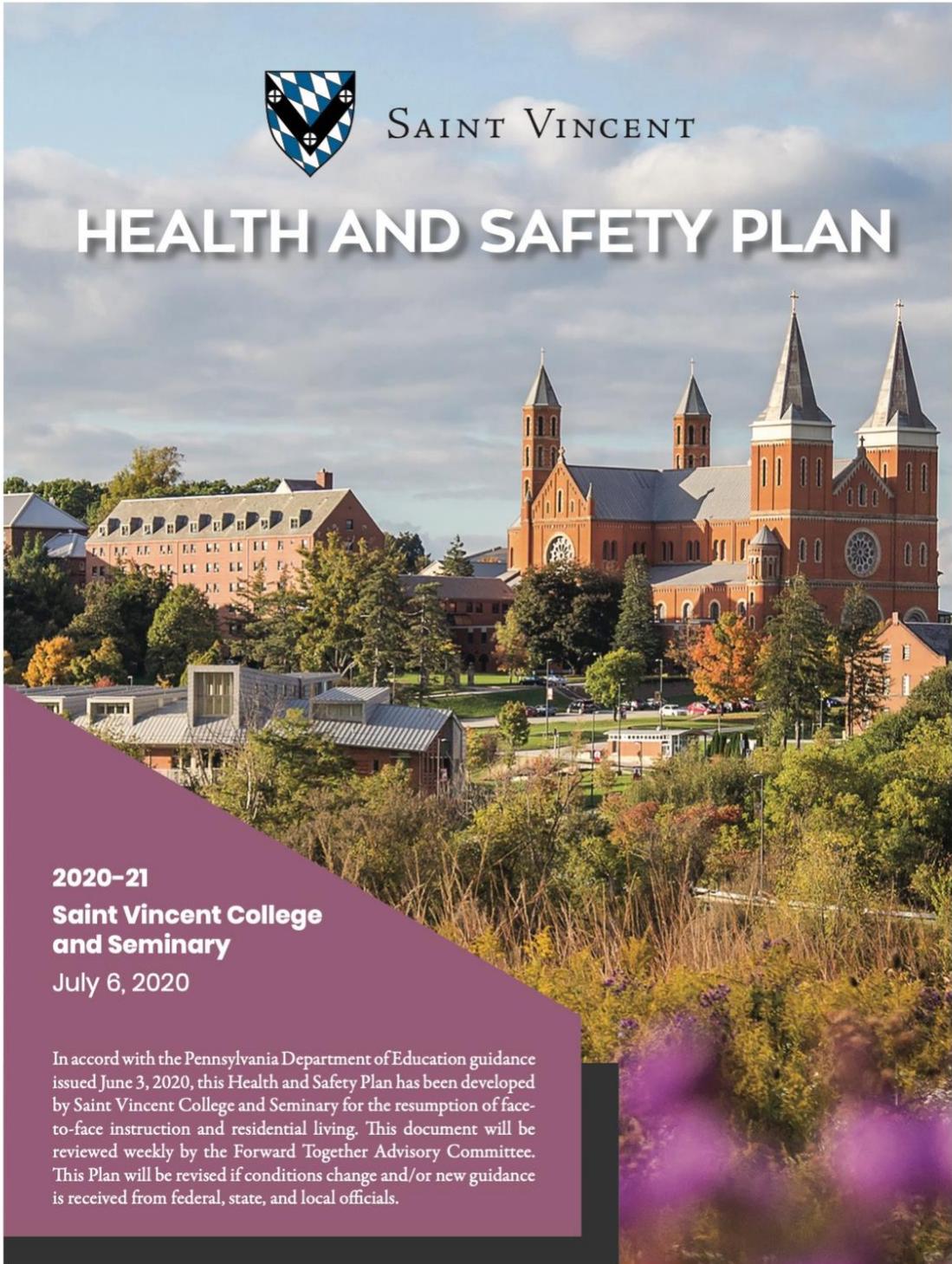




SAINT VINCENT

HEALTH AND SAFETY PLAN



2020–21
Saint Vincent College
and Seminary
July 6, 2020

In accord with the Pennsylvania Department of Education guidance issued June 3, 2020, this Health and Safety Plan has been developed by Saint Vincent College and Seminary for the resumption of face-to-face instruction and residential living. This document will be reviewed weekly by the Forward Together Advisory Committee. This Plan will be revised if conditions change and/or new guidance is received from federal, state, and local officials.



Saint Vincent College Mission Statement:

Saint Vincent College is an educational community rooted in the tradition of the Catholic faith, the heritage of Benedictine monasticism and the love of values inherent in the liberal approach to life and learning. Its mission is to provide quality undergraduate and graduate education for men and women to enable them to integrate their professional aims with the broader purposes of human life. The programs, activities and encounters that make up student life at Saint Vincent College encourage the intellectual gifts, professional aptitudes and personal aspirations of students to mature harmoniously.



Saint Vincent Seminary Mission Statement:

Saint Vincent Seminary is a Roman Catholic Seminary grounded in the Gospel of Jesus Christ and the living tradition of the Church in accord with the Magisterium, and shaped by the Benedictine heritage of liturgical prayer, study, hospitality and community. As such, the Seminary is a center for the spiritual formation, human development, and academic and pastoral preparation of candidates for the priesthood. Consistent with this primary mission and responsive to the contemporary needs of the Church, the Seminary provides programs for permanent diaconate candidates and offers degree programs to qualified men and women seeking a theological education.

Overview of Saint Vincent College and Seminary COVID-19 Response

The return to face-to-face instruction and residential living requires a multifaceted strategy that includes health monitoring, isolation of those with COVID-19, quarantining those exposed, handwashing and other personal hygiene, physical distancing, wearing cloth face-coverings, and cleaning and disinfecting surfaces. The success of this strategy depends on the community adopting and implementing the behaviors described in this document. The expectations for the mitigation of COVID-19 infections will be communicated to all community members and visitors.

Metrics on COVID-19 infections and transmission on campus will be monitored daily by members of the President's Cabinet. In consultation with local public health officials and following state and federal guidelines, the President of the College and Rector of the Seminary may alter the processes and procedures outlined in the health and safety plan as conditions and information regarding the virus evolves.

Forward Together Advisory Committee

To inform the leadership teams of the College and the Seminary, the Forward Together Advisory Committee was formed to bring together representative members of the Saint Vincent community. Members of this Committee, Dr. Aldo Prospero and Gretchen Flock, coordinate with local public health officials at Excelsa Health. The Committee is charged with continuously reviewing the guidance from federal, state, and local authorities, as well as the conditions on campus, in the local community, state, and nation. The Committee serves as an advisory body on questions related to the pandemic, including but not limited to the resumption and suspension of face-to-face instruction and residential living. In addition, the Committee has developed the campus guidelines informed by federal, state, and local authorities.

Community Guidelines for COVID-19 Prevention

General preventative measures call for everyone to monitor their health, isolate those sick, quarantine those with possible exposure, employ physical distancing measures, frequent hand washing, and the wearing of cloth face coverings or masks.

Monitoring and Isolation

In order to maintain a safe work environment, all members of the community conduct a self-assessment each day for symptoms related to the COVID-19 virus, which include but are not limited to fatigue, shortness of breath, cough, fever with a temperature of 100.4 or higher, and stomachache. This assessment should follow the Saint Vincent COVID-19 Monitoring Checklist (see appendix C).

Faculty and staff experiencing symptoms should notify their department chair or supervisor and should not come to campus. If symptoms begin while on campus, the faculty or staff member should immediately notify their department chair or supervisor via phone or email and leave campus. The department chairperson or supervisor will immediately notify the Director of Human Resources. In addition, they should notify their primary care physician and follow any instructions given with respect to testing,

treatment and follow up care. If someone residing in a faculty or staff member's home is exhibiting these symptoms, they should advise their department chair or supervisor and remain home.

Saint Vincent will respond to a potential exposure to a confirmed or probable case of COVID-19 (a probable case is defined as a person with symptoms who has been prescribed a COVID-19 test and the test results are not yet known) on campus by examining and considering the testing results for the faculty or staff member involved and any medical reports available issued by physicians. This information will be assessed against current Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (PADOH) guidelines in making a determination regarding quarantine duration and the safe return to work.

