



MESSIAH UNIVERSITY RETURN PLAN FALL 2020:

**Specific Directions for
Reopening the University with
A Focus On
Safety, Resilience, Education & Community**

File as of September 1, 2020

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MESSIAH UNIVERSITY RETURN PLAN (MURP)

Executive Summary

While we believe that moving to a fully remote education in the spring semester of 2020 was the best choice at the time, we also believe that returning to a combination of in-person and remote this fall is the best way to facilitate the rich and meaningful experiences and daily interactions that are ultimately a hallmark of the Messiah experience. However, returning successfully will require the entire Messiah community to understand the risks, commit to reducing those risks, and to fully align our personal behavior with what is best for the common good of the Messiah University community. Creating a safe learning environment on Messiah's campuses will require the mindful, coordinated and committed participation of our students, faculty and staff. Through this guide, we identify the key best-practices and actions necessary for protecting our educational environment.

We have focused on five critical protocols:

1. Aligning our plans based upon regulations and guidance from PA Dept. of Health the Governor's Office, and our local healthcare system.
2. Planning for testing, surveillance and tracing.
3. Implementing health management measures through the Engle Center
4. Implementing risk reduction protocols for the entire community
5. Implementing flexible education protocols, including revising our calendar.

The plan is based upon a multi-layered, integrated approach to public health safety that will continue to change as guidance changes and developments in the pandemic dictate. It may be necessary to modify plans. The Engle Center maintains close and effective connections to our local health department and our local healthcare system so that we have the guidance, support and resources necessary for navigating the current pandemic matters as effectively as possible.

Testing, Tracing, and Quarantining

Prior to classes starting, undergraduate residential students will be asked to commit to a self-quarantine for 14 days. In addition, as students arrive for move-in, each individual will complete a health screening and anyone who presents with symptoms or recent exposure to COVID-19 will need to provide a negative COVID-19 PCR test prior to moving-in. Please see the sections on Pre Campus Preparation and Student Move In for additional details. On-campus graduate students, commuter students and employees will be asked to follow best practice health and safety guidelines. Please see the section the appendix for the specifics of the pre-campus quarantine expectations and best practice health and safety guidelines.

Messiah's testing program has two branches. First, prior to opening, the University will test certain student populations who are at greater risk for exposure to the virus and planning to be in-person this fall. Secondly, the Engle Center is prepared to test students and employees throughout the semester due to symptoms or exposure. This protocol aligns with guidance with from CDC.

A team of approximately 30 professionals from across campus will be trained in contact tracing, utilizing a 6 hour course through Johns Hopkins University. The team will include professionals from the Engle Center (medical and

counseling staff), residence life, sports medicine, human resources and our registered dietitian. As individuals with COVID-19 are identified within our on-campus community, a contact tracer will be assigned and will inform any close contacts of the need to quarantine and/or be tested.

Smith A and B have been set aside as space for quarantine and isolation of undergraduate residential students, who will be provided with a range of support services, including facilitating their coursework, attention to medical and mental health, and food delivery.

Additional Risk Reduction Measures

The University Community will also follow additional risk reduction measures. Specifically, six health practices will be implemented University-wide:

1. Masks must be worn. While undergraduate students will be able to relax the need for masks on their own hall after an initial waiting period, masks will be worn by everyone in the community when on campus (Grantham and Winding Hill).
2. Social distancing must be practiced. The University has taken measures to facilitate social distancing in the classrooms, the residence halls, and the dining facilities. Where social distancing cannot be reliably facilitated, plans have been changed. For example, chapel will be replaced with a combination of daily devotional messaging, weekly podcasts, and working with students by floor for faith development programming.
3. Our cleaning and disinfecting protocols will be significantly enhanced at both our Grantham and Winding Hill campuses. In addition, all members of the community will have increased access to cleaning supplies so that work areas can be cleaned immediately after use.
4. Respiratory etiquette must be exercised and training on expectations will be communicated regularly.
5. Everyone must wash their hands frequently and hand sanitizer will be readily available for times when hand washing may not be immediately possible.
6. Everyone must report their temperature and wellness each day, and commit to staying home when not well.

These measures are present in the plans of each department. In addition, the University has significantly reduced University travel, campus visitors, and adjusted our calendar so that in-person classes end at Thanksgiving. Members of the community are all asked to limit personal travel.

Academic Programs

We are committed to creating a physical environment characterized by appropriate social distancing and care for vulnerable populations, while also offering an engaging and excellent academic learning environment for all students, whether on-line, remote or face-to-face. As such, we will be delivering courses face-to-face using modified spaces as well as leveraging technology tools and investments to make the in-person classroom accessible to remote students. Extensive and detailed resources and support have been made available to faculty over the summer as they plan for delivery of Enhanced Face-to-Face and HyFlex courses. With students learning in community, both remotely and in-person, the student experience will have consistency through standardized use of Canvas across classes and a wide range of ongoing support will be available for both faculty and students throughout the fall. The Academic Programs plan also addresses the unique needs of students in clinicals, lab classes, field placements, practicums, the performing arts, and other experiential learning opportunities.

Undergraduate Co-curricular Experience

The Messiah University co-curricular education is an integral part of delivering our undergraduate mission, and we recognize how much students grow through their engagement in athletics, arts, clubs, campus leadership positions, and much more. Our co-curricular educators are reimagining these experiences so that students have opportunities to engage in new ways with particular focus on their “family unit”, which is students who are grouped together based upon their residence hall assignments.

In addition, we recognize that the situations created by COVID-19, the necessary changes this semester and the general concerns related to health may add to existing stress. With that in mind, we are augmenting our counseling services with additional counselors and tele-counseling programs.

Fall Planning & Integration Teams

Three teams have been commissioned to research and respond to potential fall 2020 scenarios for in person and remote learning at Messiah University for our undergraduate, graduate and adult degree students.

Scenario Planning Team Members

Finance/Enrollment

Chaired by: John Chopka and David Walker

Members: Barry Goodling, Laura Miller, Sarah Wade, Dwayne Safer, Tony Wyland, Allan Matthew, Rebekah Ostby and Leslie Bencivenga (administrative support)

Education

Chaired by: Randall Basinger

Steering Committee: Kris Hansen-Kieffer (co-curriculum and student success), Todd Allen (access and equity), Alison Noble (curriculum), Rob Pepper (graduate programs)

Undergraduate team members: Pete Powers, Angela Hare, Richard Roberson, Bill Strausbaugh, Kate Oswald Wilkins, Brian Swartz, Christy Hanson, Kevin Villegas, and Dan Custer

Graduate team members: Rebekah Ostby, Julie Gomboc-Hellam, Val Olson, Leanne Rutt, Michelle Sanford

Operations

Chaired by: Amanda Coffey and Kathie Shafer

Members: Jonathan Bert, Bryce Watkins, David Walker, Mark Wirtz, Heather Negley (administrative support)

In addition, the president has established an Integration Team. The role of the Integration Team is to identify and prioritize the key issues that need to be addressed by the University in order to reopen safely and effectively. As such, the integration team is responsible for planning, problem solving and incorporating the efforts of scenario teams.

Integration Team Members

- Kim Phipps, President
- Randy Basinger, Provost
- Alison Noble, Associate Provost
- Kris Hansen-Kieffer, Vice Provost for Student Success & Engagement
- Kathie Shafer, Vice President for Operations
- Amanda Coffey, Vice President for Human Resources
- David Walker, Vice President for Finance & Planning
- Betsey Miller, MSN, FNP-C, CRNP, Engle Center for Counseling and Health Services

SUMMARY GUIDE

As Messiah University enters into a new phase as an institution, this document serves as a guide for providing our undergraduate, graduate and adult degree students with the excellent education they expect in a safe and effective manner during this time of unprecedented difficulty due to COVID-19. This means that we are actively working to provide an educational environment that is flexible and prepared to adjust to a changing restrictions as well as implementing public health protocols. The following outlines the five critical areas of focus:

1. Clear Partnership with Local Experts:

- a. Messiah University will follow the guidance provided by Pennsylvania Department of Health and the Governor's office regarding the opening of colleges and universities.
- b. Messiah University will maintain a close and effective connection to our local health department and the local healthcare system so that we have guidance, support and resources for testing, tracing and treating students and community members.

2. Surveillance, Testing and Tracing

- a. All on-campus students and employees will be required to complete a daily health check (including temperature) via Messiah University intranet program prior to reporting to campus. Using this tool, the Engle Center will identify community members who should be tested as well as practice symptom surveillance that detects the emergence and spread of infection.
- b. Messiah will test faculty, staff, and in-person students who are either symptomatic or have been exposed to COVID-19. Additional testing plans will include initial screening of certain student populations at higher risk for exposure to COVID-19.
- c. A contact tracing plan and identified personnel will be in place with the local public health officials.
- d. Messiah will have a plan to detect early warnings of an infection surge and a shutdown plan in place to respond rapidly.

3. Health Management Protocols

- a. Prior to joining the campus, undergraduate residential students will be asked to self-quarantine. On-campus graduate students, commuter students and employees will be asked to follow best practice health and safety guidelines.
- b. Students and families arriving for move-in will be required to complete a health screening prior to coming on to campus.
- c. Clear sick leave and stay at home policies will be in place and widely communicated.
- d. Messiah will expand its on-campus telehealth resources for students so that students do not need to report in person to the Engle Center.
- e. Counseling Services will be moved from the Engle Center so that physically healthy individuals do not mingle with students experiencing illness and/or symptoms of the virus.
- f. Messiah will set aside facilities with an appropriate staffing plan so as to be able to quickly isolate and care for in-person students who are suspected or confirmed virus carriers.
- g. Messiah will be proactive in stocking of personal protective equipment (PPE).
- h. Messiah will adjust its nursing staff so that adequate hours are available for managing health concerns on campus.

4. Risk Reduction Protocols

- a. Sufficient Personal Protective Equipment (PPE) will be available.
- b. Messiah will identify and enact specific protections for students, faculty, and staff who have medical risk.
- c. Remote work will continue to the extent possible for as many departments as possible.
- d. Modification of travel and visitor policies will be clearly articulated as appropriate to the area, and campus reentry will be coordinated with the overall surveillance plan.
- e. Flu vaccine should be encouraged of all community members if available with minimal exceptions allowable.
- f. Cleaning and disinfecting plans will be in place.
- g. Undergraduate residential living plans will include enhanced cleaning, social distancing, personal face coverings in common areas, restrictions on group events and activities, limited cross-access by students to other residence halls, special housing considerations for students with medical conditions, public health training, and a modified code of conduct.
- h. Messiah will have a plan for social distancing during university activities (teaching, dining, extracurricular activities, etc.), including facilities modifications where appropriate.

5. Flexible Education Protocols

- a. Messiah will have a communication and education plan in place for students, families, faculty and staff, along with other community members.
- b. Course delivery modes that provide continuity to students and faculty, providing students the option to learn face-to-face or remotely as needed, will be articulated, with training and support resources available.
- c. Resources, including technology solutions, library access, and student accommodations and accessibility, bookstore access, and considerations for international and out-of-state students will be included.
- d. Courses that include a wide range of experiential learning and hands-on experiences, such as internships, clinical placements, labs, studios, and similar will be addressed.

COVID-19 NOTIFICATION

In compliance with The Clery Act, and guidance from the U.S. Department of Education regarding Clery's intersection with COVID-19, Messiah University will issue a campus Emergency Notification (EN) to students and employees at the start of the academic year informing them about COVID-19, along with the necessary health and safety precautions, as well as where to obtain ongoing information about the number of on-campus COVID cases, and how to connect to the resources of regional and state health authorities and the CDC. The University will also provide a banner on messiah.edu that will connect the broader campus community to

Important Dates Fall 2020 - Undergraduate

MESSIAH UNIVERSITY IMPORTANT UNDERGRAD FALL 2020 SEMESTER DATES	
CLASSES BEGIN	Tuesday, August 25 Classes will operate consecutively Monday-Friday through Tuesday, November 24, 2020.
FALL BREAK	To reduce travel and manage the spread of Covid-19, there will be no Fall Break on the academic calendar this year for UG.
IN-PERSON INSTRUCTION ENDS	Tuesday, November 24 In-person instruction ends, students check-out from campus housing.
THANKSGIVING BREAK	Wednesday, November 25 - Sunday, November 29 Monday, November 30 is a Reading Day.
READING DAY	Monday, November 30
ONLINE FINAL EXAMS	Tuesday, December 1 - Friday, December 4 Final exams will be conducted remotely. Fri, Dec 4th Last Day of UG Fall term
LAST DAY OF UG FALL TERM	Friday, December 4
FALL EDUCATOR WEEK	Monday, December 7 - Friday, December 11
WINTER BREAK	Saturday, December 12 - Tuesday, January 5

Important Dates Fall 2020 – All Programs

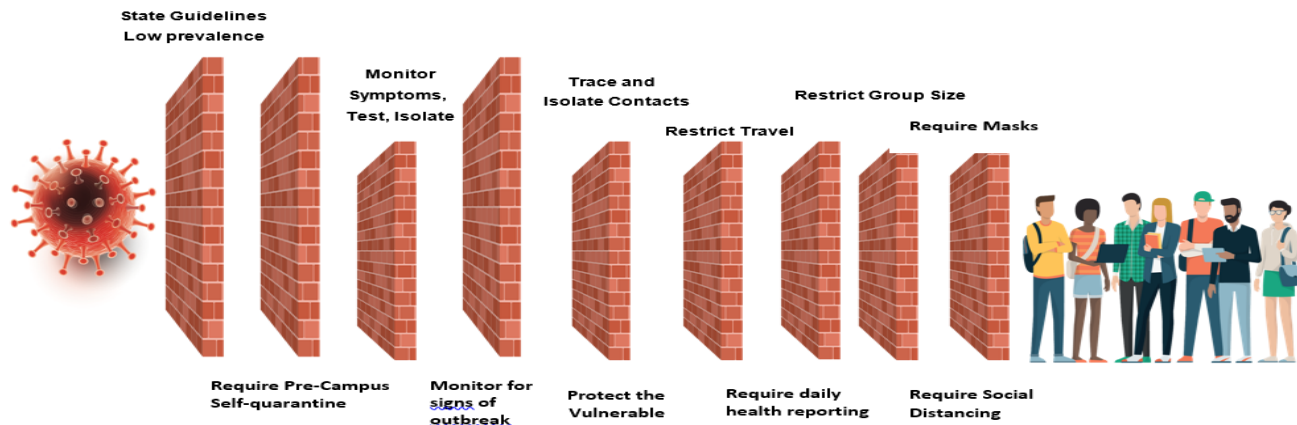
MESSIAH UNIVERSITY IMPORTANT FALL 2020 SEMESTER DATES				
	Undergraduate Courses	Graduate School Online Courses & Dietetic Internship	Doctor of Physical Therapy & Masters of Occupational Therapy	Adult Degree Program
CLASSES BEGIN	Tuesday, August 25 Classes will operate consecutively Monday-Friday through Tuesday, November 24, 2020.	Sunday, August 23 First day of early fall (8-week) and semester-long terms.	Sunday, August 23 First day of DPT/MOT fall terms.	Sunday, August 23 First day of early fall (8-week) term.
EARLY FALL TERM ENDS		Saturday, October 17 Last day of early fall (8-week) term.		Saturday, October 17 Last day of early fall (8-week) term.
FALL BREAK	To reduce travel and manage the spread of Covid-19, there will be no Fall Break on the academic calendar this year for UG.	Sunday, October 18 - Saturday, October 24 End of early fall (8 week) term. Fall break for semester-long term.	To reduce travel and manage the spread of Covid-19, there will be no Fall Break on the academic calendar this year for DPT/MOT.	Sunday, October 18 - Saturday, October 24 End of early fall (8 week) term. Fall break.
LATE FALL TERM BEGINS		Sunday, October 25 First day of late fall (8-week) term.		Sunday, October 25 First day of late fall (8-week) term.
IN-PERSON INSTRUCTION ENDS	Tuesday, November 24 In-person instruction ends, students check-out from campus housing.		Wednesday, November 25 In-person instruction ends November 25, the Wednesday before Thanksgiving Break.	
THANKSGIVING BREAK	Wednesday, November 25 - Monday, November 30 Monday, November 30 is a Reading Day.	Thursday, November 26 - Sunday, November 29	Thursday, November 26 - Sunday, November 29	Thursday, November 26 - Sunday, November 29
ONLINE INSTRUCTION & EXAMS	Tuesday, December 1 - Friday, December 4 Final exams will be conducted remotely.		Monday, Nov 30 - Saturday, Dec 12 Remaining instruction & assessment conducted remotely.	
LAST DAY FALL SEMESTER	Friday, December 4	Saturday, December 19 Last day of Grad late fall (8-week) & semester long terms.	Saturday, December 12 DPT/MOT semester ends.	Saturday, December 19 Last day of late fall (8-week) term.
FALL EDUCATOR WEEK	Monday, December 7 - Friday, December 11			
WINTER BREAK	Saturday, December 12 - Tuesday, January 5	Sunday, December 20 - Friday, January 1	Sunday, December 13 - Friday, January 1	Sunday, December 20 - Friday, January 9

Section I - Public Health Protocols

BUILDING LAYERS OF SAFETY BASED ON STATE & PUBLIC HEALTH GUIDANCE

Messiah University is committed to building layers of safety, but each layer of safety is dependent upon the commitment and cooperation of its community members. The graphic below outlines areas of safety in which we need for faculty, students and staff to engage fully.

Layers of Safety



The Messiah University community will be educated on the actions and behaviors required of all community members in order to fully engage the layers of safety outlined above. A brief training program will be distributed via email to all employees and employees will not be cleared to return to work on campus until the training has been completed. Students will receive a series of educational emails as well. The layers of safety have been developed based upon guidance from the Center for Disease Control, the Governor's Office, and PA Department of Health.

Managing Our Public Health Protocols

Messiah University's Engle Center is responsible for guiding the University's public health protocols. As such, the Engle Center maintains close and effective connections to our local health department and our local healthcare system so that we have the guidance, support and resources necessary for navigating the current pandemic matters as effectively as possible.

Messiah University via the Engle Center is registered with both the Center for Disease Control and the PA Department of Health to receive regular updates and guidance for institutions of higher education and we routinely monitor their websites for new and time-sensitive updates. In addition, the Engle Center has a solid working relationship with the Cumberland County Department of Health (Carlisle Office) and over the past several years, this office has become very familiar with the operations of the Engle Center. They provide guidance on matters related to contact tracing, isolation and quarantine as well as assist us in monitoring COVID-19 within our region.

In addition, members of the Integration Team routinely monitor the Pennsylvania Governor's site (<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>) to make sure that our plans comport with the state requirements and changes in state guidance for schools, colleges and universities.

Personal Protective Equipment (PPE)

All students and employees will be expected to consistently wear masks. A reusable, washable cloth mask will be provided to all community members in August. Everyone is also expected to acquire their own additional masks so that masks can be maintained in a clean and useful fashion. Bandanas and scarves are not acceptable for masks. The only alternative to wearing a mask is wearing a face shield. Community members with documented health conditions may wear a face shield instead of a mask. In addition, the College will provide disposable masks in areas where routinely applying a new mask may be most appropriate.

Certain departments (such as the Engle Center, the Department of Safety, Residence Life, and Campus Events) will have additional PPE requirements necessary for preventing the spread of the virus. The university has developed a centralized Personal Protective Equipment (PPE) ordering and distribution process. All areas on campus reported their anticipated PPE needs in order to assist with ordering. Bulk orders are being placed for equipment and supplies and will be stored at the Lenhart building. As areas need PPE, they will use the OneSource/Unimarket system to “order” the necessary supplies from the inventory. Their order will be filled and they will pick up their order at the Lenhart building.

The Engle Center

The Engle Center functions as a full-service medical center/urgent-care center, right in the middle of campus. Undergraduate students who have chronic medical conditions see the nurse practitioner, who helps to regulate their medications, orders tests and coordinates with home health care providers and specialists. Those who have urgent health care needs such as abdominal pain or cough can often be seen the same day. The Engle Center is equipped and practiced in ordering, scheduling and following up on radiology tests such as chest x-rays and CT. The center also offers 12 lead EKGs, rapid strep tests, rapid flu tests, mono tests, phlebotomy, immunizations, a full service travel clinic and many more services, such as suturing and medication supervision.

- **Pharmacy**

The Engle Center is equipped with in-house medication, including common antibiotics. In addition, the center maintains a relationship with a local pharmacy that delivers directly to the Engle Center so that students never need to leave campus for a prescription.

- **Our Providers**

The Engle Center’s primary care provider is Betsey Miller, MSN, FNP-C, Certified Registered Nurse Practitioner. In the state of Pennsylvania, nurse practitioners are recognized as primary care providers. They may diagnose medical conditions, develop and implement treatment plans, order and perform diagnostic tests, prescribe medications, and deliver other health care services, pursuant to a written collaborative agreement with a licensed physician. The collaborative agreement must address the availability of the physician to the nurse practitioner through direct communication or telecommunication, a plan for emergency services, and the physician’s regular review of the charts and records of patients under the nurse practitioner’s care. Betsey’s collaborating physician is **Dr. Kenneth Harm**, MD, and they’ve worked together as primary care partners for 22 years. Dr. Harm is retired from Good Hope Family Physicians, but remains on staff at Claremont Nursing Home in Carlisle and also remains active in medical work through humanitarian relief efforts. He is available to the Engle Center for consultation at any time by text, email or telephone. In addition, he is available to the Engle Center as backup and has agreed to assist the Engle Center in seeing patients if at any time during the COVID 19 crisis patient volume warrants additional appointment availability.

- **Our Nursing Staff**

The Engle Center is staffed with seven outstanding, highly skilled, registered nurses. All are Bachelor's prepared and one is Master's prepared. Four of these nurses have been credentialed through the ANCC in ambulatory care nursing, showing an advanced level of specialization. The nurses see University students on "standing orders." This means that they are able to see students independently for things like upper respiratory infections, urinary tract infections and other basic concerns. By following predetermined guidelines and protocols, they are able to assess, diagnose and treat upper respiratory infections, sinus infections, ear infections, etc. Health concerns that fall outside of the standard protocols are referred to the nurse practitioner. In this way, more students are able to be seen and the nurses' full skill sets are best utilized. There is a 24 hour after-hours on-call service that students can call when immediate medical advice or recommendations are needed.

Preparing the Engle Center for COVID 19

Preparing the Engle Center to be effective in helping the University navigate health concerns this fall focused on two primary matters. First, the center needs to be structured so as to reduce the risk of spreading COVID-19. This means separating those who are ill from those who are well. As such, Counseling and the Dietician will be temporarily relocated to the Climenhaga Homestead and Hoffman, as they see medically "well" patients, who should not be entering the physical space of the Engle Center while COVID-19 patients may be present. It also means separating those who are ill from something other than COVID-19 from those who are potentially ill with COVID-19. Therefore, the Health Center patients will be separated: respiratory patients from non-respiratory. This will include a complete re-routing with separate entrances so that health concerns such as skin infections do not enter the Center at the same time and location as potential COVID-19 cases. Additional steps for reducing exposure include:

- Self-scheduling via the online portal will be discontinued temporarily
- Front doors will be locked to prevent walk-ins and all entrances will be equipped with doorbells to prevent exposures
- A screening area just inside the door of the well area will be provided so no one with symptoms can proceed past the front area
- A chair/waiting area with awning will be provided outside of the entrances
- Signage will be provided outside with clear directions for sick/well
- Waiting room areas will be limited to minimal seating (3-4 chairs max) with hard surfaced chairs; chairs will be spaced at least 6 feet apart.
- A triage nurse will schedule and run an advice line as well as screen all patients prior to entry into the building.

Telehealth for Students

In addition, the Engle Center is prepared to reduce the risk of exposure by facilitating a telehealth option for students. Telehealth services help provide necessary care to patients while minimizing the transmission risk of COVID-19 to healthcare personnel and patients. Recent policy changes during the COVID-19 pandemic have reduced barriers to telehealth access and have promoted the use of telehealth as a way to deliver acute, chronic and primary care. Telehealth has also been shown to improve patient health outcomes.

The Engle Center will utilize Doxy.me, a free and secure telemedicine solution to provide our patients with synchronous remote visits when an in-person visit is not feasible, practical or safe. Telehealth services may be used to:

- Screen patients who may have [symptoms of COVID-19](#)
- Provide low-risk urgent care for non-COVID-19 conditions, identify those persons who may need additional medical consultation or assessment, and refer as appropriate
- Mental and behavioral health counseling
- Management of chronic health conditions and medication management
- Provide coaching and support for patients managing chronic health conditions, including eating disorders and nutrition counseling
- Follow up with patients after hospitalization
- Follow up and check in with patients in quarantine and isolation

Telehealth for Employees

Employees enrolled in the University health plan have access to virtual medicine that provides 24/7 access to a doctor using a computer, tablet or smartphone for non-emergency care for things such as sinus infections, bronchitis, flu, conjunctivitis, cough, sore throat, etc. To access this benefit, employees should visit [amwell.com](#) or [doctorondemand.com](#) and follow the instructions to register and download their mobile apps. Employees can use either or both of these services, depending on the availability of virtual doctors in the area; however, because this is structured around an on-call process, employees do not get to choose the doctor who will provide the visit with this benefit. There is no cost for virtual medicine visits through September 30, 2020. Beginning October 1, 2020, the cost is as follows:

- HDHP/HSA: Prior to meeting the deductible, the cost is approximately \$59.00 per visit. After meeting the deductible, the cost is covered at 100%.
- PPO/HRA: The cost of the visit is a \$10 copay.

As opposed to virtual medicine, telemedicine gives you access to an office visit with your own primary care physician (PCP) during normal office hours if your PCP offers this service. Your physician's office will provide you with directions as to how to access their telemedicine system. The cost for such visits is based upon the fee structure for office visits. Employees in the PPO/HRA will pay a normal office visit co-pay and employees in the HDHP/HAS will pay the cost of the office visit until the deductible is met.

Special COVID Considerations

The second point of focus was an Engle Center plan for effectively addressing COVID-19 within the University community. The plan focuses on the following key elements:

- **TESTING/QUARANTINE** - The Engle Center will do **PCR testing** for anyone who is symptomatic. We are closely following the CDC and PA Dept of Health Guidelines. For those who test positive, we contact the DOH immediately.
- While MU considered the value of testing all students and employees prior to their arrival to campus, CDC guidelines indicate that pre-campus testing is less effective in the reduction of COVID-19 than a comprehensive quarantine protocol, daily required self-monitoring with reporting for the entire MU community combined with a robust on-campus testing for any student or employee who is at high risk because of symptoms or exposure.
- The College has purchased point-of-care (POC) testing equipment that will be available in October. POC testing will allow for faster test results.
- While we do not have an arrival *testing* plan in place at this time (only a screening plan), the development and approval of new tests is happening rapidly, and policies and procedures may be updated as best practices and available resources change. Should high-accuracy on-site rapid testing become available prior to move-in, the health screening will be updated to include these

tests. Students with a positive test will be required to follow the protocols outlined in the Student Move-In section.

- We anticipate that this testing will become available at some point during the semester, even if it is not available prior to move-in. Once testing is available, students who are physically present on campus, even if not symptomatic, may be required to undergo COVID testing as part of regular population sampling designed to keep the campus healthy and safe and support the continuation of face-to-face residential education.
- All residential undergraduate students, will be asked to commit to a 14 day self-quarantine prior to arriving on campus. All other students and employees will be expected to follow COVID 19 health and safety best practices.
- **SYMPTOM SCREENING** - early identification of fever and symptoms and early testing is key in minimizing campus outbreak. As students and families arrive to campus for move-in, each individual (including family members) will have their temperature checked and be required to responding to a health screening. Individuals presenting with a fever will not be allowed on campus.

In addition, we are using a web based program: **Falcon Health Check-In**, which allows students and employees to self-monitor their symptoms and report their daily temperature. Our nursing staff will closely monitor this app and follow up with those reporting a fever, exposure to COVID or any unusual symptoms.

- **CONTACT TRACING** –We will train a team of approximately 30 people to be contact tracers using the JHU training program.
- **COVID EMPLOYEE HEALTH** - we will have a staff member specifically designated to help with identifying and screening employees who have symptoms consistent with COVID so that this can be closely tracked and accounted for.
- **ISOLATION/QUARANTINE** - Isolation will be utilized for patients who need to be truly isolated - those who are COVID positive or are presumed positive (awaiting test results). Those in Quarantine would be those who need to monitor symptoms. Isolation and Quarantine Housing for undergraduate students has been identified (Smith A/B and Climenhaga Homestead) and will be staffed for monitoring if ill students take residence. Isolation and quarantine for commuter and on-campus graduate students will occur in their regular residence.
- **VACCINATIONS** – Since symptoms of influenza and COVID mimic one another and having both on campus at once increases stress on our health system, increases chances for serious health complications and would be challenging to manage, the University is expecting all community members to get a seasonal flu shot. If a COVID vaccine becomes available (unlikely this school year), organize and administer via mass vaccination clinic.
- **IMMUNOCOMPROMISED POPULATION** - Those at-risk for a more serious health crisis related to COVID-19 will be identified via the EMR. The University will offer this population the option of being a fully remote learner during the fall semester. The University will also ask ALL students if they have a condition that puts them in a category of risk, in the event that they have not disclosed or we missed the necessary health information. Students identified as having increased risk will be advised of the health concerns associated with COVID-19
- **PPE** – there must be an appropriate amount of PPE on hand for staff.

Additional Medical Providers & Hospitals

The Engle Center medical staff have privileges to the UPMC/Pinnacle system via PINNACLE LINK online and as such, the preference is to refer to and utilize UPMC/Pinnacle facilities as often as possible. With the established privileges, the Engle Center medical staff is able to access a student's records in real-

time – seeing when they have been admitted, any labs that have been completed, any radiology reports and when a student is discharged. This access to complete information is greatly facilitates effective follow up with students once they’ve returned to campus.

While the Engle Center is able to call ahead to any emergency room, privileges with UPMC/Pinnacle allow our medical staff to easily send any pertinent records ahead of the referred student, including their medical history, any medications they’re taking, etc. In addition, the Engle Center maintains a **large network of specialists** (cardiologists, infectious disease specialists, allergists, ENTs, etc.) to whom students are regularly referred. The Engel Center is fully practiced in making these referrals when a patient’s condition warrants a next level of care. Messiah College is fortunate to be within 15 miles of four hospitals:

UPMC Pinnacle Health Harrisburg Hospital (11.6 miles)

111 South Front Street
Harrisburg, PA 17101
717-782-3131

Geisinger Holy Spirit Hospital (9.2 miles)

431 North 21st Street
Camp Hill, PA 17011
717-763-2100

UPMC Pinnacle Health West Shore Hospital (14.8 miles)

1995 Technology Parkway
Mechanicsburg, PA 17050
717-791-2600

UPMC Pinnacle Carlisle Hospital (13.8 miles)

361 Alexander Spring Road
Carlisle, PA 17013
717-249-1212

Expectations for Employees Regarding Face Shields

The recommendations from the CDC and studies from both The Johns Hopkins School of Public Hygiene and the University Iowa College of Public Health clearly indicate the superior risk mitigation that is provided by face masks (as opposed to face shields). For this reason, Messiah University expects its community to wear face masks while in public. These masks must cover the face from the bridge of the nose to below the chin.

Face shields may be consistently worn as an alternative to the face masks only if an individual has a documented health condition that precludes wearing a mask. The face shield must be broad enough to wrap around the face and also long enough to go below the chin such as this model:

<https://www.zverse.com/our-products/>.

Situationally, a face shield may be temporarily substituted for a face mask under the following conditions:

1. An individual will be lecturing to a class and finds the mask to be too restrictive to breathing while lecturing or there is a pedagogical reason (e.g. teaching a language) that requires the lower portion of the face to be visible. Faculty wearing a face shield have an obligation to be especially vigilant in practicing social distancing and must remain at least six feet from others.
2. An individual is working in a situation that requires significant physical exertion and wearing a face mask is too restrictive to breathing.
3. A face shield is identified as the safer option, for example in a laboratory situation where a face mask could present a hazard. In these cases, use of a shield must be approved by the immediate supervisor or relevant school dean.

4. An employee is meeting with another individual or individuals at consistent distancing of 6-feet or more, and all parties are stationary (e.g., sitting across a large office from one another without crossing the same physical space) or during an admissions tour with strict maintenance of 6-foot spacing or more.

When an individual opts to wear a face shield under these circumstances, he/she is expected to put a face mask on, if in public, after the specific activity requiring the face shield is concluded. Again, only face masks that are broad enough to wrap around the face and also long enough to go below the chin are acceptable alternatives to wearing a mask. The following model: <https://www.zverse.com/our-products/> is one option that meets the standard.

Individuals choosing to wear a face shield are responsible for purchasing their own shield at their own expense.

Expectations for Students Regarding Face Shields

Students are required to wear face masks on campus. Under specific and rare circumstances, medical exceptions for students will be processed through the Engle Center.

Pre-Campus preparation

Undergraduate Residential Students

All undergraduate residential students are being asked to commit to a 14-day self-quarantine prior to coming to campus. We recognize that asking students to quarantine at home is an inconvenience. However, it will only be through embracing these types of inconveniences in a fully committed joint effort that we will be able to have a successful and healthy semester together on campus. With that understanding, we are asking students to:

- Stay home unless absolutely necessary. The best way to keep our campus COVID free is to stay home for 14 days prior to your arrival. This means avoid going to school, work, public areas, or attending large gatherings. If you need medical care, call your health care provider.
- Wash your hands often and practice good hygiene.
- Arrange for routine medical appointments prior to self-quarantine.
- Avoid public areas including grocery stores, malls, theaters and large public gathering spaces.
- Monitor your temperature daily and watch for symptoms. If symptoms develop, call your health care provider BEFORE seeking in-person care.
- Do not use public transportation, ride-sharing, or taxis.
- Postpone any travel.
- If you must leave your home for any reason, wear a mask, practice strict social distancing and be vigilant in hand-washing.

If you have questions or are unable to self-quarantine for two weeks prior to your arrival, please reach out to Kevin Villegas (kvillegas@messiah.edu) or Kris Hansen-Kieffer (khanse@messiah.edu) to discuss your individual circumstances.

If a student's journey to Messiah requires air, bus or train travel they must take extra measures to remain safe and healthy while traveling (retaining distance from others, washing hands frequently, not touching face, wearing a mask at all times). Please note that students traveling from outside of the U.S. should plan to arrive to campus five to seven days early. Upon arrival these students will receive

instructions related to temporary, on-campus quarantine and COVID testing will occur. The test results will be reviewed by the Engle Center who will give further direction based on results. Messiah will cover the cost of the initial COVID test. If test results are positive for COVID-19 or test results are delayed for any reason, quarantine may be extended.

Undergraduate Commuter Students

All undergraduate commuter students are expected follow COVID 19 health and safety best practices in anticipation to the start of the semester and throughout the semester. This includes:

- Wash your hands often and practice good hygiene.
- If you must leave your home for any reason, wear a mask, practice strict social distancing and be vigilant in hand-washing.
- Arrange for routine medical appointments to occur more than 2 weeks before your arrival on campus.
- Avoid public areas including malls, theaters and large public gathering spaces.
- Monitor your temperature daily and watch for symptoms. If symptoms develop, call your health care provider BEFORE seeking in-person care.
- Do not use public transportation, ride-sharing, or taxis.
- Postpone any travel.

On-campus Graduate Students

All on-campus graduate students (regardless of where they have been living prior to the fall semester) are expected to follow COVID 19 health and safety best practices in anticipation to the start of the semester and throughout the semester. This includes:

- Wash your hands often and practice good hygiene.
- If you must leave your home for any reason, wear a mask, practice strict social distancing and be vigilant in hand-washing.
- Arrange for routine medical appointments to occur more than 2 weeks before your arrival on campus.
- Avoid public areas including malls, theaters and large public gathering spaces.
- Monitor your temperature daily and watch for symptoms. If symptoms develop, call your health care provider BEFORE seeking in-person care.
- Do not use public transportation, ride-sharing, or taxis.

If a student is traveling to PA from a warned state ([hyperlink the PA dept of health listing](#)), then they should plan to quarantine in PA for no less than 14 days before their first visit to campus. For example, if the first in-person class is held on August 24th, they should arrive in PA and begin self-quarantine no later than August 10th.

If you have questions or are unable to self-quarantine for two weeks upon your arrival, please reach out to Rob Pepper rpepper@messiah.edu to discuss your individual circumstances.

Employees

All employees are expected to follow COVID 19 health and safety best practices in anticipation to the start of the semester. This includes:

- Wash your hands often and practice good hygiene.
- If you must leave your home for any reason, wear a mask and practice social distancing.

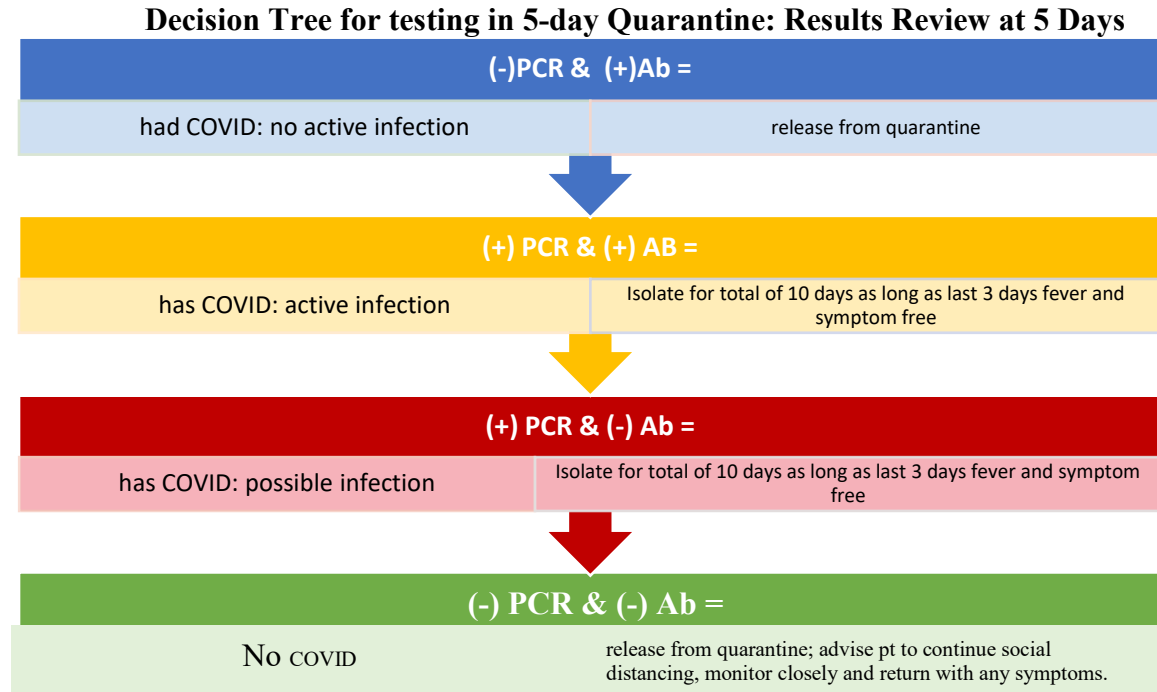
- Avoid areas where there are large public gatherings, as defined by the current recommendations of the state of Pennsylvania.
- Monitor your temperature daily and watch for symptoms. If symptoms develop, call your health care provider BEFORE seeking in-person care.
- Do not use public transportation, ride-sharing, or taxis.
- Follow the institutional personal travel policy that discourages travel. As part of the daily COVID-19 health check in, out of state travel will be flagged for follow up. Employees who travel to and from a warned state should anticipate a likely 14-day self-quarantine, per the recommendation from the state of Pennsylvania.

On-campus Testing/Symptom-based testing

Students and employees may present for symptom-based testing to the Engle Center through a couple different channels. First, because early and rapid identification is critical to reducing spread of the virus, the Engle Center and supervisors will be monitoring temperatures and reported symptoms via our Falcon Symptom Screening App so as to identify individuals who should be tested. Individuals may also call the Engle Center to discuss symptoms or schedule an appointment due to respiratory symptoms and the triage nurse will indicate that testing is necessary. If determined that the patient should be seen for possible testing, the patient will be scheduled on the RESPIRATORY ONLY side of the Engle Center building and seen by either the CRNP or RN via standing orders. Entrances will be clearly identified to avoid extending contact to those who do not have respiratory symptoms.

Individuals who qualify for testing will receive PCR testing (PCR nasopharyngeal swabs) or point-of-care testing (when available) in the Engle Center. Those who qualify for testing are typically those individuals with the following symptoms: fever (100.4 or greater), cough, shortness of breath, chills, muscle pain, new loss of taste or smell, vomiting or diarrhea, and/or sore throat. The Engle Center is working with several lab companies to identify the best options for test results turnaround time with a goal having results within 48-72 hours for contact tracing.

Testing for those who are symptomatic is considered medically necessary and covered by insurance, and in compliance with the CARES Act, the Engle Center will not charge an office visit fee or co-pay. The Engle Center will follow the protocols established by the State Department of Health for management of on-campus positive cases.



Exposure and Presumed Positive Isolation & Quarantine

For the purposes of this document, the following definitions apply:

1. **Quarantine** - Quarantine is used to **keep someone who might have been exposed to COVID-19 away from others**. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health and temperature, and follow directions from the health center.
2. **Isolation** - is used to **separate people presumed infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until it's safe for them to be around others.
3. **Close contact** – any individual within 6 feet of an infected person for at least 15 minutes of laboratory confirmed or probable COVID-19 patient
4. **Incubation Period** - The incubation period for COVID-19 is thought to extend to 14 days, with a median time of 4-5 days from exposure to symptoms onset.

Symptomatic Undergraduate Residential Students

When a residential student presents with symptoms there are several important steps following the PCR test. First, the student needs to complete the STUDENT COVID form to provide critical information related to his/her activity on campus and to create a list of close contacts. The form also gives permission for the Engle Center to make appropriate contacts. (See Student Covid form in the appendices of this document.) In addition, the following steps will be taken:

1. Residence Life is notified and an Isolation Housing assignment is made – patient cannot leave building until this is complete. Card access to housing will be granted by the Assistant Director of Housing. Residence Life will coordinate the student's arrival at quarantine housing and arrange for getting belongings to the student.
2. Dining is notified and the need for quarantine meals is established. See quarantine meals under the dining plan for additional details.
3. The Department of Safety is notified so that the need for nightly checks is established.
4. Facility Services is notified so that the need for linen service is established and the need for cleaning of any areas on campus is established.
5. The Engle Center will send via SCC notice to the student's professors, coaches, supervisors, RA, and RD.
6. The Engle Center will initiate contact tracing.
7. The Engle Center will assign a visiting nurse to visit the student in person once a day and provide an additional optional telehealth visit.

Students may only be cleared to return to campus life and his/her residence through the Engle Center. This can happen either because the patient's COVID test returns negative or the patient is no longer symptomatic and no longer contagious. In order to consider no longer symptomatic and no longer contagious the patient will need to complete 10 days of isolation and have at least 24 hours with no symptoms and no fever reducing medications. An email will be issued to the student from the COVID nurse with clearance and the return to campus/residence date. The Engle Center will send a follow up notification via the SCC to Residence life, dining, Dept of Safety, Facility Services, admin, professors, coaches, supervisors etc.

Undergraduate Quarantine and Isolation Housing

Smith Apartments, Sections A and B and the Climenhaga Homestead have been reserved for on campus quarantine and isolation housing. These facilities have separated entrances from other living spaces and accidental access can be precluded by blocking card access or locked doors. Each person in quarantine/isolation can be designated a room with access to a private bathroom. A total of 24 apartments with 33 bedrooms available is available in Smith. An additional 4 bedrooms are available in Climenhaga Homestead.

Symptomatic Commuter and On-Campus Graduate Students

When a commuter or on-campus graduate student presents with symptoms there are several important steps following the PCR test. First, the student needs to complete the COMMUTER & GRAD STUDENT COVID form to provide critical information related to his/her activity on campus and to create a list of close contacts. The form also gives permission for the Engle Center to make appropriate contacts. (See Commuter and Grad Student Covid form in the appendices of this document.) In addition, the following steps will be taken:

1. Commuters and grad students will be sent directly home to begin an isolation period.
2. For undergraduate commuter students, the Engle center will send notice via SCC to professors, coaches, supervisors, instructors, etc.
3. For graduate commuter students, the Engle Center will send an email to the Dean of the School of Graduate Studies and the program director.
4. The Engle Center will initiate contact tracing.
5. The Engle Center will assign a COVID nurse to provide a telehealth visit once a day.

Students may only be cleared to return to campus life and classes through the Engle Center. This can happen either because the student's COVID test returns as negative or the student is no longer symptomatic and no longer contagious. In order to be considered no longer symptomatic and no longer contagious, the student will need to complete 10 days of isolation and have at least 24 hours with no symptoms and no fever reducing medications. An email will be issued to the student from the COVID nurse with clearance and the return to campus/class date. For on-campus graduate students, this email will be copied to the Dean of the School of Graduate Studies and the program director. For undergraduate students, the Engle Center will also send a follow up notification via the SCC to Campus Events, administration, professors, coaches, supervisors etc.

Symptomatic Employees

When an employee presents with symptoms there are several important steps following the PCR test. First, the employee needs to complete the Employee COVID form to provide critical information related to his/her activity on campus and to create a list of close contacts. The form also gives permission for the Engle Center to make appropriate contacts. (See Employee Covid form in the appendices of this document.) In addition, the following steps will be taken

1. The employee will be sent directly home to begin an isolation period.
2. The Employee Health COVID Nurse will be notified. The nurse will reach out to follow up with the employee and perform contact tracing as well as give education on care and next steps. The nurse will also arrange for follow up via telehealth.
3. The Engle Center will send notifications via email to: HR, administration, and to the work supervisor.
4. The Engle Center will also notify Facilities Services so that work spaces can be properly disinfected.

An employee may only be cleared to return to work through the Engle Center. This can happen either because the employee's COVID test returns negative or the employee is no longer symptomatic and no longer contagious. In order to consider no longer symptomatic and no longer contagious the employee will need to complete 10 days of isolation and have at least 24 hours with no symptoms and no fever reducing medications. An email will be issued to the employee from the COVID nurse with clearance and the return to work date. HR and the supervisor will be copied on the email.

Asymptomatic Based Testing at the Engle Center

Asymptomatic students and/or employees may be referred to the Engle Center for testing for 3 reasons:

1. The individual has been identified via the daily Falcon Health COVID Screening App as having been exposed to someone with COVID 19.
2. The individual knows of contact with someone with COVID 19.
3. The Engle Center identifies the individual through contact tracing.

If the Engle Center determines that the individual should be seen for possible testing, the individual will be scheduled on the RESPIRATORY ONLY side of the Engle Center building and seen by CRNP or RN via standing orders. Testing will be performed through PCR nasopharyngeal swabs and will be utilized to screen for active infection. Test results times vary. The chart below outlines the process for addressing testing and quarantine of those who have been exposed but remain asymptomatic.

