



## EMU at Lancaster COVID-19 Health and Safety Reopening Plan

Though the COVID-19 pandemic has disrupted much of what we have known as normal, EMU at Lancaster is committed to reopening and to welcoming students back to the site for the fall semester. Our values and distinctives bring together individuals to form a community committed to important safety practices. Along with care and support, new norms have emerged. Faculty are reshaping instruction with innovative delivery methods while staff and administration lead restructuring of spacing needs and sustained community life. With attention towards our faculty, staff and student community and our Lancaster, PA neighbors, we are leading toward healthy and resilient learning.

In the pages that follow, we describe how EMU at Lancaster will promote a healthy environment and effective academic delivery, using a combination of COVID-19 screening protocols, Pennsylvania Department of Education (PDE), Centers for Disease Control and Prevention (CDC), Pennsylvania Department of Health (DOH) guided behavioral expectations for institutions of higher education and an ethic of shared responsibility, enhanced cleaning protocols, and comprehensive communication. In anticipation that conditions at the state, regional and local levels are conducive to an institution of higher education conducting in-person instruction and on-site educational operations in the academic year 2020-21, each institution of higher and/or adult education must prepare a reopening plan, as articulated by Pennsylvania Department of Education. We acknowledge this plan will evolve as the status of COVID-19 changes and new guidance becomes available, and EMU at Lancaster remains flexible to changes as needed.

### I. Coordination with Local Public Health Officials

- A. EMU at Lancaster operates a Site-based Preparedness Response Team (SPRT) led by the executive team: Mary Jensen, Associate Provost (AP), Julie Siegfried, Director of Operations (DO), Marcy Root, Executive Assistant (EA) and associate professor of nursing, Linda Witmer (HSC).
- B. EMU at Lancaster Health and Safety Coordinator, Linda Witmer. Call or Text: 717-844-1675 or Email: [covid.lancaster@emu.edu](mailto:covid.lancaster@emu.edu)
- C. The DO, EA, and HSC are members of the Lancaster County Higher Education Public Health Mitigation Team.
  1. [Lancaster Public Health Mitigation](#) information and resources can be found on the Lancaster Chamber of Commerce Recovery Lancaster website.
- D. Contact information for the Pennsylvania Department of Health
  1. <https://www.health.pa.gov>

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2. Toll-free 844-228-3516, Available Monday - Friday, 7:15 am to 10:00 pm
3. Coronavirus Hotline 1-877-PA-HEALTH (1-877-724-3258)

## II. Resumption of In-Person Instruction

A. Ask faculty, staff and students to observe the following health protocols prior to arrival on site for fall classes,:

1. As much as possible, self-isolate following or avoid travel to [areas of high COVID-19 cases](#) for 14 days prior to the start of face-to-face classes the week of August 31, 2020.
2. Stay home if COVID-19 symptomatic, positive, or potentially exposed for the duration of isolation period, quarantine period, and until free of symptoms for at least 72 hours.
3. View EMU-sponsored videos regarding prevention, protocols and how to respond to symptoms.
4. Sign [Lancaster COVID-19 Commitment](#), an agreement to comply with EMU Lancaster site-wide COVID-19 health and safety expectations.

B. Reinforce practices related to Hygiene, Sanitation, and Face Coverings on Campus

1. Orientation for faculty, staff and new and returning students will include mandatory COVID-19 safety education delivered for online viewing. Faculty, Staff and Students will be advised of the following expectations:
  - a) Face coverings, that cover the nose and mouth, are required to be worn at all times when physical distancing is not possible and when in any common area including hallways. Continuous indoor mask-wearing will be required if mandated by state or local officials.
  - b) Wash hands frequently with soap when available or use hand sanitizer, limiting face contact.
  - c) Maintain physical distancing at all times while on site. This means that all persons should remain at least six feet apart, both inside and outside of buildings.
  - d) Attendance at in-person gatherings will not exceed current state or local mandates nor any amended facility occupancy capacities in keeping with 6 ft social distance guidelines.
  - e) Communication related to screening tools and practices will be provided.
  - f) [Expectations for testing, quarantine and isolation](#) will be communicated.
  - g) EMU at Lancaster facility is closed to non-essential visitors and essential guests must sign in each visit at the screening desk. Guests are required to wear a mask, observe all social distance protocols, register, and follow screening protocols (III.A.3-4) to be on site
  - h) Deliveries and vendors will leave packages at the door when

possible. Any vendors who need access are required to wear masks, register, and be screened as an essential guest.