Saint Vincent will continue full pay for faculty or staff member during periods of quarantine instigated by Saint Vincent and the impacted individual will not be required to use any sick leave benefits that they otherwise have by virtue of their employment.

Students experiencing symptoms should promptly notify the Wellness Center via phone or email. For students living off campus, where the student or another person residing in the residence exhibits these symptoms, the student should advise the Wellness Center and remain home. When experiencing these symptoms while on campus, immediately notify the Wellness Center via phone or email and follow all instructions. After regular business hours, resident students should notify their prefect and/or residence hall director and commuting students should return home.

Isolation/Quarantine Plan for Campus Residents

The Saint Vincent Wellness Center will screen students who are experiencing possible COVID-19 symptoms via phone during regular business hours. A student with the criteria for COVID-19 testing will be given a prescription from a campus physician to be tested at the Excela COVID-19 Clinic and isolated while awaiting results. If a student seeks medical attention after regular business hours of the Wellness Center for suspected COVID-19 symptoms, the student should notify their prefect or residence hall director as soon as possible.

If the student does not have a vehicle, transportation to the test site will be provided by the College. To reduce potential exposure to others, students should not seek transportation to the test site from other students. College staff providing transportation will be equipped with proper Personal Protective Equipment (PPE) and maximize distance within the vehicle. Upon return to campus, the vehicle will be disinfected in accordance with CDC and PADOH guidelines.

Students who are referred for a COVID-19 test by their primary care physician or health care provider, other than through the Saint Vincent Wellness Center, must notify the Wellness Center of the results of the test.

Students should return home for isolation, if possible. If a student is unable to return home for isolation, the College will provide an isolation room. Appropriate residences have been designated for this purpose. Students on these floors will be supported with remote medical care and education and delivered meals. Close contacts identified via contact tracing (persons who have been within six feet for more than 15 minutes) will be quarantined until the test result is known. These students in quarantine will be supported with remote medical care and education and delivered meals.

- If the test is negative, the student will be released from isolation and close contacts will be released from quarantine.
- If the test is positive, the close contacts will complete 14 days of quarantine. Excelsa Health will notify the Westmoreland County Department of Health.

The student testing positive who remains on campus will remain isolated with meals, medical care, and cleaning products delivered. Close contacts who are quarantined for 14 days (total) will have the option to return home or to remain in their residence hall with the aforementioned supports. Students will be able to continue classes remotely.

Upon discovery of a confirmed or probable case of COVID-19 at Saint Vincent, contact tracing will take place in accordance with CDC guidelines and impacted students, faculty and staff will be notified of possible exposure and provided with further instructions. Staff from the Wellness Center and the office of Event and Conference Services have been trained to conduct contact tracing for the College. Saint Vincent will not share the identity of a student or employee who has tested positive for COVID-19, except to the extent necessary to provide care and assistance.

Physical Distancing

Physical distancing, also referred to as “social distancing,” means keeping space between yourself and other people outside of your residence. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

When feasible, faculty and staff may opt to continue working remotely. Offices may employ staggered work shifts/hours to reduce the number of staff members present in work areas.

It is highly encouraged that communication among colleagues on campus, including student meetings, be done virtually by phone, teleconferencing or email to avoid direct

physical contact or proximity. In-person meetings should be limited whenever possible and if they are necessary, participants should practice social distancing and wear cloth face coverings (see below).

Seating in public areas will be arranged such that individual pieces of furniture are at least six feet apart.

Occupancy capacities for indoor public spaces will be recalculated as needed to reflect capacity with social distancing. Screening options should also be considered where appropriate.

Where possible, measures to promote social distancing when walking on campus will be implemented. For example, 6-foot spacing and/or grids on commonly used outdoor paths and in commonly traversed and populated areas (e.g., Carey Center, library, galleries, hallways) will be marked. Avoid close interactions, such as hugs, handshakes or high fives, with others.

Instructional spaces, common spaces, dining services, and residence halls will be altered to promote social distancing (see sections below). Seating in campus vehicles or vehicles used for campus functions will be reduced to allow social distancing when possible.

Cloth Face Covering

When on campus, everyone must always have a cloth face covering with them. Cloth face coverings must be worn in all indoor public spaces and common areas, shared workspaces and classrooms, and restrooms by students, faculty and staff. They should also be worn outdoors in areas where social distancing measures are difficult to maintain, such as on paths and at entries and exits. Cloth face coverings are adequate (surgical or N95 masks, while also acceptable, are not necessary). The garment should cover the nose and mouth and allow for continued unlabored breathing.

Face coverings or masks are not required to be worn in private office areas unless individuals are conducting an in-person meeting, in a student's residence hall neighborhood, or outside where physical distancing is maintained.

Employees and students may choose to bring their own masks or face-coverings from home. Cloth face coverings for employee use are available through the Human Resources (HR) office and for purchase at the bookstore. Anyone in need of a face covering may email or phone HR to arrange for acquiring a mask.

Employees unable to wear a mask or face-covering due to a medical condition are asked to please provide a physician's note to HR, and Saint Vincent will meet with the individual to determine if reasonable accommodations are available to protect the individual and the Saint Vincent community.

Handwashing

Students, faculty, and staff should wash their hands frequently and thoroughly (for at least 20 seconds). Faculty and staff should wash their hands upon arriving on campus. If handwashing is not possible, employees should use hand sanitizer.

Activities, Events, and Gatherings

The Benedictine Hallmark of hospitality plays a vital role in community development at Saint Vincent. During the COVID-19 pandemic, safety precautions will necessitate change in how this occurs. Visitors and guests must follow the Community Guidelines for COVID-19 Prevention. In addition, visitor participation or attendance at events, activities, and gatherings may be limited due to size requirements as determined by the Commonwealth of Pennsylvania. Spectator attendance at intercollegiate athletic competitions may also be limited in accordance with directives and guidance from the Presidents' Athletic Conference.

Guidelines for Cleaning and Disinfecting

At this time, a variety of vendors (including Janitors Supply, Colker Janitorial Supplies, Steratore Janitorial Supplies, and Allegheny Supply) have indicated that a supply chain for sufficient cleaning and disinfecting is available for the 2020-21 academic year. Saint Vincent will continue routine cleaning to remove dirt and germs from surfaces in accordance with CDC guidelines. High touch surfaces will be routinely cleaned, then disinfected using an EPA-approved disinfectant.

When notified of a positive or probable COVID-19 case, enhanced cleaning and disinfecting of affected living area or workspaces will be initiated. After notification of positive test, any space that the positive COVID-19 individual occupied 48 hours prior to the notification will be cleaned and disinfected following the CDC and PADOH guidelines.

COVID-19 Education and Communication

Education and communication on the preventative measures to limit the spread of COVID-19 are paramount. Education and communication should flow from the mission and charisms of Saint Vincent. Messaging about the guidelines should be positive, and built around caring for the community, loving our neighbors, stewardship, and hospitality.

Saint Vincent will utilize signage and informational flyers provided by the CDC and PADOH. Key policies will be posted in public places, included in information sent home to parents and students. Consistent messaging and communication will be reiterated on the Saint Vincent College website and internal portal. These pages will include answers to frequently asked questions (FAQs) such as information on availability of testing, masks, gloves, and other important information. Educational materials can include videos and orientation sessions for students upon campus move-in. These materials will be developed by the Office of Marketing and Communication in consultation with the appropriate offices.

Saint Vincent Strategy for In-Person Instruction Fall 2020

Academic Calendar

Fall 2020 semester will begin on Monday, August 17, 2020, and the last day of instruction will be Friday, November 20. There will be 14 consecutive weeks of instruction with no breaks or days off. Face-to-face finals may be conducted on Sunday, November 22; Monday, November 23; or Tuesday, November 24 or, alternatively, remote exams may be conducted during the week of November 30 finishing prior to noon, Friday, December 4. See Appendix D.

Vulnerable Populations

Faculty may elect to teach their courses online in Fall 2020; those with higher risk of COVID-19 are encouraged to teach and advise remotely. Academic staff may elect to continue working remotely, if possible.

