Mansfield University of Pennsylvania
Health and Safety Plan for Fall 2020

Introduction

In response to the continuing COVID-19 pandemic, Mansfield University has developed a Health and Safety Plan (Fall 2020 Plan) for students, employees, and visitors. The Fall 2020 Plan has been developed in accordance with published health and safety guidelines from the Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health (DOH), and the Pennsylvania Department of Education (PDE). The university will continue to evaluate and update the Fall 2020 Plan as conditions require and as further research, data, and resources become available.

Mansfield University’s goal is to support all students’ progress toward their degrees while we mitigate the health and safety risks associated with the COVID-19 virus for students, staff and the community.

Based on the unique circumstances resulting from the COVID-19 pandemic, Mansfield University will comply with the State System collective bargaining agreements, policies, procedures and standards as new health and safety guidelines are developed.

It is recommended for all Students and Employees to:
- Familiarize themselves with all of the university’s COVID-19 protocols and requirements and attend or complete mandatory trainings as required by the university.
- Use remote methods to host group events, gatherings and meetings, to the extent possible.
- Utilize campus services by appointment only (e.g., financial aid, registrar, human resources, etc)
- Limit visitors to campus and residence halls
- Utilize alternative methods of contact such as email, chat, and telephone.

Social Compact for Health

The single most important factor in promoting a safe campus environment is compliance with protective behaviors. We must all take extraordinary steps to stay well and protect each other. To this end, it is critical that all university employees, students, and visitors embrace a shared commitment to undertake protective measures, both on campus and off campus. The provisions of the “Social Compact for Health” are necessary to keep the entire campus community safe by stopping the spread of COVID-19 and other potential infections. Individuals who do not abide by the Social Compact for Health and the provisions for safety stated elsewhere in this document may be asked or directed to leave campus. Employees and students who are directed to depart campus for failure to comply with these guidelines may also be taken off duty and/or subject to disciplinary action as outlined in applicable collective bargaining agreements and the student code of conduct.

1 CDC: Considerations for Institutions of Higher Education
2 DOH: COVID-19 Resources
3 PDE: Resuming In-Person Instruction at Postsecondary Education Institutions and Adult Education Programs
• **Social distancing:** As used within this guidance, social distancing refers to individuals being physically separated from one another by at least six feet. It is expected that all individuals will maintain social distancing at all times, whether on or off-campus, and adhere to markers, signs, and other guidance pertaining to maintaining the appropriate physical distance. It is important not to congregate in communal areas or gather in groups during non-instructional activities.

• **Wearing of face masks:** Individuals entering a campus building must wear a face mask before entering the building and continue to wear a face mask when in hallways, classrooms, public spaces, common areas, and during office visits. Faculty may wish to wear a face shield in lieu of a mask while lecturing. Face coverings should cover both mouth and nose. Individuals who are walking outdoors and who engage in outdoor exercise are not required to wear face coverings, provided that they are in a space in which social distance can be maintained. Individuals unable to wear a face mask due to a documented health condition or disability must register for an accommodation as described below in Section 1. The areas within all of the campus buildings are designated a “Mask Required Zone”

• **Personal and university-sponsored travel:** The northcentral region of Pennsylvania and Tioga County, the home of Mansfield University, were designated as “Green” on May 29, 2020. It is strongly recommended that all individuals refrain from personal travel to areas where there is a risk of COVID-19 infection. On July 2, 2020, the Department of Health announced a recommendation for domestic travelers returning from designated states to quarantine for 14 calendar days upon return to Pennsylvania. A list of states to which the quarantine recommendation applies (designated states) can be found on the PA DOH Travelers Information website. The list will be updated regularly as nationwide COVID-19 data is updated. All university-sponsored or university-related travel must be reviewed and approved in advance.

• **Monitoring, surveillance, and reporting:** Employees and students should self-report any symptoms or exposures to the Director of Environmental Health and Safety if they have visited an area of high COVID-19 prevalence (domestic or international) in the previous 14 days before arriving on campus, or if they have knowingly been exposed to anyone who has tested positive for COVID-19. Additional information on procedures for suspected or actual exposure to or manifestation of symptoms of COVID-19, as well as protocols in the event of confirmed cases on campus, will be included in the university’s COVID-19 Quarantine and Isolation Policy under development.

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**Section 1: Campus Life – Academic, Student, and Employee Life on Campus**

All university employees, students, and visitors are expected to follow the provisions of the Social Compact for Health as stated above to keep the entire campus community safe, to be responsible for their own personal health, and to be respectful of the health of others. It is only within this context of mutual respect and cooperation that we are able to resume in-person instruction and activities on our campus.

