



COVID-19 HEALTH AND SAFETY PLAN

INTRODUCTION

The Millersville University community is facing the challenges of the COVID-19 pandemic while advancing its educational mission and following our [EPPiIC values](#).

During the Fall 2020 semester the health and safety of Millersville University students, faculty, staff and visitors are at the forefront of our efforts. With that in mind, the University has developed a set of COVID-19 mitigation strategies. These include social distancing, use of face coverings, disinfecting and sanitation procedures, modifications of physical spaces, and a thorough examination and reassessment of all services, the academic calendar, activities and behavioral expectations.

This COVID-19 Health and Safety plan details the steps Millersville University is taking to protect the health and safety of our campus constituents. The COVID-19 Health and Safety plan was developed using guidance from the Federal Government, the Commonwealth of Pennsylvania and the Pennsylvania State System of Higher Education.

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FALL 2020

Since March of 2020 Millersville University has been conducting all learning, and most work, on a remote basis. Only essential employees have been on campus and all teaching and learning, has been conducted remotely. Our campus community will see a very different looking campus when they return this fall, and a campus environment unlike the one we are used to. However, Millersville University will have the same commitment to providing a high quality and affordable education to our students in a campus environment designed to foster student engagement.

Everyone on the Millersville University campus this fall has a personal responsibility to practice proper hygiene, social distancing etiquette and the use of face coverings. All students, faculty, staff and visitors to campus are required to adhere to the policies, protocols and guidelines in this COVID-19 Health and Safety plan for their own protection, the protection of others and the protection of those in our community. The policies, protocols and guidelines focus on:

- Academic, Student and Employee Life
- Mitigation
- Campus Monitoring
- Communications
- Coordination and Expectations

STRATEGY FOR CAMPUS LIFE

Guidelines for Instructional Formats & Modalities

Millersville University has announced plans to move instruction to a primarily online/remote modality this fall. With this approach, the majority of fall instruction will be offered remotely.

- The Millersville University Information and Technology department will work with faculty to provide pedagogical and technical support and guidance.
- Courses that require a practical or hands-on component will be delivered face to face in our labs and studios.
- All non-instructional meetings, such as faculty office hours and student advising, will be conducted remotely (i.e., Zoom and Teams meetings).



Academic Calendar

The Fall 2020 semester began Aug. 24, 2020 and will be completed on Nov. 24, 2020.

- We will not be taking a fall break this semester in order to minimize travel from and back to the University campus. This will decrease COVID-19 exposure risk from travel and proactively prepare for a possible “rebound” of the virus.
- Classes will be in session on Labor Day – Monday, September 7, 2020.
- Thanksgiving break will be held from Nov. 21-29, 2020.
- Classes and final exams will continue after the Thanksgiving break starting on Nov. 30, 2020 for the final two weeks of the fall semester.

Required Safety Education and Training

All employees returning to campus to prepare for the fall semester, and those who return for the fall semester, must watch the [online training video](#) to orient themselves to the new COVID19 campus environment.

Athletics, Co-Curricular Student Activities, and Events

The Pennsylvania State Athletic Conference (PSAC) announced on July 15 that all intercollegiate athletic competitions are suspended through Dec. 31, 2020. Millersville Athletics is currently working with the PSAC to establish a plan to shift fall competitions to the spring semester. The PSAC is permitting institutions to conduct practices this fall semester on campus per NCAA guidelines. Millersville has established safety guidelines to allow voluntary small group and individual workouts where social distancing guidelines are met with coaches and the strength and staff during the fall semester. No full team practices will be permitted.

- Co-curricular student activities sponsored by the University will follow social distancing guidelines. The guidelines will be established and enforced for non-instructional student facilities (i.e. Student Memorial Center [SMC] and the Francine G. McNairy Library and Learning Forum, etc.).
- Millersville University’s Homecoming, originally planned with on and off-campus events on October 23 and 24, 2020, will now shift to a series of virtual celebrations on the same dates. This shift comes as a response to the ongoing COVID-19 pandemic. More activities and information can be found online at millersville.edu/homecoming. The annual Millersville Parade, originally scheduled for October 24, 2020 has been cancelled due to the COVID-19 pandemic.
- Other traditional campus activities, including sporting events, commencement, etc., may be shifted in the calendar, canceled, postponed or conducted in a different format and/or without spectators.
- An in-person event is defined as any planned or spontaneous gathering, indoors or outdoors, where any portion of the event will be held on property owned or controlled by Millersville University.