Students with higher risk of COVID-19, suffering from illness related to COVID-19, or wishing to attend courses remotely will work with the Director of COVID-19 Accommodations to attend courses remotely, reschedule, or extend instruction into the incomplete period during the next semester for experiential courses (such as laboratories or studios).

Instructional Facilities

Classroom capacities will be modified to conform to the social distancing guidelines when possible. In general, the room capacity is reduced by 50% or more. Excess furnishings will be removed when possible. **Rearrangement of furnishings in classrooms is strictly prohibited to ensure proper social distancing.** Desk and/or chair locations will be marked and instructors will ensure that the furnishings are in the proper locations before and after students are in the classroom. In rooms where social distancing is not feasible, partitions and other mitigation strategies will be explored. A limited number of larger classrooms will be created using galleries, theatres and other large venues. Only the largest classrooms will be utilized for instruction. Other smaller classrooms will be designated as study spaces and furnished for physical distancing.

As previously mentioned, face coverings are mandatory in the common areas of all campus buildings, including restrooms, hallways, stairwells, classrooms, laboratories, and studios. **Transparent face shields are not as effective as cloth face coverings.** If permitted by the state, instructors may elect to use a transparent face shield when presenting at least six feet or more from the nearest student. This may not be possible in all instructional spaces. A cloth face covering must be worn when entering and exiting a classroom and when interacting with students who are nearer than six feet.

Instructors will have and use personal white board markers, chalk, erasers, and other classroom materials. These materials must be approved by the Facilities Management Office (FMO) so they do not damage white boards and other classroom equipment.

Materials should be purchased by departments. Shared classroom, studio, and laboratory materials should be limited and should be wiped with disinfectant before sharing. Handouts should be limited – all materials should be distributed using Schoology.

Seating in public areas including the library will be arranged such that individual pieces of furniture are at least six feet apart. Academic buildings will have traffic flow that promotes social distancing. This includes designated entrances and exits as well as unidirectional stairwells. Elevators will be restricted to two occupants facing away from each other. Out of courtesy, elevator use should be reserved for those in need.

Entering and leaving classrooms, laboratories, and studios will occur so that social distancing can be maintained. Ample EPA-approved cleaning and disinfecting materials will be available and refreshed by FMO in every instructional and study space. Surfaces including desks, chairs, computers, and shared equipment will be wiped down by the user prior to and after each use.

Faculty and students should wash their hands before and after each class. Hand sanitizer can be used if soap and water are not available.

Delivery of Instruction

Instructors must prepare for at least some students to be unable to attend face-to-face classes and should plan for students to be able to accomplish course objectives without physical presence. Faculty should never ask for a medical excuse when students are not present.

The reduction of room capacity by 50% or more to allow social distancing, in most cases, will not permit all students to attend class simultaneously. Instructors can choose between the following options:

- 1) Remain in the assigned room and alter the mode of instruction to accommodate the reduced room capacity if the enrollment will not allow the entire class to meet simultaneously. Modes of instruction may include but are not limited to:
 - a. Dividing a section into two alternating teams with one team meeting face-to-face while the other team attends synchronously via video conferencing or otherwise receives instruction remotely, or
 - b. Dividing a section into teams with one team meeting face-to-face for the first half of the meeting time and the second team meeting face-to-face for the second half of the meeting time (Note: appropriate time must be allowed to change classes while maintaining social distancing);
- 2) Request to move the class to a larger classroom that can accommodate the entire class (although accommodations must be made for those who cannot attend face-to-face). Due to the limited number of large classrooms, the larger

classroom may only be available one day a week. On other days, instruction must be delivered remotely.

- 3) Deliver instruction online.
- 4) Other options will be considered in consultation with the School Dean and Department Chairperson.

Conditions may change during the semester and instructors may request to change modality during the semester.

Face-to-face instruction must end promptly as scheduled to allow cleaning of surfaces and social distancing during change of classes. Students should not remain in hallways. Instructors should allow extra time at the beginning of class due to longer travel times between buildings because of restricted traffic patterns to promote social distancing.

Class Attendance Policy for 2020-21 Academic Year

Saint Vincent College recognizes that the current pandemic situation complicates face-to-face attendance for many students. The tradition of face-to-face classes is at the heart of a liberal arts education and we value the way that being physically present in the same space promotes dynamic interactions and community building. As such, we are making these opportunities available as much as possible. At the same time, in order to minimize risk of disease transmission, SVC has modified classroom arrangements and instructors are modifying their modes of instruction to make the best and safest use of space, while also utilizing technology-based modes of instruction that have been shown to meet our learning objectives. The Saint Vincent policy for Fall 2020 and Spring 2021 is that no student can be penalized for not being physically present in a classroom. Each instructor will establish a course-specific attendance contingency plan that incorporates alternative modes of instruction and attendance for students who are required to quarantine, or who have secured accommodations through the Director of COVID-19 Accommodations.

The Seminary will have its own policy in this regard.

Instructional Technology

In order to simplify the technical demands on students, faculty, and staff, the College has adopted these instructional tools for all instruction:

Schoology must be used as the primary platform for providing instructional materials. Email or other methods should NOT be used to deliver instructional materials. Schoology's gradebook should be used so students have access to grade information.

Microsoft Office 365 tools will be consistently used. This includes OneDrive for file sharing. Zoom will be the video conferencing tool for the College for the delivery

of instruction. Teams video conferencing is encouraged for administrative offices. Other video conferencing tools should be avoided and are not eligible for reimbursement by Saint Vincent.

Training on these tools will be provided in the Summer 2020.

Travel

Students, faculty, and staff are encouraged to avoid any non-essential travel (particularly to areas of high COVID-19 transmission) and, if possible, to self-isolate 14-days prior to the start of classes or returning to campus. Furthermore, students, faculty, and staff are asked to limit travel (particularly to areas of high COVID-19 transmission) during the Fall semester. If a student, faculty, or staff member travels to an area of high COVID-19 transmission during the semester, he or she is asked to self-isolate for 14 days before returning to campus.

Student, faculty, and staff travel funded by Saint Vincent is limited to essential activities (determined by the school dean or member of President's Cabinet) and only allowed to domestic locations in regions without communal spread of COVID-19. Professional development via virtual conferences is encouraged and will be approved through the normal processes.

Likewise, travel using campus vehicles or any travel for instructional/academic events will be limited to essential activities (determined by the school dean or member of President's Cabinet) and must observe all guidelines in the vehicles and at off-campus locations. This includes physical distancing, face coverings, and monitoring.

COVID-19 Instructional Contingencies

All courses must be prepared for the possibility that face-to-face instruction may be further limited or suspended during the semester. In addition to all instructors utilizing a common suite of instructional tools that promote remote access, every course will be planned and structured for minimal disruption of the learning objectives if face-to-face instruction must be further limited during the semester.

Saint Vincent Strategy for Residence Halls and Dining Services

Residence Halls

Residence hall capacity for 2020-21 has been reduced by 25% through the elimination of triple occupancy rooms, converting some double occupancy rooms and lounges to singles and reserving entire floors for isolation. Residence halls will be sanitized before move-in, cleaned throughout move-in, and common areas cleaned three times daily throughout the semester.

Residence Life staff will organize resident students into neighborhoods according to their residence hall structures (e.g., pods in Saint Benedict Hall, floors with shared bathrooms, etc.) and these neighborhoods would be considered the students' "immediate family" for the purposes of physical distancing and face covering guidance in indoor spaces. Students in neighborhoods would be able to eat, study, and work together at relaxed physical distancing standards in their neighborhood, if they are comfortable doing so.

Beds in double rooms are not permitted to be bunked and should remain positioned as distant as possible. Residents will be requested to sleep with their heads facing in opposite directions to increase physical distancing. Guidelines for bathroom and shower use and other educational material will be posted for easy reference. All residents are encouraged to only use their assigned residential bathrooms and showers.

Face coverings are expected outside of the resident's neighborhood, including general access hallways, stairwells, elevators, lobbies and other public spaces in the residence hall. Residents are required to follow the physical distancing guidelines outside of their neighborhood.

