2020-2021 HEALTH AND SAFETY PLAN FOR RETURNING TO CAMPUS

Updated January 13, 2021

This PDF is being posted for legacy purposes; health and safety updates, which evolve as situations and circumstances change, are available at arcadia.edu/covid-19-health-and-safety-plan.
Arcadia University’s All-Modes Ready approach is grounded in community safety. University teams, offices, departments, and committees have developed a strategy to support community health and safety as the All-Modes Ready format is initiated. This strategy will allow the University to monitor community health conditions as we reduce density and mitigate the spread of COVID-19 on campus, work closely with federal and state health departments in the event that transmission occurs at the University, and communicate accurate and timely information to all Arcadia community members.

None of us can guarantee a COVID-19-free environment. COVID-19 is a highly infectious, life-threatening disease for which there is no current vaccine. COVID-19’s highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Minimizing the risk of COVID-19 infections is a shared responsibility, and every member of our community must do their part. Arcadia University’s health and safety plan for returning to campus is based on Pennsylvania’s response to COVID-19, in conjunction with recommendations by the Pennsylvania Department of Education (PDE). Recommendations distributed by the Centers for Disease Control and Prevention (CDC) and American College Health Association (ACHA), as well as the Pennsylvania Department of Health and Montgomery County Office of Public Health, were also considered.

A CAMPUS COMMUNITY OF COOPERATION
These guidelines are an important part of establishing a common understanding of the University’s expectations for operating in the time of COVID-19 in a way that reduces risk. These guidelines are subject to change at any time, as policies and guidance will need to evolve as we learn more about COVID-19 and in response to public health guidance and requirements.

The University coordinated with internal and local public health officials to establish a plan for how the institution will:

- Reinforce practices related to hygiene, sanitation, and face coverings on campus;
- Implement social distancing and make necessary modifications to facilities to create an environment most conducive to healthy, safe, and inclusive learning, living and working;
- Review and adjust attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk of COVID-19, and personnel; and
- Modify course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus.
This health and safety plan was created to help Arcadia University students, staff, and faculty who are returning to on-campus activity understand the health and safety measures the University is implementing. The health and safety of all members of our community is a top priority.
REQUIREMENTS FOR CAMPUS

Ongoing challenges with COVID-19 testing, the uncertain delivery date for an effective vaccine or treatment, and the likelihood of future surges of infection mean we must work to adapt to the current reality rather than waiting for the pandemic to pass. The University developed an academic continuity plan to be All-Modes Ready throughout the fall term, and even the entire academic year, to give Arcadia flexibility to offer a high-quality, unique educational experience regardless of disruptions brought on by COVID-19.

Below are the basic protective health requirements for our campus:

• Wear a mask over your nose and mouth, especially whenever indoors, in a classroom or University building, or when in close proximity to others outdoors
• Socially distance six feet apart.
• Know the symptoms.
• Monitor your health daily.
• Cover your mouth and nose when coughing or sneezing.
• Wash your hands as frequently as possible.
• Minimize gatherings and meetings.

Any student who accesses campus will be required to get COVID-19 testing coordinated through Student Health Services.
• This will start on a weekly schedule, but the frequency of testing may change depending on how the virus progresses in our community and throughout Montgomery County.
• Any student who tests positive or is contact-traced to someone who tested positive will be required to isolate or quarantine as directed by the Arcadia University contact tracing team.

All students accessing campus will need to agree to, follow the expectations of, and sign the Community Compact. Please note, that part of this compact is obtaining and reporting an influenza vaccine.

Any employee who accesses campus will also be required to get COVID-19 testing coordinated through Student Health Services (see Employee Testing section under “Covid Testing”).
KNOW THE SYMPTOMS

Students, faculty, and staff are responsible for conducting a COVID-19 daily health self-screening by taking their temperature (to monitor for a fever over 100.4 F) and assessing any symptoms. The CDC provides a self-check symptom guide on its website. This action is especially important for those living, attending classes, or working on campus and should be conducted before one leaves their residence, including their residence hall, and arrives on campus.

• After screening, individuals demonstrating the below conditions should stay home:
  - A fever (100.4 F or greater) using an oral thermometer
  - and/or signs of an acute respiratory illness (i.e. dry cough, congestion or runny nose, shortness of breath, or difficulty breathing)
  - and/or fatigue, muscle or body aches, sweats, or chills
  - and/or new loss of taste and/or smell
  - and/or headache
  - and/or sore throat
  - and/or nausea, diarrhea, or vomiting

• If symptoms continue or progress, University community members should contact Student Health Services or their health care provider, as appropriate, for medical advice.

Please see Appendix A for a self-monitoring log. There is also an app available for Apple and Android devices that many have chosen to use for screening. Usage is subject to the terms and conditions of the app, which may not be within the control of the University.

MITIGATION, TESTING, AND CONTACT TRACING

Ongoing challenges with COVID-19 testing, the uncertain delivery date for an effective vaccine or treatment, and the likelihood of future surges of infection mean we must work to adapt to the current reality rather than waiting for the pandemic to pass. The University developed an academic continuity plan to be All-Modes Ready throughout the fall term, and even the entire academic year, to give Arcadia flexibility to offer a high-quality, unique educational experience regardless of disruptions brought on by COVID-19.

Although situations may be different during the upcoming year due to necessary health and safety protocols, Arcadia’s mission to deliver a high-quality, meaningful—though not identical—experience remains the same.
BELOW ARE THE BASIC PROTECTIVE HEALTH REQUIREMENTS FOR OUR CAMPUS:

1. Wear a mask
   - While masks are not mandated during meals, distancing measures should be upheld, as described further below in the section on Dining.

   **Mask guidelines:**
   - Wear masks with two or more layers
   - Wear the mask over your nose and mouth and secure it under your chin
   - Masks should be worn by people two years and older
   - Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
   - Be thoughtful about interrupting the supply of masks intended for healthcare workers, for example, N95 respirators
   - CDC does not recommend the use of face shields alone. Evaluation of face shields is ongoing but effectiveness is unknown at this time
   - It is also not recommended to use gaiters. Through recent research, gaiters are not effective in mitigating the spread of COVID-19.

   - Individuals must limit close personal contact and maintain a minimum of six feet of distance apart.
   - Faculty and staff with individual offices should consider working with doors shut.
   - Individuals should socially distance in small spaces including elevators, hallways, stairwells, entryways, and restrooms.

3. Monitor your health daily.
   - Students, faculty, and staff are responsible for conducting a COVID-19 daily health self-screening by monitoring for fever over 100.4 F and assessing any symptoms. A daily symptom checker is attached as Appendix A.

4. Practice respiratory hygiene.
   - Cover your mouth and nose with a tissue when coughing or sneezing.
   - Dispose of used tissues in the nearest trash receptacle.
   - Perform proper hand hygiene.
   - If a tissue is unavailable, cough and sneeze into a sleeve or elbow.

