July 30, 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 risks of spread of COVID-19. All staff, faculty, students, and contractors on campus are required to follow this policy in order to sustain a healthy campus while the community recovers from a global pandemic. It is important that we all diligently adhere to these health precautions.

This policy will continue to change and evolve as additional information and updates are provided following health guidelines from 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.

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 and neck gaiters. 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 visitors.

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, employers, prospective students/families, community members, and anyone else that doesn’t have a formal relationship/affiliation with the university.

**POLICY**

All Shippensburg University employees, students, contractors and visitors to campus must adhere to the following to assist in the mitigation of the spread of COVID-19.

- It is required that all campus community members wear face masks properly in all public and shared environments on campus.
- All campus community members are required to maintain social distancing as defined by the CDC to stay at least 6 ft from other people (two arms lengths), do not gather in groups and stay away from crowded places and avoid mass gatherings.
- 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.
- All campus community members are required to follow the orders and directives issued by the Governor of PA.

If a campus community member is unable to wear a mask for a documented health reason, please proceed as follows: students should contact the Office of Accessibility Resources to register to take classes remotely. Faculty and Staff should contact Human Resources to discuss alternate work assignments.
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. 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.

This policy is not optional and all campus community members, including those visiting campus must comply. Enforcement of this policy will be everyone’s responsibility to be an influencer. Disciplinary action will be taken by the Office of Student Conduct and Human Resources.

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: