



Spring 2021 Return to Campus Plan January 28, 2021

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Section V., E. Travel Restrictions**

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Section IV., C. Testing for COVID-19
Section IV., I. Faculty and Staff Sick Leave
Section IV., C. Testing for COVID-19
Section V., B. Quarantine and Isolation of Non-Resident Students, Faculty and Staff**

The Seton Hill University Spring 2021 Return to Campus Plan provides key stakeholders with the university's strategies to resume on-campus work, face-to-face classes and residential living for the Spring 2021 semester during the ongoing COVID-19 pandemic. This document includes the intensive and focused planning currently in place to prioritize a healthy, safe and vibrant learning and living environment for Seton Hill students based on guidance issued by the Pennsylvania Department of Education and the Centers for Disease Control and Prevention. The plan addresses how Seton Hill will manage four key areas: Repopulation of Campus; Prevention and Monitoring; Containment of Illness if Identified on Campus and Shutdown of Campus if necessary. Seton Hill's Return to Campus Plan will continue to evolve and be informed by CDC guidance, mandates from the Commonwealth of Pennsylvania, the incidence of infection in Westmoreland County, the availability of COVID-19 vaccinations for the university community, NCAA and PSAC guidelines and institutional decisions.

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I. INTRODUCTION

This document represents Seton Hill University's current plans for the return of employees and students to campus and resuming in-person instruction and residential living during the COVID-19 pandemic in the Spring 2021 Semester. Seton Hill's plan follows the Pennsylvania Department of Education's guidelines for the resumption of face-to-face classes and residential living for colleges and universities under the "Yellow Phase" and "Green Phase" of Gov. Tom Wolf's plan to reopen Pennsylvania. The plan represents Seton Hill University's best information to date on how the university can safely operate in-person classes as well as residential and dining facilities. Seton Hill's planning will continue to evolve based on updated institutional decisions, the prevalence of COVID-19 in Westmoreland County and surrounding areas and additional guidelines from local, state or federal authorities, including, but not limited to the Centers for Disease Control and Prevention, the Commonwealth of Pennsylvania, the NCAA and PSAC.

Ultimately, this plan will balance the university's concern for the health, safety and well being of the entire Seton Hill campus community with our mission of providing our students with a Catholic, liberal arts education complemented by professional preparation in a vibrant learning and living environment.

Any proposals contained in this plan are subject to the evolving rules and guidance issued by the U.S. Centers for Disease Control and Prevention (CDC); Pennsylvania Governor Tom Wolf; the Pennsylvania Department of Health; the Pennsylvania Department of Education; the NCAA; and the Pennsylvania State Athletic Conference (PSAC).

II. ABOUT SETON HILL UNIVERSITY

Chartered in 1918, Seton Hill University is a nationally-recognized Catholic coeducational liberal arts university founded by the Sisters of Charity. The University is located in southwestern Pennsylvania's Laurel Highlands, approximately 35 miles from Pittsburgh. An Apple Distinguished School since 2012, Seton Hill University continues to be recognized for its distinctive efforts to integrate mobile technology throughout the campus by providing the entire university community with both the tools and the support they need to enrich teaching and learning. With more than 80 undergraduate programs, 14 graduate programs and an Adult Degree Program, Seton Hill provides world-class professional preparation undergirded by the liberal arts. Seton Hill has also been named among the Best Regional Universities and as a Best Value School in the North by U.S. News & World Report.

III. REPOPULATION OF CAMPUS

In March 2020 as the impact of the COVID-19 pandemic began being felt in the United States and in the eastern part of Pennsylvania, Seton Hill University administrators quickly implemented a plan to halt all in-person classes, close university residence halls and move all employees to remote work except those deemed essential for safety and continuity of operations. Seton Hill took these actions out of an abundance of caution, before local cases of COVID-19 were reported in Westmoreland County, and before Gov. Tom Wolf closed all non-life-sustaining businesses in Pennsylvania.

On May 15, Gov. Tom Wolf moved Westmoreland County – the home of Seton Hill University – into the Yellow Phase of his reopening plan for Pennsylvania. As such, Seton Hill University is permitted to have administrators, faculty and staff on campus to prepare for the arrival of students on campus in the fall. Still, most employees remained working remotely during this Yellow Phase.

On June 5, Westmoreland County entered the Green Phase of Gov. Wolf’s plan. As such, Seton Hill University employees began a safe and strategic return to on-campus work beginning July 6, 2020.

On August 17, 2020, Seton Hill began face-to-face classes for the Fall 2020 semester. Seton Hill successfully completed an entire face-to-face semester following the guidance provided in the Return to Campus Plan.

Mindful of the Pennsylvania Department of Health’s expectation that the surge of COVID-19 cases will remain high in the early months of 2021—and given that Westmoreland County continues to see case numbers that exceed those recorded in the early days of the pandemic—Seton Hill pushed back by two weeks the start of traditional undergraduate classes and plans to begin on Tuesday, February 2, 2021. This decision – announced on December 11, 2020 – aligns with the recommendation by the Pennsylvania departments of Education and Health that colleges and universities delay the start of their spring semesters due to the current surge and expected cases after the holidays.

The following section details plans for the continued population of campus by both employees and students and the protocols that must be followed to prioritize the health and safety of the entire university community during the Spring 2021 semester.

A. Physical Distancing in Offices

In order to facilitate the return of employees to campus, Seton Hill has modified high-density workspaces by installing plexiglass and other barriers to ensure proper physical distancing. Staff and faculty with their own offices will be encouraged to close their office doors whenever possible. Employees may be required to observe new staggered work start and stop times to prevent gatherings of large groups entering or leaving the premises at the same time. Supervisors will advise employees of applicable shift changes.

B. Remote Work

In some cases, remote work may still be required and/or allowed, particularly to accommodate physical distancing measures in high-density office areas.

Seton Hill recognizes that many of the K-12 schools in our area are operating in different formats, including both completely online and hybrid offerings.

Employees whose children are participating in an online format for either all or part of the week should continue to consult with their Area President’s Council member to determine how and if accommodations can be made, such as telework or alternative scheduling.

Council members will take into consideration the requested accommodation and how it would impact Seton Hill's service to students and the workload of other employees. Council members will also coordinate with the Office of Human Resources to ensure a consistent approach and compliance with state and federal guidelines.

In-person meetings will continue to be limited and web or telephonic platforms will be encouraged, particularly for large meeting formats, even when all parties are on campus. In-person meetings will not exceed current guidelines for indoor gatherings in Pennsylvania.

C. High-Risk Populations

Seton Hill will continue to provide reasonable accommodations for populations within its community who are at higher risk for health complications due to COVID-19.

Employees who believe they fall in a high-risk category for COVID-19 complications have been asked to self-identify to the Office of Human Resources. Seton Hill will work to provide reasonable accommodations to employees based on guidelines issued by the Equal Employment Opportunity Commission (EEOC).

Students in high-risk populations have been asked to self-identify to the Office of the Registrar so that reasonable accommodations can be made as needed.

Vulnerable populations and those Seton Hill community members unable to take stairs will be provided priority use of elevators. Capacity limits on elevators will be enforced. Physical distancing must be observed while riding and waiting for elevators. Signs with capacity limits and other elevator riding guidelines will be posted.

D. COVID-19 Training for Students, Faculty and Staff

Prior to the beginning of the Fall 2020 semester, all Seton Hill University students and employees were required to participate in a video training prepared by Seton Hill personnel in various areas (Health Services, Faculty, Custodial, Dining Services, Residence Life) on university policies and procedures related to COVID-19 as well as best practices for staying healthy and avoiding the spread of the virus. The video was required to be viewed before a student or employee was able to log in to MySHU prior to the Fall semester. Employees and students were educated on proper handwashing, physical distancing, the use of masks, how to prevent contracting and spreading viruses, contact tracing, and how to assist Seton Hill through this pandemic. The video is available to be viewed at stay.setonhill.edu.

New students attending face-to-face classes in the Spring 2021 semester along with any faculty or staff who have joined Seton Hill since August 2020 will be required to view the video and take a short quiz in order to access MySHU prior to the Spring semester. New students will also acknowledge and electronically sign Social Contracts for the Spring 2021 semester after watching the video and taking the quiz. Once these steps are completed, the user will be able to fully access MySHU.

All returning students will also be required to acknowledge and electronically sign the Social Contracts prior to accessing MySHU. The video and quiz are not required of returning students.

E. Residence Hall Repopulation Plan

As a residential institution, Seton Hill University's goal is to provide on-campus housing to students as long as it remains safe to do so. Seton Hill has developed the following plans in order to repopulate residence halls on campus in the safest way possible.

1) Residential Capacity

Under normal circumstances, Seton Hill University can house up to 945 undergraduate students in its residence halls. Given the complexities and uncertainties surrounding residential housing during the pandemic, the university has reduced housing for the 2020-21 academic year.

Seton Hill has reduced student housing capacity to around 900 shifting all three person rooms to two person rooms limiting all individual bedrooms to no more than two people.

The university believes that if on-campus housing is not available, more students will choose to live together in off-campus housing with no stringent cleaning protocols or physical distancing procedures, increasing the likelihood of these students contracting COVID-19.

Seton Hill University has also set aside separate housing units for students who may need isolation and quarantine due to probable or confirmed exposure to COVID-19.

The university has also secured additional isolation spaces off campus for those students who test positive for COVID-19.

2) COVID-19 Social Contracts

Seton Hill students will play a critical role in mitigating the spread of COVID-19 on the university's campus and in the outside community.

All students are required to review and sign a Seton Hill University COVID-19 Social Contract outlining their roles and responsibilities for their personal health and the health and safety of others on campus and in the community. The Student Code of Conduct outlines requirements for mask wearing, physical distancing, testing, gatherings, quarantine and isolation, and contact tracing and would allow for removal from campus if a student refuses to follow the rules imposed by the university and/or government and health officials.

Resident students are required to sign a separate Social Contract for Residential Living that outlines particular rules and regulations imposed on

resident students. The Contract outlines requirements for wearing a mask in common areas of residence halls, physical distancing in lounges and other common residence hall spaces, and the prohibition on guests from outside campus in residence halls, and would allow for removal from residence halls if a student refuses to follow the contract requirements.

3) Residence Halls Move-In Process

Residence Halls will reopen to most Seton Hill students on Friday, January 29 at 8 a.m. Move-in for most students may occur any time after that date and time. No guests (including parents) are permitted in Seton Hill Residence Halls who are returning for the Spring 2021 Semester.

New students who are moving into a Seton Hill Residence Hall for the first time in Spring 2021 will be contacted by the Office of Residence Life to make arrangements for their move-in.

Other Seton Hill students may need to or be required to move in earlier than January 29. Students with special circumstances include student-athletes participating in spring athletics; international students; and students from out-of-state who need to quarantine upon their return to campus. International students must be in touch with Keisha Jimmerson at jimmerson@setonhill.edu to make arrangements for move-in. All other students should email reslife@setonhill.edu to arrange for move-in.

IV. PREVENTION, MONITORING AND SURVEILLANCE

A. Overview

As a residential college campus engaged in face-to-face learning, Seton Hill University must be prepared to implement a COVID-19 plan with disease prevention, monitoring and surveillance as a key component. This section of the Seton Hill University Return to Campus plan will detail efforts in preventing the spread of disease; monitoring the Seton Hill community for early signs of illness, including fever; testing procedures for faculty, staff and students upon arrival on campus as well as during the course of the academic year; adopting contact tracing procedures in case of suspected or confirmed cases of COVID-19 in the campus community; and informing faculty, staff and students on best practices to combat the virus. Seton Hill's efforts on early detection and prompt isolation of new cases and those who have been exposed will help the university to greatly mitigate COVID-19 transmission through the university community.

B. Role of the Office of Health Services

The Office of Health Services at Seton Hill is a substantial resource for the university community in developing and maintaining protocols and for implementing plans related to COVID-19 testing, diagnosis, contact tracing, and isolation and quarantine of members of the campus community as needed.

Prior to the 2020-21 academic year, Seton Hill hired an additional registered nurse with experience in a COVID-19 clinic to augment the services provided by the existing Nurse Practitioner/Director of Health Services. A second nurse practitioner has been hired and is assisting on a part-time basis until beginning working full-time in March. The additions to the Health Services Office meet the needs of the university's growing student population and the special circumstances related to the pandemic.

The Office of Health Services, and in particular the Director of Health Services, who is a Nurse Practitioner, serves as the university's key connection with the Pennsylvania Department of Health and, in particular, its Westmoreland County office. By serving as the point area of contact, the office and its staff regularly communicate with the Department of Health to relay information about known cases of COVID-19 on campus as well as receive important information on community spread of COVID-19.

In addition, Seton Hill has renovated the university's Health Center to include the addition of another examination room to accommodate additional examinations. An outdoor space was also established for testing of students who are symptomatic for COVID-19 or who are known contacts of a positive individual.

The Office of Health Services will continue to provide students, faculty and staff with health and wellness opportunities, including vaccination and testing clinics (e.g. influenza, shingles, tuberculosis), and educational messaging to promote healthy choices.

C. Testing for COVID-19

The risk of infection exists until we are able to achieve herd immunity through immunization or actual infection and recovery. While two vaccines have received emergency approval by the Food and Drug Administration (FDA) in the United States to date, physical distancing, proper hand washing and hygiene, wearing face masks, disinfecting surfaces, viral testing, contact tracing, isolation, and quarantine are our best strategies to control the spread of COVID-19 until the vaccination reaches a significant portion of the population.

