

# RETURN-TO-CAMPUS GUIDANCE FOR SHIPPENSBURG UNIVERSITY EMPLOYEES



This is a living document and is subject to change.  
For the most up-to-date version of this document please click [here](#)

# Returning to Campus

As we look to Fall 2021, COVID planning continues to impact the Shippensburg University campus, where our campus will reflect mitigation efforts you have seen throughout the Commonwealth during the pandemic. Health and well-being measures may continue across campus, including wearing of facemasks, social distancing, case investigations, and testing in accordance with CDC and PA Department of Health, and best practices to establish guidelines to limit exposure.

Although Shippensburg University is currently not requiring the COVID-19 vaccine, it is strongly recommended. All student, staff and faculty will be required to wear masks indoors beginning on August 18<sup>th</sup>. Non-vaccinated individuals will be asked to wear a mask for their well-being and the well-being of our campus community when outdoors and within six feet of others.

The following document describes recommended guidelines, if applicable, for social distancing, continued wearing and cleaning of facemasks, and recommended health screenings required before coming to campus. Every member of the SU community has a joint responsibility for ensuring adherence to these guidelines.

## Noncompliance with Personal Safety Guidelines

Employees who do not comply with the personal safety guidelines outlined herein may be subject to corrective action up to and including removal from employment.

## Help Stop the Spread

### Get Vaccinated

All Pennsylvania adults are currently eligible to receive a vaccination. Adolescents aged 12-17 are eligible to receive the Pfizer vaccine. This fall, Shippensburg University will host a series of [vaccination clinics](#) for both the campus and the local community. Scheduling is required in advance, please click on the link above for more information. If you are unable to attend one of the on-campus clinics, you may choose your own provider to get vaccinated. The following guide, [Getting the COVID Vaccine](#), can be used to locate a vaccine provider near you

The Pfizer and Moderna vaccines are given in two doses, administered a couple of weeks to a month apart. Your provider will give you a card to keep track of both of your vaccine doses. Please be sure to get both doses. If you get the Johnson & Johnson vaccine, you will be protected with just one dose.

### Practice Healthy Habits

Washing your hands is one of the most important steps you can take in staying healthy. Germs can spread from other people or contaminated surfaces when you touch your eyes, nose, and mouth with unwashed

hands. When you wash, make sure to follow these five steps:

1. Wet your hands with clean, running water (warm or cold).
2. Lather your hands by rubbing them together with soap. Remember to lather the backs of your hands, and between your fingers.
3. Scrub your hands together for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If soap and water are not readily available, use an alcohol-based hand sanitizer containing at least 60% alcohol. If you are unsure as to the percentage of alcohol, consult the product label.

## **Maintain Your Physical Distance**

It's important to keep a safe distance of at least 6 feet between yourself and other people who are not from your household in outdoor settings. Avoid crowds and poorly ventilated indoor spaces. Masks are required for all individuals (vaccinated or non-vaccinated) when indoors, except when in the privacy of their own residence room, personal office or when actively eating.

## **Clean Surfaces**

Every member of the SU community has a joint responsibility for sanitation in his or her own work area and when using shared resources (e.g., meeting rooms, classrooms, workstations, commonly touched surfaces, etc.).

Frequently clean and disinfect surfaces in your office, paying close attention to your desk, especially when someone else may be ill. Please consult with your supervisor if you have questions regarding your workspace, or to request a disinfectant.

## **Wearing a Mask**

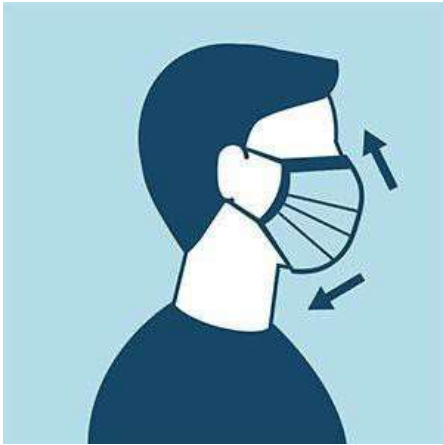
It is required that all campus community members and visitors wear face masks properly in all indoor public and shared environments on campus. Campus community members may choose to remove a face mask when alone in their individual office space and/or personal residence hall room with the door closed.

