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## Return to Campus Fall 2020 Plan

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#### I. Introduction

This *Holy Family University Return to Campus Fall 2020 Plan* is firmly connected to the plan that Governor Wolf has implemented for the Commonwealth of Pennsylvania in coordination with all steps the City of Philadelphia has been taking to safely reopen. It has been carefully designed to safeguard the health and safety of every member of the University community.

Holy Family University has progressed from the red to yellow to green phase, alongside the Commonwealth and City, has observed the published CDC guidelines, and has worked closely with the Philadelphia Department of Public Health (PDPH) to develop the reopening plan for fall 2020. We are keenly aware of the requirements and will adjust our plans in the case of a resurgence or if the guidelines from the Commonwealth or the City change.

Importantly, we are all in this together. Each and every person who is a part of our University family has an innate responsibility to protect not only themselves, but each other.

The following provides a comprehensive overview of *Holy Family's Return to Campus Fall 2020 Plan*, including details about University operations, academic instruction, residence life, dining

services, campus activities, athletics, and how the University will safeguard students and employees. It may be viewed on our website at <https://www.holyfamily.edu/return-to-campus-plan-fall-2020>, along with other relevant information.

The following is an overview of our health and safety plan in response to the following specific items:

- Return to Work for Faculty and Staff
- Classrooms and Lecture Halls
- Residence Halls
- Dining Facilities
- Social Events
- Campus Store
- Athletics
- Visitors to Holy Family University
- Testing and Management of COVID-19 Infection in Students, Faculty and Staff
- Transportation
- Moving Forward

Holy Family University will strictly enforce all COVID-19 related health and safety policies based on this plan, ensuring everyone adheres to our protocols in order to be successful with our Return to Campus Plan and our ability to continue operations for the foreseeable future. Anyone failing to comply will be required to leave the campus immediately.

## **II. General Campus Safety Guidelines**

Holy Family University has comprehensive health and safety protocols in place for the campus reopening, drafted in accordance with guidelines from the CDC, the Commonwealth of Pennsylvania, and the City of Philadelphia.

These protocols need to be followed in the interest of public health and as an expression of care for all community members.

### **Individual Responsibilities**

1. Everyone is expected to self-monitor their personal health every day, prior to coming to campus.
  - a. Students can find the [complete list of self-screening questions and protocols here.](#)
  - b. Faculty and Staff can find the [complete list of self-screening questions and protocols here.](#)
  - c. Campus Visitors can find the [complete list of self-screening questions and protocols here.](#)
2. As per the Governor's order, everyone is expected to wear masks properly (covering nose and mouth) in all classrooms, buildings, and public areas, both indoors and outdoors.
  - a. Please refer to this [diagram.](#)

- b. The wearing of masks applies to all students, faculty and staff who are in any shared space throughout the course of the day; not only when another person is with you in said shared space, whether classroom, office, etc.
- c. The only time masks may be removed is when eating or drinking.
- d. Individuals who occupy a single office, which is not shared at any point throughout the day, or live in a single bedroom (in the case of residence life), may remove their masks when alone in that space with the door closed.

For the protection of the entire campus community, there is a zero tolerance policy on this mandate.

Although we understand mistakes happen, should anyone come to campus without a mask, they must contact Public Safety at 267-341-3361 at the Philadelphia campus, or 267-341-4011 at Newtown, *prior to leaving their vehicle*, and a proper University-supplied PPE mask will be brought to them.

- 3. Anyone who feels sick *should not* come to campus.
- 4. We are adhering to social distancing guidelines on campus and in classrooms, maintaining a 6-ft. distance from others by spacing out furniture, repurposing large indoor spaces, and asking the campus community to make use of outdoor spaces.