Seton Hill implemented a universal testing program for all students engaged in face-to-face learning prior to the start of the Fall 2020 Semester, which continues in the Spring 2021 Semester with the addition of all faculty and staff engaged in face-to-face activities on campus.

The Health Services Office conducted universal testing for faculty, staff and students throughout the month of January. Faculty and staff were tested by the Rapid Abbott ID PCR tests while most students were tested using Quest PCR tests.

Seton Hill requires students coming from out of the state of Pennsylvania to follow state requirements for testing prior to arrival in the state. In addition, students arriving by mass transit are required to quarantine upon arrival and be tested on the fifth day after their arrival by Health Services before being cleared for face-to-face activities.

A second round of universal testing may occur during the first two weeks of the Spring 2021 semester dependent on the positivity rates revealed during Universal Testing.

Seton Hill University will also conduct weekly surveillance testing of all spring sport athletes in compliance with NCAA guidelines. Randomized surveillance testing of Seton Hill community members will also be conducted weekly.

Any students, faculty or staff who test positive or are presumed positive and awaiting test results will be required to isolate at home or in identified campus isolation housing. Seton Hill University will follow CDC protocols in releasing students, faculty and staff who test positive from isolation and allowing them to return to campus and/or to face-to-face classes. Individuals who are presumed positive based on symptoms will be allowed to leave isolation once a negative test is determined and as long as they have not come into contact with a known COVID-19 case.

Seton Hill community members who test positive will be required to isolate at least 10 days from the date of their positive test. Individuals who are symptomatic must also be fever-free for at least 24 hours without the use of fever-reducing medication and have improvement in their symptoms. Students will be required to obtain a medical clearance from the Office of Health Services or provide Health Services with a medical clearance from an outside health professional. Employees will be required to provide Human Resources with a medical clearance from an outside health professional.

Through contact tracing, Seton Hill will identify campus community members who have come into close contact with known individuals who have tested positive for COVID-19. Individuals identified must quarantine due to the exposure. As of April 7, 2021, the quarantine period has been reduced to reflect current CDC guidelines.

Known contacts of positive individuals should be tested for COVID-19 on days 5 and 10 after exposure. If those tests at day 5 and 10 are negative, the individuals will be released from quarantine and can return to normal in-person activities on campus. If an individual does not test at days 5 and 10, they will be required to quarantine for a period of 14 days following the date of last exposure to the positive individual.

Students in quarantine can be tested at days 5 and 10 through campus Health Services. If both tests are negative, students can return to in-person activities on Day 10.

Employees in quarantine who were exposed to COVID-19 during the course of their Seton Hill University work activities can be tested at days 5 and 10 through campus Health Services. If both tests are negative, employees can return to work on Day 10.

Employees in quarantine who were exposed to COVID-19 outside of their work activities must test at day 5 at an off-campus testing site of their choosing. On Day 10 following exposure – as long as the Day 5 test was negative – the employee will

test with Health Services and can return to work that day as long as the rapid Day 10 test is also negative.

Quarantine protocols do not apply to individuals who are fully-vaccinated against COVID-19. Fully-vaccinated means the individual has received all required doses of a vaccine and is 14 days beyond their last required dose. Fully-vaccinated individuals do not need to quarantine as a result of contact with a positive individual unless the fully-vaccinated individual develops symptoms. Symptomatic individuals who are fully-vaccinated should be tested and isolate until test results are available.

Throughout the Spring 2021 semester, students, faculty and staff will be subject to testing as symptoms arise and as a result of positive tests within the campus community. COVID-19 testing will continue in subsequent semesters until such time that testing is no longer necessary for the health and safety of the campus community.

The Health Services Office will provide testing to all students as well as to any employee who is determined through Contact Tracing to be a contact of a positive individual. Seton Hill employees who need testing for any reason other than a work-related exposure to a positive individual must seek testing at an off-campus testing location. Employees who test off-campus must contact Human Resources and provide HR with those test results.

D. Contact Tracing Protocol

Contact tracing is a key strategy for preventing further spread of COVID-19. It is the process of identifying and supporting individuals who have been in contact with individuals who have a suspected, or confirmed, COVID-19 infection. Contact tracing is part of a multifaceted approach to fight the COVID-19 pandemic and mitigate disease transmission.

Seton Hill staff from the Office of Health Services and other campus offices as well as Resident Assistants have participated in various training opportunities in regards to Contact Tracing.

In addition to manual contact tracing efforts, Seton Hill has invested in a contact tracing app, SaferMe, which aids the Office of Health Services with identifying those members of the Seton Hill community who have come into contact with a known positive individual. All Seton Hill students are required to download SaferMe as part of the Spring 2021 Social Contract. Faculty and staff are strongly encouraged to download the app.

Members of the Contact Tracing Team include:

- Case Investigator
- Contact Tracers
- Care Coordinators
- Medical Professionals
- Representatives from the Pennsylvania Department of Health

Steps of Contact Tracing (refer to the “Contract Tracing Document” in the Appendices for in-depth details of all the steps as well as resources mentioned in the protocol).

Step 1:

- Initial notification of Person Under Investigation (PUI); this will be done within 24 hours after a PUI is identified.
 - Provide PUI with isolation guidelines and health education (e.g., symptoms of COVID-19 and when to seek medical care)

Step 2:

- Interview the PUI
 - Discuss confidentiality and verify demographics (refer to “Interview Scripts for Contacts”)
 - Obtain a list of individuals with whom the PUI had close contact within 48 hours before the onset of symptoms.
 - A close contact is someone who was within 6 feet of an infected person for at least 15 minutes from 48 hours before illness onset until the time the patient is isolated
 - Review Swipe Card data and/or available contact tracing app data for the PUI to determine where they had been on campus to allow for any necessary closure and cleaning of spaces.

Step 3:

- Locate and notify **close contacts** that may have been exposed to COVID-19.
- Close contacts will be instructed to stay home, maintain physical distancing, and self-monitor for symptoms of COVID-19 (e.g., fever, cough, or shortness of breath) until 14 days from the last date of exposure.
- Close contacts should be tested for COVID-19 at an appropriate time after exposure, or probable exposure, as determined by medical personnel to help better understand the spread of the virus;
- The Contact Tracing team will notify the Provost’s Office of any faculty who need to be informed of student absences due to isolation/quarantine;
- The Contact Tracing team will notify Student Affairs of Resident Students who need to be isolated so that proper steps can be taken, including the delivery of meals.
- Counseling will be provided on how to prevent further spread of COVID-19; contacts may also be referred for medical care and/or to other prevention services.

Step 4:

- Monitor contacts
- Follow up with contacts to make sure they are following quarantine instructions and to track the development of any potential COVID-19 symptoms.
- Refer to community resources if additional assistance is needed.

Closing out a case:

- Consultation will be made with the medical professionals when contacts can be discharged from monitoring since multiple factors need to be considered, such as number of days that have passed since symptoms

first appeared (if symptomatic); the number of days that have passed since symptoms ended (if symptomatic); the number of days that have passed without any symptoms since the potential exposure to COVID-19; and COVID—19 test results.

- Contacts will be provided with community mitigation actions (such as hand-washing hygiene, practicing social distancing, covering mouth and nose with a cloth face cover when around others, cleaning and disinfecting frequently touched surfaces daily).

E. General PPE and Personal Hygiene Guidelines

Seton Hill employees, students and campus guests are required to wear masks as recommended by the CDC and Pennsylvania Department of Health.

The University has provided employees and students with non-medical masks. Masks continue to be available at locations throughout campus as outlined in the Appendices for those who need one. Seton Hill also approves masks obtained or made or purchased by employees and students, according to Pennsylvania Department of Health guidelines. The Department of Health requests non-medical personnel use cloth or fabric masks in order to conserve surgical and N95 masks for healthcare workers. Valve masks must not be used as they allow the user to expel respiratory droplets in a concentrated fashion. Face shields are also unacceptable except in rare occasions in certain laboratories and classrooms as permitted by faculty members under monitored conditions. Faculty members may wear face shields during classroom lectures, provided that faculty members only remove fabric face masks once the face shield is in place and only remove the face shield once a fabric face mask is in place. Face shields cannot be worn as a substitute for fabric masks in hallways, common areas, residence halls, Lowe Dining Hall, and classrooms on campus and outdoors.

Cloth masks are preferably made using 100 percent cotton material. Instructions for making fabric masks can be found at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Stop-the-Spread.aspx>.

All fabric masks must be washed after each use and should not be used when damp or wet.

Employees must wear the masks while on campus, except during break time when they are eating or drinking. During break time, employees must continue to maintain physical distancing. Employees are required to wear masks while on premises in public areas such as hallways and restrooms. If an employee is working alone in a private office with a door, they may remove the mask. Employees who are working alone outside may also remove their masks as long as they are not near other individuals.

Students must also wear masks while on campus, except while eating or drinking but must maintain physical distance during mealtime. Students may also remove masks in their residence hall rooms as long as they do not have guests in their room.

When outdoors on campus, masks must be worn when continued physical distancing of at least six feet from others outside of your household cannot be maintained as required under the Pennsylvania mask mandate. Students and employees who can maintain six feet of distance from others outdoors may remove their mask but must be prepared to wear it if that distance cannot be maintained.

Campus Guests, including prospective students and their families, alumni and friends, and business vendors must wear masks when on campus. If visitors do not have a mask, the University will provide one. Access to campus will be denied for individuals not wearing masks. An exception will be made for individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years).

All employees, students and guests must wash their hands or use hand sanitizer regularly to prevent the spread of coronavirus.

Increased signage notifies and informs members of the Seton Hill community and guests of required safety, personal hygiene and physical distancing requirements.

F. Residence Hall PPE/Physical Distancing/Personal Hygiene Guidelines

Common areas in residence halls, including kitchens, lounges, laundry rooms, and fitness centers, will remain open for student use. However, some furniture and/or equipment has been removed/moved to allow for proper physical distancing in these common areas.

Resident students must also wear masks anytime they are in a common area of their residence hall.

Residence hall common areas will be cleaned twice daily by Seton Hill custodial staff. Students should, however, should help to maintain the cleanliness of these common areas after they have finished using them.

Hand sanitizer is available in common areas of residence halls. Students must wash their hands or use hand sanitizer regularly.

Signs and posters reminding students of personal hygiene, PPE and physical distancing requirements are posted throughout residence halls.

Guests from outside Seton Hill University are not be permitted inside residence halls. Resident students may have Seton Hill student guests in their residence hall room. The number of guests cannot exceed twice the current occupancy of the room up to 10 guests. For example, a room housing two students could have up to two guests while a suite housing four students could have up to six guests. All guests and residents must be masked and must physical distance during the visit.

Students who are using immunosuppressive drug or who have medical conditions such that may put them at high risk for COVID-19 illness and complications are

asked to self-report to the Office of the Registrar to determine reasonable accommodations that can be made in the residence halls.

G. Daily Self-Screening Protocol

All employees, students, contract staff (including Aramark, Xerox, and Barnes and Noble employees) and independent contractors of the Seton Hill University community are required to conduct a COVID-19 Daily Self-Checklist prior to leaving one's residence, residence hall room and/or arriving on campus each day.

This screening is being used to promote the University's response to the COVID-19 pandemic and to promote employee and campus safety. All employees, contract staff and independent contractors must also practice physical distancing and wear a mask while on campus.

Seton Hill community members can also use the SaferMe contact tracing app to conduct their daily self-screening.

COVID-19 Daily Self-Checklist

- Do you have a Fever (temperature over 100.4F) without having taken any fever reducing medications?
- Do you have a Cough?
- Do you have Shortness of Breath or Difficulty Breathing?
- Do you have Chills?
- Do you have Muscle Aches and/or Muscle Pain?
- Do you have a Sore Throat?
- Do you have New Loss of Taste or Smell?
- Do you have Congestion or a Runny Nose?
- Do you have a Headache?
- Do you have New, Unexplained Tiredness or Fatigue?
- Do you have Nausea, Vomiting and/or Diarrhea?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19 within the past 14 days?
- Have you been asked to self-isolate or quarantine by a medical professional or a local public health official within the past 14 days?

If you reply **YES** to any of the questions in the checklist, please **STAY HOME** or in your **RESIDENCE HALL ROOM** and follow the steps below:

- **Employees, Contract Staff and Independent Contractors:**
 - Contact your supervisor AND
 - Seek the advice of a healthcare professional through a telehealth appointment or a face-to-face appointment. Once an employee has completed the appointment, they must follow the guidance of your health care professional regarding testing for COVID-19. If a COVID-19 test is not recommended as part of the medical appointment, Seton Hill will require a release for work form from the employee's healthcare professional indicating they are not being treated for COVID-19.

- If an employee is advised to seek a COVID-19 test, employees must follow the quarantine and isolation protocols outlined in both Section IV., C. Testing for COVID-19 and Section IV., I. Faculty and Staff Sick Leave of the Return to Campus Plan.

- **Students:**

- Contact your faculty if you will be missing class AND
- Contact Health Services for further medical guidance.

- If you are having an emergency such as trouble breathing, persistent pain or pressure in your chest, feel disoriented or confused, have bluish lips or face, or have any symptoms that are concerning to you, immediately call 911; notify the operator you might have COVID-19. If possible, put on a cloth face covering before EMS arrives.

If employees, contract staff or independent contractors or students start feeling sick during their shift or in class, follow the steps above.

