FALL 2020
HEALTH AND SAFETY PLAN
FOR RETURNING TO CAMPUS

Updated October 22, 2020

ARCHDIA UNIVERSITY
Arcadia University’s All-Modes Ready approach is grounded in community safety. University teams, offices, departments, and committees have developed a strategy to enhance 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.

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 three-phase approach to Reopening and Recovery, 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 and work;
- 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.
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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. Please check back frequently, as this information will be regularly updated.
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. Community members will be encouraged to bring thermometers, and Student Health Services will be supplied with thermometers to dispense if lost or forgotten. 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 to use for screening.

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.

While we cannot guarantee that all classes will be held in person, we will provide a list (subject to change) of all classes and the projected mode in which they will be taught. Although things 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.
GENERAL GUIDELINES FOR MITIGATION

• Wearing a mask is required.
  ○ Students, staff, faculty, and other visitors to campus, including contractors and volunteers, are required to wear masks while in any public space, indoor and outdoor, on campus.
  ○ While masks are not mandated during meals, distancing measures should be upheld, as described further below in the section on Dining. A mask must be worn when a University community member cannot maintain a safe physical distance from others (indoors or outdoors).

• Maintain social distance.
  ○ Individuals should 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 remain mindful of social distancing in small spaces including elevators, hallways, stairwells, entryways, and restrooms.

• Monitor your health daily.
  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. Community members are encouraged to bring thermometers, and Student Health Services will be supplied with thermometers to dispense if lost or forgotten.

• 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.

• 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.

• 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.
GENERAL GUIDELINES FOR MITIGATION (Continued)

- 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 convenor 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 five to seven 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. Those who receive a positive test should remain quarantined until three days after resolution of fever and improvement in symptoms.

STUDENT COVID-19 TESTING
Student Health Services (SHS) will use COVID-19 PCR (polymerase chain reaction) testing via anterior nares, the least invasive and most accurate test that can be conducted in an outpatient setting. Specimens will be picked up daily by Labcorp.

Initially, testing 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

SHS will offer COVID-19 testing to any Arcadia students with:
- Cough OR
- Shortness of breath OR
- Two of the following symptoms: fever, chills, muscle or body pain, sore throat, headache, new loss of taste or smell.

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. This could include being part of a cluster of cases, such as on a residential hall floor. Close contact is defined as having been in contact with a person who is COVID-19 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 five to seven 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 under isolation. Those who test positive and do not require hospitalization should continue isolation for at least 10 days from symptom onset and three days after resolution of fever and improvement in symptoms. Students who do require hospitalization should remain in isolation for 14 days, after they have been discharged from the hospital. Students who test positive for COVID-19 may be contacted by a county health department to identify their close contacts, and/or by the SHS contact tracing team to identify their close contacts from within the University community as a part of University-focused contact tracing and containment activities.

**CONTACT TRACING**

SHS, along with faculty and staff experts in Arcadia’s Master of Public Health (MPH) program, will establish a University-focused contact tracing team. The framework for contact tracing is to be 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 and 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, and Montgomery County’s tracing program Sara Alert. 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 Student Health Services (215-572-2966).
  - SHS 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 Human Resources at 215-572-2173.
  - HR will provide guidance with respect to self-isolation or quarantine and how employees can access paid and unpaid leave as appropriate; assist the individual’s close contacts with respect to the same; report necessary information to the Department of Health; and arrange for appropriate responsive measures to support those affected with respect to facilities (e.g., additional cleaning) and any other relevant issues.
- 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.

ISOLATION AND QUARANTINE

Anyone exposed or symptomatic must follow CDC guidelines and the below flowchart. Those in a unit with one or more roommates must undertake the stated isolation and quarantine procedures (i.e., if a student or their roommate(s) has/have been exposed or is symptomatic, they must undertake the isolation and quarantine process).
COVID-19: Quarantine vs. Isolation

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

- Stay home until 14 days after your last contact.
- 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.

