



Hawk Hill Ready **HEALTH AND SAFETY PLAN**

AS OF OCTOBER 23, 2020



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Note about this guide: This version of the Health and Safety Plan updates our current, fall semester operations and previews plans for the Spring 2021 semester.



OVERVIEW

Saint Joseph's University continues to fulfill its mission of educating students in the Jesuit tradition of excellence while keeping the community as safe as possible. While much of our campus experience looks different, some things haven't changed – our care for one another, our formation of students with and for others, and our dedication to our students' rich and deep educational experience.

Saint Joseph's has the ingenuity and agility to meet today's unique challenges. These are extraordinary times, and we are preparing for many scenarios that the pandemic may present. In fact, we call our approach and mindset Hawk Hill Ready. Exhaustive preparation aside, our preference – and that of our students – is to be on campus and in person as much as possible. We believe that a full campus experience enhances the education of the whole person – mind, body and spirit – and accentuates the student-faculty relationship while advancing research, scholarship and creative expression.

With this in mind, we implemented a phased and measured return to campus, starting with expanded essential personnel in early June, a small pilot of on-ground summer classes in late June, followed by employees' phased return over the summer, then the balance of our community for an on-ground fall start on Monday, August 24. We plan to continue in-person instruction throughout the Spring 2021 semester and will adopt a similar approach for our students' return to campus in January.

This document overlays evolving health and safety guidance, with the latest government and agency recommendations, guidance and requirements, and specifies the University's approach to a modified in-person campus experience. General health and safety guidance is followed as a normal course of business while additional measures may be needed, should there be times of significant community spread.

The Health and Safety Plan includes information from nearly every corner of the University. These departments, offices and interested parties have provided input and/or reviewed the information specific to their areas of responsibility.

All community members should familiarize themselves with the plan and monitor communication from the University for updates.

Although we can't eliminate all risk of COVID-19 exposure and infection, the Saint Joseph's community can work together to help reduce the risk by staying informed, following all signs and guidelines, and supporting others in following safer hygiene and distancing practices.



OUR GUIDING PRINCIPLES

The Saint Joseph's community embraces our educational mission and a culture of care and wellness for self and others, designed for a safer campus.

- Our approach and commitment to physical distancing, face coverings and other safety measures are grounded in the Jesuit values of care for the individual, care for the community and care for the institution.
- Our mitigation strategy de-densifies common areas as much as possible to allow for physical distancing. Additional mitigation measures apply to all areas of campus life including dining, living, teaching, learning, working, gathering and practicing spirituality.
- Our faculty and staff are ready to respond to changing conditions, continuing to deliver high-quality instruction, advising, student life and support services.

Because the University educational experience extends beyond the campus, with students and other community members living, studying, dining and commuting in the surrounding community, Saint Joseph's requires all community members to extend all face covering, physical distancing and other hygiene practices to areas outside of campus.

SCOPE

This guide provides a general health and safety plan for mitigating COVID-19. More comprehensive procedures have been developed for the following areas; will be communicated to applicable employees and students; and are updated as necessary:

- Physical and Mental Health
- Residence Life
- Human Resources
- Classroom and Laboratory Environments
- Student Dining
- Transportation
- [Athletics](#) and Recreation

In addition to University-wide plans, all departments and divisions created plans specific to their work areas and communicated these plans to employees. Operational plans may include the following elements:

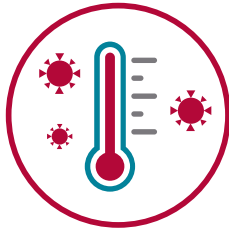
- Staggered work shifts and lunch breaks
- Telework
- Distancing and shared spaces
- Traffic flow
- Signage

EXPERT GUIDANCE

Saint Joseph's plan is and will continue to be informed by the evolving scientific evidence and guidance from government and higher education industry resources including:

- Philadelphia Department of Public Health (PDPH)
- The Centers for Disease Control and Prevention
- Pennsylvania Departments of Education and Health
- Montgomery County Health Department
- NCAA and A-10 Conference
- American College Health Association
- Association of Independent Colleges and Universities of Pennsylvania

OUR PLAN



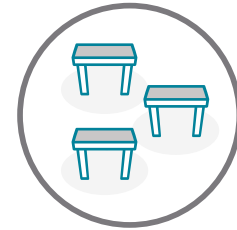
Health Monitoring



#MaskUpSJU



Physical Distancing



Reconfigured Space



Handwashing
and Hygiene



Testing, Isolation &
Quarantine



Educational
Excellence



Jesuit Values





HEALTH MONITORING

Monitor Your Health

- Employees and students should be vigilant in monitoring their health and those within their household (e.g., roommates, family members, visitors and guests).
 - + All faculty, students and staff reporting to or living on campus will be highly encouraged to monitor their health daily and will be instructed not to report to work or class, and to promptly leave work or class, if they do not feel well. Employees and students are encouraged to complete a daily self-assessment through the University's safety app SJU Safe. This is a tool available to the community and the University does not receive any data from participation. The Commonwealth of Pennsylvania also offers symptom-monitoring through their exposure notification app COVID Alert PA.
- Employees and students who have a health condition that the [CDC designates as higher-risk](#) for severe illness, should talk to their medical provider about recommended precautions.
 - + Students who prefer to take all online courses may submit a request, prior to the start of each semester. Students will work with advising centers and faculty advisors for their fully remote schedule options. In advance of the spring semester, this information was communicated in early October and requests were due on October 15, so that the University could schedule the right availability of class modalities. This effort is designed to reduce the amount of modality adjustments close to the start of the semester. Additional requests for fully online schedules will be considered if there are extenuating circumstances or a health diagnosis that necessitates an accommodation.
 - + Student Accommodations: Students who have a medically documented need to switch to online classes at some point during the semester should submit a request through the Office of Disability Services and will be accommodated through the existing process. Some programs may require clinical or other experiences that cannot be completed remotely.
 - + Employee Accommodations: Faculty and staff can request an accommodation due to conditions that place them at higher risk. This follows the University's established interactive process. Faculty and staff may also be eligible for other leaves of absence, determined by their individualized needs. Contact the Office of Human Resources for more information.

In addition to monitoring their health, students and employees are encouraged to take proactive measures to stay well. Flu vaccine clinics were offered to faculty, students and staff on August 21, August 22, September 2, September 3, September 4 and October 6. Flu shots will be offered by appointment to employees during the benefits expo scheduled for early November. Additional clinics will be offered in the spring semester, pending vaccine availability.



Coronavirus Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Runny nose or new sinus congestion
- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- Nausea, vomiting or diarrhea
- Loss of taste or smell that you haven't experienced before





Support Available

[Employee](#) and [student](#) holistic well-being – physical, spiritual, emotional, psychological – is paramount and there are many supports available. The University recognizes that the pandemic poses challenges to those affected and stands ready with resources.