### **Facility Guidelines**

- 1. Instructional spaces, including classrooms, have been reduced to 25% capacity or a maximum of 25 seats.
- 2. In most classrooms, instructional technology has been installed to allow those who are unable to attend classes in person to participate in a synchronous classroom experience.
- 3. Desks and chairs have been arranged in classrooms to ensure there is at least 6-ft. of distance between students while seated.
- 4. Foot traffic in hallways and stairwells has been changed to one way only, unless the 6-ft. distancing requirements may be maintained.
- 5. Elevators have strict limits on their capacities in order to provide 6-ft. distances in cabs and in elevators. When using an elevator, passengers must face the walls.
- 6. Office doors will remain closed at all times with signs posted about knocking before entering, and again, the use of a mask, covering the entire mouth and nose, will be required for doors to be opened.
- 7. Appointments are required for face-to-face student services, and virtual appointments are highly encouraged.
- 8. Appropriate PPE has been installed in areas where face-to-face interaction occurs.
- 9. Eating areas of the cafeteria have been arranged to allow 6-ft. distance between persons dining. There are no self-service stations in the serving line area, and there will be an increased number of grab-and-go options available.
- 10. Residence halls have had room capacity reduced to single occupancy only.
- 11. Lounge and common areas have been rearranged to allow for 6-ft. distance between chairs and student study areas.
- 12. All buildings' HVAC systems have been modified to provide a minimum of 25% fresh air intake.
- 13. Hand sanitation stations can be found at the entrance to every public building.

14. Signage throughout the campus encourages frequent handwashing and other safety protocols.
15. Informational and instructional signage is in place throughout campus to remind everyone of all safety guidelines.

### **III. Return to Campus – Faculty and Staff**

On August 3, the University will begin opening campus for regular operations, welcoming back faculty and staff as we prepare for our fall semester. Staff are expected to return to work on campus this day, and while we recognize that official faculty start dates are based on fiscal year contracts and the start date of classes, we welcome our faculty's presence on campus as early as August 3.

All offices, classrooms, and public spaces have been thoroughly sanitized.

The University has taken all required precautions to adapt office buildings and campus spaces to allow everyone to successfully conduct University business while allowing for mandatory social distancing and adhering to proper safety protocols, including reorganizing office spaces, minimizing shared spaces, improving ventilation, creating physical partitions, installing protective shields, and placing instructional and information signage throughout campus.

For additional details, see GENERAL CAMPUS SAFETY GUIDELINES in Section II.

As per our general safety guidelines, all faculty and staff are expected to self-monitor their personal health every day and prior to coming to campus. [The complete list of employee self-screening questions and protocols can be found here.](#)

Faculty and staff working in a shared office environment are required to [properly wear face masks](#), properly covering nose and mouth, when in their offices. Individuals in shared office spaces are encouraged to keep office doors closed.

An individual working in single office spaces must keep doors closed. Behind closed doors in a single, unshared office environment is the only time when masks may be removed. Signage will be posted about knocking, ensuring masks are in place, announcing oneself, and/or making an appointment by phone or email.

Office hours and advising sessions should be conducted remotely using video conferencing as the preferred option.

For faculty and staff who are permitted to eat at their desks, proper cleaning of the area after eating is required. Spaces must be wiped down with sanitizing wipes when eating is finished and masks are put back on. All faculty and staff are encouraged to make use of Holy Family Hall 219 (HFH219), which has been designated as a lunch room, and will be regularly cleaned and maintained.

We understand there may be some apprehension about returning to campus. For any of the following issues, please contact Jennifer Luling in Human Resources at [jluling@holyfamily.edu](mailto:jluling@holyfamily.edu).

1. If you have a medical condition in which you may need to request accommodation.

2. If you have care responsibilities for a family member for which you need to request leave.
3. If you are unable to follow the protocols listed above.

Our Human Resources team will be able to explore options and certify whether you can be accommodated, are eligible for leave, or any other accommodations. A "Request to Delay Return to Campus" form can be found in ADP under Resources, Company Information, Forms Library.

All faculty and staff are expected to fully comply with the policies, protocols, and guidelines outlined in this document for working on campus. Failure to do so puts the entire community at risk and may result in disciplinary action.

For all campus safety procedures, see Section II.

#### **IV. Students**

On August 31, the fall 2020 semester begins and we look forward to welcoming you to campus!

The health and safety of our entire campus community is of the utmost importance. In preparation for the return to campus, all classrooms, offices, and public spaces have been thoroughly sanitized.

The University has taken all required precautions to adapt office buildings and campus spaces to allow everyone to successfully conduct University business while allowing for mandatory social distancing and adhering to proper safety protocols, including reorganizing office spaces, minimizing shared spaces, improving ventilation, creating physical partitions, installing protective shields, and placing instructional and information signage throughout campus.

As per our general safety guidelines, all students are expected to self-monitor their personal health every day prior to coming to campus. [The complete list of self-screening questions and protocols can be found here.](#)

For additional details, see GENERAL CAMPUS SAFETY GUIDELINES in Section II.

