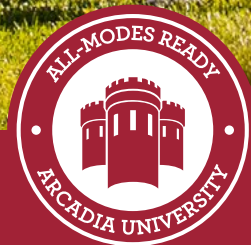


# ARCADIA UNIVERSITY 2021-2022 HEALTH AND SAFETY PLAN



Updated August 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](https://arcadia.edu/covid-19-health-and-safety-plan).

This Health and Safety Plan documents Arcadia University's approach to safety protocols for the 2021-2022 academic year. We are opening this fall 2021 semester with most students, faculty, and staff on campus.

Though COVID will remain a part of our lives, our return to an in-person campus will be based on fostering a culture of dignity, personal responsibility, and shared safety. We will operate with the pandemic in the background as we monitor the virus data, science, and public health best practices. *This plan is subject to change at any time, and the University is prepared to remain flexible with any evolving situation on campus, across the nation, and around the world.*

## **A CAMPUS COMMUNITY OF COOPERATION**

Since early 2020, the University has coordinated weekly as COVID leadership defines our strategies forward, and collaboration with internal, local, and state public health officials guide us in establishing a plan for:

- Reinforcing practices related to hygiene, sanitation, coverings, and protections on campus;
- Implementing social distancing and making necessary modifications to facilities to create an environment most conducive to healthy, safe, and inclusive learning, living, and working;
- Reviewing and adjusting attendance requirements, policies, and non-essential travel for students, individuals at high risk of COVID, and personnel; and
- Modifying course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus.

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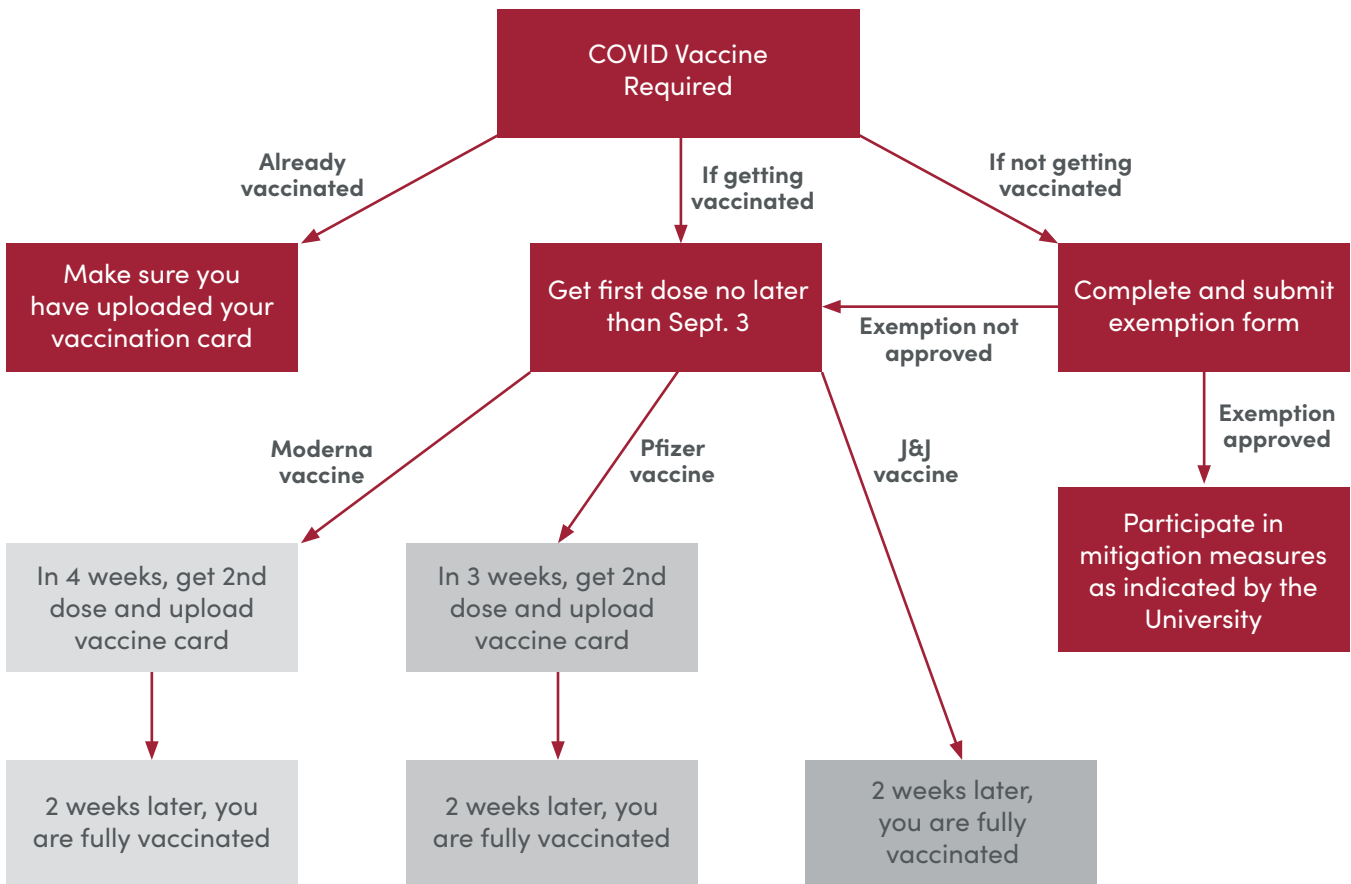
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*This health and safety plan was created to help Arcadia University students, staff, and faculty who are returning to on-campus activity understand the health and safety measures the University is implementing. The health and safety of all members of our community is a top priority. Please check back frequently, as this information will be regularly updated.*