There will be no visitation to residence hall by non-residents of that residence hall. There will be no visitation to residence hall neighborhoods by non-residents of that neighborhood. This will be enforced by ID card access. Visitation between neighborhoods will be allowed in residence hall common areas.

Common areas in the residence halls will have the seating capacity reduced by 50% and furniture arranged to follow the physical distancing guidelines. FMO will provide cleaning and disinfecting products in common areas, high traffic areas and bathrooms so they can be cleaned by users before and after use.

Resident Move-In

Resident move-in will be staggered over four days (August 13 – 16) by hall and floor to limit the number of persons in each hall. Prior to leaving home, residents will be advised to sanitize belongings or allow 72 hours before packing them to minimize possible contamination. Access to the residence halls is limited — each student may be accompanied by no more than two persons to help. We ask that helpers stay in the residence hall no more than one hour. Please bring PPE such as masks and gloves and practice safe social distancing as much as possible while moving in. Waste receptacles will be provided for any move in boxes and used PPE. The orientation team or prefect will direct students to those.

Dining Services

Dining Team Training and Procedures

Prior to beginning or returning to work, all team members must participate in a mandatory meeting. All team members are required to have virtual and in-person training on CDC and PADOH recommended safety procedures, as well as training on the new guest experience practice. Team members returning to work, start times, and break periods will be staggered. All team members will complete a Daily Health Awareness Acknowledgment Checklist and participate in daily pre-shift meetings to review safe practices.

Increased frequency of handwashing will be implemented as well as touchless towel dispensers. Team members will use the PPE recommended by the CDC and PADOH. Barriers will be installed to reduce contact. Mobile ordering and touchless transactions will be implemented. Physical distancing of at least six feet in food production will occur when possible.

Dining Areas

All dining areas will be restricted to students only. Seating capacity will be reduced by 50% in accordance with CDC guidelines. Additional seating areas will be offered. Signage and safety ambassadors will clearly communicate operational enhancements for the best possible guest experience. All dining areas will be cleaned and disinfected following the CDC guidelines with EPA-approved disinfectant.

All food stations will be served by the dining team. Beverage stations will be touchless. Cutlery will be prewrapped and disposable.

Frequency of cleaning and disinfecting will be increased and will occur throughout meal periods.

Mobile ordering and remote pickup will be available. Meals will be packaged and delivered for those isolated or quarantined on campus.



SAINT VINCENT COLLEGE BEARCATS

Saint Vincent Strategy for Return to Varsity Athletics

Introduction

This strategy for Return to Varsity Athletics is a guideline of standards to be followed by the Saint Vincent athletic department in order to permit the resumption of collegiate athletic participation in the fall of 2020. These recommendations are based on the UPMC Sports Medicine Playbook: Return to Sports During COVID-19 Minimum Guidelines, which was written based on science and a team of experts across many fields of study, as well as guidance from the CDC, PADOH, PDE and the Forward Together Guidelines. However, even with such expert backing, we cannot guarantee the prevention of COVID-19 nor any other illness or infection. Playing contact sports and participating in activities with numerous people does increase the risk of contracting COVID-19.

All state and federal guidelines in effect for COVID-19 must still be followed. As the COVID-19 pandemic is constantly changing with scientific discovery and education, these guidelines are subject to updates. Continuation of knowledge released by the CDC and PADOH must be followed closely and these recommendations updated as needed. In addition, these guidelines are consistent with the guidance put together by the Saint Vincent College Forward Together Committee and are in addition to the provisions of the Saint Vincent College Health and Safety plan.

These recommendations are in place to decrease the chance of contracting COVID-19 while promoting social distancing, personal hygiene, and personal protective equipment (PPE). Saint

Vincent is not liable for any student-athlete (S-A) that contracts COVID-19 or any other illness or infection while participating in any Saint Vincent College related athletic activity. By participating in varsity athletics at Saint Vincent College, all student-athletes, support staff and coaches agree to do their part and abide by the provisions in this document.

Return to Sports

The NCAA recommends six-week acclimatization to recondition athletes, reintroduce socialization, and help reduce the spread of COVID-19 by an S-A, coach, student worker, or athletic department personnel.

Phase One:

Sport team preseason camps should be canceled for the Fall 2020 season. All S-A should return with the general population of students. At least 16 days before arrival on campus, all S-As will be contacted by their coach and sent a COVID-19 screening form. The S-A will have 48 hours to return this form to their coach. All forms will then be given to the appropriate athletic trainer for review. If any symptoms or fever are present, athlete will be asked to contact their physician to be tested for COVID-19.

Once the pre-arrival COVID-19 screening is completed, the S-A will be asked to self-quarantine for 14 days before coming to campus. This will include limiting outside the home exposure limiting their contact with other individuals and avoiding large gatherings. If outside exposure is necessary, S-A must wear a mask and practice social distancing when appropriate.

Upon arrival on campus, S-A will again complete a COVID-19 screening and have his/her temperature taken with a non-contact thermometer. If symptoms or fever are present, the S-A will not be permitted to remain on campus. He/she will return home, contact their physician, and be tested for COVID-19.

During phase one, virtual educational sessions will be conducted for all S-A that will cover policies related to the S-A participation in varsity athletics at Saint Vincent, including sessions on drug testing, COVID-19, personal protective equipment, athletic training room policy, weight room policy, locker room policy and day-to-day procedures. Both the S-A and all members of the coaching staff must participate in and complete these mandatory online sessions.

Phase Two:

Once the S-A is cleared to return to campus by both the pre-arrival and on-campus screenings, he/she may move to their appropriate housing. While in this phase, the S-A should be masked when in contact with other individuals. For team activities, the teams may place S-A in groups of 10. The groups must remain constant throughout phases two through four. The coach assigned to a group must remain constant and, where possible, coaches should not work with multiple groups. Team meetings should be held virtually when possible.

Vulnerable S-As, athletics health care providers, coaches, and athletics personnel should continue to shelter in place. It is also recommended that anyone flying in from a hot zone to continue to shelter in place during this entire phase. This phase will last until August 27 for fall sports.

During phase two, S-As should not leave campus to go home or to other off-campus housing. S-A who do not live off-campus and who chose to leave campus and spend the night somewhere other than their on-campus residence hall room will need to be cleared once again to enter phase three.

During the first week of phase two, pre-participation screening and testing may be done in the groups of 10 or less. Again, masks must be worn for these activities. During phase two, the groups of 10 may begin non-contact workouts. Masks must always be worn unless physically participating in a drill and social distancing is maintained. This includes when on the sidelines or taking breaks. Coaching staff and support staff must always be masked. Social distancing should be practiced during these non-contact workouts.

Phase Three:

After the initial two phases, if community/local area disease reports state that COVID-19 cases are not rising, teams may move into phase three. During this phase, the groups of 10 may be combined into larger groups that do not exceed 50 or more student-athletes. Practices may consist of full contact. Masks must be worn at all times unless physically participating in a drill. This includes when on the sidelines or taking breaks. Coaching staff and support staff should be masked at all times. Social distancing should be practiced when not physically participating in drills.

Phase Four:

After the previous three phases are complete and the community/local area disease reports state that COVID-19 cases are not rising, the teams may move into phase four. During this phase, it may be possible for team groups to combine into full team practices. However, with social distancing being an issue with larger rosters, split squad practices

will be probable if not required. Masks must always be worn unless physically participating in a drill and social distancing is maintained. This includes when on the sidelines or taking breaks. Coaching staff and support staff must always be masked. Social distancing should be practiced when not physically participating in drills.

Fall 2020 Without Competitions

Competitions of high risk only or all sports may be postponed for the fall of 2020 due to concerns of the health and safety of S-A. If this is the case, fall sports teams will be permitted to practice under a plan to be developed by the Athletic Department as determined by the Athletic Director and the Sports Medicine Team, with input provided by the coach. The number of days and weeks permitted for fall sports practice may be limited by such a plan. Roster size, facilities, risk levels and overall S-A wellness will be taken into consideration when developing the non-competition practice place for those fall sports which have been cancelled or postpone. Plans may change due to NCAA, PAC, Commonwealth of Pennsylvania and/or CDC requirements.