- Stay home until after
  - 3 days with no fever and
  - Symptoms improved and
  - 10 days since symptoms first appeared
- 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.

cdc.gov/coronavirus
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have COVID and live Off Campus</td>
<td>Student isolates at local or permanent home in a &quot;sick area&quot; of home if available. Food delivery by Metz.</td>
</tr>
<tr>
<td>I have COVID and live in Oak Summit</td>
<td>Student isolates at local or permanent home in a &quot;sick area&quot; of apartment if available. Food delivery by Metz.</td>
</tr>
<tr>
<td>I have COVID and live in the Residence Halls</td>
<td>Student isolates at local or permanent home or in isolation room designated by RCL staff. Food delivery by Metz.</td>
</tr>
<tr>
<td>I have COVID and live in an Off-site University Managed Residential Facility</td>
<td>Student isolates at local or permanent home in &quot;sick area&quot; of apartment if available. Food delivery by Metz.</td>
</tr>
</tbody>
</table>

- **Student assists with contact tracing**

- **Student remains in isolation until 3 days of being fever free (without medication), symptoms have improved and at least 10 days have passed after symptoms first began**

- **If Student has roommates, they quarantine in living space staying home, monitoring symptoms and temperature for 14 days after last exposure**

- **If roommates remain asymptomatic, self quarantine ends after 14 days**

- **If roommate becomes symptomatic they will get tested 5-7 days after last exposure to positive roommate**

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SELF-ISOLATION OFF CAMPUS
Faculty and staff with confirmed or suspected COVID-19 will be promptly sent home for isolation. 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 SELF-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 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 three days after resolution of fever (without medication) and improvement in symptoms.

STEPS TO SELF-QUARANTINE ON CAMPUS—OAK SUMMIT AND UNIVERSITY-MANAGED HOUSING
If self-quarantine is implemented for a student residing in Oak Summit or University-managed housing, 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 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 covering 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 pre-cleaning 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 through dine-in options. The number of students in the Dining Hall at any given time will be limited.

Dine-in, grab-and-go, and takeout options 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 ensure best practices in social distancing and food delivery.

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

RESIDENTIAL HOUSING

IN-ROOM GUEST POLICY
All in-room guest policies will be suspended if Montgomery County is in a red or yellow phase, and possibly even if the County is in a green phase. Students are expected to maintain social distancing practices. The University will inform students of expectations as they evolve with the shifting public health landscape.

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 at the Castle.
  - Students will be greeted by professional staff and the Orientation team, provided their new student packets, 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

Given the special risks associated with athletics and recreation programs, the University is continually accessing its ability to safely support these programs. Athletics is working in conjunction with the NCAA and Middle Atlantic Conference to develop guidance for fall sports.

Student-athletes may receive additional information regarding expectations for testing.

STUDENT RECREATION AND FITNESS CENTERS

Individuals are responsible for cleaning and sanitizing any recreation and fitness areas available for campus usage by wiping in and wiping out before and after use.

To more safely operate facilities, the following modifications are being made until further notice:

- The Kuch Center strength training center (downstairs weight room) will be for use by varsity student-athletes only.
- The fitness center (upstairs in Kuch) will be for general use by faculty, staff, and students.
- Locker rooms 1-4 and 7-8 will be for use by varsity athletics. Locker rooms 7-8 will no longer be available for use by faculty and staff.
- The indoor track and Lenox Pool will remain available for general usage by the campus community.
- Locker rooms 5-6 will be available for general use by the campus community.

INTRAMURALS

Arcadia is reviewing guidelines and recommendations regarding intramural, fitness, and recreational activities. While league-based competition in contact intramural sports is not expected for fall, alternatives and virtual programming will be offered whenever possible. All events and activities will be modified for health and safety.
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.

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 agrees 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 fall 2020 semester. 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. 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 coronavirus 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 in the United Kingdom for the fall 2020 semester. This decision has been made in close consultation with the medical and security experts at International SOS, Arcadia’s international assistance provider, and after a thorough assessment of the current conditions for travel to and study in the U.K., as well as plans from our University partners. The College’s Health, Safety, and Security team, in conjunction with our Resident Directors abroad, also evaluated the ability to adapt throughout the semester to mitigate risk.

Programs in the United Kingdom are supported by Arcadia staff at the Arcadia London Center and Arcadia Edinburgh Center. These offices will adhere to local guidance and requirements from Public Health England and Public Health Scotland, respectively, for operating, including social distancing, cleaning and disinfecting, and other precautions.

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 properly. All activities and events offered by Arcadia staff will be carefully evaluated and risk-assessed to ensure they can be offered safely.

Students enrolled in these programs have received extensive communication regarding The College’s 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 and in the U.K.
- 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 home 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 U.K. government currently requires international travelers to quarantine for two weeks on arrival. If this requirement remains in place, 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-quarantine 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 are prepared to mix in-person, blended, and fully online learning approaches, depending on the circumstances.
UNIVERSITY-RELATED TRAVEL

INTERNATIONAL TRAVEL
The University’s Travel Advisory Committee (TAC) is reviewing all University-sponsored international travel, per University policy. As of July 2020, the U.S. Department of State has a Level 4 Global Travel Advisory in place, recommending U.S. citizens avoid all non-essential international travel. The TAC will continue reviewing travel conditions and recommendations on a monthly basis and release relevant guidance to the University community.