1. **Course delivery:** Mansfield University will **resume in-person instruction** under conditions consistent with guidance from the CDC, DOH, and PDE in order to mitigate the risk to our campus
community. These conditions include, but are not limited to, implementing physical distancing in classrooms, reducing the number of students meeting with the instructor, reducing the frequency of in-person class meetings, implementing blended course delivery modalities, adjusting course meeting times and locations as needed, adjusting the academic calendar, and employing additional cleaning and sanitation protocols for instructional spaces.

- **In-person courses**: Traditional, in-person classroom instruction is anticipated for small classes, labs, studios, and other courses enrolling limited numbers of students. These classes may be offered in reconfigured lecture rooms and/or larger venues that accommodate physical distancing.

- **Online courses**: Mansfield University already regularly offers a significant number of online classes each semester to support students in our degree programs with online pathways. Additional online classes may be offered for students living both on and off campus to mitigate risk and lessen the need for larger, in-person instructional settings.

- **Blended courses**: Some classes may be delivered using a combination of online delivery and traditional in-person classroom instruction in order to limit the number of students meeting in-person and to reduce the frequency of in-person class meetings. For example, a course meeting on a Monday/Wednesday/Friday schedule might be designed so half of the students meet with the instructor on Monday while the other half complete an online assignment. Then on Wednesday, the other half of the class meets in person while the first half completes an online assignment, and on Friday the entire class may meet remotely. This type of blended course design is consistent with CDC recommendations for mitigating risk.

- **Multimodal course experiences**: While some classes will be delivered in-person, fully online, or blended, we will also implement a multimodal approach to course delivery for select courses. Multimodal is a flexible approach allowing faculty to teach simultaneously an in-person class to students while also streaming the class synchronously online. The class may be recorded as well for future playback for registered students.

- **Clinical experiences, field experiences, and internships**: In-person work experiences such as clinicals, student teaching, and internships may resume if permitted by the host agency and appropriate safety protocols are in place. If the host site does not permit in-person experiences of this kind, then faculty will work with the students to find a remote alternative, if appropriate.

- **Contingency planning for instruction**: If the pandemic conditions change—either before or after the first day of classes—and on-campus instruction can no longer be offered, the university is prepared to support instruction, mentoring, and advising at a safe distance via technology. The university may curtail or suspend in-person instruction independent of any actions taken by local, state, or federal agencies.

2. **Academic calendar - start early, end early**: We will start one week earlier than originally scheduled. The first day of classes will be Monday, August 17. Classes will end on Friday, November 20. Students will not return to campus after Thanksgiving break to complete the fall
semester. Instead, finals week will be conducted online. Planning for campus return for the spring semester is underway. The purpose of starting early and ending early is to avoid the additional risk of having faculty, students, and staff return to campus after Thanksgiving break for just one week of instruction plus finals.

3. **Education and training for faculty, staff and students:** Health and safety videos and tutorials are being developed and will launch in advance of the fall semester.

4. **Athletic competition:** The Board of Directors of the Pennsylvania State Athletic Conference voted on Tuesday, July 14, to suspend all mandated conference athletic events and championships through the fall semester in response to the COVID-19 pandemic. The Conference has undertaken a full review of its ability to shift Fall sports competition and championships to the Spring semester and fully intends to do so if a return to competition can be safely executed. The Conference and its member institutions 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. All fall and winter sports scheduled to begin before January 1 are impacted by this decision. The Conference will evaluate the necessary schedule changes and will communicate its plans for moving all competitions to the spring semester at a later date. The Mansfield University sprint football team, which is a conference member of the Collegiate Sprint Football League (CSFL), will also suspend its season as a result of this decision.

5. **Residence halls:** Resident students will be housed with roommates, as originally selected in their housing application. However, private bedrooms will be made available to students at the single room rate, by request. Additional guidelines will include cleaning and sanitation protocols for rooms and room assignment plans for students with health considerations. Janitorial staff will be cleaning occupied spaces more frequently and using disinfectants instead of general purpose sanitizers. Cleaning frequencies are increased on high touch surfaces such as door handles, push bars, and elevator buttons. Move-in and move-out schedules will be spread out to reduce density and adhere to social distancing requirements. Visitors will be limited to residential students only. Failure to comply with cleaning, sanitation, and visitor protocols in the residence halls may result in loss of student housing and/or housing deposits. Students residing on campus and requiring living accommodations during the Thanksgiving break and until the completion of finals may extend their stay in the residence halls. Arrangements must be made in advance by contacting the Residence Hall Director in their respective building. Additional information may be found at mansfield.edu/residence-life.