## REQUIREMENTS FOR RETURN TO CAMPUS 2021-22

Below are the basic protective health requirements for our campus for the 2021-2022 academic year:

- The University will **require proof of COVID vaccination** for all Arcadia students and employees on campus to participate in on-site and in-person courses and activities. Community members should receive their full vaccine dosage by Oct. 1, 2021. You can request an exemption based on medical or religious purposes and individuals with extenuating circumstances will be considered on a case-by-case basis.
- A scalable testing module will be implemented. Please see the testing section below.
- Any community member 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.
- Know the symptoms. If you are experiencing symptoms of COVID, avoid others until you can be evaluated. This applies to everyone, regardless of vaccination status.
- Monitor your health daily.
- Cover your mouth and nose when coughing or sneezing.
- Wash your hands as frequently as possible.



## KNOW THE SYMPTOMS

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.

## MITIGATION, TESTING, AND CONTACT TRACING

Although situations may be different during 2021–2022, 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, meaningful educational experience regardless of disruptions brought on by COVID.

**Below are the basic, protective health best practices for our campus:**

### 1. Wear a mask when situations call.

- When people who are not fully vaccinated correctly wear a mask, they protect others as well as themselves. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained.
- Following CDC, Commonwealth, or University guidelines, masking may be required or expected in any Arcadia buildings or outdoors.

### 2. Maintain social distance.

- Even when not required on campus, it is still appropriate for unvaccinated individuals—particularly in indoor settings and large out gatherings—to maintain a social distance.
- Maintain physical distancing in dining areas, when possible and/or designated.
- In regards to University vehicles, mask use will be required for people who are not fully vaccinated, including drivers. Under the conditions of moderate or high spread on campus and/or the community, [campus buses/shuttles or other vehicles](#) will have limited occupancy. Alternate or block off rows and increase [ventilation](#) (i.e. open windows if possible).

### 3. Monitor your health daily.

- [Symptom screening](#) should be performed daily at home for infectious illnesses, including COVID-19. If you have any signs or symptoms of infectious illness, including COVID-19, please stay home when sick and/or seek medical care. The Self-Monitoring Log, Appendix A, is attached for use when a person is feeling ill or if in isolation or quarantine.

### 4. Practice respiratory etiquette.

- 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.