For course related information, students should access Self-Service or contact their academic advisor.

Students seeking accommodations, or who want to request an accommodation plan, should contact the [Office of disAbility Services](#) at 267-341-3231 or [kmilbourne@holymfamily.edu](mailto:kmilbourne@holymfamily.edu).

Books, supplies, and other items, which can be purchased through the campus store, can be ordered online at <https://holymfamily.bncollege.com/shop/holymfamily/home> and picked up either curbside or in the hallway outside the bookstore. Students may also enter the campus store while following the guidelines regarding social distancing and limitations on the number of people in the store at one time.

Students are encouraged to regularly visit the University calendar of events found on our website at <https://www.holyfamily.edu/about-holy-family-u/resources/calendar-events/range.listevents/> for the latest information about activities on campus.

Orientation for new students will be offered in a fully online format. More information about orientation and the registration page can be found at: <https://www.holyfamily.edu/current-students/student-life/orientation>

Students should contact the Office of Student Success with any questions at [studentsuccess@holysfamily.edu](mailto:studentsuccess@holysfamily.edu) or 267-341-3351.

## **V. Classrooms and Lecture Halls**

Fall classes will begin as scheduled on Monday, August 31, 2020, and will include in-person, online, and blended classes.

Providing comprehensive and quality instruction of all courses in the wake of the COVID-19 pandemic requires a strategy that addresses three key areas of classroom preparedness:

1. Teaching Modalities
2. Classroom Design and Logistics
3. Health and Safety Policy

Our approach allows all University students and faculty the flexibility to mix and combine in-person, remote, and online learning in ways that conform to public health recommendations, respect the choices of those who need or prefer to minimize social contact, and deliver outstanding learning experiences.

### **Teaching Modalities**

Effectively teaching all didactic courses to the full University student body requires a three-part approach to instruction; face-to-face (didactic), online synchronous instruction, and blended instruction.

#### **1. Face-to-Face Instruction (Didactic)**

All courses previously designated as face-to-face will continue in that modality, but with limits on the number of students permitted to gather at the same time in a single classroom. All students will be required to properly wear masks when in campus buildings and for the duration of all classes.

- i. To ensure compliance with public health guidelines, in-person seating in all instructional spaces will not exceed 25% of maximum seating capacity or a maximum of 25 seats.
- ii. All students and faculty will be required to follow University directives for the wearing of masks and other PPE, as well as adhere to appropriate social distancing.

- iii. Class enrollments that exceed 25% seating capacity will be taught in a Split Class Modality (i.e., 50% of students attending in-person, 50% attending synchronously/online, alternating each week).

Classrooms will be equipped with appropriate technology to ensure uniform quality of instruction for both groups.

## **2. Online Synchronous Instruction**

In consideration of factors such as class size, instructor availability, and student needs, a significant number of didactic courses will be offered in an “online synchronous” modality.

Class sessions will be held “live” at the prescribed class times through an electronic/virtual platform (i.e., Big-Blue-Button, WebEx, etc.). Students will be expected to attend/participate in each class session.

This modality will also be available for individual students who are unable to attend classes in person.

We have prepared a [complete list of technology requirements](#) to assist your learning experience.

## **3. Online/Blended Course Instruction**

Courses originally scheduled in an online and/or blended format will be instructed as planned. All such classes are designed and executed according to Quality Matters standards.

**Caveat:** If enrollment in a blended course exceeds the maximum approved seating capacity of an instructional space (i.e., greater than 25% or a maximum of 25 seats), the planned in-person sessions will be reformatted to the online synchronous format described above.

## **Non-didactic Courses**

Clinical rotations, student teaching, and other forms of required field experience will be defined and executed in relation to the standards and guidelines imposed by our external accreditors and relevant placement sites. All didactic portions of these courses will be offered in the online synchronous instructional format.

For more information about clinical, internship, or field placements, please contact your placement coordinator.

## **Accommodations for Students with Documented Disabilities**

Students seeking accommodations, or who wish to request an accommodation plan, should contact the [Office of disAbility Services](#) at 267-341-3231 or [kmilbourne@holymfamily.edu](mailto:kmilbourne@holymfamily.edu).

## **Classroom Design/Logistics**

As noted above, all instructional spaces will have seating capacities reduced to 25% or a maximum of 25 seats. This includes classrooms, science labs, allied health skills labs, and art studios.