6. **Mansfield Dining:** Dining operations will resume at the beginning of the fall semester when the campus resumes normal operations. Plans that allow for continued social distancing in the dining environment are under development and are expected to include reduced seating for in-person dining in Manser Hall, as well as more remote options such as carry out and/or delivery. Individuals are to wear masks while entering, exiting, or otherwise traveling throughout the dining or retail food service area. Face coverings may be removed while seated.

7. **Transportation:** The Mountie Express, a service of the Endless Mountain Transportation Authority, will resume on-campus operations in the fall. As a regional provider of transportation,
all riders will need to abide by restrictions imposed upon mass transit carriers and the Endless Mountain Transportation Authority.

8. **Campus Academic Travel/Field Experience:** The following concepts will be considered at all times: Fewer People, Shorter Trips, Increasing distance between people and Hand Hygiene. All passengers and drivers should be aware of the symptoms of the COVID-19 infection. If a passenger or drive is having signs of COVID-19 infection or have tested positive within 14 days of the scheduled trip should not participate in the trip.

The large vans owned by Mansfield University will only be available for **academic classes only**. The travel is limited to the Northern Pennsylvania and the Southern Tier of New York. Limited occupants – (30% reduction). The maximum occupancy listed below will be followed to decrease the exposure and limit the group to 10 people or less.

- 15 Passenger – Limit of 10 Passengers (driver included)
- 12 Passenger – Limit of 8 Passengers (driver included)
- 11 Passenger – Limit of 8 Passengers (driver included)

The scheduled trip should take the least amount of time possible with no stops along the route unless an emergency occurs. The vehicle ventilation system shall be used along with providing fresh air with open windows during the trip. Hand sanitizer is recommended before and at the conclusion of any trip.

The van will be disinfected between trips with cleaning materials. The driver and passengers of the vehicles are expected to clean the vehicle upon completion of the trip.

No passengers or drivers shall travel if ill or experiencing symptoms of COVID-19.

9. **Fitness and recreation activities:** Fitness and recreation facilities, such as the Kelchner Fitness Center, will reopen in the beginning of the fall semester operating at 50% capacity per DOH guidelines. It is expected that all safety measures, including but not limited to those provided by state and federal guidance, will be strictly followed.

10. **Student extracurricular and co-curricular activities:** Student activities will adhere to social distancing and other applicable safety guidelines provided by state and federal agencies.

11. **Accommodations:** Employees seeking accommodations due to documented high risk factors will submit their requests using a process to be determined by the State System. Updates regarding the process will be provided as more information becomes available. Students seeking accommodations for the same reasons should contact the Office of Services for Students with Disabilities.

**Section 2: Healthy Strategies for Mitigating Transmission**

1. **Hygiene (CDC) requirements:** Individuals should wash their hands more often with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used. Individuals should avoid touching their face and using their hands to cover coughs and sneezes, and instead use a tissue or the inside of their elbow.
Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds or use hand sanitizer.

2. **Personal protective equipment and provisions to support a safe environment**: Face masks and re-fillable hand sanitizer bottles will be provided for all employees and students to start the semester. Additional face masks and hand sanitizers may be available for purchase in the Campus Bookstore and through other retailers. Because of potential delays in the supply chain for high-demand items, students are encouraged to bring any additional personal provisions with them as part of move-in day. These provisions may include disinfectant wipes, cleaning supplies (sanitizing spray and towels), additional face masks, and disposable gloves. Hand sanitizer refill stations will be located across campus. Refer to the FAQ’s on the COVID-19 website for locations.

3. **Social distancing and gatherings**:
   a. **Social distancing**: As used within this guidance, Social distancing refers to individuals being physically separated from one another by at least six feet. It is expected that all individuals will maintain social distancing at all times, whether on or off-campus. Individuals who are walking outdoors and who engage in outdoor exercise are not required to wear face coverings, provided that they are in a space in which social distance can be maintained.
   b. **Non-instructional gatherings and campus events**: As long as the region and county remain in the “Green” phase, non-instructional gatherings and events are limited to no more than 250 participants while outdoors and maintaining social distancing, also adhering to federal and state guidelines. Students are strongly advised to host virtual group events, gatherings, or meetings, to the extent possible. All non-academic/instructional gatherings are limited to 25 participants when held in any building. Occupancy in some buildings may be limited and signs will designate where such limitations exist.