5. Use proper hand sanitation.
   - Wash hands with soap and water for at least 20 seconds as frequently as possible.
   - Use hand sanitizer after interactions with people or objects if soap and water are not readily available.
   - Avoid touching your face and eyes.
   - Refrain from shaking hands.
6. Minimize gatherings and meetings.
   • Employee meetings should be held virtually, whenever possible.
   • In-person gatherings and meetings involving students should be limited in number to allow for appropriate social distancing within the meeting space.
   • If gatherings cannot be orchestrated with proper social distancing practices, such meetings will be conducted using videoconferencing and/or conference calls.
   • If two or more gatherings or meetings are occurring within the same space, the groups shall not collectively exceed a number able to practice social distancing principles within the gathering or meeting space.
   • In most cases, furniture may have already been rearranged to support proper social distancing. In situations where furniture is retained to promote flexibility of use, the convener of the gathering or meeting is expected to support and reinforce the practice of proper social distancing principles within the space at all times.

PERSONAL PROTECTIVE EQUIPMENT (PPE)
It is important to always put on, wear, and remove face coverings correctly and wash hands after handling a used face covering.

• Cloth face coverings should be washed after each use.
  - If using a washing machine, face coverings can be included with regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
  - If hand washing, prepare a bleach solution of five tablespoons (1/3 cup) of household bleach per gallon of room temperature water or four teaspoons of household bleach per quart of room temperature water.
    ° Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
    ° Ensure the bleach product is not past its expiration date.
    ° Never mix household bleach with ammonia or any other cleanser.
    ° Soak the face-covering in the bleach solution for five minutes.
    ° Rinse thoroughly with cool or room temperature water.
• Make sure to completely dry the cloth face-covering after washing either in the dryer (on highest heat setting; leave it in dryer until completely dry) or air dry by laying flat and allowing it to completely dry. If possible, place cloth face-covering in direct sunlight.
COVID-19 TESTING

EMPLOYEE TESTING
Faculty and staff who are symptomatic or who have had known close contact with an infected person should arrange for testing through their private health care provider or another available testing site. Close contact is defined as having been within six feet of distance, for 15 minutes or longer, from a person who is COVID-19 positive. Persons who are exposed and asymptomatic should self-quarantine and monitor their symptoms using a self-monitoring log for 14 days, and wait three to five days after exposure due to the average incubation period for COVID-19 to be tested. Tests performed within a few days of exposure are not likely to be positive even in persons who eventually become infected. Those who receive a positive test should remain isolated for 10 days, be fever free for 24 hours and have improvement in symptoms.

Employees will be subject to testing at the start of the spring 2021 semester based on stratification of their risk based on OSHA guidelines. Human Resources will contact employees for the testing.

OPERATIONAL TIERS AND EMPLOYEE RISK PYRAMID
The University has adopted an Operational Tier system to help manage Arcadia’s response to COVID challenges and outline the steps we must take toward mitigation. This system will allow Arcadia to remain All-Modes ready operationally as well as academically and seamlessly shift, if necessary, to a different operational tier during the spring semester. For more information on the University’s Operational Tier system, visit arcadia.edu/covid.

The University also has developed a pyramid, based on an OSHA model, to categorize risk of staff and faculty positions. These tiers (very high, high, medium, and lower risk) will help with planning for employees who will be on campus (based on the Operational Tiers) and need COVID-19 testing. Testing may depend on, among other variables, employee duties, responsibilities, and potential interaction with community members. Vice Presidents and departmental supervisors will meet with their teams and Human Resources to help categorize employee positions in the risk pyramid. Human Resources will be in contact with employees that will need COVID-19 testing before and/or during the spring semester and relay the testing process and protocols.
VERY HIGH EXPOSURE RISK
Employees in this category are those with very high potential for exposure to known or suspected sources of COVID-19. At Arcadia, these employee positions would include staff members in Student Health Services or those involved in COVID-19 testing procedures; those who are in buildings that are closed and not routinely cleaned.

HIGH EXPOSURE RISK
High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. They require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. At Arcadia, these employee positions include staff members who will be on campus two or more days per week or who spend more than four hours per day on campus; who perform collaborative work bringing people in close contact; whose activities and duties involve moving among workstations; who have longer periods of contact with others; who work indoors; whose duties include any aspect of increased respiratory effort (vocal projections including but not limited to singing, performing, lecturing, wind instruments, etc.); those who are in buildings that are closed and not routinely cleaned.

MODERATE EXPOSURE RISK
Moderate exposure risk jobs include those that may require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. Arcadia employee positions that fall into this risk tier include those who spend 1-3 hours on campus, or who visit campus 1-2 times per week; employees who perform outdoor work; those who, through their duties, work mostly independently with brief contact with others; who share a workspace with others without interactions; those who are in buildings that are officially open and routinely cleaned.

LOWER EXPOSURE RISK
Lower exposure risk jobs are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 or frequent close contact with (i.e., within 6 feet of) the general public. Arcadia staff positions that fall into this category are those that require employees to spend less than an hour a week on campus, or who visit campus 1-2 times per month; those who perform independent work with no or infrequent contact with others; those who remain at a workspace or station without others; those who perform outdoor work activity without contact with others; those who are in buildings that are officially open and routinely cleaned.

The University urges all employees to also get a flu vaccine, especially when considering the possibility of being exposed and contracting both the flu and COVID-19. Information about on-campus flu shot clinics for employees has been and will be communicated by email.
# FACULTY/STAFF MEMBER COVID-19 PROTOCOL

<table>
<thead>
<tr>
<th>HAS COVID-19</th>
<th>WAS IN CLOSE CONTACT WITH COVID-19 POSITIVE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff member isolates at local or permanent home in a “sick area” of home if available.</td>
<td>Faculty/Staff member quarantines at local or permanent home in a “sick area” of home if available.</td>
</tr>
<tr>
<td>Faculty/Staff member notifies direct supervisor who will notify Human Resources.</td>
<td>Faculty/Staff member notifies direct supervisor who will notify Human Resources.</td>
</tr>
<tr>
<td>Faculty/Staff member assists with contact tracing by reporting case on Arcadia University <a href="#">Self-Disclosure Form</a></td>
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</tr>
<tr>
<td>Faculty/Staff member remains in isolation for at least 10 days from date of test has improved symptoms and is fever free for 24 hours (without medication).</td>
<td>Faculty/Staff member remains asymptomatic self quarantine end after 14 days. They can get tested after 3-5 days after last exposure to positive individual.</td>
</tr>
</tbody>
</table>

**If Faculty/Staff member has others living with them, family unit can quarantine in separate living space, staying home, monitoring symptoms and temperature for 14 days after last exposure.**

- If family unit remains asymptomatic self quarantine can end after 14 days. If there is a desire to be tested, family unit or close contact can be tested in 3-5 days.
- If family become symptomatic they should get tested right away.
STUDENT COVID-19 TESTING
SHS will continue to offer symptomatic COVID-19 testing using the below mentioned methods while conducting regular mass surveillance testing in conjunction with the Broad Institute. Symptomatic testing is when a person displays symptoms from the list on page 12; surveillance testing is used to monitor the state of COVID-19 on Arcadia’s campus and provides insight into the spread of the virus among certain groups of people.

As per the Healthcare provider’s clinical judgment Student Health Services (SHS) has the capability to use either COVID-19 PCR (polymerase chain reaction) anterior nares testing which is picked up daily by Labcorp or COVID-19 anterior nares rapid antigen testing which would be analyzed by the Point of Care BD Veritor machine in the office.