## 2. Hygiene and Sanitation Protocols

- a) Frequently touched surfaces will be cleaned and disinfected at least once daily.
- b) Disinfectant supplies will be provided to staff for cleaning personal space and items that are shared among staff to be disinfected as needed.
- c) Cleaning and disinfection of classrooms will occur prior to the start of each day and between class sessions.
- d) Disinfectant supplies will be provided for students and faculty who wish to personally clean their space (desk, chair, table, etc) within a classroom prior to the start of each class.
- e) Daily cleaning and disinfection of public restrooms will occur.
- f) Hand sanitizer stations will be available at the entrance of each classroom, restroom and multiple locations across the facility. Facility staff will check these stations weekly to ensure sufficient supply.
- g) Shared classroom hospitality kiosk supplies (coffee pots, water dispensers, microwaves etc.) will be cleaned and disinfected daily. Each kiosk will be stocked with disinfectant supplies to be used before each use. Stocked hospitality supplies are single use, disposable, and individually wrapped or discontinued.

## 3. Face Coverings and Personal Protective Equipment (PPE)

- a) As noted in section (II.B.1), orientation for new and returning students will include mandatory COVID-19 safety training delivered online, including face covering protocols.
- b) EMU at Lancaster faculty and staff will be issued a pack of five washable face masks upon return to work.
- c) Students and site guests are required to provide their own face coverings.
- d) A supply of disposable face masks will be provided for anyone who forgets or arrives without a mask.
- e) [COVID-19 Commitment](#) form signed by faculty, staff and students name commitments to engage face-covering adherence and other best practices.
- f) Campus signage will reinforce policy, and site administration will model face covering policy for faculty, staff & students.
- g) Disposable gloves and disinfectant wipe inventories will be maintained and available in common areas and for required use by facility staff.

## C. Implement Social Distancing Interventions and make necessary modifications to facilities that may create an environment conducive to healthy, safe, and inclusive learning

### 1. Social Distancing

- a) Students, faculty, staff, and guests/vendors will maintain

- physical distancing at all times while on site. This means that all persons should remain at least six feet apart, both inside and outside of buildings.
- b) Meetings involving external stakeholders will be held via Zoom whenever feasible, including off-site students.
2. Limit Large Non-Instructional Gatherings or Congregation in Communal Spaces
    - a) Common spaces, including the reception area, commuter lounge, and cafe, have been altered to facilitate appropriate social distancing by removing and spreading out furniture in allotted areas. Signage will serve as prompts for physical distancing throughout the site.
    - b) Attendance at in-person gatherings will not exceed current state or local mandates or the number of persons safely allowed in each space based on physical distancing guidelines. The number of persons safely allowed in classrooms and indoor gathering areas has been recalculated following CDC distancing guidance and updated in EMU's scheduling software.
  3. Limit Number of Students in Classroom
    - a) Classroom capacities are limited to meet the following minimum guidelines to ensure social distancing protocols. [6- foot diameter circle = 28.27 sq. ft.per person, 6x6 box = 36 sq. ft.per person, round up to 40. One person per table]
      - (1) RM 001 - 1120 sq ft = 28 maximum, configured (20 tables, 1 student per table)
      - (2) RM 002 - 963 sq ft = 24 maximum, configured (14 tables, 1 student per table)
      - (3) RM003 - 933 sq ft = 24 maximum, configured (13 tables, 1 student per table)
      - (4) RM004 - 667 sq ft = 17 maximum, configured (9 tables, 1 student per table)
  4. Control Entrance and Exits to Building
    - a) Faculty, Staff, Students and approved guests are required to enter through a single main entrance.
    - b) Upon entry, everyone will stop at the screening desk for temperature check and symptom screening before proceeding into the facility.
    - c) After being screened at the main entrance, approved vendors will be authorized to use the ground-level entrance for delivery of large or heavy merchandise.
    - d) The ground-level entrance will also be utilized to meet any ADA accommodation requirements.
  5. Space Accommodations
    - a) Classrooms and workspaces are laid out to accommodate 6 ft social distancing based upon specific classroom square footage and furniture style. Tables and chairs have been removed from service, marked, or blocked to create required spacing.
    - b) Reception area counters are retrofitted with plexiglass barriers.