Asymptomatic Residential Student	Asymptomatic Commuter or On- Campus Graduate Student	Asymptomatic Employee
Symptom history to be obtained by COVID Triage Nurse	Symptom history to be obtained by COVID Triage Nurse	Symptom history to be obtained by Employee Health Nurse
If office visit/test warranted – schedule patient for visit/testing	If office visit/test warranted – schedule patient for visit/testing	If office visit/test warranted – schedule patient for visit/testing
Determine if student can self quarantine in residence** or if student needs to move to isolation housing so as to immediately to begin a 14 day *** quarantine period.	Student to be sent directly home to begin 14 day quarantine period.	Employee to be sent directly home to begin quarantine period.
Follow residential quarantine protocol above: Dining, Safety, SCC & Campus Events notifications Assign a visiting nurse	Engle Center to send SCC notification to school dean, professors, coaches, supervisors, instructors, etc	Notifications to be sent via email to: HR and work supervisor.
Return to campus clearance will be issued through the Engle Center if the patient remains symptom free 14 days after exposure.	Return to campus clearance will be issued through the Engle Center if the patient remains symptom free 14 days after exposure.	Return to work will be issued through the Engle Center if the patient remains symptom free 14 days after exposure.
An email will be issued from the COVID Triage Nurse to the Student with clearance and the return to campus date. An SCC will also be issued.	An email will be issued from the COVID Triage Nurse to the Student with clearance and the return to campus date. An SCC will also be issued.	An email will be issued from the Employee Health Nurse to the Employee with clearance and the return to work date. HR and the work supervisor will be copied on email.

** Does patient have a roommate? Has roommate also been exposed? Will they both need to quarantine? Do they share a bathroom with others? This discussion may need to involve residence life staff. If it is determined student needs to move to quarantine housing, student should be sent there.

*** Quarantine period is 14 days from exposure not necessarily from time of notification or testing. The Engle Center will provide direction as to how long actual quarantine needs to be. If an asymptomatic individual develops symptoms these individuals must stay home until they are fever-free for three consecutive days without fever-reducing medication and ten days since the onset of symptoms.

Clearing Students & Employees for Return after COVID Exposure or Infection

Persons with a history of positive COVID test in the past

Any individual who has tested positive for COVID-19 is prohibited from coming to campus until they can present a documented negative PCR COVID result. Test results confirming negative status can be sent to the Engle Center via fax, email, or uploaded via the patient portal.

Persons with EXPOSURE to a confirmed positive COVID case

Off campus quarantine: Individuals who have been exposed to COVID-19 are required to quarantine for 14 days from the time of exposure. The individual should arrange for a SARS-CoV-2 PCR test on the 15th day after exposure. If the test is completed off-site, **a copy of negative test results should be sent to the Engle Center via fax, email or upload to the patient portal.** Quarantined individuals may return to campus if a SARS-CoV-2 PCR test is negative AND the individual is both symptom-free and fever-free. Clearance issued by Engle Center medical director.

On campus quarantine: Individuals who are placed in quarantine on campus will be tested immediately as this may help with early contact tracing. The required quarantine is for 14 days from the time of exposure. The Engle Center will administer another SARS-CoV-2 PCR test on day 12. Quarantined individuals may return to normal campus living when any follow up SARS-CoV-2 PCR test is negative AND the individual remains both symptom-free and fever-free. Clearance issued by Engle Center medical director.

**The difference in testing dates is to ease the burden of on-campus quarantine. Optimal testing date would be day 15 in both scenarios. When POC testing is available, the Engle Center will move to a consistent approach.*

Exposure is defined as an individual in contact with a person who is a COVID positive or later identified as COVID positive person when the contact is:

- a. prolonged (15 minutes or more)
- b. direct and close contact (within 6 feet)
- c. with or without a mask
- d. as many as 48 hours prior to the person's onset of symptoms or while the person is symptomatic

Persons with a current positive COVID test (symptomatic or asymptomatic):

Off campus isolation: Individuals who test positive for COVID-19 and can isolate at home or off-campus will do so for 10 days from **TEST RESULT DATE**. The individual should repeat the SARS-CoV-2 PCR test on day 11 and a copy of negative test results should be sent to the Engle Center via fax, email or upload to patient portal. Final clearance for the individual to return to campus will be given by medical director after confirming that the individual is both symptom free and fever free for at least 24 hours without the aid of medication.

On campus isolation: Individuals who test positive for COVID-19 will isolate for 10 days from **TEST RESULT DATE**. The Engle Center will administer a second **SARS-CoV-2 PCR test on day 11**. Final clearance for the individual to return to campus will be given by medical director after confirming that the individual is both symptom free and fever free for at least 24 hours without the aid of medication.

When Positive Results Persist

In some instances, individuals will continue to test positive for COVID-19 for up to 3 months after the initial infection. Because the individual may also continue to shed the virus (Viral shedding occurs when a virus replicates inside the body and is released into the environment.) and therefore may still be contagious additional isolation for another 10 days is required. Final clearance for the individual to return to campus will be given on day 21 by the medical director after confirming that the individual is continues to be symptom and fever free without the aid of medication. Another test will *not* be required.

Contact Tracing Process/Protocol

When a student goes to the Engle Center with symptoms consistent with Covid-19 and is tested, he/she will fill out the “Residential Student Covid-19” form before they go to isolation. This form has initial identifying information and some potential close contacts listed. If the Covid-19 test comes back positive, Aubrey Kleinfeld or Megan Fowler will be alerted, and will contact a member of the contract tracing team through text messaging and email.

The member of the team contacted is responsible for responding as quickly as possible regarding availability to complete contact tracing within 24 hours. If unable to complete contact tracing quickly, Aubrey/Megan will contact the next person on the list.

Aubrey will forward to the contact tracer the student’s complete “Residential Student Covid-19” form through an email attachment. The contact tracer will then call the student and within 24 hours to begin the contact tracing process. The student will have been advised to expect the call. Contact tracers will have completed the John Hopkins University training program and will be provided with a script to utilize as a guide based on the information received in the training (Script for calls to Cases). As the contact tracer moves through that script, he/she will also complete the Messiah College Tracing Interview form (either electronically or on hard copy). The contact tracer is expected to fill out the chart (p. 4 of this form) FOR EACH OF THE CLIENT’S CLOSE CONTACTS.

Please note: The PA Dept of health will also be calling the case, but will not be as extensive as we are because we are providing contact tracing for Messiah Students and Employees. They will not be calling any Messiah student contacts. We will provide information regarding our number of contacts to them (It is important that the contact tracer fill in the total number of contacts on the top of the contact log).

Next, the contact tracer will call the close contacts (only people with whom the case has been within 6 feet of for more than 15 minutes at a time mask or no mask) that the case provided using the provided script for Calls to Contacts.

The contact tracer will log all the contact information as each call is completed each call. The contact tracer is expected to ask:

- a. if the contact has symptoms
- b. where the contact lives on campus
- c. who the contact lives with

Then, the contact tracer will document the date of this notification and email the covidtriagenurse@messiah.edu the name/symptoms of the contact. The contact tracer will alert the contact to call/email the Engle Center to make a testing appointment, specifically advising them of the following:

- a. Because of the possibility that he/she is contagious, it's important for him/her to stay in his/her room until able to get in to Engle to be tested.
- b. The Engle Center will give him/her further instructions about quarantine.
- c. Do not visit anyone or have anyone over to visit.

The contact tracer should also make sure that the contact is set for meals and make arrangements if necessary for food to be delivered.

If a contact is not a Messiah student, the contact tracer should write the name and phone number of the individual on a 2nd page of the contact log in the spot indicated for non-messiah contacts. If the contact tracer cannot reach a contact or there are too many for the contact tracer's capacity, the contact tracer is expected to text whichever team leader assigned the tracing and alert her to the problems.

All forms should be email to Betsey Miller, Aubrey Kleinfeld, Megan Fowler and Jocelyn Clippinger at bmiller@messiah.edu, akleinf@messiah.edu, mfowler@messiah.edu and jclippinger@messiah.edu.

Section II: Division Plans for Risk Reduction



Undergraduate Student Success & Engagement

2. Student Status Policy: Residential, Commuter, Fully Remote
3. Vulnerable Populations Plan
4. Residence Halls, Counseling & Campus Programming Plan
5. Athletics/Club Sports/Rec Sports
6. Academic Support Services
7. Student Move-In Plan
8. Welcome Week & Orientation Plan
9. Life Together: Expectations for Student Behavior

Student Status Policy

The University has plans in place to make the campus as safe as possible for all. At the same time, we understand that there are members of our community—especially those with certain chronic health conditions—who have determined that congregating on campus is not the best circumstance for them right now. Therefore, students who are not comfortable or able to attend Messiah University in person this fall are welcome to enroll in classes and engage through remote participation in regularly scheduled courses. Essentially, there are three broad categories of students this year:

1. The Residential Student. The residential student resides in campus housing and participates in the on-campus and in-person educational experience. While this residential and academic experience will have necessary modifications for health and safety, in-person attendance in academic courses and campus activities (within safety and health constraints) will be the expectation and the norm.

2. The Commuter Student. The commuter student resides off campus locally (within 50 miles of Messiah University) and must fulfill one of the following criteria: living with a parent(s) or immediate family member(s), is married, is over 23 years old, or is classified as having independent status by the Office of Financial Aid. While there will be necessary modifications to campus life for health and safety reasons, in-person attendance in academic courses and campus activities (within safety and health constraints) will be the expectation and the norm.

3. The Fully Remote Student. The fully remote student resides off campus for the duration of the fall semester and does not travel to campus for academic courses or campus life activities. The student regularly participates in courses with the expectation of regular remote attendance in synchronous course sessions.

Vulnerable Populations Plan

Since the CDC considers persons with certain chronic illness to be at higher risk for COVID-19, members of our community with the chronic or uncontrolled illnesses listed below are encouraged to consider the fully remote learning option. In addition, this option is important to consider for individuals who have severe or uncontrolled anxiety or depression that could make the anticipated challenges of the fall semester particularly difficult to navigate. The chronic conditions that put a person at increased risk include the following:

- Moderate to severe asthma
- Serious heart conditions
- Persons who are immunocompromised (this might be from an illness such as cancer or from a medication that causes a compromised immune system)
- Severe obesity (BMI of 40 or higher)
- Diabetes
- Chronic kidney or liver disease

If you self-identify as a member of one or more of these vulnerable population groups, but do not wish to be a Fully Remote Student, it is important that you contact the Engle Center for Counseling and Health Services to discuss your situation.

Residence Halls & Campus Programming

Residence Hall Living

Life in the residence halls will look different this year. Due to federal and state guidance on COVID-19 mitigation, it was determined that the safest way to house our students involved decreasing our housing capacity within the residence halls to limit possible exposure. To do that, some students from the apartments (as well as juniors in the residence halls) were offered to reside at nearby Oakwood Hills apartments for the coming year. As such, Oakwood Hills will serve as an extension of our on-campus housing offerings this year. This move allowed some students previously assigned in our traditional residence halls to move into apartments, creating significantly less condensed living on each residence hall floor.

Students living in on-campus housing will have the expectations and guidelines related to life together in the season of COVID-19 thoroughly reviewed and explained to them during Welcome Week and orientation.

COVID-19 Guidelines for Residential Living

In compliance with Messiah University initiatives to maintain the health and well-being of our campus community and to comply with the Center for Disease Control (CDC) and Pennsylvania Department of Health COVID-19 parameters for institutions of higher education, the following parameters have been established for all residential students.

Communal Living: Defining “Family”

- **Residence Hall Floors: *Extended Family***

For traditional residence halls, Messiah University needed to reduce the number of students living on the same floor. Each traditional residence hall floor is now considered an “extended family” of sorts with whom residents will share much of their out-of-class campus time in proximity with one another. The ideal is that this “extended family” will be an insulated unit with reduced risk for exposure to the COVID-19 virus. For the first two weeks of the fall semester, protective cloth masks must be worn while in the common areas of a floor (e.g., hallways, lounges, bathrooms as appropriate) or in the building (e.g., hallways, stairwells, laundry rooms). If the campus remains COVID-19 free after this two-week period, masks do not have to be worn by “extended family” residents while on their respective floor. Except for when in their own room with roommates, students must continue to practice social distancing on their floor communities and wear a protective cloth mask if this distancing cannot be maintained.

- **Apartments/Houses/Bathroom Groups: *Nuclear Family***

Students living on a traditional residence hall floor will have one dedicated sink, shower and toilet assigned to them by Residence Life staff, which will be reserved for their shared use with four or five other students on that same floor. Students within this “nuclear family” are expected to only use these assigned bathroom fixtures and clean them after each use (please see next section). While the ideal is that the student will only use this dedicated sink, shower, and toilet assigned to them, it is understood that there may be rare instances when a student cannot wait if one of these items is in use by another member of their nuclear family. Students living in the apartments and in special-interest houses are considered a nuclear family with those in the same apartment/house.

Cleaning and Hygiene Expectations

Messiah has aligned expectations based on CDC guidance for cleaning and disinfecting. Students are responsible for maintaining the cleanliness of their living spaces, including common floor living areas, bedrooms, and bathrooms.

- For **bathrooms**, students are expected to use disinfectant spray or wipes to thoroughly clean their sinks, showers, and toilets (especially flushers) after each use. Sinks could be an infection source and residents should avoid placing toothbrushes directly on counter surfaces. Totes can be used for personal items so they do not touch the bathroom countertop. Students are required to take their personal toiletries to and from bathroom in residence hall bathrooms.
- For **common floor living areas**, after each use students are expected to spray and wipe down with disinfectant non-fabric furniture, furniture arms, tables, chairs, study kiosks, and other non-fabric surfaces where they have been congregating.

In addition to student self-cleaning, regular cleaning and disinfecting of surfaces and objects frequently touched will be provided by dedicated Campus Events staff assigned to specific floor communities and common apartment areas. Where self-cleaning is expected, the University will provide cleaning caddies and supplies.

- **Mask Wearing**

Protective cloth masks are expected to be worn in the public lounges of residence halls and other common spaces (e.g. study rooms, floor lounges, laundry rooms, stairwells) when a Falcon Wingspan (approximately six feet) cannot be maintained between individuals. As stated above, after the first two weeks of living as an extended family, the wearing of protective cloth masks will not be required by residents while on their individual floors (assuming the campus is COVID-19 free). Once visitation is safe to resume (see below), the wearing of protective masks will be required of guests throughout the duration of visitation.

- **Signage**

Information on COVID-19 expectations will be clearly posted in floor hallways, lounges, laundry rooms, bathrooms of residence halls and in apartment sections. This signage will include, but not be limited to, reminders on symptom monitoring and reporting, and hygiene and respiratory etiquette (i.e., frequent handwashing; avoidance of face touching; appropriate use of hand sanitizer, hand wipes, or hand soap for students, staff and visitors; coughing/sneezing into tissue or crook of arm). The signs will also encourage practicing Falcon Wingspan social distancing (approximately six feet) and limiting contact with those not in a student's nuclear or extended families.

- **Building Entrances and Exits**

Building, floor, and apartment entrances may occasionally have their entrance doors propped to allow for contact-less entry, specifically during move-in and move-out days. Hand sanitizer will be provided at residential entrances, as available. To minimize close contact with others, foot traffic in some buildings may be one-way only. Directional signs should be followed.

- **Elevators, Stairwells, Common Hallways**

Given their small interiors, building stairwells and elevators should be used by individuals one at a time whenever possible. Continued mask wearing and social distancing should be practiced. Where possible, tape and floor decals will mark common hallway spaces to assist in flow of traffic and maintaining the six-foot Falcon Wingspan.

- **Residence Hall Public Lounges, Study & Recreation Rooms**

Only residents of the building are permitted to use their respective lobbies/basement lounges and study rooms (with the exception of the Fishbowl) for the first two weeks of the semester. If the campus remains free of COVID-19 cases thereafter, all residential students are permitted in the lobbies and lounges of each building, but floor lounges will continue with limited access for use only by that floor's residents. Residents are free to use these spaces when a six-foot Falcon Wingspan is able to be maintained between all parties. Students should also be mindful of other residents who also wish to use these spaces, limiting their time to an hour or less. Maximum safe occupancy may be limited and posted where applicable. While using these spaces, students are to practice safe social distancing and wear protective cloth masks. Students are expected to use disinfectant spray and wipes to clean surfaces of any common furniture (study desks, chairs, game equipment, etc.) that they have used immediately afterwards.

- **Laundry Rooms**

Only residents of the building are permitted to use their respective laundry room. Students are free to use the laundry room when a six-foot Falcon Wingspan is able to be maintained in the space. The wearing of protective cloth masks is necessary when using the laundry room. Separate laundry practices will be in place for students in quarantine due to COVID-19 (see Quarantine section).

- **Residence Hall Floor Lounges**

Floor lounges are open to residents of the extended-family floor community only. The wearing of protective cloth masks is required if a Falcon Wingspan (approximately six-feet apart) cannot be maintained. No non-floor members are permitted to congregate there (see Visitation parameters below).

- **Residence Hall Kitchenettes: *Keep It Clean, Keep It Open***

The use of residence hall kitchenettes is a privilege. If residents keep it clean and disinfected, they can remain open. Refrigerators, stoves, ovens and microwaves will be available for use in floor lounge kitchenettes if residents demonstrate the ability to adhere to cleaning and disinfecting requirements. Sinks are to be used for the washing of dirty dishes only. However, because sinks can be a source of infection, residents should avoid placing cleaned dishes directly on counter surfaces. Students are expected to put their cleaned dishes back in their rooms and spray and wipe down with disinfectant all areas of the sink after each use. This should be done immediately following usage of the sink. There is to be no storage of dishes, plastic or silverware, cups, etc. in the kitchenette area. For health and safety reasons, residents should not share dishes, drinking glasses, cups, or eating utensils. If needed, students are strongly encouraged to use disposable food service items (preferably recyclable products).

- **Visitation**

Federal and state guidance on reopening safely instruct institutions to limit visitors and non-essential personnel in residential spaces. Ideally, the nuclear and extended family units should remain closed to others, but this is challenging in a community such as ours. For this reason, a phased approach to visitation will occur to better ensure the health and safety of all.

For the first two weeks of classes, there is no visitation. Students must not enter a floor or apartment or house if they do not reside there. If the campus remains free of COVID-19 cases after two weeks, visitation will resume with modified parameters outlined below.

1. Residential students may visit fellow residential students. Both the hosts and visiting residential students must wear protective cloth masks during the duration of the visit.
2. Until further notice, no off-campus visitors are permitted in university residences, including commuters and student family members.
3. Residential student visitors cannot have had COVID-19 symptoms nor been exposed to someone with the virus within two weeks prior to the visit.
4. Residential student visitors must remain a Falcon Wingspan apart and should not share furniture together with another person at the same time (futons, couches, chairs, room beds, etc.). Furniture should be cleaned and disinfected immediately after use.
5. Residential student visitors are not permitted to be in floor lounges.
6. No floor bathroom use by residential student visitors. Residential student visitors may use the public restrooms located in the main building spaces.
7. There is a maximum limit of three individuals in a traditional residence hall single or double room; four individuals in a traditional residence hall triple room.
8. Residents in apartments are limited to three additional residential visitors at a time with the ability to maintain a Falcon Wingspan apart. As always, no visitation in bedrooms by the opposite sex.
9. Each special interest house will be provided with a maximum occupancy related to residential student visitors.
10. Resident assistants are considered essential personnel and will perform walking rounds throughout floors and buildings, per usual, but wearing protective cloth masks as they do. Adjustments may be made as necessary for health and safety reasons. Other authorized campus employees will also be permitted access to residential spaces on an as-needed basis with health and safety requirements in place.

If there is a confirmed case of COVID-19 within the campus community, visitation may be restricted or eliminated to mitigate the spread of the virus. If this occurs, applicable guidance will be communicated to residents in a timely fashion.

- **Traveling Off Campus**

Residential students should only leave campus when necessary. The more residents travel off campus, the greater the risk of being exposed to COVID-19 and introducing it to our campus community. If students are aware of exposure to someone with COVID-19 while off campus, they should contact the Engle Center to inform them and receive guidance.

- **Isolation/Quarantine**

In support of self-monitoring and reporting requirements, any resident who has an exposure to COVID-19 or who registers a fever of greater than 100.4 or experiences other symptoms of the COVID-19 virus will be required to contact the Engle Center for Health and Counseling Services, self-quarantine and follow their directives. In some cases, students will be required to remain in their rooms in quarantine with meal and laundry service delivered or be isolated in Smith A or B until they are cleared to resume normal activity. Remote learning will be available in these situations. See section on isolation and quarantine under public health protocol for additional information.

- **Role of Residence Life Staff Related to COVID-19 Parameters**

In addition to student-to-student communication expectations to encourage compliance with *COVID-19 Life Together Expectations*, Residence Life staff will also encourage and enforce compliance. They will specifically urge residents to daily self-monitor and report, to practice social distancing, and to wear protective cloth masks per expectations. They will refer repeat violators of these expectations to the student conduct process.

Residence Life staff are expected to maintain the confidentiality of any sick residents as required by the Americans with Disabilities Act (ADA) and, if applicable, the Health Insurance Portability and Accountability Act (HIPAA).

Residence Life staff will also serve as educators, communicating regularly with residents on the seriousness of COVID-19 and continuing to make them aware of related policies and protocols. Residence Life staff will also assist in communicating any changes to these policies and protocols.

Residence Life programming will primarily be delivered within extended-family floor communities for residence hall floors and will utilize both socially distant, in-person platforms (when feasible) and remote delivery (as able). Additional on-campus programming will occur when possible.

Counseling Services

We recognize that the situations created by COVID-19, the necessary changes this semester and the general concerns related to health may add to existing stress. With that in mind, we are augmenting our counseling services with additional counselors and tele-counseling programs.

Counseling Services staff will be housed in the Climenhaga Homestead and the Hoffman Building. Students can schedule appointments by coming to the Climenhaga Homestead second floor office, or by calling 717-796-5357.

In-person appointments will be available for residential and commuting students. Telehealth appointments will be available for fully remote students, and for residential and commuting students who are not able to attend in-person appointments. Students may call 717-796-5357 for more information.

Campus Programming

Face-to-face out-of-class programming will continue to occur on campus, but with new health and safety parameters in place. These parameters are:

1. On-campus events may occur where social distancing is possible. Attendance limits for spaces across campus varies and will be applied. Contact Conference & Event Services early to inquire about occupancy limits and space availability.
2. Indoor space needs to be reserved well in advance of any event so Campus Events can coordinate which spaces to clean/disinfect and when.
3. Protective cloth masks are required for all event attendees and six feet of physical distance between participants and attendees must be maintained throughout duration of event or activity.
4. Catering may be requested through Two Bridges Catering with parameters established by Dining Services.
5. Off-campus travel of any kind is strongly discouraged and should be considered on a case-by-case basis with input from supervisor. Please note that University-owned 15-passenger vans now have an occupancy limit of four people total (driver and three passengers spaced apart).
6. (Assumption of Risk, Release for Off-Campus experiences (see appendix A)

Any area of the University (division, school, department, office, program, center, class, team, student club or organization) desiring to host out-of-class events this year should keep the above parameters in mind as they plan. Please see Events at Messiah University section starting on page 49 of this plan for more detailed information.

Esports Program

Even though esports can be conducted online when it comes to tournaments and competition, players and administration need a certain amount of on-site interaction in order to optimally function. A modified plan will leverage the strengths of working remotely, while also allowing students to safely participate in on-campus esports activities.

The varsity practice space (located in Mellinger C basement) is designed to fit about 16 people (15 players plus the coach), sectioned into three pods. To accommodate the needs of the campus community and comply with health and safety parameters, a schedule will be created to limit the amount of people in the space at the same time to 10 as most gaming titles have less than 10 players participating.

Players can be physically distanced from each other by leaving two stations empty between each person. Since there are 15 computers in the room, it would mean that all players still have access to a station within reasonable distance from each other. Protective cloth masks will be required in the esports facility and players will be asked to self-clean their station upon exit.

The esports gaming lounge will be closed to the general student body until further notice and may only be utilized by the esports team, coaches and work-study students. The esports program will begin

online, and slowly transition back to use of the practice space by mid-September while implementing the above adaptations. This plan is easy to adapt should circumstances change.

Other than team practices and meetings, events will not be held in the esports spaces until it is safe to do so. Any campus-based tournaments can be done online. In the case a state-mandated lockdown, it may be possible to allow team members to take a CPU home with them if their setups are not sustainable to allow tournament play at an optimal level.

Chapel and Campus Ministries

Campus Ministries – Chapel Worship, Life Groups, and Christian Faith Formation Resources

As we consider Christian Faith Formation and Discipleship on campus in 2020/21, Messiah University Campus Ministries will continue to remain Mission-centric to keep 'Christ Preeminent', collaborative, reconciliation-focused, and eager to promote student initiative and leadership development. Since large gatherings will not be possible, the chapel requirement will be waived. Yet, in order to maintain spiritual vitality on campus, campus ministries plans to offer the following kinds of programs and resources to encourage personal and communal spiritual disciplines:

1. Each week the Campus ministries team will host an online **chapel experience**, a **podcast** with community members reflecting on the chapel message, **devotionals**, and **Sixers** all designed to promote spiritual growth and understanding. Some of these resources will be pre-recorded, so that the campus community can participate and interact as the opportunity arises.
2. **Life Groups**, **Bible study groups**, and **prayer ministries** will be offered – both in-person and virtually – by student ministry leaders from Men's Ministry, Women's Ministry, Prayer Outreach Team, and the Logos Ministry Team. These discipleship-based ministries will forge intentional relationships with spiritual accountability, and nurture our students to grow in Biblical literacy and spiritual formation. Students will have the option to sign up for any of these groups individually, or by Residence Hall/Apartment floors to be led and mentored by Student Ministries leaders.
3. Campus ministries will craft a resource center within Canvas to provide further **discipleship and Christian faith formation resources**. This resource center will provide tools for student leaders, employees, and students seeking to explore pathways for continued growth and/or mentoring, and for community members to express prayer concerns and requests for pastoral counseling.

*Congregational singing, heretofore a vital component of our community's worship life, has been linked to the spread of Covid19. Until current studies demonstrate otherwise, we will not be singing collectively in indoor spaces on campus (Chapel, Powerhouse, etc.). Congregational outdoor singing may occur (groups of 200 or less) when participants can maintain a 6 ft distance from each other and wear masks.

Worship Leaders

Worship leaders will set up equipment, etc. with masks on, then presuming all mics are facing the same direction (away from anyone nearby) and each is a minimum of 8 feet apart, worship leaders sing on mic without a mask. If needing to move to the piano to rehearse, or to use the restroom, etc., they are to put their mask on until they return to their mic. Further, mics should be disinfected (as possible), to ensure a further safety protocol.

Local Churches

Messiah University is privileged to be welcoming students back to campus this fall semester for in-person classes, and we would love for them to get plugged into local churches as much as possible! The safest way to attend church is to join one of the streaming services listed below. If you choose to attend a worship service in-person, it is important that all of the below guidelines are met in order to best protect the Messiah University community and meet the spirit of the Messiah Community Promise to which we have all committed. Specifically, these practices must include the following protocols both indoors and out:

1. Masks must be worn by attendees at all times.
2. Social distancing of 6-feet must be practiced by all attendees.
3. Increased cleaning and disinfecting protocols must be in place.
4. Good respiratory etiquette should be encouraged and practiced.
5. Everyone must wash their hands frequently and hand sanitizer must be readily accessible for times when hand washing may not be immediately possible.
6. If the event involves children's programming, it should also follow these same guidelines.
7. Everyone must commit to staying home when not feeling well.

*Please note that congregant singing has been shown to significantly increase the spread of COVID-19, therefore even when following the parameters above, we advise against attending any **indoor** event that involves congregant singing.*

At this time, we are unable to accommodate van/bus shuttles to campus. Students can provide their own transportation or take advantage of any of the streaming options provided below.

Acclamation Dance Studio Guidelines

As with all activities involving groups and exercise, care needs to be taken to make sure that programming in the dance studio maintains healthy protocols. The following guidelines have been put in place until future notice:

1. It is markedly better to dance and practice outside or where fresh air can be circulated from open doors and window.
2. The number of dancers in the studio or any practice session cannot exceed the ability for 6 feet of spatial-distanced dancing at all times. The dance floor will be marked with tapes.
3. All dancers must wear masks all the time.
4. Dancers/students are required to step outside if they need to breathe without mask.
5. There must be at least a full 15 minutes of unoccupied space between every 60 minutes of rehearsal. If possible doors and windows should be opened to allow for circulation.
6. At the end of the day and between classes, spray the floor with a daily disinfectant made specifically for dance floors by a company called Harlequin. The product was used initially to combat SARS and is deemed effective for Covid-19

Athletics, Rec Sports, Club Sports & Sports Medicine

Athletics

The MAC (Mid Atlantic Conference) has cancelled fall athletics competition. The MAC is committed to the health and well-being of all individuals involved and will reevaluate the situation for spring sports and competition, potentially holding fall championships in the spring. Fall student athletes will move back to campus on the same schedule as all students. Follow [GoMessiah.com](https://gomessiah.com) for the most up-to-date information regarding athletics.

Sports Medicine

Key factors to bringing back NCAA intercollegiate athletics from a Sports Medicine standpoint include:

1. Sports Medicine will monitor athletes with a daily questionnaire and temperature checks. Any report of positive symptoms or a fever will be immediately referred to the Engle center via an initial telehealth consults and guidance on testing and possible isolation/quarantine.
2. Establishing assigned practice windows for each individual athlete so as to assist with contact tracing when necessary.
3. All shared equipment will be disinfected after each use. Coaching staff and athletic trainers will work together to ensure this is done properly. Additionally, the sports medicine staff will reinforce hand sanitation and hygiene practices.
4. Following the phasing set forth by the NCAA, each phase must be reinforced with coaches and athletic trainers to ensure social distancing is followed, and if social distancing is not practical, other precautionary measures (masks) will be used.

Please see reference sheet in the appendices.

Club sports

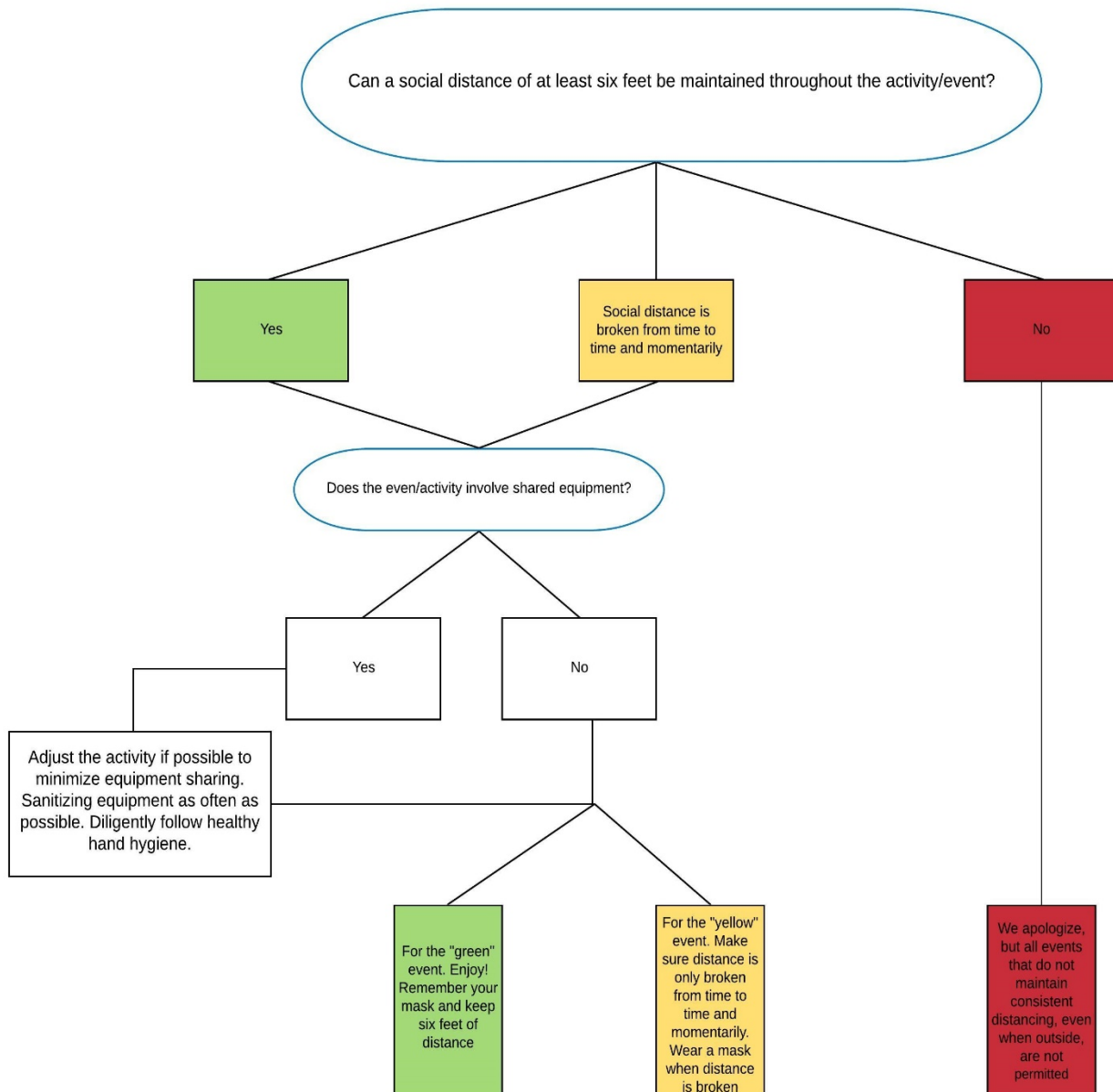
At this point we are not planning to have club sports in the fall. NCAA varsity sports are proving to be challenging and will be implemented (likely limited) under the careful consideration and cooperation of MAC members. In addition, the amount of precaution and care needed from our sports medicine professionals in order to keep athletes healthy is significant. It seems unlikely that the Club sports teams and/or leagues have the ability to work together to provide the same amount of caution and care and we simply do not have the resources to do this and allow for safe and healthy competition. If something changes that would allow us to have sports in a way that does not require such attention, we can revisit the decision.

Rec Sports/Fitness Center

Recreational Sports will operate with the following modifications:

1. No indoor sports
2. Outdoor sports will be permitted following the most recent [regulations](#) submitted by PA Government
3. In addition to the guidelines issued by the PA government, we will limit sports and activities to those that meet the “low contact and medium contact” risks groups as classified by the NCAA.
4. Work study students will get a verbal “yes” from all participants that they have filled out the Falco Health Covid-19 Check-in for the day and enforce the following protocols
 - Students will sanitize hands before each game
 - Students will sanitize hands after each game

- Students will not be required to wear a mask while competing
 - Students will be required to wear a mask while on the sideline
 - Students will not distance while competing
 - Students will distance when not competing
5. We will be sharing equipment (soccer ball, Frisbee, football, etc.) and as such, participants will need to be conscious of (and reminded of) hand hygiene: Do not touch your face and then touch the equipment. Sanitizing equipment between each touch is impractical and **will not** occur. Equipment **will** be sanitized between each game.



Consistent with application of the flow chart above, below are examples of events and how they may or may not meet standards for social distancing.

Examples of “green events” without shared equipment

- Chilling in your hammock
- Walking/jogging
- Outdoor Yoga or Zumba

Examples of “green events” with shared equipment

- Playing catch – clean equipment after use. Avoid touching your face.
- Playing Kan Jam – Clean equipment after each game. Avoid touching your face
- H-O-R-S-E competition – Clean equipment after each game. Avoid touching your face
- Disc Golf - Clean equipment after each game. Avoid touching your face
- Corn Hole- Clean equipment after each game. Avoid touching your face

Examples of “yellow events” without shared equipment

- Organized outdoor arts and crafts
 - Anytime you come within six feet of someone put on your mask

Examples of “yellow events” with shared equipment

- Softball/baseball/kickball
 - Clean equipment between each game
 - Adjust the rules to eliminate “leading off” in order to keep distance between base runner and infielders
 - Catcher wears mask given the break in social distance at “home plate”

Examples of “red events”

- Spikeball
 - Time spent within six feet of participants would be considered more than “occasional and momentary”
- Pickup basketball
 - Breaking six feet of distance is an integral part of basketball and other team sports.

Fitness Center and Access to Gyms

The Fitness Center will open in phases. The Director of Campus Wellness and Recreation (with input from VP of SSE) will “OK” each phased opening, dependent upon on member behavior and current health of the campus.

- Phase 1 will open the left side of the fitness center only (cardio and limited weights);
- Phase 2 will add the weight room on right side of the fitness center (no platforms); and
- Phase 3 will add in the Olympic and Power Platforms. Exceptions to these phases may be made for supervised Wellness Classes for credit and supervised (by CSCS – not coach) strength and conditioning.

The Fitness Center will operate at 50% occupancy with increased sanitization stations/member wipe down supplies throughout the fitness center as well as significant signage directing participants to follow appropriate risk mitigation practices:

Social Distancing	Sanitizing	Education & Communication	Mask or Face Shield
1. There will be 6 ft between cardio equipment.	1. All difficult to clean equipment will be removed.	1. Front desk will ask participants to confirm completion of the Falcon Health COVID-19 check-in for the day	1. Masks or Face Shields will be required to enter fitness center and when walking around fitness center
2. There will be 6 ft between resistance training machines	2. TRX, stability ball, bands, jump ropes, mats, etc. will removed	2. Work studies trained to enforce members cleaning equipment prior to and after working at as well as 1 way flow/social distancing expectation	2. Mask or Face Shields will be required in weight room and while strength training
3. Appropriate distances will be taped off in the DB/Free weight area	3. Members will be required to sanitize equipment before and after use	3. Signs posted every where to communicate rules/expectations	3. Masks or Face Shields will be required in the 1 st section of cardio equipment .
4. The fitness center will use a one way traffic flow – taped out	4. Members sanitize hands upon entrance and exit – multiple stations throughout fitness center	4. Work study training will be redesigned to address new responsibilities and to be online.	The 2 nd section of cardio equipment will be “mask optional”
5. Reservations will required during busy times and times that overlap with classes.	5. Continual cleaning by floater work study		

Additional programs will also be modified to allow for social distancing and sanitizing.

Group Exercise	Indoor Track
Given the nature of exercise, group exercise we will limited to 15 people.	This space will largely be utilized as a mask required walking only space
The only classes offered will be where participants stay stationary.	Clearly marked social distancing indicators will be implemented.
In all cases, the instructor will be tasked with sanitizing mats and equipment after use.	This space can also be used as an overflow space if other areas get crowded.
Recommendation that participants bring their own equipment.	

Virtual/Online Programming

Virtual and online resources will be shared between wellness for credit and fitness center. Specifically, campus wellness and recreation along with academic wellness classes will coordinate in developing a website/canvas cite/social media sites with a range of holistic health, wellness, and fitness resources to be used by all stakeholders in our community. This will include live as well as pre-recorded classes without equipment, fitness tips/workouts, and wellness/mental health tips and resources.

Academic Support Services

Academic Coaching

Academic Coaching sessions can be scheduled via Falcon Link using the Academic Coaching tab or through the link at <https://apexapps.messiah.edu/apex/f?p=450:45:15516310132909::NO>. Students will have the option to meet with their coach face to face (while maintaining social distancing) or virtually. The coaching application will direct you to make a preference at the time of scheduling. To attend a face to face session, the student simply need to come to our office. The student will be directed to wait in a designated area. When the coach is ready for their appointment, the coach will meet you at the location and take you to coaching room.

In virtual meetings, the student will connect with the coach through a unique url that will be posted on the coaching application. When it is time for a coaching appointment, students will click on their coach's url link. At that point in time, students will be directed to a waiting room. When the coach is available (they may be ending a previously scheduled coaching session), the student will be connected with their coach and the session will begin. Information regarding this procedure in more detail can be found at https://www.messiah.edu/info/21796/academic_coaching.

Peer Tutoring

Students who wish to schedule a tutoring session will continue to use the Learning Center tab on Falcon Link. Some tutors may request you tutor with them virtually while other tutors may agree to meet with you 1:1. Decisions regarding their preferences will occur during the first week of school.

There will some dedicated space for 1-1 tutoring that allows for social distancing. This space will be limited. Where possible, students are encouraged to meet with their tutors virtually. To do so, students will use their tutor's unique Zoom url link. When it is time for the scheduled appointment, students will click on their tutor's url link. Once that link is clicked, the tutee will be sent to a waiting room. When the tutor is available (they may be finishing up a session), the session will begin. Students can find all links to schedule and attend Peer Tutoring at https://www.messiah.edu/info/20113/learning_center. All questions regarding this service should be directed to Amy Slody at aslody@messiah.edu.

Supplemental Instruction

Supplemental Instruction will occur in the classroom and virtually. The face to face format will be first come first served. If the room is at capacity, students are welcome to participate in the session virtually. Please be advised that Zoom sessions are 40 minutes at a time. Your SI Leader will structure the session around this limitation. Please check your course Canvas site for access information and further details. Questions can be sent to krunyon@messiah.edu. For more information, please visit the [Supplemental Instruction webpage](#)

Writing Center

The Writing Center will have tutors available, either through 1-1 appointment or virtual appointments. The details will be available on the Writing Center website.

Office of Academic Accessibility (formerly known as the Office of Disability Services)

The OAA will be open from 8:30-5:00 pm Monday through Friday. Because space is limited, students will be expected to make appointments prior to coming in. To do so, please email Amy Slody at

aslody@messiah.edu, Tony Devine at tdevine@messiah.edu or Deana Baddorf at dbaddorf@messiah.edu your preferred date and time. You may also schedule an appointment by calling the office at extension 7260 or by utilizing the academic coaching application on Falcon link. Appointments can be face to face or virtual. Simply let your coach/staff member know your preference and we will comply with your requests to the best of our ability. Same day appointments are most likely going to be available, so please do not hesitate to ask for one.

Career & Professional Development

Career Coaching Appointments

In-person and virtual career coaching appointments will be available on topics such as choosing/changing a major, exploring career options, planning for an internship, searching for a job, applying to graduate school, resume writing, and interviewing. To schedule an appointment with one of our professional career coaches, visit the [CPDC website](#). Under “**Appointment Options**,” click the link for the Handshake Portal and follow the instructions from there. Questions? Contact [Dwayne Keiffer](#).

Resume Reviews

Resume reviews can be conducted in an appointment format as noted above, or students can simply email a draft to career@messiah.edu.

Internship Program

The Internship Program will continue to support students looking to complete internships for academic credit. An increase in virtual internships is expected. Students who will be participating in in-person, on-site internships will be required to sign a release form acknowledging any potential risks related to Covid-19. Questions related to registering an internship for credit with the internship program can be directed to [Joy Fea](#), Assistant Director for Internships and Faculty Partnerships.

Job & Internship Searching

For some students, finding internship and job opportunities during the pandemic will come with unique challenges. Opportunities will continue to be added to the [Handshake portal](#) regularly. A weekly email with new postings will be sent out to all students. Specially selected resources to assist students have been added to the [CPDC website](#). Questions related to either of these topics can be discussed more in-depth with a career coach by scheduling an appointment.

Mock Interviews

Students can practice interviewing and receive feedback virtually through our online tool [Big Interview](#) or via an appointment with a career coach. We anticipate that many employers will be conducting interviews virtually with prospective interns and job candidates. See an article on this [here](#).

Events & Employer Information Sessions

Most CPDC events (e.g. career and graduate school fairs, Into the City career immersion trips, Pizza with Professionals, etc.) will be held virtually this fall. Watch for virtual events and videos that feature employer info sessions, office “tours” workshops on job/internship searching, resume writing, interviewing and more! Follow us on [Facebook](#) or [Instagram](#) for notifications on when these are happening and other exclusive content. All sessions are being recorded, so if you miss one, check out the archives [here](#).

Experiential Learning Initiative (ELI) Options

Questions about meeting the ELI requirement should be directed to [Ashley Jones](#), Coordinator of Experiential Learning and Special Events.

CPDC in the Classroom

Faculty seeking to have a presentation by the CPDC should consult with [Joy Fea](#), Assistant Director for Internships and Faculty Partnerships. Sessions can be conducted in-person or virtually

Student Move-In Plan

To reduce congestion and close contact with others, the on-campus housing move-in process for both new and returning students will look different this year.

New & Transfer Residential Students

The moving in of incoming new and transfer students will be spread out and staggered over three days: August 20, 21 and 22. In early July, students will receive an email with a link and instructions to sign up to arrive on one of these three days, indicating either a morning or afternoon arrival time and informing the University of how many guests will accompany them. Students are strongly encouraged to limit their guests to one family members or caregivers. There are 90 slots open for each morning and each afternoon on each of the three days, allowing 180 students to move in safely each day. In mid-July, incoming residential students will receive an email from Housing with their fall housing assignment and a specific check-in time that is within their chosen arrival date and time frame.

Returning Residential Students

The move-in process for returning students will take place from Aug. 21–24. Returning students will receive an email in mid-July with instructions on how to sign up for a move-in date and time. Returning residential students will be limited to one guest to assist them.

Early Arrival Residential Students

Students (both new and returning) that need to arrive to campus early (prior to Aug. 20) for University-sponsored reasons or due to special circumstances will be provided special instructions through email by the University unit sponsoring their early arrival (e.g., fall athletics, Multicultural Student Programs, International Student Programs, Teacher Education Program) or from Housing.

Move-In Screening – Before Students Head to Campus

In addition to students exercising a self-quarantine prior to arrival, the University will expect students and families to complete a self-screening prior to traveling to campus.

- The screening should include ensuring that no one travelling to campus has any of the following symptoms: fever (over 100 degrees Fahrenheit), cough, shortness of breath, loss of taste or smell, congestion or runny nose, sore throat, diarrhea, chills, muscle pain, fatigue, and/or headache.
- Any individual who has tested positive for COVID is prohibited from coming to campus until they can present a negative PCR COVID result. Likewise, anyone with recent exposure to someone who was confirmed positive COVID-19 should not report to campus.

Move-In Screening – Upon Arrival at Campus

As families arrive on campus for move-in, each individual (including family members) will have their temperatures checked.** Individuals presenting with fever (>100 degrees Fahrenheit) will not be allowed on campus.

- Students who present with a fever and live within a 3-hour drive of campus will be asked to return home to quarantine until symptoms are resolved and the student can present a negative PCR COVID test to the Engle Center.
- Students who present with a fever and live further than a three-hour drive from campus will

have the option to move into quarantine housing on campus until symptoms are resolved and a negative PCR COVID test result is obtained.