Do not report to work or class if you:

- Are currently being tested for COVID-19 (isolation is required)
- Are sick (with any type of illness). Supervisors may send an employee home if they come to work sick
- Received notification from public health officials (state or local) that you are a close contact of a confirmed case of COVID-19. (requires quarantine)
- Are caring for, or live with, someone who is sick with symptoms of COVID-19 or have been notified of potential exposure and/or are in quarantine.
 - Students should contact Health Services if they have come into contact anyone suspected of or positive for COVID-19.
 - Employees must contact their supervisor, department chair or Dean as well as Human Resources and follow the protocols outlined in Section IV., I. Faculty and Staff Sick Leave of the Return to Campus Plan.

Individuals who have had symptoms consistent with suspected or confirmed COVID-19 or who have tested positive for COVID-19 must self-isolate for at least 10 days per current CDC guidelines. Individuals may stop their isolation and return to campus and/or face-to-face classes if they have tested negative and have no known contacts with a COVID-19 positive patient. Isolation may also end in the event of a positive test result as long as 10 days have lapsed since the date of the positive test, symptoms have improved, the individual has been fever-free for at least 24 hours without the use of fever-reducing medications, and they have been released by a health care professional. Students should be in contact with the Office of Health Services to obtain a release or provide a release from an outside medical professional. Employees should provide a medical release to Human Resources.

Employees, contract staff and independent contractors can obtain tests through their healthcare providers. Students and employees who are exposed to COVID-19 at work will have access to testing through the Health Services Office.

If an employee, contract staff or independent contractor has difficulty obtaining a test, they must contact the Office of Human Resources for further guidance.

If an individual has never tested for COVID-19 but has an alternate diagnosis (e.g., tested positive for influenza), criteria for return to work should be based on that diagnosis.

In the event an employee, student, contract staff or independent contractor is diagnosed with COVID-19, Seton Hill University reserves the right to require testing and/or isolation of close contacts on campus as identified through contact tracing. Enhanced temperature screenings may also be implemented throughout campus and/or in individual buildings depending on the level of movement the individual who tested positive had on campus prior to becoming ill and/or diagnosis.

H. Temperature Checks

A common symptom associated with COVID-19 is a low-grade fever that increases over time. Seton Hill requires that employees, students, contract staff and independent contractors take their temperature at home before coming to campus or leaving their residence hall room as described in the Self-Screening Protocol. Those with temperatures above 100.4 degrees Fahrenheit should not go to work or class. In addition, temperature stations are available on campus for members of the campus community to check their temperature in the event they begin to feel febrile and/or ill while on campus. Guest temperatures will be taken in accordance with the Guest Screening Policy.

I. Faculty and Staff Sick Leave

During the pandemic, and through the end of FY 2021 (June 30, 2021), employees who are, or believe they are, sick from COVID-19 or are caring for, or live with someone, with any of the symptoms consistent with COVID-19, should stay home and not report to work. For staff, time off for this reason will not result in a reduction of current sick time accumulation.

Employees must inform Human Resources and remain in regular contact with their immediate supervisors.

Employees must seek the advice of a healthcare professional through a telehealth appointment or a face-to-face appointment if the employee is ill with symptoms associated with COVID-19.

Once an employee has completed the appointment, they must follow the guidance of their health care professional regarding testing for COVID-19. If a COVID-19 test is not recommended as part of the medical appointment, Seton Hill will require a release for work form from the healthcare professional indicating the employee is not being treated for COVID-19.

If an employee is advised to seek a COVID-19 test, as a reminder and per the current CDC guidelines, the employee must self-isolate until their test result is

received. If the test is negative, Seton Hill will require a copy of the negative test result from the employee's healthcare professional. If the test is positive, the employee must continue to self-isolate for at least 10 days per the current CDC guidelines.

The employee may stop isolation and return to work as long as all of the following occurs: 10 days have elapsed since the date of their positive test; symptoms have improved; you have been fever-free for at least 24 hours without the use of fever-reducing medications; and, the employee has been released by a health care professional.

If someone in an employee's household or for whom an employee is caring is experiencing any symptoms of COVID-19, the employee must stay home.

If the symptomatic individual tests positive for COVID-19, the employee must be tested as a contact of a positive individual on Day 5 after exposure. At Day 10 following exposure, the employee must test with Seton Hill Health Services and can be released from quarantine and return to work that day as long as both tests are negative.

If the symptomatic individual tests negative for COVID-19, or if the individual is not being treated for COVID-19, the employee has two options before returning to work:

1. The employee may provide documentation from a medical professional that shows the symptomatic household member or individual under the employee's care tested negative or is not being treated for COVID-19, or;
2. The employee may contact Seton Hill Health Services to be tested for COVID-19 using the rapid point-of-care tests available on campus.

Employees cannot return to work unless one of these steps are taken.

Employees must be in contact with their supervisors, department chairs or Deans as well as Human Resources when taking leave for their own illness or the illness of a household member or someone for whom they are caring.

If Seton Hill determines that an employee is a contact of a positive individual through campus contact tracing efforts, the employee must quarantine and will be tested by the Seton Hill Health Services Office on days 5 and 10 after that exposure. Employees can return to work on Day 10 as long as both tests are negative.

Seton Hill employees who need testing because they are symptomatic or on day 5 of their quarantine for an exposure that is not work-related must seek testing at an off-campus testing location. Health Services will provide testing for employees on Day 10 of their quarantine regardless of where the exposure occurred. All off-campus tests must be reported to Human Resources.

Quarantine protocols do not apply to employees who are fully-vaccinated against COVID-19. Fully-vaccinated means the individual has received all required doses of a vaccine and is 14 days beyond their last required dose. Fully-vaccinated

individuals do not need to quarantine as a result of contact with a positive individual unless the fully-vaccinated individual develops symptoms. Symptomatic individuals who are fully-vaccinated should be tested and isolate until test results are available.

J. Teaching and Learning During COVID-19

Despite the challenges presented by the COVID-19 pandemic, the mission of Seton Hill University remains the same. We must continue to educate students to think and act critically, creatively, and ethically as productive members of society committed to transforming the world.

Maintaining face-to-face teaching and learning opportunities for the Seton Hill community while ensuring the safety of the entire community will take a creative and collaborative approach.

1) Alternative Academic Calendar

Seton Hill will operate under an alternative academic calendar for the Spring 2021 Semester.

Under this plan, the university will begin traditional undergraduate classes on Tuesday, February 2 – two weeks later than originally scheduled to allow community COVID-19 case numbers to stabilize following the holiday season.

There will be no traditional Spring Break in the Spring 2021 semester, however, there will be several weekdays with no classes scheduled throughout the semester.

S3 and M3 sessions are operating completely online. Only the graduate programs in Art Therapy, Physician Assistant and Orthodontics will be operating in person classes starting on January 19.

Please refer to the Appendices for the Academic Calendar and Final Exam Schedule.

2) Potential Teaching Modalities

Seton Hill University faculty will consider a variety of teaching modalities to accommodate the need to maintain physical distancing protocols while still providing students with a high-quality education.

Seton Hill faculty engaged in workshops during the Summer of 2020 through Seton Hill's Innovative Teaching and Learning Center that provided them additional strategies to help them prepare for a variety of teaching modalities that may be required because of COVID-19.

Seton Hill has prioritized in-person instruction for courses where academic outcomes cannot be easily achieved or measured in virtual formats,

including visual and performing arts classes, science laboratories, and health care clinical labs and experiences.

The university has limited class sizes based on available classroom, studio or laboratory space and any government requirements limiting large gatherings. While Seton Hill traditionally offers small class sizes, classroom spaces has been reconfigured to allow for appropriate physical distancing. In some cases, a hybrid mode of instruction may be utilized where students may attend the same class both in-person or virtually on different days to limit the number of students in a given space at one time.

Faculty will closely monitor and track in-person attendance in classes as well as seating arrangements in order to facilitate contact tracing in the event of an exposure.

Faculty will also develop attendance policies that support students who become ill and do not create barriers to student success.

Through their syllabi, faculty will encourage students to communicate with them regarding their health status and any changes that would necessitate virtual learning.

Faculty will continue to work with Disability Services to provide reasonable accommodations for students with disabilities when remote work is necessary.

Students with medical conditions that put them at a higher-risk for COVID-19 complications should self-identify to the Office of Health Services or the Registrar's Office. Faculty advisors will work with students to make reasonable accommodations for course work.

Seton Hill will work on a case-by-case basis with students who cannot attend in-person classes due to a COVID-19 diagnosis and/or required quarantine or isolation. In the event that the university is not permitted to hold in-person classes due to local, state or federal regulations, Seton Hill will move to an all virtual format to provide for continuity of education.

3) Academic Support Services and Virtual Solution Center

The Academic Achievement, Writing and Mathematics Enrichment Centers provide both virtual and in-person services.

Seton Hill hosts a Virtual Solution Center, through Zoom, that is open daily. Members of the University community may "pop in," be greeted by and work with a technician or student worker to troubleshoot and resolve technology issues.

4) Monitoring Student Health and Absenteeism

Seton Hill faculty members play a pivotal role in controlling the spread of COVID-19. Faculty members should promptly report student absences via Starfish. Students who come to class sick should immediately be sent home or to their residence hall rooms and the faculty member should alert Health Services to the student's symptoms. Faculty will work with students to ensure continuity of coursework to accommodate absences due to illness.

5) Center for Orthodontics

The Seton Hill University Center for Orthodontics follows the protective health and safety guidelines issued by CDC and the Commission on Dental Accreditation (CODA). The Center will continue to provide a safe environment for patients, resident students, doctors and staff; the following protocols are in place:

- Patients will receive a call from their doctor the night before an appointment to review procedures.
- Patients will receive a text message on the morning of their appointment. If patients do not text, they are asked to call the office on the morning of their appointment.
- Patients must reply to the text or call the office upon arrival to the Center's parking lot; patients must say in their cars outside the office.
- Patients will be contacted by text or phone call when their appointment is to begin.
- All patients and visitors must wear a facemask or face covering.
- Patients and visitors will have their temperatures taken before they are brought into the clinical area. Only the patient (if appropriate) will be admitted into the clinical area.
- The Center has added outside seating for waiting family members; Reduced seating in the lobby will be available in inclement weather to allow for appropriate physical distancing; family members can also wait in their cars.
- Following the completion of an appointment, the resident will call to discuss the appointment and schedule the next visit.
- If the resident is unable to make contact the same day, the patient is asked to call the office to schedule the next appointment.

6) Clinical Placements

Clinical placements are a critical educational component for students in Seton Hill University's health sciences areas of study. Seton Hill faculty involved in clinical placements continue to monitor the COVID-19 situation and how on-ground student placements in healthcare settings may continue to be affected in Spring 2021 and beyond. Seton Hill will work with accrediting bodies and licensing boards, state and local governmental agencies, and host healthcare organizations to determine the best options for Seton Hill students to participate in clinical placements. In the event a

planned clinical placement is unavailable, Seton Hill will work to find an alternative placement for the student.

7) Student Teaching

Seton Hill expects student teaching will be permitted to occur during the Spring 2021 semester as Pennsylvania schools are allowed to open under Gov. Wolf's plan to reopen Pennsylvania. However, individual schools and school district are operating under various educational formats (virtual, in-person and hybrid) and student teaching opportunities may be limited. Following Pennsylvania Department of Education guidelines, Seton Hill will work with student teachers on a case-by-case basis to provide them with the best opportunity to complete their student teaching experience given the ongoing pandemic.

8) Internships

Internships are an integral part of the Seton Hill University Fit for the World Career Readiness Program and provide students with valuable real-world experience in their chosen career paths. The COVID-19 pandemic has greatly altered the landscape for companies, many of whom have had to move to remote work situations due to the pandemic. In many cases, companies may not have the capacity to bring on interns due to physical distancing requirements. Seton Hill's Office of Career and Professional Development will work with students and their faculty advisors on finding an appropriate internship given the limitations that may be imposed by the pandemic. The internship may include face-to-face, virtual and/or project-based components depending on placement opportunities.

9) Study Abroad

Seton Hill has no study abroad trips planned during the Spring 2021 semester or the 2021 May Term. The university will continue to monitor CDC and State Department travel advisories on a regular basis and will begin scheduling study abroad opportunities when it is safe to do so.

10) Service Experiences

As a Catholic institution, Seton Hill treasures its strong history and commitment to community outreach and service to others. Service experiences are voluntary, and Seton Hill will work with its community partners to communicate with students, faculty and staff the importance of following all health and safety protocols required by the service site in addition to the university's health and safety protocols. Seton Hill also encourages opportunities such as make-to-donate and drop-off and pick-up that allow service to occur on campus for community partners.

K. University Dining Operations

Seton Hill University's dining services vendor, Aramark, takes the health and safety of the university community seriously. Aramark follows the required federal, state and local guidelines in the preparation and serving of food and the cleanliness of campus dining facilities.

Aramark enforces its own employee guidelines and Department of Agriculture protocols to prioritize customer safety and confidence. Location managers conduct two daily walkthroughs of all food and beverage sites on campus to ensure policies are being executed correctly.

Seton Hill University will significantly limit the number of people allowed inside Lowe Dining Hall at any one time to provide for proper physical distancing. Students with a dining plan may be assigned or may register for a time slot for meals during peak times in order to accommodate the reduced seating capacity.

The University has also distributed tables and chairs from Lowe Dining Hall to other areas of campus where students may eat and has designated eating spaces throughout campus, which are marked with signage. In addition, the Sidekick Mobile Food Ordering App and the Lowe-to-Go Food Truck allow for contactless pickup of food to alleviate overcrowding in Lowe Dining Hall.

Faculty and staff are asked to avoid the use of Lowe Dining Hall for meals. If faculty and staff must eat in Lowe, they should avoid peak times.

Aramark's operations outline is located in the Appendices of this plan.