4. **Campus environment modifications**: Employees, students and visitors will experience signage reinforcing healthy practices while on campus, including but not limited to hygiene, sanitation, face coverings on campus, and social distancing interventions. The allowable number of people per room, classrooms, and common spaces will be reduced. Classroom desks may be rearranged to maximize the space between students and to reduce the possibility of transmission. Plexiglass shields will be used in student service areas where face-to-face services support student needs, such as North Hall Library. Some appointments with student service offices, such as Financial Aid and the Registrar, as well as faculty appointments, may be conducted through online or virtual meetings to reduce face-to-face interactions. Email, chat, and phone calls may also be encouraged depending on the circumstances. Except for the bottle filling water stations, the drinking fountains across campus will be turned off to reduce potential spread of infection.

5. **Campus Clinic and health services**: The Mansfield Campus Clinic will remain open and will employ COVID-19 specific protocols when providing health services in an effort to reduce the density of patients awaiting care. Employees are strongly encouraged to access health services with their health care provider.
6. **Non-essential travel:** It is strongly recommended that all employees and students refrain from all personal and non-essential travel during the fall semester to further reduce the risk of transmission. On July 2, 2020, the Department of Health announced a recommendation for domestic travelers returning from designated states to quarantine for 14 calendar days upon return to Pennsylvania. A list of states to which the quarantine recommendation applies (designated states) can be found on the [PA DOH Travelers Information website](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx). The list will be updated regularly as nationwide COVID-19 data is updated. All university-sponsored or university-related travel must be reviewed and approved in advance by the Office of the President. If an approved traveler is exposed to COVID-19 while participating in university sponsored travel, the traveler must follow the self-isolation protocols established by the university upon return.

Guidance from the Centers for Disease Control and the PA Department of Health should be followed when travelling with multiple persons in one vehicle.

7. **Arrival from High Risk Area:** Travelers coming to campus for classes or employment should follow the recommendations in the PA DOH COVID-19 travel advisory. [https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx](https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx)
Quarantine off campus for 14 days may be necessary prior to participating in any events or classes on campus.

8. **Requirements of Employees - Work schedules and telework:**

Where, when, and through which modality employees perform their duties is at the discretion of the university president or appropriate designee, unless otherwise set forth in applicable collective bargaining agreements or policy. Any request for a departure from the assigned work function, schedule, location or modality may be considered only when the procedures below are followed:

1. Faculty and staff who wish to seek an accommodation or a modification of their current accommodation under the Americans with Disabilities Act (ADA) are directed to submit their request to Human Resources. Employees are urged to contact Human Resources as soon as possible. As required by the ADA, if a medical condition is deemed a disability as defined under ADA, then a reasonable accommodation, if available, should be provided.

2. Faculty and staff who do not have a disability as defined under the ADA may seek a flexible work arrangement if the employee is at [increased risk for severe illness from COVID-19 as defined by CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/your-risk/medical-risk.html).
   a. Faculty and staff are directed to submit a request for a flexible work arrangement to Human Resources by a date determined by the university.
   b. Human Resources will validate requests in writing for flexible work arrangements, which shall include review of relevant medical and/or other relevant documentation to be submitted by the employee.
   c. Human Resources will send validated requests for flexible work arrangements to designated university official(s) to determine the impact on the university’s operational capabilities and whether a flexible work arrangement in duties,
schedule, location or modality will be granted.

3. If a flexible work arrangement is not granted under 2 above, the faculty or staff may request one of the following leave options as provided in the relevant collective bargaining agreement or university/system policy:
   a. Sick leave
   b. Other accumulated leave
   c. Leave without pay without benefits

4. Faculty with personal circumstances that fall outside of the above categories should consult with their deans. Please note that changes to course modalities, room locations, and meetings may be implemented due to physical distancing requirements and other risk-mitigating measures as explained in Section 1 above.

5. In addition, the university may approve telecommuting arrangements for staff whose responsibilities can be accomplished outside of the University office at an alternative work site for a partial or full work week in order to limit the number of employees physically required to be on campus.

9. **Requirements for all visitors to campus:** All visitors and guests must comply with the previous stated rules for employees and students. Visitors who are exhibiting symptoms, who have been exposed, or who have visited an area of high prevalence in the previous 14 days, are not permitted to come to campus for any reason.

