan**

Information provided below in the update will be included on the plan website shortly

### **Collection and Tracking of Active Cases on Campus**

#### **Reporting of Active Cases of COVID-19 on Campus**

In preparation for the start of the classes on August 17, we are [instituting a practice to update the University community](#) regularly about **active cases of COVID-19 on campus**. During the past week (**August 1 to August 9**), the University reports the following:

#### **Campus Metrics Summary for Aug. 1 to Aug. 9**

- **No students living on or in the vicinity of campus reported testing positive and none are in isolation as per the University's protocol.** A number of students arrived on campus in the past week in order to begin two weeks of self quarantine because they originated from a state or country requiring quarantine as per the Commonwealth of Pennsylvania.
- **Two employees reported testing positive.** Both are in their respective homes in self-isolation and receiving appropriate treatment. Leaders within the respective division alerted all employees in work areas that required cleaning, and University contract tracers identified and notified three employees who needed to quarantine for a 14-day period as a precaution. Facilities

Operations staff deep cleaned and disinfected all related work areas.

Reported Positive Student Cases: 0

Students in Quarantine/Isolation: N/A

Students meeting criteria to discontinue quarantine/isolation: N/A

Reported Positive Employee Cases: 2

Employees in Quarantine/Isolation: 5

Employees meeting criteria to discontinue quarantine/isolation: 0

### **Testing for Members of the Campus Community**

As noted in the "[Testing and Contact Tracing](#)" section of the Royals Safe Together Plan, the University has established a protocol to undertake testing in response to positive cases on campus. **As an added safety measure, the University will be implementing a "pooled testing" strategy** for students that will require all students who will attend classes on campus, including on- and off-campus students and commuters, to be tested on a periodic basis throughout the fall semester. The University is evaluating pool testing for all employees who will be on campus and will announce additional information as it becomes available.

In pool testing, samples from four individuals are combined into one sample, which is then tested for SARS-CoV-2. If the pooled sample tests negative, all four individuals are negative for the virus. If the pooled sample tests positive, then each individual sample in that pool is tested to determine who has the virus. The approach is [approved by the CDC](#) and allows more people to be tested at a lower overall cost than testing every person on campus individually.

In the coming days, the University will provide additional details about when testing will begin and the testing process for students and employees.

### **Personal Reporting Requirement**

As part of our shared responsibility to keep each other safe, members of the University community must report if they have COVID-19-related symptoms, have tested positive for COVID-19, or were exposed to another person suspected of or testing positive for COVID-19.

- Students who tested positive for COVID-19, have COVID-19 related symptoms, or were exposed to another person suspected of or testing positive for COVID-19 must remain in their residence hall room, apartment or home and contact Student Health Services at 570-941-7667.
- Employees who tested positive for COVID-19, have COVID-19 related symptoms, or were exposed to another person suspected of or testing positive for COVID-19 must remain at home and contact Human Resources at [hr@scranton.edu](mailto:hr@scranton.edu) or (570) 941-7767.

- The University's Pandemic Safety Officer maintains a comprehensive accounting of all active cases on campus in cooperation with Student Health Services and Human Resources.

## **Pandemic Safety Ambassador Program**

In order to assist with plan implementation, the University is launching a [Pandemic Safety Ambassador Program](#) that will be overseen by the Pandemic Safety Officer (PSO). Employees can volunteer to serve as ambassadors; they will be posted throughout campus at peak times to remind students, faculty and staff of the requirements contained in the Plan. The PSO is holding two, one-hour zoom training sessions this week: Thursday, August 13 at 9:00 a.m. and August 14 at 9:00 a.m. More information about the Pandemic Safety Ambassador Program is contained [here](#).

Anyone interested in volunteering to serve as an Ambassador and in attending one of this week's training sessions should contact the PSO

at [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu) to receive the Zoom information. Students interested in serving as Ambassadors should also contact the PSO to express interest. (Students who were awarded work study but are not able to identify a position on campus, can also apply to serve as an ambassador.) Additional training sessions will be held later this month and into early September as needed.

## **Shared Responsibility and Plan Enforcement**

- **Shared Responsibility:** All members of the University community should first rely on gentle reminders and constructive communications with students, faculty, staff or authorized visitors who fail to adhere to wearing masks, social distancing or other guidelines contained in the Royals Safe Together Plan. Reporting students, faculty and staff should be a last resort and should only occur if the individual fails to comply with reasonable directions and requests of a University member. When members of the University community do not adhere to requests to comply with the Plan, information can be reported to the PSO through a [secure online reporting form](#).
- **Plan Enforcement:** As students, faculty and staff start to return to campus, it is important that everyone abide by the Plan. While we expect and hope that everyone will cooperate and comply with the Plan, there may be some who choose not to do so or who object to provisions for various reasons. The first Guiding Principle of the Plan is to "...Protect the health and well-being of the entire University community and ensure that members of our community understand their individual role and responsibility in keeping themselves and others safe and healthy." The University will address non-compliance with important safety requirements through a **Corrective Action and Discipline approach** that is consistent with its established processes and procedures. For more information click [here](#).