## **Simulation Lab Preparedness**

The traditional lab groups of 20-24 students will be subdivided into groups of five to six students. The two clinical lab instructors, with the support of the simulation/lab coordinators, will rotate between the assigned smaller groups to provide instruction and feedback. When a clinical instructor is not present in the room, students will use this time to practice assigned clinical skills.

Medication math, traditionally taught in the lab, will be taught in an online format.

Clinical groups will be reduced in size according to mandates from the clinical sites. Clinical hours not able to be completed through direct patient care will be provided through alternate clinical activities on campus.

## **Technology**

In order to maintain safe distancing in the classroom, large classes will be scheduled with some students physically in the classroom and some students conferencing remotely into the class.

To provide the best classroom experience for students, we have upgraded our technology significantly, allowing for stronger connections when in-person classes are not possible. Forty classrooms have been upgraded with video conferencing capabilities and an electronic whiteboard. The instructor will be able to interact with students physically in the classroom and remotely by video conference. The electronic whiteboard will enable interactive notes to be displayed both in the classroom and to the remote students.

View the [complete list of technology requirements](#).

## **Experiential Learning Internships and Field Experiences**

This applies to clinical experiences, experiential internships, graduate field experience, doctoral field experiences, student teaching, and practicum experiences.

All undergraduate students who are enrolled in an Experiential Learning Internship course will have online instruction.

Field Experiences will operate using a three tiered-approach:

1. Option 1 (preferred) – Field experience would be held on-site.
2. Option 2 (if option 1 is not available) – Field experience would be held remotely.
3. Option 3 - (least preferred) – Course substitution would be offered.

Student Teaching, Internships, and Health Sciences clinicals will be determined by the participating agencies.

Students seeking accommodations related to their field experience, or who wish to request an accommodation plan, should contact the [Office of disAbility Services](#) at 267-341-3231 or [kmilbourne@holymfamily.edu](mailto:kmilbourne@holymfamily.edu).

### **Classroom Health and Safety Policy**

Faculty and students will share responsibility for self-monitoring and ensuring the overall health of the classroom and University communities. See Section II for all campus safety guidelines.

Students should contact [Student Health Services](#) (Health Clinic) at 267-341-3262 if they have questions about symptoms or possible exposure.

There are clearly communicated expectations for when a student should and should not come to campus, and how to connect with their faculty members related to requested information.

Faculty have been instructed to work with students who are requesting time away from in-person instruction so that there is a climate of support for students missing courses to self-isolate.

Students will be expected to review the requirements for instruction, which will be posted in Canvas, to ensure they know the expectations, appropriate procedures, and policy to refer to should they be exposed.

Students who are looking to participate in online-only instruction for the fall of 2020 should contact their academic dean. First-year or undecided students should contact the Office of Academic Advising.

### **VI. Residence Halls**

Residence halls will remain largely vacant for the fall semester. A small subset of students with extenuating personal and/or academic circumstances will be offered the opportunity for housing.

Overall residence hall capacity will not exceed 21 students. A maximum of 10 students will be housed in Stevenson Lane Residence and a maximum of 10 will be housed in the Garden Apartments. All residents will be housed in a private apartment or suite, with a private bathroom. The Garden Apartments units are equipped with private kitchens for each resident. The shared kitchens in Stevenson Lane Residence will remain closed for the duration of the fall semester.

In order to prevent and mitigate the spread of COVID-19, enhanced cleaning protocols have been implemented in the residence halls. Sanitizing and cleaning materials will be provided to residents living in the Stevenson Lane Residence and the Garden Apartments. Residents will be instructed to clean and disinfect their bathrooms daily.

Hand sanitizer will be placed throughout each residence hall, including but not limited to each common area, hallway and entrance.

Additional requirements include the following:

- I. Residents will be required to adhere to appropriate social distancing.
- II. Move-in will be available by appointment for each resident in order to maximize social distancing. Proper wearing of masks will be required by all parties during move-in.
- III. International students, and students from restricted states per the Commonwealth of Pennsylvania and the City of Philadelphia, will be required to complete 14 days of quarantine either off campus in advance of move-in or, for those traveling by airplane, on campus immediately upon arrival.
- IV. An addendum to each resident's contract, with required sign-off, will identify the rights and responsibilities of students opting to live in residence.
- V. Information with safety regulations and protocols will be posted in the halls, common areas, and within rooms, suites and apartments.
- VI. Common areas will have reduced capacity or will be closed, and social distancing practices will be strictly enforced.
- VIII. All residential programming will require strict social distancing protocols.
- IX. Masks must be properly worn outside of a resident's bedroom. This applies to all common areas within the residences and anywhere else on campus.
- X. Students may not enter residence halls other than the one to which they have been assigned.
- XI. Outside guests will not be permitted in residence halls.