All students who are required to quarantine (at home or on campus) will be fully supported to begin the semester online as a temporarily remote student, until they are able to move-in on campus. Students in quarantine can expect both co-curricular and the curricular guidance and programming. Starting as a temporarily remote student does not entail any kind of academic penalty and our Student Success & Engagement staff will be prepared to make sure that students in quarantine begin to meet to their peers even while in quarantine and also experience an engaging orientation whenever they arrive to campus. Students who are required to quarantine will be proactively contacted by Student Success and Engagement for immediate follow up and support. Likewise, the Provost's Office will work with academic advising and deans to communicate with the student's academic advisor and faculty so that this temporary remote start can be facilitated across all of the student's classes.

****While we do not have an arrival *testing* plan in place at this time (only a screening plan), the development and approval of new tests is happening rapidly, and policies and procedures may be updated as best practices and available resources change. Should high-accuracy on-site rapid testing become available prior to move-in, the health screening will be updated to include these tests and this testing would augment the symptomatic screening outlined above. Students with a positive test will be required to follow the protocols outlined above.**

We anticipate that this testing will become available at some point during the semester, even if it is not available prior to move-in. Once testing is available, students who are physically present on campus, even if not symptomatic, may be required to undergo COVID testing as part of regular population sampling designed to keep the campus healthy and safe and support the continuation of face-to-face residential education.

Welcome Week & Orientation Plan

All new first-year and transfer students will experience a modified Welcome Week and orientation to our campus community. Every effort is being made to create a safe and healthy experience while maintaining Messiah's strong commitment to belonging in community. Student leaders and orientation leaders will be available to assist as needed throughout Welcome Week.

New and transfer students will arrive on one of three days: Aug. 20, 21 or 22. Upon arrival, students will check in with the Office of Student Involvement & Leadership Programs in Hitchcock Arena in Sollenberger Sports Center on their respective check-in time (assigned for morning or afternoon). During check-in, students will receive a Welcome Week packet with schedule, a Messiah University protective cloth mask, and a Welcome Week t-shirt. They will also pick-up their residence hall and mailbox keys (residential students) and take care of other important start-of-the-semester matters. Residential students will be directed to their respective residence hall to get moved in and settled. Activities for students and families will follow, with families expected to depart campus at the conclusion of their respective time frame (morning or afternoon). In the evening, students who arrived that day will celebrate together with President Phipps at Orchard Hill.

Commuter Student Services

Commuter Student Services will continue to operate out of the Office of Student Involvement & Leadership Programs located on the upper level of the Larsen Student Union. In late July, commuter students will receive an email with start-of-the-semester information for both returning students and incoming new and transfer students.

The Charles Frey Commuter Lounge located in the lower level of Mountain View Residence Hall will remain open, but with a reduced maximum occupancy due to COVID-19 health and safety parameters. To create additional space for commuter students, the rear, lower level of Hostetter Chapel will function as an annex to the Commuter Lounge. Details about the use of both spaces will be communicated via email and during orientation (for new and transfer commuters). Commuter parking remains unchanged.

Messiah University COVID-19 Life Together

Code of Conduct Addendum: Expectations for Student Behavior

The following COVID-19 expectations for student behavior have been established with guidance from the U.S. Centers for Disease Control (CDC) and applies to all Messiah University students. These statutes are also closely aligned with, and serve as an important addendum to, the expectations for community life as expressed in the Messiah University Community Covenant and Code of Conduct. All students voluntarily agree to uphold these expectations by virtue of attendance. The following *COVID-19 Life Together* expectations have been established to ensure the health and welfare of the entire community and are subject to change. Any changes will be communicated via mass email and reflected in the online Student Handbook, which can be found here:

https://www.messiah.edu/info/20852/student_handbook. Students are expected to abide by the most up-to-date expectations as published on the web.

Our COVID-19 Life Together

As a community of Christian scholars, we continue to embrace the life and teachings of Jesus as exemplary and instructive for how we are to live in relationship with God, His creation, and our neighbors, especially in this season of COVID-19. His call to love others further motivates us to live out best medical recommendations designed to reduce the spread of the Coronavirus, such as social distancing and mask-wearing. Although limiting ourselves from others for this season may seem contrary to His relational design, these practices actually fulfill His high calling to “do unto others as you would have them do unto you.” In our context, we must broaden this golden rule to *do unto others as you would have them do unto you or your high-risk grandparents, parents, brothers, sisters, friends, professors, supervisors, and others*.

An Essential Commitment

For the health and wellbeing of our entire community—including students, employees and all of our families and friends—it is vital that we faithfully abide by the *COVID-19 Life Together* expectations as a common steadfast commitment. We must do this together—as a community—toward protecting one another, particularly the vulnerable in our community. We must all commit to this to keep our campus COVID-19 free and remain open to provide residential education. If we don’t work together in this common commitment, it’s not going to work, lives may be lost, and the college will be forced to return to the online learning environment that was created to finish out the Spring 2020 semester. **If you feel that you cannot put these expectations into practice, you should consider the Fully Remote Learning option available or defer your enrollment at Messiah University until the pandemic is over and these expectations are lifted. It is that important.**

Expectations

1. Symptom Monitoring/Self Screening

It is expected that all community members will consistently practice symptom monitoring. All students are required to take their body temperature daily before leaving their close-contact unit* (see below) at the start of each day. A record of this temperature is to be registered via the Falcon Health COVID-19 Check In application in FalconLink no later than noon each day of the week, including Saturdays and Sundays.

2. Hygiene and Respiratory Etiquette

It is required that all community members will consistently practice physical distancing, protective mask wearing, frequent handwashing and hand sanitizer usage, and shielding others when needing to cough or sneeze. This means specifically that students will maintain a “Falcon Wingspan,” equivalent to approximately one to two arm’s length when around other people, including traversing campus, visiting buildings, and attending class. Classrooms and campus eating establishments have been designed to promote this necessary distancing. Residential students have been assigned to residences with specific floor/apartment assignments limiting the number of people on a floor or section. *These are considered close-contact units or an “extended family.” Residence hall students are expected to abide by bathroom assignments and visitation parameters established for close-contact units.

It is required that students wear masks when outside of their living spaces. Exceptions include when eating or exercising outdoors with adequate physical distancing.

3. COVID-19 Testing

It is expected that community members will agree to regular COVID-19 testing as instructed by the Engle Center.

4. Quarantining/Isolation Practice

As a result of COVID-19 testing, and/or becoming symptomatic, some community members may be required to enter quarantine or isolation as directed by the Engle Center medical personnel. Being quarantined will mean completing coursework remotely during the time you are quarantined/isolated. The University has reserved residential spaces on campus for quarantine purposes.

5. Contact Tracing

Community members who test positive for COVID-19 are expected to participate in contact tracing interviews to mitigate the spread of the virus within our community.

6. Guests

Students will not be permitted to host guests from off campus, including family members, during the season of these COVID-19 expectations.

7. Leaving Campus

Residential students are required to follow guidelines established for leaving campus including, but not limited to, using discernment about whether or not leaving campus is necessary, whether or not to visit certain locales, practicing physical distancing and mask wearing, and not being tourists to COVID-19 “hotspots.”

Encouragement

To encourage our compliance and communal health, students who consistently follow through on these expectations will be entered into random drawings for incentive prizes.

Accountability

Students are encouraged to hold one another accountable to these COVID-19 Life Together expectations. As stated above, they are in place to promote the health and wellbeing of the Messiah University community, and beyond. All community members are encouraged to follow the redemptive, relational model found in Matthew 18:12-17 which promotes one-on-one accountability within the

balance of individual and community care. Students should encourage one another to follow these expectations, set aside defensiveness, and consider these effective interventions as a high regard for their wellbeing and that of others in the community. Students who consistently fail to adhere to these expectations will be referred to the Student Conduct process and will face sanctions ranging from reprimand to suspension of enrollment.

Questions

Questions regarding these expectations should be directed to Doug Wood, Associate Dean of Students, at dwood@messiah.edu or the Engle Center for Counseling and Health Services.

Office of the Provost: Undergraduate Academic Programs

1. Academic Calendar
2. Course Delivery
3. Expectations, Support, and Training
4. Engaging Remote Students
5. Remote Learning
6. Challenges and Expectations
7. Syllabi and Canvas
8. Classroom Modifications
9. Student Attendance
10. Advising
11. Clinicals, Labs, Teacher Education Programs, and Performing Arts
12. Technology in the Classroom
13. Library
14. Bookstore

Academic Calendar

The academic calendar has been updated for Fall 2020, to begin earlier in the fall, eliminate breaks (reducing travel), and conclude face-to-face instruction prior to Thanksgiving. Final assessments will be conducted on Tu-F of the week after Thanksgiving. A visual of important dates is shown earlier in this document and the current academic calendar for all programs is available on the university web page. In addition, the time between classes has been increased from 10 minutes, to 15 minutes, to allow for the additional time needed, due to social distancing, to move between classes.

Course Delivery

Messiah University is committed to offering residential and face-to-face instruction. We also recognize that accommodations will have to be made to accomplish appropriate distancing measures and to serve those in our community who are not able to attend or do not feel safe attending classes in person. With adjustments to course locations, many courses will be able to accommodate full attendance in each session. That said, faculty should anticipate that some students in every course will be engaging remotely due to travel restrictions (e.g. internationally-based students) and/or health and safety considerations. For other courses, where the full roster will exceed the revised room occupancy, face-to-face attendance will need to be staggered throughout the week, rotating the roster of students who attend face-to-face with the roster of students who engage remotely. Note that a small percentage of courses may be identified by the institution as needing to be delivered entirely online. While this will not be the norm, this will be a supported modality in that limited number of cases.

Expectations, Support, and Training for Adjusted Classroom Delivery

All teaching faculty will be expected to deliver courses in a way that provides an equitable learning opportunity for students who are participating in each class session whether they are present face-to-face or learning remotely. While developing courses in this way requires significant preparation, it does not need to entail “teaching each course twice.” A Canvas support and resource training site for undergraduate face-to-face courses has been developed and all faculty are required to complete the modules on this site prior to the start of classes in August. While the site was developed with our undergraduate F2F courses in mind, the resources there can be leveraged by faculty across the university. The site provides a wide range of resources for delivering course content including technology and resources used in classroom spaces, expectations for using Canvas for Enhanced F2F/HyFlex course delivery, and health and safety guidelines for faculty and students.

Pedagogical Expectations and Support

The university will be providing support for three different approaches to delivering what are normally traditional classroom courses this fall, each of which is simultaneously accessible to both face-to-face (F2F) as well as remote learners. To maintain consistency in the student experience (this will be crucial as our students navigate different courses in F2F and remote formats) and enable adequate support for faculty and students alike, faculty will need to choose to employ one of three pre-developed Canvas templates in each of their courses – with each template being aligned with a particular model of simultaneous F2F/remote instruction. (Note that faculty may make different choices for each of their different courses, but each course must be delivered employing one of the three supported options.) The three models are listed below. Full descriptors of each approach, recommendations about the relative strengths and potential detractors, as well as training and support resources, will be communicated later in June as part of a faculty support landing page that is currently under development.

1. Enhanced face-to-face (F2F); Lecture-based classroom

This version of course delivery looks and feels very much like a traditional lecture classroom, but includes synchronous participation from remote students. Classroom technology makes it possible for remote students to hear and see at least the most critical elements of the classroom presentation/discussion and to interact with the instructor or peers. Course pedagogy is generally the same as it would be for a traditional lecture course delivery.

2. Enhanced face-to-face (F2F); Activity-based classroom

This version of flexible course delivery makes use of what some call a “flipped classroom” pedagogy. Direct instruction is generally asynchronous and moved in advance of the class hour and delivered via recorded mini-lectures, focused readings, or brief “primer” assignments. The class time is then devoted to activities such as problem solving, discussions, reviewing paper drafts, etc.

3. HyFlex

The HyFlex strategy effectively blends elements from the two prior course delivery strategies to provide options for the student and for content delivery. Students who can attend class F2F do so, while students who cannot attend the physical classroom time can participate either synchronously or asynchronously using materials available online that are functionally equivalent in content and rigor with what will be done in the classroom. While this option provides flexibility, it also entails significant investment in and changes to course design, preparation, and delivery.

4. Online

A small percentage of courses may be identified by the institution as needing to be delivered entirely online. While this will not be the norm, this will be a supported modality in that limited number of cases. For courses or sections that will be delivered entirely online, the university will work with the faculty member to set up the course in a standard online format with a template that is compatible with the templates designed for the three faculty options above.

In addition to the options and associated support structures described above, Teaching and Learning programming in the fall will be focused on supporting the ongoing delivery of this F2F/remote learning mode and instructional designers will continue to be available during the summer and into the fall through appointment and in Zoom.

It should be noted that the options described above apply to instruction that falls into the category of traditional classroom instruction. Classes that don't easily fit into this model, such as studios, labs, ensembles, and experiential learning opportunities, etc. have been identified and approaches to modified delivery of these courses is covered below.

Readiness to Pivot Online

All of the models above are amendable to a rapid transition to online, as well as a pivot back to Enhanced F2F/HyFlex, enabling instruction to continue in a fluid way throughout the uncertainties that are inherent due to ongoing adjustments related to public health realities. The choice to pivot online does not belong to the individual faculty member or student – these are institutional decisions that would be communicated should they need to be made.

Engaging Remote Students

We will make every effort to make our campus safe for everyone, but at the same time, we understand that there could be circumstances in which a student determines that congregate living/campus life may not be the best choice. Therefore, students who are not comfortable or able to attend Messiah University in person this fall are welcome to enroll in classes and engage through remote participation in regularly scheduled courses. As such, students who have previously enrolled for on-campus housing are being asked to confirm or update their plans to attend Messiah University in one of the following three ways.

1. Residential Student: The residential student resides in campus housing and participates in the on-campus and in-person educational experience. While this residential and academic experience will have necessary modifications for health and safety, in-person attendance in academic courses and campus activities (within safety and health constraints) will be the expectation and the norm.
2. Commuter Student: The commuter student resides off campus locally (within 50 miles of Messiah University) and must fulfill one of the following criteria: living with a parent(s) or immediate family member(s), is married, is over 23 years old, or is classified as having independent status by the Office of Financial Aid. While there will be necessary modifications to campus life for health and safety reasons, in-person attendance in academic courses and campus activities (within safety and health constraints) will be the expectation and the norm.
3. Fully Remote Student: The fully remote student resides off campus for the duration of the fall semester and does not travel to campus for academic courses or campus life activities. The student regularly participates in courses with the expectation of regular remote attendance in synchronous course sessions. A student who begins the fall as a Residential Student or a Commuter Student may, with approval, make a one-time decision to switch to “Fully Remote Student.” Once a student chooses this option, that status will be maintained for the duration of the Fall 2020 semester. The student may not switch from Fully Remote to either of the other two categories during the semester.

Remote learning at Messiah University

Remote learning is not the same as “online” learning. In a remote-learning environment, remote students are participating in courses that are also being taken by students who are learning in-person. While the institution will identify a small subset of courses that will be offered in an online and asynchronous way, most courses will have a synchronous component in which remote students will participate simultaneously with students who are attending in-person. While there are inherent challenges in a combined in-person/remote educational format, faculty will be engaged in planning and course development this summer that is specifically designed to accommodate this kind of learning. This approach (‘Enhanced F2F or HyFlex’) enables face-to-face instruction to resume, while offering an equivalent learning opportunity for students who choose to attend Messiah remotely. Students considering remote learner status should understand the commitment they are making to engaging in education and should take the following into consideration:

- Effective remote learning requires a quiet place that allows for focus and attending to work
- Effective remote learning requires a computer and a stable internet connection
- To maximize opportunities for interaction, a web cam and headset are strongly encouraged
- Some courses are inherently more challenging to take (and to deliver) than others, such as courses that include hands-on skills, such as labs or art studios. See more information below.

- Courses with synchronous instruction can be challenging for students who live in time zones that are significantly offset from Eastern Standard Time. See more information below.
- Students who choose this option will engage with Messiah as a fully remote learner for the duration of the Fall 2020 semester.

Challenges and Options for Remote Learners

Students who choose to learn remotely are typically making that choice due to significant barriers (health and otherwise) that prevent a return to campus. There are some courses and situations that add to the challenges of remote learning, some of which are already noted above, and these challenges vary from course to course and student to student.

Courses that require hands-on or experiential components

The university has identified these courses and for each course, and student, the best path for remote delivery of these options will be determined. These experiences are unique enough that the path forward will likely be different for each course or type of course. In some cases, the course can be adapted using technology and virtual learning. In others, materials can be provided to the remote learner to recreate the experience remotely. In other cases, where flexibility in coursework exists, it may be that remote students choose to adjust their course schedules to substitute an alternate course or postpone the experiential course to a later semester. In all situations, the university is committed to working with students to address these challenges and find a path forward for timely completion of their Messiah University education.

Students who Attend Remotely from a Time Zone offset from EST

While synchronous learning will work well for many students, there will be a specific challenge for those residing internationally or domestically in an offset time zone. The planning teams are currently working through options, but in many cases, the path forward will vary by student and by course. Examples of ways this challenge can be met include the following. In a limited number of cases, an asynchronous online section of a course may be available. In other cases, and in courses where content is amenable to it, faculty members may employ a specific method of course delivery that is adaptable to synchronous learning for those students learning in-person and asynchronous for those who are remote. For courses that have required synchronous components, flexibility will be needed from both the student and from the faculty member; students will sometimes be synchronous at less-than-ideal times and the faculty member will look to provide asynchronous options wherever feasible.

Syllabi and LMS (Canvas) Expectations

Syllabi

The ongoing expectations for course syllabi, as outlined in the COE Handbook, should continue to be followed. In addition, faculty have been provided specific statements to include in their syllabi that address the following expectations for students and classroom instruction:

- Calendar and Schedule
- Attendance and Participation
- Health and Safety
- Procedure for Accommodations
- Course Modifications

Canvas

In order to provide a consistent experience for students and support student success, all faculty are required to use one of the provided Canvas templates to deliver courses this fall. This supports delivery of instruction in a situation where we have students who are learning both in-person as well as remotely throughout the semester as well enabling adequate preparation for the possibility of a course or courses needing to be shifted from Enhanced F2F/HyFlex to online (even temporarily). In addition to the syllabus (which is always required to be on Canvas), faculty are expected to use Canvas in the following ways:

- *Templates*
All courses will employ the use of a pre-designed Canvas template. The template does not determine content (that is the role of the faculty member), but the templates do provide consistency for students across the curriculum and regardless of whether the student is learning in-person or remotely. There will be four basic templates, one for each mode of delivery, and the faculty member must choose the one that is best-suited to the content and pedagogy of the course. While each template has some flexibility built in, so that the course can be delivered clearly and effectively within the discipline, the student experience (course communication, assignments, content, etc.) should not vary widely from course to course.
- *Modules*
All four of the templates are set up to organize course content using Canvas modules. It is expected that faculty will use this feature as an organizational support for students. The modules may be organized by time (e.g. weekly modules) or by content (e.g. a module for each topic or chapter).
- *Assignments*
All assignments, along with due dates and mode of submission (e.g. upload to Canvas, file format, etc.) should be listed on the Canvas page for each course. If there are changes to assignments or due dates, Canvas should be updated accordingly throughout the semester.
- *Communication with Students*
Communication relevant to all students in course or to groups of students in a course should be conducted using Canvas, through the Announcements feature, Discussion Board feature, or similar. This is important so that all students in a course are included and receive relevant information in a timely way (Canvas is updated regularly to match the current course roster). Other than communicating with individual students, email should not be used for communicating course-related information.
- *Gradebook*
Use of the Canvas gradebook sets students up for success, as it enables them to see their academic progress in a course in an ongoing way – this is an important practice for supporting students. In addition, students who come to Messiah are, by-and-large, used to having up-to-date grade information available through an LMS employed in secondary education. The Canvas gradebook should be used to record and make available to students scores that students earn on assignments. Sometimes, a faculty member does not wish to display the final grade in Canvas, since there are some assignments, such as the final exam or participation points, that are not entered until the end of the term and without these scores, the final grade can appear misleading. Therefore, the final grade feature may be turned off (use “hide totals”) at the

faculty member's discretion. If turned off, assignment scores should still be entered into Canvas throughout the semester, as grading is completed. All faculty should clearly communicate the course grading policies and expectations around the use of Canvas Gradebook to students at the beginning of the semester.

Classroom Modifications Necessary for Social Distancing

The CDC and the PA Department of Education (PDE) have provided guidelines for institutions of higher education that emphasize such things as the importance of hygiene, 6-foot spacing where feasible, and face coverings. Per PDE guidelines, "COVID-19 requires that postsecondary institutions rethink the ways in which they conduct learning and other activities on campus." Specific areas that are being addressed are:

- Building flow has been adjusted in order to limit the spread of illness. Where possible, hallways will be one-way, stairways will be one-way, and building exit and entrances will be separate. Elevators should be occupied by only one person at a time.
- Proper signage will be important in facilitating new ways of moving around campus. Appropriate signs will be placed throughout the campus to assist with the new flow.
- ADA compliance will be maintained. Those with accessibility issues will not be required to follow building traffic patterns where prohibitive.
- All classroom spaces have been evaluated and adapted to allow for social distancing. New room capacities are posted in each space. Furniture should not be moved into, out of, or within rooms.
- The number of students who will attend class in-person at one time will be limited to accommodate appropriate social distancing of 6 feet between individuals when feasible.
- In situations where 6-foot spacing is not feasible, such as in laboratories or studios such as film that require closer proximity, increased PPE, such as glasses/goggles, lab coats, and gloves will be used. In addition, some professional organizations in these areas have published recommendations for mitigating risk that can be incorporated as well.
- Technology solutions are being provided to allow students to engage in group work, while still social distancing, and also continuing to incorporate remote learners into class discussions.

Student Attendance

Students who have not chosen the remote learning option are expected to attend class, under standard attendance expectations. Acceptable reasons for missing include illness or suspected illness, especially if symptoms are consistent with COVID-19. The remote learning option is a holistic and one-time choice that applies to all classes for the duration of Fall 2020. Students may not choose to miss class simply because they have a preference to learn remotely for a given class or given day.

Students who have chosen to learn remotely or who miss class because of an approved reason, such as illness or quarantine, will be able to make up assessments and exams or engage in an equivalent assessment remotely.

Students who are experiencing COVID-related trauma or anxiety are encouraged to speak with the Engle Center as well as the Director for Student Success.

The university is exploring options for proctoring exams remotely, using both software and technology solutions. These will be communicated to faculty as they become available. Faculty are

also encouraged and equipped to use assessments of learning that are less prone to academic integrity violations, such as projects, papers, and interactive assignments.

Advising

All academic advisors have a Canvas page for Academic Advising. Enrollment in the course with current advisees is regularly and automatically updated, enabling advisors to easily communicate with all assigned primary advisees. In addition, similar to advising in the Spring of 2020, advising appointments can be conducted remotely, and this is the recommended method whenever possible, using Zoom or other similar teleconferencing applications.

There are no changes anticipated to the timeline for fall advising week, as it falls within the updated academic calendar.

Advisors and students should continue to use Self-service and Degree Works in course and schedule planning. While students remain ultimately responsible for their academic choices, all the standard tools, as well as technology for remote advising, are in place for advisors and students in Fall 2020.

Clinicals, Labs, Student Teaching, & Performing Arts

Clinical and Nursing Instruction

University educational settings for nursing students (classrooms and simulation labs) have been modified to enforce social distancing, according to square footage in the room. All Messiah Nursing students have been taught handwashing and all have had opportunities to practice with both soap & water and hand sanitizer, which are available in campus instructional settings (both wall-mounted sanitizer and sinks with running water & soap). Students are trained in the appropriate use (donning and doffing) of PPE in the first clinical course. The NURS 412 Community Health course includes content about the epidemiology, transmission, transmission prevention, and population instruction for COVID-19. All faculty and students will wear cloth masks and gloves when in the simulation labs and will have their temperature checked before participating. Gloves will be provided upon arrival to the lab (after hand hygiene has been completed). If students will be in a group simulation where social distancing is not feasible, all students participating in the simulation will wear a mask, face shield and gloves.

Clinical placements for Fall 2020 are in place for undergraduate Nursing students at WellSpan, Hershey Medical Center, and UPMC Pinnacle. All clinical partners have banned students from caring for COVID-19 positive patients and from observations in high-risk vulnerable areas such as Neonatal Intensive Care, infant delivery, and operating rooms. Messiah Nursing faculty will inform students of the risks of contact with infectious disease. Students will sign an institutional waiver that informs them of the potential disease risk. The clinical sites are providing PPE for students. Students will need to wear their own mask when on hospital parking shuttles and when entering buildings. Each hospital where clinicals are held has prescribed a mandatory educational module on COVID-19 specific practices that students must view before starting the clinical experience. On campus, faculty will also review COVID-19 specific practices with their students. Students will be screened, and social distancing will be practiced in simulation labs on campus. Specific strategies to reduce possible transmission of disease beyond what is mentioned above will be included as part of clinical orientation provided by clinical faculty.

Lab Classes

University laboratory educational settings have been modified to enforce social distancing, according to square footage in the room. All students in laboratory courses are trained at the beginning of the course in health & safety procedures, and this instruction will include instruction in COVID-19 transmission prevention and completing lab work while social distancing and wearing a mask. For learning activities that require modified (closer) distancing in labs to fulfill learning objectives, school deans will approve proposals from departments that outline the parameters and precautions, such as additional PPE, for these learning experiences.

Social Work Placements

Social work will continue to follow accreditation guidelines related to field placements.

We will follow the modified hour plan for our seniors that we put in place for our seniors in 2020, for our seniors who will be in placement in spring 2021.

While we anticipate that students will go to in-person placements, we have retained all of the guidelines and approved activities in place, in case placements would need to be virtual in spring 2021. For placements prior to the senior year (SOWK251, SOWK361, SOWK476, SOWK372) and volunteer placements in SOWK120 and SOWK221), faculty will devise activities that still meet accreditation guidelines (simulations, trainings, virtual experiences, group activities) but the actual field placements will be modified.

Teacher Education Program (TEP)

The Messiah University Teacher Education Program will follow the guidance of the Pennsylvania Department of Education to provide appropriate experiences for TEP students who are registered for a field experience for fall 2020. This guidance has not yet been issued.

While face-to-face field experiences and supervision are our preferred option to provide maximum experience in PK-12 classrooms, circumstances related to COVID-19 may require flexibility in completing and evaluating field experience requirements. Depending on a number of factors including the level of the field experience, the plans of individual school districts, and the needs of students and college supervisors, field experience requirements might be completed through a combination of in-school placements (including face-to-face, blended, and/or distance learning), teaching simulations, observations of teaching videos, peer teaching, or other PDE approved means of meeting the required competencies for that level field experience.

Modalities for supervision (e.g., face-to-face, video, Zoom) of 300 and 400 level field experiences may vary for students based on allowances of individual school districts and the needs of individual supervisors. The modalities for supervision may also change during the semester to accommodate changing needs. Students in field experiences will be evaluated using our state-approved evaluation instruments to assess levels of achievement of state-mandated competencies with field experience activities being structured, to the extent possible, to allow students to develop and demonstrate mastery of the competencies.

We have scheduled our face-to-face field experiences to conclude prior to Thanksgiving to allow students to return home. Additional assignments will be completed after Thanksgiving as part of final exams. We will provide students with access to professional development to support their understanding of best practices for online teaching.

Students will sign a waiver prior to beginning their field experience.

Performing Arts

- We plan to offer a full season of student concerts, recitals, plays, dance performances and exhibitions within the recommended safety parameters and guidelines.
- Audiences will be limited to the campus community and the limits of distancing or the maximum size of groups as defined by the state of Pennsylvania. Music recitals may be open to the family of the student.
- Performers will wear masks when possible
- Events will be live-streamed for off-campus audiences.
- Exhibitions openings will not have receptions, and artist's talks will be virtual.

- We will have small audiences in Miller and Poorman as possible given the capacity of the room, drawn from the campus community. We will also live stream performances. Fall plays have been selected such that both are public domain (and can therefore be streamed).
- The fall season of plays will include one Greek tragedy and one Greek comedy. Ancient Greek theatre used masks and can be staged in a more statuesque way allowing distancing on stage.
- Dance faculty will choreograph with distancing as a creative discipline.
- Equipment, including keyboard instruments in practice rooms, keyboards and computers in the music technology lab and the recording studio, and instruments used in music education instrument classes will be cleaned regularly.
- All large ensemble rehearsals (orchestra, wind ensemble, symphonic winds, concert choir, women's ensemble, and the jazz bands) will take place in Parmer because of the size and ventilation in the room.
- All large ensemble directors are planning to rotate smaller groups within the larger group, so they can maintain more distancing when rehearsing and performing.
- When possible, Concert Choir will rehearse outdoors on the tennis court. We are also exploring the possibility of an outdoor canopy for rainy days. Concert Choir may perform in small groups outdoors.
- Concerts and recitals will be live-streamed from Parmer Hall and High Foundation Recital Hall.
- Applied music lessons will continue with distancing, and masks when possible.

Technology in the Classroom

Demonstration videos for classroom equipment are available to faculty through an internal Canvas resource site.

Zoom will be the primary and standard platform for live streaming and recording activities in the classroom for remote or absent participants. Primary considerations in the Zoom environment relate to content sharing, video sharing, and audio sharing.

Standard classrooms will have the following video sharing capabilities available:

1. Document Camera

Typically the output setting on the document camera is set to HDMI to send the image to the room projector. The output setting can be changed to USB so that it becomes available as a webcam for sharing through Zoom. The Zoom window will also be projected on the screen in the classroom, so F2F students will see the document camera image through Zoom just as the remote students see it.

2. Front of Classroom Webcam

A webcam will be provided at the teacher's station that can be either directed towards the class, so that remote students can see the F2F students, or towards the instructor. This webcam will be connected, by default, to the computer at the teacher's podium.

3. Chalkboard/Whiteboard/Demonstration

Many faculty are accustomed to presenting material on a chalkboard or whiteboard or conducting physical demonstrations in the classroom. Such activity can still be captured and shared with remote participants via Zoom. One effective strategy for sharing this content involves using a smartphone that is logged in to the same Zoom call, sharing its camera. The smartphone can then be positioned on a tripod to capture any view desired, or connected to a selfie stick at the chalkboard to share a view of the board. Tripods and chalkboard mounts will be provided in classrooms. Faculty who believe this to be an effective option for course delivery should contact helpdesk@messiah.edu making known the need for a Zoom-capable smartphone.

4. Additional webcam

An additional webcam will be provided in each classroom to provide an auxiliary perspective that the instructor considers important for the remote participants. For example, this webcam could be located in the rear of the room, providing remote participants a global perspective of the space, and connected to a student's computer that is logged into the Zoom session.

Audio Sharing

The default condition of all standard classrooms will be to have a single microphone input for Zoom that is synthesized from three physical microphones in the room. There is no need for switching between microphone inputs in Zoom, nor balancing microphone feeds in real-time during the class hour. The physical microphones are:

1. A lavalier microphone worn by the instructor

The microphone itself will be assigned to the instructor for semester-long ownership. In the classroom, the instructor will plug that lavalier into the wireless transmitter in the classroom (typically worn on the belt or in a pocket, wiped down between users).

2. The front-of-classroom webcam includes an on-board microphone

This microphone will capture student voices near the front of the room or in close proximity to the teacher's podium.

3. A wireless conference microphone

This microphone may be placed anywhere in the room - typically centered near the rear - in order to capture voices further from the front-of-class webcam.

Upcoming Training

In addition to the classroom demo and tour available on the faculty resource Canvas site, content will include detailed instructional tutorials on the use of the technology. Near the middle or end of July several remote training sessions will be organized by School. In early August faculty will have access to test the technology in their classrooms. Some faculty have been assigned to teach in atypical classroom spaces. Educational Technology Services and Facilities are working together to outfit these spaces with standard classroom technology, such as document camera and projector.

Murray Library Reopening Guidelines

Murray Library has adapted services, hours, and facilities to optimally serve in-person and remote students and faculty while complying with best practice safety and health guidelines.

Hours: (Delayed opening each day to allow for cleaning/sanitizing public areas, slightly modified closing times in response to documented low gate-count data and to provide supervisor presence all hours the library is open to avoid potential liability issues).

Please note that in order to best serve our students and allow for adequate social distancing, Murray Library will be closed to the public until further notice.

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Fall Hours: August 26 - November 24

- Monday – Thursday: 8:30 – 11:00 pm
- Friday: 8:30 am – 5:00 pm
- Saturday: 11:00 am – 6:00 pm
- Sunday: 3:00 pm – 11:00 pm

Circulation

All circulated books, DVDs etc. will be quarantined for 72 hours as recommended by [REALM](#) guidelines. Return all library items either to the book drop outside the library or the designated carts in the library. Contactless check-out will be used by having patrons self-swipe ID cards and desensitize items checked out, with monitored assistance of desk attendant behind protective plexiglass shield. To provide equitable access to our print collection the library will mail library materials to remote undergrad and grad students by request. Fines will be suspended for the 2020-2021 academic year.

Reserves

Due to the nature of use of physical course reserves, we will not be able to offer onsite course reserves this fall for students to physically check out reserve items at the circulation desk. To offer equitable services and resources to all students, both those who are on campus and those who choose remote learning this fall, we recommend that all library resources to support courses be PDFs and/or embedded links within Canvas.

Interlibrary Loan

Electronic ILL for requesting articles and book chapters will resume on Monday, July 6. Physical ILL of books, films, and scores, will resume on Monday, August 3. Beginning August 4, Interlibrary Loan services resume normal services. No quarantine is necessary for books received by mail, as all packages will have been in the mail for 3 or more days.

Reference Services

Options for research assistance include online chat, email, and zoom available from the library website.

Information Literacy

FYS library instruction has gone fully online for the fall and Beth Transue is the contact person for questions related to the FYS library module. This provides equitable content and delivery to both in-person and online students. Library instruction for other courses is available by request of the course instructor to their respective librarian liaison (contact information available on the library website).

Ordering Library Materials

Contact the librarian liaison assigned to your department or program (contact information available on the library website).

Seating and Study Spaces

All spaces, including the Group Study Rooms, the Conference Room on the lower level, and the Themed Rooms, have modified capacity to comply with social distancing guidelines. Capacity is posted. Please comply with signage to promote recommended social distancing and health guidelines.

Printers

Printers are available with self-service sanitizing stations.

Bookstore

Course Materials

Students have been directed to pre-order all materials prior to their arrival on-campus. Notifications can be found in the appendices of this document. Books can be delivered directly to the student's home prior to their arrival on campus. For health and safety reasons, this is the preferred method.

Students who do not arrive on campus with their course materials already ordered (to be delivered to home or campus mailing address) can pick up their texts on campus. This process is more time consuming and requires a pre-scheduled pickup by order number, allowing the bookstore to keep lines at a controlled volume.

For many courses, virtual materials (e.g. an electronic textbook or Open Educational Resource) is available. This option eliminates the need for physical shipping or pick up in-person.

General Merchandise

General merchandise can be purchased online and shipped to a mailing address.

The bookstore will be open for in-person shopping. Foot traffic through the bookstore for in-person purchasing will follow a one-way path and be marked for adequate social distancing. Masks will be required at all times and barriers have been set up to provide for person-to-person spacing at checkout counters. Counters and high-touch surfaces will be cleaned and sanitized frequently.

Research

Undergraduate research conducted on campus will follow campus protocols for social distancing and use of masks. Research students in the sciences learn strict safety protocols in multiple major lab courses that precede the research experience. Additional instruction about transmission prevention for COVID-19 will be provided by the faculty research mentor as appropriate for the research experience. For research activities that require modified (closer) distancing in labs to fulfill learning/research objectives, school deans will approve proposals from departments that outline the parameters and precautions, such as additional PPE, for these research experiences. For research conducted off-campus with a partner organization, students will sign an institutional waiver that informs them of the potential disease risk, and they will follow the COVID-19 precautionary practices of the partner organization.

Office of the Provost: Graduate Programs

On-Campus School of Graduate Studies

Specific Policies

Academic Calendar

The academic calendar has been updated for Fall 2020, Fall Break was eliminated (reducing travel), and face-to-face instruction will conclude prior to Thanksgiving. The semester will conclude (including final assessments) online.

Course Delivery

Messiah University is committed to offering face-to-face instruction; however, accommodations have been made to accomplish appropriate distancing measures.

- **Didactic Courses**
Faculty will deliver some didactic courses entirely online; others will be delivered in a hybrid format.
- **Lab Classes**
Laboratory educational settings have been modified to enforce social distancing, according to square footage in the room. Students will be placed in lab groups for the entire semester to limit exposure. All students in laboratory courses are trained at the beginning of the course in health & safety procedures, and this instruction will include instruction in COVID-19 transmission prevention and completing lab work while social distancing and wearing a mask. For learning activities that require modified (closer) distancing in labs to fulfill learning objectives, the School Dean will approve proposals from Programs that outline the parameters and precautions, such as additional PPE, for these learning experiences.
- **Guest Speakers**
Guest speakers (not Messiah University employees) should be scheduled as ZOOM/virtual guests as often as possible. On-campus guest speakers will be strictly limited to those whose engagement is a critical component of the curriculum. Due to the need to limit visitors, in-person guest speakers are not permitted for clubs and organizations.
- **Remote Learning**
The on-campus graduate programs do not offer a remote learning option. Faculty will work with individual students who need to miss classes/labs so that each student can reach the appropriate learning outcomes. All faculty will utilize CANVAS, recorded lectures, video demonstrations, and online case studies to supplement the face-to-face lab courses.
- **Pivoting to Online**
The choice to pivot a face-to-face course to 100% online does not belong to the individual faculty member or student; these are institutional decisions that would be communicated should they need to be made.

Support for On-Campus Graduate Faculty

All on-campus graduate faculty are expected to deliver courses (including labs) in a way that provide an equitable learning opportunity for students who are participating in each class session whether they are present face-to-face or who need to miss a class session due to illness. A CANVAS support and resource

training site for undergraduate face-to-face courses has been developed and on-campus graduate faculty have access to this information as needed. The site provides a wide range of resources for delivering course content including technology and resources used in classroom spaces, expectations for using Canvas for Enhanced F2F/HyFlex course delivery, and health and safety guidelines for faculty and students. In addition, Teaching and Learning programming in the fall will be focused on supporting the ongoing delivery of this F2F/remote learning mode and instructional designers will continue to be available during the summer and into the fall through appointment and in Zoom.

Winding Hill Classroom Modifications Necessary for Social Distancing

The CDC and the PA Department of Education (PDE) have provided guidelines for institutions of higher education that emphasize such things as the importance of hygiene, 6-foot spacing where feasible, and face coverings. Per PDE guidelines, “COVID-19 requires that postsecondary institutions rethink the ways in which they conduct learning and other activities on campus.” Specific areas that are being addressed are:

- Building flow has been adjusted in order to limit the spread of illness. Rooms may have limited access. Only one person should occupy the elevator at a time.
- Hand-sanitizer stations have been added throughout the building.
- ADA compliance will be maintained. Those with accessibility issues will not be required to follow building traffic patterns where prohibitive.
- All classroom spaces have been evaluated and adapted to allow for social distancing. New room capacities are posted in each space. Furniture should not be moved into, out of, or within rooms.
- The number of students who will attend class in-person at one time will be limited to accommodate appropriate social distancing of 6 feet between individuals when feasible.
- Students will only attend class/labs in Winding Hill with those from their same cohort and/or program.
- In situations where 6-foot spacing is not feasible (such as in laboratories) Programs are following the suggestions from professional organizations for mitigating risk including additional PPE and strict lab groups.
- Faculty will utilize technology, permitting students to engage in-group work, while still social distancing, and continuing to incorporate remote learners into class discussions.

Vulnerable Populations Plan

Since the CDC considers persons with certain chronic illness to be at higher risk for COVID-19, members of our community with the chronic or uncontrolled illnesses listed below are encouraged to consider the fully remote learning option. In addition, this option is important to consider for individuals who have severe or uncontrolled anxiety or depression that could make the anticipated challenges of the fall semester particularly difficult to navigate. The chronic conditions that put a person at increased risk include the following:

- Moderate to severe asthma
- Serious heart conditions
- Persons who are immunocompromised (this might be from an illness such as cancer or from a medication that causes a compromised immune system)
- Severe obesity (BMI of 40 or higher)
- Diabetes
- Chronic kidney or liver disease

If you self-identify as a member of one or more of these vulnerable population groups, it is important that you contact your Program Director to discuss your options.

On-Campus Graduate Student COVID -19 Expectations and Accountability

All on-campus graduate students (regardless of where they have been living prior to the fall semester) are expected to follow COVID 19 health and safety best practices in anticipation to the start of the semester and throughout the semester.

This includes:

- Wash your hands often and practice good hygiene.
- If you must leave your home for any reason, wear a mask, practice strict social distancing and be vigilant in hand-washing.
- Arrange for routine medical appointments to occur more than 2 weeks before your arrival on campus.
- Avoid public areas including malls, theaters and large public gathering spaces.
- Monitor your temperature daily and watch for symptoms. If symptoms develop, call your health care provider BEFORE seeking in-person care.
- Do not use public transportation, ride-sharing, or taxis.

If a student is traveling to PA from a warned state (hyperlink the PA dept of health listing), then they should plan to quarantine in PA for no less than 14 days before their first visit to campus. For example, if the first in-person class is held on August 24th, they should arrive in PA and begin self-quarantine no later than August 10th.

If you have questions or are unable to self-quarantine for two weeks upon your arrival, please reach out to Rob Pepper rpepper@messiah.edu to discuss your individual circumstances.

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Reserves

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Clinical, Field Work and Practicum

Prior to resuming clinical, field work and or practicum experiences, students must complete the School of Graduate Studies Return to Clinical, Field Work/Practicum check list indicating they have read and agree to comply with the policy including signing and returning the form. Students must also sign the institutional waiver that informs them of the potential disease risk. Students must also follow all the clinical site-specific policies and procedures.

Rec Sports/Fitness Center

Recreational Sports will operate with the following modifications:

- No indoor sports. Outdoor sports will be permitted following the most recent [regulations](#) submitted by PA Government
- Work study students will get a verbal "yes" from all participants that they have filled out the Falco Health Covid-19 Check-in for the day and enforce the following protocols
 1. Students will sanitize hands before each game
 2. Students will sanitize hands after each game
 3. Students will not be required to wear a mask while competing
 4. Students will be required to wear a mask while on the sideline
 5. Students will not distance while competing
 6. Students will distance when not competing

We will be sharing equipment (soccer ball, Frisbee, football, etc.) and as such, participants will need to be conscious of (and reminded of) hand hygiene: Do not touch your face and then touch the equipment. Sanitizing equipment between each touch is impractical and **will not** occur. Equipment **will** be sanitized between each game.

Fitness Center and Access to Gyms

The Fitness Center will open in phases. The Director of Campus Wellness and Recreation (with input from VP of SSE) will “OK” each phased opening, dependent upon on member behavior and current health of the campus.

- Phase 1 will open the left side of the fitness center only (cardio and limited weights);
- Phase 2 will add the weight room on right side of the fitness center (no platforms); and
- Phase 3 will add in the Olympic and Power Platforms. Exceptions to these phases may be made for supervised Wellness Classes for credit and supervised (by CSCS – not coach) strength and conditioning.

The Fitness Center will operate at 50% occupancy with increased sanitization stations/member wipe down supplies throughout the fitness center as well as significant signage directing participants to follow appropriate risk mitigation practices:

Social Distancing	Sanitizing	Education & Communication	Mask
1. There will be 6 ft between cardio equipment.	1. All difficult to clean equipment will be removed.	1. Front desk will ask participants to confirm completion of the Falcon Health COVID-19 check-in for the day	1. Masks will be required to enter fitness center and when walking around fitness center
2. There will be 6 ft between resistance training machines	2. TRX, stability ball, bands, jump ropes, mats, etc. will removed	2. Work studies trained to enforce members cleaning equipment prior to and after working at as well as 1 way flow/social distancing expectation	2. Mask will be required in weight room and while strength training
3. Appropriate distances will be taped off in the DB/Free weight area	3. Members will be required to sanitize equipment before and after use	3. Signs posted every where to communicate rules/expectations	3. Masks will be required in the 1 st section of cardio equipment . The 2 nd section of cardio equipment will be “mask optional”
4. The fitness center will use a one way traffic flow – taped out with 6 Feet of social distance at all time	4. Members sanitize hands upon entrance and exit – multiple stations throughout fitness center	4. Work study training will be redesigned to address new responsibilities and to be online.	
5. Reservations will required during busy times and times that overlap with classes.	5. Continual cleaning by floater work study		

Additional programs will also be modified to allow for social distancing and sanitizing.

Group Exercise	Indoor Track
Given the nature of exercise, group exercise we will limited to 15 people.	This space will largely be utilized as a mask required walking only space
The only classes offered will be where participants stay stationary.	Clearly marked social distancing indicators will be implemented.
In all cases, the instructor will be tasked with sanitizing mats and equipment after use.	This space can also be used as an overflow space if other areas get crowded.
Recommendation that participants bring their own equipment.	

Virtual/Online Programming

Virtual and online resources will be shared between wellness for credit and fitness center. Specifically, campus wellness and recreation along with academic wellness classes will coordinate in developing a website/canvas site/social media sites with a range of holistic health, wellness, and fitness resources to be used by all stakeholders in our community. This will include live as well as pre-recorded classes without equipment, fitness tips/workouts, and wellness/mental health tips and resources.

Graduate Enrollment and Campus Visits

The preference is that all visits, tours and interviews would be conducted virtually. Graduate Enrollment will have limited staff on site. Prospective students, who desire to visit campus, must schedule an appointment with graduate enrollment staff. All guests will respond to health questionnaire before coming to campus. Guests must wear masks and maintain social distancing during their visit. All guests will be informed to notify graduate enrollment if they have symptoms or are diagnosed with COVID19 within 14 days of visit.

Indicators for University On-Campus Reduction, Partial Closure or Closure

As Messiah University, the PA Department of Health and the Governor's Office monitor the public health conditions of our community, it is necessary for the University to identify the indicators that would trigger a reduction in our campus capacity and/or moving to greater restrictions in interactions within our community.

Our current plan to reopen reduces the concentration of students in the residence halls and classrooms as well as emphasizes meticulous adherence to public health practices including mandatory masks, maintaining proper social distancing, daily temperature and symptom reporting by all community members, increased cleaning and sanitation, and significantly reduced visitors to campus. Key parameters from the surrounding community and our own campus community (Grantham & Winding Hill) will dictate our need for additional reductions or changes in our how we work and interact.

Triggers That Will Result in Change

The Larger Community Parameters

1. **Significant government action.** If the governor requires schools, colleges and universities to revise or change their opening plans, this may impact Messiah University. The University will work to apply government mandates appropriately. Likewise, if a government mandate were to preclude the ability to send sick students home, the University would need to reassess how many students may remain on campus.
2. **Public health deterioration.** If the surrounding community begins to show signs of reduced capacity to manage public health, the University may determine that revising our own protocols is necessary; for example, if a marked increase in hospital admissions begins to overwhelm the capacity of local hospitals, reducing our on-campus presence may be necessary.
3. **Insufficient testing capacity.** If the University is unable to receive test results in a timely fashion and local medical facilities area also unable to get timely test results, it may mean that the University is unable to address emerging health concerns in a timely fashion and indicate that the number of students on campus needs to be reduced.

