



Dear Campus Community,

July 13, 2020 (updated August 13, 2020)

Thank you for your patience and support as we prepared our **Return to The Haven** plan for LHU students and employees this Fall.

I am pleased to inform you that our Fall 2020 reopening plan can now be viewed and is provided below. This plan has been a collaborative effort, drawn from the input of numerous individuals and groups on campus. I would like to thank everyone who contributed and provided feedback. Their thoughtful work has led us to a plan that can best provide for a healthy and quality teaching and learning environment during this challenging time as we return to campus in August. Modifications to the original plan issued July 13, 2020 are indicated with a checkmark (✓) below.

In the development of this plan, we have followed the recommendations of the Pennsylvania Department of Health, the Centers for Disease Control and Prevention, the Pennsylvania Department of Education and a framework provided by the State System of Higher Education for all PASSHE Universities. While we must adhere to certain limitations, restrictions and changes to help mitigate the spread of COVID-19, we are committed to providing students with an educational experience commensurate with our mission and tradition of excellence. However, this will not be possible without the cooperation of each and every member of the community both on and off campus. Taking personal responsibility to follow guidelines and protocols, and being keenly aware of your personal health and risks is paramount for the success of this plan.

The campus you return to in August will be much different than the one you left in March – by necessity. We have made many changes and modifications in the interest of our collective health and welfare. One of the changes we’ve made is a shift in the academic calendar. Our semester will begin as scheduled on August 24, but we will end face-to-face instruction the week prior to Thanksgiving on November 20. Facial coverings and social distancing will be required in most areas of campus. Fuller details about our campus plans, requirements and guidelines can be found at our **Return to The Haven** website (www.lockhaven.edu/fallreturn).

Since the COVID-19 pandemic continues to change and evolve, our plans are subject to change as new guidance arises or situations and conditions warrant. While this plan provides a comprehensive approach to our return to campus, we are all still learning more about COVID-19 and how to best fight it every day. We continue to work with government agencies, the State System, and local healthcare agencies to monitor developments as they occur. Any updates or changes to the plan will be provided to you through email and posted on the **Return to the Haven** website throughout the summer months and into the semester.

You are encouraged to read the plan in its entirety in order to be fully prepared to return to campus. I cannot stress enough that we are all responsible for one another’s health and safety. I know that our Haven family will

rise strong in the midst of these challenges and we will do what is required to have a fulfilling and safe Fall semester. I am so very proud of the determination and resiliency of our students, faculty, staff and coaches. It is what has held us together from the onset of this crisis. Because of it, I am confident that we will continue to soar higher together through and past the pandemic. Stay safe and well this summer and we will see you this fall.

Sincerely,

Dr. Robert Pignatello
President

Campus Reopening Plan Summary

Below is a summary of important information outlined in the campus reopening plan. This list is in no way exhaustive and more information about each section can be found within the plan. It is expected that all Lock Haven University employees and students will read the plan in its entirety, so they are prepared to follow the guidelines outlined upon return to campus. It is up to each one of us to do our part to keep our Haven community healthy and safe.

Academic Calendar:

- The Fall 2020 semester will begin as scheduled on August 24, 2020 and end December 11, 2020. However, all face-to-face instruction will end on Friday November 20th. For more information about each section please refer to the plan.

Social Distancing:

- For the health and safety of faculty, staff, and students, LHU is making social distancing a requirement and priority for on-campus classes and activities. Social distancing means keeping sufficient space between yourself and other people. The practice can help to stop the spread of disease through respiratory droplets that can carry viruses and other germs, including the coronavirus. The CDC and State Department of Health recommend keeping at least 6 feet away from others – about two arms' length – to slow the spread of COVID-19.
- Instructional spaces will be configured to manage and provide mandatory social distancing. This may be accomplished by removing selected mobile chairs and tables, placing markers to illustrate which ones must not be used, placing buffers on or between immobile ones, and by other measures, as appropriate. Chairs and tables may be placed in large spaces like gyms in the event these spaces are needed to handle overflow.
- ✓ To minimize population density on campus and in classes, approximately 85% of fall classes will be remote to include online, distance education (synchronous and asynchronous), hyflex and hybrid modalities.
- ✓ Some classes – especially experiential ones like clinicals, studio art, labs, internships, student teaching etc., and the First Year Experience classes associated with them - will be held face-to-face with social distancing. In such cases, small-medium classes may be held in large classrooms or other spaces. Some other classes may be hyflex in which you will come to class only on one of the designated class days during the week and view the lectures remotely and (a)synchronously on the other days. Yet other classes may be hybrid, in that you only assemble face-to-face on certain days during the semester--all other days will have remote instruction. Finally, some courses may be entirely online.
- ✓ Students engaging in off-campus academic experiences such as clinicals, internships and student teaching, must complete and submit a request for *Approval for Off-Campus Training and Learning Experiences* questionnaire within one week prior to beginning the experience. Any responses that suggest potential risk factors for COVID-19 will result in the student not being permitted to participate in the off-campus experience and an equivalent experience will be arranged later.

Strategy for Mitigation:

- Students and employees have a responsibility to safeguard their own health and the health of others. This includes following CDC and University guidelines:

- ✓ A facial covering that covers your nose and mouth to reduce the spread of droplets that can carry disease is required in all buildings; it is also required outdoors when social distancing is not possible.
- Take your temperature daily.
- Stay home if you feel sick. Avoid close contact with people who are ill.
- ✓ Wash your hands often with soap and water for at least 20 seconds, or use alcohol-based sanitizer. You are advised to use sanitizer from reputable vendors as several cases of methanol poisoning – blindness and death - have been linked to off-brand hand sanitizers containing methanol.