University duplex apartment space has been reserved for students requiring self-isolation or quarantine. The University will provide dining services and other forms of support to those students.

For all campus safety procedures, see Section II.

## **VII. Dining Services**

The University's dining services program is provided by Metz Culinary, which is responsible for the operation of the kitchen and serving line area, and they are following guidelines recommended by the CDC and the Pennsylvania and Philadelphia Departments of Public Health. [The Metz Culinary complete service and safety plan is provided here.](#)

1. Occupancy is limited to 25% of maximum capacity. Chairs and tables have been rearranged in order to ensure a 6-ft. distance between diners. Social distancing protocols have been implemented in the Dining Hall.
2. Outdoor dining capacity has been increased; eating outdoors is encouraged.
3. Times of service and traffic flow will be managed in key areas to ensure social distancing and to control capacity in service areas.
4. Self-service options will be eliminated and grab-and-go options have been increased. Diners are encouraged to take food to go.
5. Signage reinforcing the mandate that all diners must abide by the campus community guidelines are in place.
6. Staff is required to wear masks at all times except when on break and eating or drinking.
7. Enhanced cleaning protocols are in place to ensure disinfecting of high-touch areas.
8. Hand sanitizer stations have been placed throughout the facility.
9. Lounge and recreation areas within the Dining Hall have been temporarily closed.
10. Computer stations in the Dining Hall have been rearranged to ensure compliance with social distancing guidelines.

For all campus safety procedures, see Section II.

### **VIII. Social Events**

Holy Family University considers campus social events to include the following:

1. Events by student clubs and registered student organizations (RSO)
2. Intramural sports activities
3. Club sports
4. Campus Ministry events
5. Community rentals
6. Alumni events
7. Unsanctioned social gatherings

All functions and programs sponsored by the various registered student organizations, intramural and club sports, as well as other activities, will be reviewed using a low-medium-high risk scale, defined as follows:

1. Low Risk: Smaller outdoor and in-person gatherings in which individuals from different households participate, remain spaced at least 6-ft. apart, wear masks, and do not share objects.

2. Medium Risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6-ft. apart and with attendees coming from outside the local area.
3. High Risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6-ft. apart, and attendees travel from outside the local area.

It will be the University administrator's responsibility to work with organizations to provide options to reduce to a lower risk level.

Campus Ministry will continue to promote spiritual development and traditional Catholic practices in a welcoming, inclusive way during this unprecedented time.

The Director of Campus Ministry will be available for spiritual discussions and counseling by phone and in person, when needed.

Daily Mass will be held in person, but limited as to the number of attendees. Attendees will be required to register attendance in advance, must wear masks, adhere to social distancing, and follow the CDC guidelines posted. Seating will be limited to 25 people.

Large campus Masses will be hosted virtually with the minimum number of individuals assisting our Director of Campus Ministry.

Campus Ministry Sunday activities will continue virtually through the fall semester.

All Intramural and Club Sports will adhere to the posted Athletics Health and Safety Plan posted on the Holy Family University Athletics website.

Student leaders and Resident Assistants will be required to complete training on COVID-19 safety using SafeColleges, in addition to traditional event management and inclusive event training.

For all campus safety procedures, see Section II.

## **IX. Campus Store**

The campus store is open, and online ordering of books and supplies is available at <https://holyfamily.bncollege.com/shop/holyfamily/home>.

Curbside pickup is highly encouraged. Arrangements for ordering online, with pick up at either the loading dock or in the hallway outside the campus store, may be made.

While online ordering is encouraged, students may come into the campus store while following the guidelines and signage that limit the number of people in the store at one time.

For all campus safety procedures, see Section II.

## **X. Athletics**

On July 13, 2020, the University's athletic conference (Central Atlantic Collegiate Conference) suspended all fall athletic competition until January 2021. Therefore, participation in athletics during the fall semester will be limited to individual skill-building and small-group contactless practices.