- The Pennsylvania Department of Health outlines parameters for large gatherings during the pandemic. Lancaster County is currently in the Green Phase, which allows for outdoor events with crowds up to 250, provided social distancing requirements can be met.

Indoor events and assemblies are limited to no more than 25 people with the following exceptions:

- Classrooms or areas used for educational purposes (though the room occupancy must still allow for social distancing)
- Dining areas (though these areas must also have occupancy levels allowing for social distancing)
- Similarly, groups of people who share a space within a building in the ordinary course of operations, such as in an office building, classroom, production floor or similar regularly occurring operation of a business or organization, are not "events or gatherings.". Individuals working or teaching/learning in these operational spaces must maintain social distancing.

Decisions on events will be made on a case-by-case basis, depending on crowd size and availability of adequate space. These guidelines will apply to all in-person events, held by all University stakeholders including faculty, staff, students, administrators, alumni and campus guests.

Outdoor Activities

COVID-19 spreads more easily indoors, than outdoors. Though being outdoors will not prevent the transmission of COVID-19 from one person to another, it does reduce the possibility of transmission. Therefore, the University encourages all students and employees to do as much learning, activities, and work, outdoors, as possible.

Outdoor facilities are being modified to allow for more outdoor use, especially around the Student Memorial Center and the Gordinier Dining Facility. The Marauder Express food van will also be parked on campus for outdoor dining.

Housing - Residence Halls

Millersville University students want to return to a vibrant, interconnected and diverse campus, and this experience includes residing in one of our residence life buildings. Due to the infectious nature of the COVID-19 virus, on-campus housing is among the greatest challenges the University faces for reopening in the fall. Millersville University is committed to providing a safe and engaging living-learning experience. All students residing in on-campus housing must take personal responsibility for ensuring the health and safety of themselves, and everyone else on campus, both in the housing buildings and around campus.

- On-campus housing is open for the fall semester.



- The residence hall buildings were modified in ways to limit crowding and interaction in public areas, to minimize the spread of the virus.
- Roommates should operate as a “family unit,” acting in ways that protect each other’s health.
- Visitors of students will be limited to those that reside in the same residence hall.
- On-campus housing will close for the remainder of the semester on Saturday, Nov. 21, 2020 at 5 p.m. Students will need to vacate with all of their belongings at that time.
- For students with extenuating circumstances, and approved by Housing and Residential Programs, break housing will be offered.
- No cost adjustment will be made to housing impacted by the shift to remote instruction after Thanksgiving.
- Students residing in on-campus housing must be aware their actions can potentially expose themselves, and others, to the virus, which can then spread out of the residence life buildings to the campus population, and even beyond.
- As such, it is incumbent on all students, but especially those residing in on-campus housing, to follow social distancing, hand washing, hand sanitizing, and mask wearing requirements at all times, and avoid large gatherings, both on and off campus. It is essential to the health and safety of the entire campus community that everyone does their part in preventing the spread of the virus to the maximum extent feasible. It is also imperative that students, employees, and visitors self-monitor their own health, at least daily, always looking for the signs and symptoms of the COVID-19 virus. And, finally, to self-isolate and seek prompt medical attention if they develop symptoms or are potentially exposed to anyone who has tested positive or who has been exposed to someone who has tested positive.

Housing Modifications

- To comply with social distancing in the residence halls the following modifications and changes have been made:
- All common areas (i.e. lounges) in residence halls will be amended. Spaces will either be closed or have furniture removed.
- Residents will be required to wear a mask anytime they are not in their own room. This will include time spent in common areas inside “pods.”
- Guests (defined as anyone who does not live in that assigned building) will not be allowed in any of the residence halls.
- Residents will need to sign a housing addendum stating that they will adhere to the following:
 - Wear a face mask in hallways and common areas.
 - Limit time and occupancy in elevators.
 - Avoid congregating in hallways or common areas.
 - Inform staff if they have been exposed to COVID-19.



- Inform staff if they have any signs or symptoms of COVID-19.
- Inform staff if they have traveled outside of Lancaster County.
- Be prepared for an immediate room change if they are exposed to the COVID-19 virus.
- Be prepared to move to an on-campus quarantine isolation facility or return home if they test positive for COVID-19 or remain quarantined in your room if are part of a contact tracing program as a result of their contact with a positive COVID-19 infection.
- Be prepared to move if a positive COVID-19 case is confirmed on their floor or wing.
- Follow all directions of University staff regarding isolation and quarantine if there is an exposure.
- Comply with any other measures necessary to protect the health and safety of themselves and other occupants of residence life buildings.
 - Failure and to follow the additions to the residential living agreement could result in immediate removal from the residence.