Once the plan has been developed for each team affected, the coach will be notified when practices can begin. Teams will start in and following the requirements beginning with Phase 2 as set out above. During Phase 2, S-A will be required to attend all practices unless practice is held during a scheduled class time. If the S-A misses a Phase 2 session, he/she will need to make up that session at another time on that same day or on another prearranged practice date, unless the coach permits the use of a countable practice day. This must occur to not waste the NCAA assigned number of practice days permitted.

Non-traditional season for spring sports will follow the same restrictions, possibly with fewer weeks and days permitted than fall teams. Non-traditional season for spring sports will also be permitted to practice under a plan developed by the Athletic Department and Sports Medicine Team, with input provided by the coach. However, this may depend on PAC or NCAA regulations. Under no circumstances will a team be permitted to begin practices without the permission of the Athletic Department.

Social Distancing

Limiting face-to-face interaction with people reduces not only the transmission of COVID-19 but most respiratory viruses and infections. Distancing yourself from others is known as social distancing or physical distancing. To successfully social distance everyone should follow these simple steps:

- Stay at least six (6) feet or two arms' length away from other people.
- Do not gather in groups, especially while indoors or in confined spaces.
- Stay away from crowded places.
- Avoid mass gatherings.

Student-athletes present a challenge with social distancing. The spread of COVID-19 happens when an infected person sneezes, coughs, talks, or even breathes heavy. Small droplets from the infected person become airborne, landing on or inhaled by others around them. The virus may also spread by touching common areas or objects (handrails, doors, equipment, etc.). What makes this most difficult is that people can be spreading the virus before they even know they are sick. This is due to being asymptomatic or not showing any signs of the virus but still having the disease. Again, everyone must stay home or in your room when you are sick. In addition, coaches, the Athletic Department should:

- Limit coaching and support staff to only essential personnel.
- Consider the capacity of rooms/buildings and considering a reduction in this number.
- Consider spacing in the cafeterias, classrooms, weight rooms, athletic training rooms/locker rooms, and other on-campus venues.
- Place locker room use on a group schedule.
- Require appointments for use of athletic training rooms and weight rooms.
- Schedule the use of the gym.
- Discourage large social gatherings.
- House no more than two S-As together on overnight trips.
- Hold team meetings virtually when possible.
- Avoid any unnecessary contact such as handshakes, high fives, fist bumps or elbow bumps always, especially during practices, workouts, and competitions.
- Reconfigure all common areas so that seating is spaced six feet apart.
- Maintain social distancing when not participating in practice or competition, including adjustments to benches and seating for student-athletes. Dugouts should not be used if possible.

Personal Protective Equipment

Face coverings must be worn, especially when social distancing is difficult to maintain.

- Student-athletes, coaches, and staff are required to use masks when in all indoor spaces, and outdoors when social distancing cannot be maintained. This is inclusive of the athletic training room, weight rooms, and locker rooms. Coaches may also wear clear face shields; however, when in close contact with S-As, coaches wearing face shields must wear a mask.
- Cloth face coverings are adequate (surgical or N95 masks, while also acceptable, are not necessary). The garment should cover both the nose and mouth and allow for continued unlabored breathing.

- Wearing of gloves has not been shown to decrease transmission of the virus. Personal hygiene and avoiding touching the face are encouraged.

Signs and Messages

Friendly reminders and educational signage will be highly visible in all athletic locations where possible. Signs will promote everyday precautionary measures, social distancing, proper hygiene, how to use PPE, and symptoms. Each team must also participate in a virtual education session during the fall semester.

Sanitization and Disinfecting

Decreasing the risk of contracting COVID-19 is achieved by cleaning and disinfecting all areas and personal belongings. It will not only be the responsibility of FMO to actively participate in sanitization and disinfecting, but of everyone on campus. To ensure a reduction in the potential spread of COVID-19, the following will be in place:

1. Normal routine of soap and water cleaning will decrease the amount of virus on surfaces and objects, thus reducing the spread.
2. Frequent disinfecting using EPA approved cleaner of common objects and areas (be sure to use all precautions when using chemical disinfectants).
3. All equipment (shared and personal) should be cleaned between uses/practices. This includes but is not limited to athletic shoulder pads, helmets, bats, sticks, balls, blocking pads, weight equipment, dumbbells, stretch bands, treatment tables, taping tables, etc.
4. Locker rooms are to be cleaned prior to use each day by FMO. For this to be done properly, all equipment must be neatly stored in locker and all items off the floor.
5. Athletic Training Room (ATR) is to be cleaned prior to use each day by FMO. Athletic trainers will be responsible for equipment and furnishing cleanings between uses.
6. Weight room equipment refers to both the Fitness Center and Student Activity Center weight room. Each facility is to be cleaned by FMO or designated staff member prior to opening every day. Users should also wipe down equipment and/or machines before and after using them. Cleaning of equipment and weights must be enforced by staff members working throughout the day. It is also recommended that at approximately halfway through open hours the facility is closed for one hour to again be cleaned.
7. Locker rooms, athletic training room, and both weight rooms are to be fumigated as many days a week as possible.
8. Hand sanitizer should be made available throughout the facilities for use before, during, and after workouts, practices, and games.
9. All practice gear must be washed and dried each day. Laundry bins are to be wiped down after dirty clothes have been removed and before clean clothes are added.

Hydration and Sanitization

Athletes should not share water bottles or reuse cups. Each team will be responsible for determining if they will provide each S-A with his or her own water bottle, or if the S-A will be responsible for getting his/her own. Student-athletes will be responsible for filling their own hydration device prior to and at practices to reduce the number of people touching it. Sanitation items will be available at water coolers to sanitize spout prior to and after filling the device. This may require additional and/or longer water breaks.

Each sport will have a cooler marked with their sport. This is the only cooler they are to use unless given permission by athletic trainers (ATC). When S-As bring coolers back to ATR, they must be cleaned with Clorox Clean-Up and rinsed thoroughly prior to putting on the shelf. For away trips, teams will be required to take their own water bottles or cups. Host teams will not be providing water bottles. The coach will need to communicate with their ATC when cups are needed.

Daily Screenings

The following screening tool can be used to identify people that are either symptomatic or asymptomatic with a temperature. Although not every person that identifies with the following symptoms will have COVID-19, by conducting screenings daily for COVID-19 we are taking precautions to prevent the spread if someone unknowingly had the virus. By asking these simple questions and taking a daily temperature, we can help identify people who may need medical care or isolation and reduce the chances of an outbreak on campus. All S-As and athletic staff will be subject to daily screenings.

All student-athletes and athletic staff will complete a daily health questionnaire and undergo a daily temperature check. Answers of “yes” to any of the symptoms or having a temperature of 99.5 F or higher will result in the student-athlete, coach, or support staff being pulled from practice or competition. [Note: this temperature is intentionally lower than that referenced for the general student body.] If the individual answered “no” to all questions and has an elevated temperature, the individual will be seated in an area away from others with face mask on and temperature will be rechecked after 5 minutes. Those that still have elevated temperature or have answered “yes” to questions will be instructed to wear a cloth mask over nose and mouth and referred to the Wellness Center for evaluation. The Wellness Center will determine if the student-athlete will need to be placed in an isolation room or other areas and if testing is needed. If no isolation area is available, he/she will be physically distanced from others by at least ten feet. The team physician will be consulted, if needed.

Daily screening questions will be asked, along with the recording of the temperature. Questionnaire may be available on SWOL for S-A to access.

Taking the temperature of either the S-A or staff member will be done in the following manner. Temperature takers need to keep as much distance as possible between them and the individual being screened. Screeners should wash their hands with soap and water or use alcohol-based hand sanitizer. Face coverings should be worn by each person.

Illness Protocol

Should an S-A become ill, have a fever, or answer yes to any of the screening questions, he or she should immediately be removed from the group. The S-A needs to be masked if not already and isolated. The Wellness Center should be contacted to determine if testing for COVID-19 is recommended for this individual or anyone else in contact with S-A. If it is determined that COVID-19 testing needs to be done, testing will be arranged through an appropriate provider, and in accordance with Saint Vincent College policy. The S-A will remain in isolation until cleared by the team or school physician.