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- Enhanced cleaning measures, utilizing CDC recommend disinfectant, has been implemented campus-wide. Individuals can assist by washing hands or using hand sanitizer frequently, properly disposing of trash, and utilizing cleaner or disinfecting wipes to clean high-touch areas after using shared equipment (e.g., keyboards, touchscreens, fitness equipment) or common areas.

Social Distancing/Gatherings:

- Limitations will be placed on the size of events and gatherings in accordance with current guidance and recommendations from government and health officials. Physical distancing and self-health monitoring will be implemented as appropriate.
- Large gatherings will not be permitted or held.

Student Life:

- LHU's Dining Services partner, Aramark, is a trusted authority on food safety and they are implementing a variety of changes to promote student and employee safety. Dining Services will meet all regulatory guidelines through the following site-specific adjustments to food preparation and service.
- Campus trolleys will operate at a reduced capacity and limited to persons (students, faculty and staff) with documented disabilities. Riders must wear facial coverings and social distance while on the trolleys.
- Residence Halls will remain open through Noon on Saturday, November 21. Residents with extenuating circumstances may petition to remain on campus past that date until the official end of the Fall semester, December 11, 2020. Residents who are granted permission to remain after November 21 may be required to consolidate into one residence hall, and residence hall and dining services may be limited. Additional charges will apply.
- ✓ Residence hall occupancy will be reduced to ~ one-third capacity with preference given to students in experiential classes for their major. All residence hall rooms will have a maximum occupancy of one student.
- Facial coverings are expected to be worn in residence halls, except when showering, brushing teeth or shaving.
- Seating will be reduced in common areas and lounges to accommodate physical distancing. Elevator usage (North and Fairview) will be limited and maximum occupancy will be more restricted than usual.

- Students residing off-campus are expected to adhere to all guidelines outlined in this document, the LHU Student Handbook, and the Student Code of Conduct.

University Travel:

- All travel requests must be approved by the unit Vice President and the University President, per the University’s travel policy.
- Academic travel by LHU personnel must meet the guidelines set out by the PDE. Faculty must demonstrate in writing how the planned activity meets those requirements and submit this in writing as an addendum to their TRA along the chain of command. Chairs must refuse requests that do not meet the guidelines and/or encourage faculty to develop more robust plans before resubmission.

Campus Reopening Plan Summary

- Because we are all responsible for one another’s health and safety, and to mitigate potential exposure to members of the Haven family, faculty, staff and students are strongly encouraged to self-quarantine before returning to campus if they have visited an area of high prevalence of COVID-19 (domestic or international) as determined by the CDC in the previous 14 days. A current listing of areas with high numbers of COVID-19 cases is available at:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Individuals exhibiting symptoms:

- Must self-report symptoms and exposure to their immediate supervisor;
- Must not report to work; class; clinical assignments; or attend or participate in institution-sponsored activities or events;
- Must self-quarantine in accordance with current state and federal guidance;
- Must not enter campus buildings except for students who shall only enter campus buildings that are designated as their place of quarantine (e.g. residence hall); and
- Are advised to consult with their medical provider about options for testing and necessary treatment.

Individuals who may have been exposed to COVID-19

- Report to your immediate supervisor if you have visited an area of high prevalence (domestic or international) in the previous 14 days;
- Report to your immediate supervisor if you know you have been exposed to anyone, within the previous 14 days, who has tested positive for COVID-19; and
- Self-quarantine in accordance with current state and federal guidance

Testing:

- LHU will follow state Department of Health guidelines for testing, contact tracing and quarantine/isolation.
- Employees will be sent home and referred to their medical providers.
- Symptomatic Testing for students will be performed at the University Health Center and handled in the following manner
 - Student has one or more of the COVID-19 symptoms and should call LHU Health Center at (570-484-2276).

- Student can be assessed over the phone by a nurse.
- If nurse believes that testing is needed, student is instructed to report to the LHU Health Center.
- ✓ Turnaround time for test results is typically two days. Student will isolate for those two days.
- Results will be sent to the LHU Health Center.
- Health Center Staff reviews the results and calls the student.
- Student's medical insurance is billed for the test.

Purpose

To address the issues associated with the COVID-19 pandemic, Lock Haven University has taken a collaborative approach in preparing and planning for the Fall 2020 semester. Many factors have influenced our planning and there are some aspects of the plan that are governed by the federal government, the Commonwealth of Pennsylvania, and the Pennsylvania State System of Higher Education. This document summarizes key steps being taken and changes being made at Lock Haven University in preparation for reopening the campus to faculty, staff and students, as well as visitors, and it serves as a guide to precautionary measures designed to prevent the spread of illness at the University.

This document is not intended to be a comprehensive or final summary of all University plans, policies and procedures.

This is a “living document” that will be updated and amended in response to changing conditions, guidelines or government orders. Portions of this guide were designed based on [the Phase 2 recommendations of the Centers for Disease Control](#), the KUALI “Higher Ed Return to Campus Guide” checklist, and guidance from state and federal government agencies, including the [State Department of Education](#) and the [Pennsylvania State System of Higher Education](#).