In consideration of such:

1. Athletes and athletic staff are required to wear masks and practice social distancing during scheduled activities.
2. Participation in club sports, including practice, is suspended until January, 2021.
3. The fitness centers in residence halls remain closed until further notice.
  - a. The University fitness center and weight room will be made available on a limited basis to student athletes only.
  - b. Occupancy will be limited to five people per 1,000 square feet.
  - c. Masks must be worn inside the weight room and social distancing must be practiced at all times.
4. Equipment will be sanitized after each use.
5. Signage regarding safety regulations and protocols are posted in all athletic facilities.

More information will be provided as additional guidance from the Commonwealth of Pennsylvania, the City of Philadelphia, the CDC, NCAA, and CACC is updated.

For all campus safety procedures, see Section II.

### **General Considerations**

HFU will educate all student-athletes, coaches, and staff about the symptoms of COVID-19.

HFU will educate all student-athletes, coaches, and staff about proper sanitizing and handwashing.

All student-athletes, coaches, and staff will perform daily self-health evaluations.

Athletes with questions related to COVID-19 should contact the head athletic trainer.

All student-athletes should clean individual equipment and clothing after each use.

Staff or cleaning crews will thoroughly clean all facilities after each scheduled use.

Coaches and student-athletes must practice social distancing at all times.

All student-athletes and coaches will be responsible for bringing their own hydration to skill-building and small group contactless activities.

All student-athletes, coaches, and officials will avoid shaking hands, fist pumps, or high fives, before, during, and after practices.

### **Considerations for Coaches and Athletic Trainers**

Athletic trainers will treat student athletes by appointment only. In case of emergency, student athletes must contact a medical professional.

Coaching staff and other personnel must wear masks at all times.

Coaches and athletic trainers must monitor student-athletes for symptoms prior to and during practices.

Coaches must allow for enough time for students athletes to shower and change before attending class following a practice.

### **Considerations for Student-Athletes**

Student-athletes will utilize their own equipment when possible, and clean all equipment and clothing after workouts/contests.

Student-athletes will bring their own water bottle, labeled with their name, for every practice.

Student-athletes must wear masks when not actively participating in a practice.

Student-athletes must contact the head athletic trainer or Health Services if they show signs of any COVID-19 symptoms.

Student-athletes will arrive and leave facilities promptly.

Student-athletes are encouraged to shower and wash their clothing immediately after practices or scheduled activities.

### **Locker Rooms**

There will be no team meetings in locker rooms.

Masks must be worn while in locker rooms.

Locker rooms will be used for bathroom and changing needs only. Each locker room will have capacity limits based on stalls available.

### **Fitness Center**

Access to the fitness center will be extremely limited, and will be by appointment only. Student Athletes must contact the Office of Athletic Training to make an appointment.

Weight room and cardio room equipment must be wiped down thoroughly before and after each use by each individual.

Additional information may be found at entry doors and on our website.

### **Practices/Training**

Masks must be worn during activities.

Appropriate social distancing will be enforced.

If possible, workouts will be conducted outdoors in large spaces.

Teams will establish “functional units” as a strategy to minimize the potential spread of COVID-19.

A functional unit may be composed of 5-10 individuals, all members of the same team, who consistently work out and participate in activities together. Assuming that these individuals observe appropriate sanitization, physical distancing, and universal masking practices at all other times, and do not otherwise place themselves in high contact risk scenarios (for example, attending off-campus social events), the individuals would only be considered high risk to one another.

## **XI. Visitors to Holy Family University**

The following is mandated for all members of the Campus community, including visitors, at all University and student-organized events:

1. All event attendees are required to properly wear masks in all campus areas – indoors and outdoors. ([See Diagram here.](#)) Everyone is responsible for bringing their own mask but, if need be, one will be provided.

2. Six-foot social distancing will be observed at all times anywhere on campus, inside or out.
3. Outdoor events are limited to a maximum of 50 attendees. Indoor events are limited to a maximum of 25 attendees.
3. Event attendees are required to self-screen for symptoms immediately prior to traveling to campus. If someone is exhibiting any symptoms, or otherwise concerned about their health, they are asked to not enter our campus. [A self-screener can be found here.](#)
4. Event attendees are expected to familiarize themselves with all guidelines prior to coming to campus. Detailed information is available on the University's website and on highly visible signage at the entrance of every campus building, including residence halls, that reinforces requirements for social distancing, the wearing of masks, and event limits on attendees.
5. Event attendees are expected to read and observe all posted notices, directional signs, and placards while on the premises.
6. Guests are not permitted in our residence halls, with the exception of move-in days at the start of the semester. Please consult the Residence Life Office for details.
7. The identified group/event leader assumes the responsibility that event participants are observing all requisite health and safety guidelines while on campus.
8. Anyone found to be noncompliant with these mandates will be asked to leave the campus immediately.