Dining

Dining is open on campus with social distancing modifications and more options for grab and go meals. All dining operations will be as “touch-free” as possible. Some food operations and choices will be changed, restricted or eliminated. Students are encouraged to take grab and go food to outdoor eating areas when weather permits. Dining availability is as follows:

- August 17, 2020 to Nov. 25, 2020
- Closed during Thanksgiving Break, Nov. 26 – Nov. 28, 2020.
- Nov. 29, 2020 until the end of the semester

“Declining Balance” plans will be available for use upon the arrival of students, beginning August 17, 2020. Any remaining balance unused from the Fall Semester will rollover to the Spring Semester.

Facilities have been modified to maintain social distancing:

- Face masks or coverings will be required at all dining operations until seated, and customers will be asked to comply with floor markings/stickers to ensure proper social distancing.
- Seating in all campus dining areas will be reduced to comply with appropriate guidelines.
- Seats have been removed or modified to limit the number of people who may dine together.
- Floor markings indicate where you should stand in line to maintain social distancing.
- Plexiglass barricades will be in place at point-of-sale and transaction locations.
- Spaces have been modified to allow for pickup of food to minimize contact time between server and recipient.
- Hand sanitizer stations will be located around the dining facilities and students.
- Enhanced sanitation measures will occur including periods of closure for thorough cleaning.
- The Marauder Express mobile dining unit will be on campus and students are encouraged to eat outdoors when possible.



Transportation and Travel

The campus shuttle shall operate as normal. Passengers must wear masks while on the shuttles.

- Students are encouraged to maintain social distancing while waiting for the shuttle.
- All shuttles will be cleaned and disinfected prior to the start of the morning route and at driver change/break.
- Millersville University owned and operated vehicles will have only one person per vehicle. Exceptions can only be made with the permission of one's direct supervisor.

If more than one person is required to travel in a University vehicle to complete assigned work, the following conditions must be met with supervisor approval:

- Maximum two people per vehicle.
- Both passengers must wear a face covering.
- Place the passenger in the back seat when possible.
- Open windows when possible.
- Clean and sanitize the vehicle after use.
- No group travel in University owned, leased, or rented vans is permitted.

University sponsored travel is restricted, with few exceptions.

- All exceptions must be approved by their supervisor and corresponding cabinet member.
- Travel outside of Pennsylvania is prohibited except with the permission of one's direct supervisor and only for rare and exceptional circumstances.
- If you must travel, research the COVID-19 status for the given area. Travelers should check the CDC guidelines prior to, or after, taking a trip to make sure the area visited does not require a 14-day quarantine period prior to resuming normal activities.

The Commonwealth of Pennsylvania Department of Health (PA DOH) has established travel limitations and a recommended 14-day isolation/quarantine period for any traveler entering the state from specified areas (other states) of the country with elevated COVID-19 transmission numbers. Before coming to the Millersville Campus, check to see if you are coming from any state listed on the [PA DOH website](#).

Academic Support

Academic Support Services will be available during the Fall 2020 semester. Online interaction will be utilized when possible.

Academic advisors, the counseling center, health services, tutoring and many other services will be available remotely.



Counseling Center

The Counseling Center will provide counseling, crisis intervention, consultation and outreach on a remote basis this fall. The Center is staffed by five licensed psychologists, a certified Alcohol and Other Drug counselor, and two pre-doctoral interns who will provide short term counseling via Zoom and/or telephone. Students (from Pennsylvania) who are registered for fall 2020 classes are eligible for services (individual and group) and may contact the Counseling Center at 717-871-7821 to make an appointment or for more information.

- The Center is open Monday through Friday from 8 a.m. – 4:30 pm and students may access the “walk in hour” from 1 p.m. to 2 p.m. by contacting Andrea at 717-871-7821 to be connected with the on-call counselor.
- Students with emergency mental health needs after hours or on weekends should call 911 or call Crisis Intervention at 717-394-2631.
- Students receiving counseling from the Counseling Center are eligible for telehealth psychiatric services through MU’s consulting psychiatrist if needed.