Students

- Students are provided with additional flexibility related to student attendance and absentee policies if they are in isolation due to symptoms or quarantining due to possible exposure.
- The Office of Student Outreach and Support and the Office of Student Success are available to assist students with navigating an extended absence, medical diagnosis or other personal situation that may impact their academics.
- [Counseling and Psychological Services \(CAPS\)](#) services can be accessed by students through in-person sessions or via telehealth. After-hours services are also available.
- Additional resources include Campus Ministry, Student Health Center, advising centers, Career Development Center and more.

Employees

- The University's policies regarding leave and absences remain in effect. However, it is the University's intention to be flexible to the extent possible in addressing absence due to illness or virus exposure during the pandemic using existing policies and systems.
 - + ADA Reasonable Accommodation: The Office of Human Resources will engage in an interactive process to determine whether an employee is a qualified individual with a disability for the purposes of providing a reasonable accommodation.
 - + Family Medical Leave (FMLA): Employees may be eligible for an unpaid leave of absence of up to 12 weeks under the Family and

Medical Leave Act, for reasons including but not limited to care for themselves, care for a spouse, son, daughter or parent with a serious health condition or a chronic condition. In addition, an employee may be eligible for up to 26 weeks of FMLA to care for a covered service member.

- + Personal non-FMLA Leave: Requests for a leave of absence without pay (for reasons other than those covered by the FMLA policy, or unrelated to a medical condition) can be submitted to the department head, and approved by the provost, dean, and/or area vice president. If granted, please contact the Office of Human Resources regarding benefits.
- + Telecommuting: Telecommuting is an arrangement that allows employees to work from home or an alternate work site using telecommunications and computer technology. Not all positions are amenable to telecommuting. Permanent and temporary telecommuting arrangements are subject to the approval of the department head, dean, the provost and/or area vice president.
- + Requests for accommodations, leaves of absence and telecommuting arrangements can be submitted for review via the Employee Records system, using your SJU log-in credentials.
- + On September 17, Philadelphia amended the paid sick time law with the public health emergency leave ordinance (PHEL), and it is available until December 31. Employees who are in need of an emergency leave should complete the online Public Health Emergency Sick Leave request form (sign-on credentials required) and a member of the HR team will be in contact.
- The [Employee Assistance Program](#) remains available for faculty and staff.

SPRING 2021

- Students will be given the option to receive their education in a fully virtual format. This was communicated in early October and requests were due on October 15, so that the University could schedule the right availability of class modalities. This effort is designed to reduce the amount of modality adjustments close to the start of the semester. Additional requests for fully online schedules will be considered if there are extenuating circumstances or a health diagnosis that necessitates an accommodation.
- Flu clinics will be offered early in the spring semester, pending vaccine availability.



#MASKUPSJU

- A face covering is required...
 - + inside, unless you are in your personal residence hall room or office;
 - + inside while in shared spaces like classrooms, office or academic buildings, hallways and lounges even if six feet of physical distancing can be maintained; and
 - + outside when six feet of physical distancing cannot be maintained.
- If you think you might be closer than six feet, that's too close. Keep your mask on.
- Find light-weight, comfortable masks. Keep enough around that you always have one handy.
- Wash your mask in the regular laundry each day that you use it.
- Disposable masks should only be used for one day before being discarded.
- Scientific research shows that bandanas, buffs, gaiters and masks with valves are insufficient to prevent the spread of droplets from a sneeze or cough. These are not permitted on campus.
- Student-athletes should refer to the Department of Athletics COVID-19 plan for specific guidance.
- All community members are expected to follow the [CDC's guidance](#) regarding types of face coverings and how to care for them. The University provided a cloth mask to each faculty, staff member and student prior to the start of the fall semester.
- Individuals whose work is classified as high contact will be provided with face shields that should be used along with cloth face coverings.

- The University will provide necessary personal protective equipment to those whose duties require it.
- Face shields are not a substitute for a cloth face covering. However, they may be used for additional protection for the wearer.
- Transparent masks will be provided to faculty members who teach students with a documented need to lip read; or in other specific use cases where observance of facial expressions is important.

How to properly wear a mask



Do not wear
your mask below
your nose



Do not wear
your mask below
your chin



Make sure your mask can
comfortably cover your mouth
and nose



PHYSICAL DISTANCING

- Maintain a distance of six feet from others, whenever possible.
- Use stairs, following any traffic flow signs, whenever possible to avoid the confined space of an elevator. This also leaves elevators free for those who most need them.
- Follow posted signage for guidance on elevators including maximum occupancy.
- Videoconferencing for meetings, advising and other conversation is highly encouraged, both for public health and business continuity reasons.
- If in-person meetings are required, attendees should maintain six feet of physical distancing and total attendance will be limited to allow sufficient distancing for each attendee.
- When visiting someone's office or residence hall room, stay at the doorway until the occupant can put on their face covering.
- Do not enter spaces that are at or near the capacity sufficient to allow for distancing.



RECONFIGURED SPACE

Working

- Using University-provided guidance, deans and area vice presidents are responsible for evaluating work areas and providing for a distance of six feet between individual work areas. If working conditions do not allow six feet of distance, i.e. shared office space, supervisors should evaluate which employees have the most pressing need to be on campus. Others may be able to continue telework using a plan approved by the dean or area vice president.
- Department leaders can alternate on-campus work with telework among employees, as approved by the dean or area vice president.
- Departments are encouraged to stagger work shifts and breaks by 30 minutes to limit the number of people entering or exiting the building at the same time to prevent gathering in shared spaces.
- Prior to the fall semester, the University offered webinars for leaders to discuss preparations and ask questions.
- Certain entrances, stairwells and hallways may be marked “one way” and all community members are expected to comply with posted signage and directions.
- Floors will be marked to show proper physical distancing of six feet in areas where people frequently line up or gather. Community members are expected to cooperate with others to allow everyone to abide by such markings.

SPRING 2021

- The University has convened a working group to optimize the physical environment, including working spaces. Building liaisons have been assigned to each building on campus, surveyed for needs and will continue to ensure appropriate signage is posted, cleaning supplies are available and PPE is stocked in local areas.