## COVID TESTING

### Scalable Testing

Our scalable testing approach is tied to a number of risk factors, such as the level of positivity in our community and vaccine coverage. It is designed to be sufficient to secure shared safety. Our approach to testing is as follows:

- **LOW** - Required weekly testing of unvaccinated individuals during the first four weeks of the semester; opt-in surveillance testing for all vaccinated and unvaccinated community members throughout the semester.
- **MODERATE** - Opt-in surveillance testing for those who are vaccinated, but requirement for those who are unvaccinated to more closely monitor any COVID spread on campus, matching the higher risk within our community.
- **HIGH** - Surveillance testing for both vaccinated and unvaccinated. A sample of vaccinated individuals will be tested and the sample size will be informed by other factors like the level of community and campus spread.

At all times, we have:

- **Return to campus** (entrance testing) - regardless of COVID levels in the local community, entrance testing of unvaccinated community members to mitigate potentially higher risk from other geographic locations. Utilization of entrance testing of vaccinated individuals will be based on level of community spread.
- **Symptomatic testing** - If you are exhibiting symptoms, have a concern, or want to be tested regardless of community transmission level.
- **Close contact testing** - if you are unvaccinated and in close contact with someone who tested positive for COVID or vaccinated and having symptoms after being in contact with someone who tested positive for COVID regardless of community transmission level.

CONDITION	VACCINATED	UNVACCINATED
Close contact of case	Only if symptomatic	Yes
Symptomatic	Yes	Yes
Return to campus (entrance testing at start of semester)	Opt-in or Yes, based on community spread	Yes
Low community spread (less than 10 per 100,000 in last 7 days)	Opt-in	Opt-in
Moderate community spread (at or between 10 – 49 per 100,000 in last 7 days)	Opt-in	Yes
High community spread (at or above 50 per 100,000 in the last 7 days)	Yes, sample	Yes
Moderate to low AU community vaccination coverage (below 75%)	Opt-in	Yes
High AU community vaccination coverage (at or above 75%)	Opt-in	Opt-in
Concerning campus spread	Yes, sample opt-in	Yes
Waning vaccination immunity or increasing cases in fully vaccinated individuals	Opt-in or Yes, based on other conditions listed above	N/A

Note: This approach is meant to serve as a guide. When conditions indicate conflicting approaches, or if emerging data supports a different approach, Arcadia will utilize the factors indicated above along with other information such as but not limited to COVID variant characteristics and recommendations from public health agencies to determine the current surveillance testing response.

## Employee Testing

Faculty and staff who are symptomatic or who are unvaccinated and have had known close contact with an infected person should arrange for testing through their private health care provider or another available testing site. Symptomatic testing is when a person displays cold-like symptoms from the list below. Close contact is defined as having been within six feet of a person who is COVID positive for 15 minutes or longer in a 24-hour period.

Those who receive a positive test should remain isolated for 10 days from the test date, be fever free for 24 hours, and have improvement in symptoms. You do NOT need a negative test to return to work. Isolating for 10 days suffices.

The University urges all employees to also get a flu vaccine.



## Student COVID Testing

SHS will continue to offer both symptomatic and close contact COVID testing for students while conducting surveillance testing for the community as necessary. Symptomatic testing is when a person displays cold-like symptoms from the list below. Close contact is defined as having been within six feet of a person who is COVID positive for 15 minutes or longer in a 24-hour period. Surveillance testing is used to monitor the state of COVID on Arcadia's campus and provides insight into the spread of the virus among certain groups of people.

As per the health care provider's clinical judgement, Student Health Services (SHS) has the capability to use either COVID PCR (polymerase chain reaction) anterior nares testing, which is picked up daily by Labcorp, or in-office COVID rapid antigen anterior nares testing.

Arcadia's [COVID testing dashboard, which includes information about cases on campus, is available here.](#)

SHS will offer symptomatic COVID testing 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, if necessary, 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, are 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).

Students who are awaiting test results should remain at home or in their campus residence under quarantine. 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, or after they have been discharged from the hospital.