L. Faculty and Staff Break Rooms/Kitchens

The use of Faculty and Staff Break Rooms and Kitchens is limited to the number of people who can use the space at any given time to allow for adequate physical distancing. Communal food items should not be shared during the course of the day or as part of any food-based celebrations. Employees must clean kitchens and/or break rooms after using them.

M. Common Spaces

Modifications, including but not limited to a reduction in furniture, has been made to all Seton Hill campus common spaces to allow for proper physical distancing. Spaces include, but are not limited to, Reeves Learning Commons, the Administration Building Parlors, the Commuter Lounge, the Nest, and spaces within the Boyle Center, the Performing Arts Center and the Seton Hill Arts Center.

N. Campus Traffic Patterns

A Traffic Identification Working Group analyzed campus spaces and made modifications to building ingress/egress; limiting directions in stairwells; and/or adjusting hallway traffic patterns as necessary. The group installed directional signage throughout campus to assist students, faculty and staff in maintaining

physical distancing. The altered traffic patterns will continue during the Spring 2021 semester.

O. Student Programming Adjustments

1) Student Recreation and Fitness Centers

Student Recreation and Fitness Centers operate in alignment with guidance regarding similar facilities from the Pennsylvania Department of Health. Seton Hill may close facilities as needed in case of an outbreak of COVID-19 on campus.

The McKenna Center fitness equipment is cleaned two times a day by Aramark Staff. Individual users are responsible for cleaning equipment with provided supplies before and after their workouts.

Attendants will be on hand to monitor the safe use of equipment and ensure users are following physical distancing protocols.

Individual fitness classes will limit participants based on guidelines from the Pennsylvania Department of Health.

The McKenna Center is only accessible by swipe card to assist in contact tracing efforts if a case of COVID-19 is diagnosed on campus.

2) Intercollegiate Athletics

Seton Hill University is following guidelines established by the NCAA, PSAC and GMAC for intercollegiate athletics during the 2020-21 academic year. Seton Hill University will participate in competition in PSAC and GMAC Spring Athletics in the Spring 2021 semester. Seton Hill will also participate in the PSAC Cross Country Championship in Spring 2021. All other athletic teams will be permitted to continue practice and conditioning activities during the Spring 2021 semester. Seton Hill is following NCAA guidelines for athletic testing.

3) Intramural Programming

When considering intramural programming, Seton Hill University will adopt similar guidelines to those provided by the NCAA and the PSAC for intercollegiate athletics. Intramural programming may at first need to be focused on individual-style contests or skill-based games rather than team sports given the physical distancing requirements that may be necessary. Intramural programming will limit number of participants based on governmental requirements for maximum group size.

4) Campus Events and Student Activities

Seton Hill will continue to limit the size of campus events and gatherings in accordance with current guidance and recommendations from government

and health officials. Physical distancing and mask wearing will be required at all campus events. Temperature taking protocols may be implemented as necessary. Priority for campus spaces will be given to academic events. Event organizers should consider alternative delivery formats in order to limit the number of participants gathered in a single space.

Student groups wishing to host an in-person event or meeting must receive approval from the Division of Student Affairs and follow all guidelines for maximum event size, physical distancing guidelines and wearing of PPE. Student Affairs reserves the right to cancel an event if requirements are not heeded by student groups.

Dependent on the evolving public health situation, Seton Hill University reserves the right to update this plan to institute additional requirements for student gatherings both on and off campus.

P. Campus Shuttles

Campus Shuttles will continue normal operation. Shuttle drivers and riders will be required to wear masks at all times. Drivers may have to limit passengers to avoid overcrowding in order to maintain physical distancing.

Q. Campus Guest Policies and Screening Protocols

Campus guests, including prospective students and their families, alumni and friends, and business vendors must wear masks when on campus.

If visitors do not have a mask, the University will provide one. Access to campus will be denied for individuals not wearing masks. An exception will be made for individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years).

Whenever possible, business should be conducted with visitors by appointment only. Off-campus guests will not be permitted in Seton Hill University residence halls.

To protect the health and safety of each other and our campus community, all visitors are required to complete the COVID-19 screening protocol.

Most guest screening – particularly for prospective students and their families - will take place at the Welcome Center, located on the first floor of the Administration Building, however, guest screenings may be required in outlying areas of campus.

Campus guests will be provided a disposable face mask before continuing with the screening process if they do not already have a mask. The specific Guest Screening Protocol and Documents are available in this plan's appendices and on the COVID-19 website. Seton Hill employees who conduct guest screenings will have access to a private Google Drive where Guest Screening forms must be

uploaded within 48 hours of the visit so that information can be accessed in the event it is needed for contact tracing.

In the event that a Seton Hill employee is alerted by their guest that they have been diagnosed with COVID-19 after their visit, the employee must contact the Office of Health Services so that contact tracing protocols can begin.

R. Cleaning Protocols

Aramark, Seton Hill University's custodial vendor, has enhanced cleaning of all spaces on campus during the pandemic using cleaning supplies that meet CDC guidelines. Aramark will focus on the cleaning of high-touch areas such as door handles and light switches; bathrooms; common spaces such as classrooms, laboratories, studios and athletic facilities; and residence hall common areas. Aramark's cleaning protocols are included in the appendices of this plan. In addition to Aramark's cleaning protocols, cleaning supplies will be made available to faculty, staff and students so that they may clean high-touch equipment or furnishings before and after use. Employees will keep their personal workspaces cleaned on a daily basis.

V. CONTAINMENT OF ILLNESS

In the event of confirmed or suspected cases of COVID-19 on Seton Hill's campus or a resurgence of cases in the local community, Seton Hill will implement quarantine and isolation procedures for faculty, staff and students who tested positive or who have come into contact with an individual who has tested positive.

A. Quarantine and Isolation Housing Process

Seton Hill University will provide appropriate space for isolation and/or quarantine of resident students who have been exposed to COVID-19, are suspected to have contracted the virus or have been confirmed through laboratory testing to have the novel coronavirus.

In case on campus isolation is not permitted or residence halls must be closed due to government orders or other circumstances, Seton Hill has collected emergency planning information from every resident student that assesses their personal plans to leave campus should it become necessary.

Isolation of resident students will follow these guidelines from the American College Health Association:

- Isolation rooms will be separated from other residential student rooms;
- Health Services staff will remotely monitor students in isolation on a daily basis via telehealth and will recommend transfer to an off-campus health facility as needed; Students who are quarantined due to a potential exposure to COVID-19 should be in touch with Health Services if they develop symptoms as part of the Contact Tracing follow-up;

- Residence Life staff will coordinate food delivery and/or pickup to isolated and quarantined students with Dining Services; Delivery will be done by staff using proper PPE;
- Counseling services and the Office of Campus Ministry will be available remotely to provide wellness and spiritual support to students as needed;
- Quarantined or isolated students should be allowed to continue their academic activities remotely as they are able or be provided with note takers or other accommodations during their quarantine or isolation;
- Student Affairs/Residence Life staff will be available to assist quarantined or isolated students with their personal needs, including medication pickup, delivery of hygiene supplies, etc.
- Transportation to a medical facility if needed will be provided by campus police and/or local EMS as their symptoms warrant;
- Custodial and maintenance staff will be provided with and required to wear appropriate PPE when cleaning or entering isolation and quarantine spaces;
- Commuter students who must isolate or quarantine at home will be provided the same virtual services – Health Services, Counseling, Campus Ministry, and Academic Support – as resident students who are isolated/quarantined.

B. Quarantine and Isolation of Non-Resident Students, Faculty and Staff

Commuter students as well as Seton Hill employees who test positive for COVID-19 must isolate at home for at least 10 days following the positive test per CDC guidelines. Symptomatic individuals will be allowed to return to campus as long as their symptoms have improved and they are fever-free without the use of fever-reducing medications for at least 24 hours. Students must obtain a medical release through the Office of Health Services or provide one to the Office by an outside medical professional. Employees must provide a medical release to Human Resources.

Individuals who have been informed through contact tracing that they were exposed to COVID-19 must quarantine for at least 10 days from the last known contact with the positive person. Individuals in quarantine cannot return to work or school until they test negative at both days 5 and 10 of quarantine. If they do not test at both intervals, individuals must quarantine for 14 days following contact with a positive individual.

Quarantine protocols do not apply to individuals who are fully-vaccinated against COVID-19. Fully-vaccinated means the individual has received all required doses of a vaccine and is 14 days beyond their last required dose. Fully-vaccinated individuals do not need to quarantine as a result of contact with a positive individual unless the fully-vaccinated individual develops symptoms. Symptomatic individuals who are fully-vaccinated should be tested and isolate until test results are available.

C. Cleaning Protocols – Positive Cases

If a positive case of COVID-19 is discovered within the university community, Seton Hill University will use contact tracing to determine areas on campus in which the infected person had been in the 48 hours prior to the development of symptoms and/or a positive test. Enhanced cleaning protocols will be used in those areas in which the person had been. This cleaning may necessitate the temporary closing of an office or classroom.

D. Temporary Closures

The discovery of a positive COVID-19 case, or a surge of COVID-19 cases on campus, may result in Seton Hill University limiting movement on and off campus for short periods of time as necessary, including:

- “Yellow Flag Days” - Stricter physical distancing and stricter group gathering limits;
- “Red Flag Days” – All classes would be virtual; resident students must stay in residence halls except to retrieve grab and go meals.

E. Travel Restrictions

Seton Hill University students, faculty and staff have a shared responsibility to protect the health and safety of the campus community and should be mindful of any travel that may increase their risk of exposure to COVID-19 and therefore elevate the risk of exposing others on campus to the virus. Seton Hill may need to limit travel of students, faculty and staff to within a 50-mile radius of campus if conditions require it.

As of March 1, 2021, the Commonwealth of Pennsylvania no longer requires either quarantine and/or COVID-19 testing from those traveling into Pennsylvania from out of state.

Prior to the state rescinding its travel mandates, Seton Hill University required testing and quarantine above and beyond the state requirements. In the interest of keeping the campus community safe and mitigating the spread of COVID-19 on campus, Seton Hill will continue to require additional quarantine and testing of campus community members who travel for the foreseeable future.

Seton Hill requires students, faculty or staff who travel out of state and are not fully immunized against COVID-19 – or who have household members or overnight guests in their home who conduct such travel – to quarantine for five days upon arrival to Pennsylvania. On the fifth day, Health Services will test the individuals, and, if they test negative, they will be permitted to engage in face-to-face campus activities, provided they have not exhibited symptoms of COVID-19 at the end of the quarantine period.

Seton Hill campus community members who have been fully immunized against COVID-19 (i.e. have received all required doses of an approved COVID-19 vaccine and are at least 14 days removed from their final dose) will be permitted to return

to face-to-face campus activities without a quarantine period. Five days after their return to Pennsylvania or the return of a household member or arrival of an out-of-state overnight guest, Health Services will test these individuals out of an abundance of caution.

Supervisors are required to ask employees who are taking personal or vacation time if they plan on traveling, where they are traveling, and when they plan on returning. Supervisors should notify Human Resources of all employee travel.

Faculty and staff who provide face-to-face instruction or services are expected to not to have traveled out of state within 14 days before the start of classes.

Employees who must quarantine as a result of travel will need to apply their vacation/personal time or take the time unpaid, unless they can telework and fulfill their essential responsibilities as approved by their Area President's Council Member. If an employee tests positive they will not have to apply sick or vacation time during that time.

Telework approval cannot be assumed because an employee worked from home previously. It is important that faculty and staff that provide services to students continue to do so in a face-to-face format.

If a household member is required to travel out of state on a consistent basis, the employee should work with their Area President's Council Member to see if safeguards can be put in place to ensure our campus community is not at risk.

While these procedures are more restrictive than the state's policies, the university is obligated to take these steps to help keep our campus community safe. If Seton Hill learns an employee traveled to a hot spot without self-disclosing, this could be grounds for discipline.

F. Communications

Seton Hill University will regularly communicate with the university community regarding evolving guidelines or changes to procedures as we work to protect the health and safety of employees, students and guests.

Seton Hill will use email communication, the E2 Campus Alert system and the university's dedicated COVID-19 website to communicate issues of importance to the Seton Hill community, including positive COVID-19 cases.

The Office of Health Services will contact the Pennsylvania Department of Health about every positive COVID-19 case the university is made aware of among the campus community.

The Seton Hill Office of Public Information is tasked with updating the COVID-19 Daily Dashboard each weekday with assistance from the Office of Health Service and the Office of Human Resources. The public-facing COVID-19 Daily Dashboard provides the Seton Hill community, and the community-at-large, with updated information on COVID-19 testing and case numbers for students, faculty and staff

actively engaged in face-to-face activities on the Seton Hill campus. Positive cases will be included on the dashboard if the person tested positive within 14 days of last being on campus.

G. Vaccine

In accordance with the Student Immunization Policy, Seton Hill requires students to provide proof of a variety of immunizations, including Measles, Mumps and Rubella (MMR); Tdap; Varicella; Meningococcal Conjugate (MCV4); Meningitis B and Influenza.

At this writing, two COVID-19 vaccines have received emergency use approval from the U.S. Food and Drug Administration (FDA). Seton Hill University strongly encourages all students, faculty, staff and contracted employees to receive a COVID-19 vaccine as soon as they are able to under the distribution priorities outlined by the CDC and/or the Commonwealth of Pennsylvania or their individual states of residence. If a Seton Hill student's internship or site placement (clinical rotations, supervised practices, practica, field placements, etc.) has its own vaccination requirements and procedures, the student must abide by them.