The University and all of its employees play an important role in controlling the spread of COVID-19. Their observations and reporting of student attendance and symptoms, consistent with the Family Educational Rights and Privacy Act (FERPA) will be key. Everyone will be asked to:

- Observe student behavior and refer a student who appears symptomatic to the University’s Health Services.
- Monitor student absenteeism in both online and face-to-face classes. Class absenteeism due to a medical reason may trigger additional time for students to complete assignments and reschedule tests and quizzes.
- Students who were absent due to illness in face-to-face courses may be required to provide return to school documentation from their medical provider before returning to class

STRATEGY FOR MITIGATION

Millersville University is using a variety of mitigation measures to prepare the campus for a safe transition and reopening. It is important to stress that no single mitigation measure will be effective at preventing exposure to the COVID-19 virus. A combination of mitigation measures will minimize the potential for exposure. Most of the mitigation measures described here will be familiar to most people.

Hygiene Requirements

To help slow the spread of the coronavirus, Millersville University students, staff, and faculty are encouraged to work together. This is essential to minimize the chances of being exposed to the virus and prevent the transmission to others. If everyone complies with mitigation methods, and adheres to the



public health and safety policies, protocols, and procedures, everyone will protect each other for the duration of the fall semester.

Millersville University students, staff, and faculty must practice mask wearing, social distancing, hand hygiene and all other important public health measures. The following best practices are recommended:

- Always wear a face covering, or mask. This must cover your mouth and nose.
- Maintain a distance of at least 6 feet from other people.
- Avoid contact with people who are sick.
- Avoid large public gatherings of any kind.
- Limit any close (less than 6 feet) personal contact with others to as little time as possible and under 15 minutes.
- Wash your hands often with soap and water.
- Hand sanitizer use is also recommended, but hands washing is preferred.
- Monitor your health on at least a daily basis, including temperature checks, and be alert for flu-like symptoms.
 - Millersville University requires all faculty, staff, and students to self-screen each day for symptoms of COVID-19 before coming to any University property. You must be free of any symptoms to report to class or work on campus.
 - For employees, the University has a drive-up kiosk located outside the Health Services (Witmer) building on McCollough Drive. Employees must report there for a health screening, administered by a Health Center representative, before reporting to work.
 - Some of the symptoms related to COVID-19, as identified by the Centers of Disease Control and Prevention, include:
 - Fever or chills (temperature > 100.4)
 - Shortness of breath or difficulty breathing
 - Cough
 - Fatigue
 - Muscle or body pain
 - Headache
 - Sore throat
 - Recent loss of taste or smell
 - Diarrhea
 - Nausea or Vomiting
- If you develop a fever, cough or other symptoms, stay home and only leave to seek medical care. Do not report to class or to work.
 - Always cover your mouth and nose with a tissue when you cough or sneeze. Throw the used tissue away. If you do not have tissues, the CDC recommends you cough or sneeze into the



inside of your elbow, not into your hands. Immediately wash your hands with soap and water or use hand sanitizer that contains at least 60% alcohol.

If you are sick, have any of these symptoms, and you are an employee you should stay home and call your supervisor. Students should notify Health Services, their instructors and/or their supervisors. If you feel ill while at work or in class and exhibit any of these symptoms **not** due to a preexisting, underlying or chronic health condition, your supervisor may direct you to go home. Supervisors should then contact Health Services and/or Environmental Health and Safety to report a possible case of infection in their area.

Personal Disinfection and Housekeeping

Every member of the Millersville University community has a joint responsibility for sanitation in their own work area and when using shared resources (e.g. meeting rooms, copiers, commonly touched surfaces, etc.). To assist with this shared responsibility, disinfecting supplies will be provided in centrally located building areas so occupants can do their part to prevent surface transmission of pathogens.

- Only use University-provided sanitation/disinfection cleaning chemicals. Be aware, hand sanitizer contains alcohol and the material is flammable.
- Millersville University custodial staff will routinely clean workspaces, classrooms and public spaces. Additionally, surfaces frequently touched by multiple people, such as door handles, handrails, light switches and faucets, will be cleaned and disinfected more frequently.
- Cleaning of classrooms and other highly occupied areas will take longer to perform than regular and routine surface cleaning. Classes will be scheduled to allow housekeeping staff to thoroughly clean rooms before they are reoccupied.
- The CDC also recommends individuals wipe down all living, studying, working and eating areas before leaving any room in which persons have been working or eating. This includes a private workspace or any shared space or equipment (i.e., computers or other electronic equipment, copiers, desks and tables, chair arms, light switches, doorknobs, handles, etc.).
- To the best of your ability, you should clear desk and table surfaces in personal offices and workstations to aid in thorough cleaning. This speeds up and improves the thoroughness of cleaning measures. Washing your hands or using a hand sanitizer also is effective after contact with commonly used surfaces.