## Reporting Positive Tests, Symptoms, or Exposure

- Students who live on campus and have tested positive for COVID, are exhibiting symptoms of COVID, or have been in close contact with a known case should promptly report to Arcadia's COVID contact tracing team using the COVID Self-Disclosure Form.
  - The Arcadia 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, are exhibiting symptoms of COVID, 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 Arcadia 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), reporting necessary information to the Department of Health, and any other relevant issues. Human Resources will provide guidance on how employees can access paid and unpaid leave as appropriate.
- The University maintains a centralized COVID webpage with relevant information.
- 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 U.S. Department of Education's FERPA & Coronavirus Disease 2019 (COVID) Frequently Asked Questions (FAQs) of March 2020 and/or other relevant guidance.
- Arcadia maintains an internal reporting procedure for appropriate staff members that is followed when a University community member tests positive for COVID.

## CONTACT TRACING

Arcadia community members who test positive for COVID 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. This 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 Salesforce. 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 positive, it will be promptly reported to the appropriate parties.

- Close contact is defined as having been within six feet of a person who is COVID positive for 15 minutes or longer during a 24-hour period. Persons who are unvaccinated, asymptomatic, and exposed to an infected community member should self-quarantine and monitor their symptoms using a self-monitoring log. Quarantine can end after day 10 without testing if no symptoms have been reported during daily monitoring OR 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. Due to the average incubation period for COVID, tests performed a few days within exposure are not likely to be positive even in persons who eventually become infected.

Exposed community members should self-quarantine and avoid contact with others. 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 as detailed above.

## ISOLATION AND QUARANTINE

We are optimistic that we will not need to use these procedures for the coming academic year. However, if necessary, students will be required to isolate or self-quarantine as instructed by University personnel. 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) or (2) isolate (for those who are symptomatic or test positive for COVID, 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, as knowledge of COVID develops, and in light of the varying accessibility and rapidity of testing.**

Isolation vs. Quarantine Infographic from the CDC and can be found [here](#).

I HAVE COVID AND LIVE OFF CAMPUS	I HAVE COVID AND LIVE IN OAK SUMMIT	I HAVE COVID AND LIVE IN THE RESIDENCE HALLS
Student isolates at local or permanent home in a "sick area" of home if available.	Student isolates at local or permanent home in a "sick area" of apartment if available. Food delivery by Metz	Student isolates at local or permanent home in isolation room designated by RCL staff Food delivery by Metz
Student assists with contact tracing	Student assists with contact tracing	Student assists with contact tracing
Student remains in isolation in accordance with current CDC guidelines* until 24 hours of being fever free (without medication), and symptoms have improved	Student remains in isolation in accordance with current CDC guidelines* until 24 hours of being fever free (without medication), and symptoms have improve	Student remains in isolation in accordance with current CDC guidelines* until 24 hours of being fever free (without medication), and symptoms have improve
<p>If close contact or roommates are VACCINATED, NO quarantine necessary.</p> <p>If close contact or roommates are NOT vaccinated quarantine necessary and you should TEST.</p> <p>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.</p> <p>Quarantine cannot be discontinued earlier than day 7.</p>	<p>If close contact or roommates are VACCINATED, NO quarantine necessary but you should TEST.</p> <p>If close contact or roommates are NOT vaccinated quarantine necessary and you should TEST.</p> <p>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.</p> <p>Quarantine cannot be discontinued earlier than day 7.</p>	<p>If close contact or roommates are VACCINATED, NO quarantine necessary but you should TEST.</p> <p>If close contact or roommates are NOT vaccinated quarantine necessary and you should TEST.</p> <p>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.</p> <p>Quarantine cannot be discontinued earlier than day 7.</p>
If close contact or roommates becomes symptomatic they should be tested.	If close contact or roommates becomes asymptomatic they may be tested.	If close contact or roommates becomes asymptomatic they may be tested.

## Self-Isolation Off Campus

Faculty and staff with confirmed or suspected COVID will be promptly sent home if feasible. 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 that are applicable to students.