Campus (Grantham & Winding Hill) Parameters

1. **Significant Increase in Positive Cases.** If the University experiences 6 or more students requiring quarantine 3 days in a row or otherwise reaches 80% capacity in quarantine housing, we will need to consider appropriate additional public health mitigation actions such as increased social distancing, pauses in face-to-face classes and/or co-curricular activities and/or reducing our on-campus presence. A greater than 3% increase at the Grantham campus would not necessarily mean changes for the Winding Hill campus, if the Winding Hill campus has been successful in precluding viral spread. In addition, the University will need to look at where and

how positive cases are emerging – clusters related to a residence hall versus multiple cases that are widespread in the community.

2. **Significant Widespread Influenza Cases.** If the University experiences widespread influenza (greater than 10% of the campus's population is symptomatic) this will greatly impact our ability to effectively address COVID-19 and the University will need to examine its capacity to navigate a conflated health crisis.
3. **Insufficient Quarantine & Isolation Facilities.** In the event the University's isolation and quarantine facilities reach maximum capacity, and additional facilities are not available, we will need to determine if reducing our on-campus capacity is necessary.
4. **Significant Employee Absences.** If the University experiences employee absenteeism to such an extent that the University is unable to maintain a safe and hygienic campus or deliver services as expected, the University will need to re-evaluate how to address the needs of the campus.
5. **Shortages in Personal Protective Equipment (PPE) or Sanitation Supplies.** If the University is unable to maintain sufficient PPE or sanitation supplies, this will directly impact our ability to maintain a safe and hygienic campus. It may be necessary to reduce the use of certain spaces.

Response Options

Messiah University will consider several options as tools for addressing public health concerns while continuing to deliver the best possible options for learning and student engagement. As we monitor the public health situation in the surrounding community and on campus, the University has scalable options for response:

Level One Modifications

1. Requirements for flu vaccinations for anyone choosing to live on campus.
2. Heightened social distancing
3. Intermissions in face-to-face classes and/or co-curricular activities
4. Building closure for disinfecting

Level Two Modifications

1. Reduce on-campus occupancy to 1565 with a focus on housing first year students, students in D classes, international students and athletes who need to train. The remaining students would convert to an entirely remote education. Faculty would come to campus to individually prepare/present labs and lecture presentations, but significantly fewer students would be present for A, B and C classes.

Level Three Modifications

1. Reduce on-campus occupancy to 1315, with a focus on housing first year students, international students and students in D classes. The remaining students would convert to an entirely remote education. Faculty would come to campus to individually prepare/present labs and lecture presentations, but very limited students would be present for A, B and C classes.

Level Four Modifications

1. Reduce on-campus occupancy to 1225 such every student who remains on campus has his/her own bedroom. Focus would be housing first year students, international students and students in select D classes. The remaining students would convert to an entirely remote education. Faculty would come to campus to individually prepare/present labs and lecture presentations, but very limited students would be present for A, B and C classes.

Level Five Modifications

2. Reduce on-campus occupancy to 800 with a focus on housing first year students, international students and students in classes for which in-person participation is critical to their course of education and/or graduation. The remaining students would convert to an entirely remote education. Faculty would come to campus to individually prepare/present labs and lecture presentations, but very limited students would be present for A, B and C classes.

Level Six Modifications

1. Reduce on-campus occupancy to only those students for whom Messiah is their only housing option. All classes would be remote. Faculty would be able to come to campus to individually prepare/present labs and lecture presentations, but no students would be present.

Timing of Response Options

The timing of when any of the above modifications is implemented is fluid, as it will depend on the emerging and fluctuating COVID-19 infection rate in the state, county, and, university campus.

Modifications Prior to Start of Classes

If, as we approach the start of classes and the move-in timeline for new students, the triggers above activate in a way that makes bringing the full cohort of students to campus inadvisable for the start of the term, the appropriate modification level can be implemented, with plans to bring the remainder of students to campus at a later date in the fall semester. For example, if adequate testing is not available by August 25th, but would be available by later in September, a “level two modification” could be in place from August-September, with the remainder of residential students returning to campus coordinated with increase in availability of sufficient testing. Any changes to move-in dates will be given with as much notice as possible.

Modifications After the Start of Classes

Once students have returned to campus and classes are underway, it is possible that the triggers above would be activated and a modification to campus life or to the number of students housed on campus would need to be either temporarily adjusted or modified for the duration of the semester. In general, the triggers above will have some advance-warning as we monitor trends in positive cases and information coming from the Governor’s Office. As much notice as possible will be given should modifications be implemented after the start of the fall semester.

**** Course Categories:**

- A. Type A: Course is easily offered online. For example, this would include courses such as Oral Communication or Intro to Poetry that are already frequently offered in our summer online session.
- B. Type B: Course can be offered online with minor modifications. These courses are not typically offered online, but can be adjusted to go online with fairly minor modifications in pedagogy or design.
- C. Type C: Course is challenging to offer online, but can be delivered with a more major modification. For example, and introductory science course that has a lab could be delivered remotely with the addition of lab kits ordered for labs-at-home or a design that includes virtual labs.

Type D: These courses typically cannot meet all or some critical learning objectives and be offered online. Examples would include offerings such as Chemical Analysis where hands-on laboratory

expertise is the main thrust of the course, ensembles, or arts courses such as ceramics that require hands-on work and specialized equipment. Also included in this category are courses such as student teaching, clinical placements, and similar.

Operations & Infrastructure

Several changes will be implemented across the infrastructure and general operations of the University in order to effectively adjust to increased cleaning needs, the need to support social distancing and implementing a focus on health and safety in light of COVID 19.

Staff Preparation

In addition to the training sent to all employees, the Operations staff returning from furlough will receive a written memo from their supervisor that provides details of the required CDC guidelines for social distancing, proper cleaning and disinfecting practices and personal protective equipment protocols. They will then be required to document their understanding via a signature page. These memos are included in the appendices of this document.

In order to facilitate social distancing (and in compliance with CDC guidelines) the Operations staff can expect to have written schedules that allow for staggered start and stop times as well as staggered breaks and lunch times. These memos are included in the appendices of this document. The CDC guidelines have been included in the appendices of this documents.

All staff working on campus will take their temperature at least daily. Employees need to record their temperature before work (no more than one hour before reporting to campus). This is to be recorded on the **Falcon Health COVID-19 Check In** on Falcon Link daily.

Events at Messiah University

Events have always been an important part of campus and community life at Messiah. Given the risks involved with large crowds, the way that we do events will necessarily look different this year. This section outlines the changes that will be implemented in order to safely conduct events at Messiah University. These changes are in line with expectations from the State Department of Health and guidance from the CDC for Events and Gatherings. Specific guidance from the CDC dictates the following:

- A gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering, concert, festival, conference, parade, wedding, or sporting event.
- The *more people* an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.
- The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.
- The size of an event or gathering should be determined based on state, local, territorial or tribal safety laws and regulations.
- The risk of COVID-19 spreading at events and gatherings increases as follows:
 - **Lowest risk:** Virtual-only activities, events, and gatherings.
 - **More risk:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).

- **Higher risk:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

Event Guidelines & Feasibility

The majority of traditional events held in the fall will not be able to take place in-person. Large events that bring outside guests to campus such as Family Weekend, Grandparent's Day, Homecoming, the American Democracy Lecture, and Messiah Christmas have already been cancelled. Event hosts must critically evaluate the need to have an in-person event this fall. Any event that can effectively be moved to a virtual platform should pursue that option. In cases where a virtual environment would be detrimental to meeting the event's goals, the guidelines below will be in place.

Event Approval Process

Departments, faculty, and student groups have traditionally been able to reserve campus space virtually through the EMS application. If there were no set-up, catering, or technical needs for the event, the reservation was finalized automatically. Due to the considerations that must be made for each event, regardless of size or needs, this process must be made more robust. Any department, division, employee, or student group wishing to host an event will be required to complete a web-request form. This form will launch the planning process to determine if the event is feasible to take place in person. Conference & Event Services staff will then work with the contact on the details of the event. As in the past, no arrangements should be made with catering and no advertising should take place prior to receiving approval from Conference & Event Services.

Understanding that many events will be denied due to space and safety considerations, Messiah University will offer an appeal process for denied events. The appeal process will be outlined to the event contact in the event their initial request is denied. Appeals will be considered by a team consisting of representatives from the Division of Operations, Conference & Event Services, the Provost Office, and the Division of Student Success & Engagement.

Event Attendees

During the fall semester, attendees from off-campus will not be permitted at events held on campus. The only exceptions to this will be immediate family members of students participating in athletic contests, arts events, or academic presentations or ceremonies. This policy will provide maximum protection for the student population, while still accounting for the need to have family support at significant events in the academic careers of students such as senior recitals, research presentations, and athletic competitions. Taking this approach also reserves the majority of event seating for our students. Messiah University students, both residential and commuter, and employees are permitted to attend events.

Limited Capacities and Seating Layouts

All seating at events will be laid out in a way that allows for social distancing. This will result in greatly reduced capacities in all event spaces. Seats and rows will be blocked off as necessary and ushers will be required at many events in order to assist with spacing. Events may require reserved seating as opposed to open or general admission seating. An event which would typically take place with attendees at round

tables may need to adapt to one in which attendees sit in rows of chairs. Events that cannot ensure adequate social distancing among attendees will not be approved. One exception is residence hall floor events or gatherings. Because these floors represent an “extended family” they may meet in a space with adjusted social distancing guidelines in place. In this case, no one outside of the “extended family” should be allowed to attend the event.

Event Location

Events must accept an assigned room based on event needs and anticipated attendance. Due to the need to convert many of our traditional event spaces into classrooms, there are fewer options of rooms to use for events. Set-ups in many rooms are unable to be adjusted. While preferences will be considered, the Office of Conference & Event Services will make the final decision of where each event may be held.

Safety Protocols

The event contact will be responsible for ensuring that all attendees adhere to social distancing requirements and safety protocols such as mask wearing, hand washing/sanitizing, and surface cleaning as needed. Event contacts are responsible for ensuring that the number of attendees does not exceed the new capacity of the space (posted near the door).

Meetings at Messiah

Meetings should be conducted virtually whenever possible. No in-person meetings should take place unless 6 feet of social distance can be maintained.

Private Lessons, Coaching, or Tutoring

In accordance with our off-campus visitor policy, private lessons, coaching, or tutoring of any non-Messiah students may not take place on campus. This limits the exposure of the university community as well as reduces the liability of the institution.

Facility Use by Guests

No guests will be permitted to use Messiah University facilities. This includes those that have traditionally been open to the public, such as Murray Library, the indoor track, Fredrickson Natatorium, and gymnasium space for activities such as “noontime basketball” or “noontime soccer”.

Guest Speakers

Guest speakers should be scheduled as ZOOM/virtual guests as often as possible. Guest speakers on-campus will be strictly limited to those whose engagement is considered a critical component of the curriculum and/or co-curricular programming. Due to the need to limit visitors, in-person guest speakers are not permitted for clubs and organizations.

Facility Rentals

Messiah University will suspend all facility rentals through November 30, 2020. This policy will be reevaluated on October 1st to determine if rentals can begin at the conclusion of the fall semester.

Large Event Logistics

In Pennsylvania’s “green phase,” events cannot exceed 250 attendees. Outside of Hitchcock Arena and Shoemaker Field, we do not have venues with a capacity of 250 people with social distancing in place.

Events must adhere to the new venue capacities that have been provided. Larger events (exceeding 50 attendees) may require additional safety measures to be implemented including:

- **Attendee screening** – Each guest may be screened prior to entry into the event, including a health questionnaire and temperature screening. In the event that health screenings are necessary, anyone who has had recent direct contact with someone diagnosed with COVID-19 will not be permitted to enter. Anyone displaying a temperature over 100.4 F will be taken to a private area for a secondary temperature screening. Patrons confirmed to have a higher temperature will be denied entry and directed to appropriate medical care.
- **Controlled Entry** – Guests may be required to line-up while maintaining social distancing. We will use temporary indicators to assist with maintaining distance. Where possible, line-ups will take place outdoors with a select number of guests permitted to enter at a time to avoid crowding. For events larger than 100 people, we may assign arrival times to guests in order to reduce wait times and congestion.
- **Intensive restroom cleaning** – Restroom attendants may be provided for events with larger crowds. Personnel will have the sole responsibility of continually sanitizing high touch areas of the restroom including door hands/knobs, toilet stall hardware, toilet/urinal flush mechanisms, toilet seats, sinks, sink faucets, soap dispensers, and paper towel dispensers.
- **Usher services** – Ushers may be provided to help maintain social distanced seating among guests. Ushers will also assist with emptying the room at the conclusion of the event. Social distancing requires that egress be managed the same way passengers exit an airplane at the end of their flight. Patrons nearest the exits should leave first, by row or section, in order to clear space for patrons further inside to follow. For this same reason, events should not plan to have an intermission. Those events that may have had an intermission in the past should be shortened in an effort to avoid the need for a break.
- **Guest illness plan** – Event hosts should identify and reserve an isolated space to be used in case a guest becomes ill during the course of the event. Guests who cannot immediately leave the facility should be directed to this space in the event they cannot immediately depart. If this space gets used for this purpose during the course of the event, the Department of Safety and the Office of Conference & Event Services should be notified immediately. Isolation areas must be closed off until proper disinfection can occur.

Virtual Events

With the understanding that there will be fewer in-person gatherings, but that events offer unique social, spiritual, and intellectual benefits, Messiah University is prepared to offer support to events that are able to take place in a virtual environment. Virtual events may take place on a platform provided by the institution and as approved by Conference & Event Services. Events will go through a similar web request process to ensure availability of resources to support a virtual event and to manage the number of events happening on a given day

Accessibility Considerations

Both live and recorded virtual events require additional considerations regarding accessibility. All such events **MUST** arrange for closed-captioning of any speech. This is much easier to accomplish for pre-

recorded content. Events taking place live, but virtually, should be aware that closed-captioning services must be paid for from the event's budget.

Copyright Considerations

There are restrictions on the type of content that can be played or offered virtually. For example, using background music of your favorite song without the rights to do so is a violation of copyright law and places the institution at risk of litigation. Showing a movie virtually without the license to do so would also be problematic. Use common sense about what you show or play during online events. When in doubt, err on the side of caution.

Attendance at Non-Messiah Events

Research has clearly shown that the COVID-19 virus spreads very efficiently at large gatherings. Specifically, epidemiological analyses of COVID-19 have determined that indoor spaces in which people are in closer proximity leads to "superspreading." The University expects any community members who live, study or work campus to avoid such risks. **Therefore, as agreed to in the Messiah Community Promise, students and employees are expected to avoid large gatherings (defined as 25 or more people indoors or 250 people outdoors).****

For all gatherings and events, regardless of size, the following parameters must be in place:

1. Masks must be worn by attendees at all times.
2. Social distancing of six feet must be practiced by all attendees.
3. Increased cleaning and disinfecting protocols must be in place.
4. Good respiratory etiquette should be encouraged and practiced.
5. Everyone must wash their hands frequently and hand sanitizer must be readily accessible for times when hand washing may not be immediately possible.
6. If the event involves children's programming, it should also follow these same guidelines.
7. Everyone must commit to staying home when not feeling well.

Employees: If these standards cannot be met, employees whose work requires them to be present on campus may not attend the event, as the required 14-day quarantine would prevent them from fulfilling their employment expectations.

Students: Any student who lives, studies or works on campus must follow the guidelines as outlined above. Failing to follow the guidelines will result in referral to the student conduct process which may result in jeopardizing your enrollment for the term.

****Note:** Churches have been granted an exception to exceed the number of people allowed for a large gathering, but all other parameters must still be followed. See page 46 for specific parameters for off-campus, in-person church attendance.

University Cleaning Plan

The University cleaning plan is divided into four points of focus:

1. Those areas that require cleaning on an hourly basis.
2. Those areas that require cleaning on a daily basis.
3. The residence halls
4. Identifying and addressing potential health risks

Hourly Cleaning

The following areas will be disinfected on an hourly basis when large groups are using a building

Bathroom stalls – several times a day
Faucets
Public counter tops
Door knobs/handles/door edges
Handicap plates
Elevator buttons
Tabletops in lounges and lobbies

Daily Cleaning

The following areas will be disinfected at least once a day in all buildings in use:

Light switches
Trash can flaps
Soap dispensers/sanitizers
Breakroom cabinets/handles – breakroom use will be limited
Classroom chair backs/handles
Vending machines/ATMs

In addition, facilities vehicles, equipment and tools will be disinfected at least once per day. The facilities staff are assigned specific equipment so that there is less equipment used by multiple employees. After use of all equipment/tools for the day, specific staff using the equipment/tools has been instructed to disinfect the equipment/tools at the end of the shift. The employee using it will disinfect any equipment that is not assigned, but is considered miscellaneous equipment, immediately after use.

Residence Hall Cleaning

As of July 1, there will be no one in residence halls except Naugle (where summer workers are housed) until the return of students in the fall. The staff and crew assigned to that building are doing a rotation, wiping down all touch points throughout the day. Most students are working on campus during the day, so they are not in the building. In August, once students start returning to campus, crews will be moving through the buildings sanitizing hourly.

All residence hall buildings will be professionally disinfected by ACIA no later than August 3.

With the start of the new academic year and the return of staff and students, Campus Events staff will be assigned to full cleaning bathrooms, hallways, lounges, kitchens, stairwells and public areas of

residence halls once daily. Additional hourly sanitizing will be applied to high touch areas. Residence Life will assign each student, their own sink, commode, and shower in the bathrooms. Students will be given supplies and ask to wipe down their assigned bathroom facilities before and after use.

Campus Events staff and student employees will be assigned bathrooms to full clean such that residence hall bathrooms will be cleaned and sanitized 7 days per week. Specifically, staff will be assigned bathrooms to clean during the week as part of their regular assignment and will cover on the weekends in bathrooms where students are absent. Students will be given bathrooms to clean, based on their availability, through Denise Blackley. We will have various schedule options for the students.

Winding Hill Cleaning

Winding Hill has been cleaned thoroughly in preparation of re-opening. Each area will be thoroughly cleaned on a daily basis. In addition, students and employees are expected to wipe down their work areas before and after use. Supplies will be readily available.

Addressing Potential Health Risks

The following additional steps will be taken to reduce the spread of illness:

1. VEHICLES and EQUIPMENT

Facilities staff are restricted to one person per service vehicle. The facilities department staff have assigned vehicles and equipment. There will only be one staff member, per vehicle. This includes all trucks, gators and golf carts. Once employees are done using the vehicle for the day they have been instructed to spray/wipe the vehicle with disinfectant.

2. KEY DROP BOXES

Key drop boxes have been placed in three separate areas of the residence halls for students to return keys when moving out from the spring semester. These boxes are located in the following areas

North Complex – Fishbowl lounge
South Complex – Mountain View lounge
Witmer – first floor lounge

A permanent key drop box has also been mounted outside the Lenhert main office door for anyone to use during the off hours or if they prefer a faceless contact.

Keys are disinfected and cleaned when returned and placed back into inventory.

3. REMOVE AIR HANDRYERS FROM RESTROOMS

Air blowers in bathrooms circulate germs and as such, we will be disconnecting them in favor of disposable paper towels that also permit community members to turn off water and open doors without touching the surface.

4. WATER FOUNTAINS SHUT OFF

Following guidance from the Pennsylvania Department of Health, in order to reduce potential spread of COVID-19, all water fountains have been turned off until further notice.

5. HAND SANITIZER AT ENTRANCES

Assuming that suppliers can fulfill our backorders, each main entrance to every building will have a hand sanitizer station by August 1.

6. DISINFECTING/CLEANING SUPPLIES AVAILABLE

Campus Events staff are creating a cleaning closet on each floor of academic buildings for staff to access materials needed to clean and disinfect their offices, including vacuum cleaners. These closets will be kept stocked by Campus Events staff.

7. FLUSH DOMESTIC WATER

When buildings are vacant or operating at significantly reduced capacity for a long period of time, the water that would flow every day is left sitting in the pipes and devices. Disease-causing microorganisms, like the one that causes Legionnaires' disease, can begin to grow. Corrosion control can be impacted. To make sure that we remove any stale and potentially unhealthy water in our building's system, Facilities Maintenance will flush the water in all academic and residential buildings (except for ECC and SSC) every week. For larger buildings, a single flush isn't enough to re-establish good water quality, so it's important to plan ahead and include flushing as a part of the cleaning and routine Campus Event will have to be completed before reopening campus.

Staff will start on the lowest floors of each building and systematically open all sinks, flush all toilets and run water coolers. The sinks should run for 20 minutes and toilets should be flushed at least 12 times. The next day staff will move to the second floor following the same procedure, then the third floor and so on. When done with the top floor, the process will start again go on the lowest floor. Special care will be taken to open both the hot and cold faucets at the sinks as well as to monitor the sinks the first few times, so they do not overflow if they happen to be stopped up. The goal is to keep the water flowing in the buildings on a more regular basis such that every sink, toilet and water cooler will be flowed at least once a week.

8. HVAC COIL CLEANING IN NORTH & SOUTH COMPLEXES

All coils in North and South Complex HVAC systems are scheduled to be cleaned and disinfected in July. This work is being done by ACIA, a professional indoor air quality contractor.

9. HVAC DUCT CLEANING IN FRY & KELLY APARTMENTS

All apartment ducted ventilation systems were cleaned and disinfected by ACIA, a professional indoor air quality contractor, in May 2020.

10. HVAC FILTER CHANGES EVERY THREE (3) MONTHS

Filters are changed by in house preventative maintenance staff every three months and documented in TMA, the college's work order management system.

11. CONTRACTORS TO FOLLOW CDC GUIDELINES

Contractors have provided the college with copies of their COVID plans that describe their process for social distancing, disinfecting and PPE. Plans are on file in the Facility Director's office.

12. PLEXIGLAS ORDERED FOR MAIN POINTS INTERACTION

Orders have been placed for plexiglas to be installed so as to allow for proper protection when 6ft of social distancing may not practical, such as when documents must be exchanged. The following installations are scheduled:

- a) All dining areas including Lottie Nelson, the Falcon, Café Diem and LSU
- b) Human Resources reception desk
- c) Admissions reception desk
- d) Payroll reception counter

- e) Murray Library circulation desk and 115 reception desk
- f) Lenhert reception desk
- g) Conference Service reception desk
- h) Eisenhower Campus Center main receptionist counter and lobby reception desk
- i) Greenbriar Dept. of Safety reception desk
- j) Registrar's Office reception desk
- k) Dept. of Safety transport vehicles
- l) Reception areas at the Winding Hill Campus

Messiah University Travel

As part of the University's efforts to implement practices that reduce the spread of COVID-19, Messiah University leadership has thoughtfully reviewed institutional travel for the fall semester. Given the ongoing concerns related to COVID-19 across the country and in order to keep the health and safety of the campus as its top priority, along with managing the financial challenges associated with COVID-19, the following decisions will be implemented for the foreseeable future:

1. We will enforce travel restrictions for our community, largely eliminating professional travel for faculty and staff.
2. All travel will require the approval of the president, provost and/or divisional vice president. The University reserves the right to require community members to declare travel out of state with the understanding that a return to campus might require a quarantine period.
3. Any proposed travel will be limited to destinations that can be accessed within a day's drive (8 hours or less) by private vehicle.
4. Any proposed travel may only be to venues that have published protocols related to COVID-19 that are in-line with CDC recommendations. Information related to this must be in the written proposal requesting permission to travel.
5. Travel to regions where the incidence of COVID-19 is high will be prohibited.
6. Except for emergencies, employees may not undertake travel where it is known in advance that such travel will impede their ability to do their job because it will result in quarantine upon return.
7. Travel to conferences will be only be approved if participation is linked to certification processes necessary to fulfill requirements of their position, if individuals are presenting/speaking, or if they are serving in a leadership position at the conference; and no other options for participation exist.
8. Travel in the areas of admissions and development will be limited to times when meetings/recruitment cannot happen via virtual/electronic options. Major gift officers, who will be working primarily from home, may make selected donor visits according to Development Office travel guidelines. Admissions will review recruitment fairs and determine a travel plan as those events are scheduled.
9. Athletics will follow the guidelines issued by NCAA and the MAC.
10. All international travel is prohibited for the foreseeable future. All domestic and international student educational travel for the 2020-2021 academic year, including J-term and May-term has been cancelled or postponed. The institution is committed to providing alternatives for any students who need these experiences in order to meet graduation requirements.

Use of Fleet Vehicles

Where institutional travel is approved, it should be conducted using a private (university-owned, or carefully-cleaned rental, or personal) vehicle. Travel by air, bus or train is not permitted. For guidelines on reserving or renting vehicles go to the purchasing website at

https://www.messiah.edu/info/20737/travel_services/1198/travel_by_vehicle.

- a. Due to social distancing requirements, limits will be set on the number of persons permitted

- to travel together. Cars will permit a total of 2 persons, mini vans 3 persons and 15 passenger vans 4 persons.
- b. "Family groups" will be permitted and can increase the occupancy of each type of vehicle to the legally allowed seats.
 - c. Due to escalated concern of COVID 19 and the impact on our community, employees are not to transport students in their personal vehicles for personal reasons.

Personal Travel Statement

- The university asks that employees avoid unnecessary personal travel and recommends that all personal travel undertaken by employees follow the guidelines listed above for institutional travel. As part of the daily COVID-19 health check in, out of state travel will be flagged for follow up. Employees who travel to and from a warned state should anticipate a likely 14-day self-quarantine, per the recommendation from the state of PA.

Dining Service ReOpen & Risk Mitigation Plan

Executive Summary

Messiah University Dining Services has a solid reputation for outstanding food, great service and an award winning food safety program. The Pennsylvania Restaurant and Lodging Association has awarded Messiah University with the Excellence in Food Safety Award each year for the past six consecutive years and as such Messiah's dining services is particularly well positioned to effectively manage the demands of the COVID-19 pandemic. Dining Services is prepared to enhance the already existing excellent safety practices and protocols based upon guidance from guidelines of the State, the CDC, and our local regulatory authorities to ensure a safe and quality dining experience for all of our students, staff and guests.

All students, staff and guests are required to wear a mask in the dining facilities until they are seated at a table. The dining rooms and food courts will have furniture and spacing arranged to maximize social distancing. The dining rooms will be adjusted to fifty percent capacity, and each restaurant will have separate and specific entrances and exits posted. Automatic hand sanitizers will be placed at each restaurant entrance as well as throughout the dining areas. Six foot distancing signage will also be posted throughout the dining facilities and Plexiglas barriers will be installed at each register and food serving location.

The culinary service in the Lottie Nelson dining hall will be offering to-go, no touch or minimal touch services with all self-service stations being utilized so that students may dine in Lottie, the Martin Commons, in Brubaker or at other locations on campus. China and silverware will be introduced back into service within two weeks of reopening Lottie for those who choose to dine in. Lottie, The Falcon, The Union Café, The Café Diem and the Café @ Winding Hill will each offer contactless payment options, and an extensive variety of to-go offerings and services. We offer on-line ordering which is highly recommended for fast and efficient service pick up or dining in at both the Union Café and The Falcon. If quarantine meals are required, Dining Services in partnership with the Engle Health Center has a fully automated quarantine meal service program designed to deliver meals directly to the student's door.

The annual Dining Services employee orientation has been designed to include extensive and comprehensive training for all Dining Services employees regarding effectively and consistently maintaining the highest standards for safe and sanitary foods and facilities in light of COVID-19. In addition to our extensive daily cleaning and sanitizing operational checklists, every contact surface within each operation will be sanitized and or disinfected after each use. Specific COVID-19 training sessions will demonstrate proper personal hygiene, hand washing, cleaning surfaces, social distancing, glove usage and COVID-19 symptoms awareness.

Every full time employee in Dining Services is a Certified ServSafe Manager with the National Restaurant Association and will be responsible for the initial and ongoing quality training of our part time and student employees. The Dining Services team is excited to welcome our students to campus and will work tirelessly to ensure that each campus restaurant is a safe, healthy, inviting and quality dining experience for our students and guests.

Dining ReOpen Plan

Seating for Social Distancing

All businesses resuming in-person service, whether outdoor service in yellow phase counties or dine-in service in green phase counties, must adhere to the following requirements:

- Customers must wear masks at all times, except while seated at a table, unless the customer is medically unable – which they will not be required to prove.
- Provide at least six feet between parties at tables, (i.e., the six feet cannot include the space taken up by the seated guest). If tables or other seating are not movable, seat parties at least six feet apart.
- Spacing must also allow for physical distancing from areas outside of the facility's control (i.e., such that pedestrians on a sidewalk can pass with at least six feet of distance to a customer).
- Ensure maximum occupancy limits for indoor and outdoor areas are posted and strictly enforced. Maximum occupancy is calculated using the following two methods. The more restrictive number must be used.
 - Method 1: Limit to 50% of stated fire capacity or twelve people per 1,000 square feet if there is not a fire code number available. When no fire code number is available for outdoor dining, the twelve people per 1,000 square feet number should be applied.
 - Method 2: Arrange the restaurant or retail foodservice business so that customers sitting at a table are not within six feet of any customers sitting at another table in any direction and calculate the maximum number of customers that can be accommodated.
- Install physical barriers, such as sneeze guards and partitions, at point of sale terminals, cash registers, bars, host stands, and other areas where maintaining a physical distance of six feet is difficult.

Messiah University Dining facilities have been re-designed with specific seating configurations for each Dining location on campus which appropriately adheres to the current Pennsylvania capacity requirements.

*To view the floor plan of each dining location with the specific table and chair configurations, refer to Dining Appendices named: **Dining Procedures – Dining Furniture***

Signage for Social Distancing

A variety of signage, merchandising and informational posters will be utilized in each of the Dining operations to facilitate single traffic flow, six-foot social distancing practices, and personal hygiene informational practices. This signage and posted information will be located in all public and production areas within the dining facilities to ensure each student, guest and employee is fully informed of best practices and appropriate behaviors.

- **Lottie** will utilize the main entrance cashier stand to swipe ID cards and with floor signs every six feet. Students and guests will be directed to walk to the left along the north wall past the salad bar and turn right along the alcove to enter the food court which will have multiple social distancing signs posted. Students and guests will exit the food court using the center exit door for dining room B, C, or the east door for Martin Commons and Brubaker Balcony and Brubaker Area B.

- **The Falcon** will utilize the main gate entrance with directional floor signs to direct students and guests to the pick up lines, past the grab and go selections and to the cashier stations exiting the space to the dining room or the mail room hallway for seating in Brubaker Area B.
- **Union Café** will utilize the patio door and main entrance door (ADA) with social distancing floor signs to direct students and guests to the small gated entrance to the food court. Within the food court, social distancing signs will be posted directing all customers to the food pick up lines, past the grab and go offerings and to the two cashier stands for payment.
- **The Café Diem** will utilize the main entrance to the Library with social distancing signage to direct students and guests to the café service line. All will exit the café using multiple exits within the library.

*To view each of the safety signs that will be appropriately and effectively posted in each of the Dining Services Restaurants and Facilities at Messiah University, please refer to Dining Appendices named: **Signage***

Reduced Dining Room Capacity & Carry-Out for Social Distancing

To facilitate dining efficiencies during the time of required social distancing, Lottie Nelson will initially be offering all of our menu offerings in takeout containers. Dining room seating in Lottie and the Martin Commons will be expanded to include the Brubaker Balcony and one half of the Brubaker gymnasium. The use of reusable china, cups and silverware will be reintroduced in Lottie shortly after re-opening following all of the requirements and recommendations of the CDC and the State of Pennsylvania. The Falcon, Union Café, Café Diem and the Café @ Winding Hill will continue to utilize takeout containers for service until further notice.

In addition, Messiah University currently utilizes an effective and efficient online ordering system for the Union Café and The Falcon. Dining Services strongly encourages the use of this system by our students and employees to facilitate best practices for social distancing, and for efficiencies in the service and the pick-up of orders. Links to order food online can be found online on the Dining Services Website:

https://www.messiah.edu/info/20561/dining_services/2362/order_food_online

Contactless payment options For Social Distancing

Messiah University utilizes the Blackboard Transact III point of sale system to manage all dining services sales transactions. The meal plans and declining balance accounts for all of our students and employees are uploaded onto each individual's ID card. Additionally, Messiah University also accepts credit cards with equipment that offers minimal contact point transactions. The restaurants of Dining Services and the vending machines on campus all have the capability to accept payment from the University ID Cards.

To facilitate contactless payment options, each cash register in Dining Services features a "Tap" card option in which the student or employee simply taps his/her ID card on the reader and the transaction is completed and recorded. The contactless readers are continuously sanitized.

Every Messiah University student and employee is encouraged to load funds on to the ID card at The Falcon Exchange to take advantage of this contactless safety feature.

Reduced Inventory for Social Distancing

Messiah University offers a wide variety of “Grab and Go” convenience menu items at multiple restaurant locations across campus. These operations include the Union Café, The Falcon, Café Diem and Café @ Winding Hill. Additionally, there are 21 vending machines on campus to further support convenience food purchase options for our students, staff and guests.

To promote health and safety, the grab and go menu selections in each of our operations will be reduced, not by the variety of items being offered, but by how many of each item is being displayed within the coolers and retail merchandisers.

The employees of Dining Services will be trained and diligent to refilling the grab and go coolers and merchandisers on a frequency rotational basis to maintain minimal points of customer contact, while ensuring the consistent and extensive variety of product offerings for our students, staff and guests.

Preparing Employees

Dining Services employee orientation that occurs each fall and spring prior to our restaurants’ opening includes several intensive training sessions that ensures each employee is knowledgeable of our operational procedures and protocols. In the fall of 2020, the employee orientation program will be inclusive of the impacts of Covid-19 and the new operational protocols that are being implemented into our daily routines. The employee training session for the Covid-19 include requirements, guidelines, sanitation practices, social distancing, and appropriate PPE.

*To view the employee training session for the Covid-19 information, please refer to Dining Appendices named: **Training: What’s Needed for Re-Opening***

A certified ServSafe manager or supervisor is scheduled to be on-site at all times during working operating hours to ensure all procedures are being followed. The local jurisdiction of Messiah University requires that one employee in each dining operation, while open for business, must be a “Certified ServSafe Manager”. Messiah University exceeds this requirement by ensuring that every FTE employee in Dining Services is certified as a ServSafe Manager. Additionally, Messiah’s Director of Dining Services is a current certified ServSafe Instructor and Proctor licensed by the National Restaurant Association for the facilitation of this intensive training.

Preparing Vendors and Delivery Drivers

Dining Services partners with dozens of dedicated vendors and suppliers to facilitate the production of our varied menus, as well as supply our diverse inventory of food and beverage offerings on campus. Delivery drivers must participate in their specific company’s mandated COVID-19 health screening programs daily as they report to their place of employment and prior to their arrival to Messiah University. Each company mandates a health screening of their employees which includes a temperature screening and several health questions. Third party delivery drivers are required to stay home if proper health screening criteria is not met.

The vendors and delivery drivers supporting Messiah University are required to check in when they arrive on campus. Each vendor employee is required to wear a mask at all times and to practice social distancing while on campus. Delivery drivers must limit their access in our facilities to only the loading dock receiving areas. The items received are required to be dropped at the loading dock where Messiah University employees process the orders and distribute the products within the buildings.

Hand Sanitizers

Touchless hand sanitizing dispensers are located at every entrance, exit and throughout each of the restaurants within Dining Services. The sanitizer dispensing equipment is cleaned, sanitized and checked for refilling on a regular fifteen minute cycle while the operations are open for business.

- **Lottie Nelson:** Will have hand sanitizing dispensers located at the Cashier Entrance, the Food court entrance, and have two in the dining room.
- **The Falcon:** Will have hand sanitizing dispensers located at the entrance and in the Food court.
- **The Union Café:** Will have hand sanitizing dispensers located at the building entrance doors and at the Food court entrance.
- **Café Diem:** Will have hand sanitizing dispensers located at the café entrance.
- **Café @ Winding Hill:** Will have hand sanitizing dispensers located at the café entrance.

Sneeze Guards

Sneeze Guards are installed and located in all Messiah University foodservice operations in accordance to the requirements of the Pennsylvania Department of Agriculture and the FDA Food Code - Title 7, Part III - Chapter 46. In response to the COVID-19 requirements and to further protect the safety of our students and employees, we have installed an extension to our use of sneeze guards in the food preparation, customer service and cashier areas using Plexiglas®, a clear acrylic sheet to create a large barrier enhancing social distancing. Plexiglas® has been installed in the following foodservice locations:

- **Lottie Nelson:** The cashier station, the deli, A line, B line, C line, D line, the soup station, the pizza station, the coffee bar and the Mongo Grill station.
- **The Falcon:** The entire food court serving line, the coffee bar, and the two cashier stations.
- **The Union Café:** The two cashier stations and the coffee bar.
- **Café Diem and Café @ Winding Hill:** The cashier stations and the coffee bars.

No-touch or Prepackaged Utensils and Service-ware

Because of the reduced risk of exposure to infected surfaces, using single-use tableware is safer for our students and guests. As students choose their dining location, it is crucial that they feel reassured about the precautions that we are taking to protect them. To build this confidence and avoid potential spread of the virus, until further notice, each dining location on campus will be offering these single-use products:

- **To Go Containers, Plates and bowls.**
We will be using multiple sizes of single-use to-go containers or plates to accommodate appetizer, salad, entree, or dessert portions. Single-use bowls will be offered to serve soups, pastas, and other foods.

- **Drinking cups**
Single-use cups and lids will be used to serve our assorted beverages. For coffee and tea service, hot cups with sleeves will be available. The use of personal mugs or beverage containers in the dining facilities is prohibited until further notice.
- **Cutlery and utensils**
Single-use forks, spoons, and knives as well as disposable chopsticks will limit the exposure to these frequently handled items.
- **Napkins**
Napkins will be included in the single use utensil package with additional napkins being available using single sheet dispensers.

Elimination all self-serve stations and buffets

The Food and Drug Administration has released a series of best practices for restaurants, which include discontinuing self-serving stations that require customers to use common utensils or dispensers, like salad bars and buffets. To ensure federal and local operational compliance, the dining facilities of Messiah University has adjusted and changed all of the self-service food stations and food bars to either “served stations”, single use pre-packaged offerings, or grab and go items.

- **Lottie Nelson** – To-Go Containers initially, working in reusable service ware starting in two weeks of the academic year
 - Deli – will be offering prepared sandwiches, bagels, breads and wraps with chips and accompaniments
 - A Line – will offer a served entrée with assorted side dishes and accompaniments
 - B Line – will offer a served specialty rotational bar – Chili, potato, tapas, etc.
 - C Line – will offer a served entrée with assorted side dishes and accompaniments
 - Speed Bump – will offer served soup and accompaniments
 - D line – will offer a served variety of salads, toppings and dressings
 - Pizza – will offer an assortment of served pizza
 - Ice Cream - will offer an assortment of pre-packaged novelties
 - Beverages – will be minimal touch service with single touch cup dispensers
 - Peripheral offerings – will be pre-packaged single use offerings
- **The Falcon** - Breakfast – service will remain unchanged. Lunch Service:
 - Rice Bowls Station – will offer a core menu of selections and a rotational variety with accompaniments
 - Flatbread Sandwiches Station – will offer a core menu of selections with a rotational variety and accompaniments
 - Salad Station – will offer a core menu of selections with a rotational cycle menu
 - Grab and Go items will remain unchanged
- **Union Café**
 - The food and beverage stations at the Union Café will offer the same variety of offerings utilizing a rotational menu format. Grab and Go offerings will be enhanced to offer additional options for students living in the apartments.

- **Café Diem**
 - The beverages menu will remain unchanged, however the food offerings will be enhanced to include to go entrée options with accompaniments.

Protocols Meeting the CDC, Department of Ag, and the State of PA guidelines

The FDA, CDC, Pennsylvania Department of Agriculture, and the National Restaurant Association have provided a food safety re-opening checklist for food establishments or for those that have been open with limited service related to the COVID-19 pandemic. This checklist addresses key food safety practices for food establishments to implement when re-opening and restarting operations. Messiah University has implemented each of the following food safety and operational guidelines:

Facility Operations

- Signs posted on how to stop the spread of COVID-19 and promote everyday protective measures
- Premises in good order, including fully operational utilities and equipment (e.g. electrical, lighting, gas services, and proper ventilation; hood systems for fire prevention; garbage and refuse areas; and toilet facilities)
- All areas of the food establishment, including restrooms and waiting areas, properly cleaned, stocked, sanitized, or disinfected, as appropriate
- Facilities checked for pest infestation or harborage and all pest control measures functioning
- Ventilation systems, including air ducts and vents in the facility, clean, free of mold, and operating properly
- Increased circulation of outdoor air (as much as possible) by, for example, opening windows and doors or using fans (Do not open windows and doors if they pose a safety risk to children using the facility.)
- High touch self-service containers and items requiring frequent hand contact removed from use, or appropriately washed, cleaned and sanitized, and changed after each customer/party is served (e.g. seating covers, table cloths, linen napkins, throw rugs, condiments such as ketchup bottles and salt/pepper shakers, and reusable menus)

Water, Plumbing, and Ice

- Potable water available throughout the facility
- Water and sewage lines working
- Hot and cold water
- All water lines flushed, including equipment water lines and connections, according to the manufacturer's instructions
- Ice machines and ice bins cleaned and sanitized

Food Contact and Non-food Contact Surfaces (Clean, Disinfect, Sanitize)

- Sanitizers and disinfectants that meet EPA's criteria for use against SARS-CoV-2 available and

used per label instructions to clean and disinfect the facility during hours of operation

- Food contact surfaces and counters cleaned and sanitized (wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use)
- Common use areas such as restrooms being cleaned and disinfected more frequently
- High-touch areas and equipment cleaned and disinfected (e.g. door knobs, display cases, equipment handles, check-out counters, order kiosks)
- Sufficient stocks of single-service and single-use articles (e.g. tableware, carryout utensils, bread wrappers, and plastic wrap) available. If not, ensure all reusable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Employees should wash their hands after removing their gloves and after directly handling used food service items.
- Staff properly trained on cleaning procedures to ensure safe and correct application of disinfectants
- A disinfection schedule or routine plan developed with sufficient stocks of cleaning and disinfecting supplies to accommodate ongoing cleaning and disinfection

Food Temperature Control

- All coolers, freezers, and hot and cold holding units functioning
- All coolers, freezers, and hot and cold holding units clean, sanitized, and protected from contamination
- Calibrated thermometers available and accurate to check equipment and product temperatures to ensure food safety/HACCP plans are executed as designed

Product Inspection, Rotation

- All food examined for spoilage, damage, expiration, or evidence of tampering or pest activity with, if needed, such food appropriately discarded
- Food properly labeled and organized, such that receiving date and rotation is evident
- All food, packaging, and chemicals properly stored and protected from cross contamination
- Contact made with suppliers in the supply chain to ensure deliveries are scheduled and able to be fulfilled

Ware washing Equipment

- 3-compartment sink clean and equipped with detergent and sanitizer
- Ware washer clean and functioning and equipped with detergent and sanitizer (single temperature machine, 165°F) or reaches 180°F rinse (high temperature)
- Sanitizer test strips available and appropriate for the sanitizer being used

Handwashing Stations

- Trained and reminded employees of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing

- All handwashing sinks accessible and fully stocked (e.g. soap, paper towels, hand wash sign, and trash bins)
- Paper towels and trash cans available in the bathrooms so doors can be opened and closed without touching handles directly
- All handwashing sinks functional and able to reach 100°F minimum
- Using hand sanitizers (minimum 60% alcohol), as appropriate, in multiple locations to encourage hand hygiene by both customers and employees to supplement hand washing.

Employee Health / Screening

- Protocol to check employee health and personal hygiene practices within food establishment
- Follow CDC guidance and practices for employee health checks/screenings
- Checked with the CDC and local regulatory/health authority guidance for employees returning back to work
- Monitor and respond to a higher than normal level of absenteeism
- Provide and have available an adequate supply of personal protective equipment (PPE) and/or cloth face coverings

Social Distancing

- The facility has taken measures (e.g. tape on floors/sidewalks, partitions, and signage on walls) to minimize face-to-face contact that allows, to the extent possible, at least a 6-foot distance between workers, customers, and visitors
- Limit offering of self-serve food or drink options, such as buffets, salad bars, and drink stations noting as local regulatory/health authorities lift levels of restrictions to limit use with additional monitoring
- Restrict the number of employees in shared spaces, including kitchens, break rooms, and offices to maintain at least a 6-foot distance between people

Dining Operations Facility Sanitation Program

A ServSafe Certified manager or supervisor of Dining Services will be specifically dedicated to maintain the safety and sanitation of each dining operation throughout each meal period daily.

○ Table & Chairs

Dining room sanitation teams of employees working at Lottie Nelson, The Falcon, The Union Café, The Café Diem and Café @ Winding Hill will be scheduled and assigned specifically to wash, rinse, sanitize and disinfect the tables and chairs in each of these dining facilities at the beginning of each meal period, after each guest usage, and at the end of each meal period. To facilitate the proper sanitation of each dining room, table and chair, each employee will be trained in the proper use of PPE, commercial sanitizing solutions and disinfectants, and how to apply each of these chemicals effectively and safely to clean the dining facilities. Additionally, each employee will be trained to fully understand the SDS Safety Data Sheets system and where to source each safety data sheet for detailed information.

- **Work surfaces, Production and Service areas**

Coronavirus is a respiratory virus – it is not considered to be a foodborne illness by the CDC, but similar proactive steps, such as not working when sick, proper hand washing and thorough sanitizing and disinfecting, can help to mitigate the risk.

Restaurants have a common goal with health departments to protect their guests, their employees and the communities in which they serve. Messiah University in partnership with the PA Department of Agriculture is taking additional actions to do just that. There has been tremendous effort by our dining managers to ensure ill employees remain out of the restaurants, increase the handwashing practices even more than they already do, and to disinfect surfaces on an increased basis. Dining Services Directors within our consortium are also sharing prevention steps and best practices with each other to maximize safety and compliance.

There are four aspects of keeping a foodservice establishment clean and sanitary:

- **Hand Washing**—best way to prevent both staff and guests from getting sick
- **Cleaning surfaces**—removing soils and food sources from surfaces. While cleaning does not kill pathogens, it is the most important part of the hygiene process because it impairs the environment where those pathogens would thrive.
- **Sanitizing food contact surfaces**—lowering the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements
- **Disinfecting touch points**—killing pathogens on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Many will mistakenly use disinfecting interchangeably with sanitizing, but it is important to note two major differences: effectiveness and application. Disinfectants remove more germs than sanitizing, making it more effective in killing pathogens like Covid-19. However, disinfectants are not generally food safe. Due to the high level of actives and detergency in disinfectant products, they must be followed with a potable rinse once the dwell time, or amount of time the surface must remain visibly wet, is achieved. In contrast, food safe Quaternary Sanitizers remove pathogens to a safe level after cleaning, and food products may be placed on the surface immediately after the dwell time. Though such sanitizers may not remove pathogens as thoroughly as a disinfectant, the application process is simpler because they do not require a potable rinse.