Seton Hill University will continue to monitor guidance from the CDC, the FDA, the Commonwealth of Pennsylvania and the Equal Employment Opportunity Commission (EEOC) regarding the COVID-19 vaccine and whether it should be added to the list of vaccinations Seton Hill requires.

VI. RESURGENCE AND CAMPUS SHUTDOWN

In the event of a resurgence of COVID-19 in the communities surrounding Seton Hill University or on the Seton Hill campus or if Seton Hill is not allowed to operate in a face-to-face manner because of an order by the Commonwealth of Pennsylvania or the federal government and the university must move to an all online learning format and/or close residence halls, Seton Hill will implement its Emergency All-Hazards Plan to safely and efficiently change the educational delivery format and move students, faculty and staff of campus as necessary.

In the event of a resurgence and the need for a campus shutdown and the move to online-only classes, Seton Hill University will consider, if allowed by government and health officials, a shelter-in-place option for resident students. The shelter-in-place will provide Seton Hill resident students with the ability to stay on campus if leaving campus would put them at more risk of contracting COVID-19. Seton Hill University would continue to provide grab and go meal service and intensive cleaning services to resident students. All academic and support services would be provided virtually to limit in-person interaction on campus.

If Seton Hill must close Residence Halls, move-out procedures will follow in a similar fashion to move-in with students assigned a two-hour window in which family members or other assistants from outside campus can come to Seton Hill to assist with move-out. If the student is not utilizing help from people outside the campus, they can move out at any time.

Seton Hill will also consider extenuating circumstances and allow some resident students to remain on campus if moving off campus would put them or their family members at greater risk or provide an undue hardship.

VII. LEGAL CONSIDERATIONS

This document was drafted based on available information from local, state, and federal authorities and the COVID-19 related policies and protocols outlined herein are subject to change as additional information becomes available.

Seton Hill University students, faculty and staff will be required to acknowledge the COVID-19 related policies and protocols, as well as their shared responsibility to keep the campus safe through compliance with requirements for testing, contact tracing, social/physical distancing, wearing masks and other PPE, and guest restrictions.

The Office of the General Counsel is actively engaged to ensure that all Seton Hill COVID-19 related strategies and efforts are implemented consistent with applicable law (e.g., ADA and EEOC Guidance, Title VII, Section 504 of the Rehabilitation Act, FERPA).

VIII. CONCLUSION

Throughout the pandemic, Seton Hill University's highest priority has been the safety and health of our campus community. As we continue to conduct face-to-face classes and house students in the 2020-21 academic year, Seton Hill will remain mindful and continue to follow federal and state guidelines as they develop. As such, this plan will continue to be modified as necessary to account for the ever-changing nature of the pandemic and guidelines from government and health officials.

SOURCES

PENNSYLVANIA DEPARTMENT OF EDUCATION PRELIMINARY GUIDANCE

<https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/PDE%20Preliminary%20Reopening%20Guidance%20Postsecondary%20and%20Adult%20Education.pdf>

CDC CONSIDERATIONS FOR INSTITUTES OF HIGHER EDUCATION

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

CDC DECISION TREE

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>

AMERICAN COLLEGE HEALTH ASSOCIATION GUIDELINES

[https://www.acha.org/documents/resources/guidelines/ACHA Considerations for Reopening IHEs in the COVID-19 Era May2020.pdf](https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS

<https://learn.astho.org/>

APPENDIX A

Contact Tracing Detailed Protocol

Possible COVID-19 scenarios involved with contact tracing:

1. Recent contact with someone diagnosed with COVID-19 but no signs/symptoms.
2. Recent contact with someone diagnosed with COVID-19 with signs/symptoms.
3. Someone with signs and symptoms of COVID-19 with no history of ill contacts.

Steps of Contact Tracing:

1. Initial notification of the person under investigation (PUI).
2. Contact tracing should be initiated as soon as possible after a PUI is identified.
3. As a Contact Tracer, you may be involved in 3 steps, or a subset of them.
4. Some contact tracing activities and responsibilities may change depending on what your state or locality require.

Step 1: Interview PUI.

- Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race).
- Walk through the entire infectious period hour-by-hour and ask the PUI to share who they were in contact with during that time.
- Provide the PUI with guidelines on isolation to prevent spreading COVID-19 to others.

Step 2: Locate and notify contacts who may have been exposed to COVID-19.

- Inform them of their contact status and what that means. Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.

Step 3: Monitor contacts.

- Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms.

COVID-19 “101”

What is COVID-19

- Coronavirus disease 2019, also known as COVID-19, is an infectious disease caused by a new coronavirus.

How is COVID-19 transmitted?

- COVID-19 is spread from person to person through droplets released in the air when a person infected with the virus coughs, sneezes, or talks. An individual may also become infected by touching a surface or object that has the virus on it, and then touching one’s mouth, nose, or eyes. About 80% of people with COVID-19 have

a mild to moderate infection similar to a cold or the flu. Some cases of COVID-19, however, can be much more severe.

What are the symptoms of COVID-19?

- Fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, lost sense of taste or smell.

What is social distancing?

- At least six feet of space between people.
- No group gatherings.
- Staying out of crowded places and avoiding mass gatherings.

What is the definition of quarantine?

- Quarantine is for people who are not showing symptoms of illness. It is used to keep someone who *might* have been exposed to COVID-19 away from others. Someone in self-quarantine stays separated from others, limiting movement outside of the home or facility where they are staying.

What is the definition of isolation?

- Isolation is used to separate sick people from healthy people. People who are in isolation should stay home and separate themselves from others by staying in a specific “sick” bedroom or space, and using a different bathroom, when possible. In some cases, isolation may take place in a hospital setting.

What does incubation period mean?

- Once the virus that causes COVID-19 infects someone, it does not result in symptoms immediately. The period of time between when a person is infected and when they start to show symptoms of the disease is called the incubation period. During this time period, the person may be able to spread the virus without showing any symptoms. The incubation period for COVID-19 ranges from 2-14 days. *Most people begin to experience symptoms within five days of exposure.*

What does pre-symptomatic mean?

- During the incubation period, people can also be considered pre-symptomatic. This means that *the person has not yet developed symptoms*, but can spread the virus.

What does asymptomatic mean?

- Being asymptomatic means that symptoms *never* develop.

What does “infectious period” mean?

- The infectious period refers to the period of time when COVID-19 can be spread to others. People are thought to be contagious when they are pre-symptomatic (i.e., during the incubation period) *and* when they are symptomatic.

Because the infectious period for COVID-19 overlaps with the incubation period, a person infected with the virus may be infectious without showing symptoms. The virus can spread simply because the person does not know they are infected and does not take steps to avoid transmission. Furthermore, others around them cannot tell they are sick. This is also the case with asymptomatic transmission.

What is community transmission?

- As COVID-19 spreads in the United States, we're seeing what we call "community transmission" or "community spread," meaning the virus is spreading in the community from an unknown source. Your goal as a member of a contact tracing team will be to limit this type of transmission by investigating cases and exposures to the virus, and identifying potential links to others.
- As many as 1 in 4 people with COVID19 may be asymptomatic.

Patients Under Investigation:

- A "person under investigation," or PUI, is a person who has COVID-19 and whose past exposure to the virus is being investigated, or a person who was investigated but tested negative for the virus. As a Contact Tracer, you or another member of your team will work closely with PUIs.

Criteria for identifying PUIs

- Health officials consider the following factors when determining if a person should be a PUI:
 1. Symptoms, such as fever, cough, shortness of breath, etc.
 2. Known exposure to the virus.
 3. Other factors that may be specific to your locality.

What is a "PUI?"

- A person under investigation (PUI), is a person who has COVID-19 and whose past exposure to the virus is being investigated, or a person who was investigated but tested negative for the virus.
 - The PUI is sometimes also referred to as the "index case."

What is a "contact?"

- A contact is anyone who came in "close contact" with the PUI. This might include:
 - People who shared a close environment with a PUI, such as the workplace, classroom, household, or place of worship.
 - People who traveled with a PUI in a vehicle (any type) and were in close proximity to the PUI during that travel.
 - Healthcare workers who provided in-person care to the PUI without proper personal protective equipment (PPE).

What does "close contact" mean?

- Based on what we know now, a close contact is someone who was within six feet of PUI for at least 15 cumulative minutes in a 24-hour period during that PUI's infectious period (48 hours before illness started until the time the PUI is isolated).
- Close contacts should stay home, maintain social distancing, and stay alert for symptoms of COVID-19 (e.g., fever, cough or shortness of breath) for 14 days after the last date of exposure.

What does "contact tracing" mean?

- Contact tracing is the process of identifying, assessing, and managing people, or "contacts," who have been exposed to a disease to prevent additional transmission.

- The objectives for COVID-19 contact tracing are to:
 - Identify and notify individuals who might have come in contact with a PUI.
 - Identify to what extent the contact has been exposed to the PUI.
 - Establish if the contact is at risk of getting the virus themselves.
 - Provide the contact with appropriate guidance. This may include counseling them on how to prevent further spread of COVID-19, and linking or referring them to medical care and other prevention services.
 - Ultimately, the goal of contact tracing is to limit community transmission of COVID-19 by finding linkages between cases and working to prevent further spread.

Goals for Working with PUIs

- Maximize connections to support services, medical care (if appropriate), and counseling on ways to protect PUIs and others from COVID-19.
- Collect additional data to ensure a complete case report, such as age, race, complete address, and other medical conditions that may put the PUI at increased risk for developing complications from COVID-19.
- Ensure contacts are informed of their exposure to COVID-19 while maintaining the confidentiality of the PUI.

Goals for Working with Contacts

- Track and notify as many contacts as possible about their potential exposure to COVID-19.
- Link contacts as soon as possible to testing and medical care (as appropriate and available), support services, and counseling on ways to protect themselves and others from COVID-19.
- Explain the need to socially distance themselves and to contact the health department immediately if they develop symptoms for COVID-19.

Goals for Working with Communities

- Build trust and link communities to the resources they need to stay healthy.
- Improve general population awareness of the virus and how to stay safe.
- Reduce future rates of COVID-19 transmission by aiding in early diagnosis and offering services that help stop the spread of infection.

Privacy and Confidentiality

- Privacy protections are important to make sure we keep the public's trust and protect individuals from embarrassment, discrimination, and stigma. State and federal laws are in place to protect the privacy and confidentiality of personal health information that is reported to and collected by health agencies.
- Federal and State Laws protect health information
- There are situations where a local or state health agency is allowed to share and use health information to:
 - Protect the health of the public or an individual.
 - Investigate and conduct other actions to stop the spread of diseases.

As a Contact Tracer, it is important that you not discuss your cases outside of the public health investigation. Handwritten notes and any technology you use, such as computers and handheld devices should be kept secure (e.g., locked, password-protected). HIPAA and state rules that need to be followed during contact tracing.

The Contact Tracing Team

Case Investigator (or similar role):

- Responsibilities may include contacting the PUI and conducting an interview to explain the need for isolation and collect additional information, including the contacts who may have been exposed to COVID-19.

Contact Tracer (or similar role):

- As a Contact Tracer, your responsibilities may include notifying the contact of their exposure, explaining the need to self-quarantine, and performing regular follow-up to monitor for symptoms and to determine the need for additional resources and support services.
- In some situations, Contact Tracers may also assist Case Investigators in contacting PUIs and collecting information on their contacts.

Care Coordinator (or similar role):

- Responsibilities may include connecting PUIs and their contacts to support services, such as food banks, mental health services, and other community programs.
- This role may also assist the Case Investigator and Contact Tracer in outreach to PUIs and their contacts, case monitoring and follow-up, and arranging for testing.

Advanced COVID-19 Response Professionals:

- Individuals with experience in clinical medicine, epidemiology, and surveillance may also serve as supervisors for contact tracing teams.
- These individuals may coordinate the team's schedules, track progress (e.g., number of cases contacted successfully, referred to services, etc.), conduct quality assurance by listening in on calls, and troubleshoot when challenges arise.

Step One

- Initial Notification of the Person Under Investigation.
- Contact tracing should be initiated as soon as possible after a PUI is identified.
- Case investigator or Contact Tracer.

Step Two

- Interview the PUI.
- Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race).
- Walk through the entire infectious period hour-by-hour and ask the PUI to share who they were in contact with during that time. *Define infectious period: 48 hours before symptoms started.*
- Provide the PUI with guidelines on isolation to prevent spreading COVID-19 to others.
- Case investigator or Contact Tracer

Step Three

- Locate and Notify Contacts Who May Have Been Exposed to COVID-19.
- Inform them of their contact status and what that means.
- Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.
- Contract Tracer – interview if symptoms are present and what that means.

Step Four

- Monitor Contacts.
- Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms.

When working with PUI's

- Identify PUIs and prioritize them for contact tracing.
- Share the purpose of contact tracing with the PUI.
- Conduct interviews to learn information about their contacts.
- Counsel PUIs about reducing their risk of spreading COVID-19 to others.
- As appropriate, link PUIs to medical care.
 - Refer PUIs to other service

When working with contacts:

- Notify contacts of their exposure.
- Share the purpose of contact tracing with the contact.
- Conduct interviews to assess their symptoms.
- Explain and enforce the idea that even if the contact feels fine, they could have an infection and could potentially infect others.
- Counsel contacts about reducing their risk of acquiring and transmitting COVID-19.
- Refer contacts to COVID-19 testing if appropriate. Link contacts to medical care and treatment when needed.
 - Refer contacts to other services.