The positively tested S-A may not return to play without cardiac evaluation and a minimum of 14 days from the onset of symptoms. The S-A will need evaluation and clearance documentation by the team physician.

Student-athletes who are referred for a COVID-19 test, or who undergo testing for COVID-19 on their own, must notify the College of the results of the test.

When an S-A test is positive, contact tracing needs to be initiated. This is to identify other individuals that were in contact with the ill individual. Contact tracing will be done in accordance with Saint Vincent College's Forward Together guidelines, which follows CDC and the Pennsylvania Departments of Education and Health guidelines.

The identity of a student who receives a positive result will not be shared by the College with anyone, except as required by law and to assist that student in receiving necessary care and instruction.

Competition and Travel Considerations

Competition and traveling are high-risk activities due to the difficulty of social distancing. Bus companies may limit the number of passengers according to CDC guidelines. Decreasing the travel party will eliminate the need for additional busses, but it will also decrease the spread if someone is infected. Standing or sitting on the sideline or bench at six feet apart is the current recommendation according to social distancing. Having an entire team dressed or not dressed and present on the sideline or bench could be a danger.

Competition roster and travel roster limits need to be considered and planned prior to start of the season. It is the recommendation of the Healthy and Safety Committee of the PAC and the athletic department that home and away competition rosters be limited to the NCAA

championship numbers. The NCAA competition roster and total travel party should be followed to account for S-As, coaches, and support staff.

The use of minivans and/or 15 passenger vans should be limited to very small groups. This is again to encourage social distancing and to slow the spread. When traveling in a van or on a charter bus, PPE should be worn. All individuals should be masked and seated apart. All travel party members are encouraged to wash hands prior to loading and after departing the vehicle.

Prior to traveling for any event, each coaching staff will be responsible for presenting a written plan to the athletic office on how to return a S-A to campus if he or she falls ill on the trip. The ill S-A is not to return on the bus or van with other team members. Recommendations for return to campus may involve contacting a parent, having a coach drive a minivan alone to the event, etc. These plans will be based on several factors including but not limited to budget, coaching staff, and location. PPE should be given to the ill individual and they should be isolated as much as possible from others. Once they return to campus, the recommendations for ill S-A will be followed. Please be aware that the individual that drove the S-A back to campus may have to quarantine.

Competition Departure

The PAC has implemented a screening questionnaire and temperature reading protocol. These will be done prior to leaving campus for any competition. For away competitions, the PAC has posted a Travel Party Form on the PAC website. This form will need to be completed by the coach and given to the authorized person assigned to the departure screening. The competition screening and temperature check will be very similar to Saint Vincent College's daily screenings.

Travel party members (including coaches and supports staff) will be asked to arrive at the departure area at a specific time. The screening questionnaire and temperature checks will be conducted by a member of the sports medicine team when possible. If a member of the sports medicine team is not available at the arranged departure time, an authorized person will be named. Once the screening time has ended and all forms are signed, no further screenings will be conducted. The Travel Party Form must accompany the team to the event and the return back to campus to be given to the ATC for that sport.

If an overnight trip or early departure is planned for a team, an authorized person will be assigned to conduct screenings and take temperatures before boarding the bus on the day of competition. This person will be instructed by the ATC on proper procedure.

Athletic Training Room

There will only be one point of entry into the athletic training room. This will monitor traffic in and out of the ATR, ensuring screenings and temperatures readings are complete. This will also

reduce the risk of someone that is symptomatic from entering the facility. It is recommended that the outside door handle be removed from the double doors of the ATR, preventing entry but not exiting. A doorbell type device will be installed at single door. This entry will always be locked, and entry is only permitted after screening and temperature readings are complete and normal. Visible signage should be present to remind all about social distancing and hand washing. A hand sanitation station will be made available prior to entry of the ATR that individuals will be instructed to use. Gloves will also be made available to S-A if desired. All individuals must enter the facility with a face mask on. They will then wait for the athletic trainer to instruct them where to go. Athletic trainers are to wear face masks or shields when in close contact with others in the ATR and especially when treating S-As.

For sanitization and disinfecting guidelines, please refer to the above section.

1. Athletic Training Room Office

The office of the ATR will have restrictions to reduce risk. Athletic trainers will social distance when possible. If social distancing is not possible, they must wear a mask. Schedules will be staggered when possible. If ATC is not working directly with a team or S-A at the time or more than one ATC is in the office, the ATC without S-As may move to physician's office or upstairs to another office. No S-As will be permitted to enter the office of the ATR. If privacy is needed for a confidential discussion, the physician's office is available for use.

2. Student-Athlete Scheduling Treatment/Rehabilitation/Evaluation Times

Student-athletes must schedule an appointment for any type of treatment, rehabilitation, evaluation, and taping. All S-A will be required to schedule an appointment for treatments the day before. This will be done via phone (724/805-2400) or via email (athletic.training@stvincent.edu) to ensure guidelines for social gatherings and distances can be followed.

S-As are no longer permitted to just "drop-in" for taping or stretching. If rehabilitation due to a surgery/injury is required, those individuals will have precedence to scheduling the necessary appointment. Maintenance treatments of taping and modalities will be not available until vaccine is available. Student-athletes will be encouraged to wear bracing and do preventative treatment (heating pad, stretching, foam rolling) on their own in their rooms.

The number of treatments during a specific timeframe will be limited in number, depending on the type of treatment needed, availability of the athletic trainer, and social gathering limitations. The athletic training room cannot exceed 50% of full capacity and all individuals being treated are expected to be six feet apart. Once practices start, no additional treatments will be administered to anyone. This will limit overcrowding due to practices starting and the possibility of contamination of the athletic training room.

Self-service of items from the ATR is discontinued for the time being. Student-athletes needing items must seek permission from the ATC.

All S-As are expected to be on time. If S-As are late, they may be asked to leave. This is to prevent overcrowding in the athletic training room areas and fairness to those that are on time. If S-As are early, they will be directed to wait in the Carey Center lounge area or outside, social distancing must be observed at all times. No food or drinks are permitted in the athletic training room unless directed for a medical condition.

After the use of equipment and tables, sanitizing protocols will be followed before leaving the area. If using modalities, all machines, sound heads, and equipment will be properly sanitized after use. Intense cardio workouts in ATR will be used very minimally during rehabilitation due to the fact of an increase in forced air intake and exhalation during intense workouts. These cardio workouts should be done outdoors (weather permitting).

Once a treatment session is over, the S-A will be mandated to leave the facility immediately. Once the S-A leaves, the athletic trainer will sanitize the area/table that was used before another S-A will be permitted to use that area/table.

Please make note that all whirlpools will **NOT** be available for treatments. They are permitted to be used only in the instance of heat illness.

3. Student Workers

Student workers will be required to complete the same screening and temperature checks prior to entering ATR. They will follow the same guidelines as S-A and maintaining social distancing when setting up for events. Student workers must be masked at all times in the ATR. Hand sanitizer will be given to each student worker at the beginning of the year. They are to be responsible to ask for more when supply is depleted.

Student Activity Center Weight Room

There will only be one point of entry into the Student Activity Center Weight Room (SACWR). This will monitor traffic in and out of the SACWR, ensuring screenings and temperatures readings are complete. This will reduce the risk of someone that is symptomatic of entering the facility. Occupant capacity has been determined. Total occupancy will be reduced to 50% and may require the reconfiguration of the space, which may involve blocking off or removing equipment. This will be that maximum permitted in the SACWR including S-A, coaches, and staff. Visible signage should be present to remind all about social distancing and hand washing.

A hand sanitation station will be made available at the entry of the SACWR that individuals will be instructed to use. Gloves will also be made available to S-A if desired. All individuals must

enter the facility with a face mask on. Unless the S-A is doing high-impact cardio activities, face mask should always remain on. All staff and coaches are always to wear face masks when interacting with S-As.

For sanitization and disinfecting guidelines, please refer to the above section.