Dining Services Cleaning Checklists

Back-of-House

Cleaning and sanitizing the back-of-house area consistently and thoroughly is important for preventing cross-contamination and the spread of bacteria and viruses. Below is the list of cleaning standards and tasks for each dining operation:

- **Daily:**
 - Wipe down and sanitize the walls
 - Clean and sanitize all kitchen equipment and contact surfaces
 - Sanitize other equipment, such as coffee makers, microwaves, toasters, and meat slicers
 - Disinfect prep area surfaces and rinse
 - Clean and sanitize beverage dispensers and equipment
 - Clean and sanitize sinks and counter surfaces
 - Properly launder towels, aprons, and uniforms
 - Refill soap and sanitizer dispensers
 - Sweep and sanitize walk-in refrigerators and storage areas
 - Remove trash and recycling from the production areas
 - Disinfect the waste disposal area and clean the trash cans
 - Sweep, mop and sanitize floors
- **Weekly:**
 - Clean ovens, including walls, door, and racks
 - De-lime the sinks, faucets and dish machines
 - Boil out the deep fryer
 - Wash and sanitize walk-in refrigerators and freezers
 - Clean and sanitize anti-fatigue mats
 - Sanitize and disinfect floor drains
 - Run cleaning and sanitizing chemicals through the coffee or espresso machine
 - Clean and sanitize the ice machines
 - Clean and sanitize refrigerators and freezers
 - Clean refrigerator coils to remove dust
 - Wash and sanitize walls and ceilings
 - Wash and sanitize vent hoods and screens

Front-of-House

Cleaning and sanitizing the dining service areas consistently and thoroughly is important for preventing cross-contamination and the spread of bacteria and viruses. Below is the list of cleaning standards and tasks for each of the dining rooms and service areas:

- **During each Meal Period:**
 - Clean and sanitize walls
 - Clean and sanitize dining tables after each guest
 - Clean and sanitize all counters and contact surfaces
 - Clean and sanitize seats and benches
 - Remove trash and recycling
 - Clean and sanitize interior and exterior of all trash and recycling bins
 - Sweep, mop and sanitize floors
 - Clean and sanitize bathrooms
 - Clean all glass surfaces
 - Clean light fixtures
 - Disinfect door handles and contact surfaces and rinse-*
- **Maintain the Workplace – Daily**
 - Ensure all handwashing sinks are operational with clean running hot water, cleaned daily, and adequately stocked with soap and paper towels
 - Ensure all hand sanitizer dispensers are kept full and operational
 - Ensure bathrooms are meticulously cleaned and disinfected frequently and are adequately stocked with soap and paper towels
 - Ensure building ventilation systems are working properly and maintained per standard protocols for optimal indoor air quality, including regularly replacing filters or cleaning and disinfecting them; increase ventilation rates and percentage of outdoor air that circulates into the system, if feasible
 - Ensure stove hood filters are regularly cleaned and disinfected
 - Empty trash receptacles frequently, wearing gloves that you then throw away
 - Ensure all sanitation systems are fully stocked and functioning
 - Verify dishwashing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers
 - Remember that hot water can be used in place of chemicals to sanitize equipment and utensils in manual dishwashing, disinfecting them
 - Ensure hood screens and filters are regularly cleaned and disinfected

Dining Services Quarantine Meal Program

This meal program is for on-campus undergraduate students required to stay in quarantine facilities.

Notification

The Engle Center will confidentially notify Dining Services of the name and housing location of each student that will require meals while in quarantine. The Engle Center will also notify the student placed in quarantine to expect an email from Dining Services. Dining Services will then email any student in quarantine an online link that the student will be able to utilize to submit their meal requests. The Menu Link will automatically submit the completed form to the following Dining Services email:

theqmenu@messiah.edu

Menus, Meal Requests and Ordering

Meal options from Lottie Nelson, The Falcon and the Union Café will be available to view and select from the online link provided to each quarantined student. The online menu will list daily options for a full week's worth of meals. Each student's menu selections will be forwarded to Dining Services to individually prepare for delivery.

Dining Services will receive the requested meal selections from each student and process them for production, packaging and delivery. Weekly meal selections are to be made by the student on the Friday before the menu's start each Monday, but will be flexible as students may be going into quarantine on the same day meal deliveries are required.

Meal Delivery:

Housing will notify Dining Services regarding the specific delivery drop off location for each quarantined student. Meals will be no-touch prepared, packaged and delivered to those pre-determined residence locations for delivery to each student. Delivery times will be at 11:30am and 4:45pm daily. A continental breakfast will be delivered with the dinner meal.

Meal Plan/Payment:

Dining Services will apply the cost of the quarantine meals directly to the student's meal plan in accordance to the meal plan agreement using the Lottie Nelson daily meal rates. Students who do not have a meal plan will have the Quarantine Meal Plan assigned to their student account at the price of \$165.00 per week.

Two Bridges Catering

As Messiah University begins to plan and hold events and gatherings, the CDC offers the following considerations for enhancing protection of individuals and communities and preventing spread of coronavirus disease 2019 (COVID-19). Event planners and officials can determine, in collaboration with state and local health officials, whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of campus community. Because COVID-19 virus circulation varies, these considerations are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which gatherings must comply. Messiah University will continue to assess, based on current conditions, whether to postpone, cancel, or significantly reduce the number of attendees for gatherings.

- **Food and Catering Service**

- There is no evidence that COVID-19 is spread by food. However, people sharing utensils and congregating around food service areas can pose a risk.
- Use touchless payment options as much as possible, if available.
- Clean and disinfect frequently touched surfaces such as counters, or hard surfaces between uses.
- Provide physical guides to ensure that individuals remain at least 6 feet apart.
- If a dining room is used, serve individually plated meals or grab-and-go options, and hold activities in separate areas.
- Use disposable food service items including utensils and dishes. If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- Avoid offering any self-serve food or drink options, such as buffets, salad bars, and drink stations. Consider having pre-packaged boxes or bags for each attendee.

Two Bridges Catering is a division of Messiah University Dining Services and is subsequent to utilizing and maintaining all of the same extensive food safety & sanitation practices and protocols that are utilized within the Department of Dining Services. Catering events are to adhere to the following additional guidelines:

- Events must be individually served, pre-packaged in single use packaging, or be prepared for To-Go service.
- Foods, beverages and service ware must be individually pre-packaged single use items.
- Dining areas will be designed to serve at a 50% capacity.
- Catering menus will be custom designed with the support of the Catering sales team.
- Social distancing protocols will be implemented and maintained at all events.
- Guests at each event may be recorded for tracing purposes.

The Two Bridges Catering team is excited to welcome our students, staff and guests to campus and will ensure that each catered event is a safe, healthy, inviting and quality experience for our entire campus community, as well as our off campus clients and guests!

Department of Safety/Dispatch Plan

The Department of Safety is a clear and obvious partner in supporting the health and well-being of the University community. In order to both support campus safety and reduce the potential for spreading COVID-19, the Department of Safety will be implementing several modifications to their normal protocols:

1. All members of the department of safety will wear appropriate PPE, including wear a mask. Certain situations may require additional PPE such as gloves, goggles, face shields and/or paper gowns. Signs in Greenbriar and Dispatch will remind both the Department of Safety and community members to wear PPE. The Department of Safety PPE protocol is included in the appendices of this document.
2. The department of safety will develop a policy for “Interviews” for safety officers to follow when conducting routine interviews, including identifying which interviews can be done by phone or email.
3. When conducting in person interviews or meeting face to face with members of the community, safety officers will make use of face shields or portable barriers.
4. All members of the Department of Safety will practice social distancing while interacting with members of the community. In addition, the Department of Safety will have physical guides, such as tape on floors and signage on walls/doors to indicate the appropriate distance for social distancing as well as limit who is permitted inside both the Dispatch Office and the Safety Office at one time.
5. The department of safety will discontinue walk-throughs of the residence hall buildings for the fall semester to cut down on exposure and contact with students
6. For accesses and lock-outs to one’s room, apartment, or house between 7am-7pm, the safety officer will provide access following the social distancing standard when at the student’s door. From 7pm-7am, the student is directed to call the RA On-Clock number for their respective residential area.
7. All members of the department of safety will wash their hands regularly and use hand sanitizer immediately after making contact with materials outside of each individual’s personal space. Hand sanitizer, wipes and disinfectant spray will be readily available at Greenbriar, Dispatch and the Connection.
8. All members of the Department of Safety will regularly wipe down their equipment and work spaces with disinfectant. The Department of Safety’s Safety Work Practices & Cleaning protocol is included in the appendices of this document.
9. For the protection of the community and to reduce the potential spread of illness, Dispatch will keep window closed and plexi-glass will be used in those areas where social distancing may not always be possible:
 1. Plexi-glass installed in Safety Office at main counter
 2. Sneeze guards installed in 3 department vehicles (excluding truck)
 3. Portable plexi-glass shields that can be carried/moved and used for interviews
10. The Department of Safety Leadership team (4 Supervisors, 1 Director will be assigned to work 4 days in the office with 1 day working from home such that no one will share an

office while working.

11. The Department of Safety will monitor “Lost & Found” so that only those items that are accepted can be effectively disinfected. A revised “Lost & Found” policy is included in the appendices of this document.

Medical/EMS Calls

Because the Department of Safety often functions as first responders in medical situations, parameters for managing COVID-19 need to be implemented. All medical care for students in isolation will be done by Engle Center professional medical staff. If a student is isolation needs to speak with a Safety Officer, every effort will be made to address the student’s needs through a phone conversation or by speaking through the door. If it is essential that the Safety Officer enter an isolation room, the Safety Officer will wear appropriate PPE, including a mask, face shield, gloves and a paper gown.

Except in situations in which an Engle Center nurse is unavailable, the Department of Safety will only respond to medical calls for situations that are not in isolation. Safety Officers and Dispatch will follow a revised medical calls safety protocol that includes screening callers as to the possibility of a COVID-19 infection and identifying situations in which additional PPE is necessary. The Medical Calls protocol is included in the appendices of this document.

Student Run EMS Team

The student run EMS team will continue to function under the coordination of Betsey Miller, CRNP and Kevin Prest of the Department of Safety. Each first responder will be provided with appropriate PPE to respond to calls on campus and will receive specialized training in recognizing and identifying the signs and symptoms of COVID-19. This team will NOT respond to calls in the isolation and quarantine housing.

Students at Oakwood Hills

The Department of Safety will engage with the Educator-in-Residence and the Residential Staff in the same manner as other residence halls to enforce student conduct rules, campus rules or reporting of crimes at Oakwood Hills. In addition, all crimes will be reported to Upper Allen Police. A meeting should be held with the Chief of Police, the Director of Safety, a representative from Oakwood Hills, the Vice-President of Operations and the Dean of Students of Messiah College to form an agreement for violations by students while living at Oakwood Hills.

Students living at Oakwood Hills should have a specific area for them to park their vehicles. This is in the planning stages.

Transportation

Because social distancing is difficult in vehicles and the Department of Safety may need to transport students, specific protocols for use of vehicles have been developed.

1. The Department of Safety will follow a protocol for “Vehicle Cleaning” for the sanitization of safety vehicles after each use. This protocol is included in the appendices of this document.
2. Vehicles will have sneeze barriers placed in three of the four safety vehicles.
3. Each vehicle will have pre-packaged hand sanitizer and extra disposable masks, in the event someone is without a mask.

4. Vehicle then wiped down after any sort of transport.

Mail and Campus Post Office

The Campus Post Office will take specific measures to reduce the potential spread of COVID-19. No more than two employees will be permitted to work inside the post office space at a time in order to facilitate social distancing. Masks will be required and each employee will have his/her own tool kit (wipes, pens, scissors, tape, etc)

Training Documents for all postal employees (including students) will be updated to include proper procedures for safety, cleaning, and social distancing. Training will occur as per usual schedule at beginning of semester with signatures being required. Training will include reminders for protocols related to cleaning, handwashing, temperature checks and masks.

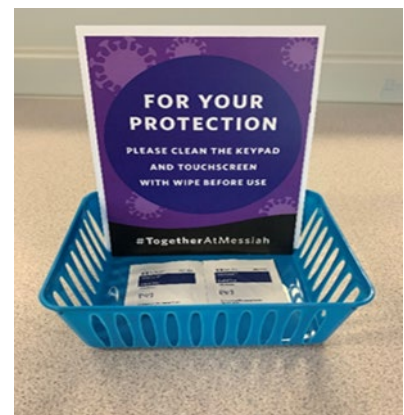
Every effort will be made to reduce the need for face-to-face interaction. An FAQ addressing these changes will be drafted (A student version and employee version) and published outside the post office window as well as distributed via mass email and in a brochure to new, incoming students. The following specific measures will be implemented:

1. Window hours will be “by appointment only” and customer service will be limited to helping with large packages and assisting with lost keys. All other business will be accomplished by way of drop boxes, emails, and campus mailboxes.
2. A sneeze guard will be installed at the service window.
3. Mailbox keys to new, incoming students will be distributed by way of welcome packets rather than in person.
4. Amazon Lockers will be installed to reduce the number of packages we will be handling.
5. A drop box will be purchased and installed outside the campus bookstore. This drop box will be where students and employees can drop off any outgoing items that do not fit in the mail slots under the service window.
6. Signing for accountable mail, such as express, certified, etc will be addressed by post office staff who will sign for these items and distribute with campus mail.
7. Students will be advised to buy textbooks early and have them shipped to their home.
8. Locker keys and master keys will be sanitized after each use and lockers and mailboxes will be wiped down daily.
9. Mass mailings (Mailings to every student) for fall semester will only occur with vice president of operations approval. These will be limited and only for critical service information.
10. Postage and postage stamps can be purchased at Grantham Post Office, or on-line (One\$ource, Stamps.com, usps.gov) but not in person at the window.
11. Package distribution via lockers will only occur in non-peak hours – we will avoid post office staff working in a congested hallway.

Copiers and Printers

There are 20 public copier locations where we will place baskets of alcohol wipes for users to wipe the copier keyboard prior to use. The list of copier locations, basket location, and assigned person is listed in an Excel sheet. The baskets will look similar to this:

Each copier location will be assigned an employee located in close proximity to the copier to refill the basket each day. The employee can obtain additional supplies by contacting Messiah Press and requesting



more. For departmental locations (non-public machines) admins/employees are responsible for keeping touchpoints clean. Approved alcohol wipes can be obtained by emailing Messiah Press. For locations with copiers against a wall, a Large Velcro command strip will be used to attach the basket and sign to the wall. For locations with counters or tables, the basket will be unmounted. For locations without a wall or suitable close location, a stand will be purchased to mount the basket and a sign. A trash can should be placed at each location for disposal of used wipes. Materials needed will include:

- 20 baskets
- 20 signs, 5 ½ x 7 coroplast
- 2 stands at 82.93 each
- Wipes (40 boxes purchased initially)
- 20 trash cans (Will work with Campus Events on acquiring these)



Mass emails notifying the University community about expectations are included in the appendices of this document.

Bowmansdale Building/Messiah Press

Office hours for customer service will remain “by appointment only” until further notice. Guests who do schedule appointments and all delivery personnel must wear masks and sign in. Plastic shielding will be installed at the front counter.

Project initiation/planning meetings will occur by zoom when possible. Employees who can work from home will work from home. This includes the graphic designer and the customer service and graphic design manager. Employees reporting to work will follow all safety protocols for temperature checks, hand washing, wearing masks, PPE, and cleaning. Alcohol Wipes and disinfectant will be available throughout building and a routine (daily) cleaning schedule has been established, particularly for high touch areas such as door handles and light switches.

The building and the production areas in particular are ideal for social distancing. As such, employees who report to work will keep to their own space and wear masks only when there is need for close proximity. Each employee will have his/her own tool kit (wipes, pens, scissors, tape, etc). Stuffing envelopes for mailings and other large “hands-on” projects will be completed with social distancing. When accepting deliveries from shippers and vendors, employees must maintain social distancing. They should open the door, designate a drop location to the driver, and stand back. They should utilize their own pen if a signature is required and lay slip back on palate for driver to pick up.

Deliveries

Approval for Postal Clerk/Courier position to open for hiring will continue to be sought. The additional employee will broaden our ability to complete deliveries and take mailings to Mechanicsburg safely. Delivery of orders will be limited to the following options:

- Pick up order (by appointment only) at Bowmansdale Building
- Campus Mail (ECC)

- Learning Technology Services (COE)
- Directly to department/employee only if the job is large format or too heavy to ask an employee to carry across campus

There will be no more than one person in the delivery van at a time and employees are required to wipe down touch points and keys before and after use. Signatures will not be required on delivery slips – the courier will need to make notes.

When taking outgoing bulk mail to Mechanicsburg Post Office, a mask and gloves will be required. All USPS guidelines for dropping off bulk mailings must be followed.

Communication

Primary Communication Methods

Messiah utilizes a mix of the following communication tools to keep its campus stakeholders informed about its campus reopening strategies and related COVID-19 health and safety measures:

- [Messiah's COVID-19 resource website](#)
- [Messiah Emergency Blog](#)
- [Bridge to Reopening Messiah website](#)
- As of August 27, a website that will disclose the number of confirmed positive COVID-19 cases on campus. The link is available through the emergency blog and updated weekly.
- Campus mass email system (current students, employees, current parents and alumni)
- Slate CRM (prospective students and parents)
- Messiah's institutional social media platforms
- Student and parent portals (current students and parents)
- Canvas Learning Management System
- Campus health and safety signage (particularly in common areas like dining halls, gyms, classrooms, labs)

Timely updates

In addition to communicating Messiah's initial reopening master plan and related protocols, the University will use the above methods to continue to update stakeholders about breaking developments, news and changes in a timely and transparent manner.

Students and Families

The above mix of communication tools will be used to communicate to students and families the following essential information about the University's reopening plans:

1. How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
2. When/how long to stay home from class/other activities if students are sick. This will include details on how this will affect grading policies.
3. What they should do if exposure is suspected and what will happen if a student tests positive. This will also include details about isolation and when a student can return to campus/class/activities. This will also include details about procedures if a student's close contact tests positive.
4. How student health will be monitored.
5. What to do if a student suspects someone else may be sick.
6. How they will be permitted to return to campus for the fall semester, including any new procedures, updates to timing, etc.

7. What will happen if there is a case or an outbreak on campus while classes are in session.
8. How a campus closure will be handled, including what the criteria for deciding to close campus will be.
9. What additional measures students in vulnerable populations should take and/or what additional options they have (remote learning, for example).
10. What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
11. Who holidays/breaks will be handled.
12. What impact virtual learning will have on grading (i.e. Will virtual classes be pass/fail?) and on any other academic requirements (i.e. lab requirements or field training)
13. How dorms/classrooms/common areas will be cleaned/disinfected and what is the responsibility of student vs. institution?
14. Which visitors to campus are allowed and under what conditions.

Faculty, Administrators and Staff

The above mix of communication tools will be used to inform employees about the following essential information about the University's reopening plans:

1. How to prevent the spread of the virus and when/where/how to seek medical attention if necessary.
2. When/how long to stay home from work if they are sick. This should include details on how this will affect sick time allowance.
3. What they should do if exposure is suspected and what will happen if an employee tests positive. This should include details about isolation and when they can return to work. This should also include details about procedures if an employee's close contact tests positive.
4. How employee health will be monitored.
5. What to do if they suspect someone else may be sick.
6. When and how they will be permitted to return to work, including any new procedures, updates to timing, etc. This should include details on who is permitted to work from home and under what circumstances
7. What will happen if there is a case or an outbreak on campus?
8. How a campus closure will be handled, including what the criteria for deciding to close campus will be.
9. What additional measures employees in vulnerable populations should take and/or what additional options they have (work from home, for example).
10. What the new social distancing/PPE protocols on campus are and how a failure to follow these protocols will be handled.
11. How holidays/breaks will be handled.
12. How work spaces/classrooms/common areas will be cleaned/disinfected and what is the responsibility of employees vs. institution? (i.e. will offices be sanitized regularly?)

13. Which visitors to campus are allowed and under what conditions.
14. Whether there are any travel restrictions in place.
15. What their options are if their child's school/daycare closes but campus is still open (i.e. work from home).

Community and Government Leaders

Campus leadership has been keeping its various community and government partners informed of its response to COVID-19, including consultation and input as they develop reopening strategies. This includes the following organizations, with Messiah's liaison noted in parentheses:

- Pennsylvania Department of Health (Engle Health Center)
- Pennsylvania Department of Education (Office of the Provost)
- Cumberland County Emergency Operations Center (Division of Operations)
- York County Emergency Operations Center (Division of Operations)
- Upper Allen Township (Division of Operations)

Messiah will inform its community and government leaders about its finalized reopening plans and related COVID-19 health and safety measures no later than Aug. 1, 2020, and will specifically inform them of:

1. Messiah's timeline for phased return to campus
2. The campus plan for handling a case or an outbreak.
3. Under what conditions campus will close or partially close.
4. Messiah's plans for testing and contact tracing and how the University will work in concert with county public health officials.
5. Who will be informed of positive cases on campus and what the timeline is for informing officials. This should include details of what information specifically will be shared (affected person's name, for example?).

HR & Compliance

Returning to Work & Remote Work

Messiah University COVID-19 Working Together Expectations for Employees

Messiah University is committed to providing a safe and healthy community for all of our students and employees. As part of that, we have developed the following guidelines for returning to work as we continue to navigate the COVID-19 pandemic. All employees are responsible for understanding and complying with all aspects of this return plan. Together, by adhering to this plan, we can reduce the potential for transmission of COVID-19 at Messiah and create a safe and welcoming community for our students when they return.

This plan has been developed based upon direction from the medical experts with the Centers for Disease Control (CDC), the Pennsylvania Department of Health and guidance from Governor's office. The COVID-19 pandemic is a fluid situation and circumstances can change quickly. As such, this plan will change as needed. We will provide updates when changes are made.

Returning to Work

Decisions regarding when specific employees can return to work on campus regularly will be communicated by division and school leadership by June 30. We anticipate that in order to reduce the number of individuals reporting to work on campus at any one time, we will continue to have employees working remotely throughout the summer and fall semester. Below is an outline of how we anticipate employees returning to campus as we prepare for our fall re-opening:

GROUP 1 Employees currently reporting to work on campus

Employees who are currently reporting to work on campus should continue to report to work as directed.

GROUP 2 Certain employees may begin returning to campus occasionally beginning in June

Specifically, educators may begin returning to work to prepare for the fall. Other employees who need to be on campus to address fall planning may also occasionally arrange to be on campus. This should be coordinated with their VP or Dean.

GROUP 3 Certain employees may begin returning to campus occasionally beginning July 1

Administrative and staff employees whose functions require them to be physically present before the rest of the community arrives in August to support a return to face-to-face operations for the fall may arrange to occasionally work on campus.

GROUP 4 Certain employees will begin reporting to campus as needed on August 1

Educators, administration and staff whose functions require them to be physically present to support a return to face-to-face operations for the fall will return to campus beginning August 1.

GROUP 5 Certain employees will continue remote work throughout at least the fall semester

Administrative and staff whose functions can continue to be performed remotely and are not meaningfully affected by working remotely will continue to work remotely throughout the fall semester. Periodic work on campus should be anticipated, but the vast majority of work will be done remotely.

Employee Training

All employees will be sent an on-line training that addresses the return to work protocols and expectations. The training can be found at:

<https://video.messiah.edu/hapi/v1/contents/permalinks/EmployeeCOVID19FNL/view>

Remote Work

Division and school leadership will assess the roles and work within their scope of responsibility to determine which employees can effectively do their best work remotely and which employees are needed to work onsite. The assessment of who can work remotely will consider the following:

- a. Which functions, work and roles can only complete work if on site due to the nature of the work (mail services, facilities management, etc.)?
- b. Which roles can successfully implement a blend of on-site and remote work throughout the week?
- c. Which functions, work and roles rely on materials or processes that are not readily available digitally?
- d. What resources are needed to make remote work effective?
- e. Is there any re-structuring or re-assignment of work necessary to make remote work effective?

Depending on the needs of the department and configuration of department space, department heads and supervisors also have the flexibility to use one or more of the following options to ensure proper social distancing:

- a. Staggered work days on campus
- b. Staggered start and end times
- c. Various combinations of on-campus and remote work
- d. Use of “swing” space

Division and school leadership along with department heads and supervisors are responsible for working with employees to identify a process for each of the following:

- a. Communication – design and implement a plan for how communication will be managed with remote employees.
- b. Technology – identify how remote employees are expected to use technology, secure data, share files and store projects.
- c. Supplies – identify how remote employees should secure the necessary supplies for effectively working from home. Individual orders are not cost effective.

Office Hours

All campus offices and departments should maintain and communicate consistent office hours. These hours can be different from hours traditionally maintained when staffing is fully present on campus. Walk-ins should be discouraged wherever possible. Departments should make every effort to adapt to virtual appointments. Where virtual appointments are not possible, in-person appointments should be scheduled in advance to limit the number of guests at one time.

Risk Mitigation Behaviors Expected of Employees

As offices and departments prepare for the reopening of campus and develop plans for proceeding with the important work of the university, employees need to be vigilant in taking measures to control the spread of COVID-19 and prevent an outbreak on campus. As such, employees reporting to campus will be expected to participate fully in risk mitigation behaviors. As such, Messiah University has outlined six health practices that all employees must follow:

1. Employees need to wear a mask at all times, unless working alone in an office.
2. Employees need to work in a socially distant manner
3. Employees need to wipe/disinfect work spaces (key pads, desk tops, counter tops, phones) frequently
4. Employees need to take breaks to wash hands several times a day
5. Employees need to stay home if feeling sick or exhibiting any symptoms related to COVID-19 (Fever, chills, cough, vomiting, diarrhea, shortness of breath, etc.)
6. Employees must exercise respiratory etiquette.

The following information details how we expect employees to implement these health principles:

Masks

Cloth masks are required in public spaces on campus where social distancing measures are difficult to maintain, such as when entering or exiting campus, lounges, hallways, restrooms, etc. In addition, masks are required in shared work spaces. Employees working alone in an office may remove their masks while alone. Messiah University will provide all employees with a cloth mask. If additional masks are needed, employees should speak with their supervisor. Employees who, for health reasons, cannot wear a mask will be expected to wear a shield and should discuss this with their supervisors.

Social Distancing Policy

To ensure the protection of employees and students, the following social distancing practices must be followed:

- Until further notice, meetings of more than just a couple people must be held virtually if social distancing cannot be practiced. Even when social distancing may be possible, it is preferred that meetings be virtual and all meetings must have a virtual or remote call-in option.
- Employees and students must not gather in groups, especially in confined areas, including elevators.
- Common spaces such as break rooms, lounges, and conference rooms may be taken off-line for the fall semester. At a minimum break rooms and lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals that do not require refrigeration or heating.

Hygiene and Respiratory Etiquette

Practicing basic hygiene and respiratory etiquette has been proven to reduce the spread of COVID-19. It

also demonstrates to others our care and concern for their health and wellbeing. While practices such as frequent hand washing or wearing a cloth mask may seem inconvenient, to those around us, especially to those in the vulnerable category, these are tangible expressions of thoughtfulness for one another.

Disinfect Common Spaces

All members of the Messiah University Community will be called up to assist in reducing the spread of illness by disinfecting common spaces. Employees and students must not use anyone else's personal protective equipment. Where possible, employees should not share phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.

There are some situations where work tools (including Messiah-owned vehicles) must be shared. In those situations, employees are required to take precautions to sanitize them before and after using. As such, the first step in using the equipment is to wipe it or spray it thoroughly with appropriate sanitizing supplies before beginning work. The last step when finishing use is to repeat this process. Likewise, employees should expect to wipe down equipment, copiers, countertops, phones and workstations regularly. Campus Events will provide areas with cleaning materials.

Handwashing

Employees are expected wash their hands for at least 20 seconds with soap and water frequently throughout the day, and especially at the beginning and end of their time on campus, after visiting high traffic locations, prior to eating, and after using the toilet. It is important that supervisors encourage taking breaks to wash hands. Hand sanitizer dispensers are also available and can be used for hand hygiene in place of soap and water when hand washing is not immediately available.

Cover Your Cough or Sneeze

Employees are expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their face—in particular their mouth, nose, and eyes—with their hands. Tissues should be disposed of in the trash and individuals should wash or sanitize their hands immediately afterward.

Daily Health Screenings and Accountability

The University will provide all employees with an on-line health screen program: The Falcon Health COVID-19 Check-in. This program can be accessed through FALCON link. Directions will be sent to employees via mass email.

Prior to entering campus all employees must complete the Falcon Health COVID-19 Check-in. The first time an employee completes the screening, the employee will be required to answer a series of questions. Based upon the response to these questions, the employee will either be cleared to continue with the daily screening or be directed to contact the Engle Center before moving forward. Thereafter, a daily temperature and symptom check-in will appear on the program. Employees should be prepared to take and report their temperature at least daily. In addition, employees will be asked two questions regarding their current health status and then asked to attest to their answer:

QUESTION 1: Do you have any symptoms of illness?

QUESTION 2: Have you been in direct contact with someone who *has been diagnosed with COVID-19* within the last 14 days?

Employees who are able to respond “NO” to both questions, are clear to work and be on campus that day. Employees answering “YES” to one or both questions, do not come to work and follow the steps below for reporting COVID-19 illness while at home.

Reporting COVID-19 Illness Policy While at Home

Employee:

Step 1: Do not come to work.

Step 2: Notify your supervisor that you are ill and not coming to work.

Step 3: Seek immediate guidance from the Engle Center by calling 717.691.6035 or emailing Messiah’s COVID-19 triage nurse at COVIDtriagenurse@messiah.edu.

Supervisor

Step 1: Notify the Engle Center at 717.691.6035.

Step 2: Inform your team that a member of your team is out sick, being careful to share only the information your employee wishes be shared.

At a minimum, employees must stay home until they are fever-free for three consecutive days without fever-reducing medication and ten days since the onset of symptoms.

Reporting COVID-19 Illness Policy While at Work

Employee:

Step 1: Ensure you are wearing a mask.

Step 2: Inform your supervisor.

Step 3: Seek guidance from the Engle Center by calling 717.691.6035.

Supervisor:

Step 1: Ensure your employee is wearing a mask.

Step 2: Notify the Engle Center by calling 717.691.6035.

Step3: Inform your team that a member of your team is out sick, being careful to share only the information your employee wishes be shared.

At a minimum, employees must stay home until they are fever-free for three consecutive days without fever-reducing medication and ten days since the onset of symptoms.

As part of the Messiah University plans to reopen in the fall, the Engle Center has established a COVID-19 preparedness plan that includes a dedicated COVID triage nurse. For the purposes of contact tracing, all members of the community need to report symptoms and concerns related to exposure to COVID-19 to the triage nurse. The Engle Center is prepared to provide guidance to employees regarding navigating COVID-19, including having testing available for employees and recommendations for where to have testing done for family members. Any health information shared with the Engle Center is protected by HIPPA.

Communication of Exposure

If an employee is presumed positive for COVID-19 (clinically or test-confirmed), the Engle Center will notify individuals having been identified as direct contacts of a potential exposure and advise about next steps.

Employee Leave Policies for COVID-19

Employee Leave While Sick with COVID-19

Employees may not report to work if sick and/or showing symptoms of illness. All employees will be provided with up to 15 days of “pandemic sick” time if the employee is medically documented to have COVID-19. Employees who are unable to work due to being ill with COVID-19 should document “pandemic sick” on their timesheet or administrative leave report. Faculty should report “pandemic sick” to Su Deitch (sdeitch@messiah.edu). If full-time employees, including faculty, are unable to return to work after using 15 consecutive sick days, they will need to utilize short-term disability. All employees should contact human resources at sdeitch@messiah.edu as soon as they are presumed positive for COVID-19 so that the leave process can be initiated and the pandemic sick time can be allocated. ***At a minimum, employees must stay home until they are fever-free for three consecutive days without fever-reducing medication and ten days since the onset of symptoms.***

Required Quarantine

Employees will not be allowed on campus for 14 days after they have been in direct contact with someone who has been diagnosed with COVID-19 (clinically or test-confirmed). Direct contact is defined as being with the person infected for more than 15 minutes and at less than 6 feet distance. Employees are required to report exposure to their supervisor and to the Engle Center.

Quarantined employees must:

1. Immediately inform their supervisor, the Engle Center and Su Deitch.
2. Work remotely to the degree their position allows.
3. Record their quarantine time as “pandemic sick” on their timesheet when unable to work remotely.
4. Notify the Engle Center and Su Deitch (sdeitch@messiah.edu) if they become symptomatic or ill with COVID-19.

Employees who need to quarantine may use the additional 15 days of “pandemic sick” provided by the University during the quarantine. When an employee’s work cannot be done remotely, work from other areas may be assigned during the quarantine.

In addition, as part of the daily COVID-19 health check in, out of state travel will be flagged for follow up. Employees who travel to and from a warned state should anticipate a likely 14-day self-quarantine, per the recommendation from the state of PA. Travel related quarantine is charged to vacation, sick or personal time.

Caring for Relatives

Employees who are eligible for FMLA may also use accrued sick leave to care for dependents, spouses and parents who are medically documented to have COVID-19. This leave requires applying for FMLA. If the individual is still ill after exhausting accrued sick leave, employees must use accrued vacation and/or personal leave for the duration of that occurrence. Employees who are taking time to care for a relative

who is sick with COVID-19 need to contact sdeitch@messiah.edu in Human Resources so that the leave process can be initiated.

Accommodations for Vulnerable Persons

We recognize and support the need to provide accommodations for employees who are vulnerable to COVID-19 or employees who live with individuals who are vulnerable to COVID-19. Currently, per the CDC, an individual falls into the vulnerable category if they are over age 65 and/or have one or more of the following conditions:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Immuno-compromised (e.g., cancer treatment, smoking, bone marrow/ transplant, immune-deficiencies, prolonged use of steroids or immune-weakening medication)
- Severe obesity (BMI 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

Employees should contact their supervisor and human resources at sdeitch@messiah.edu if they need to request an accommodation. Accommodation requests are processed via human resources and require supporting documentation. For approved accommodations, the university will determine if the employee's work can be completed remotely. If an employee's work cannot be completed remotely, or only on a limited basis, the following accommodations will be made in priority order below:

1. Remote work from another department will be sought on their behalf and paid at the employee's regular rate of pay.
2. The employee's salary may be reduced to reflect the portion of the work the employee is able to do.
3. If the employee is benefits-eligible and the request for accommodation is due to the employee's health condition, partial or full short-term disability may be provided for up to 26 weeks. This requires medical approval.
4. If none of the above are available, employees will have the option to apply for unemployment.

Campus Visitor & Contractor Policy

While we attempt to limit exposure to COVID-19, Messiah University will be closed to the public and to members of the larger Messiah University community not directly involved in the daily operations and educational programming of the institution (such as alumni and Emeriti faculty). This closure precludes all access including access to such facilities as the library, the bookstore, the fitness center, the dining facilities, and the walking track.

In addition, until further notice, Messiah University will not allow employees to have visitors (e.g., friends, family, etc.) on campus, unless the employee lives on campus. Employees who live on campus are asked to limit their guests and are responsible for screening guests prior to their arrival on campus. Anyone with exposure to others with COVID-19 or who are exhibiting symptoms of illness consistent with COVID-19 are forbidden to visit campus. Employees living on campus are expected to be vigilant in avoiding bringing visitors to campus who may spread COVID-19.

Guest speakers need to be remote for the fall semesters. Critical exceptions will only be made for specific academic needs and must be requested through the Office of the Provost.

Only where meeting face-to-face is business-critical may in-person visits with vendors and contractors occur on campus. The vast majority of business meetings need to be held remotely. All visitors will be required to complete a health screening before they enter campus and follow all health mitigation practices, including wearing a mask. Anyone with exposure to others with COVID-19 or who are exhibiting symptoms of illness consistent with COVID-19 are forbidden to visit campus.

Specific plans for the Office of Development

Development officers may schedule a donor visit on campus under specific guidelines. All appointments must be scheduled in advance and for no more than four (4) total participants. All appointments for meals need to be scheduled for an off-campus venue. As is the requirement for all visitors, guests must report that their temperature is under 100.4; that they are not experiencing any symptoms of illness; and they have not been exposed to anyone who is positive or presumed positive for COVID-19. In addition, the following practices must be followed:

1. Everyone must wear a mask.
2. Social distancing of 6 feet is to be maintained and as such guests should be directed to meet the officer at a location other than the office (unless the office size allows for 6 foot social distancing).
3. All guests will report to the development office if after visiting campus, they have developed symptoms or are diagnosed with COVID 19 within 14 days of the visit.

Student Employment

Student Employment will occur as in past years however with the new expectations for student employees to daily report their temperature and any COVID-19 related symptoms via the program on FalconLink, wear required facemasks, social distance and follow specific safety directives as indicated by the University and implemented by their supervisors. In addition, student employees will be required to view the COVID-19 training for employees:

<https://video.messiah.edu/hapi/v1/contents/permalinks/EmployeeCOVID19FNL/view>

There are some modifications to the on-boarding process for student employees so as to eliminate, as much possible, the need for face-to-face contact for completion of employment/onboarding forms.

New Incoming Student Hiring

As Welcome Day will look very different this year with limited face-to-face contact, the goal is to implement a system that allows new student hires the ability to complete Onboarding paperwork electronically with minimal personal contact with staff or other student employees.

First-year students will apply for positions online via PeopleAdmin and will be hired into a pre-assigned position. This job assignment is communicated to them in early July. Once hired, the student will be directed to the same electronic onboarding process used for staff and faculty (via PeopleAdmin). All new student employees will complete required forms including Payroll forms, and compliance documents electronically. It is ideal for these forms to be completed prior to the student coming to campus.

Form I-9 - Necessary “face-to-face” Contact

While nearly all forms can be completed electronically, the I-9 form requires “in-person” verification of documents by a trained Messiah supervisor or other authorized employee.

Certain Campus Events and Dining Services supervisors will be trained by Student Employment staff in order to have the ability to review and complete Section 2 of their new student employee’s Form I-9. This verification process will occur during student worker orientation meetings or on each student’s first day of work. This is in place of verifying these documents during Welcome Day in order to avoid a large gathering. The Form I-9 hard copy is to be printed by either the supervisor or the new student employee and is found at: https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf. A list of acceptable documents for the student employee to display for in-person verification by the trained supervisor may be viewed in the link below:
<https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

Current Messiah University Students & New Job Assignments

For current students applying to job assignments, Student Employment has a combination of students who are either working for the first time or simply adding/changing job assignments. For those changing job assignments, any Onboarding items will be completed electronically and will not require face-to-face interaction with Payroll or Student Employment staff.

For current students who have not previously worked at Messiah, the same electronic Onboarding system used by new incoming students will be used (PeopleAdmin). All hiring paperwork will be completed electronically and remotely with the exception of the verification requirement in Section 2 of the Form I-9.

Select Campus Events and Dining Services supervisors will be trained by Student Employment staff in order to have the ability to review and complete Section 2 of their new student employee's Form I-9. This verification process will occur during student worker orientation meetings or on each student's first day of work. This is in place of verifying these documents during Welcome Day in order to avoid a large gathering.

Final Step

Once the Form I-9 is completed, the student employee or supervisor must scan and upload the Form I-9 to the Student Employment Office via the Secure Document Upload system.

Secure Document Upload Instructions

1. Once the Form I-9 is completed by both the student employee and supervisor or other authorized employee in the department, one of the two options below are to be utilized:
2. [OPTION 1] The student employee will upload the fully-completed Form I-9 via the Secure Document Upload system at http://www.messiah.edu/upload_stuempl to return to the Student Employment Office. Select "I-9" for the document being uploaded.
3. [OPTION 2] The supervisor or authorized employee will upload the fully-completed Form I-9 via the Secure Document Upload system at http://www.messiah.edu/upload_stuempl to return to the Student Employment Office. Select "I-9 (from Supervisor)" for the document being uploaded.

Enrollment & Admissions

Undergraduate Admissions

All enrollment management employees will follow the same guidelines and protocol outlined for faculty and staff in Section I of this document. Because campus visits are integral to recruiting students and sustaining enrollment, the following guidelines are being implemented to safely accommodate prospective students and their families:

July: 4 visits each weekday. One family per time slot (up to eight families can be invited with the addition of appropriate meeting spaces).

Time slots - Four two-hour slots each day:

1. 9 to 11 a.m.
2. 11 a.m. to 1 p.m.
3. 1 to 3 p.m.
4. 3 to 5 p.m.

Staffing - Limited to 3 staff/students working at a time in the Admissions Office.

- 8 a.m. to 5 p.m. - 1 staff working in the Admissions Office coordinating all visits
- 9 a.m. to 1 p.m. - 1 Admissions Counselor & 1 student tour guide cover the first two visits.
- 1 to 5 p.m. - 1 Admissions Counselor & 1 student tour guide cover the afternoon visits.

Safety Precautions:

- All guests will respond to health questionnaire before coming to campus and will be informed to notify the Admissions Department if they have symptoms or are diagnosed with COVID19 within 14 days of visit.
- A new tour has been developed and a cart will be used for transportation. Use of the cart requires social distancing, except for family groups.
- All staff, including student tour guides, and visiting families will wear masks at all times. Additional Messiah masks will be provided for families if they do not bring one.
- Staff will wipe down high touch surfaces following visits.
- Beverage station has been updated to comply with safety guidelines

Visit Procedures:

- a. Families arrive and check-in in Admissions. No overlap of families in the office area. Limit to groups of three to five people in a family group. This will be covered with families upon confirming the appointment
- All visits will include a campus tour, led by a summer student tour guide, and an individual information session with an Admissions Counselor.
 - No additional face-to-face meetings with faculty. These will be promoted virtually via Zoom.
 - Tours depart and admissions meetings happen in Old Main. Meetings occur in John Chopka's office or the High Center, with social distancing enforced. Additional appropriate meeting spaces are being sought in convenient attractive locations.

- No meals will be provided, families will be given a snack box of Messiah goodies to take home as well as a Messiah University t-shirt and bag.

July 20 - August – Increase daily visit limit to up to eight families a day, following safety precautions and procedures outlined above. *As coaches return to campus, meetings can be arranged with Top Athletic Prospects as long as physical distancing and safety precautions are upheld.* Families check-in at the Admissions Office. Tours are first and begin in Admissions. Information sessions occur in John Chopka’s office and/or the High Center.

Time slots:

- 8:30 to 10:30 a.m.
- 9 to 11 a.m.
- 10:30 a.m. to 12:30 p.m.
- 11 a.m. to 1 p.m.
- 12:30 to 2:30 p.m.
- 1 to 3 p.m.
- 2:30 to 4:30 p.m.
- 3 to 5 p.m.

Staffing - Three to four staff/students working at a time in the Admissions Office.

- 8 a.m. to 5 p.m. 1 staff working in the Admissions Office coordinating all visits
- 8 a.m. – 1 p.m. - 2 Admissions Counselors & 2 student tour guides will cover the first four visits.
- 12 to 5 p.m. - 2 Admissions Counselors & 2 student tour guides will cover the final four visits.

Fall 2020 Events – Proposed Falcon Focus Days, beginning the week of September 7

Frequency: Every Monday, Thursday, Friday in September, October, November. Each Falcon Focus Day will focus on a specific department(s). *We will meet with Provost’s Cabinet to fully vet ideas in July.*

Capacity: Up to 20 families per visit (student plus up to two guests)

Event structure: Times may vary depending upon space

9:00 AM	Check-In
10:00 AM	Opening Session
10:30 AM	Department Session
	Department student panel
12:00 PM	Lunch
1:00 PM	Admissions session
	Campus Tour
	Lab tour
2:00 PM	Admissions session
	Campus Tour

Location: Brubaker/Hitchcock for Opening – Lunch. Then, move to assigned spaces for admission meetings and conduct individual family tours. *Admissions will be working with Provost’s Cabinet to facilitate departmental visits and meetings with coaches.*

Additional Plans: Admissions is exploring other opportunities for events that will accommodate more families when more space is available. The event team will be intact (back from furlough) August 1 and will work with colleagues to secure dates and spaces. Additionally, the August daily campus visit schedule will be implemented on Tuesdays and Wednesdays when we are not hosting Falcon Focus Days. Finally, the safety precautions and protocol outlined above will be followed throughout the semester, and virtual appointments and events will continue to be offered.

Undergraduate Financial Aid

All enrollment management employees will follow the same guidelines and protocol outlined for faculty and staff in Section I of this document. Financial aid will be working through a staffing plan appropriate for the space they accommodate in Old Main. They will continue to respond to financial aid inquiries remotely and virtually and will be available to assist at events when needed. In addition, the following steps have been taken to serve students and their families during the pandemic:

- Introduced the Messiah Cares Initiative ([see website here](#)) to serve new and continuing students with federal Cares Act funding and institutional aid.
- Streamlined the [change of circumstances process](#) so that families can appeal for additional aid.

Finance

The finance team will collaborate with scenario planning and integration team members to identify implications on the university's financial resources while also providing financial planning guidance to these groups. Additionally, the finance team will facilitate the work of these groups by providing and prioritizing the necessary financial resources in order to reopen the university safely and effectively.

Financial Modeling

The following outlines critical areas of focus related to financial modeling:

2. Financial models have been developed to assess the revenue and expense implications of reopening the university's campuses.
3. These financial models incorporate the following parameters:
 - a. Revenue changes due to changes in net tuition and fees, room and board, financial aid, graduate and undergraduate enrollment, contributions, conference and event revenues, etc.
 - b. Compensation and benefit changes due to employees working remotely, furloughs, FTE reductions, hiring freezes and other changes in employee benefits.
 - c. Operating expenditures changes including:
 - i. PPE, sanitization equipment and supplies, PCR testing, and campus engineering materials,
 - ii. Increased online/hybrid instruction, including investments in technology, online resources, training, and systems such as video streaming and conferencing, learning management and student information systems,
 - iii. Partnership with local apartment complex to provide off-campus housing for students displaced from traditional res halls and/or on campus apartments due to social distancing requirements,
 - iv. Capital spending reductions implemented by the capital coordination team,
 - v. Federal and state regulations and mandates,
 - vi. OSHA, insurance, and staff turnover/overtime, etc.,
 - vii. Ongoing testing, contract tracing, quarantine, and isolation and recovery supplies and facilities,
 - viii. Inventory and supply chain management,
 - ix. Other costs related to COVID-19 preparation, mitigation, and emergency planning.

Financial Planning

Messiah University has assessed its financial resources to ensure adequate funding for the unique financial challenges of the COVID-19 pandemic as follows:

1. The university has determined that it has adequate funding for supplies and materials, safety and health protocols, faculty and staff compensation and benefits, and contingency

reserves for emergencies for the upcoming academic year.