Mass surveillance testing will be conducted in conjunction with the Broad Institute using PCR anterior nasal swab testing. Results will be delivered within 48 hours of testing.

Arcadia’s COVID testing dashboard, which includes information about cases on campus, is available at arcadia.edu/university/covid-19/dashboard.

In addition to the regular mass surveillance testing referenced on the previous page, testing in the SHS office will be conducted on symptomatic students and students who are close contacts of a positive person using the following flowchart:

GUIDELINES FOR COVID-19 TESTING IN SHS
SHS will offer COVID-19 testing in Student Health Services to any Arcadia students with:

• Cough OR
• Shortness of breath OR
• Two of the following symptoms: fatigue, fever, chills, sweats, muscle or body aches, sore throat, headache, new loss of taste or smell, nausea, vomiting or diarrhea.

Testing will be prioritized for symptomatic students who:

• Are at increased risk for severe disease and/or have pre-existing chronic medical conditions
• Reside on campus
• Work in congregate settings
• Are close contacts of cases or persons who are associated with a known cluster of cases.

Testing will be offered to asymptomatic students who are close contacts of a known case and, as noted, as part of the University’s mass surveillance testing program or other targeted testing, such as being part of a cluster of cases (e.g., on a residential hall floor). Close contact is defined as having been in contact with a person who is COVID19 positive within six feet of distance for 15 minutes or longer. Persons who are asymptomatic and exposed to an infected student and their roommates should self-quarantine and monitor their symptoms using a self-monitoring log for 14 days, and wait three to five days after exposure, due to the average incubation period for COVID-19, to be tested. Tests performed a few days within exposure are not likely to be positive even in persons who eventually become infected.

Exposed students should self-quarantine and avoid contact with others for 14 days after the last exposure. This includes staying home from work, not attending classes or on-campus functions, wearing a mask when around others, avoiding contact with persons at-risk for severe disease, and monitoring for symptoms of COVID-19 as detailed above.

Students who are awaiting test results should remain at home or in their campus residence under isolation. Those who test positive and do not require hospitalization should continue isolation for at least 10 days from symptom onset, 24 hours after resolution of fever and improvement in symptoms. Students who do require hospitalization should remain in isolation for 10 days, after they have been discharged from the hospital. Students who test positive for COVID-19 will be contacted by the Arcadia University contact tracing team to identify their close contacts from within the University community as a part of University-focused contact tracing and containment and possibly by the county health department to identify close contacts in Montgomery County.
SHS, along with faculty and staff experts in Arcadia’s Master of Public Health (MPH) program, have established a University-focused contact tracing team. The framework for contact tracing is based on training provided by the Montgomery County Department of Health, in accordance with campus needs. The team will consist of a Nurse Practitioner from SHS, colleagues in Athletic Training, an Intern Coordinator and graduate-level students from MPH. The team will be trained to identify, contact, communicate, and coordinate testing, isolation needs, and reporting using technology including, but not limited to, SHS’s electronic medical record system Medicat. Every effort will be made to conduct contact tracing for University-based contacts for faculty and staff. If an individual is determined to be COVID-19 positive, it will be promptly reported to the appropriate parties.

REPORTING POSITIVE TESTS, SYMPTOMS, OR EXPOSURE

- Students who live on campus and have tested positive for COVID-19, are exhibiting symptoms of COVID-19, or have been in close contact with a known case should promptly report to COVID contact tracing team using the COVID Self-Disclosure Form
  - The Arcadia University (AU) contact tracing team will provide guidance with respect to self-isolation or quarantine, assisting the student’s close contacts with respect to the same, reporting necessary information to the Department of Health, and arranging for appropriate responsive measures to support those affected with respect to housing, dining, and facilities (e.g., additional cleaning).
- Employees or others (contractors, volunteers, visitors) who come to or live on campus and have tested positive for COVID-19, are exhibiting symptoms of COVID-19, or have been in close contact with a known case should promptly report to the Arcadia contact tracing team using the COVID Self-Disclosure Form
  - The AU contact tracing team will provide guidance with respect to self-isolation or quarantine, assisting the employee’s close contacts in the Arcadia Community with respect to the same, arrange for appropriate responsive measures to support those affected with respect to facilities (e.g., additional cleaning) and any other relevant issues, and reporting necessary information to the Department of Health. Human Resources will provide guidance on how employees can access paid and unpaid leave as appropriate.
- The University maintains a centralized COVID-19 webpage where relevant information will be shared, as well as a page that details Arcadia’s ongoing plans and processes for the fall 2020 semester.
- Consistent with its obligations to report immediate threats to health and safety to the University community, reports indicating a potential “hot spot,” cluster, or other significant factors, may result in additional notifications to the University community. Individual privacy will be respected, and the University will act in conformance with the United States Department of Education’s FERPA & Coronavirus Disease 2019 (COVID-19) Frequently Asked Questions (FAQs) of March 2020 and/or other relevant guidance, as available.
- Arcadia maintains an internal reporting procedure for appropriate staff members that is followed when a University community member tests positive for COVID.
ISOLATION AND QUARANTINE

Anyone exposed or symptomatic must follow CDC guidelines and either (1) self-quarantine (for those who have been in close contact with someone who has COVID-19) or (2) self-isolate (for those who are symptomatic or test positive for COVID-19, with or without symptoms) as set forth in the below flowchart. In addition, those in a unit with one or more roommates must undertake the stated isolation or quarantine procedures if a roommate is symptomatic or has been exposed. Further, the University reserves the right to instruct an individual to self-isolate or self-quarantine based on additional reasonable criteria that may emerge based on the unfolding public health landscape and as knowledge of COVID-19 develops and in light of the variable accessibility and rapidity of testing.
COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.

If you had close contact with a person who has COVID-19

- The best way to protect yourself and others is to stay home for 14 days after your last contact. Check your local health department’s website for information about options in your area to possibly shorten this quarantine period.

- Check your temperature twice a day and watch for symptoms of COVID-19.

- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

If you are sick and think or know you have COVID-19

- Stay home until after
  - At least 10 days since symptoms first appeared and
  - At least 24 hours with no fever without fever-reducing medication and
  - Symptoms have improved

If you tested positive for COVID-19 but do not have symptoms

- Stay home until after
  - 10 days have passed since your positive test

If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.