Strategy for Campus Life - Academic, Student and Employee Life

Academic Calendar

- The Fall 2020 semester will begin as scheduled on August 24, 2020 and end December 11, 2020. However, all face-to-face instruction will end on Friday November 20th.
- To meet required semester hours, courses may either (1) continue online after the break with Finals beginning on Monday, December 7th, or (2) adjust delivery so either instruction or instruction and finals are complete by Friday, November 20th. This may involve use of evening, Saturday or (a)synchronous online lectures. Such a compressed delivery should be approved by the appropriate Chair and dean and be reflected clearly in both the course schedule and syllabi.

Instructional Modalities

For the health and safety of faculty, staff, and students, LHU will make social distancing a priority for on-campus classes.

- ✓ To minimize population density on campus and in classes, approximately 85% of fall classes will be remote to include online, distance education (synchronous and asynchronous), hyflex and hybrid modalities.
- ✓ Some classes – especially experiential ones like clinicals, studio art, labs, internships, student teaching etc., and the First Year Experience classes associated with them - will be held face-to-face with social distancing. In such cases, small-medium classes may be held in large classrooms or other spaces. Some other classes may be hyflex in which you will come to class only on one of the designated class days during the week and view the lectures remotely and (a)synchronously on the other days. Yet other classes may be hybrid, in that you only assemble face-to-face on certain days during the semester--all other days will have remote instruction. Finally, some courses may be entirely online.
- ✓ Students engaging in off-campus academic experiences such as clinicals, internships and student teaching, must complete and submit a request for *Approval for Off-Campus Training and Learning Experiences* questionnaire within one week prior to beginning the experience. Any responses that

suggest potential risk factors for COVID-19 will result in the student not being permitted to participate in the off-campus experience and an equivalent experience will be arranged later.

- All faculty will have their courses set up for virtual instruction, even for courses designated as face-to-face. Faculty must be prepared for virtual instruction to support the larger virtual presence in the fall and in the event campus is affected by the pandemic before Thanksgiving. It is expected that each course meets the student learning outcomes regardless of instructional delivery mode.
- When multiple sections of a given lecture class are offered, some sections should be fully online, hyflex or hybrid.
- LHU will invest in technology to enable and support hyflex, hybrid and distance education in classes.
- ✓ Faculty will be provided with microphones for use as appropriate.
- LHU will also purchase appropriate technology such as laptops, iPads, webcams, and hotspots to be made available to students through checkout from the Library to ensure that access and connectivity are not academic hurdles for students.
- Labs, studios and other classes focusing on hands-on activities will be delivered with a focus on limiting population density and should be completed early in the event a second wave forces us online. Minimizing redundant experiences, frontloading those experiences most critical to learning outcomes, generous substitution of face-to-face activities by written, oral or video assignments are just a few possible strategies to accomplish these goals
- Course delivery decisions will be finalized as the fall term approaches.
- ✓ Students will be informed that even their face-to-face experiences in the fall will look and feel very differently from those in a traditional semester. Some classes will be entirely face-to-face with social distancing; these will be held in large classrooms or other spaces. Some other classes may be hyflex in which they come to class only on one of the designated class days during the week and view the lectures remotely and (a)synchronously on the other days. Yet other classes may be hybrid, in that they only assemble face-to-face on certain days during the semester--all other days will have remote instruction. Many courses, however, will be entirely online.
- ✓ For students who want either a fully online or a largely face to face schedule, every effort will be made to accommodate them.
- As per guidance from PASSHE, personnel who require reasonable accommodation as defined under ADA must submit a written request for such to the Office of Human Resources by July 24th. Others “at high risk for severe illness from COVID-19 as defined by CDC guidance” seeking flexible work arrangements must also submit a written request to HR by July 24th.
- Faculty members seeking adjustments to their teaching schedule and who do not fall under the categories listed above should contact their department chair and/or dean.
- Faculty and staff have the responsibility to model good hygiene (social distancing and wearing of facial coverings) and to require it of students in instructional spaces. Similarly, Library staff will regularly monitor spaces to ensure compliance with Guidelines. If students are non-compliant with faculty/library staff requests, the Office of the Dean of Students or of the appropriate academic dean may be contacted to assist.
- Chairs and deans should be made aware particularly of patterns of student non-compliance with best practices.
- Faculty are encouraged to alert their Chairs regarding COVID-19-related issues that arise and need to be resolved expeditiously. Chairs should regularly update their deans so they have a comprehensive sense of the efficiency of the institutional response.
- It is strongly encouraged that a large fraction of office hours should be virtual or scheduled in larger rooms for face-to-face interaction.

- In-person office hours should be limited and should be by appointment only to prevent possible congestion. Faculty doors should be closed except when a student is present. No more than one student should be admitted to an office at a time and faculty should endeavor to ensure no congestion in waiting areas near their offices. Faculty may choose to not wear facial coverings when they are alone in their office. However, facial coverings must be worn in offices when more than one person is present.

Education and Training

- Faculty are encouraged to upskill their distance education skillset in one or more of the Distance Education Workshops available over the summer.
- Virtual tutorials on the use of new classroom technologies will be made available for faculty use.
- A small cadre of students and personnel will be available to offer real-time assistance to faculty for course delivery.