2. The university has worked with its local/regional financial institutions to increase its working capital lines of credit to provide cash flow in the event of unforeseen business disruption or other emergency needs.
3. The university has reviewed its unrestricted endowment resources and investment portfolio liquidity to provide additional contingency reserves, if necessary.
4. The university has established a centralized tracking system for all reopening costs related to COVID-19 to apply for all federal, state and local funding support programs.
5. The president's cabinet has evaluated potential adjustments in faculty or staff FTEs, as well as changes to employee benefits, if necessary, for the upcoming academic year.
6. The president's cabinet has removed the freeze on operating expenses and implemented a centralized divisional or academic school approval process to prioritize spending on materials and supplies critical to safely and securely reopen our campuses.

APPENDICES

Operations

Room Capacity List

Room Capacity

Room	Room Capacity	Notes for Rooms Assigned to Only Specific Departments
B 102	6	
B 130	20	
B 131	24	
B 134	13	
B 135	16	
B 136	34	
B 137	30	
B 138	17	
B 222		Innovation Zone
B 230	17	
B 231	12	
B 234	10	
B 235	16	
B 237	20	
B 271	18	
B 274	10	
B 277	18	
B 322	6	
B 330	17	
B 331	17	
B 334	12	
B 335	18	
B 336	24	
B 337	14	
B 338	15	
B 430	13	
B 432	22	
B 434	17	
C 029	11	
C 032	9	*VART only
C 033	9	*VART only

C 111	20	*VART only
C 113	13	*VART only
C 115	14	*VART only
C 119	62	
C 128	4	*THEA only
C 134	14	*THEA only
C 137	20	
E 004	14	*HNES only
E 152	7	
E 170A	72	
F 004	10	*VART only
F 010	0	*VART only
F 043	6	
F 045	10	*ENGR only
F 049	12	*ENGR only
F 050	12	*ENGR only
F 051	0	*ENGR only
F 068	15	*ENGR only
F 070	35	
F 110	32	
F 141	8	
F 143.1	13	*BUSI only
F 145	17	
F 150	22	
F 151	11	
F 156	10	
F 166	16	
F 171	17	
F 175	15	
F 176	12	*VART only
F 182	8	*VART only
F 241	11	
F 243	11	
F 245	13	
F 250	10	
F 251	11	*VART only
F 252	14	
F 254	16	*ENGR only
F 266	17	*ENGR only
F 343	15	
F 345	12	
F 347	12	

F 349	13	
F 350	14	*CMP only
F 352	14	*CMP only
F 353	4	
H 024	22	
H 044	8	*MUSI only
H 046	32	JULY 27th
H 124	31	
H 128	14	
H 132	28	
H 190	159	
H 190		
STAGE	67	
HC 020.3	0	*COMM/XAR only
HC 113	13	
HC 120	50	
J 057	12	*HNES only
J 063	13	*HNES only
J 070	15	OAKES
J 074	19	
J 150	37	
J 156	17	OAKES
J 159	23	
J 161	26	
J 172	14	
J 259	19	*BIOL only
J 265	19	*BIOL only
J 274	16	*BIOL only
J 359	14	*BIOL only
J 363	12	*BIOL/HNES only
J 374	25	
K 019	16	
K 102	12	*BIOL only
K 104	9	
K 108	7	
K 113	16	
K 120	18	
K 202	12	*BIOL/CHEM only
K 208	10	*BIOL only
K 220	15	*BIOL/HNES only

K 224	15	
K 235	18	
K 302	13	*CHEM only
K 306	8	check 8 + prof
K 314	13	*CHEM only
K 318	12	*CHEM only
K 327	19	
L 237	10	
LIB 022	12	*COMM/XAR only
LIB 023	5	*COMM/XAR only
LIB 023A	0	*COMM/XAR only
MAR 101	9	
S 127	28	*HNES only
S 139D	30	*HNES only
S 165	14	
S 166	13	
S 204	30	*HNES only
S 204J	16	*HNES only
WH 140	17	
WH 142	19	
WH 168	12	
WH 171	10	
WH 205	10	
WH 210	20	
WH 226	18	
WH 227	10	
WH 228	8	
WH 230	12	
WH 234	22	
WH 252	4	
WH 253	18	
WH 255	11	



Upper Allen Township Police Department & Messiah University Memorandum of Understanding Addendum for Messiah University Housing Units at Oakwood Hills

*The following serves as an Oakwood Hills Apartments Addendum to the **Memorandum of Understanding** that exists between Messiah University & the Upper Allen Township Police Department. The guidelines below provide direction for how the Department of Safety will respond to student issues at Messiah University housing units located at Oakwood Hills Apartments.*

Student Conduct Matters:

Messiah University will require all student conduct matters that are criminal in nature to be reported to UAPD for addressment. Typical crimes are incidents that include, but are not limited to, the following:

- Underage drinking
- Furnishing alcohol to minors
- Theft
- Vandalism
- Marijuana and other illegal drug offenses

Messiah University Department of Safety and Residence Life staff will respond to all student conduct issues of a non-criminal nature. These would include violations of our Code of Conduct that typically include, but are not limited to, the following:

- Of-legal-age alcohol consumption (a violation of University rules)
- Visitation violations
- Noise complaints
- Disrespecting the Rights of Others (Respect for the Rights of Others)

Title IX Violations:

Students who report Title IX violations to the University are always given the option to report these violations to the Upper Allen Township Police as well. These crimes include, but are not limited to, sexual assault, sexual harassment, stalking, and other forms of interpersonal violence.

Medical Incidents:

Similar to University protocol for addressing medical situations on our main campus, general medical incidents of a non-emergency/life-threatening nature will be referred to Department of

Safety and University EMTs. These will be handled in partnership with the Engle Center for Counseling and Health Services as well as Residence Life staff when appropriate.

All medical emergencies, including those of a life-threatening nature, will be reported to 911 whereupon local EMS services will handle with the Upper Allen Township Police Department per their protocols.

Please note: Medical situations also include student mental health issues as well. After-hours responses from the University will include consultation with campus health/mental health providers.

7.14.20 k.c.d.DRAFT AssoDeanStu

ATTACHMENT A – Director’s email to all facilities staff

Welcome Back

It is great to finally get everyone back to work and on campus. Over the past two months, a lot has been happening that I wanted you to be aware of. We have negotiated through the Voluntary Separation Program and have said goodbye to several of our staff. As a result of that, we have several new employees and others that have had promotions:

Brian Miller, Facility Maintenance Manager: Dan Smith retired after over 30 years of service to Messiah College. We were fortunate to hire Brian Miller as our new Facility Maintenance Manager. Brian comes to Messiah with a good background in facility management. Prior to coming to Messiah Brian was a facility manager at HACC.

Jarod Sites, Facility Maintenance Supervisor: Dan Soltis will be retiring on June 30. Jarod Sites has accepted the position of Facility Maintenance Supervisor. Jarod was promoted from the HVAC-R Technician that he has held at Messiah. Jarod has a broad background in HVAC and brings an ambition to move the maintenance department forward as we transition to Messiah University.

Brian Dolan, Electrician: Brian was hired just prior to the furlough, so many of our facilities staff may have not had the opportunity to meet him. Brian brings extensive knowledge as an electrician and has really helped the college through the difficult times over the past few months during reduced staffing levels.

Kelly Flemmens, HVAC-R Technician: Kelly came to Messiah College from the “contractor world”. Kelly brings extensive knowledge in troubleshooting, repairing and installing HVAC equipment. Kelly was hired to fill Jarod’s vacant position as Jarod was promoted from within.

Jim Fackler, Campus Events Manager: George Blackburn retired after many years of service to Messiah College. Jim was promoted from within to fill the vacant Campus Events Manager position. Jim brings extensive knowledge of managing the Campus Events Department and has been employed by the college since 1995. Most recently, Jim was the Assistant Manager of the Campus Events Department

Laura Price, Assistant Manager of Campus Events: Laura was promoted from within to fill the vacant Assistant Manager position of the department. Laura has been an employee of the college since 2011. Laura’s leadership style and professionalism has been excellent during the most recent months of reduced staff levels and she brings to the department a fresh new look as we move into the future of Messiah University.

Donna Herman, Residence Hall Campus Events Supervisor: Heidi May will be retiring on June 30. Heidi has served the college since 1987. Donna Herman has been promoted from within to lead the Residence Halls Campus Events Team into the future. Donna has been an employee of Messiah College since 2014. Donna's close interactions with students and families, as well as the staff in her area makes her the right fit to fill the position of Residence Halls Campus Events Supervisor.

Brad Statnick, 3rd Shift Campus Events Supervisor: Dwight Allshouse retired after serving the college since 2010. Brad was promoted from within to the position of 3rd shift Campus Events Supervisor. As Campus Events move forward with a focus on keeping our central campus buildings clean more of the current vacant positions in the department will be hired as 3rd shift employees. Brad and Theresa Day make a good leadership team to move the 3rd shift forward as many changes on the 3rd shift will occur.

As we move forward and bring staff back, it is important that everyone is aware of the challenges and different protocol that will need to be followed at work. All returning staff will need to wear face protection anytime they are in a building or around people. Daily temperature checks are required by all staff and must be logged into Falcon Link. Please be sure to bring your own thermometer to work or check your temperature every day prior to coming to work. Your temperature must be recorded into Falcon Link within 2 hours of the start of your shift. Your supervisor will share with you the process to record your temperature. The CDC requires "social distancing". This will mean that some staff will have staggering start and stop times, as well as staggering breaks and lunch times. Staff will not be permitted to gather in large groups in break or lunch rooms. All returning staff will be asked by their supervisor to sign a policy that is related to the CDC guidelines for proper sanitation.

As we move forward into our changing environment, I welcome you back to Messiah University! If you have any questions please call me at extension 3500 or stop by my office in Lenhert.

Brad

ATTACHMENT B – Memo sent to Campus Events, Shift 1

We are so glad you are back...we missed you!

Upon returning to work, you must wear a mask. We have disposable paper masks or you may wear one from home. Please make sure masks are appropriate...no skulls, wording, etc...

You must take and log your temperature each day. The Engle Center will remind you if you forget. Go to Falcon Links, [Falcon Health COVID-19 check-in](#)

Staff will need to sign off on CDC guidelines that identify proper cleaning and disinfecting. All staff will be trained on this process when returning.

Only one person is permitted in college vehicles at a time.

ATTACHMENT C – Memo sent to Campus Events, Shifts 2 and 3

Welcome back — We missed you!

When returning to work—please:

--Wear a mask—we do have one cloth mask for you and paper disposable masks on hand.

--Everyone must take their temperature at the beginning of your shift and log it into Falcon link—I will show you how. You have three options to do this each night.

1. You can use the ear thermometer, that is in ECC #149, with your own covering on the tip (that we furnish) each night.

2. You can bring in your own thermometer and use that each night.

3. You can take your temperature at home within an hour of your start time and log it when you get to work.

--Everyone will be starting at 8pm or 9pm with the exception of Randy who will start at 10pm. We will stagger the time that you will be on the computer at the beginning of your shift and break times and places to avoid groups of people in certain areas. Some people will come in, start working right away, and check their emails little later and some will check it right away. I will give you each that info as well as your start time in an email.

--Staff who are working on campus will need to sign off on CDC guidelines that identify proper cleaning and disinfecting. All staff will be trained on this process when returning. All disinfecting and cleaning supplies will be stocked and ready for your use.

--Only one person is permitted in college vehicles at a time.

ATTACHMENT D – Memo sent to Maintenance Staff

Welcome Back!

When returning to work please remember to follow these guidelines:

Masks are mandatory- Please bring one with you when returning to work. We also have some available in the shop area if needed.

Everyone must take their temperature daily at the beginning of or before their shift. Temperatures must be logged into the Falcon Link system each morning before 9:30. I will email each of you instructions on how to do this. I can also show everyone how to do this when you return. You can use your own thermometer from home to record your temperature before you report for work, or you can use one that is provided on campus.

We will have staggered shift start and stop times from 7:15 to 8 am in 15-minute increments each morning, with staggered times for breaks and lunches as well. No more than three people will be permitted to sit at each table in the break room at a time. The break room has been modified to accommodate this social distancing requirement. Schedules will be posted in the break room with staff start, break and lunch times listed.

Staff will be required to review and sign a copy of the CDC guidelines, which will be handed out and emailed to you upon your return. Staff are required to follow these guidelines and will receive additional training when it becomes available.

Only one person will be permitted to ride in service vehicles at a time. Staff are also asked to disinfect their vehicle with the provided disinfectant at the end of each shift.

ATTACHMENT E – Staggered Times for Campus Events, Shift 1

1st Shift

MURP staggered break & lunch times 1st shift

All are in different buildings except 2...they will be in different offices

Name	Hours	Days	Lunch	Break time	Building
Jim Fackler	6:00am-2:45pm	M-F	11:30-12:15	9:00am	ECC-114B
Laura Price	7:00am-3:45pm	M-F	12:30-1:15	10:30	SSC
Renee Feather	7:00am-3:45pm	M-F	12:00-12:45	10:00	ECC-114A
Deanna Brickner	7:00am-3:45pm	M-F	11:45-12:30	10:15	
Homestead					
Bob Blackley	7:00am-3:45pm	M-F	11:30-12:15	10:00	
Boyer					
Toni Michaels	7:00am-3:45pm	M-F	11:45-12:30	9:30	
Hoffman					

ATTACHMENT F – Staggered Times for Residence Halls

Residence Halls

Alternating staff start and stop times-During the summer, we all work the same shift 7:30-4:15, but staff working in the resident halls, work in different buildings and different assigned areas, so it is easy to maintain social distancing. Those who share offices are able to stay 6 feet apart. During the school year, we do have a 7:30-4 shift, 8-5, and 9:30-6. That way, staff can maintain social distancing from each other as well.

Alternating staff break and lunch times-During the summer, we have four staggered lunch times, to maintaining social distancing, when going to Lottie dining hall for lunch. 11:30-12:15, 11:45-12:30, 12-12:45, and 12:15-1:00. Crews are in separate buildings and when taking breaks, they keep 6 feet between each employee. During the school year, staff are working in separate buildings and areas, but staff sharing offices have staggered breaks and lunch times.

ATTACHMENT G – Staggered Times for Campus Events, Shifts 2 and 3

2nd and 3rd Shifts

Staggered start times, office/computer times and break times

Name	Hours Computer/office time	Days	Break time
Dino Minoglio	3pm-11:30pm 3pm	Mon-Fri	ECC-149- ECC 6:30pm
Laura Gonzalez	6pm-2:30am 6pm	Tue-Sat	ECC 149- ECC 11pm
Ed Mays	5pm-1:30am 5pm	Mon-Fri	Jordan- Jordan-9pm
John Minich	3:15-11:45pm 3:15 pm	Mon-Fri	Larsen- Larsen-6pm
Lynda Tritt	3:15-11:45pm 3:15	Mon-Fri	Frey- Frey-6pm
2nd shift will not be in #149 8pm-10:30pm			
Theresa Day	8:30-5:00am 8:30pm	Sun-Thur	ECC- Falcon-1am
Brad Statnick	9:00-5:30am 9pm	Sun-Thur	High- High-1am
Yvonne Booher	8:00-4:30am 8pm	Sun-Thur	Library- Library-1am
Ethan Derliunas	8:00-4:30am 8pm	Mon-Fri	ECC 149- High-12am
Teresa Ellison	8:00-4:30am Hoffman-8pm	Sun-Thur	Hoff-12am
Bob Erb (part time)	8:00-12am OM	off tue and fri	OM-8pm OM

Joe Fechter	9:00-5:30am	Sun-Thur	ECC 149-
	9:30pm	ECC brk rm-1:30	
Bounma Inthavong	9:00-5:30am	Sun-Thur	ECC 149-
	9pm	Falcon-3am	
Rick Pace	9:00-5:30am	Sun-Thur	ECC 149-
	10 pm	ECC brk rm-1am	
Bryant Portko	8:00-4:30am	Mon-Fri	ECC 149-
	8:30 pm	Larsen-12am	
Sianglerd	8:00-4:30am	Sun-Thur	Boyer-
SaengDuangChan	8pm	Boyer-12am	
Kitty Statnick (9 mths)	9:00-5:30am(Aug)	Sun-Thur	Boyer-
	9pm	Boyer-1am	
Lucia Tekeste	9:00-5:30am	Sun-Thur	ECC
	149-9:15 pm	Boyer-12:30a	
Leo Viraya	9:00-5:30am	Sun-Thur	ECC
	149-9pm	Falcon-3am	
Randy Webster	10:00pm-6:30am	Sun-Thur	ECC
	149-10:30 pm	SSC-3:30am	

ATTACHMENT H – Staggered Times for Grounds

Grounds Alternating staff start times, breaks, and lunches

Team 1- Mark, Bud, Art

Team 2- Mike, Doug

Team 3- Tim, Jason, William

Team 1- 6:30-3 Break 10am Lunch 12pm

Team 2- 7-3:30pm Break 10:30am Lunch 12:30pm

Team 3 7:30-4pm Break 11am Lunch 1pm

In order to limit as much contact as possible the grounds department will continue to work on this staggered schedule. We will continue to wear masks and disinfect all of our equipment that we use daily.

ATTACHMENT I – Staggered Start Times for Maintenance

7:00am

Jarrold Sites
Brian Miller
George Ringer

7:15am

Dan Barclay
Patrick Groft
Brian Dolan
Brian Smith

7:30am

Stoney Miller
Matt Leister
Jeremy Soltis
Kelly Flemmens
Dave Wagner

7:45am

Lenny King

8:00am

Amy Stephen

ATTACHMENT J – CDC Cleaning and Disinfectant Procedures

Messiah College/CDC COVID-19 Cleaning/Disinfectant Procedures

How to clean and disinfect

Clean

Wear disposable gloves to clean and disinfect

Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.

Recommend use of [EPA-registered disinfectant](#).

Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

Keeping surface wet for a period of time (see product label)

Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Diluted household bleach solutions may also be used if appropriate for the surface. This must be approved by your supervisor and only if our regular disinfectant becomes unavailable.

Check the label to see if your bleach is intended for disinfection and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.

Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**.

To make a bleach solution, mix:

5 tablespoons (1/3 cup) bleach per gallon of water

OR

4 teaspoons bleach per quart of water

Alcohol solutions with at least 70% alcohol may also be used.

Soft Surfaces

For soft surfaces such as **carpeted floor, rugs and drapes**

Clean the surface using soap and water or with cleaners appropriate for use on these surfaces

Launder items

Use the warmest appropriate water setting and dry items completely.

OR

Disinfect with an EPA-registered disinfectant which meets EPA's criteria for use against COVID-19

Electronics

For electronics, such as **tablets, touch screens, keyboards, and remote controls**

Consider putting a **wipe able cover** on electronics

Follow manufacturer's instruction for cleaning and disinfecting.

If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

Laundry items according to the manufacturer's instructions. **Use the warmest, appropriate water setting** and dry items completely.

Wear disposable gloves when handling dirty laundry from a person who is sick.

Dirty laundry from a person who is sick **can be wash with other people's items**.

Do not shake dirty laundry.

Clean and **disinfect clothes hampers** according to guidance above for surfaces.

Remove gloves and **wash hands right away**.

Cleaning and disinfecting your building or facility if someone is sick

Close off areas used by the person who is sick.

Use the Clorox 360 machine to sanitize the entire area

Open outside doors and windows to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

Clean and disinfect **all areas used by the person who is sick**, such as office, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, and remote controls.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Continue routine cleaning and disinfection.

When Cleaning

Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.

Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.

Wash your hands often with soap and water for 20 seconds.

Always wash immediately after removing gloves and after contact with a person who is sick.

Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Additional key times to wash hands include:

After blowing one's nose, coughing or sneezing.

After using the restroom.

Before eating or preparing food.

a. After contact with animals or pets.

- b. Before and after providing routine care for another person who needs assistance (e.g., a child).

For your protection and the protection of your family it is recommended that you change your work clothes and shower as soon as you get home after your shift

Signatures

_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)
_____ (printed name)	_____ (signature)	_____ (date)

SAFETY INTERVIEW POLICY COVID-19

Purpose: To provide temporary guidance during health pandemics for interviews conducted by the Department of Safety. This policy will remain in effect until directed otherwise by the Vice President for Operations or the Director of Safety.

Policy: Department of Safety personnel will interact with members of the campus community in accordance with current guidance from the Centers for Disease Control (CDC) and the State of Pennsylvania. Any changes to this policy as a result of updated guidance will first be distributed through email and then updated in this policy to reduce the amount of time necessary for employees to be notified of the change.

Procedures:

Officers conducting interviews (Victim, suspect, witness, etc.) will prioritize officer safety. If for any reason an officer feels that an in-person interview is unsafe due to health concerns, a telephonic interview should be conducted. The reasons for declining to conduct an in-person interview will be documented in the narrative/supplement section of the Informant Incident. Prior to going to conduct an interview, officers should ensure that necessary PPE is utilized. This may include a cloth face mask, gloves and gown. Officers should also bring PPE for the person to be interviewed, in the event they do not have the required items. If a person to be interviewed refuses to use PPE, politely explain that a telephone interview will be conducted instead.

When selecting a location for an interview, officers should select a location capable of allowing proper social distancing. (Examples would include the conference table in the basement of Greenbriar, or The Connection).

Prior to conducting an in-person interview, officers should assess the physical condition of the person to be interviewed. If they are displaying any symptoms consistent with Covid-19, the in-person interview should be terminated and plans should be made for a telephone interview. Prior to terminating the contact, officers should inquire as to whether medical attention is necessary. Information documenting the fact that an officer came into contact with a person displaying symptoms of Covid-19 should be included in the Informant Incident as well.

If all requirements for conducting a safe interview have been met, officers will proceed with the interview within the guidelines of Policy sections 212 and 213.

MEDICAL CALLS POLICY COVID-19

Purpose: To provide Department of Safety with guidance when responding to medical calls related to individuals that could possibly have signs or symptoms related to COVID-19.

Policy: It is the policy of the Department of Safety to respond to all medical calls received on campus. Department of Safety personnel will interact with members of the campus community in accordance with current guidance from the Centers for Disease Control (CDC) and the State of Pennsylvania. Any changes to this policy as a result of updated guidance will first be distributed through email and then updated in this policy to reduce the amount of time necessary for employees to be notified of the change.

Dispatch Procedures Upon Receipt of a Medical Call for Assistance:

Dispatchers should question callers and determine the possibility that this call concerns a person who may have signs or symptoms for COVID-19.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Diarrhea
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If the caller reports any of these symptoms the dispatcher should relay this information to the responding officer.

Responding Officer Procedures:

If dispatch advises that the patient is suspected of having COVID-19 symptoms, appropriate PPE should be put on before entering the scene. The following PPE is as follows:

- N-95 Respirator
- Eye protection (i.e. goggles or face shield that fully covers the front and sides of the face). Personal eyeglasses are NOT considered adequate eye protection.
- Disposable examination gloves
- Isolation gown

Initial assessment of the patient should be done at least 6 feet away from the patient if possible until you provide the patient with a facemask if they do not already have one on.

After releasing the patient all PPE should be removed and discarded and perform hand hygiene immediately.

Information documenting the fact that an officer came into contact with a person displaying symptoms of COVID-19 should be included in the Informant report.

USE OF PPE POLICY COVID-19

Purpose: Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. This policy will provide Department of Safety employees with guidance on the proper use of PPE related to any health related hazard.

Policy: It is the policy of the Department of Safety to respond to all calls for assistance received on campus. While administrative controls are more effective in minimizing exposure to a health hazard, PPE is needed to prevent certain exposures. The Department of Safety personnel will interact with members of the campus community in accordance with current guidance from the Centers for Disease Control (CDC) and the State of Pennsylvania.

Examples of PPE:

PPE can include: gloves, goggles, face shields, face masks, isolation gowns, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of the hazard. The college will consistently review the OSHA and CDC websites for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker;
- Properly fitted and refitted, as applicable (e.g. respirators);
- Consistently and properly worn when required;
- Inspected, maintained, and replaced as necessary;
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Department of Safety is committed to providing our employees with effective PPE training, and the PPE equipment needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected while working, and the job tasks that may lead to potential exposure.

Policy Requirements

Masks – are to be worn at all times when inside a building and/or anytime you are within the 6' social distancing requirement. Dispatchers are exempt from this as long as the window is closed. Masks are not required when driving in a vehicle nor are they required when outside unless you come in contact with someone.

Employees isolated in their personal office space, when unshared with any other colleagues, do not need to wear a mask. However, when the employee leaves their individual office or has invited a colleague into their office, they must wear a mask. If there is a medical condition that prohibits you from wearing a mask or if your sight is impaired by wearing a mask, social distancing is strictly encouraged.

Novel coronavirus infects others through droplets. These droplets can be projected into the air when someone speaks, coughs or sneezes. Risk of transmission through these droplets is higher when people are in close proximity to one another. Cloth masks contain those droplets and keep them from projecting into the air, reducing the likelihood of transmission. This is particularly important when normal social distancing measures are difficult to follow.

Gloves – are to be worn by safety personnel when there is a risk of touching a shared area/space that may not have been properly sanitized or whenever the employee feels the need to wear them. It is important to disinfect any area that is touched and is a shared area/space.

Goggles/Face Shields/Gowns – these items are to be worn by safety personnel when there is a risk of coming into contact with someone who may be suspected of having contracted the COVID-19 virus. Or anytime the employee feels the need to wear these items.

Suspected COVID-19 Contact

If dispatch advises an officer that a patient is suspected of having COVID-19 symptoms, appropriate PPE should be put on before entering the scene. The following PPE is as follows:

- N-95 Respirator
- Eye protection (i.e. goggles or face shield that fully covers the front and sides of the face). Personal eyeglasses are NOT considered adequate eye protection.
- Disposable examination gloves
- Isolation gown

SAFE WORK PRACTICES AND CLEANING POLICY COVID-19

Purpose: The Department of Safety is to ensure that they conduct their operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of their employees and community members in which they serve. This policy will ensure safe work practices and cleaning procedures established for all to follow.

Policy: The Department of Safety personnel will follow all work practices established below and will follow all cleaning procedures in order to prevent or mitigate the spread of a health hazard.

Procedure:

Safe Work Practices

Safe work practices and cleaning processes are types of controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a health hazard.

CDC guidance and practices for employee health checks/screenings are being followed. There is a plan and policy for, and an adequate supply of, personal protective equipment (PPE) and/or face coverings.

Signage will be placed in the workplaces reminding staff about sanitation, handwashing, face covering and what to do if you become ill at work.

- Individual Temperatures
 - Employees may not work on campus until they have taken their temperature for their work day by utilizing the internal database, entering it within two hours after the start of their shift.
 - Signs will be posed within each work space reminding employees to take their temperatures
 - The link below is to be utilized to log temperatures and report symptoms
 - <https://apexapps.messiah.edu/apes/f?p=441:1>
 - The Engle Health Center provides a daily report to each department leader as well as the Division of Vice-Presidents which lists employee's participation in the program.
- Social Distancing
 - The campus has taken measures (e.g. tape on floors, partitions, and signage) to minimize face-to-face contact that allows, to the extent possible, at least 6' distance between workers, customers, and visitors.
 - Restrictions have been put in place to cut back on the number of employees in shared spaces, including break rooms, classrooms, and offices to maintain at least 6' distance between people.
 - Staffing assignments – whenever possible, shifts and assignments are staggered to minimize the number of employees to possible exposure and allow for better social distancing during work hours
 - Supervisors within the department will stagger their work days so not all 5 are in the office every day. They will work 4 days in the office and a day at home. A schedule has been devised so a supervisor is scheduled to work with their one work day out of the office.

- No social congregating within any office location or within any break area.
- Minimize contact among workers, students, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Handwashing
 - All employees will be trained and reminded of effective hand hygiene practices including washing hands with soap and water for at least 20 seconds.
 - All handwashing sinks are accessible and fully stocked with soap, paper towels, and trash bins.
 - When to wash your hands:
 - Before and after eating
 - Before handling food
 - Handling any keys or items within the office
 - After removing gloves and before re-applying
 - After touching shared equipment
 - After touching face or any body part, cellphone, or personal items
 - After using the restroom
 - After sneezing, coughing, or blowing nose
 - Performing sanitation duties
 - ANYTIME YOU HAVE NOT WASHED YOUR HANDS WITHIN AN HOUR

Cleaning Protocol

Cleaning and sanitizing shared areas within office areas consistently and thoroughly is important for preventing cross-contamination and the spread of bacteria and viruses. Below is a list of cleaning standards and tasks that are shared by all employees within the three work areas; e.g. Greenbriar, Dispatch and The Connection.

- Ensure that all handwashing areas are operational with water and adequately stocked with soap and paper towels.
- Ensure that all hand sanitizer dispensers are kept full and operational.
- Ensure the bathrooms are cleaned and disinfected frequently, wearing gloves that you

then throw away.

- Empty trash receptacles frequently, wearing gloves that you then throw away.
- Clean and sanitize all counters, and any contact surfaces.
- Disinfect all door handles frequently.

DEPARTMENT VEHICLE CLEANING POLICY COVID-19

Purpose: To provide temporary guidance during health pandemics for sanitizing and cleaning vehicles for passenger transportation conducted by the Department of Safety. This policy will remain in effect until directed otherwise by the Vice President for Operations or the Director of Safety.

Policy: Department of Safety personnel will interact with members of the campus community in accordance with current guidance from the Centers for Disease Control (CDC) and the State of Pennsylvania. Any changes to this policy as a result of updated guidance will first be distributed through email and then updated in this policy to reduce the amount of time necessary for employees to be notified of the change.

Procedure: When transporting, it is required that drivers wear a facemask and the passenger should wear a facemask or cloth face covering. Occupants of these vehicles should avoid or limit close contact (within 6 feet) with others. The use of larger vehicles such as the van, is recommended when feasible to allow greater social (physical) distance between vehicle occupants. The Ford Focus and Ford Escape can also be used when necessary; the Truck shall not be used.

Drivers should practice regular hand hygiene, avoid touching their nose, mouth, or eyes, and avoid picking up multiple passengers.

At a minimum, clean and disinfect commonly touched surfaces in the vehicle at the beginning and end of each shift and between transporting passengers. Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also available, if desired.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, grab handles, and seat barriers clean with disinfectant provided by the University.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present and clean with appropriate cleaners provided by the University. This should be done at the end of the shift unless there is visible contamination during the shift, then it should be cleaned.

Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available. If a disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely.

LOST AND FOUND POLICY COVID-19

PURPOSE: To provide temporary guidance during health pandemics for reducing exposure to pathogens while handling lost/found items.

POLICY: It is the policy of the Department of Safety to manage lost/found items in a manner that maximizes customer service, while at the same time protecting the health of constituents and departmental employees.

PROCEDURES:

I. Items accepted/rejected:

Until advised otherwise by the Director of the Department of Safety and/or the Vice President of Operations, items received into lost/found shall be limited to those that are of significant value, that can be readily disinfected, and that are not associated with direct body contact. For example, items that will *not* be accepted include clothing, water bottles, cosmetics, eyewear, earbuds/headphones, etc. Items that *may* be accepted include ID cards, credit/debit cards, keys, valuable jewelry, textbooks, phones, wallets, purses, etc.

II. Notification:

Signage will be posted outside of the Dispatch window advising of the information contained in the above paragraph.

III. Transfer:

Sealable bags will be stored at Dispatch. When an individual brings a found item to the window, the dispatcher shall provide her/him with a bag. The dispatcher shall instruct the individual to place the item in the bag and seal it. The dispatcher shall then accept the item, document its receipt according to established protocols, and then place the item in the appropriate cabinet, drawer, or box. Dispatchers will not open the bags except in cases where owner identification may be possible.

IV. Disinfecting:

Disinfecting wipes shall be stored at Dispatch. Upon receiving a found item, the dispatcher shall use a disinfectant wipe to sanitize the bag. Similarly, if the dispatcher removes the item from its bag to check for identification, the item and the bag shall be disinfected before being stored.

SOCIAL DISTANCING GUIDANCE

Department and Office Social Distancing

In response to questions regarding how to social distance office space, the following guidance is provided for your reference.

Assume you have a 10.5 ft. x 10.5 ft. office space. The square footage of the room is 110.25 square feet. Using a 36 sq. ft./person assumption, you would expect to fit 3 people in this space. The problem is that this does not take into consideration the furniture in the room, any wasted space based on that furniture arrangement, and any egress issues in the space.

Please reference the diagram on page 2.

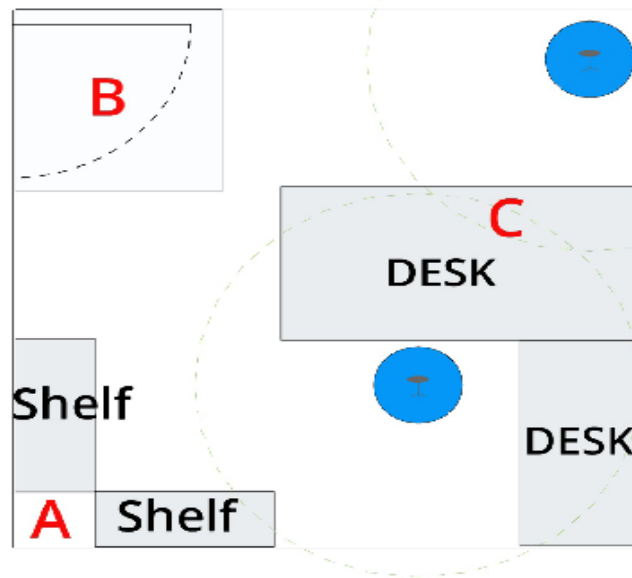
In this example office, you will notice that the furnishings take up quite a bit of space. These are unmovable furnishings such as bookcases or desks. It does not account for moveable furniture such as chairs. Additionally, you will see some wasted space between the book shelves (red letter A). You will also note that the door opens inward and thus eliminates that space from being utilized (red letter B). When you subtract the square footage of all of these furnishings and obstructions, the new usable square footage is just 63.25 square feet, allowing for just one individual to occupy the space at a time. You will notice the blue icon, representing a person sitting at the desk. Adding a second blue icon with a 3 ft. radius (green dashed line), shows that I cannot place that in the room without overlapping the radius of the person at the desk (red letter C).

There are some exceptions to this. For example, if I moved the employee at the desk against the wall, I could fit another person in the room, but it would not be a practical use of space for an employee to move against the wall anytime someone else enters their space.

Recommendations/guidelines:

1. In order to determine how many people can be in an office space. Measure 6 ft. from where the person who occupies the office will be and determine if someone else can comfortably be in the space and maintain 6 ft. distance.
2. If another person can occupy the space, arrange seating so that you maintain the distance.
3. Departments/offices are responsible for their own furniture adjusting AND storage. University staff cannot remove or store extra furniture.

10.5' x 10.5' Office



1 Foot

SAFE WALK AND RIDE

<i>POLICY NUMBER: CV-7</i>	<i>EFFECTIVE DATE: 07/16/20</i>	<i>LAST UPDATED: 07/16/20</i>
<i>SUBJECT: SAFE WALK/SAFE RIDE</i>	<i>APPROVED BY: DIRECTOR</i>	<i>APPROVED DATE: 07/16/20</i>

Purpose: Safety escorts (Safe Walk/Safe Ride) is a service that is advertised and offered to students to ensure their safety on campus and conducted in a timely and professional manner.

Policy: It is the policy of the Department of Safety to respond to all calls for escort services received on campus from dusk to dawn hours (medical escorts are done at any time) following the below guidelines.

Dispatch Responsibilities: It will be up to the individual calling for an escort to cancel the escort, and if the person chooses to walk and not wait for the arrival of the officer, it is to be noted on the radio log for documentation purposes.

In the process of our department's duties, emergencies occur. In the event of an emergency that will delay the escort, the dispatcher is to notify the caller and it is up to the caller to make the decision to wait or not wait for the escort.

- 1) When dispatch receives a call for an escort, complete caller information must be received: caller's name, ID #, and the location of the escort from where to where, the number of passengers, and the call back number where they can be reached.
- 2) The dispatcher is to radio an officer on duty, advise of the escort, and get an estimated ETA for the escort.
- 3) Dispatcher is to then advise the caller of the ETA by the officer. If the response time is longer than five (5) minutes, politely explain the officer is handling another service call and will not be available for some time. Ask the caller if they wish to wait for the officer; if they say they wish to wait, advise them to stay near the phone and they will be called, at their request, upon the officer clearing. If the student is calling from one of the campus parking lots, have them wait in their vehicle with their four-way flashers on. If the student does not wish to wait, document this on the radio log.
- 4) Terminate the call and advise officer if the student is/ is not going to wait.
- 5) If the student has requested a call back, please call once the officer is clear from the previous service call.
- 6) Beginning and ending mileages will be called in by the officer, and are to be recorded for later input into the twenty four (24) hour Department Services Escort report.

Officer's Responsibilities:

- 1) When a call comes from dispatch of an escort, advise dispatch how long it will be until you can handle it. Officers are not expected to stop in the middle of a building lock up, security check, or an incident to handle the escort. If you are busy with another incident or locking/unlocking a building, advise dispatch, and

estimate the remaining time of such; provide to dispatch an ETA to the escort origin.

- 2) When clear and ready to handle the escort, advise dispatch of the same so they can call the student back and advise of your response to their location.
- 3) Upon your passenger entering the vehicle, radio dispatch with your beginning mileage. For officer safety reasons, all passengers are to ride in the rear of the vehicle, and must wear a mask. If the passenger refuses to wear a mask or does not have one, the vehicle escort cannot be provided. A bike or walking escort can be provided if the safety officer is not working alone and can provide the escort.
- 4) Due to social distancing, the number of passengers transported at one time is limited:
 - a. Ford Escape – only one passenger, seated in the rear passenger side of vehicle.
 - b. Ford Focus – only one passenger, seated in the rear passenger side of vehicle.
 - c. Escort Van – maximum of two passengers at one time, one seated in the middle seat and one seated in the rear seat of the vehicle.
- 5) Upon reaching the requested destination, the ending mileage and location shall be radioed to dispatch.
- 6) Upon completion of the escort, the seats that were utilized during the escort and door handles (inside and outside) that were touched must be wiped down with disinfectant wipes as soon as reasonably possible but prior to the next escort.

Walking and Bike Escorts:

A walking or bike escort can be provided over a vehicle escort. It is important to remember utilizing the 6' social distancing requirement.

PPE INFORMATION FOR EMPLOYEES EMAIL

From: massemail@messiah.edu on behalf of [Kathie Shafer](#)
To: [Robinson, Sharon](#)
Subject: PPE
Date: Monday, July 27, 2020 11:35:19 AM
Attachments: [Lenhart on map.png](#)

[View in web browser](#)

Direct all questions regarding this mass email to Kathie Shafer at Ext. 6003 or kshafen@messiah.edu.

Messiah Logo



To: All Employees

As Messiah University works to reopen campus for the fall semester, the planning and decisions place health and safety as the top priority. With that guiding principle, the University is implementing a centralized system for managing the PPE needs of the campus. Currently there is a challenge in purchasing many of the needed items. A centralized system will help the University ensure all areas on campus have their needs met on a weekly basis. Over the summer, we have worked with representatives across campus to determine the potential needs. Procurement has worked with various vendors to purchase these items. A centralized ordering and pick up process has been developed to assist in this process.

Items considered personal protective equipment (PPE) such as disposable gloves, face masks, face shields, hand sanitizer, sanitizing wipes, safety glasses etc. will be ordered through the Messiah PPE Store in One\$ource and picked up from the PPE Supply Center, located in the Fleet Services Garage. The One\$ource store will be available beginning on August 1st and orders can be picked up beginning August 10th.

Please order only the supplies required for the following two week time frame, do not stock pile supplies. This process is intended to ensure even distribution of supplies for all areas of the University. If you need supplies not available in the PPE Supplies catalog, contact ppe@messiah.edu or extension 3531.

Order Instructions (If you are not trained in using One\$ource or need assistance placing your order, please contact purchasing@messiah.edu.)

- Log in to Falcon Link
- Click on the One\$ource Login tile
- Click View Suppliers from the left navigation menu
- Type PPE into the supplier box and click Search
- Click on the Messiah PPE Supplies tile
- Click on PPE Supplies for Messiah University
- Add required items and quantities to shopping cart
- Check out as normal, using your org and account 6320

No charge will be made to your org/account at this time. The University will cover the cost for items required directly due to COVID 19. The cost for items your department would have used during a

Copier Sanitation Notifications

To all students:

In an effort to provide clean and safe copiers, public access copier locations are being supplied with baskets with alcohol wipes to sanitize the copier prior to use. Work study students working in an office location should inquire from their supervisor as to specific procedures for their particular office location.

To all employees:

In an effort to provide clean and safe copiers, public access copier locations are being supplied with baskets with alcohol wipes to sanitize the copier prior to use. For non-public office areas with copiers, each admin should order wipes from Scott Zeigler for use in their area. These should be charged to account 2805-6320.

To employees listed in public copier plan:

Dear fellow employee,

Due to your close proximity to a public access copier, you are being asked to replenish alcohol wipes each day to the copier listed with your name. These wipes can be ordered from Scott Zeigler and should be charged to account 2805-6320. Your assistance is appreciated as we try to keep our community safe.

Communication to COE is recommended – encourage them to NOT require printed papers/reports for class (on-line submission preferred)

Student Success & Engagement

Athletics – Return to Sport Policy



COVID Reference Sheet (Updated 8/24/2020)

First two weeks on campus

- First Priority - Minimize interaction to roommate(s). You cannot go into your teammate's rooms. Roommates only during the first two weeks of campus.
- Second Priority - Minimize interaction to your "family unit" (residential floor)
- Third Priority - Minimize interaction to pods. This is necessary for effective contact tracing.
- Head coaches are asked to conduct a team meeting for the purpose of educating everyone on COVID policies & expectations. Having a face-to-face, full-team meeting is encouraged, as long as you adhere to the following parameters:
 - Must be held outside
 - Socially distant
 - Wearing masks
 - Come & go in pods = no congregating
 - Outdoor options (not an exhaustive list)
 - Shoemaker Field (book via EMS)
 - Rec Sports Field
 - Anderson Field (book via EMS)
 - Lower Starry
 - Yellow Breeches
 - Portable bleachers between lacrosse field & soccer practice fields
- After that initial meeting, you are to meet in pods or virtually.
- Fall Sports - Phase 1 begins August 25
- Winter & Spring Sports - SA's are not allowed to do any athletically-related activities during this time. This allows for Sports Medicine and the Athletics department to develop an efficient COVID-19 routine.
 - You can participate in activities that the general student body can do (fitness center, wellness classes)
 - Phase 1 begins September 7.
 - Racquetball Court will open September 7 for individual use.

Phase 1 (2 weeks)

- Pods - groups of 10 including coaches and Sports Medicine staff
- 2 coach-led practices per week, 45 minutes each per pod
- Non-contact, social distance required (10+ feet apart)
- On practice days, cannot arrive early for extra reps, may or may not stay after practice (based on pod schedule)
- Voluntary workouts (coach not present, on non-practice days) from 3:00-7:00 pm must be scheduled with Brad.
- Voluntary workouts with a partner (must be from the same pod) before 3:00 pm are allowed, following socially distant parameters.
- No shared equipment for sports that touch the ball with hands. Must be sanitized after each pod practices.

Phase 2 (2 weeks)

- Full team practices, 90 minutes
- 3-4 practices per week
- Non-contact, social distance as much as possible. When not possible, masks are required.
- Voluntary individual workouts are allowed. If a partner is present, they must be socially distant (10 feet apart) in order to train without a mask.
- Equipment can be shared for all sports. Must be sanitized after practice.

Overall

- Sanitization supplies - provided by Sports Medicine
- Daily, honest check-ins through University portal
- Check-ins with Sports Medicine (on practice days only)
 - Stations near practice facility
 - Check-ins on non-practice days may occur in the future.
- If meeting indoors
 - Must be reserved via EMS
 - If groups larger than 25, only allowed with an approved education plan (blanket plan coming from Sarah)
 - Spaces large enough to accommodate 25 or more - Parmer Hall, Recital Hall, Miller theater, Howe Atrium, Parmer Cinema, Brubaker A, Frey 110, Jordan 374, Jordan 161, Jordan Atrium
 - Must be socially distant and wearing masks.
- Travel off-campus
 - Residential undergraduate students can leave campus only when necessary.
 - Students may leave campus for off-campus jobs, internships, clinicals, practicums, etc.
 - Students may also travel to church, for groceries, supplies, services, etc., if the locations they are visiting are practicing CDC COVID-19 best practices, i.e., requiring masks, social distancing, etc.
 - Church
 - During the first two weeks on campus, you should participate in church online.
 - After the first two weeks, you can attend church services where CDC COVID-19 guidelines are being followed. Here is the list of [approved local churches](#). Click on the recommendations list.
- Activities at a coach's home
 - Not allowed in the first two weeks
 - After first two weeks, the following applies:
 - Phase 1 - pods only (socially distant with masks)
 - Phase 2 - full team (socially distant with masks)
 - Travel to coach's home
 - Must follow institutional parameters
 - Nuclear family = # of seatbelts in the vehicle, must be masked
 - Outside of nuclear family = only 2 people, must be masked
- Team service opportunities are permissible, however, they must be approved by Sarah.
- No locker rooms during Fall semester (will be re-evaluated through semester)
 - Wrestling (TBD)
- Student-Athlete laundry not available during Fall semester (will be re-evaluated through semester)
 - Wrestling (TBD)

KEY POINTS

1. Daily temp check-ins & honest responses to questions via University portal
2. Wear a mask
3. Socially distance - minimum 6 feet apart
4. Minimize off-campus travel
5. Priority of interaction: 1st - Roommate, 2nd - Nuclear Family (residence floor), 3rd - Pod, 4th - Team
6. Visitors - Until further notice, no off-campus visitors are permitted without permission. If a circumstance arises that requires family, friends, or parents/guardians to come to campus, contact Campus Safety.

Messiah University COVID-19 Athletics Restart

Medical Plan of Action

Medical Direction:

Dr. Abbie Kelley, DO

OSS Health, Team Physician

Megan Fowler, DAT, LAT, ATC

Director of Sports Medicine

Betsey Miller, CRNP

Engle Center Nurse Practitioner

Medical Plan Components:

- Student health return to campus protocol
- Personal protective equipment (PPE) needs, medical infection control supplies
- Student-athlete prevention and education
- Athletics staff and personnel prevention and education
- Student-athlete and athletics continuous monitoring and screening procedures
- Facility and equipment cleaning and sanitation procedures
- Messiah University COVID-19 protocol

Student-Athlete Health and Safety

Prior to student-athletes resuming any activity with his/her team, all athletes will be educated about COVID-19: prevention, treatment, and slowing of spread. During the education of COVID-19, students will be presented with information about hand sanitation and proper hand washing, wearing a mask, social distancing, and overall infection risk reduction.