[www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)
## GUIDELINES FOR COVID-19 ISOLATION AND QUARANTINE

<table>
<thead>
<tr>
<th>I HAVE COVID AND LIVE OFF CAMPUS</th>
<th>I HAVE COVID AND LIVE IN OAK SUMMIT</th>
<th>I HAVE COVID AND LIVE IN THE RESIDENCE HALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student isolates at local or permanent home in a “sick area” of home if available.</td>
<td>Student isolates at local or permanent home in a “sick area” of apartment if available. Food delivery by Metz</td>
<td>Student isolates at local or permanent home in isolation room designated by RCL staff. Food delivery by Metz</td>
</tr>
<tr>
<td>Student assists with contact tracing</td>
<td>Student assists with contact tracing</td>
<td>Student assists with contact tracing</td>
</tr>
<tr>
<td>Student remains in isolation in accordance with current CDC guidelines* until 24 hours of being fever free (without medication), and symptoms have improved.</td>
<td>Student remains in isolation in accordance with current CDC guidelines* until 24 hours of being fever free (without medication), and symptoms have improve</td>
<td>Student remains in isolation in accordance with current CDC guidelines* until 24 hours of being fever free (without medication), and symptoms have improve</td>
</tr>
<tr>
<td>If Student has roommates they quarantine according to current CDC guidelines*.</td>
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</tr>
<tr>
<td>When testing resources are sufficient, quarantine can end after day 7 if a negative test is collected on day 5 or thereafter and the person remains asymptomatic.**</td>
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<tr>
<td>Quarantine cannot be discontinued earlier than day 7.</td>
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</tr>
<tr>
<td>If close contact or roommates becomes asymptomatic they may be tested.</td>
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</table>

*** Based on 12/4/20 CDC guidelines. Please refer to the table below for current CDC guidelines.

## CURRENT CDC GUIDELINES

<table>
<thead>
<tr>
<th>Isolation</th>
<th>Isolation can end after at least 10 days have passed since the date you had your positive test and at least 24 hours with no fever without fever-reducing medication and other symptoms of COVID-19 are improving.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarantine without Testing*</td>
<td>Quarantine can end after day 10 without testing if no symptoms have been reported during daily monitoring.</td>
</tr>
<tr>
<td>Quarantine with Testing**</td>
<td>Quarantine can end after day 7 if a diagnostic specimen tests negative and is collected on day 5 or thereafter and the person remains asymptomatic. Quarantine may not be shortened beyond the end of day 7.</td>
</tr>
</tbody>
</table>

Updated 12/4/2020 www.CDC.gov/COVID19
SELF-ISOLATION OFF CAMPUS

Faculty and staff with confirmed or suspected COVID-19 will be promptly sent home. Faculty and staff who reside in University Housing will receive specific instructions, but will generally comply with the same expectations related to isolation and quarantine in University Housing as are applicable to students.

Students with confirmed or suspected COVID-19 will self-isolate as listed in the chart above, based on whether they live off campus or in a University-managed residential facility. Students may travel to a family member’s home for isolation if they can travel in a private car and social distancing and infection prevention recommendations can be maintained in the home. Students should consider all factors, such as being around persons with high-risk conditions, in where the best location would be for them to isolate.

STEPS TO ISOLATION ON CAMPUS—RESIDENCE HALLS

If self-isolation is implemented for a student in the residence halls, the following steps should be taken:

- Isolation rooms will be physically separate from other residential student rooms and have private bathroom facilities stocked with soap, hand sanitizer, tissues, sanitizing wipes, and other toiletries.
- Isolation spaces will be labeled to restrict access, but signs should not disclose the reason for restricted access.
- Isolated, infected students will be advised to promptly seek medical services through Student Health Services if symptoms worsen or they have concerns about their infection.
- Meal delivery will be arranged through Dining Services and Residence and Commuter Life staff.
- Counseling Services will be available to students via telehealth.
- Student Affairs staff will be identified and trained to provide isolated students with personal needs (e.g., medication delivery).
- Custodial and maintenance staff are provided with and trained to use appropriate PPE for cleaning and entering isolation spaces.
- Those who test positive and self-isolate on campus should continue isolation for at least 10 days from symptom onset and 24 hours after resolution of fever (without medication) and improvement in symptoms.
- Those in quarantine are to avoid contact with others for 10 days after the last exposure to a positive case. Quarantine can end after day 10 without testing if no symptoms have been reported during daily monitoring. Quarantine can end after day 7 if a diagnostic specimen tests negative and is collected on day 5 or thereafter and the person remains asymptomatic. Quarantine may not be shortened beyond the end of day 7. This includes staying home from work or school, avoiding contact with other persons, and monitoring for symptoms of COVID-19. In the case that they experience symptoms associated with COVID-19, they are to immediately contact SHS during operating hours and Public Safety after operating hours.
STEPS TO ISOLATION ON CAMPUS—OAK SUMMIT AND UNIVERSITY-MANAGED HOUSING

If isolation is implemented for a student residing in Oak Summit, the following steps should be taken:

• Students residing in Oak Summit Apartments or University-managed apartments will isolate together in their apartment. If a roommate is quarantined, students must quarantine with them for 14 days.
• Quarantine spaces will be labeled to restrict access, but signs should not disclose the reason for restricted access.
• Meal delivery will be arranged through Dining Services.
• Counseling Services will be available to students who request them via telehealth.
• Student Affairs staff will be identified and trained to provide quarantined students with personal needs (e.g., medication delivery).
• Students are responsible for cleaning their spaces. The University will provide CDC-approved products.
• Those who test positive and isolate on campus should continue isolation for at least 10 days from symptom onset and one day after resolution of fever (without medication) and improvement in symptoms.
• Those in quarantine are to avoid contact with others for 14 days after the last exposure to a positive case. This includes staying home from work or school, wearing a mask when around others, avoiding contact with immunocompromised persons, and monitoring for symptoms of COVID-19. In the case that they experience symptoms associated with COVID-19, they are to immediately contact SHS during operating hours and Public Safety after operating hours.

QUARANTINE AND ISOLATION AREAS

Quarantine and isolation areas (separate physical spaces) will be spaces of high exposure and may require daily services for trash removal. PPE such as face shields, gloves, coverall, hairnets, and shoe coverings are available for Facilities staff. In the event of emergency repairs, Facilities will work with Student Affairs to notify students of any projects that may affect quarantine and isolation areas. Detail cleaning for isolation areas will take place once spaces are vacated.
CLEANING GUIDELINES

All high-traffic areas, including bathrooms, lobby doors, kitchens, copy rooms, elevator call buttons, and security/reception stands, will be cleaned using CDC-approved products.

- Cleaning of non-contact surfaces (e.g., floors and walls) will involve precleaning of any heavily soiled surfaces, followed by cleaning with any CDC approved product, with a waiting dry period as recommended by the manufacturer.
- All campus bathrooms (235 total), including residential bathrooms (Grey Towers Castle and Dilworth, Knight, Heinz, Kistler, and Thomas Halls), will be cleaned and sanitized twice a day.
- Students in apartment-style housing (Oak Summit and University-managed apartments) will be responsible for cleaning their own bathrooms according to guidelines set out in this document.

ENHANCED HEALTH AND SAFETY STRATEGIES INCLUDE:

- Installing hand sanitizer dispensers in lobbies, hallways, and other common areas;
- Installing Plexiglass social distancing barriers in direct customer service areas;
- Installing signage to remind community members of the need to comply with use of face coverings, proper hand hygiene, and social distancing protocols.

WIPE IN / WIPE OUT

The University is also adopting a simple hygiene mantra, Wipe In / Wipe Out—as one would when using gym equipment—to help with sanitization of shared spaces. When community members enter a public or work space that requires them to touch any surfaces, they wipe in. When they leave, they wipe out. Cleaning and sanitization supplies such as disinfectant wipes or sprays will be available for individuals to wipe in and wipe out of learning and work areas, including computer labs, classrooms, and offices.