Strategy for Mitigation

Hygiene (CDC) Requirements

- Students and employees have a responsibility to safeguard their own health and the health of others. This includes following CDC and University guidelines:
- Stay home if you feel sick. Avoid close contact with people who are ill.
- Wash your hands often with soap and water for at least 20 seconds, or use alcohol-based sanitizer. You are advised to use sanitizer from reputable vendors as several cases of methanol poisoning – blindness and death - have been linked to off-brand hand sanitizers containing methanol.
- Cough or sneeze into a tissue, or into your elbow (not your hands). Avoid touching your eyes, nose and mouth.
- Wear facial covering that covers your nose and mouth to reduce the spread of droplets that can carry disease.
- The University will have disposable facial coverings, hand sanitizer, and educational materials available at kiosks and other high-traffic locations across campus.
- Be alert for symptoms. Watch for fever, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or other symptoms of COVID-19. This is especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance.
- Take your temperature daily.

Personal Protective Equipment (PPE)

- Central Receiving will manage PPE inventory and Procurement will order critical PPE supplies (facial coverings, gloves, hand sanitizer, thermometers, etc.). Staff and faculty can contact their immediate supervisor to request these items.
- Two washable facial coverings will be provided to students, faculty and staff at the start of the semester. Disposable facial coverings will be available at entries to academic buildings and instructional spaces.
- Everyone is required to wear face coverings in all buildings, public shared spaces on campus, and in areas where social distancing cannot be observed, or as otherwise directed by university administration. Face coverings are required in classrooms during instruction and other activity. Individuals unable to wear face coverings due to a documented health condition or disability must

request an exception to this requirement and will be given a face shield. Students are to contact Disability Services at Disability_Services@lockhaven.edu or 570-484-2665. Employees are to contact Human Resources through Kim Powell at kpowell@lockhaven.edu or 570-484-2486.

- Hand sanitizers, sanitizing wipes and disinfectant sprays will be made available throughout buildings. Ample trashcans will be made available as well.
- Plexiglass shields will be placed at the front of classrooms between faculty and students.
- Custodial staff will increase the frequency of cleaning of buildings and the emptying of trash cans. Every effort will be made to sanitize high-touch areas (door handles, elevator controls, sink handles, drinking fountains, grab bars, hand railings, etc.) regularly throughout the day.
- Disinfecting wipes will be available for student use in wiping their seating areas before and after classes and for faculty to wipe their workstations.
- Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.

Social Distancing/Gatherings

- Social distancing means keeping sufficient space between yourself and other people. The practice can help to stop the spread of disease through respiratory droplets that can carry viruses and other germs, including the coronavirus. The CDC and State Department of Health recommend keeping 6 feet away from others – about two arms’ length – to slow the spread of COVID-19.
- Instructional spaces will be configured to manage and provide mandatory social distancing. This may be accomplished by removing selected mobile chairs and tables, placing markers to illustrate which ones must not be used, placing buffers on or between immobile ones, and by other measures, as appropriate. Chairs and tables may be placed in large spaces like gyms in the event these spaces are needed to handle overflow.
- Limitations will be placed on the size of events and gatherings in accordance with current guidance and recommendations from government and health officials. Physical distancing and self-health monitoring will be implemented as appropriate. Priority for available space will be given to first meet the academic needs of the University. Departments will consider alternative ways to host programs and events with limitations placed on the number or presence of spectators.
- Large gatherings will not be permitted or held
- When an academic, coaching, administrative or other meetings cannot be held virtually, rooms must be large enough and configured well enough to ensure social distancing. Facial coverings must be worn.
- Some activities may be suspended temporarily if they cannot be held in compliance with current appropriate physical distancing requirements.
- ✓ All buildings on campus, with a few exceptions, will have a single point of entry. Each entry point will be a card access door and will be used only for entry into that building. Doors have been marked by Facilities as entry or exit doors. The exceptions will be Glennon and Hursh-Nevel. Some buildings will have a single point used for both entry and exit for ADA accessibility.

For All

- Individuals must remain 6 feet apart in high-traffic areas including checkout lines, building entrances and exits, interior doorways, ATM lines, etc.
- Elevator use will be restricted to give priority to persons with disabilities. Occupancy limits will depend upon the size of the elevator and will be posted outside. These postings must be observed.

Passengers must wear facial coverings inside elevators and must wash or sanitize their hands after using the elevator. Those who are able should take the stairs whenever possible.

- All faculty, staff and students will be provided with a No Touch Tool designed to reduce contact with high contact surfaces.

For Students

- The number of available computers in student labs will be reduced to create an acceptable distance between users.
- ✓ Whenever possible, in-person classes/labs will be held in a space large enough to permit social distancing. Students should check their schedule for class locations and changes in instructional modality.
- Capacity limits may be established for spaces such as offices, conference rooms, break rooms, performance areas and common areas.
- Some communal areas will be closed.

For Visitors

- Campus visitors must adhere to all health and safety measures in place throughout the University and its affiliate locations.
- Invitations to academic visitors (guest speakers, etc.) must be held to a minimum. When academic visitors are approved by the Chair and dean, they must be informed, in writing, of campus policies and be asymptomatic prior to their visit. They must complete and sign screening forms and conform to campus policies during the visit.
- Academic tours by students and parents must be coordinated with Enrollment Management and Student Affairs under the conditions described above.

Student Life

Athletics

- ✓ The Pennsylvania State Athletic Conference Board of Directors voted to suspend all mandated conference athletic events and championships through the end of the 2020 fall semester in response to the global COVID-19 pandemic. The PSAC has already undertaken a full review of its ability to shift fall sports seasons and championships to the spring semester and fully intends to do so if conditions related to the pandemic allow. Furthermore, with the announcement from the PSAC, no LHU athletic team will compete during the 2020 fall semester or for the remainder of the 2020 calendar year, regardless of NCAA Division or conference affiliation. With guidance from the PSAC, LHU will develop guidelines for all teams to continue individual skill instruction as well as strength and conditioning activities under social distancing protocols by the end of the summer. The determination as to when winter and spring sports may begin workouts and practices will be considered at a later date.