Students with confirmed or suspected COVID 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, when deciding 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, these 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 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 the number of days from symptom onset as designated by the CDC 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. In the case that they experience symptoms associated with COVID, 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, these steps should be taken:

- Students residing in Oak Summit Apartments or University-managed apartments will isolate/quarantine together in their apartment. If a roommate is isolated, other roommates must quarantine with them for 10 days, if they are unvaccinated. 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.
- 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 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. In the case that they experience symptoms associated with COVID, 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, coveralls, 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 are cleaned using CDC-approved products.

- All campus bathrooms (235 total), including residential bathrooms (Grey Towers Castle and Dilworth, Knight, Heinz, Kistler, and Thomas Halls) are cleaned and sanitized daily.
- 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.

### Wipe In / Wipe Out

University community members may utilize available supplies to Wipe In / Wipe Out—as one would when using gym equipment—to clean shared spaces before use. This is a good practice for general disease prevention.

### Shared Spaces

Each department is responsible for evaluating and making appropriate assessments of their 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.
- Individuals should avoid using others' phones, desks, offices, rooms, or other tools, materials, and equipment when possible.
- Spaces where individuals tend to cluster or congregate, such as waiting areas, entrances, exits, and hallways, will have signage encouraging, not requiring, social distancing.

## DINING OPERATIONS

The University's dining services are managed by Metz Culinary Management, Inc. (Metz). Dine-in, grab-and-go, takeout options, and grocery purchases are available. All four dining services venues will be open in Fall 2021: the Dining Hall, Chat, Easton Cafe, and new Global Cafe in Oak Summit lobby.

## RESIDENTIAL HOUSING

### In-Room Guest Policy

Students are expected to maintain social distancing practices until they are lifted on campus (students will be updated if these practices need to be put back into place).

All students are expected to follow guest policies as outlined in their housing agreement. In addition, the following is expected to occur: Residents on campus during the Fall 2021 semester are permitted any Arcadia community member as a guest. Residents can have guests from outside the University stay with them on campus, but it is expected that these individuals will be vaccinated against COVID-19. At this time, students cannot have anyone 17 or younger as a guest in their residence hall.

### 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

Given the special risks associated with athletics and recreation programs, the University is continually assessing 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. Similarly, Athletics continues to review guidelines and recommendations regarding intramural, fitness, and recreational activities.

On the Athletics website, there are a number of COVID protocols that relate to varsity athletics, facility usage, and campus recreation. To access the most current version of all athletics and recreation COVID materials, please [click here](#).



## LANDMAN LIBRARY

Landman Library is happy to return to full capacity in all areas of the library building. Hours and closures will be [updated regularly on our website](#). **Access remains limited to students and employees with an active KnightCard.**

With full capacity restored, Landman will also no longer require reservations for individual seats in the library; however, the [study rooms will remain reservable](#) for up to three-hour blocks. Access has also been restored to the stacks, allowing patrons to browse the collection and check items out at the circulation desk. Landman will continue to offer our [Books2Go](#) service for print materials and interlibrary loan items.

All library services, including one-on-one research consultations and research and information literacy instruction, will continue to be **available virtually and in-person**. You can find more information regarding All-Modes teaching, learning, and research resources and services [here](#).

Library faculty remain fully accessible this summer to provide research and instructional support for students, faculty, and staff whether they are on campus or remote. This is in addition to our [online databases and resources](#), which are always available and include hundreds of thousands of **ebooks, streaming films, academic journals, and more**.

If you have questions, need research support, or want to schedule research and information literacy instruction, contact [reference@arcadia.edu](mailto:reference@arcadia.edu) or visit [arcadia.edu/library](http://arcadia.edu/library).

## CAMPUS GATHERINGS AND EVENTS

Campus events and space rentals are tied to the current operational status of the institution.