DISINFECT SURFACES REGULARLY

Students, staff, and faculty should regularly clean and disinfect high-touch surfaces such as door handles, light switches, workstations, keyboards, telephones, etc. Individuals should avoid using others’ phones, desks, offices, rooms, or other tools, materials, and equipment when possible.
SHARED SPACE AND CLASSROOMS
Facilities Management has met with departments to determine high-traffic areas. Each department is responsible for evaluating and making appropriate assessments of their space for proper shielding and protection; measures instituted include:

- Plexiglass social distancing barriers will be installed in identified spaces where an employee interacts directly with other employees or students to complete transactions (e.g., cashiers, circulation desks, reception areas).
- Guidelines have been developed for research areas, taking into consideration universal precautions and the unique uses of research space.
- Areas within suites or offices that are used communally, such as kitchens, lobbies, and conference rooms, will be cleaned and disinfected by housekeeping daily; these areas should also be wiped down frequently, before and after use, using the provided disinfectant wipes.
- Spaces where individuals tend to cluster or congregate, such as waiting areas, entrances, exits and hallways, will have signage encouraging social distancing.

DINING OPERATIONS
The University’s dining services are managed by Metz Culinary Management, Inc. (Metz). If campus is open and students are in residence, Metz is authorized to serve food, including dine-in options. The number of students in any food service venue will be limited.

Dine-in, grab-and-go, takeout options, and grocery purchases are available, although with some changes to food distribution (i.e., no salad bar). A significant number of tables and chairs have been removed from on-campus eateries to increase distance between the remaining tables. Individuals should eat in locations that allow for appropriate physical distancing; eating outdoors or in an enclosed or private space with the door closed are the safest options.

On-campus catering will be substantially limited, given the need to allocate resources to support students in social isolation and encourage best practices in social distancing and food delivery.

Note: Metz will provide groceries and/or meals to students who are isolating/quarantining in University Housing. This will be facilitated through a process of ordering and delivering groceries/meals, which will include the same for Oak Summit and any off-site University-managed residential facility.
RESIDENTIAL HOUSING

IN-ROOM GUEST POLICY
Students are expected to maintain social distancing practices. Residents on campus in the spring 2021 semester are permitted guests from their same building but no other guests from within or outside the University community.

GUIDELINES FOR MOVE-IN/MOVE-OUT PROCESS
Returning to campus will require changes to the normal move-in process, including
- Expanded days and times to allow physical distance;
- Enhanced cleaning during move-in process;
- Limit of three (3) guests to assist with each student’s move-in (children are to be under the supervision of parents or guardians at all times);
- Designated move-in times;
- Streamlined check-in process.
  - Students will be greeted by professional staff and the Orientation team, provided their new student packets, have COVID surveillance testing performed, guided to their residential spaces to unpack, and guided to key offices (Student Health Services, Financial Aid, Graduate and Undergraduate Studies, One-Stop Shop, etc.) throughout the day.

ATHLETICS AND RECREATION

Arcadia is currently offering limited use access to select University facilities such as Kuch Center.

Athletic facilities available for student usage in the Kuch Center and fields include the Alumni Gymnasium, Indoor Track (closed for renovation until January), Fitness Center, Aerobics room, Lenox Pool, Jean Lenox West Field, Weiss Tennis Courts (seasonal), the Dome (seasonal), and Blankley Field, with limited access to locker rooms; the Sports Training Center will be accessible to student-athletes only.

For the spring 2021 semester, access to the Kuch Center and related athletic facilities will be limited to student-athletes (resident or commuter), residential students, and commuter students that are approved for campus access. Residential or commuter students (regardless of whether or not they are a student-athlete) must fill out the necessary housing application or commuter application to be considered for access to the athletic facilities. Faculty and staff outside of Athletics will not be permitted to use the workout facilities though their access might change as the semester progresses. Student usage is being prioritized at the start of the calendar year.

Given the special risks associated with athletics and recreation programs, the University is continually accessing its ability to safely support these programs. Athletics will work in conjunction with the NCAA, Middle Atlantic Conference, and related sports organizations to develop guidance for varsity sports. We will update the community on the status of winter sports when information is available. Similarly, Athletics continues to review guidelines and recommendations regarding intramural, fitness, and recreational activities.
LANDMAN LIBRARY

The Landman Library building will be open during the spring 2021 semester with reduced capacity to residential and commuter students that are approved for campus access for individual quiet study. Students and other approved faculty and staff will be able to reserve a seat ahead of time online through the library’s website beginning in January, with access to and within the library limited to allow for safe social distancing and time for routine cleaning. Several other health and safety precautions have been put in place, including rearranging furniture, distancing computer workstations, and closing access to the physical collection and other parts of the library. All patrons will be required to adhere to the requirements of the University Campus Compact, including wearing a mask at all times and wiping in and out as they come. Residential or commuter students must fill out the necessary housing application or commuter application for access to the library.

All library services, including one-on-one research consultations and research and information literacy instruction, will remain fully virtual this semester. You can find more information regarding All-Modes teaching, learning, and research resources and services here. Library faculty remain fully accessible online to provide research and instructional support for students, faculty, and staff whether they are on campus or remote. If you have questions, need research support, or want to schedule research and information literacy instruction, contact reference@arcadia.edu or visit arcadia.edu/library.

With access to the print collection remaining closed to the public, the library will continue to offer online requesting of print materials, including print interlibrary loan, through our Books2Go service with pick up at Mail and Print. This is in addition to our online databases and resources, which are always available from on campus or away and include hundreds of thousands of ebooks, streaming films, academic journals, and more.
CAMPUS GATHERINGS AND EVENTS

Limitations will be placed on the size of events and number of individuals gathering in accordance with guidance and recommendations for social distancing in indoor and outdoor environments. Space reservations will take into account additional needs for staffing, set-up, health and safety measures, and proper cleaning guidelines to mitigate the spread of COVID-19. The University’s academic needs remain a priority for space reservations.

Students, faculty, and staff must request to hold an event on campus; once the request is received, the University’s Campus Event Team will determine if it meets the necessary criteria:

• The event should be proposed to the outline below to include the date, time, expected attendance, staff needed, volunteers needed, campus space requirements, public safety needs, and additional details
• The event should adhere to CDC, state, regional, local, and University guidelines for the safe hosting of events and gatherings
• The event must be centered on one of the following goals:
  - Engagement of Arcadia students
  - Recruitment initiatives
  - Academic mission
• The event must be proposed with enough time to mobilize needs, safeguard the University community, and provide enough time for the event’s success.

STUDENT CLUB AND ORGANIZATION ACTIVITIES

Conference and Events Services will provide approval for in-person student organization events in compliance with proper use of on-campus spaces and physical distancing guidelines. The maximum size for events will be determined in compliance with governmental and health officials’ recommendations for campus space. Events will only be approved for members of the University community. Any student group or campus organization that reserves or uses campus space must agree to sanitize the area before and after usage by wiping in and wiping out of the area.

Engagement and New Student Programs will provide tools and training to assist student clubs and organizations with their organization and event planning for the coming year. Engagement and New Student Programs will promote the use of virtual meetings and programming.
DEPARTMENT-SPONSORED EVENTS

Departments should explore alternative ways to host meetings and events online. Anyone wishing to schedule an in-person event must take into consideration the amount of space available, number of guests or participants, and location.