Locker Rooms

To meet all social distancing requirements, locker rooms use may be assigned by groupings and time slots. Locker rooms must be evaluated for number of lockers present. Each locker room has a different allowable capacity. The allowable locker room capacity will be identified for each team by the athletic administration and sports medicine staff. Only the specified number of individuals may be present in the locker room at one time. This will permit the use of every other locker at one time. For larger locker rooms and teams, this may need to be divided into thirds.

Each group will be assigned 15 minutes with a 5-minute window between groups to prevent individuals from entering and exiting at the same time. (Example Group A 3pm-3:15pm, Group B 3:20-3:35 p.m.). Groups should be set up by considering class schedules and then locker assignments are given after. LOCKERS CANNOT BE SHARED. If an S-A missed his/her assigned time, the S-A will need to wait until after the locker room is cleared out from the last assigned time.

This process must be determined by a member of the coaching staff to assure accuracy. It must also be monitored daily by an authorized person, preferably by a coach with larger teams. Coaches have the authority to adjust the timing of groups as the need to do so arises. Coaches may change window between slots as needed. The locker room must be clear of the scheduled group prior to the next group entering it. All individuals waiting to enter must adhere to social distancing protocol of 6 feet and not wait in the hallway. The S-As must be at least 10 ft away from the locker room door. When entering/exiting and when present in locker room, individuals must be masked.

The locker room floors must be free of clothing, shoes, and debris. All personal items are to be kept in lockers. All practice clothing must be washed daily. All equipment should be wiped down after practice. See sanitization and disinfecting section above for more guidelines.

Sports Practice Procedures

When reporting to practice, it is imperative that all social gathering/distance guidelines, all self-hygiene protocols, and rules submitted by the Saint Vincent College Athletic COVID-19 Protocol be followed at all times. The main goal is to provide the highest quality of care possible to the S-A while maintaining safe practices. **This is very important for everyone from the S-A to staff members. If you are sick, do not come to practice or work.**

The following restrictions will be followed:

1. Preventative taping will not be done. Wearing a brace is a better option to provide support for prevention or non-significant injuries. This is so social gathering limitations can be followed.
2. Taping will only be done by appointment, which is made the day prior.
3. Social distancing will be performed during any waiting period during taping or treatment sessions.
4. It is expected that the S-A must be punctual for their allotted time slot. Tardiness is unacceptable and that individual may be refused taping until everyone else has been treated.
5. If taping on a table, the athletic trainer will sanitize the table after each use before the next S-A will be allowed to use it.
6. S-A must wear a face mask and abide by all athletic training room rules.
7. Treatments will NOT be given once practices have begun. If S-A requires treatments using modalities (stim, ultrasound, probe, etc.) they must schedule an appointment following the guidelines.
8. Post-practice treatments will be limited to a “grab-and-go” style format. This means that ice bags will be placed in a cooler in a designated area for S-A to take with them as they leave. They must sign in prior to taking ice. This will alleviate over-crowding issues of S-A coming in to ATR after practice to get iced and congregate.
9. Modalities, such as stim, will be provided at the discretion of the athletic trainer.
10. Student-athletes must limit all close proximity treatments to emergencies only status. This means S-As must stretch on their own when possible.
11. **ALL STUDENT-ATHLETES MUST** shower before re-entering the athletic training room, going to eat, or going to class.

On the Field Protocols

Once practices start, treatments will not be available to S-A during this time. Ice will be available.

The following restrictions are to be followed:

1. All coaches, staff, and S-A should abide by the closing period rule mentioned above.
2. Hand sanitizer stations should be placed in areas that are out of play at each venue.
3. Hydration is a very large concern for controlling contamination. **WATER BOTTLES CANNOT BE SHARED.** With respect to water bottles:
 - a. Every S-A will be responsible to fill their own bottle and carry it with them when moving to different areas on the field of play.
 - b. All bottles must be marked with the S-A's last name, their number, and sport so that it can be easily identified.
 - c. If permitted by state, there may be water coolers on site for the purpose of refill only. No one should be drinking directly out of the cooler. This will cause contamination.
 - d. After practice, the S-A will be responsible for dumping out his/her water bottle, cleaning it and storing it in a safe location. Student-athletes may want to store

water bottles in a sealed plastic bag in order to prevent possible contamination or protection from sanitizing spray that may be used in the locker room area.

- e. Again, it is the responsibility of the S-A to maintain a clean water bottle and to NOT share water bottles with others.
- f. On warm, humid days, water breaks should occur more frequently.
- g. Coaches may want to consider adjusting the time for practice since the S-A may have to run to a location further than normal to get his/her bottle.

Miscellaneous Considerations

The following are recommendations and issues should be considered:

1. Installing signage to remind individuals to wear a mask, as well as where masks are recommended and required.
2. Cleaning products approved by the CDC for sanitizing should be made available and on-site for high touch areas or places where there is high traffic volume, i.e the athletic training room, weight rooms, locker rooms temperature screening site. This includes spray bottles with paper towels, sanitizing wipes, touchless paper towel dispensers, touchless soap dispensers, and trash cans.
3. The schedule for sanitizing and disinfecting of the space should be posted.
4. It is highly recommended that either a fogging device or a sanitary spray device be purchased strictly for athletics. This can be extremely useful and safe in properly cleaning larger areas throughout the day.
5. Outside guests are not permitted to use/enter the facility.
6. Visiting teams should be contacted 48 hours prior to game or competition to determine locker room needs.
7. Officials should be screened 24 hours in advance of the competition and should complete and submit a health assessment to the Athletic Trainer. Officials' locker room needs should also be communicated at that time.

Saint Vincent Strategy for Resumption of Administrative Office Operations

All Saint Vincent College administrative departments and offices were asked to review the Forward Together Guidance materials and provide information as to how each administrative area intended to resume operational activities consistent with that guidance during the Commonwealth of Pennsylvania's Yellow and Green phases, with particular attention being paid to the scheduling of staff, welcoming external visitors, and office environment.

Scheduling of Staff

During the Yellow phase, almost all Saint Vincent administrative offices embraced highly flexible work environments for staff, with most employing a work-from-home (WFH) strategy (42 offices) or a staggered in-office presence (nine offices). This will continue during the Green phase, with only four areas indicating all staff will be working completely on the premises. The remaining administrative offices will be employing a combination of staggered in-office operations (including staggering start/end times as well as staggered days) as well as WFH flexibility. All administrative offices will be providing flexibility and allowing changes to work schedules and opportunities as needed throughout the Green phase and will consider changes to individual works schedules/locations as needed throughout the course of the semester.

External Visitors

All offices will seek to limit in-person meetings with external visitors during the Yellow phase and will use teleconferencing and video conferencing as often as possible during this time. When in-person meetings must take place during the Yellow phase, social distancing will be used, and masks will be required. Additional cleaning will be done, and hand sanitizer should be available.

During the Green phase, most offices will continue to utilize teleconferencing and videoconferencing for most meetings but will also shift to an appointment-only structure for external visitors. Office should notify the Entrance Booth (guestparking@stvincent.edu or ext. 2401) of any expected visitors to campus, preferably at least 24 hours before the visit. The Entrance Booth will provide all visitors coming through that entrance with information pertaining to the College's COVID-19 protocols. In addition, offices should request that all visitors perform a health and wellness check prior to coming to campus, and that the visitor should remain home if experiencing any symptoms of illness. Offices should provide all expected visitors with the College's health and wellness checklist, social distancing, and face covering requirements prior to the visit. **Masks are required of all external visitors to campus.**

It is recommended that all offices keep a sign-in sheet that includes contact information for all external visitors and request that external visitors notify Saint Vincent College if they test positive for COVID-19 within 14 days of the visit to campus.

Offices for which external visitors are common (e.g., Office of Admission, Alumni Office, McCarl Coverlet Gallery, Verostko Center) should take steps in advance to inform potential external visitors of the requirements for social distancing, face coverings and any additional requirements specific to that office/area. This can be done through email, social media postings, mailings, and/or postings on the office/area sections of the Saint Vincent website.