Testing Prior to Arrival on Campus

Student-athletes will be sent a questionnaire prior to his/her arrival on campus to determine whether or not the athlete has symptoms consistent with COVID-19. If a student-athlete has symptoms consistent with COVID-19, he/she will have testing completed at home.

Traveling to Campus

Student-athletes that are traveling to campus via airline with travel time greater than 2 hours, is an international student, or the student is traveling from a "hot spot," will be required to quarantine off-campus for a minimum of 14 days. If this is not a possibility for a student to arrive early in order to complete a quarantine, then the student has the option to quarantine on campus for 5-7 days and be tested for both current infection as well as any past antibodies that might be in his/her system. If a student-athlete tests positive, then he/she will be required to remain quarantined longer than the 5 days, and will be given further direction from the Engle Center based on the results. This initial on-campus testing and quarantine will be financially covered by the institution (including food and lodging). Student-athletes are required to email silp@messiah.edu to inform to make appropriate arrangements.

A student-athlete is expected to abide by the institutional policy for return-to-campus protocol. All travel of student-athletes is to be communicated with his/her coach, which will then be forwarded to the Director of Sports Medicine and work concurrently with the Nurse Practitioner of the Engle Center to ensure all return of student-athletes on campus can be traced and quarantine accommodations can be made.

Personal Protective Equipment and Medical & Infection Control Supplies

The following supplies are to be worn and utilized per state and local regulations:

- **Masks:** medical grade, cloth/cotton. Medical grade masks are to be worn by Sports Medicine staff during Athletic Training facility, reusable masks are to be worn by patients in the AT facility and student-athletes checking-in to practice session. Reusable masks may be worn by athletic trainers if medical grade masks are not available.
- **Gloves:** used during check-in stations, gathering soiled laundry and dropped off at designated laundry location, and for routine use for wound care.
- **Eye protection and gowns:** used as needed in the Athletic Training Facility.
- **Thermometers:** temporal and infrared thermometers will be used for check-in stations and in the Athletic Training Facility when patients enter. Rectal thermometers will be used in the event of suspected heat illness, as the heat policy states.
- **Hand sanitizer:** free-standing, wall mounted, and pump bottles will be located around the Athletic Training Facility and check-in stations, and all parties must use upon entry to Athletic Training Facility and check-in station.
- **Cleaning and disinfecting solutions:** cavicide cleaner will be used to disinfect all treatment tables and equipment in the Athletic Training Facility, floor cleaner as determined by institution guidelines, and Whizzer for all other cleaning purposes.
- **Biohazard containers and bags:** positioned based on routine facility use.
- **Other:** pulse oximeter and other emergency medical supplies as needed are available in the Athletic Training Facility.

Continuous Monitoring and Screening Procedures

Each day, all student-athletes, coaches, athletic trainers, and any other athletics personnel working directly with student-athletes must check-in at a designated check-in station, and all screening will be recorded through the web app through Messiah Engle Center. Student-athletes who record a “yes” for any symptom and/or have a temperature reading of 100.4°F (temporal or tympanic) will be immediately sent to the Engle Center, and will be instructed to call the Engle Center as they leave the check-in station. The student-athlete will then follow Messiah’s protocol for testing and quarantine until the student-athlete is deemed safe to return to athletics, then the student-athlete must be cleared by Dr. Kelley. Any athletic trainer, coach, or any other athletics personnel is instructed to not come on to campus should he/she report any symptoms that are consistent with COVID-19 or report a temperature of 100.4°F or higher. If a temperature reading is above 100.4°F, the student-athlete is to wait for 15 minutes in the shade, and his/her temperature reading is repeated. If it continues to be 100.4°F or higher, then the student-athlete will be referred to the Engle

Center. All re-checks of temperatures and final decision will be from the AT on site. The Engle Center will communicate with the staff for further direction and testing. The Athletic Trainer in charge of the station will be responsible for recording all symptoms and temperature readings for each participant of the practices per pod. All student-athletes must report to and from check-in wearing a face covering, and will be required to sanitize hands upon and exit entry to the field/court. All screening records will be shared with the Engle Center if a student-athlete reports symptoms/fever, and the contact tracing form will be completed (see Appendix).

Prevention and Education

All student-athletes will be educated about proper handwashing, mask wearing, signs and symptoms of COVID-19 infection, contact tracing, and respiratory etiquette. Student-athletes will be marked for attendance, and if a student-athlete does not attend, he/she will be required to attend a make-up session. This educational session will be part of the pre-season educational seminar all athletes must attend.

Coaches and athletics personnel will also be provided education information concerning the above-mentioned components, and will be offered the opportunity to ask questions.

All those in attendance of the education sessions will be provided ways to protect oneself:

- Avoid anyone who is sick or in the identified high risk groups;
- Follow state and local prevention guidelines;
- Wear facemasks when deemed necessary;
- Cover mouth when coughing, blowing nose, and sneezing;
- Wash hands for 20 seconds with soap and water, and perform this throughout the day and especially after any contact. Do not touch face, eyes, and mouth until you have washed your hands;
- Use hand sanitizer that is at least 60% alcohol if hand washing is not possible;
- Clean living areas regularly with appropriate disinfectants;
- Practice social distancing (6 feet) and avoid close contact;
- Do not gather in groups of greater than 10 in Phase 1;
- Practice great standard hygiene;
- No sharing of personal items, objects, or effects;
- Limit touching surfaces that are unnecessary;
- Only go to places outside of your residence that are for necessities or items you require to function. Wear a face during these times and only go by yourself, and wash your hands immediately upon returning.

Athletic Training Facility COVID-19 Policy

Student-athletes will be required to make appointments for athletic training services, and walk-ins are no longer allowed. Student-athletes are able to make appointments with an athletic trainer via the athlete health portal. Upon arrival, a student-athlete will have his/her temperature taken and screening questions asked (see daily screening form in Appendix).

- Student-athletes who are allowed to enter the Athletic Training Facility will maintain a social distance when possible;

- Use of face masks is required, and student-athletes must come with their own face mask;
- Limit touching surfaces that are unnecessary;
- Hand sanitizer will be available throughout the facility;
- Areas of contact must be wiped down with disinfectant after every use;
- All equipment will be disinfected after each use and between treatment sessions;
- Sports Medicine staff will clean tables, rehabilitation equipment, and modalities between uses;
- Sports Medicine staff and/or work-study student workers will mop the floor of the Athletic Training Facility at the end of each day;
- Messiah University Facility Department will have a specific cleaning schedule and plan for cleaning within the Athletic Training Facility.

Return to Sport Resocialization

Messiah University will abide by a phased approach to return athletics to campus, as set for by the NCAA. Each phase will require all student-athletes, coaches, and athletics personnel to be compliant with all state and local guidelines, as well as institutional protocol. Any individual that does not abide by these recommendations risks team quarantine for a minimum of 14 days.

Any student-athlete that reports symptoms/fever, then all student-athletes that were part of that pod will be required to be quarantined and tested. Any other student-athletes that the student-athlete in testing had contact with in the previous 5 days, will also be required to quarantine and be tested. All student-athletes that report symptoms/fever will be assumed positive for COVID-19 until proven negative.

High risk populations: Those with moderate and severe persistent asthma, diabetes mellitus (I or II), and any auto-immune disorder are considered high-risk individuals, and will require different phasing, with more individualized training alone. Those with mild persistent and intermittent, and exercise-induced asthma are not considered high-risk populations and may participate in the phasing as written per sport.

Roommate considerations: Those individuals that are roommates may participate in full-contact practice and sharing equipment with one another, but not with any others that are not living in the same quarters.

Phase 1: Individual Training

The purpose of this phase is to begin conditioning and individual training in small pods to greatly reduce the risk of spread of infection upon return to campus. Athletes returning from various locations across the country and internationally, and participating in activity in close contact, this phase will be purposeful to identify possibility of a COVID-19 and limit to smaller groups of individuals.

Length: 14 days

Field Hockey and Soccer

- Practice session: 45 min per pod per practice. Pods will be determined by the Sports Medicine staff in conjunction with the coach to determine lowest risk of spread of disease.
- No more than 10 participants, including coaches, allowed on the field at a given time. Note: fields are able to be divided into 2, so there is 9 allowed on either side, as long as 6-10 feet are maintained between each participant.
- Coaches can rotate through pods as long as they maintain social distancing. Coaches must remain masked if closer than 6 feet to players while rotating to coach.
- All high-risk individuals (asthma, diabetes, auto-immune disease) will have a designated location to complete individual training. High-risk individuals will have a check-in time specific to him/her that is different than any pod. During this time, the high-risk individual may not participate in excess workouts with the team (strength workouts in the fitness center, pool workout, etc.).
- Permissible activities in Phase 1 are:
 - Use of balls, but only to be used by the individual, not shared. Same for sport-specific training equipment;
 - Fundamental and skill development;
 - Individual conditioning;
 - Drills with use of cones, barriers, obstacles, or ladders for agility development;
 - Drills without physical contact with opposing player;
 - Approved conditioning activities.
- NONPERMISSIBLE ACTIVITIES:
 - 1v1, 3v3, or other competitive drills that include player contact;
 - Full team activities that may include, but not limited to:
 - Walk-throughs
 - Meetings or gatherings (should be done virtually)
 - Meals
 - Competition and team travel.

Volleyball

- Practice session: 45 min per pod per practice. Pods will be determined by the Sports Medicine staff in conjunction with the coach to determine lowest risk of spread of disease.
- Each pod will be divided up into pairs. This set of pairs will remain the same throughout all of phase 1.
- No more than 10 participants, including coaches, allowed in the gym at a given time.
- Coaches can rotate around the court as long as they maintain social distancing. Coaches must remain masked if closer than 6 feet to players while rotating to coach.
- All high-risk individuals (asthma, diabetes, auto-immune disease) will have a designated location to complete individual training. High-risk individuals will have a check-in time specific to him/her that is different than any pod. During this time, the high-risk individual may not participate in excess workouts with the team (strength workouts in the fitness center, pool workout, etc.).
- Permissible activities in Phase 1 are:

- Use of balls, but only to be used by the individual, and designated partner;
- Fundamental and skill development;
- Individual conditioning;
- Drills with use of cones, barriers, obstacles, or ladders for agility development;
- Drills without physical contact with opposing player;
- Approved conditioning activities.
- NONPERMISSIBLE ACTIVITIES:
 - Live play, drills that require more than partners to complete, and drills that do not maintain distancing greater than 6-10 feet;
 - Full team activities that may include, but not limited to:
 - Walk-throughs
 - Meetings or gatherings (should be done virtually)
 - Meals
 - Competition and team travel.

Cross Country

- Practice session: unlimited. Pods will be determined by the Sports Medicine staff in conjunction with the coach to determine lowest risk of spread of disease.
- No more than 10 participants, including coaches, allowed to participate as a “pod” but must run at least 10 feet apart. Coaches can rotate through pods as long as they maintain social distancing, and must remain masked if closer than 6 feet.
- All high-risk individuals (asthma, diabetes, auto-immune disease) will participate individually, not part of a pod. High-risk individuals will have a check-in time specific to him/her that is different than any pod. During this time, the high-risk individual may not participate in excess workouts with the team (strength workouts in the fitness center, pool workout, etc.).
- Permissible activities in Phase 1 are:
 - Running and conditioning, including track workouts as long as 6-10 feet is maintained.
 - Pool workouts, as long as 6-10 feet is maintained and is allowed by institutional aquatics policy.
- NONPERMISSIBLE ACTIVITIES:
 - Full team activities that may include, but not limited to:
 - Walk-throughs
 - Meetings or gatherings (should be done virtually)
 - Meals
 - Competition and team travel.

Phase 2: Team Non-Contact Practice

The purpose of this phase is to integrate the entire team to practice altogether, with non-contact activity. Avoiding breathing heavily on one another and minimizing the risk of infection from the greater campus community returning to campus are the main areas of concern for this phase.

Length: 14 days

Field Hockey, Soccer, and Volleyball

- Practice session: 90 minutes.
- A full team's roster can be present at any one time, but for small group work, athletes will still function in the pods from the previous phase.
- Coaches must remain masked if closer than 6 feet to players while coaching.
- All high-risk individuals (asthma, diabetes, auto-immune disease) will continue to have a designated location to complete individual training. High-risk individuals will have a check-in time specific to him/her that is different than any pod. During this time, the high-risk individual may not participate in excess workouts with the team (strength workouts in the fitness center, pool workout, etc.).
- Permissible activities in Phase 2 are:
 - Use of balls, and may be shared by players;
 - All previous drills for skill, agility, and conditioning from phase 1.
- NONPERMISSIBLE ACTIVITIES:
 - 1v1, 3v3, or other competitive drills that include player contact;
 - Full team activities that may include, but not limited to:
 - Walk-throughs
 - Meetings or gatherings (should be done virtually)
 - Meals
 - Competition and team travel.

Cross Country

- Practice session: unlimited.
- Coaches must remain masked if closer than 6 feet to players while coaching.
- All high-risk individuals (asthma, diabetes, auto-immune disease) will participate individually, not part of a pod. High-risk individuals will have a check-in time specific to him/her that is different than any pod. During this time, the high-risk individual may not participate in excess workouts with the team (strength workouts in the fitness center, pool workout, etc.).
- Permissible activities in Phase 2 are:
 - Running and conditioning, including track workouts as long as 6-10 feet is maintained.
 - Pool workouts, as determined by institutional aquatics policy.
- NONPERMISSIBLE ACTIVITIES:
 - Full team activities that may include, but not limited to:
 - Walk-throughs
 - Meetings or gatherings (should be done virtually)
 - Meals
 - Competition and team travel.

Phase 3: Contact Practice and Competition

This phase introduces resumption of full-contact practices, and competition. Travel within the MAC will be based on the MAC Travel Policy.

- Practice session: unlimited practice window.
- Coaches are encouraged to continue to maintain social distancing and wear masks when no able to maintain social distancing.
- All team members are able to participate together, including high-risk individuals.

- Normal contact-related practices are able to resume.
- Full-team meetings inside are still discouraged and should continue to be done virtually.

Competition:

All competition will occur within the MAC, and all competition for the 2020-2021 academic year outside of the MAC is prohibited. Policy for traveling and hosting competition is derived from the MAC travel policy.

Protocol for Hosting Events at Messiah University

When Messiah University is hosting an athletic event, all student-athletes, coaches, and personnel from the home team will check-in at a designated station 120 minutes before the game, and the away team will be expected to check-in upon their arrival. All individuals must remain masked during the check-in period, and may remove masks when they arrive at the appropriate location for mask removal. Game-day management will be expected to communicate with the traveling team to have an accurate time that the team will arrive. The athletic trainer or trained designee will complete arrival screenings and temperature readings, but the final decision of safe to participate in the event will be that of the athletic trainer on site.

In the event that a traveling student-athlete, coach, or athletics personnel is deemed not safe to participate, he/she will be chaperoned to the designated quarantine location. If there is a designated person on site who can safely and immediately return the ill individual back to their institution, they may be allowed to avoid quarantine on Messiah's campus, but this individual will be asked to remain in quarantine until someone from the visiting's institution is able to retrieve the ill individual.

	Quarantine Location: Fair Weather	Quarantine Location: Inclement Weather
Men's/Women's Soccer		
Field Hockey		
Volleyball		

In the quarantine locations, there will be a place to sit and/or lie down, restroom, snacks, and water, as well as cleaning agents. Game-day management or athletic trainer, or trained designee for either party, will be responsible for checking on the quarantine individual. Coolers of water will be provided for both teams. Messiah's student-athletes, coaches, and athletics personnel are expected to bring his/her own water bottle. Visiting teams are expected to bring their own bottles, but cups and/or bottles will be provided.

Protocol for Traveling for Competition

Prior to Messiah student-athletes, coaches, and personnel departing campus, each person must be screened for symptoms and have his/her temperature taken. Each person will have their own travel form for the day, and will be pre-filled out by the Athletic Trainer, then completed upon screening to load on the bus/van/car (see Appendix). Any person who reports symptoms consistent with COVID-19 or has a temperature of 100.4°F or higher will not be allowed to travel, and will be immediately sent to the Engle Center and will be required to quarantine based on institution policy. A temperature can be taken twice, with 15 minutes of standing in shade/cool air if a temperature is above 100.4°F, to take into account standing in sunlight, walking across campus in the heat, etc. All screenings for teams departing campus will be done by an athletic trainer or trained

designee, but the final decision concerning safe to travel will be that of the athletic trainer on site. All travel check-in stations will be communicated with the coach, who will be expected to communicate with the team. All those that travel will be expected to wear a mask throughout the duration of the bus ride.

Upon arrival at the host institution, each person will be asked if there are any changes in symptoms, and will be required to have his/her temperature taken again. All those that are symptom free and afebrile will be allowed to participate at the event. Any person that reports new symptoms and/or a temperature reading of 100.4°F or higher will be required to isolate at the host institution's designated game-day quarantine location until the person can be transported safely back to campus, or other appropriate location. Based on the institution policy, there may be an athletic trainer or designee completing the screenings and temperature readings, but the final decision to participate in the event will be that of the athletic trainer on site.

Note: It is encouraged for teams to plan earlier departure than "normal" due to the longer time it will take to unload the bus and have temperature readings done at the host institution.

Messiah's teams are expected to bring their own bottles upon departure. Sports Medicine will provide 2-3 carriers of bottles upon leaving that the teams may use at the host institution.

COVID-19 Vehicle for Away Events

Spectators at Home Events

Locker Rooms

Locker room will be restricted for all multi-team shared locker room space for phase 1 and 2. During phase 3, a team may use the locker room only for pre-game meetings. Teams that have specific locker rooms to a single team, may begin to use the locker room during phase 2.

Locker rooms for visiting teams: TBD.

Post-Infection

If a student-athlete has contracted COVID-19 prior to his/her arrival on campus, he/she is expected to complete the post-infection form (see Appendix), for his/her PCP or diagnosing physician to complete. If the student-athlete was asymptomatic for COVID-19 infection, the student-athlete must have a physical completed, and any follow-up work as deemed necessary by the physician. If a student-athlete was symptomatic for the infection, then the algorithm as determined by American Medical Society for Sports Medicine will be followed (https://www.amssm.org/Content/pdf-files/COVID19/Cardiac_COVID-19_7-02-2020.pdf).

If a student-athlete is infected after they arrive on campus, repeat physical and appropriate labwork and cardiac testing will be completed by the team physician. Full clearance and release is the decision of the team physician, for those infected with COVID-19.



Messiah University Sports Medicine

COVID-19 Post-Infection Return to Athletics

Upon contracting the COVID-19 virus, your return to athletics requires additional testing and procedures to ensure you are safely returning to sport. The algorithm for determining appropriate testing and imaging is based off of the AMSSM (https://www.amssm.org/Content/pdf-files/COVID19/Cardiac_COVID-19_7-02-2020.pdf). Please have the physician that you saw for your COVID-19 infection, and/or your primary care physician (PCP) complete the following prior to your arrival on campus:

Name: _____

Sport: _____

- ☐ Repeat physical examination by your PCP. Please use the Messiah University physical examination form, found on your athlete portal, under efiles (needed for symptomatic and asymptomatic cases).
- ☐ Information about your infection:
 - Date of diagnosis: _____
 - Where was your testing done?: _____
 - Self-quarantined for at least 14 days?: _____
 - Status as of now?: _____ Cleared _____ Not cleared, see recommendations below
 - Did you have a subsequent/follow up negative COVID test after you tested positive?
 - Date of negative test: _____

For all symptomatic cases, complete the following, and submit results:

- ☐ Troponin labwork
- ☐ 12-lead EKG
- ☐ Echocardiogram (if warranted from EKG)

It is with my understanding that this student-athlete is physically healthy and fully recovered from his/her COVID-19 infection and is cleared to participate in intercollegiate athletes.

Signature of Physician

Date

If you recommend further isolation and/or testing, please list your restrictions and further recommendations:



Messiah University Athletics Staff/Student-Athlete COVID-19 Screening

Name: _____
Messiah ID: _____ Date of Birth: _____ Age: _____ Cell #: _____
Gender: ☐ Male ☐ Female Sport: _____

Please complete this form to assess your potential exposure/possession of COVID-19 and other illnesses.

Are you currently free from illness? ☐ Yes ☐ No

Are you currently experiencing any of the following:

SYMPTOM	YES	NO	LENGTH OF SYMPTOM	EXPLANATION
Fever				
Body chills				
Headache				
Cough				
Shortness of breath				
Sore throat				
Body/muscle aches				
Loss of taste				
Loss of smell				

QUESTIONS	YES	NO
Have you been anywhere within the last 14 days where you were not able to wear a mask or maintain social distancing?		
Do you or anyone you have been in contact with have a confirmed diagnosis of COVID-19, under investigation of COVID-19, or ill with a respiratory virus?		

Have you been previously or are you currently diagnosed with COVID-19?

☐ Yes ☐ No

DATE OF DIAGNOSIS: _____

Please use the post-COVID-19 diagnosis form prior to arrival on campus.

If you answered yes to the above question, did you self-quarantine for 14 days?

☐ Yes ☐ No

Do you have medical documentation to support your diagnosis and treatment of COVID-19?

☐ Yes ☐ No

PHYSICIAN NAME: _____

☐ Yes ☐ No

PHYSICIAN LOCATION: _____

If you answered yes to any of the questions, please list your answers here:

Staff/Student-Athlete Signature: _____

Date: _____

Messiah ATC/DO Signature: _____

Date: _____

Athletic Trainer:

[illegible]

Names of athletes/personnel referred to Engle Center:

Messiah University Athletics Staff/Student-Athlete COVID-19 Contact Tracing

Name (last, first): _____ Date: _____ Gender: ☐ Male ☐ Female

Student ID#: _____ Date of Birth: _____ Sport(s): _____

**Please complete this form to the best of your ability for the previous 5 days.
Include any people you may have come in contact with.**

Date	Location/Activity	Time	Potential Contact(s)
Yesterday			
2 days ago			
3 days ago			
4 days ago			
5 days ago			



MIDDLE ATLANTIC CONFERENCE TRAVEL FORM (INSERT INSTITUTION)

Name: _____
LAST FIRST

Competition Location: _____

Date: _____

Sport: _____

Please complete this form prior to leaving campus to assess your potential possession of COVID-19.

Are you currently free from illness? ☐ Yes ☐ No

Have you been asymptomatic for the last 4 days? ☐ Yes ☐ No

SYMPTOM	YES	NO	LENGTH OF SYMPTOM	EXPLANATION
Fever				
Body Chills				
Extreme Level of Fatigue				
Cough				
Pain/Difficulty Breathing				
Shortness of Breath				
Sore Throat				
Body/Muscle Aches				
Loss of Taste				
Loss of Smell				
Changes to Vision/Eye Discharge				

Prior to leaving campus Examination:

Total # of Symptoms: _____ Temperature: _____ °F

Student-Athlete/Staff Signature: _____

Examiner's Signature: _____

Host Institution Examination:

Is Student-Athlete/Staff still asymptomatic? ☐ Yes ☐ No Temperature: _____ °F

Examiners Signature: _____

Recruiting Proposal – Athletics

Athletics Recruiting Proposal

July 10, 2020

Rationale: As a collegiate coach at the DIII level, recruiting is essential for the success of the team, but also plays a key role in the overall health of the institution by contributing to enrollment targets. We find ourselves in the midst of a pandemic that continues to change our lives daily. Given our current situation, the Department of Athletics proposes that our coaches who have recruiting events open and available to attend are given permission to attend, using their 2021 budgeted dollars, for the following reasons:

- High school athletic events are opening back up and thus far, DIII is the only NCAA division allowed to be out recruiting. Messiah would be at a great disadvantage if not allowed to go out recruiting. Other DIII schools have been out recruiting already as we have seen in social media.
- Being allowed to recruit now will allow coaches to start the relationship with prospects and build greater trust and bonds between the student-coaches, thereby giving our coaching a greater chance that they would be successful. It typically takes at least 7 contacts and on average 18 months to get a commitment, and therefore coaches are already losing precious time.
- At Messiah, student-athletes have traditionally made up 15-20% of the incoming classes. The 2021 class will be crucial in terms of meeting as we need to replace at least 100 student-athletes.
- Athletics views coaches as an extension of admissions, as we recruit 100-130 students a year.
- Programs who have room in their roster to grow will have the opportunity to use the competitive advantage to recruit new prospects.
- Coaches have a limit to what they are allowed to spend in recruitment through the fiscal year. It would be helpful to allow them to use this money autonomously if they feel there is an event that is worth going to and that event is actually taking place.
- Coaches have been on furlough for a considerable length of time. Recruiting is one of the most important aspects of their jobs and we should allow them to return to it completely if they are willing to take the proper precautions.
- For some sports, the month of July specifically is the only month in which they can recruit and those sports are currently conducting youth competitions. Softball and lacrosse are two examples.

Recommendations:

We propose that we allow coaches to use their recruiting dollars if the following criteria are met:

- Athletics follows the Institutional Travel Policy and coaches report their recruiting activity before departing.
- Coaches agree to wear a mask, regardless of whether the event is outside or not, even though the CDC guidelines recommend a mask only if social distancing cannot be observed
- Recruiting may only take place with the use of a car – no airline travel permitted at this time
- Coaches self-quarantine for 14 days upon return if an event is in a high-risk area.
 - Currently, no Mid-Atlantic States are listed as high-risk areas and we are not allowing flights so that will eliminate many high-risk areas.
- Recruiting will continue to be approved by the Athletic Director to ensure that if a high-risk area is visited that the quarantine takes place (or is denied).

In addition, we propose to allow coaches to meet with recruits for “in-home” visits as allowed by NCAA bylaws, with the restrictions that they must meet in outdoor space, wear masks and maintain proper social distancing.

The following are the events that have been requested thus far:

Sport	Coach	Location	Dates
Men's lacrosse	Atsen Bulus	New Castle, DE	July 15, 2020
Women's volleyball	Holly Motheral	Camp Hill, PA	July 14-15, 2020
Men's basketball	Rick VanPelt	King of Prussia, PA	July 17, 2020
Men's lacrosse	Atsen Bulus	Philadelphia, PA	July 17-19, 2020
Softball	Amy Weaver	Newtown, PA	July 17-20, 2020
Men's lacrosse	Atsen Bulus	New Castle, DE	July 18-19, 2020
Softball	Amy Weaver	Myrtle Beach, SC	July 20-26, 2020
Men's lacrosse	Atsen Bulus	North East, MD	July 25-26, 2020
Softball	Amy Weaver	Northampton, NJ	July 30-August 1, 2020
Women's Soccer	Scott Frey	Richmond, VA/EDP, NJ	August 1-3, 2020
Softball	Amy Weaver	Pennsbury, PA	August 5-8, 2020
Women's lacrosse	Heather McKay	Palmyra, PA	August 7-8, 2020

Assumption of Risk, Indemnity, and Release Form

ASSUMPTION OF RISK, INDEMNITY, AND RELEASE FORM FOR OFF-CAMPUS EXPERIENCES

***THIS IS A RELEASE OF LEGAL RIGHTS. READ AND UNDERSTAND BEFORE SIGNING.
(If a student is under 18 years of age, a parent or legal guardian must also read and sign this form.)***

Student Name: _____ Date of Birth: _____

Student ID: _____ Major: _____

Type of Off-Campus Experience / Course:

Name of Off-Campus Organization: _____

I hereby agree as follows:

RISKS OF PARTICIPATION

I recognize that there are dangers and risks to which I may be exposed by participating in this off-campus experience.

I acknowledge and understand that those dangers and risks now include, but are not limited to, the novel Coronavirus/COVID-19 (the “Disease”). I acknowledge and understand that the Disease is a highly-contagious disease and that I may be exposed to or contract the Disease by participating in this off-campus experience. I also acknowledge and understand that such exposure or infection may result in illness, personal injury, permanent disability, death, or property damages to myself. I acknowledge that this risk may result or be compounded by the actions, omissions, or negligence of others.

I acknowledge and understand that while the Off-Campus Organization has implemented preventative measures and is doing everything they can to protect the public, as well as myself as a visiting student, the Off-Campus Organization cannot guarantee that I will not become infected with the Disease because of participating in the experience. I understand that no list of restrictions, guidelines, or practices will remove all of the risk of exposure to the Disease while I participate in the off-campus experience.

I voluntarily agree to participate in the off-campus experience despite the possible dangers and risks and despite this Release Form.

HEALTH AND SAFETY

I acknowledge and understand that Messiah University and its governing board, administrators, and employees do not have medical personnel available at the Off-Campus Organization where I will be participating.

I acknowledge and understand that Messiah University is not responsible for any potential exposure to the Disease during my participation in the off-campus experience.

I acknowledge and understand that Messiah University assumes no responsibility for any injury, damage, or cost which might arise out of or in connection with authorized medical treatment as a result of my participation in the off-campus experience.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this off-campus experience. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the off-campus experience.

I agree that if I develop symptoms of any illness, I will immediately alert my on-campus supervisor and follow any medical instructions, including testing for the Disease and self-quarantining while the results are pending.

I understand that neither Messiah University nor the Off-Campus Organization are obligated to provide transportation in connection with the experience. I understand that I am expected to carry my own automobile liability insurance coverage.

STANDARDS OF CONDUCT

I agree that I will comply with Messiah University's Student Handbook and Code of Conduct, as well as the standards of conduct for employees at the Off-Campus Organization, during my participation in the experience.

I agree to follow Center of Disease Control ("CDC") and state and local health district guidelines, as well as all Messiah University and Off-Campus Organization policies and procedures, to reduce the spread of the Disease.

I acknowledge and understand that Messiah University has the right to enforce these standards of conduct and that Messiah University will impose sanctions, up to and including expulsion from the experience or from Messiah University, for violating these standards of conduct or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of Messiah University, Messiah University's on-campus programs, the Off-Campus Organization, or other individuals at Messiah University and/or the Off-Campus Organization.

I acknowledge and understand that Messiah University has the right to make changes in the format and administration of the off-campus experience. I also acknowledge and understand that Messiah University has no control over the operation or premises of the Off-Campus Organization and that I will be under the supervision of a representative of that Off-Campus Organization while I am participating in the experience.

ASSUMPTION OF RISK, INDEMNITY, AND RELEASE OF CLAIMS

Knowing the risks described above and in consideration of being permitted to participate in the off-campus experience, I agree, on behalf of myself, and my family, heirs, and personal representative(s), to accept and assume any and all risks and responsibilities associated with my participation in the experience and accept sole responsibility for any injury to me, including but not limited, to personal injury, illness, disability, death, property damage, damage, loss, claim,

liability, or expense of any kind (including attorney fees), that I may suffer arising out of or in connection with my participation in the off-campus experience, whether caused by the negligence of Messiah University or otherwise.

To the maximum extent permitted by law, I, on behalf of myself, and my family, heirs, and personal representative(s) hereby expressly waive and release any and all claims, now known or hereafter known, against Messiah University, including its administrators, parents, successors, predecessors, assigns, divisions, subsidiaries and former subsidiaries, related companies and affiliates, benefit plans, and collectively, their Board, officers, directors, attorneys, insurers, fiduciaries, agents, employees, and other legal representatives (collectively referred to as "Releasees") on account of personal injury, illness, disability, death, property damage, damage, loss, claim, liability, or expense of any kind (including attorney fees), that I may suffer, or for which I may be liable to any other person, during my participation in the off-campus experience (including periods in transit). I covenant not to make or bring any such claim against Messiah University and all other Releasees, and forever release and discharge Messiah University and all other Releasees from liability under such claims.

To the maximum extent permitted by law, I, on behalf of myself, and my family, heirs, and personal representative(s) hereby agree to indemnify, defend, and hold harmless Messiah University and all Releasees from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities of whatever kind (including attorney fees) arising from any illness, personal injury, permanent disability, death, or property damages, that I may suffer, or for which I may be liable to any person, as a result of my participation in the off-campus experience.

To the extent the Student Participant is under 18 years of age, I represent and warrant that I am the parent or guardian of the Student Participant whose name appears above and that I have, as of the date hereof, taken all necessary actions to authorize the execution of this Release Form and have the full power, authority, and legal right to execute, deliver, and perform the respective obligations under this Release Form.

This Release Form shall become effective only upon receipt by Messiah University's off-campus experience program coordinator and shall be governed by the laws of the Commonwealth of Pennsylvania, which shall be the forum for any lawsuits filed under or incident to this Release Form or to the off-campus experience

I HAVE CAREFULLY READ AND VOLUNTARILY SIGN THIS RELEASE FORM BEFORE SIGNING IT. NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE. I AM AWARE THAT BY AGREEING TO RELEASE FORM, I AM GIVING UP VALUABLE LEGAL RIGHTS AS STATED HEREIN.

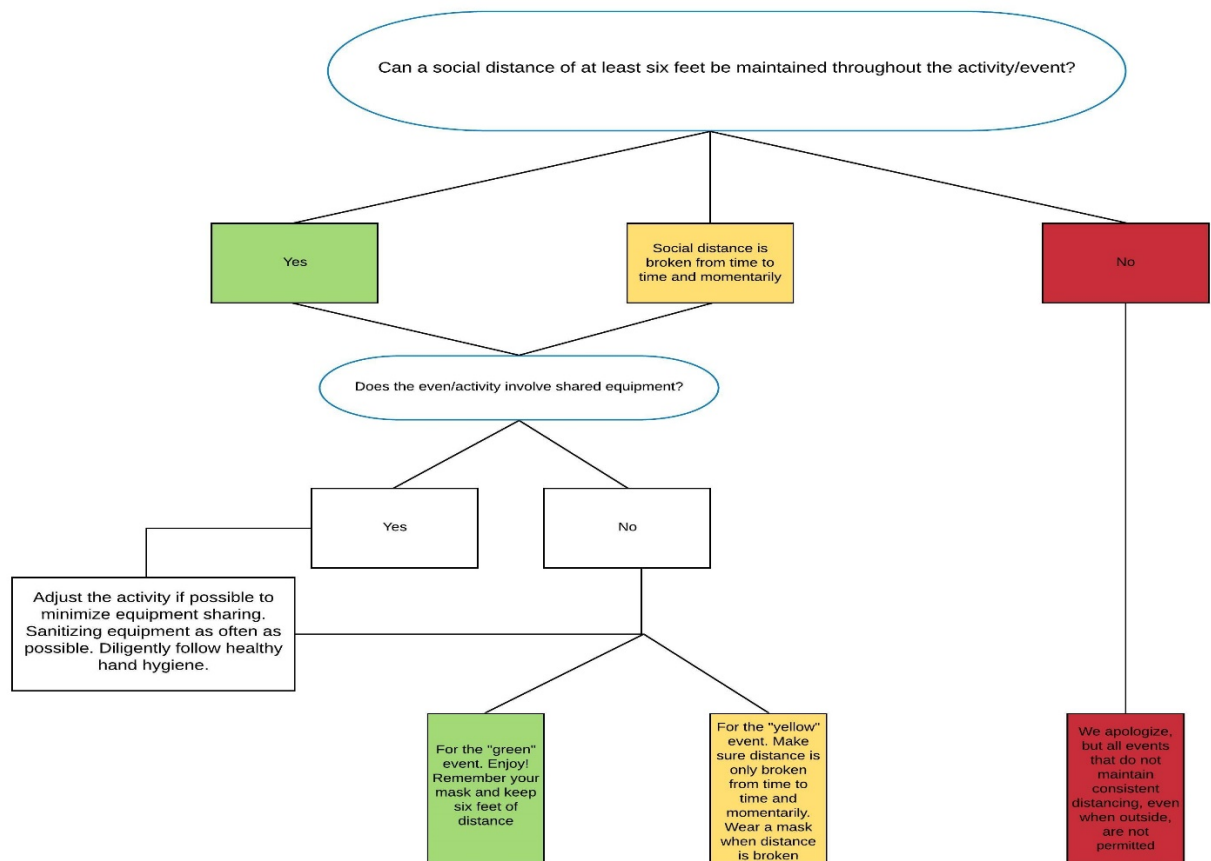
Signature of Student Participant

Date

Signature of Parent/Guardian (*if student is under age 18*)

Date

Outdoor Decision Tree



Examples of “green events” with shared equipment

- Playing catch – clean equipment after use. Avoid touching your face.
- Playing Kan Jam – Clean equipment after each game. Avoid touching your face
- H-O-R-S-E competition – Clean equipment after each game. Avoid touching your face
- Disc Golf - Clean equipment after each game. Avoid touching your face
- Corn Hole- Clean equipment after each game. Avoid touching your face

Examples of “green events” without shared equipment

- Chilling in your hammock
- Walking/jogging
- Outdoor Yoga or Zumba

Examples of “yellow events” without shared equipment

- Organized outdoor arts and crafts
 - Anytime you come within six feet of someone put on your mask

Examples of “yellow events” with shared equipment

- Softball/baseball/kickball
 - Clean equipment between each game
 - Adjust the rules to eliminate “leading off” in order to keep distance between base runner and infielders
 - Catcher wears mask given the break in social distance at “home plate”

Examples of “red events”

- Spikeball
 - Time spent within six feet of participants would be considered more than “occasional and momentary”
- Pickup basketball
 - Breaking six feet of distance is an integral part of basketball and other team sports.

Messiah University
Messiah Student COVID-19 Contact Tracing Interview

Today's date: _____

Interviewer's Name: _____ Interviewer's Phone: _____

Case Type: ☐ Confirmed
☐ Probable

Patient's Name: _____ School ID _____

Case Criteria

Date of Symptoms Onset: _____ ☐ Asymptomatic

On onset date, did patient have (check all that apply) : ☐ fever ☐ cough ☐ sore throat
☐ shortness of breath ☐ chills ☐ headache ☐ muscle/body aches ☐ vomiting ☐ diarrhea ☐ new
loss of smell or taste ☐ other- please explain _____

In the 14 days before symptom onset, did patient travel off-campus for any reason?

<u>Destination</u>	<u>Date left campus</u>	<u>Date returned to campus</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

In the 14 days before symptom onset, did the patient:

Have close contact with a person under investigation for COVID-19? ☐ Y ☐ N ☐ unknown Have
close contact with a person confirmed positive with COVID-19? ☐ Y ☐ N ☐ unknown

Additional Patient Information

Co-Morbid Conditions (check all that apply): ☐ pregnant ☐ diabetes ☐ cardiac disease
☐ hypertension ☐ immunocompromised ☐ chronic liver disease ☐ chronic kidney disease
☐ chronic pulmonary disease ☐ other (please specify) _____

Does patient currently/previously: ☐ smoke ☐ vape ☐ use illicit drugs

Symptom Progression

Since the onset of symptoms, have you experienced any of the following symptoms?

Symptom	Symptom Present? (Y/N)	Date of Onset	Date Resolved	Not Resolved
Fever >100 F				
Chills				
Muscle Aches				
Runny Nose				
Sore Throat				
Cough				
Shortness of Breath				
Nausea/Vomiting				
Headache				
Abdominal Pain				
Diarrhea (>3x/day)				
New loss of taste or smell				
Other: please specify !				

Close Contacts

Dates of 48 hours prior to symptom onset: _____

Residence Halls/Apartments visited:

Possible close contacts:

Classes/Academic Buildings Attended: _____

Possible close contacts: _____

Sports Events/Clubs Attended: _____

Possible close contacts:

Study Groups/Academic Meetings Attended:

Possible close contacts: _____

Dining Areas Attended: _____

Possible close contacts: _____

Employment/Volunteer Activity Attended: _____

Possible close contacts: _____

Other (please specify): _____

Possible close contacts: _____

Fill out chart below for EACH of the patient's close contacts:

Exposure	Yes/No/Unknown	Date(s) of Exposure	Number of Occurrences	Cumulative duration _____ (mins./hrs/days)
....have face to face contact?				
....have direct physical contact? (hug, handshake, etc.)				
....physically within 6 feet?				
....within 6 feet while confirmed case was coughing/ sneezing?				
...take an object handed from the confirmed case? (pencil, paper, cup, food, etc.)				
...in the same room as the confirmed case?				
...sleep in the same room as the confirmed case?				
....share a bathroom with the confirmed case?				
....travel in the same vehicle, sitting within 6 feet as the confirmed case?				

Isolation & Quarantine Provision Detail

Students in isolation or quarantine housing in Smith Apartments or the Climenhaga Homestead will be provided the following:

- Pillow with cover
- Pillow case
- Fitted sheet
- Flat sheet
- Blanket
- Two towels

Students should bring toiletries with them.

For students remaining in quarantine longer than 14 days, two additional towels and a new set of disposable sheets will be provided.

At the end of the student's stay, the student should place the sheets and pillowcase inside the provided brown paper bag and leave it near the trash can of the room. The pillow cover, towels, and blanket should be placed in the provided clear plastic trash bag and leave it near the bed. During room cleaning, the sheets and pillow case will be thrown away or composted (they are compostable). The pillow cover, towels, and blanket will be laundered.

At the time of cleaning, staff will place a new pack of disposable linen as well as a clean blanket and towels on the bed. They will also place a new pillow cover on the pillow.

Commuter/Graduate Student COVID-19 Form

Messiah University Commuter/Graduate Student COVID-19 Form

Name: _____ DOB: _____

ID number: _____

Home
address _____

What County do you live in? _____ Preferred phone: _____
Textable? Y/N

Are you a graduate or commuter student? (circle one) What is your major/focus of study?

What buildings do you frequent on campus?

Have you had a known COVID exposure? If so, when/where/who?

Please list any current symptoms:

Do you play sports or are you a part of any extracurricular activities/clubs?

Do you work on campus? _____ Supervisor: _____

Please list ALL close contacts: *A close contact is defined as someone who has been within 6 feet of you for 15 min or longer.

Permission to inform administration, close contacts, campus events, professors/coaches/supervisors. (All health information is considered private. Any information shared is for the purpose of care of student, cleaning, reducing the possible spread of infection and to protect our campus community).

Patient Signature

Your signature below:

- gives the Engle Center Permission to bill your insurance _____ (Insurance Provider)
- states that you agree for us to send this lab to Quest Labs for testing for the COVID test.
- states that any lab charges are between you and Quest labs, not the Engle Center.
- the Engle Center is not charging you for your visit today or your lab collection.

Patient Signature

Please provide us with a copy of your insurance card.

You will receive an email or call with your results in approximately 72 hours.

You are considered “presumptively positive” until we receive your results.

Go directly home. You are considered “presumptively positive” until we receive your results. You must remain apart from others at this time. This means staying at least 6 feet from other people and remaining at home. Monitor your temperature and report any worsening symptoms. You may manage your symptoms with over the counter medications unless directed otherwise by the medical providers at the Engle Center. Your return to campus date will depend on your test results. If you test positive, you must remain home in isolation for 10 days and be fever and symptom free for 3 full days without fever reducing medication AND have no respiratory symptoms AND it must be at least 10 days since your symptoms first appeared. If you have had an exposure to someone with a known COVID-19 infection, you must remain home until it has been 14 days since your last exposure to that individual. You will be cleared to return to class/campus after a telehealth visit with a nurse, who will consult with our nurse practitioner. If you have questions, you can email a nurse @ covidtriagenurse@messiah.edu

Student Checklist



NEW AND RETURNING UNDERGRADUATE STUDENTS

Action Steps to Take before Coming to Campus: COVID-19 Health and Safety Preparedness

- ☐ **Do students have to formally declare their intended method of study, i.e., fully remote, on campus? Or have they already done that?**
- ☐ **If you have vulnerable risk factors to COVID-19, and are studying as an in-person, on-campus student during fall semester, please contact the Engle Center to discuss a proactive plan for your care.**
- ☐ **<List all health protocol actions required of students before they come to campus from the final MURP>**
 - ☐ Watch email for COVID-19 prescreening questions
 - ☐ Student athletes (and other specific groups) – follow instructions about how to conduct your COVID test before coming to campus (link for more details?)
 - ☐ Don't travel to [known COVID-19 hotspots](#) 14 days prior to coming to campus
 - ☐ **<Insert all other quarantine instructions>**
- ☐ Download the Falcon COVID-19 App from Messiah's [FalconLink](#) portal (you will use this to enter your daily health check-in once you come to campus)
- ☐ Familiarize yourself with Messiah's new student move-in schedule and procedures (they are different from past years' due to COVID-19 health and safety precautions)
- ☐ Continue to watch your Messiah email for updates and reminders about your return to campus.

Campus Store



Fall 2020 & Covid-19 Campus Store Rush Student Communication Assets

- Email templates should be sent based on the number of weeks out from your main school term start date.
- Link the email to your campus store's home page (example here: <https://www.bkstr.com/yourstoreurl>)
- Include the bookstore name in the email subject line. This identifies the bookstore as the sender. Examples below.
- Spend \$25+, Get \$10 Email Banner** – add banner to each email send notifying students of this great coupon offer!
- Please add transform@follett.com to your email seed list for any email you send out.
- Questions? Please reach out to your store manager

5 WEEKS BEFORE TERM START	
Subject Line: Order textbooks now from [Campus Store Name]. Send home. Contact free.	
Click here to download template	
4 WEEKS BEFORE TERM START	
Subject Line: Shop Fall 2020 Textbooks Now from the [Campus Store Name]	
Click here to download template	
3 WEEKS BEFORE TERM START	
Subject Line: [Campus Store Name] has the textbooks on your syllabus	
Click here to download template	
2 WEEKS BEFORE TERM START	
Subject Line: Still time to order your course materials from [Campus Store Name] and ship home	
Click here to download template	
Spend \$25+, Get \$10 Email Banner	
Click here to download template	

Community Promise



Messiah University Community Promise

As a community of Christians, we embrace the life and teachings of Jesus as exemplary and instructive for how we are to live in relationship with God, God's creation, and our neighbors, especially in this season of COVID-19. In Luke 10, Jesus answers the question "who is my neighbor" by telling the story of the Good Samaritan who gives extraordinary compassion and care to a stranger who had been robbed, beaten, and left for dead. Jesus instructs us to 'go and do likewise.' This season of COVID-19 will continue to provide many opportunities for us as members of the Messiah University community to live compassionately and generously with one another by promising to live in accordance with the COVID-19 parameters listed below. Together we can serve and protect our neighbors as well as ourselves and strive to keep our campus virus-free.

I promise to take responsibility for the protection of my neighbors and for my own health. I promise to be a 'Good Samaritan' by giving compassionately and generously to help keep the Messiah University community safe from the spread of COVID-19 and other illnesses. As a member of the Messiah University community, I promise to:

PROTECT MY NEIGHBOR

- Maintain a *Falcon Wingspan* (6 feet or more) physical distance both indoors and outdoors.
- Wear a protective mask in public areas and inside all buildings, as well as outdoors when the *Falcon Wingspan* cannot be maintained. (Exceptions include when eating or exercising outdoors with adequate physical distancing.)
- Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19.
- Frequently wash my hands and use hand sanitizer.
- Shield others when coughing or sneezing.
- As applicable, abide by COVID-19 parameters established for residential students, including visitation and bathroom assignment requirements.
- Disinfect my living and working space and personal items regularly.