Unvaccinated community members are strongly encouraged to wear masks outdoors where social distancing is not maintained.

If a campus community member is unable to wear a mask for a health reason:

- Students: submit documentation from a medical provider to the Office of Accessibility Resources.
- Faculty and Staff: submit documentation from a medical provider to the Office of Human Resources.

### How to Properly Wear a Mask



- Before putting on a mask, clean hands with an alcohol-based hand sanitizer, or soap and water for at least 20 seconds.
- The mask should fit snugly around the mouth and nose. If the mask has a metal wire, it should be fitted snugly to the bridge of the nose.
- Avoid touching the mask while wearing it. If you need to touch or adjust your mask, please remember to clean your hands prior to doing so.
- Cloth masks should be washed frequently, ideally after each use, following CDC guidance on [Washing Facemasks](#).
- Medical masks (N95 or equivalent) should not be worn unless required by job function, as outlined in the CDC guidance on [Optimizing the Supply of PPE and Equipment](#). Currently, medical masks are reserved for the sole use of University Police and Student Health Services.
- A mask should not be worn if it is damp or when wet from saliva or mucus.
- Remove the mask from behind, being careful not to touch the front.
- Immediately wash hands with soap and water for 20 seconds after removing the mask.

### Coughing and Sneezing Etiquette

If you are not wearing a facemask and begin coughing or sneezing, be sure to cover your mouth and nose with a tissue or cloth (or use the inside of your elbow). Always wash your hands or use hand sanitizer after coughing or sneezing and properly dispose of used tissues.

## Gloves

Vinyl or nitrile gloves will only be provided to faculty and staff in health care settings, research labs, Dining Services, Facilities Management and Planning, and other areas as required to perform certain job functions, including handling of mail, custodial work involving cleaning chemicals, and certain trades. Gloves are not recommended for general protective use for the following reasons:

- Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel protected from the virus.
- When wearing gloves, people are less inclined to wash their hands, even though handwashing is the number-one defense against any virus.
- Proper removal of gloves takes training. If contaminated gloves are not removed properly, employees are exposed to greater risk.

Employees who use cleaning chemicals are required to use disposable gloves. Other personal protective equipment may also be required by the chemical manufacturer. Check chemical warning labels and safety data sheets for appropriate personal protective equipment. Disposable gloves must be worn at all times when cleaning, including trash removal, after a known or suspected exposure to an individual with COVID-19. These items shall be disposed of immediately after cleaning.

## Monitoring Your Health

Employees are encouraged to self-monitor for symptoms of COVID-19 prior to arriving on campus each day. Anyone may experience mild to severe symptoms. Older adults and people with underlying medical conditions like heart or lung disease may be more susceptible to serious complications from COVID-19. Temperature screening kiosks will be placed strategically throughout campus. Please utilize these resources to gauge whether an individual has a fever prior to beginning the workday. The presence of a fever or any other symptoms of COVID-19 indicates that you should notify your supervisor and contact your health provider.

### Self-Monitoring

Self-monitoring includes checking and documenting your own temperature twice daily, and reporting to your supervisor any suspected [Symptoms of Coronavirus](#). The CDC defines a fever as a body temperature of 100.4°F (38°C) or greater. People with COVID-19 have had a wide range of symptoms reported. Symptoms may appear 2-14 days after exposure to the virus. Possible symptoms may include:

- Fever
- Cough
- Shortness of breath

- Diarrhea
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

### **What To Do If You Are Experiencing Symptoms**

Most people who have mild symptoms can recover at home without medical care.

