



## POLICY STATEMENT

# COVID-19 Pandemic Risk Mitigation Policy

**SU Policy Number: 401-004.5**

### 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 on the Shippensburg University campus. Diligent adherence to this Policy by all members of the campus community is a vital measure in our efforts to maintain a healthy campus environment.

This Policy may change or evolve at any time 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.

### SCOPE

This Policy was developed using guidelines from the Centers for Disease Control (CDC), Pennsylvania Department of Health, Pennsylvania Department of Education and Pennsylvania State System of Higher Education (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, staff, and students work and learn on campus.

### DEFINITIONS

According to the Centers for Disease Control (CDC), the following will assist with mitigating the spread of COVID-19:

1. Wearing face masks as required by CDC Community Levels.
2. Social distancing when appropriate.
3. Frequent hand washing especially after you have been in a public place.

**Face Masks:** Masks shall provide the best fit, protection, and comfort level for the individual. Use of face shields may be approved as an alternative in some settings. According to the CDC, proper use of face masks includes washing hands before donning your face mask, ensuring your mask covers your nose and mouth and is secure under your chin, and fitting it snugly against the sides of your face.

**Social Distancing:** Social distancing helps mitigate the spread of COVID-19. According to the CDC, social distancing, 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 if you are not up to date on COVID-19 vaccines, especially if you are at higher risk of severe illness.
- Follow all CDC guidelines as determined by the Community Level for an area where you are attending a gathering, large or small.

**Frequent hand washing:** Hand washing for a minimum of 20 seconds. Hand sanitizer containing at least 60% alcohol may be used when there is limited access to hand washing.

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

**Staff:** Employees classified as temporary, full-time, part-time, and retired; also including contractors.

**Faculty:** All faculty including full-time, contractual, adjunct, visiting faculty, and retired faculty.

**Students:** Includes students enrolled at Shippensburg University pursuing a degree or defined as non-degree, certificate, visiting, high school special, full, or part-time.

**Visitors:** Includes vendors, licensees, prospective students and families, guests, and any person that does not have a formal relationship and/or 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. Quarantine/Isolation

- A. Regardless of vaccination status, if you test positive for COVID-19, or have symptoms, you are required to isolate for a minimum of 5 days. Students must make immediate notification to the COVID Office. Employees must make immediate notification to the COVID Office or Human Resources. Individuals should not report to work or to class. Mandatory use of a face mask is required through day 10.

#### 2. Face Masks

- A. Regardless of vaccination status, campus community members must properly wear a well-fitting mask at all times if the COVID-19 Community Level is high.
- B. In the event a masking mandate is imposed, and a campus community member is unable to wear a mask for health reasons:

- i. Students must submit documentation from a medical provider to the Office of Accessibility Resources.
    - ii. Faculty and Staff must submit documentation from a medical provider to the Office of Human Resources.
  
  3. Testing: Currently enrolled symptomatic and asymptomatic students can receive no-cost testing at the Etter Health Center. Outside of Etter Health Center hours, students may pick up a rapid at-home test in the Shippensburg University Police Station lobby. Members of the campus community can request a free self-test kit by contacting the COVID Office.
- II. Advisements
- Unvaccinated individuals and community members who are at high risk for severe disease are strongly encouraged to wear a mask and take precautions at all times when on campus or when around others.
- III. Enforcement
1. Faculty and staff found not following this Policy will be approached by their supervisor or dean. A faculty or staff member who continues to violate this Policy will be referred to the Office of Human Resources for possible disciplinary action.
  2. Students found not following this Policy will be referred to the Office of Conduct and Community Standards. Updated Student Code of Conduct information can be found on the Shippensburg University website at [https://www.ship.edu/dean\\_of\\_students/student\\_conduct/](https://www.ship.edu/dean_of_students/student_conduct/) or students may contact the Dean of Students Office.
  3. This Policy is the responsibility of all campus community members, including visitors.

## RECISSION

## APPROVALS

Approved by EMT on 7/31/2020

Revisions approved by EMT & Forum on 10/20/2020

Revisions approved by EMT on 1/12/2021 and by Forum on 1/19/2021

Revisions approved by EMT on 8/16/2021 and by Forum on 8/16/2021

Revisions approved by Forum on 1/18/2022 and by EMT on 2/22/2022

Revisions approved by EMT on 7/19/2022

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## DATE

7/19/2022

## DISTRIBUTION

Public