

DESALES
UNIVERSITY

Return-to-Campus Guide

Dated: July 1, 2020

This guide is subject to change as our knowledge and understanding of COVID-19 continues to evolve.



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DeSales University

COVID-19 Return to Campus Guidebook

GUIDING PRINCIPLES

At DeSales University, it is our priority to keep our students, faculty, staff, visitors, and their families healthy, especially in the midst of the COVID-19 pandemic. This guide is a culmination of the work of the DeSales COVID-19 Contingency Planning Task Force, which has adapted the Johns Hopkins COVID-19 Planning Guide and Self Assessment tool - considered by many to be the exemplar baseline assessment, planning, and reporting tool for higher education. Other notable inputs to our planning process include pulls from the United States Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (PA DOH), and the Occupational Safety and Health Administration (OSHA).

This guide highlights the responsibilities of all stakeholders on campus—including students, faculty, and staff—and outlines the steps DeSales University is taking to address COVID-19. DeSales University will abide by governmental guidelines, to the extent applicable and feasible, as we strive to balance public health concerns with the needs of our University. This Return-to-Campus guide details how we plan to reopen our University and still keep our campus community safe to every extent possible.

The plan will only succeed with the support of each and every member of the DeSales University community—students, faculty, staff, and visitors. The purpose of this guide is to mitigate the spread of COVID-19 on campus to the furthest extent possible. This will require our persistent commitment to abide by the procedures and policies outlined below - including social distancing, wearing face masks/coverings, hand-washing hygiene, and much more.

Scope

While we will implement various protocols to ensure safety, it's up to each individual on campus to execute on these protocols daily. By releasing this Return-to-Campus Guide, DeSales University hopes to clearly communicate our plans moving forward, highlight campus protocols in place to protect your safety, and establish a level of comfort for all of our students, employees, and visitors returning to campus.

All students, faculty, staff, and visitors are expected to fully comply with the policies, protocols, and guidelines outlined in this document and others as part of the DeSales University “Ready for Anything” commitment. Failure to comply could jeopardize the University’s ability to offer a full educational experience.

In an emergency, please call 911, or if you are on campus, 610 282-1002 or extension 1250. If you have non-emergency questions related to COVID-19 and DeSales University, please email those questions to covid19@desales.edu. You should receive a response within 24-48 hours. Please note that this email is not for emergency use.



**Monitor and report any symptoms by calling
610-282-1002**

Situation and Assumptions

In accordance with the Pennsylvania Governor’s phased approach to reopening the Commonwealth, DeSales University will thoughtfully welcome students, faculty, and staff back to campus beginning with mission-critical personnel.

All students, faculty, and staff may resume on-campus activities and instruction no later than August 17, 2020, officially marking the start of the 2020 fall semester.

The CDC, PA DOH, OSHA, and other regulatory organizations are the authorities on COVID-19, and the University must implement the Pennsylvania Department of Health Worker Safety Order as well as other applicable governmental guidance and make decisions based upon applicable government requirements and available research and best practices.

In order to protect the University community, prevent infections, and mitigate any additional risks, the University reserves the right to implement symptom screenings (including self-screenings) before allowing anyone to return to campus. Should the University implement symptom screenings, they will be performed on a nondiscriminatory basis and the information gathered will only be shared with University officials who have a bona fide need to know. Results will be tracked separately from other personnel or student records and will be kept confidential in accordance with applicable laws.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated appropriately as more information becomes available.

RETURN TO CAMPUS PROCEDURES

Keeping our community safe is our priority. To accomplish this task, we have created various procedures for all returning to campus and responding to confirmed cases of COVID-19 on campus.

Mask & Visitor Policies and Self-Screenings

Each day, before returning to campus or attending class, students, faculty, and staff must complete screening via HealthChampion, a COVID-19 self-screening, available



via smart phone application or computer. Additional details regarding this program are forthcoming.

- Upon completing the screening process, students, faculty, and staff should expect several procedural changes to accommodate University operations in the “new normal” COVID-19 environment. Notably, everyone will be required to maintain social distancing, which is defined by the CDC as being within six feet of another person for a prolonged period of time; wear face masks/coverings; self monitor for symptoms; and adhere to the visitor policy, as prescribed below. Please note, these policies as

they pertain to athletics, dining, the fitness centers, living in residence halls, and some other aspects of campus life may vary depending on the circumstances.

- *Face Mask/Covering Policy: Consistent with CDC recommendations and PA DOH regulations, DeSales University requires everyone on campus to wear a face mask/covering.
- Students, faculty, staff, and visitors without a face mask/covering will be provided one upon request. However, students, faculty, staff, and visitors are encouraged to bring their own face mask/covering, provided that they:
 - Fit snugly, but comfortably, against the side of the face
 - Are secured with ties, ear loops, or equivalent
 - Cover the nose and mouth properly
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Can be laundered without damage or change of shape
 - Are appropriate for the workplace and do not otherwise affect the mission of the University

Face masks/coverings shall be worn at all times when on campus. Additionally, social distancing should be maintained in shared campus community spaces such as common areas, break-rooms, hallways, lobbies, kitchens, study areas, copy rooms, meeting rooms, locker rooms, and restrooms.

*Employees may remove face masks/coverings in individual offices at times when contact with others is not suspected or likely, provided a face mask/covering is available to wear if the situation changes. When the employee leaves their individual office, or has invited a colleague



into their office, they must wear a mask.

Visitor/Access Control Policy: At this time, most campus buildings will remain locked. Please use your building/office key to gain entry or call the University Police if you need assistance. Do not hold or prop open exterior doors for any other person.

All visitors to campus must be registered with University Police prior to arrival with the exception of admissions visitors, routine vendors, and specially approved guests. All visitors must undergo symptom screening before arriving to campus. For questions, please contact the COVID-19 liaison at covid19@desales.edu.

Signage and Posters: The University community and visitors are expected to follow signage on traffic flow through building entrances, exits, elevator usage, and similar common use areas.

Illness and Exposure Concerns

Students, faculty, or staff having symptoms, or otherwise feeling sick for any reason, must call 610-282-1002, or extension 1250, and follow the provided instructions. Do not report to class or leave your residence hall until instructed to do so. Students who commute to campus must call 610-282-1002 and follow the given instructions, do not report to campus unless instructed to do so, or if living on campus.

Students, faculty, or staff having reason to believe that they were exposed to COVID-19 must call 610-282-1002, or extension 1250, and follow the provided instructions. Do not report to campus unless instructed to do so, do not leave your residence hall unless instructed to do so.

Students, faculty, or staff who become ill while on campus should immediately isolate themselves from others and call 610-282-1002, or extension 1250, and follow the provided instructions. Emergency services will arrange to have the workspace/student room sanitized by a facilities staff member.



**Stay home if you
feel sick**

University Response to a Confirmed or Suspected COVID-19 Case on Campus

The University will request that anyone experiencing COVID-19 symptoms (fever, chills, cough, sore throat, or shortness of breath) submit to a COVID-19 screening and test at the expense of the University. All medical information gathered from this examination will be kept strictly confidential; however, the University will request that those feeling ill consent to the release of their COVID-19 test results to University emergency response officials in order to best protect the campus community. Note: The list of COVID-19 symptoms may change based on guidance from the Pennsylvania Department of Health and/or the CDC.