Dining

- The University de-densified the main Campion Dining Hall by increasing access to meals in satellite locations, through the meal plan structure and through space planning.
- Mandeville 123 serves as a satellite dining location and additional seating is offered in Doyle South and under the tent on Villiger Lawn. Use of satellite dining facilities will be evaluated during the fall semester to inform plans for the spring semester.
- Masks are required whenever not eating or drinking.
- Visitors are not permitted in dining areas and guest passes have been eliminated on all plans to limit community exposure.
- Fall dining plans conclude at Thanksgiving in alignment with academic calendar modifications. Hawk Cash, Dining Dollars and Add-On Dining Dollars will still be available for those students who need to remain on campus. A final determination on which dining facility will be available to students after Thanksgiving will be made after identifying the number of students remaining on campus.
- [SJU Dining Services](#) is offering [Good Uncle](#), a new food delivery app, for late night and off-peak hours. Additionally, [Home Chef Meal Kits](#) are added to the 25 Block plan. Both efforts will help de-densify dining locations.
- All dining locations have been limited to 25% seating capacity.
- Grab-and-go options are offered at all meals in all locations.
- More specific guidance including cleaning, traffic flow, seating, menus, meal plans and signage has been developed and deployed by the University's dining provider.
- The University's dining provider keeps informed of requirements and adjusts operations as necessary.

SPRING 2021

- The Spring 2021 semester dining plans will be adjusted to account for academic calendar modifications and when students will be on campus.
- Use of satellite dining facilities will be evaluated to optimize for the spring semester.



On-Campus Living

- Saint Joseph's continues to offer students the ability to reside in regular occupancy assignments (doubles, townhouses and various apartment-style living options), in an effort to keep students on campus and near University resources and to prevent displacing students into the neighboring communities.
- The University recognizes that students and families need flexibility:
 - + Returning students wishing to remain in their currently assigned housing location do not need to do anything at this time.
 - + For a variety of reasons, students may no longer wish to live on campus this year and can [request to be released](#) from their Housing Agreement for the 2020-2021 academic year. Many students were accommodated through this process prior to fall move-in with no financial penalty. Students may also request to be released throughout the fall semester and will receive a prorated refund on their semester housing charges.
 - + Residence Life will accommodate changes to housing status, i.e., students who were remote during the fall but wish to be on campus in the spring, as well as students who were on campus in the fall but wish to be remote during the spring.
 - + Students may live on campus and study remotely during the spring semester.
 - + Additional single rooms have been made available - the majority of which are in first-year residence halls in an effort to de-densify higher density floors with shared bathrooms. Any student can request a single room. Priority for single rooms will go to students with a medically documented or health need. Students may request single rooms for the spring semester by contacting reslife@sju.edu.
- [Residence Life](#) offered guidance for first-year residence halls and select non-first year apartments in order to assist students with room configurations to maximize physical distancing.
- Common spaces, such as building lounges and laundry rooms, are available for student use with maximum occupancies posted at each location. Due to spacing concerns, some floor lounges and fitness centers may be closed.

- Elevator usage limits, stairwell directional information and floor spacing guidelines are posted where applicable.
- Guests are not permitted in campus housing. Guests from inside the same residence hall are permitted to visit with friends when able to maintain physical distancing, but students are encouraged to consider and discuss boundaries with their roommates.
- More than 10 percent of residential rooms are reserved and designated for isolation and quarantine for students who live on campus. Students living off campus who are unable to safely quarantine or isolate either in their home or another location may be offered University units on a space-available basis. The University's [COVID-19 dashboard](#) reports the percentage of space being used on any given day.
- Residential students are required to wear masks in all residential spaces outside of their individual room, including common spaces and shared bathrooms.
- Professional cleaning, following current CDC recommendations, occurs in lobbies, stairwells, and high-touch surfaces four times daily. Shared, common bathrooms are cleaned twice daily.
- Plexiglas is installed at front desks of residence halls.
- Signage is installed throughout residence halls, including bathrooms, and reminds students of requirements including masks, physical distancing of six feet, handwashing, not to enter if sick, in addition to other key messages.

SPRING 2021

- The Office of Residence Life will work individually with students who wish to return to campus housing for the spring semester after studying remotely during the fall. Communication outlining steps for this return process will be emailed to impacted students and available on the [Residence Life website](#) in late October.
- Students who lived on campus during the fall semester but wish to study remotely for the spring semester may [request a housing release](#) penalty-free. However, students may live on campus and be fully online.
- Additional singles may be available closer to the spring semester. The Office of Residence Life will communicate availability and the request process to all residential students in November.



RECONFIGURED SPACE

Learning

- All classroom spaces have been configured to have at least six feet of distance between all occupants and one of the following criteria:
 - + Five persons per 1,000 square feet;
 - + Less than 25% of maximum classroom capacity;
 - + or a maximum of 25 students per class.
- Extra desks and chairs have been removed when possible; and “do not sit” signage installed on fixed seating as necessary.
- Moveable desks and workspaces are arranged to allow for physical distancing with the position marked on the floor. Furniture may not be moved.
- Faculty are required to maintain assigned seating and take attendance to assist with exposure notification, should the need arise.
- Students and faculty are asked to take special care when entering and exiting classrooms to maintain six feet of distance.
- For pedagogical and sound amplification reasons, faculty may opt to use non-medical, three-layer disposable masks, rather than cloth face coverings during instruction. This equipment will be provided by the University.
- Weather permitting, some instruction may take place outside. The University has also constructed an outdoor classroom near Claver House.
- Classrooms will be sanitized by housekeeping twice per day.
- All students and faculty will be asked to clean their classroom work areas upon arrival with supplies provided by the University.

- Signs have been placed outside all classrooms noting:
 - + Masks are required at all times.
 - + Mandating physical distancing of at least six feet.
- The Library serves as a hub of academic activity on campus. Post Learning Commons and the Drexel Library remain [available and open](#) for students while adhering to physical distancing and other safe practices. Many services are available virtually.

Campus Ministry/Mass

- Spirituality is an important part of the Saint Joseph's experience. [Campus Ministry](#) has designed both virtual and in-person experiences that adhere to physical distancing and safety protocols.
- Mass is offered in-person when possible, while maintaining six feet of physical distancing. Attendance capacity is limited to allow for distancing. [Registration](#) and face coverings are required.
- At the beginning of each mass, the Cantor asks the congregation to sing quietly in their hearts to minimize risk of transmission.

Events

- Virtual events are encouraged and preferred.
- Event participation maximums will follow government guidance.
- Signage will be posted to remind attendees of physical distancing, mask requirements and to refrain from entering if sick or recently exposed to someone with COVID-19.
- Depending on event set-up and composition, floors and grass will be marked to note six feet of physical distance as appropriate.
- Hand sanitizer is available.
- A staff member attends each on-campus event to ensure adherence to these protocols. Student leaders have been trained on safety measures and are expected to assist with compliance.

RECONFIGURED SPACE

- Staff and faculty interested in hosting an event on campus should contact eventrequest@sju.edu for guidance.
- Student organizations interested in hosting an event should discuss their event plan with their advisor or director of student leadership and activities with at least two weeks notice.
- Outdoor event requests can be submitted through a form available under the Reserve a Room page on The Nest.