Contact Tracing for Probable and Confirmed Cases

- CDC guidelines indicate that not everyone needs to be tested for COVID-19. Most people who experience illness have mild symptoms and are able to recover at home without medical care. These individuals may not need testing.
- Symptoms, along with known prior contact to another person with COVID-19, would make them a probable case.
- When a person does receive testing and their test is positive, they become a confirmed case.
- Both case types receive the same contact tracing services and should also follow the same instructions for isolation and monitoring.

Steps to determine how to calculate the start and end dates for your contact tracing timeframe:

- Determine the date and time of the PUI's first COVID-19-related symptom, for example, a cough or fever.
- From this date, go back 48 hours (two days). Use this new date as the start time for the period during which the patient was infectious and could have spread the virus. This date marks the beginning of the contact tracing timeframe.
- Determine the day the PUI entered isolation either in a healthcare facility or at home. This date marks the end of the contact tracing period.

Using Data during Contact Tracing

- Collecting data is an integral part of the COVID-19 response. The types of data that you or other members of your team may collect during contact tracing include—but are not limited to—name, age, contact information, symptoms, laboratory

results, and interactions with others. This information allows public health authorities to:

- Track the number of COVID-19 cases and spread within communities.
- Determine if someone should be counted as a case.
- Understand epidemiologic (disease transmission) links between people.
- Evaluate and improve contact tracing programs.

As a Contact Tracer, you will conduct interviews with persons under investigation (PUIs) and their contacts.

- Effective communication skills are essential (refer to handout)
- Risk Communication (refer to handout)
 - The messages and information you share during interviews are an essential part of public health risk communication.
 - Risk communication involves providing and exchanging up-to-date information and advice to people facing a threat to their health.
 - The purpose of risk communication is to enable people at risk of getting COVID-19 to make informed decisions to protect themselves and their families.
 - This form of communication requires an understanding of an individual's views, concerns, and beliefs as well as their knowledge and practices.
 - Behave in a way that shows cultural sensitivity and humility; work to learn from the populations you serve will make you a more effective Contact Tracer.

What Can Culture Affect?

- Culture plays a key role in how we understand our environment, our relationships, and ourselves. During your interviews, keep in mind that a person's culture may affect the way they:
 - Describe and communicate their symptoms.
 - Understand the causes of illness, infection, and transmission.
 - Take action (or don't take action) to seek medical care when they're sick.
 - Understand disease process, treatment expectations, and medical decision-making
 - Identify and describe their contacts—or feel uncomfortable revealing contacts.
 - Interact with people of the opposite sex. (This might have an impact on your interaction with the person you're interviewing.)
 - Feel about people in "helper" and authority roles. (This includes you as a Contact Tracer.)
 - Consider Stigma and Discrimination

Some questions you can ask to learn about the culture of the person you're interviewing include:

- How do you prefer to be addressed?
- How are important healthcare decisions made in your family?
- Are there certain healthcare procedures and tests that your culture does not allow?

- If I send you follow-up information, which language are you most comfortable reading in?

How to prepare for interview:

- Know your stuff (review any info about PUI or contact you are about to interview)
- Familiarize yourself with questions you will be asking

Consider this...

As you prepare for an interview, try to put yourself in the shoes of the person you will be speaking to. They may feel fear and stress when learning about their exposure to COVID-19. They may also be worried about how others in their community may view or treat them. Remember that you're interacting with a person, not just a "case." Keep an open mind, be prepared to discuss these fears, and reassure the person you are speaking with that your conversations will stay confidential.

Preferred methods of conducting a contact tracing interview:

- Telephone call
- Video call
- Text monitoring system

The information you collect may be recorded on:

- Paper
- Phone
- Tablet
- Computer

See handout of "The Structure of Contact Tracing Interviews"

PUI Interview: Introduction

- Introduce yourself, including your name and agency.
- Confirm the identity of the individual by asking them to verify their name and date of birth.
- Ask if this is a good time to talk, and if they are in a place where they can talk privately.
- Explain the purpose of your phone/video call.
- Before diving into the questions, explain that the conversation is confidential.

PUI Interview: Information Gathering and Listening

- To begin, you will ask the PUI about their contact information and demographics (e.g., age, sex, race).
- Next, you will need to collect medical information.
- Collect information about the individual's potential exposure to COVID-19 before moving on to contact tracing.
- Identify the PUI's potential infectious period.
- Document any COVID-19-related symptoms, including the date when they started and how long the symptoms lasted.
- Identify the PUI's contacts during the infectious period. Contacts may include household members, intimate partners, individuals providing care in a household, and individuals who have had close contact (less than six feet) for a prolonged period of time.
- Collect identifying and locating information for each contact.

PUI Interview: Advice and Instructions

- Engage and build trust with the PUI. Explain the availability of basic resources, social supports, and linkage to medical care.
- Offer to connect the PUI to clinical services, especially if the PUI does not have a primary care provider.
- Share approved information about isolating while potentially infectious, and monitoring symptoms.
- Keep in mind: the PUI may be facing many complicated problems. Check with your supervisor on how to handle situations where the PUI needs more than the services that you're approved to provide.

PUI Interview: Conclusion

- Inform the PUI that you might be back in touch in case more information is needed.
- Give the PUI an opportunity to ask questions before ending the phone/video call.
- Explain how the information will be used and remind the PUI that their information will be kept confidential.
- Thank the PUI for their time and information.
- Share your contact information in case the PUI has questions or remembers something later they would like to share.

Case Investigators and Contact Tracers will follow up and monitor cases (PUIs or their contacts) to ensure they are following appropriate isolation or quarantine instructions and to track the development of any potential COVID-19 symptoms.

Types of Case Monitoring

- There are two types of case monitoring—active and self-monitoring.
- As the Contact Tracer, you may be responsible for this work, or this task may be handed off to another member of your team for further follow-up.

During active monitoring:

- The health department or partner agency will be responsible for establishing regular communication with the individual during the monitoring period.
- During this time, you or a member of your contact tracing team will assess for the presence of fever or symptoms of COVID-19.
- The frequency of contact will be determined by the health department, and the type of communication may involve telephone calls, video calls, or electronic/internet-based means of communication (e.g., text or apps).

During Self-monitoring:

- Individuals may monitor for symptoms and take their own temperature each day.
- You or a member of your team will provide information on how they should stay alert for symptoms and who to contact if any signs of illness develop.

Connecting People to Resources

- During the monitoring period, you or a member of your team may provide these resources or link the person to a website or phone number where they can get more help.
- Many of your cases might just need basic resources and services, which may include:

- Daily check-in calls or messages
- Instructions on how to isolate, quarantine, or practice social distancing
- Instructions on how to keep their space clean and disinfected for others who might share their space
- Hotlines for counseling, information services, and medical support
- Masks
- Thermometers
- Hand sanitizer
- Social supports include the resources and services that go beyond COVID-19 health and medical care. These services may include:
 - Food
 - Laundry
 - Childcare
 - Mental health services
 - Support for caregivers
 - Social supports are important because they may help address the needs that will allow a person to follow isolation or quarantine instructions successfully.

Linking People to Medical Services

It's important that the person you're monitoring knows how they can get medical care, both for COVID-19 symptoms or other conditions. This might involve providing them with websites or hotlines for counseling, information services, transportation assistance, and medical support. Keep in mind that the person you're monitoring:

- Should make a plan of what to do if they develop fever or respiratory symptoms (e.g., cough, shortness of breath). You can help them by sharing websites and phone numbers for clinical services. This is especially important if the person you're working with does not have a primary care provider.
- May experience other health problems beyond COVID-19. The person you're working with may experience anxiety, depression, heart problems, or other conditions during the monitoring period. Some of these may be pre-existing conditions, and some may be new (or made worse) because of the stress associated with isolation/quarantine. It's important that they're linked to the care they need. Consider telehealth (e.g., medical assessments over phone, web, or app) as another option to speak with a healthcare provider.

If the person you're monitoring talks to a healthcare provider or schedules an appointment with one, they should make sure to tell the provider and the office staff that they have been diagnosed with or are a contact to COVID-19.

Potential Follow-up Activities during Case Monitoring

- If the person does not respond to your initial efforts to make contact or does not submit regular reports on symptoms (if undergoing active monitoring), you or a member of your team will need to attempt contact through a variety of methods (e.g., phone, email, text, or in-person visit).
- If the person reports illness of any kind, you or a member of your team will link the individual to clinical services, such as a telehealth appointment with a medical provider or laboratory testing.
- If the person reports testing for COVID-19.

- If the person reports testing for COVID-19, you or a member of your team may follow up to make sure that results are submitted to the health department. If the test is positive for COVID-19, this might result in further follow-up. For example, you may need to conduct another interview with them to identify who *their* contacts might have been.

Keep in mind: If the person reports a negative test, it is likely that they were not infected at the time of testing. However, that does not mean they will not get sick. It is possible that they were very early in their infection at the time of testing, and could test positive if tested again at a later time. A negative test does not mean that follow-up or monitoring should be stopped.

If the person's needs change during the monitoring period, you may need to reconsider the types of services they need. For example, if the person loses their job, they might need support buying food or help paying for housing. Be sensitive to changing needs and recommend additional resources as appropriate.

Crisis Counseling

- Learning that you have or have been exposed to COVID-19 can trigger fear, anxiety, and other signs of emotional distress. By identifying an individual's needs and linking them to the resources and social supports we discussed, you are providing crisis counseling.
- Crisis counseling helps individuals to focus on the situation, identify immediate needs, and access resources and support. The goal is to empower the individual and provide the necessary resources to support them throughout the quarantine or isolation period.

You may need to escalate a case if an individual:

- Has complicated health needs, and you're not sure where to send them for help.
- Has complicated support needs (such as food, housing, childcare, etc.), and you're not sure where to send them for help.
- Is in danger. This may mean that they are in danger from someone else or you're worried they might hurt themselves.
- Refuses—or is not able—to follow instructions for isolation and quarantine. Depending on your state's rules, there may be additional actions or support services that can be provided to make sure that the person follows instructions.

Closing Out a Case

You will have specific instructions for when to end isolation or quarantine. Some of the factors that might be involved in making this decision include:

- The number of days that have passed since symptoms first appeared (if symptomatic).
- The number of days that have passed since symptoms ended (if symptomatic).
- The number of days that have passed without any symptoms since the potential exposure to COVID-19.
- COVID-19 test results (if available).

If the person you're monitoring qualifies for ending isolation/quarantine, provide them with general health education to protect them from COVID-19. This might involve instructions on:

- Social distancing.
- Wearing a mask when social distancing is not possible.
- Other prevention recommendations (e.g., washing hands often, cleaning surfaces that might be contaminated, etc.).

APPENDIX B

Seton Hill University COVID-19 Guest Screening Protocol and Documents

To protect the health and safety of each other and our campus community, all visitors are required to complete the COVID-19 screening protocol.

Most guest screening – particularly for prospective students and their families - will take place at the Welcome Center, located on the first floor of the Administration Building, however, guest screenings may be required in outlying areas of campus.

Campus guests will be provided a disposable face mask before continuing with the screening process.

Step 1: To minimize potential spread of germs, the screener will ask the guest the following questions and record their responses on the Guest COVID-19 Screening Instrument.

- Do you have a **Fever** (temperature over 100.4F) without having taken any fever reducing medications?
- Do you have a **Cough**?
- Do you have **Shortness of Breath or Difficulty Breathing**?
- Do you have **Chills**?
- Do you have **Muscle Aches and/or Muscle Pain**?
- Do you have a **Sore Throat**?
- Do you have a **New Loss of Taste or Smell**?
- Do you have **Nausea, Vomiting, and/or Diarrhea**
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or have you been placed on quarantine for possible contact with COVID-19 within the last 14 days?

If the guest answered **YES** to any of the questions, provide them with a copy of the **“Guest Post-Screening Instructions (Not Cleared)”** sheet, ask them to keep their mask on and exit the building and university premises.

If the guest answered, **NO** to all of the questions, proceed to **Step 2**.

STEP 2: Temperature Check/Verification

- The guest’s name, address, and phone number will be recorded and kept in a secure location. This information is needed in the event contact tracing needs to be done.
- The guest’s temperature will be taken using a non-contact infrared thermometer by a SHU employee in the Griffin Welcome Center (or outlying office if needed) who has been trained on proper technique.
- If their temperature is less than 100.4 they will be permitted on campus, and must wear the provided single-use disposable facemask during the duration of their campus visit.
- If their temperature is greater than or equal to 100.4, the screener will wait 5 minutes and retest their temperature.

- If the second temperature reading is **greater than or equal to 100.4**, the employee will give the **“COVID-10 Post-Screening Instructions”** to **the guest and instruct them to exit the building and campus**, keeping their facemask on until they leave university property.

STEP 3: Departing Campus

After guests leave university premises, they may remove the disposable facemask as outlined in the document “Now That You Have Been Screened for COVID-19” (cleared version) or “Now That You Have Been Screened for COVID-19” (not cleared version).

Seton Hill employees who conduct guest screenings will have access to a private Google Drive where Guest Screening forms must be uploaded within 48 hours of the visit so that information can be accessed in the event it is needed for contact tracing.



COVID-19 Guest Screening Instrument

To protect the health and safety of each other and our campus community, all Seton Hill University campus guests are required to complete a COVID-19 screening.

Name: _____ Phone Number: _____

Purpose of Visit: _____

Campus Host/Tour Guide: _____

Step 1. Please answer the Self-Screen Questions below:

	<u>Yes</u>	<u>No</u>
1. Do you have a Fever (temperature over 100.4°) without having taken any fever reducing medications?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a Cough ?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have Muscle Aches and/or Muscle Pains ?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have a Sore Throat ?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have Shortness of Breath or Difficulty Breathing ?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have Chills ?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have a new loss of Taste or Smell ?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you have Nausea, Vomiting and/or Diarrhea ?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or have you been placed on quarantine for possible contact with COVID-19 within the past 14 days?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **YES** to any of the questions above, please take a “**COVID-19 Post Screening Instruction**” sheet and immediately exit the building and university premises.