If you have symptoms of COVID-19, or you have been in close contact with someone who has tested positive for COVID-19, or who are currently awaiting test results, you should:

- Immediately stop working, notify your supervisor, and leave work
- If you are at home, notify your supervisor and do not report to work
- If you are experiencing symptoms, do not return to campus until you have been tested. Contact your healthcare provider or schedule an appointment at a [publicly accessible testing site](#).
- Follow all instructions as directed by your healthcare provider. Do not return to work until cleared to do so.
- Individuals who have been tested must follow the PA Department of Health [Instructions for Self-Isolation While Awaiting Laboratory Results](#).
- Report your intent to return to campus to your supervisor at least 24 hours in advance of proposed return.

For severe symptoms, including a fever above 100.4°F, call your healthcare provider. If you don't have a healthcare provider, call the nearest hospital or urgent care office to schedule an appointment.

### **Cleaning and Disinfection of Areas with Confirmed/Suspected Cases of COVID-19**

The following information provides guidance on the cleaning and disinfection of rooms and areas with exposure to suspected or confirmed cases of COVID-19. The following recommendations have been adapted from the CDC guidelines for [non-healthcare facilities](#):

- Vacate and secure all areas that might have been visited by the ill person(s).
- Before the area is cleaned and disinfected, it should be vacated for at least 24 hours. If possible, it is recommended to wait longer to minimize the risk of contact with droplets containing live virus in the environment.
- Custodial staff will circulate fresh air into the area. Windows and outside doors will be opened when possible in conjunction with use of ventilation fans to increase air circulation in the area.

- Custodial staff will clean and disinfect all areas (rooms, offices, bathrooms, common areas, shared electronic equipment, etc.) in the vicinity of the exposed room, paying close attention to frequently touched surfaces.
- During the cleaning process, all surfaces will have the appropriate contact time with disinfectant as indicated by the manufacturer.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 has visited or used the facility, additional cleaning and disinfection is not necessary.

## State Employee Assistance Program (SEAP)

As we all work hard to continue serving Pennsylvanians during this challenging time, it is also important to focus on our own well-being.

The State Employee Assistance Program (SEAP) is free and available to serve you, members of your family, and anyone living in your household with a variety of services during this time and year-round. Services and help are available for a variety of issues including stress, difficulty sleeping, financial, legal, or relationship concerns and more.

SEAP also offers you the option of Virtual Visits, which afford you the option of talking with, and seeing a counselor from the privacy and comfort of your own home. Counselors are available 24/7. Call SEAP and learn more at 1-800-692-7459 (TTY 711).

## COVID-19 related employee leave after August 1, 2021

(State System guidance following the rescission of COVID-19 Emergency Paid Sick Leave by the Pennsylvania legislature on August 1)

If an employee:

- **Is exposed to COVID-19** and has been identified as a Close Contact (*for each exposure*):
  - And is vaccinated
    - should get tested and may continue to work if not exhibiting symptoms (*please adhere to CDC recommendations wearing a mask in public indoor settings for 14 days or until negative test*)
  - And is unvaccinated
    - may be able to work from home for up to 10 calendar days
    - If employee cannot work from home, may use applicable leave (annual, personal, compensatory leave) or request leave without pay
- **Tests positive for COVID-19** – should isolate for 10 days (*or as updated by CDC guidance*) and:
  - If medically able to work and can work from home, may be able to work from home for up to 10 calendar days
  - If cannot work from home, may use sick leave, other forms of paid leave (annual, personal, compensatory leave), or request leave without pay
- **Is exhibiting symptoms of COVID-19**, isolate at home and get tested and:
  - If medically able to work and can work from home, may work from home for up to 10 calendar days
  - If cannot work from home, may use sick leave, other forms of paid leave (annual, personal, compensatory leave), or request leave without pay
- **Must care for an individual** that has been exposed/infected with COVID-19:
  - may use applicable annual, personal, or compensatory leave or request leave without pay