PROTECT MYSELF

- Practice symptom monitoring by taking my body temperature daily before leaving my residence at the start of each day.
 - Record this temperature via the Falcon Health COVID-19 Check-In Program on *FalconLink*. Students and day-shift employees should do this no later than noon each day.
 - Follow prompts for seeking medical attention if necessary.
-

PROTECT THE CAMPUS COMMUNITY

- Be a positive influence on others, holding my neighbors accountable to these expectations with grace.
- Live out my promise every day, remaining unwavering in my commitment, being mindful that our University community is in this for the foreseeable future.
- Stay positive, be prayerful, helpful and hopeful to anyone who may need assistance

Messiah University expects all members of our community to fulfill their promise both on- and off-campus. Abiding by this promise protects the health and safety of the community as well as Messiah University's ability to offer an "in person" educational experience. Together we can live out the teachings of Jesus as we serve and protect our neighbors, ourselves and strive to keep our campus virus-free.

Residential Student COVID

Messiah University
Residential Student COVID-19 Form

Name: _____ DOB: _____

ID number: _____

Residence Hall: _____ Room number: _____ RD: _____

RA: _____

Preferred phone number: _____ Textable? Y/N

Email address: _____

Have you had a known COVID exposure? If so, when/where/who?

What are your current symptoms?

Do you have a roommate(s)? If so, please list their names:

What is your major? _____

What buildings do you frequent on campus? _____

Do you play sports or are you a part of any extracurricular activities/clubs?

Do you work on campus? _____

Supervisor: _____

Please list ALL close contacts: *A close contact is defined as someone who has been within 6 feet of you for 15 min or longer.

Permission to inform administration, Dept of Safety, Residence Life, close contacts, campus events, dining, professors/coaches/supervisors. (All health information is considered private. Any information shared is for the purpose of care of student, cleaning, reducing the possible spread of infection and to protect our campus community).

Patient Signature

Your signature below:

- gives the Engle Center Permission to bill your insurance _____ (Insurance Provider)
- states that you agree for us to send this lab to Quest Labs for testing for the COVID test.
- states that any lab charges are between you and Quest labs, not the Engle Center.
- the Engle Center is not charging you for your visit today or your lab collection.

Patient Signature

Please provide us with a copy of your insurance card.

You will receive an email or call with your results in approximately 72 hours.

You are considered “presumptively positive” until we receive your results.

If tested today, you will need to be placed in isolation housing. Your isolation housing assignment is:

You must remain isolated from others at this time. Isolation means staying 6 feet from other people and remaining in on-campus isolation housing. ***Per the PA Department of Health, residential students must isolate on campus in order to limit exposure to others.*** Monitor your temperature daily and report any worsening symptoms immediately. You may manage your symptoms with over the counter medications unless directed otherwise by the medical providers at the Engle Center. **If you test positive, you must remain in isolation for a minimum of 10 days** and be fever and symptom free for 3 full days without fever reducing medication AND have no respiratory symptoms AND it must be at least 10 days since your symptoms first appeared. You will be cleared to return to class/campus after a telehealth visit with a nurse, who will consult with our nurse practitioner. If you have questions, you can email her @ covidtriagenurse@messiah.edu

Admissions & Enrollment

On-Campus Individual Visits - Summer 2020

Current visit plan through July 31

Frequency: 4 visits each weekday. One family per time slot.

Time slots:

9 to 11 a.m.

11 a.m. to 1 p.m.

1 to 3 p.m.

3 to 5 p.m.

Staffing: Limited to 3 staff/students working at a time in the Admissions Office.

8 a.m. to 5 p.m.

1 staff working in the Admissions Office coordinating all visits

9 a.m. to 1 p.m.

1 Admissions Counselor & 1 student tour guide

1 to 5 p.m.

1 Admissions Counselor & 1 student tour guide

The assigned 9 a.m. to 1 p.m. Admissions Counselor and student tour guide will cover the first two visits.

The assigned 1 to 5 p.m. Admissions Counselor and student tour guide cover the second two visits.

Safety Precautions: All staff, including student tour guides, and visiting families will wear masks at all times. Additional Messiah masks will be provided for families if they do not bring one. Staff will wipe down high touch surfaces following visits. Beverage station will be updated to comply with safety guidelines

Visit Procedures: All visits will include a campus tour, led by a summer student tour guide, and an individual information session with an Admissions Counselor. Families arrive and check-in in Admissions. Tours depart and admissions meetings happen in Old Main. Meetings occur in John Chopka's office or Large Conference room, with social distancing enforced. No meals will be provided, families will be given a snack bag of Messiah goodies to take home in addition to their T-shirt and bag.

Looking into moving the admissions meeting to other larger location.

Specially meetings: Beginning July 7, TAP students are allowed to meet with coaches during their visit if they have already been in touch with the coach. Coaches must be approved to be on campus and follow return to campus guidelines. No faculty meetings during July/August.

August visit plan (could increase to more visits earlier if all of the necessary steps occur)

Option 1

Frequency: 7 visits each weekday. One family per time slot. Two families per admissions meeting. 1 per tour.

Time slots:

9 to 11 a.m. (tour @ 9, info @ 10)

10 to 12 (info @ 10, tour @ 11)

11 a.m. to 1 p.m. (tour @ 11, info @ 12)

12 to 2 (info @ 12, tour @ 1)

1 to 3 p.m. (tour at 1, info @ 2)

2 to 4 p.m. (info @ 2, tour @ 3)

3 to 5 p.m. (tour @ 3, info @ 4)

Staffing: 3/4 staff/students working at a time in the Admissions Office.

8 a.m. to 5 p.m.

1 staff working in the Admissions Office coordinating all visits

9 a.m. to 1 p.m.

1 Admissions Counselor & 1 student tour guide

1 to 5 p.m.

1 Admissions Counselor & 1 student tour guide

11 a.m. to 4 p.m.

1 student tour guide

The assigned 9 a.m. to 1 p.m. Admissions Counselor and student tour guide will cover the first two tours and first two group sessions. The assigned 1 to 5 p.m. Admissions Counselor and student tour guide cover the last two tours and second two group sessions. Tour guide scheduled for the middle of the day covers the additional middle tours.

Locations: Families check-in at the Admissions Office. Group information sessions occur in Sollenberger classrooms with 2 families. Tours begin either in Old Main or Sollenberger.

Needs: Classrooms set for multiple families. Second golf cart.

Option 2

Frequency: 8 visits each weekday. One family per time slot. Individual tour, individual meeting

Time slots:

8:30 to 10:30 a.m.

9 to 11 a.m.

10:30 a.m. to 12:30 p.m.

11 a.m. to 1 p.m.

12:30 to 2:30 p.m.

1 to 3 p.m.

2:30 to 4:30 p.m.

3 to 5 p.m.

Staffing: 3/4 staff/students working at a time in the Admissions Office.

8 a.m. to 5 p.m.

1 staff working in the Admissions Office coordinating all visits

8 a.m. – 1 p.m.

2 Admissions Counselors & 2 student tour guides

12 to 5 p.m.

2 Admissions Counselors & 2 student tour guides

The assigned 8 a.m. to 1 p.m. Admissions Counselors and student tour guides will cover the first four visits. The assigned 12 to 5 p.m. Admissions Counselors and student tour guides cover the second four visits.

Locations: Families check-in at the Admissions Office. Tours are first and begin in Admissions. Information sessions occur in Sollenberger classrooms.

Needs: Classrooms set for meetings. Second golf cart. Increased staff.

Fall 2020 Events – Falcon Focus Days

Start Date: Monday, September 7

Frequency: Every Monday, Thursday, Friday in September, October, November. Each Falcon Focus Day will focus on a specific department(s).

Capacity: 20 families per visit

Event structure:

Times may vary depending upon space

9:00 AM	Check-In
10:00 AM	Opening Session
10:30 AM	Department Session
	Department student panel
12:00 PM	Lunch
1:00 PM	Admissions session
	Campus Tour
	Lab tour
2:00 PM	Admissions session
	Campus Tour

Location: Burbaker/Hitchcock for Opening – Lunch. Would then need to move to smaller spaces for admission meetings and conduct individual tours.

Graduate Programs

Return to Clinical/Practicum Policy: COVID-19

Messiah University School of Graduate Studies Return to Clinical/Practicum Policy: COVID-19

The safety of our students and those for whom they provide care is of the utmost importance. Therefore, it is imperative that you read thoroughly and comply with the following procedures which are based on guidelines and evidence from the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC).

The Messiah University [Engle Center for Counseling and Health Services](#) is a full-service health center, similar to a primary care or urgent care center. For students in face-to-face campus settings, it is *strongly* recommended that COVID-19 related care, testing, or guidance be directed by the Engle Center. For students in online programs who live close to campus, the Engle Center is available for COVID-19 care or testing.

*Prior to resuming clinical or practicum experiences, students must **check the boxes** below indicating they have read and agree to comply with each item, then sign at the bottom and return the form.*

AS A STUDENT OF MESSIAH UNIVERSITY CONDUCTING CLINICAL, PRACTICUM, OR FIELDWORK EXPERIENCES WITH PATIENTS, RESIDENTS, OR OTHER COMMUNITY MEMBERS, I AGREE TO ABIDE BY ALL POLICIES AND GUIDELINES ESTABLISHED AS FOLLOWS:

All Students MUST:

- ☐ Check temperature (with a thermometer) each day of scheduled clinical/practicum attendance. Notify program director/faculty member and **do not** attend clinical/practicum if temperature is >100.4°F
- ☐ Constantly monitor for COVID-19 related symptoms. Notify program director/faculty member and **do not** attend clinical/practicum if any of the following symptoms are present and related to an unknown reason (for example: body aches from lifting heavy objects would not qualify):
 - cough
 - fever
 - shortness of breath/difficulty breathing
 - sore throat
 - chills
 - body aches
 - loss of smell/taste

-diarrhea/nausea/vomiting

☐ Notify program director/faculty member and **do not** attend clinical/practicum if knowingly exposed to COVID-19 defined as being within six (6) feet of someone with known or suspected COVID-19 without the use of appropriate personal protective equipment (PPE)

☐ Complete the World Health Organization (WHO) “[Infection Prevention and Control for COVID](#)” modules and submit certificate to program director **prior** to returning to clinical/practicum experiences

☐ Wear an appropriate mask during all clinical/practicum experiences per clinical facility guidelines

☐ Complete any training modules required by the agency/facility prior to entering the clinical setting

☐ Notify program director if student is required to provide their own PPE for clinical/practicum experiences

☐ Practice social distancing (6 ft) when possible and perform appropriate hand hygiene as appropriate during clinical/practicum experiences

☐ Follow all clinical facility/agency guidelines

☐ Notify program director if traveling outside of own state of residence and check quarantine procedures of clinical facility prior to travel

☐ Notify program director/faculty and **do not** attend clinical/practicum if you or anyone in your household is COVID-19 positive or suspected

☐ Follow the guidelines of their program director for mandatory influenza vaccination. Students in DNP, MSN, PT, OT, and Dietetics are **required** to demonstrate proof of influenza immunization by October 31, 2020. All other students are STRONGLY encouraged to obtain influenza immunization.

Students in face-to-face settings (main campus or Winding Hill) MUST:

☐ Complete **daily** online health screening on FalconLink. Navigate to [FalconLink](#) on a phone, tablet, or computer. Search for COVID and select “Falcon Health COVID-19 Check-In” to complete the screening questionnaire **EVERY DAY**. Appropriate follow-up for a positive screen is mandatory. You will not be permitted to attend class or lab if your daily screening is not completed prior to entering main campus or Winding Hill

☐ Abide by the COVID testing policy as outlined by the Engle Center

☐ Not return to campus or any face-to-face setting after a suspected, presumed, or confirmed positive test for COVID-19 until the following criteria are met:

- 10 days since initial symptom onset or positive test
- 3 days symptom free without the use of medication

☐ Self-quarantine for 14 days and contact Engle Center for testing with any exposure to someone with confirmed or suspected COVID-19. Exposure is defined as being in close contact (within 6 feet) for 15 minutes or more

☐ For students traveling by air for 2 or more hours prior to coming to campus, you must quarantine in the state of Pennsylvania for 14 days prior to being in a face-to-face setting

Students MAY NOT:

☐ Care for patients with confirmed or suspected COVID-19 unless approved by the program director/faculty and agency/facility and PPE is readily available

☐ Participate in high-risk surgeries or procedures

☐ Attend any face-to-face settings (class, lab, clinical, fieldwork) if all criteria in this policy are not met

Following COVID-19 exposure or quarantine:

☐ Follow guidelines of the clinical facility/agency, if available

☐ If guidelines from the clinical facility/agency are unavailable, students should notify the program director/faculty and follow the [CDC for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19](#) guidelines:

-Return with suspected or confirmed COVID-19

· *Symptom-based strategy*. Exclude from clinical/practicum until:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*

· *Test-based strategy*. Exclude from clinical/practicum until:

- Resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Authorized COVID-19 test from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

-Return with laboratory-confirmed COVID-19 who have not had any symptoms

· *Time-based strategy*. Exclude from clinical/practicum until:

- 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their

positive test. If they develop symptoms, then the *symptom-based* or *test-based strategy* should be used.

- *Test-based strategy*. Exclude from clinical/practicum until:

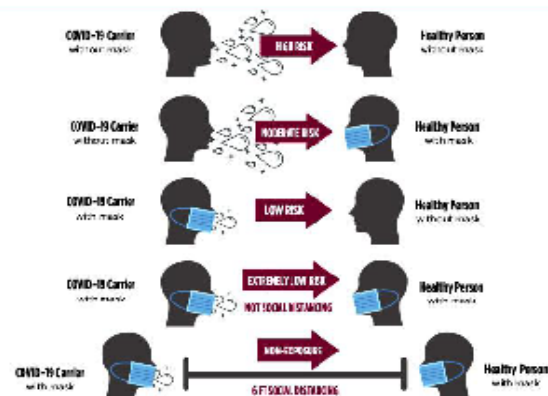
Negative results of an FDA Authorized COVID-19 test from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Human Resources & Compliance

Face masks – Guidance for Wearing

GUIDANCE FOR WEARING THE FACE MASKS

Our goal in all of our public health protocols is to reduce the spread of COVID-19 and keep the Messiah Community as healthy as possible. We know that keeping a distance (at least six feet) from other people is our best protection against COVID-19; however, layering safety measures is necessary when living in community in case slips in social distancing occur. As such, we are requiring our community members to wear facemasks as another safety measure. Masks help prevent the spread of COVID-19 because the mask protects others by containing respiratory droplets when the mask wearer coughs, sneezes or speaks. Guidance from the Center for Disease Control (CDC) points to the fact that a portion of individuals with COVID-19 are asymptomatic or pre-symptomatic, but can still transmit the virus to others through these respiratory droplets. Therefore, wearing a mask helps to decrease the spread of COVID-19, even if the individual wearing the mask is not showing symptoms.



EXPECTATIONS

Messiah Community members are required to wear facemasks. Specifically, facemasks are required to be worn on site:

- Indoors when other people are present; this includes common areas such as hallways, stairways, restrooms and elevators.
- Outdoors when maintaining a six-foot distance from others at all times may not be possible.

These expectations are in accordance with federal public health guidance, state and local workplace safety requirements, and state public health directives for schools and businesses. This policy applies to all University personnel, students, contractors, vendors and visitors and is in place until further notice.



Employee COVID Form

**Messiah University
Employee COVID Form**

Name: _____ ID number: _____

Date: _____

Home address: _____

What County do you live in? _____

Preferred phone: _____ Textable? Y/N

Department: _____

Supervisor: _____

Please list the last date and shift worked:

Have you had a known COVID exposure? If so, when/where/who?

Please list any current symptoms:

Please list ALL close contacts: *A close contact is defined as someone who has been within 6 feet of you for 15 min or longer.

Permission to inform administration, HR, close contacts, campus events, supervisor. (All health information is considered private. Any information shared is for the purpose of cleaning, reducing the possible spread of infection and to protect your job while you are off).

Patient Signature

Your signature below:

- gives the Engle Center Permission to bill your insurance _____ (Insurance Provider)
- states that you agree for us to send this lab to Quest Labs for testing for the COVID test.
- states that any lab charges are between you and Quest labs, not the Engle Center.
- the Engle Center is not charging you for your visit today or your lab collection.

Patient Signature

Please provide us with a copy of your insurance card.

You will receive an email or call with your results in approximately 72 hours.

Go directly home. You are considered “presumptively positive” until we receive your results.

You should remain apart from others at this time. This means staying at least 6 feet from other people and remaining at home. Monitor your temperature and report any worsening symptoms. You may manage your symptoms with over the counter medications unless directed otherwise by the medical providers at the Engle Center. Your return to work date will depend on your test results. If you test positive, you must remain home in isolation for 10 days and be fever and symptom free for 3 full days without fever reducing medication AND have no respiratory symptoms AND it must be at least 10 days since your symptoms first appeared. If you have had an exposure to someone with a known COVID-19 infection, you must remain off work until it has been 14 days since your last exposure to that individual. You will be cleared to return to work after a telehealth visit with the employee health COVID nurse, who will consult with our nurse practitioner. If you have questions, you can email her @covidtriagenurse@messiah.edu.

Checklist Employees



EMPLOYEES

Action Steps to Take before Coming to Campus: COVID-19 Health and Safety Preparedness

- ☐ Watch the “Return to Work” training video previously emailed by the Office of Human Resource and Compliance:
 - [Return to Work video for all employees](#)
 - [Return to Work video for supervisors](#)
- ☐ Supervisors, please confirm that your direct reports have watched the video prior to the start of the fall semester
- ☐ **<List all health protocol actions required of employees before they come to campus from the final MURP>**
 - ☐ Pre-testing requirements?
 - ☐ Don't travel to [known COVID-19 hotspots](#) 14 days prior to coming to campus
 - ☐ **<Insert all other quarantine instructions>**
- ☐ Download the Falcon COVID-19 App from Messiah's [FalconLink](#) portal (you will use this to enter your daily health check-in to come to campus)
- ☐ If you have vulnerable risk factors to COVID-19, and would like to request an accommodation for your work responsibilities, please contact [Su Deitch](#) in the Office of Human Resources and Compliance.
- ☐ Continue to watch your Messiah email for updates and reminders about the start of the fall 2020 semester.

Health Protocols

Messiah University Messiah Student COVID-19 Contact Tracing Interview

Today's date:

Interviewer's Name: _____ Interviewer's Phone: _____

Case Type: ☐ Confirmed
☐ Probable

Patient's Name: _____ School ID: _____

Case Criteria

Date of Symptoms Onset: _____ Asymptomatic

On onset date, did patient have (check all that apply) : ☐ fever ☐ cough ☐ sore throat
☐ shortness of breath ☐ chills ☐ headache ☐ muscle/body aches ☐ vomiting ☐ diarrhea
☐ new loss of smell or taste ☐ other- please explain

In the 14 days before symptom onset, did patient travel off-campus for any reason?

<u>Destination</u>	<u>Date left campus</u>	<u>Date returned to campus</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

In the 14 days before symptom onset, did the patient: N/A

Have close contact with a person under investigation for COVID-19? ☐ Y ☐ N ☐ unknown

Have close contact with a person confirmed positive with COVID-19? ☐ Y ☐ N ☐ unknown

Symptom Progression

Since the onset of symptoms, have you experienced any of the following symptoms?

Symptom	Symptom Present? (Y/N)	Date of Onset	Date Resolved	Not Resolved
Fever >100F				
Chills				
Muscle Aches				
Runny Nose				
Sore Throat				
Cough				
Shortness of Breath				
Nausea/Vomiting				
Headache				
Abdominal Pain				
Diarrhea (>3x/day)				
New loss of taste or smell				
Other: Please Specify				

Close Contacts

Dates of 48 hours prior to symptom onset: _____

Residence Halls/Apartments visited:

Possible close contacts:

Classes/Academic Buildings Attended: _____

Possible close contacts: _____

Sports Events/Clubs Attended: _____

Possible close contacts:

Study Groups/Academic Meetings Attended:

Possible close contacts: _____

Dining Areas Attended: _____

Possible close contacts: _____

Employment/Volunteer Activity Attended: _____

Possible close contacts: _____

Other (please specify): _____

Possible close contacts: _____

Case Name: _____ Contact Name/Phone Number: _____

Fill this chart out for every close contact. REMINDER: a close contact is defined as a person (masked or unmasked who has spent 15 min or greater within 6 feet of a positive case)

Exposure	Yes/No/Unknown	Date(s) of Exposure	#of Occurances	Cumulative Duration(Min/Hrs/days)
Face to face contact?				
Have direct physical contact (hug, handshake, etc.)				
Physically within 6 feet?				
Within 6 feet while case was coughing/sneezing?				
Take an object handed from the confirmed case? (pencil, paper, cup, food, etc.)				
In the same room as the confirmed case?				
Sleep in the same room as the confirmed case?				
Share a bathroom with the confirmed case?				
Travel in the same vehicle sitting within 6 feet as the confirmed case?				

Contact Log

Case Name: _____ Total Contacts Listed: _____

Contact Name (Messiah Student)	Symptom list/ date of onset If none, mark N/A	On Campus Address	Who they live with	Date Notified	Tracer Notified Engle Yes/No

(Non-Messiah Contacts On Next Page)

Non-Messiah Contacts (for Health Dept to contact)	Cell Phone

Script: Calls to Cases (People who have tested positive for Covid-19)

Step 1:

Introduction:

Hi, I'm _____ calling from Messiah College Contact Tracing. Is this _____? Good to meet you. Did the nurses let you know I'd be calling you? Before we begin, I'd just like to confirm your birthday.

I want to assure you that everything we talk about today is confidential. I heard you haven't been feeling well and have tested positive for Covid-19, and I'm calling to check in to see how you are and also talk about how we can work together to keep you and our community safe. What we talk about will be between us and will take about 20 minutes. Are you in a safe place to talk, and is this okay with you?

Step 2: ID Symptoms

Now we're going to talk about how you're feeling today and the timeline for when you began feeling sick.

Can you remember what day our symptoms started? Do you currently have a fever? Is it improving with medication/without medication?

Step 3: Id Contacts

Let's move into this next session. So, one thing we've learned about the virus is that about 2 two days before you start feeling sick, you can pass it on to other people, so you recall your symptoms starting, _____, let's maybe think back to what you did two days before then and who you were with. Sometimes it's helpful for people to use their phones to scan back through their texts or pictures to jog their memories.

In order for everyone to stay safe and stop the virus from spreading further, can we work together to identify people you were close to today and think back with me to the two days before you started feeling sick? I will need to contact them to notify them of their exposure and check in to see if they're experiencing symptoms. I will not let them know to whom they were exposed, but you're also free to call them first if you would like. Thank you so much. I know this isn't easy, but it's really important.

Name contacts and phone numbers

Step 4: Isolation Instructions

It's our understanding that the nursing staff has outlined that you need to stay while you heal, and we are officially requesting that you isolate until we clear you unless you need medical care. This means no visitors and no visiting friends or family. This will be for about 8-10 days, but it could be more. The important thing is that your symptoms go away. I just want to review that you got to your housing okay. (they may be housed on campus or at home) We will be available to support you remotely, a nurse will visit daily and food will be delivered at certain times each day (on campus). Can you identify any concerns or challenges you may face with isolation during this time?

Resources:

We are able to contact your professors/employers through SCC, Daily Nurse Visits, RA/RD of current building available remotely 24/7, Engle Center for Counseling can provide telehealth appointments and all other services on campus are available remotely

Also, if you have any concerning symptoms at all: shortness of breath, blueness around your face or lips, pain in your chest, or anything that feels alarming to you, call the nurse on call number or 911 and tell them you tested positive for Covid so they are prepared for you.

Do you have any questions at all? Thank you so much. If you need anything, please feel free to call.

Step 5: Inform student/employee that you may have to call them back to check in or as you receive further information.

Script For Calls to Contacts (People who have had close contact with someone who tested positive)

Introduction:

Hi, I'm _____ calling from Messiah University. Is this _____?

Unfortunately, we have just learned that you had close contact with someone who has significant symptoms and has been tested/or has tested positive for Covid-19, and I'm calling to check in to see how you are and also talk about how we can work together to keep you and our campus healthy. What we talk about will be between us and will take about 15 minutes. Are you in a safe place to talk, and is this okay with you? Everything you share with me today is confidential. Because we have reliable information that you had close contact with someone who has tested positive for Covid-19, there is a possibility that you may get sick.
(DO NOT SHARE THE IDENTITY OF THE PERSON WHO TESTED POSITIVE).

One thing we have learned about the virus is that people are contagious 2 days before they even feel sick and can be contagious throughout their illness. If someone comes in contact with a person who is sick, there is a possibility that they could develop symptoms within 14 days. Because of this, it is very important that you stay where you are, and get tested as soon as possible. I would like to ask you some questions, give you some instructions and help you make a plan.

How have you been feeling lately? Have you have any symptoms since _____ (day of contact)?

Where are you living?

Who do you live with?

The process we are following at Messiah is testing at the Engle Center, so after we get off the phone with each other, I need for you to simply stay where you are, call the Engle Center at 717-796-1800 x. 5357 and email the Covid Triage Nurse at covidtriagenurse@messiah.edu as well to let her know you need an appointment. Once you go to the Engle Center, they will talk with you about quarantine, and help you identify the best place for you to do that. It's very important for you not to leave your room or have anyone visit other than your roommate until you are able to get tested and then further instruction from the Engle Center. Is that possible for you to do? Will you need any support to make that possible (meals, contacting professors etc.) Do you have any questions?

Confirm that they will follow through, and let them know, you will be sending their name to the Engle Center as well.

Also, if you have any concerning symptoms at all: shortness of breath, blueness around your face or lips, pain in your chest, or anything that feels alarming to you between now and when you are able to get into the Engle Center, call the nurse on call (717) 649-3153 or if urgent, 911 and tell them you are a close contact of someone who tested positive for Covid-19.

We hope you stay well. Thank you so much for talking with me today.

If they have questions, here is additional information:

The request is that you quarantine for 14 days from _____ (the day you had contact) which would be until _____. What this means is that you stay where you are and do not go into any public spaces during that time (not to class, not to work, not to meals) other than for medical care, nor do you have any visitors during that time. Ask about where they live and who they live with.

There are a few options for quarantine...(home if they live close enough to drive in private transportation) and can quarantine safely there.

We have housing provided in Smith Apartments for this purpose which is outfitted with linens and can assist you with collecting your belongings, or if you live within driving distance, have private transportation and a space to safely quarantine at home, that is also an option. We will be available to support you remotely and food will be delivered at certain times each day.

Resources: We are able to contact your professors/employers through SCC, Daily Nurse Visits, RA/RD of current building available remotely 24/7 (Do you have their contact information?), Engle Center for Counseling can provide telehealth appointments and all other services on campus are available remotely, Concierge (?) Perhaps there should be a contact list to offer (Sam could add it to quarantine instructions/list?)

Messiah University
The Engle Center for Health Services
One University Ave, Box 3028
Mechanicsburg, PA 17055
Phone: (717) 691-6035 Fax: (717) 691-2344
Privacy Official: Coordinator of Health Services

Contact Tracer Name: _____

Contact Tracer Confidentiality Agreement

I do hereby undertake to treat all information relating to the business and operation of Messiah University, the individuals whom I encounter, and all the information available to me through records and documents during my participation in the Contact Tracing program in strictest confidence. I will keep any information, names and other forms of identity anonymous and vouch that the information so available to me will be used only for the purpose of this critical work. I understand that breach of this undertaking may result in my suspension from participation of such activity and report of my breach of confidentiality to the agency/institution which I represent. Further, I understand that I may be subject to legal action under State and Federal law.

Date

Signature

FALCON HEALTH SCREENING FAQ
For Students and Employees
Last updated: 8/26/20

Do I need to report every day, even if I'm not on campus every day?

Residential students are **REQUIRED** to report on Falcon Health every day by noon. The remainder of the University community (commuters, graduate students, employees, and faculty) are *required* to report on days they are on campus, and are *asked* to report daily, even on days they are not on campus. Reporting every day is helpful for a number of reasons: it keeps us all in the habit of reporting, it may help you catch symptoms sooner, and it reduces emails to your supervisor alerting them that you haven't checked in.

I have a chronic condition (allergies, asthma, chronic fatigue, etc.). Do I need to report this on Falcon Health every day?

No. But we do want you to report it as your baseline. In other words, the first time you complete the screening, report the symptoms you typically have. The COVID Triage nurse will respond and you will have an opportunity to explain your "usual" condition. This is your baseline. After your initial screening, you will be reporting only things that are different from that. It's still important that you come to the Engle Center and get checked out or talk to a nurse if you're ever unsure.

Will I be tested or quarantined if I report a symptom or activity?

Not necessarily. After we receive your screening, a triage nurse will be in touch with you to discuss your symptoms and/or activity to determine appropriate next steps. If you have mild symptoms, we may ask you to stay at home or in your dorm room/apartment and monitor your symptoms for a day or two to protect the campus community. Because the symptoms of COVID mimic those of other illnesses, we all need to be much more cautious than we ever have been before about simple symptoms that we would have otherwise ignored. If the Falcon Health Screening tells you that you cannot report to campus, it is very important that you stay home or in your room and await your next steps from the Engle Center. If time is critical, you may call us at 717-691-6035. After hours, you can call the on call number at 717-649-3153.

I just found out I was in close contact with someone who tested positive. Now what?

A close contact is defined as being within six feet of someone who tested positive for 15 minutes or more. *If you have been in close contact with a positive case, begin quarantining in place and call the Engle Center immediately.* It is very important that those within our community be tested and traced within our community so that we can identify and track other cases quickly. Please help us by reporting immediately.

I accidentally entered the wrong information in the Falcon Health Screening. Now what?

Close your browser and open the Falcon Health Screening again. It will allow you to reenter your information. It will log your first entry as an error in a report at the Engle Center.

What are the expectations for students and employees around attending off-campus events?

Research has clearly shown that the COVID-19 virus spreads very efficiently at large gatherings. Specifically, epidemiological analyses of COVID-19 have determined that indoor spaces in which people are in closer proximity leads to “superspreading.” The University expects any community members who live, study or work campus to avoid such risks. **Therefore, as agreed to in the Messiah Community Promise, students and employees are expected to avoid large gatherings (defined as 25 or more people indoors or 250 people outdoors).****

For all gatherings and events, regardless of size, the following parameters must be in place:

8. Masks must be worn by attendees at all times.
9. Social distancing of six feet must be practiced by all attendees.
10. Increased cleaning and disinfecting protocols must be in place.
11. Good respiratory etiquette should be encouraged and practiced.
12. Everyone must wash their hands frequently and hand sanitizer must be readily accessible for times when hand washing may not be immediately possible.
13. If the event involves children’s programming, it should also follow these same guidelines.
14. Everyone must commit to staying home when not feeling well.

Employees: If these standards cannot be met, employees whose work requires them to be present on campus may not attend the event, as the required 14-day quarantine would prevent them from fulfilling their employment expectations.

Students: Any student who lives, studies or works on campus must follow the guidelines as outlined above. Failing to follow the guidelines will result in referral to the student conduct process which may result in jeopardizing your enrollment for the term.

****Note:** Churches have been granted an exception to exceed the number of people allowed for a large gathering, but all other parameters must still be followed. [View Messiah University’s parameters for off-campus, in-person church attendance.](#)

What is Messiah’s policy on travel and leaving campus?

Students Traveling Off Campus

Residential students should only leave campus when necessary. (Note: students are able to leave campus for off-campus jobs, internships, clinicals, etc. as long as the employer is following the guidelines). *The more residents travel off campus, the greater the risk of being exposed to COVID-19 and introducing it to our campus community.* If students are aware of exposure to

someone with COVID-19 while off campus, they should contact the Engle Center to inform them and receive guidance.

Related link: [View Messiah University's parameters for off-campus, in-person church attendance.](#)

Employee Institutional Travel Policy

As part of the University's efforts to implement practices that reduce the spread of COVID-19, Messiah University leadership has thoughtfully reviewed institutional travel for the fall semester. Given the ongoing concerns related to COVID-19 across the country and in order to keep the health and safety of the campus as its top priority, along with managing the financial challenges associated with COVID-19, the following decisions will be implemented for the foreseeable future:

11. We will enforce travel restrictions for our community, largely eliminating professional travel for faculty and staff.
12. All travel will require the approval of the president, provost and/or divisional vice president. The University reserves the right to require community members to declare travel out of state with the understanding that a return to campus might require a quarantine period.
13. Any proposed travel will be limited to destinations that can be accessed within a day's drive (8 hours or less) by private vehicle.
14. Any proposed travel may only be to venues that have published protocols related to COVID-19 that are in-line with CDC recommendations. Information related to this must be in the written proposal requesting permission to travel.
15. Travel to regions where the incidence of COVID-19 is high will be prohibited.
16. Except for emergencies, employees may not undertake travel where it is known in advance that such travel will impede their ability to do their job because it will result in quarantine upon return.
17. Travel to conferences will be only be approved if participation is linked to certification processes necessary to fulfill requirements of their position, if individuals are presenting/speaking, or if they are serving in a leadership position at the conference; and no other options for participation exist.
18. Travel in the areas of admissions and development will be limited to times when meetings/recruitment cannot happen via virtual/electronic options. Major gift officers, who will be working primarily from home, may make selected donor visits according to Development Office travel guidelines. Admissions will review recruitment fairs and determine a travel plan as those events are scheduled.
19. Athletics will follow the guidelines issued by NCAA and the MAC.
20. All international travel is prohibited for the foreseeable future. All domestic and international student educational travel for the 2020-2021 academic year, including J-term and May-term has been cancelled or postponed. The institution is committed to

providing alternatives for any students who need these experiences in order to meet graduation requirements.

Employee Personal Travel Policy

The university asks that employees avoid unnecessary personal travel and recommends that all personal travel undertaken by employees follow the guidelines listed above for institutional travel. As part of the daily COVID-19 health check in, out- of-state travel will be flagged for follow up. Employees who travel to and from a warned state should anticipate a likely 14-day self-quarantine, per the recommendation from the state of Pennsylvania.

Communications

External/Internal Campus Communication Schedule

Bridge to Reopen Messiah Launch · July 15, 2020

DRAFT V1: 07/13/20

Tuesday, July 14

- ☐ **By 2 p.m.** – All final content changes to Carla Gross for the Bridge to Reopen website
- ☐ **By 4 p.m.**—Carla Gross will email the oversight team the link to the most recent reopen website and a draft of the communication plan for final review on Wednesday morning.

Wednesday, July 15

- ☐ **12 a.m.** – The reopening video is timed to go live for release later that afternoon
- ☐ **9:30-10:30 a.m.**—Oversight Team reviews current state of the Bridge to Reopen Messiah website, along with the final communication plan; will approve or revise for launch later that afternoon
- ☐ **Determine who/when the final MURP will be posted on FalconLink**

Starting at 2 p.m.—*rolling release of the following targeted emails to stakeholders; email will include: 1) embed or link to the “We’ll be ready for you” video message with an invitation to visit the Bridge to Reopen website*

- ☐ **Employees** (coordinator, Carla Gross) **Communicate that employees can access the full MURP on FalconLink?**
- ☐ **Current UG students** (coordinator, Carla Gross)
- ☐ **Parents of current UG students** (coordinators, Carla Gross and Jay McClymont)
- ☐ **Current GRAD students** (coordinator Carla Gross or **Rob Pepper/Rebekah Ostby** TBD)
- ☐ **Prospective GRAD students** (coordinator Carla Gross and Allan Mathew)
- ☐ **Prospective UG students** via Slate (coordinators, Carla Gross and Bethany Parliament-Chevalier/Diane Titter)
- ☐ **Parents of Prospective UG students** via Slate (coordinators, Carla Gross and Bethany Parliament-Chevalier/Diane Titter)
- ☐ **Alumni** (coordinators, Carla Gross and Jay McClymont)
- ☐ **Trustees** (coordinator, Karin Bisbee)

Approx. 3 p.m.

- ☐ Carla will confirm with Deanna Preziosi that the emails are in process of going out and Deanna will post the reopening video on Messiah’s institutional social media channels
- ☐ **Throughout the rest of the day (and through the end of the week)** – Deanna will watch for social media response to Messiah’s reopening plans, respond as able or forward to the appropriate person for response. She will also keep Carla informed of FAQs from social so that they may be adapted on the website.

By Monday, Aug. 3 — (Per the MURP communication section)

Community and Government Leaders

Campus leadership has been keeping its various community and government partners informed of its response to COVID-19, including consultation and input as they develop reopening strategies. This includes the following organizations, with Messiah's liaison noted in parentheses:

- Pennsylvania Department of Health (Engle Health Center)
- Pennsylvania Department of Education (Office of the Provost)
- Cumberland County Emergency Operations Center (Division of Operations)
- York County Emergency Operations Center (Division of Operations)
- Upper Allen Township (Division of Operations)

Per the above liaisons, Messiah University will inform its community and government leaders about its finalized reopening plans and related COVID-19 health and safety measures no later than Aug. 3, 2020, and will specifically inform them of:

6. Messiah's timeline for phased return to campus
7. The campus plan for handling a case or an outbreak.
8. Under what conditions campus will close or partially close.
9. Messiah's plans for testing and contact tracing and how the University will work in concert with county public health officials.
10. Who will be informed of positive cases on campus and what the timeline is for informing officials. This should include details of what information specifically will be shared (affected person's name, for example?).

Email to Students Prior to Returning



From the Office of
Residence Life

Hello Eric!

We can't wait to have students back on campus this fall as we continue celebrating life as Messiah University. In order for Messiah to keep its doors open, your awareness and commitment to staying healthy starts now.

The following information provides a glimpse of what life as a Falcon looks like for Fall 2020 while following federal, state, and public health guidelines regarding COVID-19. While things may look a little different, we are confident that with your help, we can maintain a healthy campus community. Please read through this information carefully. **At the end of the email is a message from the Assistant Director of Housing with details about your fall housing assignment and your arrival date and check-in timeslot.**

Calendar

We have adjusted the [Fall 2020 semester](#) for classes to begin August 25 with residence check-out at Thanksgiving Break. Final exams will be conducted remotely the week after Thanksgiving. Classes will meet on Labor Day and we will not have a fall break. The adjusted calendar is designed to reduce travel away from campus during the regular semester.

Pre-campus Preparation

All residential undergraduate students should commit to a 14-day self-quarantine prior to arriving on campus. Messiah University fall NCAA athletes will participate in COVID-19 PCR testing and a 14-day quarantine prior to arriving on campus. All other students and employees will be expected to follow COVID-19 health and safety best practices. Click [here](#) and scroll to "Keeping our campus healthy in the age of COVID-19."

Classes

All classroom spaces have been evaluated and adapted to allow for social distancing. Messiah has invested in providing support for three different approaches to delivering what would normally be in a traditional classroom. Read more [here](#).

Self-monitoring

Students should plan on having their own thermometer, and are expected to perform daily temperature checks and check-ins on Falcon Link (Falcon Health COVID-19 Check-In.) Any oral, digital thermometer will work. For example, Amazon has reasonably priced quality [thermometers](#). Our health care providers are available to talk with anyone with a temperature over 100.4 and/or experiencing other symptoms. We are equipped to do any necessary testing for COVID-19 on campus. For self-monitoring details, click [here](#), scroll to the last section titled “Messiah University Community Promise” and find the “Expectations” section.

Face Masks

Masks have proven to be a very important tool in managing the spread of the virus. Therefore, in doing your part to keep our campus healthy, you must wear a mask in all public spaces, including:

- Walking around campus (when six-feet of distance cannot be maintained)
- All classrooms
- Academic departments or campus offices
- Library
- Restrooms, except when showering or brushing teeth
- Walking through or hanging out in residence hall common spaces
- In gatherings where two or more people are present

For more information about the use of masks in your residence, go [here](#) and then scroll to “Mask Wearing” under the “Residence halls and campus programming section.”

Physical/Social Distancing

Messiah will comply with all relevant State of Pennsylvania social distancing guidelines. If everyone maintains a distance of six feet or more from others, this reduces the opportunities to spread the disease.

Residence Halls & Apartments

Life in the residence halls and apartments will look different this year. Due to federal and state guidance on COVID-19 mitigation, it was determined that the safest way to house our students involved decreasing our housing capacity within the residence halls to limit possible exposure. To do that, students from the apartments (as well as juniors and some sophomores in the residence halls) were offered to reside at nearby Oakwood Hills apartments for the coming year. As such, Oakwood Hills is now considered on-campus housing. This move allowed some students previously assigned in our traditional residence halls to move into apartments, creating significantly less condensed living on each floor.

Students living in on-campus housing will have the expectations and guidelines related to life together in the season of COVID-19 thoroughly reviewed and explained to them during floor and all-hall meetings. In the meantime, know that residents must wear protective masks while on their own floor for at least the first two weeks of school. If the campus remains free of any COVID-19 cases after this, masks won't be required while residents are on their own floor. Masks are not required while residents are in their own room or apartment. There are adjustments to visitation as well. Reference [COVID-19 Guidelines for Residential Living](#) on the Messiah University [Bridge to Reopening website](#) for a comprehensive overview of these health and safety parameters.

Dining

Dining facilities have been re-designed with specific seating configurations which appropriately adhere to the Pennsylvania capacity requirements. Lottie Nelson will initially be offering all menu offerings in takeout containers. Masks will be required except while sitting at a table eating. For more specifics, click [here](#) and scroll to "Dining differently."

Athletics and Campus Events

Messiah plans to hold athletics and events within the recommended safety guidelines. For more information on athletics, click [here](#) and scroll to the Athletics section. For more information on events and gatherings, click [here](#) and scroll to "Managing campus events and gatherings."

Ordering Textbooks

You can order textbooks now from the Campus Store and have them sent to your home contact-free. In an effort to have you shop for your textbooks responsibly, you can order your text books and course materials now for home delivery. This way you can have them in hand when you arrive on campus. The process is contact- and crowd-free! Don't forget to add any needed supplies, tech and gear to your cart. Books not assigned yet? We can let you know when they are available. Click [here](#) to get started.

Chapel

Large gatherings on campus, like chapel, will not be possible during these times. Because of this, we will waive the chapel requirement for the 20–21 academic year, but that won't diminish our commitment to spiritual growth. Campus ministries will offer various programs and resources. For more information, click [here](#).

Guests

Students will not be permitted to host guests from off campus, including family members, during the season of these COVID-19 expectations. For more information, click [here](#) and scroll to “Implementing visitor guidelines.”

Travel

Residential students should only leave campus when necessary. The more residents travel off campus, the greater the risk of being exposed to COVID-19 and introducing it to our campus community. For more information, click [here](#) and scroll to “Managing institutional travel.”

When illness happens

When a student tests positive for COVID-19, we are prepared to care for him/her and our community. For more information, click [here](#) and scroll to “Readying on-campus quarantine care.”

Our COVID-19 Community Promise

As a community of Christians, we embrace the life and teachings of Jesus as exemplary and instructive for how we are to live in relationship with God, God's creation, and our neighbors, especially in this season of COVID-19. In Luke 10, Jesus answers the question “who is my neighbor” by telling the story of the Good Samaritan who gives extraordinary compassion and care to a stranger who had been robbed, beaten, and left for dead. Jesus instructs us to “go and do likewise.” This season of COVID-19 will continue to provide many opportunities for us as members of the Messiah University community to live compassionately and generously with one another by promising to live in accordance with the COVID-19 parameters listed below. Together we can serve and protect our neighbors as well as ourselves and strive to keep our campus virus-free. All details can be referenced [here](#) and scroll to “Messiah University COVID 19 Together.”

MESSAGE FROM THE ASSISTANT DIRECTOR OF HOUSING:

Welcome to Messiah University! I'm excited you have decided to live on campus! I believe that living on campus will have a significant impact on your college experience by giving you the opportunity to make meaningful friendships, encouraging your personal growth and enhancing your academic achievements.

Your housing assignment and your future roommate(s) are now both available on The Nest (www.messiah.edu/TheNest). Once in The Nest you will need to click on 'Profile' in the left hand column to find out your housing assignment and your roommate(s). You have been assigned to **Witmer B316**.

You have been assigned to arrive to campus on **8/21/2020 at 11:30am**. We ask that you please be prompt to your arrival time on campus on your assigned move-in day. Due to our coronavirus safety precautions only a limited number of people will be allowed in the residence halls at a given time. Arriving at a time other than your assigned arrival may impact your ability to access your floor to move in. If it will not be possible to arrive to campus at the time specified above, please email silp@messiah.edu to request a new arrival time.

You can generally determine if you have a single, double, triple or quad room by the number of roommates you have, though it is a bit more complicated this year due to COVID-19. If you have one roommate, you are most likely in a double, however, if you requested to be in a triple, you might be placed in a small triple with the one other person (you would have the small triple billing rate). If you see two roommates, you have been assigned to a quad (you should have plenty of space).

As a note of reference, more people requested to be in a double than actual doubles exist, so I prioritized by deposit date. If you deposited after early February, it is possible that you did not get your first choice of housing. If that is the case, I want to encourage you to pause, breathe, and pray. I, personally, struggle when I have an expectation that isn't met, and I'm sure many of you will feel similarly. I'm often challenged by God to trust Him in the midst of situations I didn't expect, and I often grow far more than if I was placed in a comfortable place. I'm praying that you can feel a sense of peace and trust for God's provision in the midst of an anxious time.

If you'd like to see a picture of your room I have included links below for each building. Once you get to the floor plans you can click on the room number and that will take you to pictures of the room. The pictures were taken when the rooms were empty, so they don't look nearly as homey as they will when you settle in. Please also note that the pillow and blankets in the picture will not be provided for you.

Here are the links (look for the Pictures & Floor Plans section):

- [Bittner](#)

- [Naugle](#)*
- [Witmer](#)

*Naugle does not have an elevator. If you or a family member who will be helping you on move in day have mobility concerns please contact me now so I can get you in an accessible room.

Housing is a very fluid process due to cancellations or late acceptances and your housing and/or roommate assignment may change. **If we make changes to your room we will send an update to your Messiah email account until August 24, 2020.** The most updated housing information can be found on The Nest. Please check there regularly to confirm your housing assignment.

If you have any questions about Welcome Week and living on campus, please check our website: <https://www.messiah.edu/welcomeweek>. If you have any additional questions, please contact the Office of Residence Life and Housing at housing@messiah.edu or (717)796-5239.

Warm Regards,
Bryce

Bryce Watkins
Assistant Director of Housing
Residence Life
Messiah University

P.S. Please sign into the [Patient Portal](#), go to the MY FORMS tab and complete your health forms.

The following forms must be submitted:

- student physical exam (printed on Engle Center form only)*
- tuberculosis screening form on the portal,
- immunization form on the portal,
- immunization form from your Doctor's office*
- emergency contact form on the portal,
- HIPPA form on the portal
- medical history form on the portal.

** These forms will need to be uploaded directly onto your student health portal. We cannot accept emailed, faxed or hand carried forms.*



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