✓ **Residence Halls and Student Life**

- ✓ Residence Halls will open for Emergency Housing beginning August 20th. Students will be notified of their move-in date/time.
- ✓ Emergency Housing move-into on-campus housing will occur the week of August 20-22, 2020. A staggered schedule for this move-in will be announced in the coming weeks in order to reduce the number of individuals in the residence halls at any given time. A maximum number of students will be assigned to on-hour move-in blocks. Students will be permitted to have a maximum of two (2) family members assist them. Social distancing and facial coverings will be required of all. Details about the entire Move-in Process will be provided to each student in the coming weeks.
- ✓ Residence Halls will remain open through noon on Saturday, November 21. Residents, with extenuating circumstances, may petition to remain on campus past that date until the official end of the Fall semester, December 11, 2020. Residents, who are granted permission to remain after November 21, may be required to consolidate into one residence hall, and residence hall and dining services may be limited.
- ✓ Student rooms will have a maximum occupancy of two students. Campus Village apartments will be occupied by one or two students. Roommates will be permitted based on request. There is one bathroom in each apartment.
- ✓ Residence hall occupancy will be reduced to ~ one-third capacity with preference given to students in experiential classes for their major. All residence hall rooms will have a maximum occupancy of one student.
- ✓ Facial coverings are expected to be worn in residence halls, except when showering, brushing teeth or shaving.
- ✓ Fairview Suites Private and shared suites will be occupied by one (1) student. Roommates will be permitted based on request. There is one bathroom in each suite.
- ✓ Seating will be reduced in common areas and lounges to accommodate physical distancing. Elevator usage (Fairview) will be limited and maximum occupancy will be more restricted than usual. One-way traffic for each stairwell will be communicated and expected.
- ✓ Interactions between Resident Hall Directors, Resident Assistants and students will be significantly modified to minimize risk associated with transfer of the virus. Facial covering and physical distancing requirements will be enforced.
- ✓ Guests are defined as another LHU student. Visitors are defined as any non-LHU student. There will be no overnight guests or visitors permitted. One guest will be permitted at a time in any student room.
- Student Safety Plan - All students will need to have a “Safety Plan” prior to arrival on campus, to be activated in the event that quarantine, isolation, or closures of campus residence halls become necessary. Students must be aware that they may be required to be relocated or sent home due to illness. The university will not require this plan to be submitted, but will expect students to be prepared in case they are exposed to or contract the COVID-19 virus. Elements of each student’s plan must include answers to at least the following questions: Where will I go if I must leave campus? What transportation options do I have? Do I have ready access to a vehicle? Do I have a registered vehicle on campus? Am I dependent on public transportation? How quickly can I get to my designated location given my transportation options? Is emergency contact information provided?

- Quarantine/Isolation – In the event that a student becomes ill, procedures are in development for the quarantine/isolation of those students. Contact tracing protocols are also being developed to limit the spread of COVID-19.

Students Residing Off-Campus

- Students residing off-campus are expected to adhere to all guidelines outlined in this document, the LHU Student Handbook, and the Student Code of Conduct.

Student Clubs and Organizations

- The Student Activities Office will provide guidance and training to assist student clubs and organizations with programming efforts to ensure compliance with health and safety guidelines.
- The use of virtual meetings and virtual programming initiatives will be encouraged.
- Club sports will operate within University, PASSHE and state guidelines, and will also follow guidance from their competitive associations and leagues.

Student Rec Center

- The Student Rec Center will open August 3, 2020 and operate under state and local health guidelines, including operating at lower capacities.
- Fitness and strength equipment will be repositioned to accommodate social distancing requirements.
- Cleaning and sanitation efforts will be increased to meet appropriate guidelines.
- Open space use and intramural programming will be adapted to limit high contact activities. Students will be required to follow health and safety guidelines while using the facility.

Dining

- LHU's Dining Services partner, Aramark, is a trusted authority on food safety and they are implementing a variety of changes to promote student and employee safety. Dining Services will meet all regulatory guidelines through the following site-specific adjustments to food preparation and service:
- Bentley Dining Hall will begin serving operations with dinner on Thursday, August 20. Hours of Operation can be found on the Dining Services website (<https://lockhaven.campusdish.com/>).
- Upper Bentley (all-you-care-to-eat) will be open.
- Capacity in all dining facilities will be limited, with seating and tables removed to encourage physical distancing.
- Additional Grab-and-Go options will be available to reduce wait times. Some menu items will be streamlined to increase speed of service and reduce the number of students waiting in the area.
- Self-serve options, such as the salad bar, will be transitioned from self-service to employee serviced. Food options will be reduced to a salad bar and deli line in order to limit congestion of students.
- Plexiglass shields will be installed at all food locations.
- Cleaning – A full-time Dining Room Attendant will be added to Bentley Dining Hall and Nanobites. All high-touch surfaces will be cleaned regularly. Throw-away baking sheet squares will be provided in any areas where it is determined that students can serve themselves.
- Staff and student interactions will be significantly modified to minimize risk associated with transfer of the virus. Facial coverings will be required at all times within dining facilities unless students are sitting and eating at a table. Facial covering and physical distancing requirements will be enforced.