EXTERNAL EVENTS

Anyone scheduling or planning an event involving external guests should explore alternative ways to facilitate, as external events will be limited in the 2020-2021 academic year. Campus buildings and spaces, when not in use for academic classes or approved events, will be secured to prevent unauthorized use of space. The University may reschedule or cancel any planned event for health or safety precautions.

MEETINGS

Groups and gatherings increase the risk of contracting COVID-19. All meetings should be held online, where possible; where not possible, attendees must follow the social distancing and other health and safety guidelines contained in this document. Campus communications should focus on modes of email, phone calls, texting, or Zoom online collaboration rather than face-to-face expectations.
SAFETY AND TRANSPORT

Public Safety will continue to provide traditional safety and security measures for the main campus (on- and off-campus properties), as well as the Christiana, Del. campus (via CCTV). Public Safety officers’ job functions will be enhanced to support Student Health Services, Student Affairs, University Relations, and other units and departments as needed.

CAMPUS SHUTTLES
All riders and drivers of campus shuttles are required to wear masks. Shuttle drivers are University employees that are approved per the University’s Vehicle Use Policy. Drivers will wear proper PPE and agree to sanitize (wipe in / wipe out) shuttles before and after usage. Any shuttle service provided by an outside service will be mandated to have their own protective protocols that align with the University’s and CDC guidelines.

PUBLIC SAFETY EMERGENCY TRANSPORTS (for medical emergencies)
Ailing or sick students requesting transportation to Student Health Services can contact Public Safety. The responding officer will contact SHS during their operational hours before transportation and provide them with an assessment.

In the case of individuals exhibiting COVID-19 symptoms or other medical conditions that would, by protocol, constitute a life-threatening emergency (heart, lung, or special physical needs), Public Safety will dispatch an ambulance. If the estimated time of arrival for an ambulance is longer than the affected individual and/or responding officer believes it would not be appropriate for the individual to wait for a transport:

• Public Safety personnel will wear face coverings during transport.
• The person being transported will wear a mask.
• Windows will be kept open in the vehicle during transport.
• No other passengers in the vehicle will be permitted. (Friends and colleagues must provide their own transportation.)
• Public Safety will call Abington Hospital Emergency Room (215-481-2000, #2) to inform them of the symptoms and that they are on the way.
• Upon arrival at the Emergency Room, the person being transported may enter the facility on their own accord.
• Public Safety will disinfect the vehicle before leaving the hospital.
NOTIFICATIONS
- Any transport of a student for illness, by protocol, requires notification of the Administrator on Duty. Public Safety will also contact the Director of Student Health Services and alert the Director of Public Safety.
- Any transport of an employee for illness will result in notification to Human Resources and the Director of Public Safety.

CAMPUS EMERGENCY CALL PHONES
All Emergency Call Boxes located throughout the campus are active. Emergency Call Boxes will be regularly cleaned, sanitized, and covered to lower infectious contact.

HOUSING PATROLS IN OFF-SITE UNIVERSITY-MANAGED RESIDENTIAL FACILITY
Students residing in off-site University-managed residential facilities through University Housing will be provided limited services, including transportation to Student Health Services and Abington Hospital, pursuant to the guidelines described above. Public Safety will work with Cheltenham Township Police and the facility’s Property Management to address the safety of residents and include the off-site University-managed facility in vehicle patrols.

FACILITIES SERVICES
For routine maintenance needs, individuals may submit a request here. For emergency maintenance needs, especially those that implicate health and safety, between 8 a.m. and 4 p.m., individuals should call 215-572-2992; after 4 p.m., they should call Public Safety (215-572-2900).

PURCHASING/REQUESTING SUPPLIES
Initial purchasing of all COVID-19 related supplies will be done by Purchasing. Facilities will receive, distribute, and track all inventoried supplies. Facilities will recommend to Purchasing on increasing or decreasing the amount of inventoried items and quantities on hand. Once the initial inventory is exhausted, Facilities will order supplies for general cleaning and individual departments will order supplies needed for their units.
GLOBAL PROGRAMS AND THE COLLEGE OF GLOBAL STUDIES

The College of Global Studies at Arcadia University is supporting a select number of study abroad programs for the spring 2021 semester. Decisions on which programs to support are based on a thorough risk assessment of the conditions in each program’s location, plans from our University partners, and in consultation with International SOS, Arcadia’s international assistance provider. The College’s Health, Safety, and Security team, in conjunction with our Resident Directors abroad, also evaluate our ability to adapt throughout the semester to mitigate risk. Spring program updates can be found on the Arcadia Abroad website.

All programs offered are able to provide students with an online learning plan, should it become necessary, and have the demonstrated capability to quarantine or isolate students with ample support if needed. All activities and events offered by Arcadia staff will be carefully evaluated and risk-assessed.

Students enrolled in programs supported by TCGS receive extensive communication regarding risk mitigation strategies and emergency planning. All participants will sign a document acknowledging the risks associated with travel as well as the rules of participation, which are necessary to promote the health and wellbeing of students and the community in which they study. Participants will also be provided with details about how to access support from Arcadia staff and International SOS 24 hours a day, 7 days a week, as well as information on how to access COVID-19 testing.

All participants are required to attend an advising interview with Arcadia TCGS staff to discuss:

• Being a responsible, informed traveler who understands the signs and symptoms of COVID-19 and how to reduce risks associated with international travel.
• Taking travel precautions, including wearing a mask, carrying hand sanitizer, and avoiding crowded groups as much as possible, as well as bringing multiple reusable masks and a thermometer.
• Working with their health care providers to ensure they can bring all the medication they’ll need while abroad and to discuss plans for care abroad with International SOS and Arcadia’s Health and Safety team. Proactively managing any pre-existing conditions or disability needs, as well as ensuring that students are up-to-date on all routine vaccines and the seasonal flu vaccine, will help prepare for a healthy semester.
• Not traveling if they have any symptoms of illness. We will accommodate as much as practicable any late arrivals due to illness.
• Preparing for quarantine. The local governments in each of our program sites have specific quarantine requirements international travelers must adhere to upon arrival. Students will be able to quarantine in student housing with support from Arcadia and their host institution.
• Engaging in Arcadia’s virtual orientation as well as their host institution’s orientation to ensure a thorough understanding of health, safety, and security process and protocol.
• Monitoring their health and reporting any symptoms to program staff before attending class or other activities.
• Staying home and notifying their host institution and Arcadia staff if they’re symptomatic, have been exposed to COVID-19, or have tested positive. We will support students with food delivery and in other ways if they need to self-isolate and assist if they need to get tested.
• The importance of proper hand hygiene and cleaning practices and the need to follow local regulations on social distancing, wearing a mask, and other precautions.
• Following their host institution’s guidance. Each institution and location will have safety measures in place that may be different to what is advised at home.
• Preparing for the possibility of a two-week quarantine period at any time during the semester as a result of contact tracing or lockdown due to increased community transmission.
• Understanding their comprehensive accident and illness insurance, which includes coverage for testing and treatment of COVID-19.
• Following all directives from their housing provider regarding cleaning, shelter-in-place, and room changes if they or other students need to be isolated.

Preparing for the possibility of varying academic delivery methods. Our overseas partner institutions may offer in-person, blended, and fully online learning approaches, depending on the circumstances.