### Guidelines for University Event Planning during COVID Tier One Status:

1. **Wearing a mask** is encouraged and may be required.
2. **Operational status:** If the University COVID Operational Tier status reaches Tier 2, Arcadia would more than likely move back to an event approval process.
3. All events may have food; however, **social distancing is recommended for dining indoors and for large gatherings outdoors with food.** (We recommend spacing out as much as possible.)
4. **Campus space usage** is back to design capacity in Tier One status.
5. **Guests** are expected to follow the University guidelines.
6. **Event managers** are responsible for sharing Health and Safety Guidelines with any visitors and guests expected to campus.
7. Supervisors and group planners planning large group functions should **consider a virtual event** when possible and when technically supportable.
8. The University expects the community to work together to protect our most vulnerable members.
9. For events and activities held off-campus, please see the Arcadia Travel Guidelines for a framework.
10. View the FAQs on [arcadia.edu/COVID](https://arcadia.edu/COVID) and find contact information for questions or concerns.

### Student Club and Organization Activities

Student clubs and organizations will be able to reserve spaces and have activities as normal. Social distancing and masking requirements should be followed. Any updates to expectations, based on changes in COVID-19 spread, will be communicated with student organization leaders.

## 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.

### Guidelines for University Event Planning during COVID Tier One Status:

1. **Wearing a mask** is encouraged and may be required.
2. **Operational status:** If the University COVID Operational Tier status reaches Tier 2, Arcadia would more than likely move back to an event approval process.
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9. For events and activities held off-campus, please see the Arcadia Travel Guidelines for a framework.
10. View the FAQs on [arcadia.edu/COVID](http://arcadia.edu/COVID) and find contact information for questions or concerns.

### Guests, Families and Visitors/Short term and routine visitors

Guests, family and visitors are defined as those who are not employees or students of the University. When the COVID Operational Tier allows for guests on campus, it is expected that the University community member who is facilitating the guest's visit to campus or manages a space which non-facilitated guests may visit will ensure that the individual/group be aware of, understand, and follow the applicable University guidelines and policies. To facilitate this process a Guest/Visitor checklist and email template are available for use by the Arcadia community. These materials can be found in Appendix B of this plan.

## **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 who 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 transporting students and provide SHS with an assessment.

In the case of individuals exhibiting COVID 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.

### **Notifications**

- Any transport of a student to Student Health Services for illness, by protocol, requires notification of the Administrator on Duty. Public Safety Officers will also notify 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 and sanitized to lower infectious contact.

### **Housing Patrols in Off-Site, University-Managed Residential Facilities**

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 are of an immediate concern from a health and safety standpoint), individuals should call 215-572-2992 between 8 a.m. and 4 p.m., Monday through Friday; after 4 p.m. during the week and on weekends, call Public Safety at 215-572-2900.

## **Purchasing/Requesting Supplies**

At the onset of the pandemic, an initial inventory of COVID personal protective equipment (PPE) and related supplies was acquired for use by the University community. These items are available by reviewing the online catalog and requesting products through the Facilities Work Order System ([SchoolDude](#)). Facilities will receive, distribute, and track all inventoried COVID PPE supplies. Once exhausted, departments needing PPE items may process a purchase requisition with the Purchasing Office to acquire these items. Facilities will continue to order housekeeping supplies for general cleaning of the University common spaces. Should the pandemic continue, and the University must move back to a previous operational tier, the Covid PPE inventory may be reinstated if needed. A decision would be made at that time.

## 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 fall 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. Fall 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, seven days a week, as well as information on how to access COVID 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](#) 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, 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.
- Understanding the importance of proper hand hygiene, 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.
- 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

- Travel guidelines will be determined by the University's [Operational Tier](#) at present.
- Non-academic travel by students related to student activities must be approved by the Dean of Students or Dean of Students' designee; 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 or personal reasons, should follow local guidelines for COVID. For all approved travel, travelers must follow whatever travel restrictions and safety guidelines are in place in the destination, including those related to transportation (e.g., public transportation, taxis, or rideshares), distancing, masks, and size restrictions for public and private gatherings.
- For international travel, see the University's [International Travel Policy](#).