10. **Flu vaccinations:** All students, employees and visitors are strongly encouraged to get the seasonal flu vaccine as soon as it is available. Vaccination is particularly important for people who are at high risk of serious complications from influenza. The seasonal flu vaccine is effective in preventing some of the most dangerous types or to reduce the severity of the flu. To be clear, the influenza virus is a different virus from COVID-19 and getting a flu shot will not protect you from COVID-19. However, both viruses are spread in the same fashion, and a seasonal flu vaccination will reduce the likelihood of self-isolation, quarantine, and additional pressures being added to the local health system.

### Section 3: Monitoring Campus Health

The COVID-19 Quarantine and Isolation Policy, currently in the final stages of development and approval, outlines the university’s and an individual’s roles when circumstances require the individual to isolate due to suspected or actual exposure to, or manifestation of, symptoms of COVID-19.

1. **Exhibiting symptoms and self-reporting:** Any university faculty, staff, student or volunteer who is currently on campus or has been physically on campus since June 1 should self-report to the Director of Environmental Health and Safety under the following conditions:

   **For individuals exhibiting symptoms:** (including flu-like symptoms with fever > 100, cough, shortness of breath, loss of smell, or loss of taste)
   - Must self-report symptoms and exposure
• Must not report to work, class, clinical assignments, or attend or participate in institution-sponsored activities or events
• Must not enter campus buildings
• Must self-isolate for 14 days on-campus if possible or at home, and follow additional state guidance
• Are advised to consult with their medical provider about options for testing and necessary treatment.

For individuals who may have been exposed to COVID-19:
• Report if you have visited an area of high prevalence (domestic or international) in the previous 14 days.
• Report if you know you have been exposed to anyone, within the previous 14 days, who has tested positive for COVID-19.
• Self-isolate for 14 days and follow additional state guidance.

Cleared to return to campus to work or reside: Any individual that has tested positive for COVID-19 shall be required to obtain an appropriate release before returning to campus to work or to live.

2. Temperature Screenings: Random temperature screening stations will be established throughout the semester at various locations. The campus community is encouraged to pass through the screening station to be assessed for fever or any symptoms of COVID-19.

3. Testing: Mansfield University will maintain a list of testing resources available in the area for the campus community. The Campus Clinic and local healthcare providers will provide diagnostic testing.

4. Quarantine and isolation: Mansfield University has established a quarantine procedure to protect individuals that are exhibiting symptoms of COVID-19 and a self-isolation protocol for individuals that have tested positive for the virus. To the extent possible, students under self-isolation will be provided with a private bedroom, private bathroom, a phone-in wellness check for each student from medical professionals, meal deliveries, and other supportive services and care as described in the Coronavirus 19 (COVID-19) Quarantine and Isolation Policy currently under development.

5. County/regional status change: Should the surrounding county or region experience a surge in COVID-19 cases, the university will take additional steps to inform the campus population and implement additional safety and mitigation measures to prevent spread among the campus population. The university will follow the guidance of local public health officials and state agencies when determining if the rate of infection within the county and/or region places the campus community in a greater position of risk that may necessitate reducing the campus population.

Section 4: Communicating with the university community
The university will continue to communicate with all employees and students throughout the semester using official information of record and communication channels (email, phone, and text) applicable to the notification. Print and digital signage will be used within buildings providing additional information, infographics, and facts on COVID-19. Communications and signs will reinforce practices supporting an environment conducive to healthy, safety, and inclusive learning including, but not limited to, hygiene, sanitation, face coverings on campus, and social distancing interventions.

In the event of a time-sensitive emergency, Mansfield University will utilize MU Mobile Alerts to send SMS text messages to mobile phones and voicemail messages to mobile and landline phones to every registered user with a mansfield.edu account and any additional designees of that user. Emergency information will also be communicated through email messaging to students and employees, official university social media accounts, and a prominent banner on the mansfield.edu website.

Section 5: Coordination with local public health officials

Mansfield University has, and will continue to, coordinate with officials representing local and regional Departments of Health (Wellboro and Williamsport) and Emergency Management (Mansfield Borough and Tioga County) officials. Regional health and emergency officials will assist the university in communicating and responding to local or regional outbreaks, quarantine and isolation, as well as the availability of testing and contact tracing resources. Regional health and emergency officials will also assist the university in resource sharing in the event of an outbreak, including clinical and mental health services. Regular contact with officials will continue as the university monitors the status of infections in the state, region, and local area. Scheduling of vaccination clinics, once available, will also be coordinated through these resources.