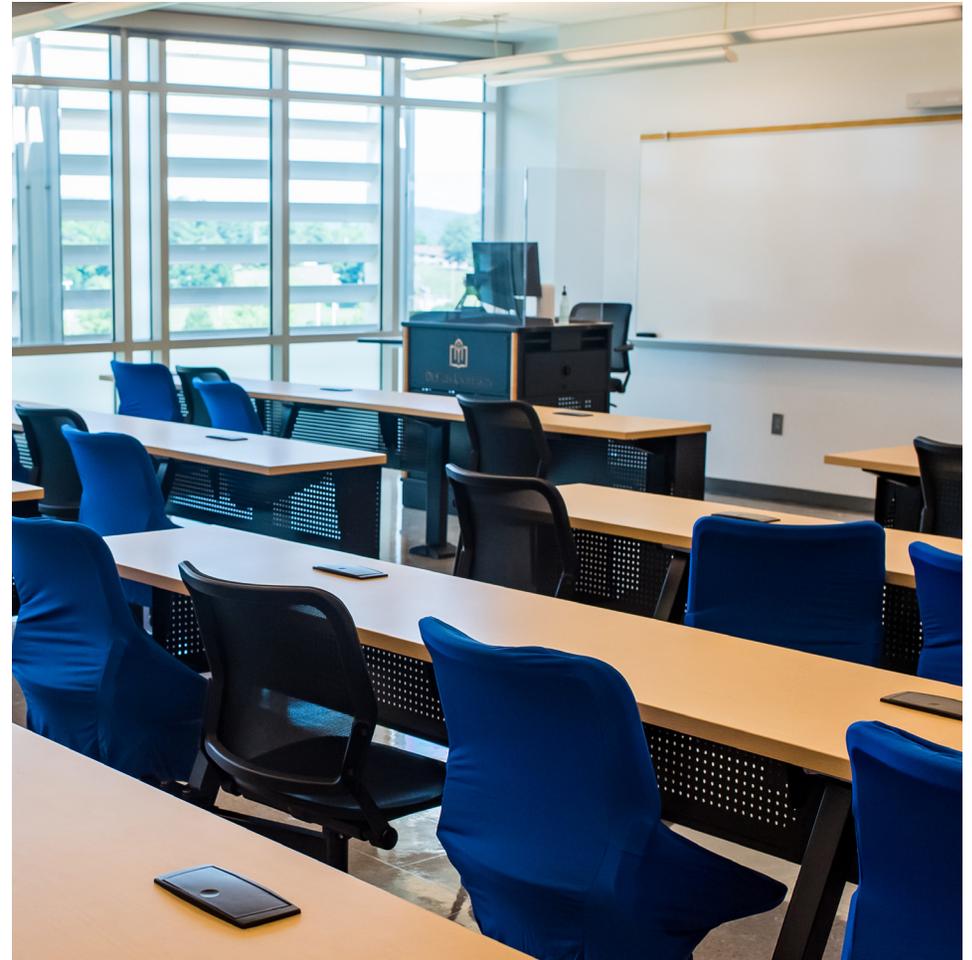
Students, faculty, or staff who test positive for COVID-19 will be encouraged to return home until they recover. Students who are not able to return home will be given special accommodation on campus where they can safely recover.

Additionally, any University student, faculty, or staff member who experiences COVID-19 symptoms, or has tested positive for COVID-19, will be asked to assist with contact tracing. This information will be tracked separately from any records, and names will not be released. Depending on the circumstances, the University will notify those impacted if there is a confirmed case of COVID-19 exposure on campus.

The University has additional, specific response procedures in place to respond to confirmed COVID-19 cases on campus, including, but not limited to, rapid testing; contact tracing; quarantine and/or isolation of infected/exposed individuals; deep cleaning and sanitation; temporary facility closures; and schedule modifications. Should the need arise to implement these protocols, the University will provide specific instructions relating to the particular situation.

Returning to Campus after Recovering from a Suspected or Confirmed COVID-19 Case

Students, faculty, or staff who are symptomatic with any COVID-19 symptoms (fever, chills, cough, sore throat, or shortness of breath) and/or who have tested positive for



For additional information pertaining to COVID-19 response, see the CDCs guidance here:

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

COVID-19 will not return to campus until instructed to do so.

The University will follow prevailing CDC and PA DOH guidance in determining when to bring a student, faculty, or staff member recovering from a suspected or confirmed COVID-19 case back to campus.