## **Important Updates to Existing Provisions of the Royals Safe Together Plan**

## Updated Information Regarding Masks

As mandated by Pennsylvania and the Royals Safe Together Plan, [face coverings are required](#) in all areas on campus both inside of buildings and outside of them and even when you are social distancing. **Based on the following [recent guidance from the CDC](#), face masks with exhalation valves (i.e. “vented masks”) are not permitted on campus.**

- **Masks with Exhalation Valves or Vents:** The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. Masks with one-way valves or vents allow exhaled air to be expelled out through holes in the material. This can allow exhaled respiratory droplets to reach others and potentially spread the COVID-19 virus. Therefore, CDC does not recommend using masks if they have an exhalation valve or vent.

## Instructional Space Health and Safety Protocol

### Social Distancing

- Space occupancy limits will be clearly posted on the door to all instructional space (e.g. classrooms, spaces being used for classrooms, labs, etc.) and are strictly enforceable.
- Everyone in an instructional space is required to maintain social distancing (six feet) throughout the class period, including during work on group projects, when giving presentations or when social distancing.
- Hallways, entrances and stairwells will be designed for safe movement. Everyone in a building is expected to follow posted travel/flow restrictions. Individuals must maintain social distancing (six feet) as they travel throughout and between buildings, including while waiting for a class period to begin or end.
- For classes with greater than 20 students, instructors (e.g. faculty, laboratory staff, teaching assistants, etc.) are to dismiss students in smaller groups (e.g. 10 students or one row at a time).

### Face Masks in Instructional Spaces

- No one may be in an instructional space (or anywhere else on campus) without wearing a face mask covering both the mouth and nose at all times. **Face masks with vents or exhaust valves are not permitted.**

### Classroom and Laboratory Cleaning Protocol

- **Hand sanitizer** will be available in every instructional space. Students and faculty will be required to apply hand sanitizer as they enter the class.
- **EPA-registered disinfectant wipes** will be available to students and faculty as they enter the classroom.
  - Each student will wipe down the surface area in front of them before and after they sit down.
  - Instructors will wipe down surface areas in front of them before and after class. This may include computer, podium, front table, etc.

- Common materials or supplies (e.g., keyboards, mouse, office equipment like staplers and projector remotes) cannot be used or shared without first cleaning with the provided disinfectant wipes.
- **Cleaning supplies** will be restocked throughout the day.
- **Instructional spaces** will be deep-cleaned and disinfected on a daily basis with special attention to frequently touched surfaces (e.g. desks, tables, chairs, door knobs, etc.).

### **Accommodations for Cleaning Protocol**

- **Instructors:** Instructors who are unable to perform any tasks in this cleaning protocol due to medical conditions should contact the Office of Equity and Diversity (OED). If appropriate, OED will draft an accommodation plan in accordance with the Americans with Disabilities Act that will be shared with the Dean and Provost. The University will determine alternate arrangements to perform these tasks.
- **Students:** Students who are unable to perform any tasks in this cleaning protocol due to medical conditions should contact the Center for Teaching and Learning Excellence (CTLE). In the event a student receives an accommodation through CTLE, the faculty member or instructor will be notified of the accommodation as they would be notified for any other academic accommodation. The University will determine alternate arrangements to perform these tasks.

### **Enforcement of the Instructional Space Health and Safety Protocol**

Since everyone is required to wear a non-vented face mask that covers both their nose and mouth in all areas of campus, including instructional spaces, any student or instructor should first remind those not complying of the requirement.

- If, after being reminded, a student does not follow the mask wearing or social distancing requirements or does not follow the cleaning protocol (absent an accommodation approved by CTLE), then the instructor should direct the student to leave the instructional space and report the incident to the Pandemic Safety Officer.
- If a student is exhibiting any noticeable COVID-19 related symptoms (such as excessive cough), an instructor should direct the student to leave the instructional space, contact Student Health Services and update their daily check-in to the Wellness Self-Screening app. After class, the instructor is asked to alert the Dean of Students Office (570-941-7680) to facilitate appropriate follow-up.

In either situation, if a student refuses to leave the class as directed, then the instructor will call the University Police Department (570-941-7888) and may dismiss the entire class.

### **Weinberg Memorial Library**

Only current students, staff, and faculty will be allowed access to the Weinberg Memorial Library building using their Royal Card. Masks must be worn at all times, and

six feet social distancing should be observed throughout the building. The library's capacity is significantly limited, and all library seats are strategically laid out to ensure social distancing requirements. Seats and furniture should not be rearranged. Group study rooms have reduced seating, and use of group study rooms will be by reservation only.

- Eating in the building will be prohibited, and Java City will be closed for the fall semester.
- Facilities Operations staff have increased the frequency of disinfection for all bathroom, elevators, and major touchpoints. "Sanitation Stations" are available on each floor. For increased safety, all library users are asked to sanitize library surfaces, including carrels, tables, keyboards, and mice, both when arriving and when departing the building.
- Lastly, to promote safety and accommodate advanced cleaning protocols there will be no 24/7 access to the building.
- Students, staff, and faculty that present symptoms or suspect that they have been in contact with someone with COVID-19 should refrain from coming to the library, including for brief visits to print or return or pick up material.