Collective Sanitation Protocols – Offices

Office equipment and tools: Individuals are responsible to sanitize their own office items and shared items after each use. Common use office equipment includes but is not limited to:

Computer keyboards, computer mouse and other peripherals, phones, radios, copiers, telephones, staplers, scissors, tape dispensers.



Office common areas: Users of common areas such as conference rooms, supply rooms, copy rooms, break rooms or work rooms share the responsibility to disinfect high touch areas in between formal cleaning conducted by Housekeeping.

High touch areas include, but are not limited to: desk surfaces, countertops, frequently used file cabinet drawers, writing instruments, chairs and arm rests, microwave, coffee machine, water fountains, refrigerators, door handles, switches and push plates

Central sanitation stations will be established throughout campus. It is not the intent to provide a disinfection spray bottle to every employee in each office. Department personnel should plan for central locations within their assigned areas to set up sanitation stations.

Personal Protection Equipment (PPE)

Millersville University will provide information for the use of PPE as the COVID-19 situation changes and with guidance from federal, state and local agencies.

Millersville University requires everyone who is able to medically tolerate wearing a face covering (mask) to do so.

Face coverings must be worn in all indoor areas of the University, regardless of whether you are within six feet of another individual or not. However, face coverings are NOT required to be worn by individuals who are:

- Alone in their workspace, which may include private offices
- Alone in a residence hall room
- Eating or drinking
- Driving alone in a University vehicle
- Outdoors, unless near others where social distancing cannot be maintained

The use of face masks or coverings helps to minimize risks to the wearer and to those around them. Face masks and coverings are not a substitute for social distancing and are required to help protect the health and safety of the Millersville University community, our families, and the general public, while slowing the spread of the virus.

- Maintaining social distancing (six feet or more) **combined with** wearing a face covering has been shown to dramatically reduce the chances of contracting COVID-19 even if someone you are near has the virus and is infectious.
- Students, faculty and staff are encouraged to wear their University-provided face mask or their own personal face covering. This may include a homemade mask, scarf, bandana, handkerchief or balaclava. Face coverings must be in good taste. Inappropriate sayings and images are not acceptable.
- Face shields are permitted; however, those who chose to use a face shield (and not also wear a face mask) must be aware that a face shield is not as protective as a well-fitted mask that covers the mouth and nose, tightly but comfortably.



- Employees in need of an employer-provided face covering should contact their supervisor and a face covering will be provided.
- When not worn, employees and students are required to carry their face covering at all times so they may quickly put it on during unexpected social interactions.
- Employees who cannot wear a face mask or covering due to medical or other reasons should register with the offices of Human Resources for possible accommodation measures. Students should register with the Office of Disability Services for possible accommodation measures.
- For more information about masks and face coverings, including instructions on appropriate wear and cleaning, use the [CDC's instructions for making cloth face coverings](#).

Social Distancing

Maintaining space between yourself and others is a best practice and is required on all University properties to limit exposure to the COVID-19 virus and slow its spread.

Individuals can spread the COVID-19 virus even when they do not know they are sick (before they have developed any symptoms). Therefore, it is important for all University employees, students, and visitors to assume people they are around might be carrying the virus, and could be unknowingly, transmitting the virus into the air and onto surfaces.

Therefore, in addition to wearing a face covering, it is important to maintain social distance from others whenever possible, even if they exhibit no symptoms. Social distancing is especially important for people who may be at a higher risk as defined by the Center for Disease Control.

Social distancing practices include:

- Staying at least 6 feet, or about 2 arms' length, from others.
- Staying out of crowded places and avoiding mass gatherings.
- Handshaking and other forms of physical contact are discouraged.
- Office spaces and workstations should not be shared.

All members of the Millersville University community should enforce social distancing protocols in common areas. Supervisors are expected to remind employees to self-enforce social distancing protocols in all areas.

The CDC recommends maintaining social distancing from others both indoors and outdoors. Millersville University requires social distancing on campus and in all University-related locations to limit exposure to the COVID-19 virus.