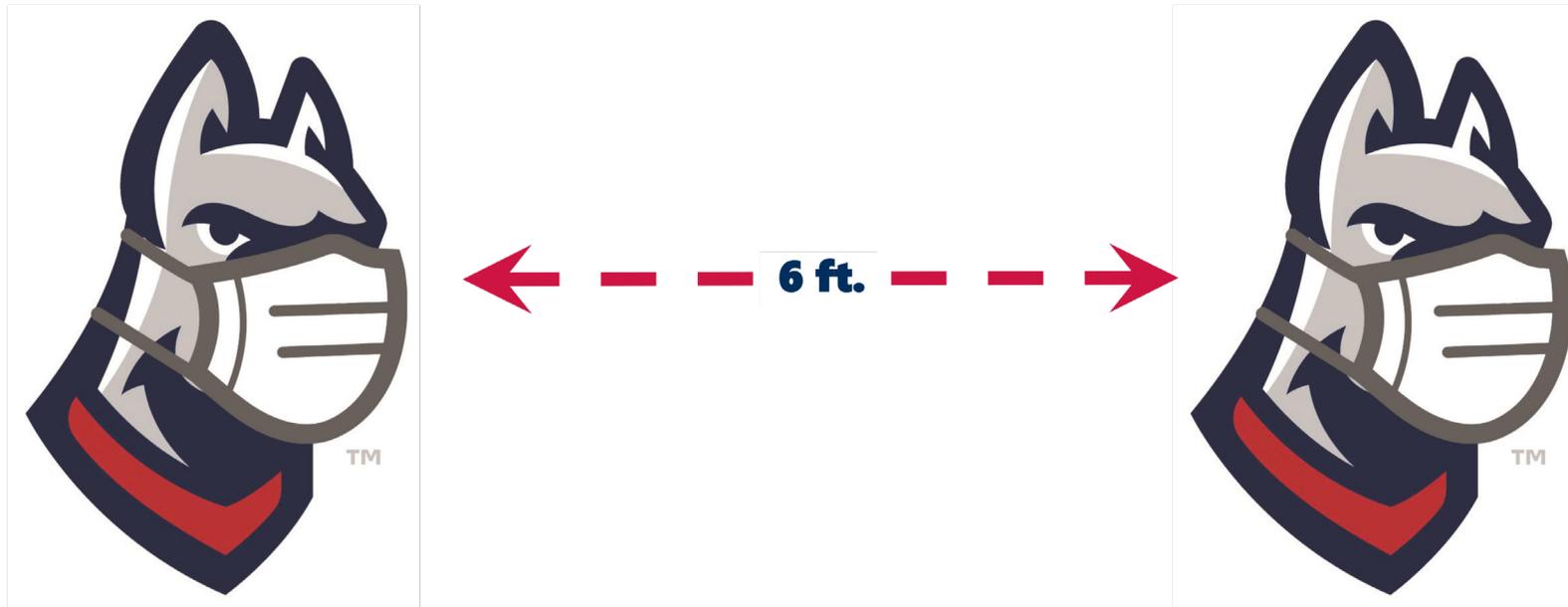
GENERAL CAMPUS GUIDANCE

DeSales University has implemented various campus protocols designed to protect the health and safety of our community, prevent infections, and mitigate risks as students, faculty, and staff return to campus. This section further explains these protocols. Additionally, the campus community should be alert for supplemental policies, signage, and other directions. For additional information, please visit the CDC website: www.cdc.gov

Health and Safety Guidance

Social Distancing: Keeping space between you and others is one of the best tools we have to avoid being exposed to COVID-19 and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. We expect that all members of the campus community follow these social distancing practices:

- Stay at least six feet from other people at all times
 - Do not gather in groups of 10 or more
 - Stay out of crowded places and avoid large group gatherings
- For additional information pertaining to social distancing, see the CDCs guidance here:**
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html



TYPES AND INTENDED USE OF FACE MASKS/COVERINGS

Type	Cloth Face Covering	Disposable Mask	Medical Grade Surgical Mask	N95 Respirator
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.	Commercially manufactured masks that help contain wearer's respiratory emissions.	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain the wearer's respiratory emissions.	Provide effective respiratory protection from airborne particles and aerosols; help contain the wearer's respiratory emissions.
Intended Use	Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where six feet social distancing cannot be consistently maintained). It must be replaced or washed daily.		Reserved for healthcare workers and other approved areas with task-specific hazards.	Reserved for healthcare workers and other approved areas with task-specific hazards.

Recommendations for Proper Wear of Face Masks/Coverings

- Always clean hands with soap and water or an alcohol-based sanitizer with at least 60% alcohol prior to putting on, touching covering, or removing your face covering.
- When securing face covering, use the ear loops, straps, or equivalent from behind the head to secure face covering.
- Proper face covering will cover both nose and mouth areas of the face.

Important reminders:

- Always follow the University's face mask/covering policy as prescribed above.
- Do not hoard or stockpile face masks/coverings. The University needs to make sure there are enough for the entire community. Please order your face masks/coverings through emergencyservices@desales.edu, if necessary.
- Reuse face masks/coverings until they become damaged, soiled, or wet. If a mask becomes damp from normal respiration, perspiration, or from water, remove the masks and store in a sanitary location (paper bag) to allow the mask to dry and then reuse when feasible.
- Everyone on campus should have a backup face mask/covering stored in a sanitary condition in the event their mask becomes damaged, soiled, or wet.
- Reusable coverings should be routinely washed, depending on the frequency of use. Standard washing practices and washing machines are satisfactory to wash a face mask/covering properly.
- If face masks/coverings are not readily available in the supply chain, please conserve and reuse mask so the University can continue to protect the community.