SPRING 2021

- The University is evaluating tent heating for outdoor events.
- Indoor spaces for events will comply with the limits of the City of Philadelphia's October 13 announcement.

Recreation and Activities

[Recreation](#) and [student leadership and activities](#) are vital components of life on campus at Saint Joseph's. These programs have been reimagined in a COVID-19 context. Campus and student leaders work together on programming that meets guidelines and requirements while enhancing wellness and the student experience. A few example events from the fall semester include paddleboard yoga, outdoor rowing, tournaments, virtual fitness, esports, student organization meetings and programs, game watches, bus trips and more.

Students are encouraged to visit the [University calendar](#) often to take advantage of offerings.

SPRING 2021

- Programming will continue in the Spring 2021 semester to the extent that it can be executed within government and public health guidelines.
- The University anticipates continuing with the reservation protocol for fitness facilities including group fitness, O'Pake Recreation Center and Pool.

Transportation

The University continues to offer shuttle service with reduced vehicle capacities, mask requirement, and regular cleaning and sanitizing of fleet vehicles.



HANDWASHING AND HYGIENE

- Community members must follow the CDC's recommended hygiene practices at all times to prevent the spread of coronavirus:
 - + Wear a face covering.
 - + [Wash your hands](#) frequently, with soap and water, for at least 20 seconds.
 - + Clean and disinfect frequently touched objects and surfaces.
 - + Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
 - + Do not touch your eyes, nose or mouth.
- Hand sanitizer dispensing locations were increased and strategically placed across the campus and are available at events.
- Highly trafficked service counter mitigation measures include plexiglass, personal protective equipment (PPE), frequent disinfecting and limiting physical contact.
- Everyone in the Saint Joseph's community is encouraged to frequently wipe down work surfaces and commonly touched items like phones, door knobs, copiers and elevator buttons. Supplies will be provided by the University. Wipe down surfaces each time you arrive at a new work or classroom space.
- Community members should maintain their own personal supply of hygiene and cleaning items.
- For the general public, [CDC recommends](#) wearing gloves when you are cleaning or caring for someone who is sick. In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like those above. When you must wear gloves, be sure to [remove them correctly](#).





TESTING, ISOLATION AND QUARANTINE

Saint Joseph's revises plans for testing, isolation and quarantine to mitigate and contain the spread of COVID-19, as more is learned and new recommendations are published.

Testing

Testing is an important tool in assessing the spread and impact of COVID-19 and enabling appropriate isolation and quarantine, but it is not a replacement for masks and physical distancing.

Campus-Arrival Testing

- Prior to the start of the fall semester, the University provided and required a campus arrival COVID-19 test for all students, faculty, staff and contractors who planned to live, work or learn on campus, at no cost. Testing was conducted in late August and the number of positive cases was published on the University's website.

Surveillance Testing

- During the fall semester, the University established a surveillance testing program to more closely monitor coronavirus cases among populations with the most transmission.
- Each week, a sample is identified for testing. Initially, this was only among residential students but expanded to include non-residential students. Employees and affiliates will be included if the University observes significant transmission in those populations.
- If a group or organization has been identified as at risk for exposure, the group or organization will be tested.
- Anyone who has documentation of a positive COVID-19 test in the previous 90 days or is currently in isolation or quarantine is exempt from surveillance testing.

Symptomatic Testing

- Any student who is experiencing symptoms of COVID-19 is directed to call the Office of Public Safety and Security at 610-660-1111. An officer will conduct an initial screening. If it is an emergency, the student will be transported to a local hospital. All other cases will be referred to the Student Health Center for follow up. The University has a service agreement with a laboratory for surge testing.
- The Student Health Center will offer telehealth and in-person appointments.

- In collaboration with the University's contracted healthcare provider, Main Line Health, symptomatic students will be clinically evaluated and tested for COVID-19 if clinically indicated based on the latest guidance.
- The University provides testing at the Student Health Center or Main Line Health Urgent Care for students who have symptoms of COVID-19 and those determined to be close contacts of confirmed COVID-19 cases.
- During off hours, students will be directed to the Main Line Health Urgent Care for testing and transportation will be provided via a qualified contracted third party.
- Employees who experience symptoms should contact their health care provider for testing or guidance. Employees who test positive are asked to self-report their diagnosis to Human Resources through the self-disclosure form available at [sju.edu/HawkHillReady](https://www.sju.edu/HawkHillReady).
- The identity of individuals who test positive for coronavirus will be kept private to the extent possible, but contact tracing may necessitate some disclosure.

SPRING 2021

- The University has chartered a working group to develop a testing approach consistent with the latest available guidance and technologies. The group is tasked with developing and implementing programs for campus-arrival testing, surveillance testing, rapid results testing and surge testing. The emphasis will be on readiness for more rapid accurate testing options. The University has a service agreement with a laboratory for surge testing.







Contact Tracing

- The University works cooperatively with the PDPH and the Montgomery County Office of Public Health (and other relevant entities) to identify, trace and monitor individuals diagnosed with COVID-19 or those possibly exposed to an individual with COVID-19.
- Based on PDPH's determination that the COVID-19 pandemic is an emergency and disclosure of certain student information is necessary to protect the health and safety of students and others, the University will provide student information to PDPH including a local address to facilitate the city's contact tracing efforts. This disclosure is consistent with Family Educational Rights and Privacy Act regulations and U.S. Department of Education guidance on disclosures of student information to protect health and safety.
- The University requires all students to update their local address information throughout the academic year.
- The University fulfills all required contact tracing collaboration as defined by PDPH including:
 - + Reporting all known positive student cases to PDPH
 - + Complete rapid notification and education for known cases and household contacts
 - + Provide isolation and quarantine support for students that meet requirements and are referred by PDPH
 - + Offer optional symptom monitoring
 - + Rapid household quarantine orders
 - + Provide low-risk exposure alerts to proximate contacts, as appropriate.
 - + Provide PDPH with contact information for individuals with whom PDPH cannot contact
 - + Prepared to take action on potential code violations
 - + Provide access to testing
 - + Encourage participation in contact tracing, i.e., answer the call
 - + Focus contact tracing efforts on students and staff of Saint Joseph's University

- The University uses the most current guidance from public health officials when evaluating contact. At the time of this plan's publication, the CDC defines a [close contact](#) as someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- The University has developed a contact tracing platform through Qualtrics that supports the daily operations of the University's contact tracing team.
- Employees have been reassigned and trained as contact tracers.
- Campus community members are required to self-disclose when they are symptomatic of, diagnosed with, or possibly exposed to COVID-19.
- Students evaluated at the Student Health Center who have COVID-related symptoms and/or are tested for COVID-19 will be directed to isolate and will be contacted by a contact tracer.
- The University shares case information with the appropriate county health agency.