## UNIVERSITY-SPONSORED INTERNATIONAL TRAVEL

The Travel Advisory Committee (TAC) reviews 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 worldwide. 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 before departure.
- Remind travelers that they may be screened for COVID 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. Visit the [U.S. embassy](#) website, consulate, or diplomatic mission for more on 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 in the country where they will be studying and living, as well as in any countries to which they may travel.

### International Students

The Division of Civic and Global Engagement 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 the Division of Civic and Global Engagement if they are considering leaving the U.S., as governmental regulations and travel restrictions change often and re-entry into the U.S. may be restricted for citizens of certain countries. We advise 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 April 26, 2021, the Student and Exchange Visitor Program (SEVP) announced updated guidance that permits F-1 students who had active student status on March 9, 2020, to continue attending universities with online instruction whether from inside the United States or abroad. New international students who were not on an Arcadia sponsored visa on March 9, 2020 are permitted to enter the U.S. on the condition that their course load is in a hybrid or fully in-person format. This guidance will remain in effect for the duration of the 2021-22 academic year. The Division of Civic and Global Engagement is working with students and faculty to ensure compliance and maintenance of active status in SEVIS. Students with questions should email [globalengagement@arcadia.edu](mailto:globalengagement@arcadia.edu) for additional assistance.



## CONDUCT AND COMPLIANCE

Information about safety rules and precautions will be posted on the University's website and on University property in order to make community members 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 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, such as a person who received a positive test and should be in isolation but who is not, you will hold each other accountable. This could involve simply reminding a person of what they should do, in a polite manner. But, you should feel comfortable bringing concerns to the attention of the relevant parties should any additional 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 (215-572-2933).

Failure to comply with the expectations and precautions in this plan, which are subject to change at any time, could result in disciplinary action. 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

### University Operations

In addition to protocols 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 protocols. Employees are expected to bring their own face covering or mask to campus.

### Health and Medical Accommodations and Process - Faculty and Staff

Colleagues with health, disability, or family caregiving concerns may rather need to explore options related to paid or unpaid leave, such as sick leave or leave pursuant to the Family and Medical Leave Act ("FMLA"), or by making a request for reasonable accommodations under the Americans with Disabilities Act ("ADA") via the [University's Disability Support Services \("DSS"\) Policy for Employees and Applicants](#).

An employee may seek accommodations for the single reason that their condition—including age—is one that the Centers for Disease Control and Prevention ("CDC") have identified as putting the person, if they acquire COVID, at an increased risk for severe illness. **Individuals who are not sure about how they would traditionally qualify under the Policy (put another way, if their condition is a qualifying disability under the ADA) should reach out anyway to discuss what accommodations or temporary adjustments may be available.**

If you have a medical condition, health condition, or disability and require reasonable accommodations under the University's [Disability Support Services Policy for Employees and Applicants](#), please [complete an ADA Accommodations form](#) and submit it to [benefits@arcadia.edu](mailto:benefits@arcadia.edu).

### Alternative Work Assignments (AWAs) - Staff

Human Resources has shared an [Alternative Work Assignments \(AWA\) Policy](#). AWA determinations will be made on a case-by-case basis by the supervisor, in consultation with Human Resources. For safety and compliance purposes, it is important for Human Resources to understand when and where employees will be working. If you would like to request an AWA, or have had an AWA previously, please [complete this form for staff members](#) and return it to [oohr@arcadia.edu](mailto:oohr@arcadia.edu).

## COMMUNICATIONS

The University is committed to keeping the Arcadia community informed about all areas of academics, campus life, health and safety, athletics, study abroad and global programs, community engagement, and employee-related issues. Weekly updates will be shared with the University community (or in segmented audiences depending on the message and audience group) via weekly updates, Arcadia Today newsletter, Arcadia.edu, social media, official University messages, and messages from the president, vice presidents, and department leaders.