University Transportation

- Campus trolleys will operate at a reduced capacity and limited to persons (students, faculty and staff) with documented disabilities. Riders must wear facial coverings and social distance while on the trolleys.
- Additional transportation options are being investigated.
- Students should plan for increased wait times (if using University transportation) and may need to leave for classes earlier than they have in the past if using University transportation or walking. Bicycling is encouraged.

University Vehicles

- Employees should ride alone in vehicles where operationally feasible if travel is required for work.
- If a driver is alone throughout the trip, a facial covering is needed only when interacting with others, such as at a tollbooth or drive-through window. If more than one person is in the vehicle, all occupants must wear facial coverings.
- Employees do not need to wear a facial covering if it impedes their vision, if they have a medical condition that is exacerbated by wearing it, or if it would create an unsafe condition in which to operate equipment or execute a task. In such cases, a face shield may be worn instead.
- Employees should limit stops when traveling between their home and worksite. Employees should wash their hands upon arrival at the worksite and prior to departing.
- University vehicles will be sanitized daily or between each user, whichever is more frequent.

Academic Support Services

- Academic Support Services will be available during the Fall 2020 semester. At this time, they are planning and developing delivery models that will meet expectations of students. Additional information will be available at the beginning of the semester.

The University Store

- The Lock Haven University Store in the Parsons Union Building (PUB) will be open, with social distancing guidelines in place.

Library Services/Technology

- Stevenson Library and the Clearfield Branch Campus Library will be open, and physical books will be available to borrowers. To minimize population density, face-to-face service in the library will be decreased. Librarians will continue to offer chat, Zoom, email and other remote services to assist students.
- The Library will also limit population density by configuring spaces used by patrons to promote social distancing.
- Faculty and students may request library materials and pick them up at the front desk; to mitigate risk of infection, patrons will not be able to browse the shelves themselves.
- ✓ LHU will purchase appropriate technologies to be made available to students through checkout from the Library to ensure that access and connectivity are not hurdles for students. To request a “loaner” laptop, webcam or hot spot, email Bernadette Heiney at bheiney@lockhaven.edu
- Information Technology Services will be available to assist students, faculty and staff with technology issues. Student, faculty and staff can reach the Helpdesk at helpdesk@lockhaven.edu or by phone at 570-484-2286.

Counseling Services

- The Counseling Center offers services to support students’ mental health and well-being. Tele-counseling services are encouraged. Patient privacy will be a primary consideration during tele-counseling sessions.
- In-person counseling will be limited to emergencies and situations where tele-counseling is not effective or the patient does not have access to necessary technology.
- Couch/chair covers will be wiped down between in-person sessions.

The following are Guidelines for Monitoring Student Health and Class Absenteeism:

- Observe student behavior and refer a student who appears symptomatic to the university’s Health and Wellness Services.
- Faculty will be encouraged to follow a liberal attendance and tardiness policies. Students who are feeling ill must not come to class.
- Faculty are encouraged to monitor students for absence, mental stress, or possible presentations of symptoms; they should also make ample use of the Early Alert system. Students should be referred to the Student Success Center (570-484-3847), Counseling Center (570-484-2479), Health Clinic (570-484-2276), or other appropriate resource for assistance. Alternatively, the proper campus agency should be informed so they may take a proactive role in the best interests of the student.

Campus Environment Modifications

- Guidelines such as those published by the Pennsylvania Department of Education will be used as a basis for classroom design and capacity on physical distancing. Instructional spaces will be configured to manage mandatory social distancing. This may be accomplished by removing selected

mobile chairs and tables, placing markers to illustrate which ones must not be used, placing buffers on or between immobile ones, and by other measures, as appropriate.

- Students and faculty should not enter a classroom until the room is completely vacant. Students and faculty should wait at a reasonable distance away from the doors, while waiting for classrooms to become vacant.
- Hand sanitizer will be available throughout the buildings. Trash cans will be available nearby. Students and faculty should wipe desks, keyboards and computer mouse devices before using them. Used wipes should be immediately thrown in the trash can.
- Plexiglass shields will be placed at the front of classrooms between faculty and students.
- With remote learning remaining a major feature, LHU will invest in the purchase of technology to enable and support hybrid and distance education in classes.
- Enhanced cleaning measures, utilizing CDC recommend disinfectant, has been implemented campus-wide. Individuals can assist by washing hands or using hand sanitizer frequently, properly disposing of trash, and utilizing cleaner or disinfecting wipes to clean high-touch areas after using shared equipment (e.g., keyboards, touchscreens, fitness equipment) or common areas.
- Paper products for hand drying will be provided in restrooms with faucet handles or egress doors. Individuals are encouraged to use a paper towel as a protective barrier to shut off the tap and open the door to exit the restroom.
- Signage in restrooms, common areas, hand-sanitizing stations and vending areas will encourage proper hand washing/sanitizing and cough/sneeze etiquette. Signage and visual cues in areas where lines typically form (e.g., ATM machines, checkout lines, dining areas) will promote social distancing.
- Signage will be placed at elevators, conference rooms, and other meeting spaces on campus to ensure proper distancing. In addition, desks/work spaces will be modified as needed in offices utilizing communal work space to ensure proper distancing. Employees with their own offices will be encouraged to close their office doors whenever possible.