DOMESTIC AND LOCAL TRAVEL GUIDELINES

• These Guidelines apply to all University employees (faculty and staff) and students.
• All non-essential domestic travel, including local travel (e.g. Philadelphia, Montgomery County, Southern New Jersey), by faculty and staff for University Business-related reasons is prohibited unless approved by that faculty or staff member’s Vice President, or the Vice President’s designee.
• Non-academic travel by students related to student activities must be approved by the Dean of Students; academic-related travel must be approved by the Provost or the Provost’s designee.
• Any person living, learning, or working on campus who undertakes domestic travel, whether for University Business-related or personal reasons, must follow Pennsylvania state mandate listed on the Pennsylvania Department of Health website:
  - Travelers entering Pennsylvania from other countries and states, as well as Pennsylvanians who are returning home from other countries or states, have a negative COVID-19 test within 72 hours prior to entering the Commonwealth or quarantine for 10 days upon entry into Pennsylvania. If a traveler chooses to get tested upon entering the Commonwealth, or is waiting for test results, the traveler must quarantine for 10 days, or until receipt of a negative test result, whichever comes first.
• For all approved travel, travelers must follow whatever travel restrictions and safety guidelines are in place in the destination, including related to transportation (e.g. public transportation, taxis, or rideshares), distancing, masks, and size restrictions on public and private gatherings.
• Requests for exceptions to these Guidelines will be reviewed by the Provost and the Chief Financial Officer on a case-by-case basis.
• Failure to comply with these Guidelines or other related University policies and directives may result in disciplinary action pursuant to the Student Code of Conduct, Faculty Handbook, or Progressive Discipline Policy, as appropriate.
• Please see the University’s International Travel Policy with respect to international travel.
UNIVERSITY-SPONSORED INTERNATIONAL TRAVEL

The University’s Travel Advisory Committee (TAC) is reviewing all University-sponsored international travel, per University policy. The Department of State advises all U.S. citizens to read the country-specific Travel Advisories and U.S. Embassy COVID pages for updates on the impact of COVID-19 worldwide. The TAC will continue reviewing travel conditions and recommendations on a monthly basis and release relevant guidance to the University community. There may be certain restrictions on U.S. citizens entering foreign countries.

As University-sponsored international travel resumes, Arcadia will:

• Educate travelers about potential exposure, high-risk activities, and risk-reduction measures before departure.
• Remind travelers that they may be screened for COVID-19 at airports in the U.S. and worldwide. When entry screening is conducted, travelers may be checked for fever and other symptoms, and this may result in travel delays. Travelers may visit the website of the U.S. embassy, consulate, or diplomatic mission for more information about screening procedures in foreign countries.
• Communicate with parents and families of students who are participating in study abroad/research programs sponsored by the University, and encourage parents and families to advise their students to use good judgment and to take precautions against COVID-19 in the country where they will be studying and living, as well as in any countries to which they may travel.
• Provide all travelers with:
  - A fact sheet on travel-associated illness, including:
    ° The symptoms of COVID-19
    ° Ways to reduce the risk of getting and spreading COVID-19
  - A self-screening tool to complete upon return to the U.S., including:
    ° Questions that prompt the traveler to check daily for any symptoms of COVID-like illness, as described above
  - Information about other restrictions, as appropriate. Specific guidance will be provided; as discussed above in the section pertaining to Compliance, it is expected that all travelers adhere to those guidelines, such as self-monitoring their health for 14 days after travel and contacting their health care provider, HR (employees), or SHS (students) in the event of symptom.
INTERNATIONAL STUDENTS
The Office of International Programs is in regular contact with international students holding F-1 visas and continues to monitor relations between home countries and the U.S. International students residing in the U.S. must contact OIP if they are considering leaving the United States as governmental regulations and travel restrictions are constantly changing and re-entry into the U.S. is restricted for citizens of certain countries. OIP advises students currently outside of the U.S. who are eligible to enter with valid F-1 visas to check on any travel restrictions including any requirements applicable to countries they may transit through.

On August 7, 2020, the Student and Exchange Visitor Program (SEVP) announced updated guidance that permits F-1 students who were in active student status on March 9, 2020, to continue attending universities with online instruction. New international students who were not on an Arcadia sponsored visa on March 9, 2020, were not permitted to enter the U.S. for the Fall semester of 2020. At the time of this statement (December 4, 2020), no updated guidance from the SEVP has been provided. Therefore, this guidance remains in place until further notice. OIP is working with students and faculty to ensure compliance and maintenance of active status in SEVIS. Any students with questions should email oip@arcadia.edu for additional assistance.

CONDUCT AND COMPLIANCE

COVID-19’s highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with COVID-19 may be asymptomatic for a period of time, or may never become symptomatic at all. All of this means that the University’s health education and prevention efforts are critical and require the compliance, diligence, and respect of all members of the University community and visitors to University property.

The University has put in place health and safety rules and precautions, as are described in this document and which may be updated at any time, to mitigate the spread of COVID-19. It is expected that all members of the University community, including faculty, staff, students, independent contractors, volunteers, and visitors, will comply with the rules and precautions set forth herein, and as they may be changed from time to time. For students, failure to comply will constitute a violation of the Student Code of Conduct and could result in disciplinary actions; faculty and staff who fail to comply with the expectations and precautions in this plan could also face disciplinary actions. For independent contractors, failure to comply will constitute a material breach of the University’s Independent Contractor Agreement and Addendum.

Information about safety rules and precautions will be prominently posted on the University’s website and on University property in order to make volunteers and visitors aware of expectations so they can conform their behavior accordingly. Those who do not do so will be asked to leave the premises. Individuals who are unable to comply for disability-related reasons should seek accommodation under the University’s Disability Support Services Policy for Students and/or Disability Support Services Policy for Employees, as appropriate.
Minimizing the risk of COVID-19 infections is a shared responsibility and every member of our community must do their part. We hope if you observe behavior that is not compliant with the health and safety rules and precautions, you will hold each other accountable. This could involve simply reminding a person, “You forgot to wipe in” or “You forgot to pull up your mask.” But, you should feel comfortable bringing concerns to the attention of the relevant parties should any additional enforcement action need to be taken. Observed health and safety violations involving faculty and staff should be reported to Human Resources (215-572-2173); observed violations involving students should be reported to Student Affairs (215-572-2932). For all other observed violations, and/or for individuals who observe non-compliance but who wish to remain anonymous, contact Public Safety or the Campus Conduct Hotline (1-866-943-5787). Please note: the Campus Conduct Hotline should not be used in time sensitive or emergency situations. All time-sensitive or emergency health and safety concerns should be directed to Public Safety.

WORKPLACE OPERATIONS FOR EMPLOYEES

Our business operations must be flexible to meet all needs and considerations. The way we conduct business on campus will adapt to account for social distancing measures in and out of our offices’ physical space.

UNIVERSITY OPERATIONS

In addition to following protocols described pertaining to facilities use and cleaning, vice presidents and deans will work with unit supervisors to evaluate each unit’s work environment and make necessary changes and adjustments on an ongoing basis. This could include changes to work schedules, to the work environment itself, and reinforcement of employment-related COVID-19 protocols. Employees are expected to bring their own face covering or mask to campus.