Office Environment

During both the Yellow and Green phases, all offices were asked to evaluate the office environments for their staff and to make necessary modifications and/or changes in order to ensure a safe working environment for staff. As a result of this, four offices have reconfigured office space, including the removal of furniture; seven offices have requested web-cameras and other technology enhancements; and twenty offices have requested or already installed Plexiglass barriers/shields for public facing workspaces. To assist with cleaning and disinfecting of workspaces and high-touch surface areas within the office environment, all offices have plans to wipe down and clean their workspaces and have hand sanitizer available for staff and visitor use. This is in addition to, not as a replacement for, the College's regular cleaning and disinfecting protocols. Cleaning and disinfecting supplies are available by request through the Facilities Management Office and offices may also procure supplies on their own and be reimbursed with receipts.

Appendix A

Saint Vincent Forward Together Advisory Committee

Being Safe – Staying Bearcats

Charge

The Saint Vincent Forward Together Advisory Committee Taskforce is charged to examine specific issues and questions posed by the President of the College, Rector of the Seminary, and members of President’s Cabinet related to safely resuming face-to-face instruction and residential living at Saint Vincent. Staying abreast and using the published guidance of federal, state, and local health officials, the Committee is to present options regarding how this guidance may be implemented at Saint Vincent.

Guiding Principles for the Forward Together Advisory Committee

1. We are charged with identifying the key external guidance that must be followed and presenting and reviewing options for implementation of that guidance at Saint Vincent.
2. Our work begins with our mission: our overarching goal is to sustain this mission through the pandemic.
3. The committee is a conduit for campus dialogue to ensure clear communication to all stakeholders.
4. As a group, we will be an example for the entire campus community in our commitment to continual improvement, creativity, and adaptability.
5. We will engage and learn from each other, peers in our community, and other institutions.

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Appendix B

Reference Documents

Primary Documents for Reference

CDC:

Considerations for Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>

Shared or Congregated Housing

<https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html>

Cleaning and Disinfecting

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Considerations for Businesses

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>

PA Department of Education:

[https://www.education.pa.gov/Documents/K-](https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/PDE%20Preliminary%20Reopening%20Guidance%20Postsecondary%20and%20Adult%20Education.pdf)

[12/Safe%20Schools/COVID/GuidanceDocuments/PDE%20Preliminary%20Reopening%20Guidance%20Postsecondary%20and%20Adult%20Education.pdf](https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/PDE%20Preliminary%20Reopening%20Guidance%20Postsecondary%20and%20Adult%20Education.pdf)

<https://www.governor.pa.gov/covid-19/sports-guidance/>

PA Department of Health:

<https://www.pa.gov/guides/responding-to-covid-19/#ForBusinesses>

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/Pages/default.aspx>

Secondary Documents Referenced

OSHA Guidelines for Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

American College Health Association (ACHA) Guidelines: Considerations for Reopening Institutions of Higher Education in the COVID-19 Era

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

Schools for Health Risk Reduction Strategies for Reopening Schools Harvard T.H Chan School of Public Health

<https://schools.forhealth.org/wp-content/uploads/sites/19/2020/06/Harvard-Healthy-Buildings-Program-Schools-For-Health-Reopening-Covid19-June2020.pdf>

Appendix C Covid-19 Symptom Monitoring Flyer

KNOW THE SYMPTOMS OF COVID-19

 **FEVER**  **COUGH**  **SHORTNESS OF BREATH**

[spreads through close contact]

TAKE EVERYDAY PRECAUTIONS

 **WASH YOUR HANDS**  **DON'T TOUCH FACE**  **AVOID SICK PEOPLE**

INFORMATION + UPDATES:
[HEALTH.PA.GOV](https://www.health.pa.gov)

 **pennsylvania**
DEPARTMENT OF HEALTH
Created 02/25/2020

Saint Vincent COVID-19 Symptom Monitoring Checklist

Every day before leaving your room or coming to campus, please check for the following . . .

- Do you currently have a fever over 100.4°F, or have you had a fever over 100.4°F in the past 24 hours?
- Do you have a new cough, new muscle ache, recent loss of taste or smell, or onset of sore throat?
- Do you have a shortness of breath, chills, shaking chills, or onset of headache?
- Have you been in contact, lived with, or otherwise been exposed to a person who has tested positive for COVID-19?

If you have any of the symptoms above:

Faculty and Staff – stay home, notify chairperson/supervisor via phone or email, contact your primary care physician

Commuting Students – stay home, notify Wellness Center via phone or email

Resident Students – stay on Floor/Pod, notify Prefect and Wellness Center via phone or email



**SAINT VINCENT
COLLEGE**

Wellness Center 724-805-2115 | SVCWellness@stvincent.edu

9957-6/2020

Appendix D

Revised Academic Calendar 2020-21

Fall Semester 2020

August 17	Final registration and adjustments; Classes begin
August 25	Last day for adding courses
August 31	Last day for withdrawal without permanent record and last day of 95% refund
September 1	Applications for December 2020 Graduation Due
September 1 – November 6	Withdrawals receive “W”
September 7	Labor Day; CLASSES MEET
September 11	Last day to change to P/F designation; last day to change to Audit
September 15	Last day to withdraw for a 40% refund after this date, no refund
September 16	Last day to add internship credit for Fall semester
September 17	Spring & Summer 2020 incomplete grades not changed become “F”
September 30	Early performance grades due at noon
October 28,29,30, and November 2, 3	Registration for Spring Semester 2021
November 2	Applications for May 2021 and August 2021 Graduation Due
November 9	Withdrawals receive a WF
November 19	Founders’ Day (classes canceled 3:30pm – 7pm)
November 20	Last day of class
November 21 and 22	Reading Days
November 22, 23 and 24	Face-to-face Final examinations
November 30, December 1, 2, 3, 4	Remote Final examinations
December 8	Final grades are due at noon

Tentative Spring Semester 2021

January 10	Students return
January 11	Final registration and adjustments; Classes begin
January 18	Last day for adding courses
January 25	Last day for withdrawal without permanent record and last day of 95% refund
January 26 – April 9	Withdrawals receive “W”
February 5	Last day to change to P/F designation; last day to change to Audit
February 9	Last day to withdraw for a 40% refund after this date, no refund
February 11	Fall 2020 incomplete grades not changed become “F”
February 15	Last day to add internship credit for Spring semester
February 24	Early performance grades due at noon
February 27 – March 7	Spring break for undergraduates; begins after last class on February 26
March 8	Classes resume, Graduate Spring Term “W2” course begin
April 1 – 5	Easter Vacation begins after last class on March 31
April 6	Classes resume
April 7, 8, 9, 12, and 13	Registration for Fall Semester 2021
April 21	Honors Convocation and Undergraduate Conference (classes cancelled from 11:30-7:00)
April 30	Last day of class
May 1 and 2	Reading Days
May 3 - 6	Final examinations
May 6	Graduating senior grades are due at noon
May 8	Commencement
May 11	Final grades are due at noon
May 17	Summer Session begins

Appendix E

Implementation and Enforcement of Health and Safety Plan

Saint Vincent Community Standards

It is the responsibility of all students, faculty and staff to adhere to the standards set forth in the Health and Safety Plan of the Saint Vincent College and Seminary. Each of us must demonstrate a commitment to the health and safety of ourselves and all members of the community.

Where individuals fail to adhere to these standards, the primary method of enforcement will be specific admonitions aimed at increased education on the importance of such adherence.

However, willful, reckless or repeated violations of these standards will subject the individual to disciplinary sanctions.

Administrative Directive

The Health and Safety Plan of the College and Seminary is an important document which we must seek to implement until we determine that it is no longer necessary.

To that end, each Vice President of the College must insure that:

1. Adequate signage exists in your area to remind individuals of the important safety features they must follow;
2. Individuals are regularly reminded to adhere to the standards set forth in the Plan;
3. Individuals who violate the Plan are educated on the need to adhere to the Plan;
4. Individuals who willfully, recklessly or repeatedly violate the Plan are disciplined.

Every two weeks, each Vice President of the College submits a report to the Forward Together Advisory Committee answering the following four questions:

1. Has adequate signage been maintained in your area to remind individuals of the important safety features they must follow?
2. Have you reminded the faculty, staff and students in your area of the need to adhere to these standards?
3. Have you had the need to educate any person on the need for better adherence to the Plan?
4. Have you disciplined anyone for Plan for willful, reckless or repeated violations of the Plan?