As University-sponsored international travel resumes, Arcadia will:

- Educate travelers about potential exposure, high-risk activities, and risk-reduction measures prior to 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 symptoms.
DOMESTIC TRAVEL
Arcadia is putting into place guidelines pertaining to University-related domestic travel undertaken during the upcoming academic year though these guidelines are subject to change based on the continually shifting public health landscape.

These domestic travel guidelines will align wherever applicable to those described in the preceding section about international travel (e.g., about potential exposure, high-risk activities, and risk-reduction measures; parent and family engagement, if applicable; and guidance regarding self-monitoring and, if applicable, self-isolation or self-quarantine upon return).

INTERNATIONAL STUDENTS
The Office of International Programs is in regular contact with international students with F visas and continues to monitor restrictions between home countries and the U.S. International students residing in the U.S. have been advised to not leave the country, as they have no assured re-entry back into the U.S. The U.S. has restricted entry for immigrants and non-immigrants who have been physically present in the two weeks prior to coming from China, the U.K., Iran, Republic of Ireland, Brazil, and the 26 Schengen countries in Europe. These restrictions do not, generally, apply to U.S. nationals or U.S. residents. If entering the U.S. from Canada or Mexico via land entry points, students should be admissible; however, it is unclear whether border agents will permit students to enter if their University offers predominantly online instruction.

Arcadia will be All-Modes Ready and should have a portion of their courses offered with an in-person option. 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. Staff or faculty should report observed health and safety violations to Human Resources (215-572-2173); students should report observed violations to Student Affairs (215-572-2932). Individuals who observe non-compliance, but who wish to remain anonymous, can 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**

As faculty and staff move towards an All-Modes Ready approach to returning for the fall, online and on-campus, our business operations will need to 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. This could include changes to work schedules, to the work environment itself, and reinforcement of employment-related COVID-19 protocols. It is recommended that employees 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:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- 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. During the COVID-19 public health emergency, some guidelines may be relaxed, including some documentation requirements. In addition, accommodations for individuals who belong to, or reside with a family member who belongs to, a group identified by the CDC as being at increased risk for severe illness if they acquire COVID-19 may also be considered.

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. This could include an alternative work arrangement, as discussed above. An alternative work arrangement may also be appropriate if a family member for whom the employee provides care must be isolated or quarantined, affecting the employee’s ability to come into work.

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 Student Affairs, Human Resources, Center for Teaching, Mentoring, and Learning (CTML), and the Office of the President.

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.
**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.

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<th>Temperature a fever is above 100.4</th>
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Coronavirus (COVID-19) Self-Monitoring Information

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

Student Health Services Recommendations

For the health and safety of all University community members, Arcadia’s protocol is in accordance with Governor Wolf’s Stay-At-Home Order (STAY AT HOME ORDER GUIDANCE) to avoid being exposed to COVID-19 and in order to slow down the rate at which it spreads.

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 coronavirus?

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. These symptoms can also be due to many other illnesses. If you develop a fever or any symptoms, it doesn’t mean you have coronavirus.

Proactive protective and careful measures during this time period.

- Stay home except to get medical care – call ahead before visiting your primary care physician. You should avoid contact with others and limit travel.
- Use the attached self-monitoring log to track your symptoms or fever.
- Cover your mouth and nose with a tissue when you cough or sneeze; wash your hands afterward with soap and water or use an alcohol-based sanitizer.
- Clean your hands often with soap and water or with an alcohol-based sanitizer; use soap and water.
- Avoid sharing personal household items.
- Clean “high-touch” surfaces daily with a household cleaning spray or wipe.
- Monitor your symptoms and if they develop or worsen then call your health care provider BEFORE seeking in-person care.

What should I do if I become ill during this monitoring period?

DO NOT GO to a clinic or hospital without first calling your primary care provider, Student Health Services, or consult a physician through Telehealth. If your symptoms are mild, it is possible that you may be able to remain at home. If it is determined that you need medical attention, we will assist you in getting the help you need. Prevention is the best way to limit the spread of disease.

Arcadia University Student Health Services Phone: 215-572-2966

TeleHealth (www.telehealth4students.com) Phone: 1-855-870-5858

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 and explain that you are being monitored for potential exposure to coronavirus and need emergency medical care.