

August 10, 2020



POLICY STATEMENT

SU Policy Number:

ORIGINATING OFFICE

Office of the Vice President of Administration and Finance

PURPOSE

This policy is intended to mitigate the risk of spread of COVID-19. Diligent adherence to this Policy by all individuals on our campus is a vital measure in our efforts to maintain a healthy campus environment.

This policy may change or evolve as additional information, updates and guidance are provided by local, state, and federal authorities. Any policy amendments or updates will be communicated immediately and will take effect as of the date and time of publication. It is expected that this policy, or subsequent versions of it, will be in use through the 2020-2021 academic year but could be changed at any time.

SCOPE

Maintain the health and well-being of all campus community members and those visiting campus. This policy was developed using guidelines from the Centers for Disease Control, Pennsylvania Department of Health, Pennsylvania Department of Education and PASSHE.

This policy is applicable to all faculty, staff, students, contractors, volunteers, and visitors.

OBJECTIVE

Maintain the health and well-being of campus community members and those visiting campus by mitigating the spread of the COVID-19 virus as faculty and staff return to work and students return to academic learning on campus.

DEFINITIONS

According to the Center for Disease Control, the following will assist with the spread and mitigation of COVID.

1. PPE including Face Coverings
2. Social Distancing
3. Frequent Hand washing

Face Masks: Masks shall be medical or non-medical cloth masks. Use of face shields may be approved as an alternative in some settings.

Face masks must be used properly. According to the CDC, proper use includes: washing hands before putting on your face mask; putting your mask over your nose and mouth and securing it under your chin, and fitting it snugly against the sides of your face.

Social distancing also helps mitigate the spread of COVID-19. Social Distancing: According to the CDC, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups, large or small, according to CDC guidelines
- Stay out of crowded places and avoid mass gatherings

Frequent hand washing for a minimum of 20 seconds. Hand sanitizer may be used if there is limited access to handwashing.

Campus Community: all Shippensburg University employees, including faculty, staff, students, contractors, and volunteers.

Staff: includes the classification of temporary, full time, part time, retired, including contractors.

Faculty: Includes 10-month, 12-month, adjunct, and visiting faculty, retired faculty

Students: Includes non-degree, certificate, visiting, high school special, full or part-time

Visitors: Includes vendors, licensees, prospective students/families, and anyone else that doesn’t have a formal relationship/affiliation with the university.

POLICY

I. Mitigation Efforts

All Shippensburg University campus community members and visitors must adhere to the following to assist in the mitigation of the spread of COVID-19.

1. Face Masks

- A. It is required that all campus community members and visitors wear face masks properly in all public and shared environments on campus, including:
 - i. all indoor spaces; and
 - ii. all outdoor spaces where social distancing is not maintained.
- B. Campus community members may choose to not wear a face mask when alone in their individual office space and/or personal residence hall room with the door closed.
- C. If a campus community member is unable to wear a mask for a documented health reason:
 - a. Students: contact the Office of Accessibility Resources to register to take classes remotely.

- b. Faculty and Staff: contact Human Resources to discuss alternate work assignments or other accommodation.

2. Social Distancing

- A. All campus community members and visitors are required to maintain social distancing (keep at least 6 feet away from other people).
- B. Campus community members and/or visitors may not gather on campus in groups that exceed the following limits [established by Governor Tom Wolf](#):
 - i. 25 people indoors (other than as specifically permitted and provided for in classrooms and other academic areas);
 - ii. 250 people at any outdoor events

II. Enforcement

- A. Faculty and Staff found not following the policy will be approached by their supervisor or dean. A faculty or staff member who continues to violate policy will be referred to Human Resources for possible disciplinary action.
- B. Students found not following the policy will be referred to the COVID-19 Student Support Team (CSST) for follow up. Students who repeatedly violate the policy will be referred to the Office of Student Conduct for possible disciplinary action. Updated student code of conduct information can be found on the SU website at https://www.ship.edu/dean_of_students/student_conduct/ or students may contact the Dean of Students office.
- C. This policy is mandatory and is the responsibility of all campus community members, including visitors. Disciplinary action will be taken by the Office of Student Conduct and Human Resources.

<https://www.governor.pa.gov/process-to-reopen-pennsylvania/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.health.pa.gov/Pages/default.aspx>

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx>

https://www.passhe.edu/coronavirus/Documents/2020.06.10BOG_liveSLIDES.pdf

RESPONSIBILITIES

PROCEDURES

RECISSION

APPROVALS

FILENAME:

DATE:

DISTRIBUTION: