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 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 Center for Disease Control, the following will assist with mitigating the spread of COVID-19:

1. Personal Protective Equipment (PPE) including Face Coverings/Masks
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: Social distancing also helps mitigate the spread of COVID-19. 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: Hand washing for a minimum of 20 seconds. Hand sanitizer may be used if 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, including contractors.

Faculty: Includes faculty under contract for 10-months, 12-months, as an 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 and guests, and any person that does not have a formal relationship and 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 properly wear face masks in all indoor public and shared environments on campus.

   B. 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.

   C. If 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.

2. Testing: University students are required to participate in the university testing program as outlined below. Testing requirements are in addition to adhering to mask wearing and other mitigation protocols. These requirements are subject to change and any updates will be communicated to students.

   A. Residence Hall Students

      1. All unvaccinated students assigned to university housing are required to test as part of the move in and return to campus process and follow the quarantine/isolation protocols as outlined by Housing and Residence Life and the COVID Office.

      2. All unvaccinated students assigned to university housing must participate in ongoing university testing weekly as outlined by the Housing and Residence Life Office and the COVID Office.

II. Advisements

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

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 COVID-19 Student Support Team (CSST) for follow up. Students who repeatedly violate this 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 Shippensburg University website at 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

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