Precautions

Wearing a face mask/covering does not replace the need for social distancing or other efforts to slow the spread of COVID-19. In addition to wearing a face mask/covering, remember to:

- Avoid contact with those who are sick, stay home if you are sick, and call 610-282-1002, or extension 1250, and follow the provided instructions. If you become sick on campus, isolate yourself from others, call 610-282-1002, or extension 1250, and follow the provided instructions.
- Frequently clean hands with soap and water or an alcohol-based sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth.

- Practice good cough and sneeze etiquette.
- Routinely disinfect high touch points, facilities, work areas, personal electronics, and shared equipment and spaces.
- Consult OSHA's Hierarchy of Controls for further health and safety guidance: <https://www.osha.gov/SLTC/covid-19/>

Hand Hygiene/Gloves

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves: According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks; however, University Police and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment).



**Clean hands frequently
with soap and water or
hand sanitizer**

For additional information pertaining to prevention, see the CDCs guidance here:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

Face Shields

Students, faculty, or staff who would prefer to wear a face shield may do so, and emergencyservices@desales.edu can provide face shields upon request. If you are unable to wear a face mask/covering a face shield will be provided.

Cleaning/Disinfection

Housekeeping teams will clean campus spaces based on CDC guidelines for disinfection and OSHA protocols. Facilities will also maintain hand-sanitizer stations at major building entrances, elevator stops, and high-traffic areas.

Students, faculty, and staff will need to assist with cleaning their personal areas and workspaces with products provided by emergencyservices@desales.edu.

Residence hall and University building occupants should also assist by wiping down commonly used surfaces before and after use with products that meet the CDC's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g., fitness centers, library tables copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.). Facilities will provide products for disinfection.

For additional information pertaining to disinfection, see the CDC's guidance here:

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

Coughing/Sneezing Hygiene

Remember to always cover your mouth and nose with a tissue; when you cough or sneeze, use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene in healthcare settings.

SPECIFIC CAMPUS SCENARIOS

Elevators: Until further notice, all elevators are limited to one person at a time. The use of elevators will be limited to those who have a necessity in order to avoid proximity with others in a confined space. Those using elevators are required to wear a face mask/covering. Users should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene upon departing the elevator.

Fitness Centers: Due to the limited number of users allowed in the fitness centers, until further notice, on-campus fitness in Billera Hall and Dorothy Day will be for student use only.

There will be strict procedures to ensure these spaces can be enjoyed safely and without the risk of spreading COVID-19. These protocols include:

- Strict social distancing measures – in order to maintain six feet of separation between users, certain pieces of equipment may be blocked from use.
- Users are required to wipe down equipment both before and after use.
- The number of users allowed in the fitness center at any one time may be limited in order to maintain proper social distancing.
- Specific instructions will be posted in each of the University's fitness centers.
- Use of the fitness centers will be by reservation only.

In-person Meetings: Convening in groups increases the risk of viral transmission. Students, faculty, and staff should communicate with one another, to the extent possible, by email, text message, telephone, or other available technology rather than face-to-face. Where feasible, meetings should be held in whole or part using available online collaboration tools (e.g. Zoom).

Meals: Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.



When dining on campus resumes in August, students, faculty, and staffs must wear a face mask/covering until ready-to-eat and then replace it afterward. Eating establishments must meet requirements to allow at least six feet of distance between each customer, including lines and seating arrangements. Specific guidance will be posted. Faculty and staff are encouraged to take food back to their office area or eat outside, if this is reasonable.

Only remove face mask/coverings to eat, then put it back on immediately after eating. Wipe all frequently touched surfaces before and after use.

Office Environments: If you work in an open office environment, be sure to maintain at least six feet distance from coworkers. If possible, have at least one workspace separating you from another coworker. You should wear a face mask/covering at all times while in a shared workspace/room.

Employees should expect measures to physically separate and increase the distance

between employees, other coworkers, and customers, such as:

- Visual cues such as floor decals, colored tape, or signs to indicate to visitors where they should stand upon arrival (e.g. admissions, financial aid, bursar, registrar, etc.)
- One-way directional signage for large open workspaces with multiple throughways to increase the distance between employees moving through the space.
- Designation of specific stairways for up or down traffic in building with more than one stairway.

If an employee has his/her own office, no more than one person should be in the same room unless the required six feet of distance can be consistently maintained. If more than one person is in a room, face masks/coverings must be worn at all times.

Employees must avoid congregating in common areas.

Prayer and Worship: Along with the outdoor sacred spaces that host blessed statues, Connelly Chapel will be open for private prayer throughout the day. Sunday Mass will be celebrated at 10:30 a.m. and 7 p.m. at Connelly Chapel, with accommodations made for social distancing. Each Mass will welcome 98 worshippers. Weather permitting, an outdoor Sunday Mass will be celebrated at the Jesus the Teacher statue on the Campus Mall at 4 p.m. As the semester unfolds, we will reconsider the Mass schedule. Worshippers are asked to wear a face mask/covering and follow the lead of ushers to receive Holy Communion. All are encouraged to receive Holy Communion in the hand; those who desire to receive on the tongue will receive after Mass in the sacristy. Daily Mass will be celebrated at 12:05 p.m. in the Wills Hall Chapel. Similar protocols will be followed at daily Mass. Confession will be available on Tuesdays at 10 a.m. in the Wills Hall Chapel and at 3 p.m. in Connelly Chapel with Adoration of the Blessed Sacrament. Please follow the protocols in place for confession.

Restrooms: New protocols will be posted in each restroom - please follow them carefully. Spaced out restroom visits should occur when possible to limit the number of people in a restroom at the same time. Whenever possible, six feet of distance should be maintained. Always wash your hands thoroughly after use.

Travel

Business Travel: Due to the risk of spreading the virus that accompanies travel, all University business related travel must have the approval of the appropriate vice president until further notice.

Only mission critical travel will be approved.

Personal Travel: While personal travel is not restricted, please use common sense when considering the risks associated with personal travel before making plans for a trip. International personal travel is strongly discouraged. Be advised that such travel may be subject to the CDC's self-monitoring requirement (staying at home and avoiding group gatherings and public spaces) for 14 days from arrival in the United States, before returning to campus. Domestic travel is also discouraged due to high risk areas as defined by CDC guidelines.

DeSales University will closely monitor the changing recommendations and restrictions with travel on the CDC site. As expected, any travel, domestic or international could heighten your risk of exposure.

For additional information pertaining to travel, see the CDCs guidance here:

www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html

MENTAL AND EMOTIONAL WELLNESS

DeSales University understands that the COVID-19 pandemic has increased stress levels across the country. We want to prioritize our community's mental health during these uncertain times. As such, we have made every effort to ensure that the campus is safe for return to work and study and are ready to discuss personal situations. The University is aware of mental health considerations during this transition.

Attend to your mental and emotional health needs during this stressful time. Employee Assistance Program: Preferred EAP is available to offer emotional support for faculty

and staff during this stressful period. You may contact Preferred EAP at www.preferredeap.com or by calling 1-800-327-8878 or 610-433-8550.

Healthy DeSales University: DeSales University is committed to supporting overall health and wellness. Visit the Center for Disease Control and Prevention website for more information coping with stress.

Additional resources are available through the DeSales University Wellness center:

www.desales.edu/student-life/health-wellness/covid-19-well-being-resources

COMMUNICATION

As our knowledge and understanding of COVID-19 continues to evolve, the University will need to adapt quickly to those changes.

Visit desales.edu/covid-19 for the latest information on DeSales University's "Ready for Anything" commitment. In addition, students, faculty, and staff will receive regular updates during the fall semester via DSU daily.

If urgent communication is required, the University will deploy the emergency notification system.

Note: In order to limit rumors and misinformation, and to ensure the effectiveness of University prevention, protection, and mitigation measures, we request that employees exercise discretion and limit unnecessary speculation and gossip regarding COVID-19 issues. In particular, we request employees maintain the privacy and confidentiality of those seeking healthcare or who may be part of contract tracing efforts. We also request that University employees maintain the confidentiality of sensitive University documents.