Keeping the library a safe space for ourselves and those around us will be a shared responsibility. If these policies are not followed you may be respectfully asked to conform or leave the building. In alignment with the health and safety protocols for instructional spaces, you may also be asked to leave the Library building if you are exhibiting visible symptoms of COVID-19 including excessive coughing.

For the most up-to-date information about the library click [here](#).

## Wellness Self-Screen Application

The University has added a [wellness self-screening application](#) for use by students and employees that will be available both through the My.Scranton portal and the University's mobile application for iOS and Android mobile devices.

- Students and employees are required to use the application every day by responding to a series of simple questions regarding symptoms as recommended by the Pennsylvania Department of Health. **Completion of the questions each day will require use of a personal thermometer.**
- When symptoms are reported through the screening, the application will automatically notify the appropriate department for students or employees and provide additional instructions by email. The application does not store data from personal submissions.
- The University's Pandemic Safety Officer maintains a comprehensive accounting of all active cases on campus in cooperation with Student Health Services and Human Resources.
- The application will be available on August 14 and must be used every day by all members of the University community.

## Contact Tracing

The University has identified and trained staff to undertake a **confidential contact tracing** process when a member of the University community tests positive for COVID-19, has COVID-19 related symptoms, or was exposed to another person suspected of or testing positive for COVID-19. Student Health Services, Human Resources and the Pandemic Safety Officer work collaboratively to manage contact tracing activity. **All members of the University community must cooperate with contact tracing.**

### **Employee Contact Tracing Process:**

Upon notification of an employee with a COVID-19 diagnosis (confirmed or suspected), in accordance with the PA Department of Health and the CDC Guidelines, the contact tracers overseen by the Vice President for Human Resources will conduct the following steps:

- Inform the employee to isolate, return home if at work or not come to work if at home;
- Interview employee to determine the onset of symptoms and to identify close contacts. (All contact tracers completed the Johns Hopkins University Contact Tracing Training program).
  - Contacts of the interviewed employee will be contacted by a contact tracer and notified of their potential exposure;
  - The identity of the interviewed employee will not be shared when a call is made to a contact employee;
  - Employees identified as close contacts will be directed to quarantine and to contact their health care providers to coordinate testing. Students identified as close contacts will be directed to Student Life who will coordinate their testing and quarantine as appropriate;
- Work with employees who are required to isolate or quarantine and their Supervisor or Dean to establish remote work opportunities when feasible;
- Coordinate cleaning of work space, and other areas as applicable, with Facilities Operations and the department;
- Maintain communication and monitor with employee and contacts until case resolved;
- Coordinate with Supervisors/Deans, as well as the employee, about return to work.

### **Student Contact Tracing Process:**

Student Life has assembled a team of over 30 staff to serve as student contact tracers who have completed the Johns Hopkins University Contact Tracing Training Program. Staff will use the contact tracing software developed by Medicat, the University's student medical records system. The system keeps confidential medical records secure from non-medical providers, including the contact tracers.

- The contact tracing process will determine who, if anyone, would need to be tested or quarantined as a result of positive test on campus.
- Based on the level of exposure, determined by time and circumstances, to a person with a positive test or symptoms awaiting a positive test

individuals may be identified who are required to be tested, or quarantine or both.

- Once contact tracers determine a positive case and begin the process, Student Health Services will work with Residence Life if a student needs to isolate or quarantine as [described in the plan](#).

## **Other Important Updates**

**Mass During Move-In Weekend:** A Mass will be held on Sunday, August 16 at 7:00 p.m. in the Byron Recreation Complex. This Mass will include a special blessing of the Class Banner for the Class of 2024 as we welcome our newest students to campus. Students must show their Royal Card for admission to this and all Masses on campus this semester.

**New dedicated “Zoom Rooms” for Fall 2020 term:** Rooms are available and located across campus for student use throughout the day, except when closed for cleaning. Each room has a capacity, based on social distancing, that will be posted. When a student enters the room, they must be sure that they do not cause the room to exceed capacity. If so, they must exit the room and find another study location. Students should use hand sanitizer before entering, wipe down desks when leaving, and use headphones to cut down on noise. Rooms include:

- BRN 109 (capacity = 8)
- CLP 225 (capacity = 10)
- ELH 600 (capacity = 8)
- HYL 202 (capacity = 14)
- HYL 401 (capacity = 12)
- LSC 125 (capacity = 8)
- LSC 127 (capacity = 12)
- LSC 316 (capacity = 8)
- LSC 563 (capacity = 10)
- MGH 118 (capacity = 6)
- MGH 134 (capacity = 12)
- MGH 136 (capacity = 10)
- MGH 203 (capacity = 9)
- MGH 207 (capacity = 10)
- STT 206 (capacity = 6)
- STT 413 (capacity = 10)

**You should expect your next regular update on Monday, Aug. 17, which is also the date fall semester classes begin on campus.**

Sincerely,

Robert W. Davis Jr., Ed.D.  
Vice President for Student Life



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

Patricia Tetreault  
Vice President for Human Resources