If you answered **NO** to all of the questions above, please proceed to Step 2.

Step 2. Temperature check/verification (If the outdoor temperatures are very high or very low, wait a couple of minutes before taking your temperature).

Temperature is less than 100.4°F ? yes Guest is cleared.
 no Repeat check in 5

minutes

2nd Temperature Check less than 100.4°F ? yes Guest is cleared.
 no Guest will take COVID-

19 Post-Screening Instructions and exit the building and campus. Guests must keep the facemask on until they leave the University premises.

**Now That You Have Been Screened for COVID-19
Information for Campus Guests Not Cleared for their Visit**

If you replied **YES** to any of the questions in the “Self-Screen Questionnaire,” checklist AND/OR have a fever, please continue to wear your disposable face mask and immediately **exit the building and university premises.**

Please follow the steps below:

- Call your healthcare provider for further medical assistance.
- If you are having an emergency such as trouble breathing, persistent pain or pressure in your chest, feel disoriented or confused, have bluish lips or face, or have any symptoms that are concerning to you, immediately call 911; notify the operator you might have COVID-19. If possible, put on a cloth face covering before EMS arrives.

How to properly dispose of your single use face mask:

While you are on campus, you must wear the provided single-use disposable facemask at all times. After you leave university premises, you may remove the disposable facemask as outlined below:

- Remove the facemask by pulling the elastic ear straps or laces from behind; be sure NOT to touch the front of the mask
- Dispose of immediately in a garbage can with a lid
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry

**Now That You Have Been Screened for COVID-19
Information for Campus Guests Cleared for their Visit**

If you replied **NO** to all screening questions and you did not have a fever, you are able to continue your campus visit. Please wear your provided disposable face mask until you exit university premises.

Please follow steps outlined below for proper mask removal.

- Please remove the facemask by pulling the elastic ear straps or laces from behind; be sure **NOT** to touch the front of the mask.
- Dispose of the mask immediately in a garbage can with a lid.
- Wash your hands with soap and water for at least 20 seconds.
- If soap and water are not available, use hand sanitizer. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

In the event you develop symptoms suggestive of COVID-19 (e.g., fever; cough; shortness of breath or difficulty breathing; chills; muscle aches or muscle pains; sore throat; new lack of taste or smell; and/or nausea, vomiting, and/or diarrhea) within the next 14 days **OR** someone you have been in contact with tests positive for COVID-19 please call the Seton Hill Office Health Services immediately at 724-830-4234. If Seton Hill University is notified that Seton Hill University community member with whom you may have been in contact has symptoms consistent with COVID-19 and/or has a positive test, you will be contacted by a member of the University staff so that you can begin to self-isolate and immediately contact your healthcare provider for further medical assistance.

Appendix C

Aramark Outline of Dining Services Operations During Pandemic

Vibe Market in JoAnne Woodyard Boyle Health Sciences Center:

- Tables and chairs will be spaced to allow adequate physical distancing and checked twice daily to reset after customer relocation. Seating capacity will be reduced by half.
- Cleaning and sanitizing surfaces on tables, coolers, kiosk, and chairs 4 times daily.
- Ramp up stocking when University gives a green light to open. Checking 3 times daily to replenish Nourish (in house made) area asking Refreshment services Division if an increase over once a week would be possible.
- Reassign Cove staff to rotate through and monitor.
- Hours of operation for Curbside and production to be determining by demand. Modified daily.

Cove

- Cove area would be closed to general population on the food side.
- Outer room would remain as a study space but would require cleaning and sanitizing tables and chair surfaces. Reassigned Cove staff responsible
- Table and chair configurations would change to allow for physical distancing. Inner area could be used to store them. Seating capacity will be reduced by half.
- Cove cooking area would be modified to support Curbside pickup and Grab and Go for Seton Hill Arts Center, Vibe, and Lowe Dining Hall.

Seton Hill Arts Center Café

- Tables and chairs spaced to allow adequate physical distancing and checked twice daily to reset after customer relocation. Seating capacity will be reduced by half.
- Cleaning and sanitizing surfaces on tables, coolers, counters, and chairs 4 times daily.
- Increased offerings of microwavable foods and addition of two microwaves: One on the first floor and one on the second floor; Staff to monitor clean and sanitize these areas 4 times a day.
- Hours of operation may be modified to allow service to be more evenly distributed.

Lowe Dining Hall

- Tables and chairs spaced to allow adequate physical distancing and checked twice daily to reset after customer relocation. Seating capacity will be reduced by half.
- Cleaning and sanitizing surfaces on Tables and Chairs 4 times daily
- Hours of operation for Curbside and production to be determining by demand. Modified daily.
- Modified all stations to be served stations no self-service this requires modified rotation in schedules to handle peak and off-peak times. Possible reductions in staff requirements
- Cashier stations to be modified to be touch and go for ID scanning and plex sneeze guards will be installed for cash transactions
- Hours of operation and production to be modified and determined by demand daily.
- Extending hours of operation possible solution to overcrowding the space.
- All foods offered in a prepackaged fashion as retail grab and go at a determined hour change.
- Suggested 1 hour shut down to switch styles of service in the evening from 7-8
- Resume operations from 8 to midnight as MTO and grab and go
- Electrical (110) receptacles modification along stone wall to allow air screen cooler and bottle beverage cooler to be relocated.
- Reassign Cove staff for evening shifts to MTO and Grab and go. Possible reductions based on participation.

Appendix D

Aramark Cleaning Protocols for Seton Hill University

Academic Space Cleaning

Classrooms

Monday through Friday

- Empty the trash can(s). Wipe down the inside/outside of the trash can(s) when needed.
- Vacuum/mop the floor.
- Rearrange the desks, tables, and chairs.
- Disinfect the desk tops, table tops, podiums and chairs twice daily.
- Wipe down the white board(s)/chalk board(s).
- Disinfect the chalk trays two times each day.
- Disinfect high touch areas (light switches, door knobs etc.) twice daily.
- The classrooms are cleaned twice daily.

Weekly

- Dust any horizontal surfaces and wall hung items.
- Spot clean the walls and doors where needed.
- Spot clean any mirrors and window glass if needed.

Annually

- Extract the carpet or burnish/refinish any hard surface flooring.
- Clean the inside of the windows.

Practice Rooms

Monday through Friday

- Empty the trash can(s). Disinfect the inside/outside of the trash can(s) when needed.
- Mop/vacuum the floor.
- Rearrange any furniture.
- Disinfect the podiums/work areas 2 times each day.
- Disinfect the chairs 2 times each day.
- Disinfect high touch areas 2 times each day (door knobs, light switches, etc.)
- The practice rooms are cleaned twice daily.

Weekly

- Dust any horizontal surfaces and wall hung items.
- Spot clean the walls and doors where needed.
- Spot clean any mirrors and window glass if needed.

Annually

- Burnish/refinish any hard surface flooring.

- Extract any carpets.
- Clean the inside of the windows.

Labs

Monday through Friday

- Empty the trash can(s). Disinfect the inside/outside of the trash can(s) when needed.
- Mop the floor.
- Rearrange any furniture.
- Wipe down the white board(s)/chalk board(s).
- Disinfect the chalk trays 2 times each day.
- Disinfect the podiums 2 times each day.
- Disinfect the chairs 2 times each day.
- Disinfect high touch areas 2 times each day (door knobs, light switches, chalk trays etc.).
- The initial cleaning of the labs will be between 4 a.m. and 7 a.m. The second disinfecting of the chairs, podiums, and high touch areas will be between 10 a.m. and 2 p.m. depending on class schedules.

Weekly

- Dust any horizontal surfaces and wall hung items.
- Spot clean the walls and doors where needed.
- Spot clean any mirrors and window glass if needed.

Annually

- Burnish/refinish any hard surface flooring.
- Clean the inside of the windows.

Residence Hall Cleaning Protocols

Monday through Friday

- Disinfect all public and shared restrooms including commodes, sinks, shower stalls, bath tubs, grab bars, partition door knobs and locks, fixtures, and any other high touch areas (door knobs, light switches, toilet paper dispensers, paper towel dispensers, etc.) 2 times each day. Spot clean walls and partitions as needed. Mop the floors daily. The shared restrooms are cleaned between 6 a.m. and 3 p.m.
- Disinfect the counters, tables, horizontal surfaces, and sinks in the kitchenettes 2 times each day. Mop the floors daily. Aramark staff is not responsible for cleaning dishes and returning items to the dining hall.
- Disinfect the entrance door handles and knobs 2 times each day.
- Disinfect furniture in the common spaces. Mop the floors daily.
- Disinfect the railings in the stairwells.
- Check/replenish paper towels, soap, and toilet paper in all restrooms.
- Empty all trash cans in restrooms, kitchenettes, corridors, and any other common spaces.

- Spot vacuum the corridors and other common spaces.
- Check/replenish paper towels, soap, and hand sanitizer in common spaces. Disinfect the dispensers.
- Clean the entrance doors and glass. Vacuum any walk off mats.
- Sweep the floor and empty the trash in the laundry rooms.
- Each of these tasks will be completed one time on Saturdays and Sundays.

Weekly

- Dust the horizontal surfaces and wall hung items in the corridors and common spaces.
- Sweep and mop stairwells and dust any horizontal ledges in stairwells.
- Spot clean the walls and doors in the corridors and common spaces.

Annually

- Deep clean all resident rooms and suites.
- Extract all carpets in the common spaces and residents rooms and suites.
- Burnish or refinish the hard surface floors.

Athletic Facility Cleaning Protocols (Includes Field House, Sullivan Hall, McKenna Center)

Locker Rooms

Daily

- Empty all trash can(s). Disinfect the inside/outside of the trash can(s) when needed.
- Sweep and mop the floor.
- Disinfect all commodes/urinals twice daily.
- Disinfect the sinks and water fountains twice daily.
- Disinfect the paper towel and toilet paper dispensers twice daily.
- Disinfect the tops of the benches and counters twice daily.
- Disinfect the shower stalls twice daily.
- Disinfect the handles and locks on the partitions twice daily.
- Disinfect any grab bars and other high touch areas twice daily (door knobs, light switches, etc.)
- Replenish paper towels, hand soap, toilet paper, and hand sanitizer.
- Clean the mirrors.
- Locker rooms are cleaned twice daily (Monday through Friday) and once on Saturdays and Sundays.

Weekly

- Spot clean the walls and doors where needed.
- Disinfect the partitions.
- Dust any wall hung items and horizontal surfaces.

Annually

- Clean the inside and outside of the lockers.

- Machine scrub the floors.
- Change the shower curtains.

Athletic and Fitness Facilities(Includes Field House, Sullivan Hall, McKenna Center)

Daily

- Empty the trash can(s). Disinfect the inside/outside of the trash can(s) when needed.
- Vacuum/mop the floor
- Disinfect equipment twice daily.
- Disinfect sinks and water fountains twice daily.
- Replenish paper towels, hand soap, and hand sanitizer.
- Athletic and Fitness Facilities are cleaned twice daily Monday through Friday and one time on Saturdays and Sundays.

Weekly

- Edge mop around all equipment and under the weight racks.
- Spot clean the walls and doors where needed.
- Spot clean any mirrors and window glass if needed.

Annually

- Wipe down all surfaces on the weight machines.

Office and Common Space Cleaning Protocols

Offices

Monday through Friday

- Empty the trash can(s). Disinfect the inside/outside of the trash can(s) when needed.
- Spot vacuum/sweep the floor where needed.
- Disinfect the desk(s) and any conference tables.
- Disinfect arm rests and non-porous chairs/furniture.
- Disinfect any high touch areas (door knobs, light switches, etc.)

Weekly

- Dust the horizontal surfaces and wall hung items.
- Vacuum/sweep the floor.
- Spot clean the walls and doors where needed.
- Spot clean any mirrors and window glass if needed.

Annually

- Extract the carpet or burnish/refinish any hard surface flooring.
- Clean the inside of the windows.

Stairwells

Monday through Friday

- Sweep all stairs and landings.
- Spot mop stairs and landings where needed.
- Disinfect all railings, door knobs and any other high touch areas.
Two times each day.

Weekly

- Mop all stairs and landings.
- Dust any horizontal surfaces and wall hung items.
- Spot clean the walls and doors where needed.
- Spot clean any mirrors and window glass if needed.

Annually

- Scrub the steps and landings.
- Clean the inside of the windows.

Porches

Monday through Friday

- Empty the trash can(s). Wipe down the outside of the trash can(s) when needed.
- Sweep the floor.
- Rearrange the tables and chairs if needed.
- Disinfect the tables and chairs.
- Disinfect any other high touch areas (door knobs, etc.)

Weekly

- Wipe down the window sills and doors.

Annually

- Scrub the concrete floor.

APPENDIX E
Academic Calendar and Final Exam Schedules

Seton Hill University
Academic Calendar Spring 2021

Please note the calendar may be changed due to external circumstances.