SPRING 2021

- The University will continue to cooperate with local health departments to thoroughly identify, trace, and monitor individuals affected by COVID-19.
- Expectations around campus community self-disclosure remain unchanged.
- The University is currently conducting a pilot to evaluate the COVID Alert PA app. When more is known about how the app works within a campus context, the University will determine an approach to the promotion among our employees and students.

Symptom-Related Isolation and Close-Contact Quarantine

- In non-emergency situations, when residential students report symptoms, they will self-isolate in our designated isolation spaces with private bath and meal delivery, until their appointment with the Student Health Center.
- Once tested, the student (index case) will continue self-isolating with regular monitoring and 24/7 access to Public Safety & Security for elevated health concerns. Very close contacts, e.g., roommate or intimate partner, will be quarantined while awaiting test results of the index person. These very close contacts will be tested on day seven from exposure to the index person, be monitored regularly and have 24/7 access to Public Safety & Security for elevated health concerns.
- Residential students will have a space to quarantine on campus and be provided meal delivery options. Students living off campus who are unable to safely quarantine or isolate either in their home or another location may be offered University units on a space-available basis. All students in isolation or quarantine are provided with a contact tracer, care navigator and other periodic check-ins for health and well-being including availability of personal hygiene items.
- If the index person tests positive, they will remain in isolation
 - + for at least 10 days from onset of symptoms (or date of test, if asymptomatic; if both, whichever comes first),
 - + until they are fever free for 24 hours, and
 - + until their symptoms are improving.
- All other close contacts will be quarantined for 14 days from last exposure to the individual diagnosed with COVID-19, even if the close contact receives a negative test result taken on or after day seven.
- Students may isolate or quarantine at home if they choose and can do so safely for both themselves and family members. Contact tracers assess this in consultation with the student. Students will not be mandated to isolate or quarantine at their permanent residences.



SYMPTOM-RELATED ISOLATION AND CLOSE-CONTACT QUARANTINE

SPRING 2021

- A working group has been convened to evaluate the University's contact tracing, isolation and quarantine protocols and the associated student experience. Representation includes faculty, facilities, student life, residence life, public safety and additional representatives as needed.
- Saint Joseph's looks forward to participating in PDPH's forthcoming regularly scheduled meetings for contact tracers.

The difference between isolation and quarantine



Isolation separates sick people with a contagious disease from people who are not sick.



Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Pre-Arrival Quarantine for Undergraduate Students

The University asks all undergraduate students who will be accessing campus or interacting with other undergraduate students to observe a 14-day quarantine before arriving each semester whether to live, attend class or access any University service like recreation or the library.

Pre-Arrival Quarantine Instructions

- Students should not travel to any state or territory categorized as [“red” or “high risk”](#) by the City of Philadelphia, prior to arriving on campus. Further instructions for students who reside in these states are included below.
- When in quarantine, please follow the [guidance](#) from the CDC. In short, people in quarantine should stay home (or at a quarantine location such as an Airbnb, hotel, etc.), separate themselves from others, monitor their health, and follow directions from their state or local health department. Students who become ill or symptomatic should contact their health care provider and not come to campus. Students are asked to self-disclose their symptoms.

Permitted During Pre-Arrival Self-Quarantine

- Self-quarantining with family members in your household.
- Grocery shopping for essential items, with physical distancing and a mask.
- Accessing essential health care, with physical distancing and a mask.
- Traveling with your family unit in a private vehicle to participate in SJU residential drop-and-go prior to on-campus move in with physical distancing and a mask.
- Traveling to campus while taking appropriate precautions including physical distancing and wearing a mask.

Not Permitted During Pre-Arrival Self-Quarantine

- Interactions with non-family unit household members with or without masks.
- Travel to other states or locations for non-essential purposes.
- Attending gatherings like weddings, house parties, etc.

SPRING 2021

- Undergraduate students who will be accessing University services or interacting with other undergraduate students will be asked to quarantine at their permanent residence or similar location for 14 days prior to arriving on campus for the spring semester.

Quarantine Related to High-Risk States and Locations

Increases in COVID-19 cases in numerous states across the United States prompted Philadelphia to issue quarantine recommendations related to travel to and from certain states. Travel recommendations are updated with extreme frequency; visit [Philadelphia's website](#) often.

Through dialogue with the PDPH, the University clarified that students arriving to Philadelphia from high-risk states can comply with this recommendation by:

- Quarantining at home for 14 days prior to arrival on campus and taking precautions during travel to campus; or
- Quarantining in Philadelphia or within another non-high-risk state prior to arrival on campus (i.e. in a hotel, Airbnb, or with friends/family) for the 14 days.
- Quarantine in Philadelphia on arrival (i.e. in a hotel, Airbnb) for seven days, followed by quarantine for seven days at your final destination (on campus for resident students; off-campus housing for non-residential students).

SPRING 2021

- Students should continue to monitor state and city guidance for high-risk travel guidance. However, all undergraduate students are asked to quarantine 14 days prior to arrival.

Quarantine for International Travelers

International students and scholars should contact Meryl Halpern, director of the Office of International Students and Scholars, at internationalstudents@sju.edu to discuss international travel and quarantine plans.

Quarantine Information for Employees

Faculty and staff planning or required to be on campus should not travel to any state or territory categorized as [“red”](#) or [“high risk”](#) by the City of Philadelphia, if it can be avoided.

If you are returning from international travel or a high-risk state, you can comply with the Philadelphia Department of Public Health guidance by [self-quarantining for 14 days](#) prior to your return to campus.