**For External Groups Renting Space on Campus:**

1. External group rentals will be limited to no more than 25 people per current local and state guidelines (50 people outdoors). This maximum number will be clearly outlined in the rental agreement but may be adjusted as official guidelines are updated.
2. The identified group/event leader assumes the responsibility that participants are observing all requisite health and safety guidelines while on campus.
3. Anyone found to be non-compliant with the above mandates will be asked to leave the campus immediately.

**For all campus safety procedures, see Section II.**

**XII. Testing and Management Plans for COVID-19 Cases**

If an individual experiences severe or life threatening symptoms, they should immediately call 911 or go to the nearest emergency room. A complete list of symptoms and additional information on COVID-19 may be found on the CDC's website (<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>).

Students, staff, faculty, and visitors *with confirmed cases of COVID-19* cannot return to campus for a minimum of 10 days from diagnosis, and until appropriate testing is completed and reported. In addition, they must have respiratory symptoms improvement and be at least three days after resolution of fever (off fever reducing medications like acetaminophen [Tylenol] or ibuprofen) prior to returning to campus.

If students, staff, faculty, or visitors have been exposed, or suspect of having been exposed to COVID-19, they are required to self-isolate and self-monitor by staying home for a minimum of 14 days from the last exposure before returning to campus, a requirement in line with guidance from the Centers for Disease Control and Prevention (CDC) and Philadelphia Department of Public Health (PDPH).

During this time, if the individual experiences signs or symptoms of illness (i.e., fever, cough, shortness of breath), they should immediately call their primary care provider, local health department, or a healthcare provider.

Students, faculty, or staff *who appear to have symptoms (i.e., fever, cough, shortness of breath) of COVID-19 upon arrival on campus, or who become sick during their time on campus*, should immediately be dismissed from class, and separated from other campus community members or visitors and sent home. That individual should contact Health Services and their primary care physician for management of their healthcare needs.

### **COVID-19 Testing or Treatment**

Holy Family University does not currently offer any form of testing for COVID-19 on campus; however, the Student Health Services Office established a relationship with a local urgent care facility – Vybe Urgent Care, located four miles from the main campus at:

7390 Bustleton Avenue  
Philadelphia, PA 19152  
267-953-8776  
<https://www.vybe.care/vybe-locations/northeast-philly>

Students, staff, and faculty who need to be tested, and/or seek the care of a medical professional, will be referred to their medical provider. If the individual only requires testing and does not need a medical consult, Vybe provides rapid onsite testing.

If an individual is uninsured or underinsured, he/she may visit the nearest Philadelphia Department of Public Health Center, which is also approximately four miles from campus at:

Health Center 10  
Primary Care Services  
2230 Cottman Ave.

Philadelphia, PA 19149  
215-685-0639

For other locations, individuals may visit the online PDPH testing site locator at:  
<https://www.phila.gov/covid-testing-sites/#/>.

Faculty and staff who suspect they are infected will be referred to their primary physician.

If individuals have additional questions about where to receive COVID-19 testing or treatment near the main campus, they should call Holy Family University Health Services for guidance on specific healthcare clinics and urgent care facilities offering these services.

Holy Family University Health Services does not provide 24-hour care or in-person visits to self-isolated or self-quarantined individuals on or off campus for any and all communicable diseases.

### **Mandatory Daily Self-Screening**

All students, faculty, staff, and visitors are required to complete the Holy Family University COVID-19 self-screening (COVID-19 Attachment A and B) daily, prior to coming to campus for any reason. Instructions should be followed, and the daily results of the screening do not need to be disclosed to Holy Family University personnel.

### **Notification Requirements**

All students, faculty, and staff are required to notify the University if they are self-isolating or self-quarantining. Students are required to notify their deans, and the dean will notify Health Services.

Staff or faculty are required to notify their immediate supervisor, and the immediate supervisor will direct the employee to Human Resources. Human Resources will notify Health Services. Deans and Human Resources should notify Health Services via phone (267-341-3262) and be able to provide contact information (name, phone number, HFU ID number) for the individual.

The University has a complete plan for notifications within the University.