Jan 4	M3 classes begin
Jan 9	S3 classes begin
Jan 9	Writing Popular Fiction Residency begins
Jan 10	M3 last day to add/drop classes
Jan 13	Writing Popular Fiction Residency ends
Jan 13	Writing Popular Fiction Commencement
Jan 15	S3 last day to add/drop
Jan 19	Graduate Art Therapy, Orthodontics and Physician Assistant classes begin
Jan 25	Graduate Art Therapy, Orthodontics and Physician Assistant last day to add/drop classes
Feb 2	Traditional classes begin
Feb 8	Traditional last day to add/drop classes
Feb 16	Traditional - No classes
Feb 27	M3 last day classes
March 1	M4 classes begin
March 5	S3 last day classes
March 6	S4 classes begin
March 7	M4 last day to add/drop classes
March 11	Traditional - No classes
March 12	S4 last day to add/drop
April 2 - 4	Traditional Easter break; no classes

April 3	S4 Easter break; no classes
April 19-23	Registration for Summer & Fall 2021 begins
April 24	M4 last day classes
April 28	Traditional - No classes
April 30	Graduate Art Therapy, Orthodontics and Physician Assistant last day classes
May 1	S4 last day classes
May 3-7	Graduate Art Therapy, Orthodontics and Physician Assistant Final examinations
May 14	Traditional last day of classes
May 17	Traditional - Reading Day, no classes
May 17-21	Traditional final examinations
May 21	Baccalaureate
May 22	Commencement

SETON HILL UNIVERSITY

FINAL EXAMINATION SCHEDULE - - - - SPRING 2021

Tuesday, May 18

CLASS FIRST MEETING:	MWF 11:30	TR 9:35	MWF 3:00	MW 2:15
EXAMINATION TIME:	8:00-10:00	10:30-12:30	1:00-3:00	1:00-3:00

Wednesday, May 19

CLASS FIRST MEETING:	MWF 12:40	TR 8:00	TR 12:45	MWF 9:10
EXAMINATION TIME:	8:00-10:00	10:30-12:30	1:00-3:00	3:30-5:30

Thursday, May 20

CLASS FIRST MEETING:	MWF 10:20	TR 2:20	MWF 8:00
EXAMINATION TIME:	8:00-10:00	10: -12:30	1:00-3:00

Friday, May 21

CLASS FIRST MEETING:	MWF 1:50	TR 11:10
EXAMINATION TIME:	8:00-10:00	10:30-12:30

SHU EVENING CLASS EXAMINATIONS

Regular Class Meeting

Monday
Tuesday
Wednesday
Thursday

Examination Date

May 17 Monday
May 18 Tuesday
May 19 Wednesday
May 20 Thursday

When more than one examination time is available in the schedule, the instructor will decide the day the examination will be given.

All exams will be held in the regular meeting place unless otherwise announced.

Appendix F

Guest Screening, PPE and Supplies Primary Points of Contact

This list includes primary points of contact in various departments or areas of campus responsible for maintaining a supply of reusable masks (for faculty, staff, and students) and disposable masks (for visitors to campus). They may also serve as a screening point for guests, responsible for maintaining contactless thermometers. These individuals/locations will also have access to supplemental cleaning supplies for faculty and staff in their areas to use for cleaning of personal office surfaces as desired.

All supplies will be centrally ordered through Chuck O'Neill or Pete Speicher and will be replenished as required. These individuals will have responsibility for logging guests in accordance with the policy and logging reusable mask distribution.

Area	Name	Masks	Thermometer
Welcome Center/One Stop Shop	Lois Harbison	Yes	Yes
Reception	Sheri Ventrone	Yes	Yes***
Public Safety	Michele Proctor	Yes	Yes
Maintenance	Cale Geary	Yes	Yes
Bayley/Finance & Admin	Marsha Minteer	Yes	Yes
Boyle/Lynch	Tina Elam	Yes	Yes*
Reeves Library	Helene Ciarochi, Michelle Frye	Yes	Yes*
Athletics/McKenna	Chris Snyder	Yes	Yes
Graduate & Adult Studies	Tracy Germanoski	Yes	Yes
Student Affairs	Beth Kepple, Judy Underwood	Yes	Yes
St. Joseph/Ed * App Soc Sci - Ground Floor	Karen Morgan	Yes	Yes*
St. Joseph/HU - 4th Floor	Jessica Lohr	Yes	Yes*
Maura/Business	Bernie Mendish	Yes	Yes*
Advancement/Std. Mary's	Lisa Seremet	Yes	Yes
Performing Arts Center	Alyssa Wells, Michelle Walters	Yes	Yes
Seton Hill Arts Center	Faculty Hub**	Yes	Yes
IT	Mark Mouser	Yes	Yes
Academic Affairs & President's Office	Jen Zemba	Yes	Yes

Yes* = Thermometer for employees

**No administrative assistant for building (faculty access supplies at Hub)

*** Visitors for Academic Affairs will screen at Reception Desk

Appendix G
Social Contracts – General and Residential Living



Social Contract Spring 2021

At Seton Hill University, the health and safety of our faculty, staff, and students is our top priority. In response to COVID-19, in alignment with our mission that is rooted in principles of Catholic Social Teaching and concern for the Common Good of each member of our Community, the University is putting several measures in place to provide a safer campus to attend class, live, and work. We are certainly challenged this year to live our Mission and to serve each other in solidarity and compassion in the spirit and tradition of St. Elizabeth Ann Seton and the Sisters of Charity. As individuals, we must remember that we each play a critical role in the health and safety of all members of our community, and we must recognize that our actions have an impact on others.

Please read the following agreement carefully. By signing at the bottom, you are agreeing to abide by the terms of the agreement.

With the evolving nature of the pandemic, the University's plans are subject to change. The University reserves the right to update our plans and the terms of this social contract to reflect such changes, which may be informed by the Center for Disease Control and Prevention (CDC) guidelines and/or local, state or federal regulations.

Before Arriving to Campus I Will:

- Receive a flu shot and provide a record proving receipt of flu shot to SHU Health Services. Exemptions will be granted for medical or religious reasons in accordance with the [Student Immunization and Screening Policy](#).
- Install the SaferMe contact tracing application on my cell phone, keep it active and submit daily health checks through it.
- Monitor my health for COVID-related symptoms for 14 days prior to arrival.
- Complete the COVID training video, if I am a new student.
- Move into my room during the designated time or delay my plans to arrive on campus if I am feeling ill or have signs of any illness. I will wait until I am fully recovered before traveling to campus.
- Be tested on or after January 22, 2021* for COVID either at Seton Hill or at an off-site location. If tested at a site other than Seton Hill, a PCR nasal swab test result must be provided to Seton Hill Health Services by February 1, 2021 to be cleared for classes that begin on Tuesday, February 2, 2021. If a positive result is received, all isolation protocols must be followed.
*Testing dates may vary if I am a graduate student or a spring sport athlete. I will contact my Program Director, Head Coach, or Health Services for more information.

While On Campus I Will:

- Wear a face covering at all times while on-campus until further notice. I recognize I am not required to wear a face covering if I am alone in my residence hall room, bathing/showering, in my car, eating, drinking, or at least six (6) feet away from anyone while outdoors.
- Respect others by practicing physical distancing of six (6) feet and will engage in enhanced hygiene and cleaning efforts by regularly washing my hands. Sanitizing wipes available in public areas should be used as much as possible.

- Only utilize campus community spaces such as Lowe dining hall, lounges, study areas, classrooms, picnic tables, etc. as prescribed and will follow all signage.
- Complete the COVID-19 Daily Self-Checklist each day via the SaferMe app which includes taking my temperature. I will only come to campus or leave my residence hall room if I am not exhibiting any symptoms of illness as indicated on the Checklist.
- Contact SHU Health Services or my healthcare provider immediately if I am not feeling well and isolate myself in my room or at my home until I receive further recommendations. I will comply with any request to isolate or quarantine made by Health Services or my healthcare provider and will be available for daily health check-ins via telemedicine. I recognize that my failure to comply with the directives of the medical professionals may result in my inability to be on campus.
- Provide my consent for SHU Health Services staff to communicate my COVID-19 status to my emergency contact and SHU personnel on a need-to-know basis.
- Be mindful of my social interactions, employment, and travel locations to minimize my exposure to the COVID-19 virus, and therefore, minimize the exposure of others. This includes not traveling to hot spots, or going to high-density spaces, such as gyms, restaurants, bars, sporting events, or large gatherings where social distancing, mask-wearing and other mitigation strategies are not being followed or enforced.
- Remain in Westmoreland county or my home county area as much as possible, and to the extent practical.
- Eliminate non-essential travel to and from other states, especially locations that the [Pennsylvania Department of Health](#) places on a travel advisory list. Examples of non-essential travel include attending a friend's wedding, visiting friends/family, sightseeing, or short weekend trips.
 - Students who choose to participate in non-essential travel or activities that require them to quarantine, should know that faculty are not required to provide remote learning during the time of such quarantine. Students must report all travel plans to SHU Health Services to determine any required testing or the period of quarantine upon return. In addition, students must contact their academic advisor, instructors and the Provost's Office to inform them that they have participated or plan to participate in non-essential travel or activities. The instructors will determine what arrangements, if any, may be possible for remote access or make-up work.
- In the event travel is necessary, comply with all University, Pennsylvania Department of Health, and CDC travel guidance, restrictions, and orders, including avoiding the use of public transportation, such as planes, buses, trains, etc., when possible. Please report all travel plans to SHU Health Services to determine any required testing or period of quarantine upon return.
- If contacted by the SHU Contact Tracing, agree to respond promptly, but no later than 24 hours, and answer all questions honestly.
- Agree not to host any non-Seton Hill guests, including family members, in my campus residence hall. Comply with the maximum occupancy of each room being twice the number of assigned residents in that room, not to exceed 10 people.
- Agree not to host or attend any in-person gatherings of more than 10 people off-campus.
- Comply with all COVID-19 requirements and guidelines established by the University. The University requirements are influenced by the guidance offered by the CDC and Pennsylvania Department of Health, but may be more restrictive in an effort to protect the health and safety of the campus community.
- Stay up-to-date on the information, directions and requirements shared by the University by checking my e-mail regularly, enrolling in e2Campus and visiting the COVID-19 Seton Hill website.
- If required by Seton Hill University Health Services, participate in randomized COVID-19 testing.
- Seek reasonable accommodations from the Office of Disability Services if I am unable to follow the University's expectations. If my requested accommodation(s) cannot be approved by the office, I will follow the University's expectations or I will continue to study remotely.
- Understand that I am strongly encouraged to receive the COVID-19 vaccine when it is available.* If I do choose to be vaccinated, I will be diligent in receiving the vaccination

according to any prescribed dosage schedule and will upload documentation of receiving my dosage(s) to Med+Proctor within 48 hours.

*If my internship or site placement (clinical rotations, supervised practices, practica, field placements, etc.) has its own vaccination requirements and procedures, I will abide by them.

I understand that to protect the campus community and myself, I must abide by the rules reflected in this Social Contract, and they may be modified by the University at any time. I understand that violations of the Social Contract may result in removal from campus and/or disciplinary action in accordance with the [COVID Resolution Board Policy](#). In the event there is a conflict between a provision of this contract and an existing University policy, this contract shall control.

By signing this Social Contract, I agree to abide by these rules and regulations. I acknowledge that Seton Hill University cannot eliminate the risk of illness during a global pandemic.

Signature

Date

Related Documents: [Social Contract for Residential Living Spring 2021](#)



Social Contract for Residential Living for Spring 2021

In response to COVID-19, in alignment with our mission that is rooted in principles of Catholic Social Teaching and concern for the Common Good of each member of our Community, the University is putting several measures in place to provide a safer campus to attend class, live, and work. We are certainly challenged this year to live our Mission and to serve each other in solidarity and compassion in the spirit and tradition of St. Elizabeth Ann Seton and the Sisters of Charity. As individuals, we must remember that we each play a critical role in the health and safety of all members of our community, and we must recognize that our actions have an impact on others.

Please read the following agreement carefully. By signing at the bottom, you are agreeing to abide by the terms of the agreement.

With the evolving nature of the pandemic, the University's plans are subject to change. The University reserves the right to update our plans and the terms of this social contract to reflect such changes, which may be informed by the Center for Disease Control and Prevention (CDC) guidelines and/or local, state or federal regulations.

While living in the residence halls, I will:

- Agree not to host any guests overnight in my residence hall room or suite, even if they are Seton Hill students.
- Agree not to host any non-Seton Hill guests, including family members, in my campus residence hall. This includes move-in and move-out of the residence halls.
- Comply with the maximum occupancy of each room being twice the number of assigned residents in that room, not to exceed 10 people.
- Not eat in hallways, lounges, or common areas of the residence halls.
- Sanitize my personal belongings and my room regularly. If I live in a suite with a private bathroom, I will clean and sanitize it regularly.
- Keep all common areas clean including lounges, kitchens and laundry facilities.
- Promptly remove my items from the washers and dryers and sanitize the machines after use.
- Comply with Health Services or the Office of Residence Life if I am requested to quarantine or isolate in a separate location.
- Understand that dining service, including where and how it will be offered to residential students, is subject to modifications to address public health concerns.
- Fully cooperate and abide by all signage and directions.
- Consult with a member of Residence Life or Health Services if I have any questions or concerns.

I understand that to protect the campus community and myself, I must abide by the rules reflected in this Social Contract, and they may be modified by the University at any time. I understand that violations of the Social Contract may result in removal from campus and/or disciplinary action in accordance with the [COVID Resolution Board Policy](#). In the event there is a conflict between a provision of this contract and an existing University policy, this contract shall control.

By signing this Social Contract, I agree to abide by these rules and regulations. I acknowledge that Seton Hill University cannot eliminate the risk of illness during a global pandemic.

Signature

Date

Related Documents: [Social Contract Spring 2021](#)