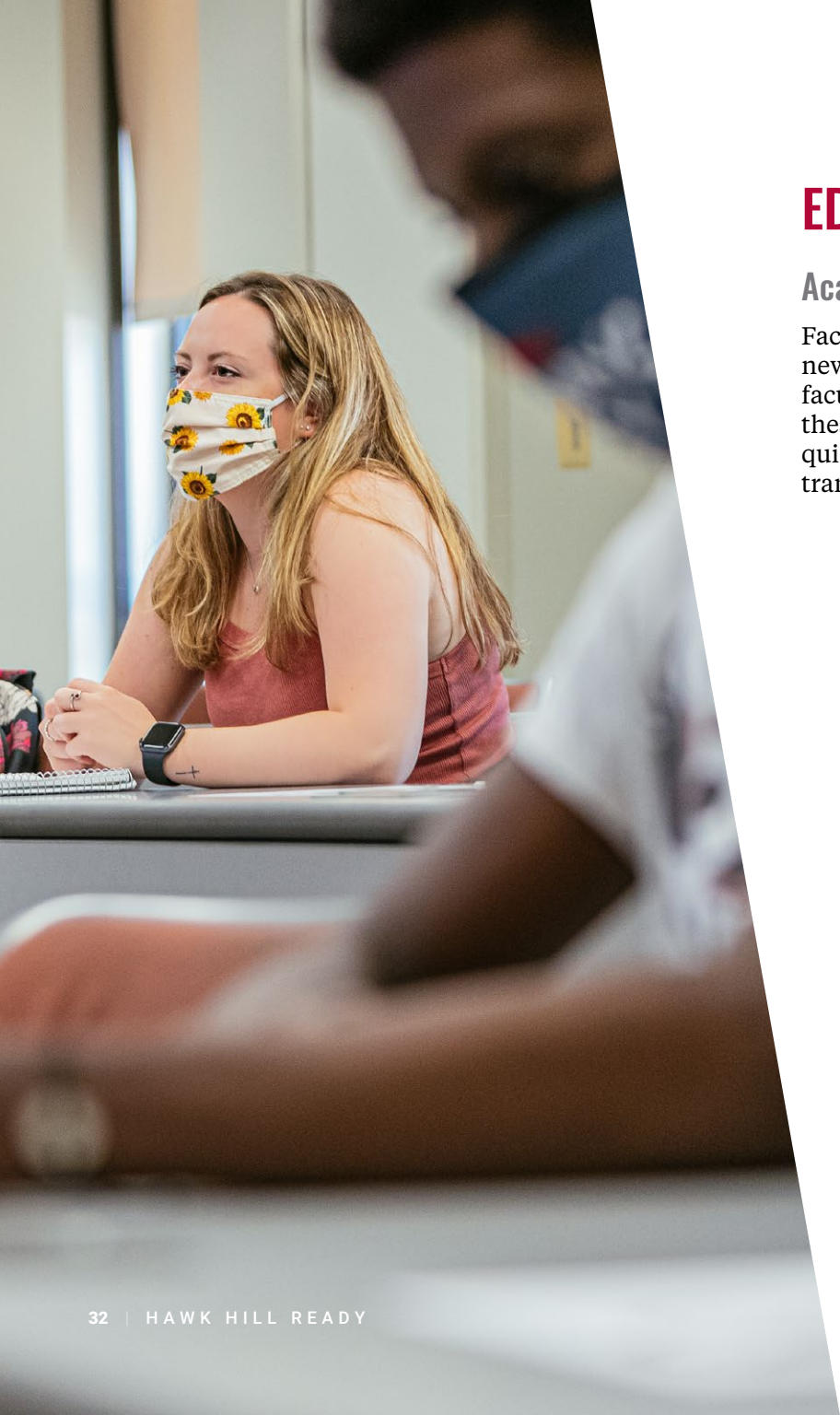
If self-quarantine is not practical, employees should adhere to the following instructions for 14 days after returning to the area, or continuously for those commuting from a high-risk state:

- Wear a mask at all times and maintain six feet of physical distance in the workplace or near other non-household members, and
- Closely self-monitor for the development of new onset of cough, fever or other COVID-19 symptoms; if these symptoms occur, employees should contact their personal health care provider, and submit the self-disclosure form.

When possible, faculty and staff may telework through the 14-day quarantine.

SPRING 2021

- Employees should continue to monitor state and city guidance for high-risk travel guidance.



EDUCATIONAL EXCELLENCE

Academic Changes

Faculty members continue to enhance courses and embrace new teaching methodologies. Saint Joseph's has invested in faculty development and in the technology needed to support these efforts. These investments will allow the University to quickly change pedagogical practices to adjust to changing transmission levels and possible community spread.

Academic Calendar Modifications

Saint Joseph's will adjust academic calendars to reduce risk of transmission associated with travel.

Instead of longer breaks, two reading days are added, spaced on weekdays throughout the semester. Timing is selected to give measured breaks knowing that many exams and papers will be spread throughout the semester rather than concentrated on a more traditional midterm format.

Residence halls and other campus services will remain available as needed for students who are unable to travel home during breaks.

SPRING 2021 ACADEMIC CALENDAR MODIFICATIONS

Spring semester courses will begin on Tuesday, January 19, 2021. The calendar is modified to eliminate spring break and to include two reading days. Good Friday and Easter Monday (for day courses) are retained as holidays and the semester will end as usual on Saturday, May 8 with graduation scheduled for Saturday, May 15. This modification is designed to limit possible coronavirus spread due to spring break travel before an effective vaccine is widely available.

The following changes are posted to the academic calendar:

- Tuesday, January 19: 16-week courses begin, Spring A eight-week classes begin.
- Tuesday, February 16: Reading Day, no day classes
- Thursday, February 25: Day of Dialogue, all students and faculty members participate in programming
- Monday, March 15: Spring B eight-week classes begin
- Wednesday, March 24: Reading Day, no day classes
- Monday, May 3: Final exams begin for 16-week courses
- Saturday, May 8: Last day of final exams for 16-week courses

Intersession, an accelerated term between fall and spring semesters, will be fully online and is now scheduled for Monday, January 4 through Saturday, January 16, 2021. Academic offices will work to provide enhanced course offerings during the January intersession to meet student needs.















Academic Formats

To accommodate physical distancing, the University leverages a [mixed modality approach](#). Many courses are modified to include face-to-face and either synchronous or asynchronous learning methodologies. A number of courses are offered fully online to enable students with a condition that places them at greater risk to continue their education or to provide accommodations to high-risk faculty members. Each course will be clearly identified by its modality, giving students full information and choice during course selection. We believe on-ground courses are essential when they can be delivered with adherence to all public health guidelines. If there comes a time when we would need to pause on-ground instruction, essential on-ground lab research would continue.

Course Modalities



Modalities		HYBRID/BLENDED	ONLINE
WHERE		A group of students and the instructor are in the same physical space when on campus. Course material is offered in traditional and online formats.	 <p>All students and instructors interact in a virtual environment. Course material, assignments, and learning activities are available online.</p>
WHEN		Class is held partially online with OR without a scheduled time to attend; and partially face-to-face on campus with a scheduled time to attend.	 <p>Instruction may be delivered and received synchronously (at the same time - associated class time provided in the schedule) or asynchronously (not at the same time - no class time in the schedule).</p>
HOW		Uses both on-site classroom technology and mobile, portable technology. Physical distancing requirements (including masks) are required for all face-to-face components of the course.	 <p>Uses mobile, portable technology.</p>
		HYFLEX	FACE-TO-FACE
WHERE		The class will be held simultaneously both online and in the classroom on campus. Course material is offered in traditional and online formats.	 <p>All students and instructors are in the same physical space on campus. Course material is offered in traditional formats.</p>
WHEN		Class is held at a scheduled time. Instruction is delivered and received at the same time.	 <p>Class is held at a scheduled time. Instruction is delivered and received at the same time.</p>
HOW		Uses both on-site classroom technology and mobile, portable technology. Physical distancing requirements (including masks) are required for all face-to-face components of the course.	 <p>Uses both on-site classroom technology and mobile, portable technology. Physical distancing requirements (including masks) are required for all face-to-face components of the course.</p>



Experiential Learning

High-impact learning opportunities are a hallmark of an SJU education. Some employers have reinstated internships and cooperative education experiences. Educational partners have created innovative ways for student-teachers to gain valuable observation hours and student-teaching opportunities.