### **XIII. Transportation Considerations**

Non-essential travel should be limited and done in accordance with state and local regulations and guidance.

Students, faculty, and staff who use public transportation or ride-sharing, should attempt to use other forms of transportation that minimize close contact with others (i.e., biking, walking, driving or riding by car either alone or with household members).

Students, faculty and staff who use public transportation or ride sharing should follow CDC guidance on how to protect themselves when using transportation (See below). Additionally, everyone is encouraged to commute during less busy times, and wash hands as soon as possible after the commute.

## **Public Transportation**

If you must take public transportation to get to campus, please follow these guidelines:

1. Avoid touching surfaces.
2. Limit touching frequently-touched surfaces such as kiosks, digital interfaces such as touchscreens and fingerprint scanners, ticket machines, turnstiles, handrails, restroom surfaces, elevator buttons, and benches as much as possible.
3. If you must touch these surfaces, as soon as you can, wash your hands for 20 seconds with soap and water or rub your hands with sanitizer containing 60% alcohol.
4. Use touchless payment and no-touch trash cans and doors when available. Exchange cash or credit cards by placing them in a receipt tray or on the counter rather than by hand, if possible.
5. Practice social distancing.
6. When possible, consider traveling during non-peak hours when there are likely to be fewer people.

Follow social distancing guidelines by staying at least 6-ft. from people who are not from your household.

For example:

1. Avoid gathering in groups, and stay out of crowded spaces when possible, especially at transit stations and stops.
2. Consider skipping a row of seats between yourself and other riders whenever possible.
3. Enter and exit buses through rear entry doors, if possible.
4. Look for social distancing instructions or physical guides offered by transit authorities (for example, floor decals or signs indicating where to stand or sit to remain at least 6-ft. apart from others).

Practice hand hygiene.

1. After you leave the transit station or stop, use hand sanitizer containing at least 60% alcohol.
2. When you arrive at your destination, wash your hands with soap and water for at least 20 seconds.

## **Taxi and Ride-Share Programs**

Avoid touching surfaces.

Avoid contact with surfaces frequently touched by passengers or drivers, such as the door frame and handles, windows, and other vehicle parts. In circumstances where such contact is unavoidable, use a hand sanitizer containing at least 60% alcohol as soon as possible afterwards.

Avoid accepting offers of free water bottles and avoid touching magazines or other items that may be provided for free to passengers.

Use touchless payment when available.

Practice social distancing.

Limit the number of passengers in the vehicle to only those necessary.

Avoid pooled rides or rides where multiple passengers are picked up who are not in the same household.

Sit in the back seat in larger vehicles such as vans and buses so you can remain at least 6-ft. away from the driver.

Ask the driver to improve the ventilation in the vehicle if possible – for example, by opening the windows or setting the air ventilation/air conditioning on non-recirculation mode.

Practice hand hygiene. After leaving the vehicle, use hand sanitizer containing at least 60% alcohol. When you arrive at your destination, wash your hands with soap and water for at least 20 seconds.

### **Bicycling**

Clean and disinfect frequently touched surfaces on the device (i.e., handlebars, gears, braking handles, locks, etc.) or shared equipment before you use it. Use disinfecting wipes, if available.

Use touchless payment when available, and if applicable.

Practice hand hygiene. After completing your trip, wash your hands with soap and water for at least 20 seconds or use a hand sanitizer containing at least 60% alcohol.

Use a car side light icon.

### **Personal Vehicles**

Follow the general principles listed above, as well as the following:

Clean and disinfect frequently touched surfaces regularly (for example, the steering wheel, gear shift, door frame and handles, windows, radio and temperature dials, and seat belt buckles).

When using parking meters and pay stations, consider using alcohol wipes to disinfect surfaces or use hand sanitizer containing at least 60% alcohol after use. Wash hands with soap and water for at least 20 seconds as soon as it is possible.

Consider limiting the number of passengers in the vehicle to only those necessary (for example, choose one or two family members who are not at higher risk for severe illness to run the essential errands).

Improve the ventilation in the vehicle if possible (for example, open the windows or set the air ventilation/air conditioning on non-recirculation mode).

## **XIV. Moving Forward**

The University recognizes these strategies may require modification in the future as local, state, and federal health officials are monitoring the status of the COVID-19 pandemic on a regular basis. Accordingly, the University is prepared to comply with health authorities to promote the health and safety of the University community.

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