WORKPLACE ACCOMMODATIONS AND PROCESS

We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness. People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m2 or higher but < 40 kg/m2)
- Severe Obesity (BMI ≥ 40 kg/m2)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus
ALTERNATIVE WORK ARRANGEMENTS AND STAGGERED SCHEDULES

Unit supervisors should consider extending alternative work arrangements for employees whose roles and responsibilities can be fulfilled remotely or implementing new alternative work arrangements such as staggered schedules in order to de-densify office spaces. Examples include, but are not limited to:

- Permitting ongoing telework for those whose duties can reasonably be performed remotely, or creating schedules that rotate employees on in-person and telework in order to provide for office coverage while also supporting social distancing and decreasing office density.
- Staggering employee arrival and departure times to reduce congestion of entrances/exits.
- Alternating work or lunch schedules to minimize the number of individuals congregating in break rooms and staggering utilization of campus eateries.

Faculty were provided information about options for teaching in-person, remotely, and online. Staff members who are concerned about their unit’s plans for returning to work should contact their supervisor.

Individuals requiring reasonable accommodations should make their requests pursuant to the Disability Support Services Policy for Employees by contacting Human Resources directly. If an employee receives medical advice or any other directive (such as the guidelines set forth herein) to be isolated or quarantined or otherwise not come into work, the employee should immediately discuss the matter with their supervisor to identify the best work arrangement for their safety, the safety of other members of the University community, and the operational needs of the University.

Employees who become ill or must provide care to a family member and are thus unable to work, even on an alternative work arrangement, should reach out to Human Resources to discuss available paid and unpaid leave, including sick leave and leave pursuant to the Family and Medical Leave Act. Human Resources can discuss with each employee which leave of absence is most applicable to the employee’s situation.

Alternatively, staff may contact Human Resources (Associate Vice President for Human Resources and Employee Experience Mary Sweeney, sweeneym@arcadia.edu, or Employee and Labor Relations Specialist Hector Figueroa, figueroah@arcadia.edu) to discuss their concerns should they not feel comfortable approaching their supervisors directly.
COMMUNICATIONS

The University is committed to keeping the Arcadia community informed about preparedness efforts and expectations of students, faculty, and staff in reducing the spread of COVID-19 with:

- A multi-pronged approach to address health and safety, including signage, social media posts, videos, graphics, animations, and written materials, to help educate the University community.
- A website strategy for all health and safety plans in the Arcadia.edu/ArcadiaReady in conjunction with the current COVID-19 information website.
- Providing information to students, faculty, and staff prior to the start of the fall 2020 semester that addresses hygiene and sanitation, use of face coverings and PPE, and social distancing.
- Weekly updates to students, parents/families, faculty, and staff through the University’s Arcadia Newsletter email.
- Regular email communications from University leaders and offices including Academic Affairs, Student Affairs, Human Resources, Student Health Services, Center for Teaching, Mentoring, and Learning (CTML), the Office of the President, Office of the Provost, Office of Institutional Diversity, the Office of Study Away, the Office of International Programs, Arcadia Abroad, and One-Stop Shop, among other offices.
- Communications regarding confirmed case or exposure information as appropriate or as mandated by state or local health officials.

CAMPUS HEALTH AND SAFETY RESOURCES

- Student Health Services
- Counseling Services
- Additional Local Resources for Healthcare:
  - AFC Urgent Care (Cheltenham)
  - Minute Clinic (Jenkintown)
  - Minute Clinic (Flourtown)
  - Patient First (Jenkintown)
- Additional resources for Counseling:
  - Suicide Prevention Hotline 1-800-273-TALK (8255)
  - Crisis Text Line serves anyone, in any type of crisis, providing access to free, 24/7 support and information. Text “home” to 741-741 from anywhere in the USA, anytime, about any type of crisis.
  - Abington-Jefferson Hospital 215-481-2000; press 1 or ask for crisis.
  - Montgomery County Mobile Crisis Unit: 855-643-4673
UNIVERSITY CONTACTS

ACADEMIC AFFAIRS
215-572-2924, provost@arcadia.edu

HUMAN RESOURCES
215-572-2173, humanresources@arcadia.edu

STUDENT AFFAIRS
215-572-2933, sa@arcadia.edu

PUBLIC SAFETY
Emergency: 215-572-2999
Non-emergency: 215-572-2800, publicsafety@arcadia.edu

STUDENT HEALTH SERVICES
215-572-2966, SHS@arcadia.edu

ATHLETICS
215-572-2955, athletics@arcadia.edu

RESIDENCE LIFE
215-572-4026, housing@arcadia.edu

UNIVERSITY RELATIONS
215-572-2969, universityrelations@arcadia.edu

INFORMATION TECHNOLOGY
215-572-2898, helpdesk@arcadia.edu

For more information about Arcadia’s All-Modes Ready approach, email allmodes@arcadia.edu.
## APPENDIX

### SELF-MONITORING LOG

Take your temperature twice a day, in the morning and in the evening, and write it down. Mark if you have any of the symptoms: Circle ‘Y’ for Yes or ‘N’. If you forget to take your temperature, take it as soon as you remember.

<table>
<thead>
<tr>
<th>Day/Date MM/DD/YY</th>
<th>Time</th>
<th>Temperature a fever is above 100.4</th>
<th>Respiratory illness: dry cough, congestion or runny nose, shortness of breath or difficulty breathing</th>
<th>Fatigue, muscle or body aches, sweats, or chills</th>
<th>New loss of taste and/or smell</th>
<th>Nausea/ Diarrhea/ Vomiting</th>
<th>Headache or sore throat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / /</td>
<td>AM</td>
<td>Y</td>
<td>N</td>
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COVID-19 SELF-MONITORING INFORMATION

Arcadia is committed to the health and well-being of its community members. For important COVID-19 information, including FAQs, visit arcadia.edu/coronavirus.

Guidance for self-monitoring
This guidance is to help you closely monitor your health. It is very important for you to monitor your health so that you can be taken care of and treated quickly if you do get sick. Based on what is known from other coronavirus infections, 14 days is the longest time between when you were last exposed to coronavirus and when symptoms begin.

What are the signs and symptoms of COVID-19?
The most common symptoms of coronavirus are fever, chills, and cough. Some people also report difficulty breathing, congestion or runny nose, shortness of breath, muscle or body aches, lack of taste and smell, headache and more rarely sore throat or abdominal discomfort, nausea, vomiting, and diarrhea.

What should I do if I become ill during this monitoring period?
Stay at home and call Student Health Services for guidance. We will do our best to get you in for an appointment or connect you with a facility near you. Prevention is the best way to limit the spread of disease.

Arcadia University Student Health Services
Phone: 215-572-2966 Email: SHS@arcadia.edu

If you have any questions or concerns about COVID-19 email COVIDCareTeam@arcadia.edu

If you get tested outside of Arcadia Student Health Services, please fill out the Self Disclosure form: https://www.arcadia.edu/coronavirus-self-disclosure-form

If you feel your symptoms are at EMERGENCY LEVELS i.e. severe shortness of breath, fever over 103.0 F, severe chest pain etc., that cannot wait until the morning, call 911.