College of Arts and Sciences

- Laboratory courses in the sciences are being conducted in a combination of virtual (for introductory and general education courses) and in-person modalities (major-only and upper-level courses). Due to physical distancing requirements, students in some labs alternate between in-person and online attendance, and some course capacities were reduced to match lab capacities. All faculty created safety plans before the academic year began.
- Independent research in the sciences has continued, with students completing research in person following University guidelines for maintaining safe environments. These experiences are essential to prepare students for careers and graduate school.
- Studio courses in the arts are being offered in hybrid and online modalities, with a combination of on-campus instruction and directed practice at home, depending on the discipline and classroom space.
- The College's co-op program has continued. Placements are being conducted remotely and have proven to be beneficial for students.
- Internships have continued, with similar student interest but lower availability with internship partners. Nearly all internships are being conducted remotely and continue to be beneficial for students. A handful are being done in person this fall, with students and organizations following all local guidelines to maintain a safe working environment for our students.

Haub School of Business

- All co-op students are currently working virtually. Professional development, interviews and recruitment sessions are also being conducted remotely.

School of Health Studies and Education

- Clinical experiences in SHSE education programs include early field experiences, pre-student teaching field placements, and student teaching internships. Students follow the schedules and delivery formats of the schools where placements are made. Early field experiences have shifted to a simulated experience using ATLAS software that enables students to observe National Board Certified Teachers in a variety of classroom settings. This practice will continue for Spring 2021 and primarily impacts first and second year students. For the majority of Fall 2020 placements in students' junior years, SJU students have participated virtually. Students are continuing to follow the delivery format of the placement which may include on site teaching, hybrid teaching mixing delivery methods, and virtual teaching. All student teaching experiences continue to be supervised in accordance with the Pennsylvania Department of Education requirements.

Service Learning

- All community-based experiences for service-learning courses were virtual during the fall semester. Direct service experiences are being conducted over Zoom or Google platforms and project-based course outcomes are being shared with community partners through Google platforms or email.

SPRING 2021

- All study tours for Spring 2021 are cancelled. Semester abroad programs will continue to be evaluated with a final decision by November 16.
- Co-op professional development, interviews, recruitment sessions and placements are expected to remain virtual for the spring. However, some firms are leaving the door open to transition students to on-site if there is a significant shift in the pandemic.





Academic Support

All academic support areas have plans for delivering their services face-to-face, in a blended format or fully virtually. Resources include:

- [The Success Center](#)
 - Office of Student Success
 - Office of Learning Resources
 - Office of Student Transitions
 - Office of Student Disability Services
 - Athlete Center for Enrichment
- [Advising Centers](#)
- [The Writing Center](#)

COMMENCEMENT MAY 15, 2021

Saint Joseph's hopes to be able to host an in-person commencement ceremony to celebrate the achievements of the Classes of 2020 and 2021. However, the University will not risk the health of students, faculty, staff and family to do so. As the date approaches, the Commencement Committee will continually review pandemic conditions, plan for a variety of scenarios and keep the community informed.



JESUIT VALUES

iCARE Pledge

Each of us plays a critical role in helping our whole community reduce the risk of COVID-19 exposure and infection. The risk of exposure and infection, however, can't be completely eliminated due to the contagious nature of COVID-19, and certain factors can increase the risk of severe infection. Each of us will therefore accept the responsibility to stay informed about the risks and to take the measures necessary to protect our own health as well as the health of others.

As a community that stands with and for others, all are required to take the iCARE pledge and:

invite all to demonstrate character and caring in the Ignatian tradition of *cura personalis*.

Clean and disinfect my hands, work area and living spaces frequently.

Accept the responsibility to social distance on and off campus.

Remind myself and others to mask-up for the protection of our community.

Expect my Saint Joseph's community to do the same for me.

Please note if you refuse to or repeatedly disregard these simple actions to protect our community, you will be barred from the physical campus and/or face other disciplinary sanctions including suspension. To be clear, hosting social gatherings and non-cooperation with contact tracing fall under the iCARE pledge and may result in disciplinary action through the University's existing policies on Community Standards.

Community members are encouraged to report non-compliance with COVID-related requirements through sju.edu/incidentreportingform.

Stigma and Non-Discrimination

We lend our sincere support to all of our community members who have been impacted by COVID-19 and the continued health crisis. We extend our care and concern for all members of the SJU community experiencing distress while we all navigate these challenging times together.

As a community, Saint Joseph's University is committed to being a diverse and inclusive community that supports all members. As a community, we must not allow fear or our shared concerns to threaten our commitment to embracing diversity on our campus. Bias-based conduct, targeting people based on perceptions about identity or beliefs creates barriers to inclusion, access and trust. It affects not only the targeted individual or group, but adversely affects our entire University community. Biased behaviors, stereotyping and discrimination are not tolerated at Saint Joseph's. As a Jesuit university, we set a high bar: to educate and care for the whole person, across all diversity and aspects of identity. Anyone who experiences harassment, discrimination or biased-based conduct on campus or virtually in a University-sponsored activity can report it here through the [Bias Activity Review Intake Portal](#).

ADDITIONAL MEASURES

Travel

- Non-essential, University-sponsored travel remains suspended until further notice. Area vice presidents or deans will determine what is considered essential travel.
- All fall study abroad programs were postponed.
- All international travelers, regardless of passport, should consult the CDC's website on international travel and quarantine guidance.

SPRING 2021

- All study tours for Spring 2021 are cancelled. Semester abroad programs will continue to be evaluated on a program-by-program basis with final decisions by November 16.





ADDITIONAL MEASURES

Cleaning and Disinfection

- No cleaning or disinfecting measures will completely eliminate the risk of COVID-19 exposure or infection, but University providers and community members can work together to increase cleaning and disinfecting of work and living spaces.
- Cleaning and disinfection is prioritized based on risk of transmission and guided by the latest scientific evidence and recommendations. Cleaning and disinfecting procedures follow current CDC, OSHA and other industry guidelines, and are updated according to the latest available public health information.
- Housekeeping Services cleans and disinfects certain areas two or more times per day, including high traffic areas such as hallways, stairs, elevators, public restrooms, residence hall bathrooms, classrooms, common areas and dining areas. Surfaces will first be cleaned with a standard cleanser, then disinfected by misting with a virucide and allowed to remain wet for 10 minutes before wiping, or allowed to air dry when possible. To minimize the disruption to occupants, the majority of this work occurs at night.
- High-touch surfaces such as door handles, elevator buttons and stair rails in busy public areas will be cleaned more frequently, sometimes several times per hour. These areas will be sprayed with a virucide and wiped.
- Housekeeping exclusively uses products that are on the EPA list of approved disinfectants for COVID-19.

- The University follows CDC guidelines and OSHA regulations for cleaning and building closures. The Office of Facilities Management developed a mitigation plan with three levels of response for the isolation, ventilation and cleaning of an area when a suspected or confirmed case is identified.
- Disinfectant wipes are provided in classrooms for students and faculty. Students are asked to wipe their desks upon entering the classroom. Faculty are asked to wipe instructor's equipment, including the lectern, keyboard, mouse and desktop. Housekeeping checks and re-stocks classroom disinfectant wipe supplies during the third shift. Classrooms are cleaned and disinfected twice daily.
- Housekeeping is cleaning all offices weekly. Disinfectant wipes are provided to department offices, and all community members are asked to wipe their individual work surfaces once daily.
- Public health and scientific guidance emphasizes that hand washing is a primary means of infection control. Hand sanitizers are not intended to be used as a substitute for hand washing, but to supplement hand washing, or when washing facilities are not readily available.
- Additional hand sanitizer dispenser stations have been strategically installed throughout the campus at entrances, lobby areas and common areas. Individual hand sanitizer bottles are available to employees for use in shared department offices, work areas and University vehicles.

Workplace Safety & Personal Protective Equipment (PPE)

- Risk levels in workplace settings are assessed on an on-going basis and adjusted as needed for employee tasks to minimize exposures. Safe work procedures, PPE assignments and other appropriate control measures are based on OSHA and CDC guidance documents.
- Specialized equipment, such as N95 respirators, have been assigned to designated employees whose occupations may require close contact with individuals who become ill. Departments coordinate with the Office of Environmental Health and Safety for the required OSHA training, fit-testing, PPE assessments and selection of designated employees.
- Public Safety's Customer Service Center has been designated as the University's supply center for COVID-19 PPE supplies, which are available to employees.

Ventilation:

- Increased ventilation will not eliminate the risk of COVID-19 exposure or infection, but will be used with other measures to help reduce the risk.
- Weather permitting, some events, gatherings and classes will be held outdoors.
- In alignment with public health guidelines, the circulation of outside air is increased whenever possible by opening windows in buildings with or without centralized systems.
- Facilities improved ventilation in accordance with CDC guidelines, ASHRAE standards, and industry best practices where practicable. There are many different types of ventilation systems in use, and different approaches are needed to optimize system performance.
- Facilities maximized airflow in all buildings by increasing the ventilation rate and mixing as much outside air as possible and as weather conditions permit.
- Mechanical ventilation systems use improved filtration wherever possible.
- Facilities installed indoor portable HEPA filter units in isolation rooms, the Student Health Center and select locations, as needed. Portable air cleaners are used along with other best practices in this plan to improve infection control.
- In buildings that do not have re-circulating air systems, natural ventilation like opening windows, where it is possible and safe to do so, can be done to increase outdoor air dilution, weather permitting. Opening windows for long periods of time can have a negative impact on comfort and the effective operation of systems in buildings with centralized mechanical ventilation systems when the weather is very hot and humid, or in extreme cold.
- For suspected or confirmed cases, ventilation is considered a critical component in mitigating exposure, and the Office of Facilities Management implements plans to increase ventilation in buildings as needed. Community members are expected to cooperate with any configuration or other changes needed to increase ventilation.

Visitors:

- As noted above, guests/visitors are prohibited from visiting campus housing and dining facilities. Outside visitors should be limited to essential business operations whenever possible.



UPDATES AND COMMUNICATION

Guidelines change frequently as more is learned about coronavirus and conditions evolve quickly. Therefore, the University's approach adapts to those changes. All aspects of this plan, including but not limited to schedules and all class, residence and dining arrangements, are subject to change by the University.

Community members will be kept informed through sju.edu/HawkHillReady, which serves as the primary source of information. In addition, faculty, students and staff will receive regular updates. Faculty and staff receive "Hawk Hill This Week," a weekly e-newsletter, and students receive "Hawk Hill Happenings." A public dashboard detailing the number of cases among certain populations, cumulative counts and active cases is available on the University's website.

If immediate communication becomes necessary, the University will use the SJU Safe mobile application and emergency notification system. Additionally, the University has launched a communications campaign and posted signage to inform and remind the community of best practices and expectations.



QUESTIONS AND RESOURCES

Community members may have questions based on their unique circumstances. After reviewing this guide, please consult the following resources to address specific questions.

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FACULTY AND STAFF

- Instructional Continuity
- Frequently Asked Questions
- Human Resources
- Supervisors, deans and area vice presidents

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STUDENTS

- Frequently Asked Questions
- Student Support
- For student-athletes, the SJU Athletics COVID 19 Health and Safety Plan
- Contact Us

 [sju.edu/HawkHillReady](https://www.sju.edu/HawkHillReady)

RETURN-TO-WORK SCHEDULE

The University will provide general guidance to departments and offices regarding the return to work, including necessary signage and physical environment modifications. **However, each area vice president or dean will customize this general guidance for their individual unit areas.**

As a general guide, the rest of the University is returning to work following this schedule:

Phase I: Early June

Expanded essential personnel in Facilities and Information Technology returned to campus to begin readying Hawk Hill for summer and fall instruction.

Phase II: June 29

Virtual Instruction continued for the majority of summer courses.

A limited number of courses offered in-person instruction.

Additional personnel returned to campus including:

- Additional Housekeeping
- Dining Services
- Provost's Office

Phase III: The week of July 20

Public and student-facing departments returned to campus including:

- Additional Student Life staff
- Campus Ministry
- Admissions
- Library
- Registrar
- Student Accounts
- Human Resources
- Kinney Center for Autism Education and Support
- Academic Dean Offices
- Athletics

Phase IV: The week of August 10

Remaining departments return to campus including:

- Faculty and Academic Departmental Offices
- Office of Marketing and Communications
- Advancement
- Government Relations
- Office of Financial Affairs
- All other administrative offices and services

AUGUST 24

Fall semester classes begin with the majority of courses being in-person or hybrid/blended. Online course offerings are available to accommodate high-risk students and faculty members and other students preferring to study from home.