- c) Conference room has been altered to facilitate appropriate social distancing by removing furniture and installing a plexiglass barrier.
  - 6. Residence Halls: EMU at Lancaster is a commuter-only site and does not operate Residence Halls.
  - 7. Ventilation
    - a) Facility HVAC systems meet commercial code requirements per installation. MERV 8 filters are changed four times per year and air flow is set to maximum circulation capacities.
    - b) All facility HVAC units utilize and are set to maximize fresh air intake.
    - c) Installation of new in-duct air purification system throughout the facility; RGF system utilizes UV light and germicidal electrostatic filter technologies to reduce airborne and surface contaminants.
  - 8. Bathroom Facilities
    - a) Public restrooms will be cleaned and disinfected daily.
    - b) Every other restroom stall will be closed for appropriate social distancing
    - c) Restrooms occupancy will be limited to ensure appropriate social distancing recommendations.
  - 9. Clinical Health Services
    - a) EMU at Lancaster site does not have residential students nor a staffed site clinical health services. Faculty, Staff and Students are instructed to access health services with their health care provider.
  - 10. Mental Health Services
    - a) EMU at Lancaster site does not have residential students nor staffed mental health services. Faculty, Staff and Students are encouraged to access mental health services through their health care provider.
    - b) EMU at Lancaster students can access the Virginia main campus Counseling Center for triage and referral services.
    - c) EMU offers an Employee Assistance Program (EAP) to employees.
  - 11. Counter Stigma
    - a) Initial anti-stigma training will be provided for employees at the August Faculty/Staff conference. Additional training to be incorporated into new employee orientation.
    - b) Anti-stigma training will be integrated into mandatory online COVID-19 safety education delivered to students and adjunct faculty.
- D. Review and adjust attendance requirements, absentee policy, and non-essential travel for students, personnel, and individuals at high risk of COVID-19
  - 1. Attendance and Absence Policies
    - a) EMU will implement flexible sick leave, attendance and absence policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been

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exposed. [EMU Return to Work Policy; Expectations for testing, quarantine and isolation;](#)  
<https://emu.edu/coronavirus/fall-faq#employees>

- b) EMU will implement return to work after COVID-19 illness. [EMU Return to Work Policy](#)
- 2. Non-essential travel
  - a) EMU-sponsored travel for faculty, staff and students will be restricted in the fall semester.
  - b) Personal travel is also strongly discouraged because of the risk of acquiring infection when away and potential risk for EMU at Lancaster community.
  - c) It is understood there may be circumstances when travel is essential. Anyone considering travel is urged to reference the [CDC Travel Advisory website](#).
- 3. Vulnerable Populations
  - a) According to the CDC, individuals with certain conditions may have a higher risk of COVID-19 infection. Those conditions may include age or underlying medical conditions.
  - b) Any employee who is immunocompromised or has concerns about returning to working on-site due to a situation that places them in a higher risk group or wishes to seek ADA reasonable accommodations related to returning to the workplace should contact Human Resources. Also, if you have other concerns about returning to working on-site, such as cohabitating with a high-risk individual, please contact Human Resources. (Excerpt from [EMU Return to Work Policy](#)).
  - c) Any student who is immunocompromised or has concerns about attending class on-site due to a situation that places them or an individual in their household in a higher risk group will have the opportunity to request a [waiver to in-person class attendance](#).
- 4. Teleworking
  - a) All employees will work remotely Mondays and Fridays.
  - b) Staggered staff work schedules that ensure social distance protocols are observed will be implemented Tuesday, Wednesday, and Thursday.
- E. Modify course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of virus
  - 1. Phased return to site
    - a) Employees will return to the site August 11, 2020 on a staggered work schedule.
    - b) Students enrolled in in-person programs will return to attend once-weekly block class sessions on site beginning September 1, 2020.
- F. Course Modifications and Adaptations
  - a) Classrooms are equipped with video conference equipment to maximize remote student experience for accommodating students quarantined at home with symptoms or identified as at-risk populations.