## 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 U.S., any time, 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](mailto:provost@arcadia.edu)

### Human Resources

215-572-2173  
[humanresources@arcadia.edu](mailto:humanresources@arcadia.edu)

### Student Affairs

215-572-2933  
[sa@arcadia.edu](mailto:sa@arcadia.edu)

### Public Safety

Emergency: 215-572-2999  
Non-emergency: 215-572-2800  
[public-safety@arcadia.edu](mailto:public-safety@arcadia.edu)

### Student Health Services

215-572-2966  
[SHS@arcadia.edu](mailto:SHS@arcadia.edu)

### Athletics

215-572-2955  
[athletics@arcadia.edu](mailto:athletics@arcadia.edu)

### Residence Life

215-572-4026  
[housing@arcadia.edu](mailto:housing@arcadia.edu)

### Marketing and Communications

215-572-2969  
[universityrelations@arcadia.edu](mailto:universityrelations@arcadia.edu)

### Information Technology

215-572-2898  
[helpdesk@arcadia.edu](mailto:helpdesk@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.

Day/Date MM/DD/YY	Time	Temperature a fever is above 100.4	Respiratory illness: dry cough, congestion or runny nose, shortness of breath or difficulty breathing	Fatigue, muscle or body aches sweats, or chills	New loss of taste and/or smell	Nausea/ Diarrhea/ Vomiting	Headache or sore throat
1 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
2 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
3 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
4 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
5 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
6 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
7 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
8 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
9 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
10 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
11 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
12 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
13 / /	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
14 / /	AM		Y N	Y N	Y N	Y N	Y N

## APPENDIX B

### Guest/Visitor Checklist

Please use this checklist as an outline to discuss Arcadia University's Health and Safety guidelines dependent on your type of guest or visitor in combination with our Operational Tier. An email template is available in the Health and Safety Plan which you can also use as a guide to communicate with guests regarding some of the below information.

- I have discussed the relevant information from the [Health and Safety plan](#) with this guest including:
  - Reviewing Arcadia's testing policy (surveillance and symptomatic)
  - Detailing symptom tracking expectations and instructing that they should not come to campus if they are experiencing symptoms.
  - Reviewing the University's current mitigation practices including
    - Masking on campus, if applicable
    - Social distancing, if applicable
    - Respiratory etiquette
    - Hand washing
  - Explaining the University's contact tracing plan
- I have outlined the different expectations for behaviors based on a person's vaccination status
- I have discussed with guest(s) what the expectations for students and employees are and shared our operational tier
- I have discussed any additional expectations which may be specific to the nature of their visit (e.g., athletics, campus tour, campus event, social guest in the dorm). This may require conveying information related to athletic policies, campus event guidelines, travel restrictions, departmental requirements, residential housing, etc.
- I have shared links to relevant information including:
  - [COVID Website](#)
  - [FAQ](#)

**Here's an example email you may want to include as you notify your guest:**

Dear guest,

I am excited for your visit to campus on DATE at TIME. In preparation for your visit I wanted to share some important information related to the University's COVID mitigation practices.

First and foremost, if you are experiencing any symptoms of COVID-19, please contact me as soon as possible so we can reschedule your visit.

- Regardless of vaccination status, you must wear a mask indoors; unvaccinated individuals are strongly encouraged to wear a mask outdoors. Social distancing is not required at this time.
- The University requires masking in all areas of campus regardless of vaccination status.
- Wear a mask and practice social distancing in all areas of campus.

Should the university change operational tiers, and therefore expectations of the community, that information will be available at [www.arcadia.edu/covid](http://www.arcadia.edu/covid). Currently we are in Operational Tier *[insert current tier number]*.

While on campus, please practice respiratory etiquette and good hand hygiene. The University practices contact tracing and will reach out to you directly with any concerns about a known positive COVID-19 case after your visit.

If you have any additional questions that cannot be answered by visiting [arcadia.edu/covid](http://arcadia.edu/covid) or in our [FAQs](#), please let me know!



## 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](https://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](mailto:SHS@arcadia.edu)

If you have any questions or concerns about COVID-19 email [COVIDCareTeam@arcadia.edu](mailto: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.