Customer Service areas including those in deans' offices, office staff in academic departments, as well as offices housing staff in areas such as Admissions, Academic Affairs, Administration and Finance, Registrar, Facilities, Financial Aid, Student Affairs and Residence Life, Human Resources, Information Technology, Library Services, Mailroom, Payroll, Purchasing, Student Accounts, Center for Excellence and Inclusion, Center for Global Engagement, Information Technology, Student Activities, and University Police will be modified.

Customer Service areas will:

- Continue to provide and promote online/remote services, when feasible.
- Provide social distance cues for high-traffic areas.
- In key areas where social distancing is not feasible, plexiglass barriers will separate staff from visiting students, families and others.
- Staff may have staggered shifts to enable social distancing and reduce staff exposure.
- Schedule appointments, when feasible, to keep groups from congregating at customer service windows.
- Enhanced cleaning procedures will be in effect for high-touch activities such as fingerprinting. These may include required temperature checks, facial coverings and hand sanitizing for visitors; gloves, facial coverings and face shields for employees; and enhanced cleaning of equipment.
- IT Services and Helpdesk staff will wear disposable gloves when working on computers, keyboards and other equipment.

- Staff in customer service areas will wear facial coverings when interacting with students and employees

Ventilation

The University is following ASHRAE (American Society of Heating, Refrigeration and Air-Conditioning Engineers) recommendations as we plan to return students, faculty, and staff for the Fall 2020 semester. The following strategies will be instituted in all buildings:

- **Increase outside air**
Adjust outside air dampers to increase the amount of fresh air to the building.
- **Improve central air filtration**
Install more efficient air filters and increase the frequency of filter changes in every building.
- **Extend operational schedule**
Modify unit runtimes in Automated Logic BAS to run continuously during building occupied times.

Student Health Services

- Health Services hours of operation this fall will be:
- Monday, Tues, Wed, and Thurs = 8:00 AM – 8:00 PM
- Friday = 8:00 AM – 5:00 PM
- Sat = 10:00 AM – 2:00 PM

Symptomatic Testing will be performed in the following instances:

- Student has one or more of the COVID-19 symptoms.
- Student calls LHU Health Center (570-484-2276).
- Student is assessed over the phone by a nurse.
- If nurse believes that testing is needed, student is instructed to report to the LHU Health Center.
- Student's medical insurance is billed for the test.
- Turnaround time for test results is typically two days. Student will isolate for those two days.
- Results will be sent to the LHU Health Center.
- Health Center Staff reviews the results and calls the student.

Non-Essential Travel

- All travel requests must be approved by the unit Vice President and the University President, per the University's travel policy.
- Academic travel by LHU personnel must meet the guidelines set out by the PDE. Faculty must demonstrate in writing how the planned activity meets those requirements and submit this in writing as an addendum to their TRA along the chain of command. Chairs must refuse requests that do not meet the guidelines and/or encourage faculty to develop more robust plans before resubmission.
- Travel within Pennsylvania should be done with caution and awareness of the pandemic conditions at the planned destination and in the communities en route to the destination.
- Guidance from the Centers for Disease Control and the Commonwealth should be followed when travelling with multiple persons in one vehicle.
- If an approved traveler is exposed to COVID-19 while participating in university-sponsored travel, the traveler must follow the self-quarantine protocols established by the university upon return.

Alternate Work Assignments

- Departments must endeavor to adopt rotational/alternate work schedules for staff to balance the minimization of population density with the continued provision of excellent service to students. Requests for consideration of alternate work assignments/locations will be made in consultation with the department manager and Human Resources. The process to request an alternate work assignment can be found in an email from Human Resources dated July 6, 2020.

Strategy for Monitoring Campus

As a proactive measure to keep our campus community as healthy as possible, we are asking for your help to ensure the good health of all students and employees. Students and employees must follow published protocols for reporting exposures, cases, and outbreaks of COVID-19 on campus. A process is being developed in consultation with Enrollment Management and Student Affairs and the Office of Human Resources that will outline the protocol detailed below.

High Risk Travel

- ✓ Because we are all responsible for one another's health and safety, and to mitigate potential exposure to members of the Haven family, faculty, staff and students are required to self-quarantine before returning to campus or F2F classes if they have visited an area of high prevalence of COVID-19 (domestic or international) as determined by the CDC in the previous 14 days. A current listing of areas with high numbers of COVID-19 cases is available at:
<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Individuals exhibiting symptoms:

- Must self-report symptoms and exposure to their immediate supervisor;
- Must not report to work; class; clinical assignments; or attend or participate in institution-sponsored activities or events;
- Must self-quarantine in accordance with current state and federal guidance;
- Must not enter campus buildings except for students who shall only enter campus buildings that are designated as their place of quarantine (e.g. residence hall); and
- Are advised to consult with their medical provider about options for testing and necessary treatment.

Individuals who may have been exposed to COVID-19

- Report to your immediate supervisor if you have visited an area of high prevalence (domestic or international) in the previous 14 days;
- Report to your immediate supervisor if you know you have been exposed to anyone, within the previous 14 days, who has tested positive for COVID-19; and
- Self-quarantine in accordance with current state and federal guidance.

Testing

- LHU will follow state Department of Health guidelines for testing, contact tracing and quarantine/isolation.
- Employees will be sent home and referred to their medical providers.
- Student testing information is located in the **Health Center** section above.

Contact Tracing

- The State System is working with both the Pennsylvania Department of Education and the Pennsylvania Department of Health on the issue of contact tracing. We will monitor and update

these protocols as necessary and when they further evolve. Lock Haven University will work collaboratively with the DOH and local health agencies.