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- b) Once-weekly block class sessions are scheduled, utilizing a 3-day week.
- c) [Faculty are prepared](#) to teach across a spectrum of modalities that provide integrated learning environments for students
- d) Additional tech equipment is provided in classrooms to support engaging online learning experience (i.e. OWLS)
- e) Respond to changing transmission levels and community spread of virus by shifting to fully distant instruction as needed.

### III. Monitoring health conditions of site community

#### A. Monitoring, Surveillance, and Voluntary Reporting

1. Faculty, Staff, and students asked to self-monitor symptoms.
2. Screening of faculty, staff, students, and guests will occur upon arrival on site.
3. Temperature screening will be conducted upon entry to the facility. Persons with temperatures above 100.4 degrees will not be admitted.
4. Screening Question Protocol:
  - a) In the past 14 days have you tested positive or determined potentially positive for COVID-19 by a member of the medical community?
  - b) In the past 14 days have you been in close contact with someone who has tested positive or determined potentially positive for COVID-19 by a member of the medical community, other than in a healthcare setting in which you are employed and where stringent safety protocols are observed?
  - c) In the past 48 hours, have you experienced any of the following COVID-19 symptoms (other than previously diagnosed medical conditions)? Fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of sense of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
5. Anyone who answers **Yes** to any of the above questions will not be admitted to the building.
6. Anyone (students or employees) with a fever should not enter the building and be instructed to contact their physician
7. Anyone who experiences possible COVID-19 symptoms will be sent home or asked to stay home and to contact their physician as testing is available only on recommendation of a physician.
8. Provide [testing, quarantine and isolation document](#) to individuals who are not admitted to the building.

### IV. Mitigation and Containment of Spread of Virus

#### A. Mitigation Efforts

1. Establish temperature-taking guidelines as issued by CDC/ACHA.
2. Establish cleaning protocols per CDC/ACHA guidelines.
3. Establish social distancing protocols per CDC/ACHA guidelines.

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4. Establish face-covering protocols per CDC and PADOH guidelines.
- B. Protocol for a Confirmed Case on Site
1. Students or Employees who have had a fever or exhibited other COVID-19 symptoms will not be allowed back into the facility until they have been cleared to do so by their physician.
  2. Students, employees, or guests/vendors who test positive for COVID-19 must communicate with EMU at Lancaster, providing details regarding with whom they were in contact and surfaces they would have used/touched **while in the facility**.
  3. EMU will communicate to all faculty, staff, and students that a positive test result has been confirmed on-site but will not communicate the identity of the affected individual.
  4. Impacted classrooms and common areas will be closed and extensive cleaning protocols implemented prior to being re-occupied.
  5. Positive tests will be reported to the Department of Health by the physician. This action will initiate contact tracing protocols related to all contacts the person had **outside of EMU**.

## V. Communication Strategy

- A. EMU at Lancaster Site-based Preparedness Response Team includes a communications subcommittee with the following objectives:
1. Delivering credible, consistent information and messaging in a timely and effective manner;
  2. Ensuring that various audiences are aware of return to operations protocols and policies;
  3. Prioritizing the health and safety of the university community;
  4. Informing the community of contingency plans.
  5. Utilizing multiple platforms as appropriate to the message and audience needs.
- B. Official announcements and updates relevant to the Lancaster site will be communicated by the Associate Provost or the Director of Operations.
- C. Communications are delivered through multiple platforms as appropriate. Email is a primary mode. Specific social media platforms also reach target audiences. In some cases, needs may call for email, social media, and/or a press release.
- D. EMU at Lancaster will comply with national, state and local public health policy and privacy laws related to reporting positive test results or other matters. [CDC guidelines](#) for communications strategy in an infectious disease outbreak will be followed.
- E. [EMU's COVID-19 webpage](#) is the centralized communication repository for all audiences.