Confirmed Case

- Faculty and staff who test positive for COVID-19 infection will be required to remain off campus and self-isolate. They should seek medical attention and/or isolate until such time as they are cleared by a physician as having recovered sufficiently to resume duties. In the interim, their courses may be delivered by colleagues at LHU, via Distance Education from sister PASSHE schools or other appropriate means. As far as possible, Chairs and Deans will make arrangements to hold students and faculty harmless.
- Students who test positive for COVID-19 infection will be encouraged to return home and seek medical attention from their primary care physician. Resident students not able to return home, will be required to isolate in a designated residence hall on campus and will not be able to participate in LHU functions. Students testing positive for COVID-19 should seek medical attention and isolate until such time as they are cleared by a physician as having recovered sufficiently to resume the semester. In the interim, and if well enough, they may participate in classes remotely. If not, they may contact their instructor for notes and for any lectures posted asynchronously. As far as possible, Chairs and Deans will make arrangements to hold students harmless.

Quarantine

If a student is suspected of having COVID-19 symptoms:

- Unless the student chooses to return home, they will be instructed to quarantine in a designated area on campus and the Health Center will monitor their condition.
- While a student is in quarantine, University Housing staff will arrange for food delivery and address other needs.

County Status Change (Red/Yellow/Green)

- This plan assumes that Clinton County will be in the “yellow” or “green” phase of the governor’s Phased Reopening and Recovery Plan at the start of the Fall 2020 semester. During the “red” phase there is no provision for in-person instruction at Pennsylvania colleges and universities, with the exception of certain medical, nursing and allied clinical health training programs.
- According to the state Department of Education: “It is possible that counties may transition from red, to yellow, to green and back to yellow and red” In the yellow phase, guidelines restrict gatherings of non-instructional activities to no more than 25 people.
- In the green phase, larger non-instructional gatherings (up to 250 people) may be permitted. Campus venues will be limited to 50% occupancy rate up to 250 people
- In the interest of health and safety, Lock Haven University reserves the right to limit the size of gatherings in certain locations.

Communications Strategy

General Campus

The Lock Haven University website www.lockhaven.edu/fallreturn will serve as the hub for all information regarding Lock Haven University's Fall 2020 campus reopening plan including campus announcements, social distancing guidelines and FAQ's.

Campus email will remain the primary mode of communication with the campus community. Along with the channels outlined in the below plan, LHU has several secondary and tertiary channels to use for communication with the campus community and external audiences and stakeholders. They include:

- Social Media Accounts (Facebook, Instagram, Twitter)
- Newsletters
 - LHU & You (external audiences)
 - From the President's Desk (internal)
 - Alumni Newsletter
 - Parent Newsletter
- Campus Alerts—Text and Email Alerts + campus homepage banner (emergency messages only)
- A weekly/bi-weekly message from the President was established in late spring 2020 to keep our campus community informed about updates regarding COVID-19. This update will become the COVID Campus Update to be distributed weekly, biweekly, or as needed with COVID relevant information for the campus community. It will include a message from the President as appropriate along with reminders about campus guidelines, updates on policies, and information about healthy practices and mental health.

Return to Campus

- Information about LHU's return to campus planning and implementation for fall 2020 has been communicated to the campus community and external audiences through email, social media, our website, and press releases throughout the spring and summer months. Information will continue to be communicated on a regular basis through these same channels to specific audiences about the preparation of campus, community expectations and guidelines around social distancing, hygiene, and personal protective equipment.

Identified Case

- LHU will alert the campus community, via email, if a student or employee on campus self-reports a positive case of COVID-19 to the university. LHU will maintain confidentiality of the student or employee as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

Media Inquiries

- University and State System decisions about the fall semester are likely to pique media interest. As in the past, if any member of campus is contacted directly by a member of the media, please Elizabeth Arnold at earnold@lockhaven.edu to coordinate a response.

Contingency Planning/Change Communications

- LHU will develop guidelines for on-campus events based on information from federal and state authorities and public health experts at the CDC, state Department of Health and other agencies.
- LHU reserves the right to deny, cancel, postpone or re-locate on-campus and off-campus University events based on health and safety considerations.

Coordination with Local Public Health Officials

- Lock Haven University has coordinated with Clinton County Emergency Services, the Pennsylvania Emergency Management Agency, and the Federal Emergency Management Agency as appropriate. We will continue to coordinate with those agencies, as well as the City of Lock Haven and other local municipal officials. LHU enjoys a strong working relationship with these entities and will continue to work together as necessary.
- LHU is partnering with UPMC to ensure that COVID-19 testing is available for students who report to the campus Health Center with symptoms consistent with coronavirus infection as previously noted.

Conclusion

Please be aware that this is a “living” document; as such we will adjust our plan—based on guidance we are provided, and or changing conditions at any time as is appropriate, prudent and based on what is reasonable, feasible and necessary to mitigate the risk to our campus community.

We will provide additional information as we receive it from the various governing entities and share with you the latest public health information we have. This is a dynamic document and its evolving content along with any alerts and notices will serve to inform you of those decisions and updates as they occur. We also hope that this plan will demonstrate and emphasize the careful and measured analyses and considered action that LHU continues to undertake in order to prepare to welcome our students and employees back to our campus. We look forward to the opportunity to cooperatively work with all stakeholders to successfully reopen Lock Haven University.