CAMPUS ENVIRONMENT MODIFICATIONS

Signage

In addition to enhanced cleaning and sanitation efforts throughout campus, signage has been added to denote acceptable/safe social distances, encourage mask wearing and hand washing, and inform the campus populace of other mitigation strategies which include:

- Modification of physical space configurations as well as services
- Changing of activities and behaviors
- Providing visual cues - such as building entry signs, floor decals indicating where people should stand while waiting, directional arrows indicating the flow in and out of buildings, etc.
- Signage indicating how many people may use an elevator at the same time

Signs are categorized as:

- **Awareness** (wash hands, social distancing, masks, do's and don'ts, etc.)
- **Directional** (floor markings, in's and out's/up's and down's, classroom revised capacities, elevator capacities, etc.)
- **Wayfinding/Information** - sanitizer stations, bottle fillers, cleaning agents for self-cleaning
- **Customized signs** - as required for individual operations/offices

Entrances/Exits and Interior Building Spaces

Major building entrances will be marked with “Enter” and “Exit” doors. Please comply with the directional wayfinding signage to limit the proximity between others while entering and exiting buildings.

Hallways, Stairwells and Elevators

While traveling throughout campus buildings, try to maintain common traffic patterns as if they were roadways. Stay to the right in hallways and stairwells. Maintain adequate social distancing between individuals.

- Avoid stopping and talking in the middle of the hallways which constricts the corridor for others.
- Revised elevator capacities will be posted. Most elevators will not provide the adequate six-foot social distancing. Elevator usage should be reserved for those individuals who need this type of conveyance. While in the elevator, face covering must be worn.
- Stairs should be used as the preferred option and avoid touching the handrails unless required.
- Maintain the “roadway” traffic patterns – walking on the right side and opposing traffic on the left side.
Stay at least 3 steps behind the individual in front of you.



- If during the Fall 2020 semester, the county or state regresses to yellow or red phase, one-way circulation may be implemented.

Lunchrooms/Breakrooms

To comply with the social distancing guidelines, lunchrooms may be reconfigured to provide adequate separation between individuals. Coordinate removal of furniture with Facilities Management Department (Moving Crew). Do not place excess furniture in hallways or mechanical spaces.

- Alternating breaks and lunches with the proper self-performed disinfection in between uses is the recommended option. Any changes to the working conditions must be reviewed with Human Resources prior to implementation.
- Eating at your desk is also a viable alternative. Trash should be taken to a central location so Housekeeping can remove it. Daily emptying of the trash in individual offices will not be performed given the enhanced cleaning and disinfecting tasks that Housekeeping will be completing.

Water Fountains

Given the highly contagious nature of the COVID-19 virus, water fountains throughout campus will be secured. Facilities Management Department will install bottle filler modules to water fountains throughout campus. All water fountains may not have a bottle filler.

Reorganized Space, Plexiglass Barricades

Classrooms, lounges, and open workspaces will be re-organized/rearranged and operate at lower capacities to comply with state and local health guidelines.

- Fitness center equipment will be reduced and spread further apart
- Dining and other work areas have added plexiglass barricades to promote ongoing safety and minimize the spread of the virus from entering the workplace.
- For service desks, reception areas, help counters or other areas with high volume of walk up traffic, shields and barriers may be required.
- Procurement and installation of shields or barriers will be completed by Facilities Management Department. Departments may not procure and install their own barriers.

Conference Rooms and Meetings

Use of small conference rooms will be discouraged or prohibited. Meetings should instead be conducted remotely/online or, if in person, held in larger rooms.

- Meetings should remain virtual as much as possible.
- If face-to-face meetings are required, offer hybrid options by having some members attend virtually while others meet in person.
- Limit meeting attendees as much as possible for a given area.



Maintain adequate social distancing while in meeting area.

- Wear face covers while in meeting area.
- Mind your social distancing when entering and existing the meeting area.

Environmental Health and Safety Assessments

The Environmental Health and Safety unit professionals will conduct walk through evaluations of work environments, residence halls, and other campus facilities on an as needed basis.

Supervisors wishing to schedule a walk through for their building/office/work area/residence hall should contact Environmental Health and Safety and, before hand, complete the Return to Campus template. This will provide the EHS professionals with detailed information they can use to better evaluate the COVID-19 risks and develop specific mitigation strategies for your building/area.

Ventilation and Related Mitigation Measures

Facilities Management Department is currently smoke testing the air circulating in classrooms. Based on these tests, we obtain a better understanding how air moves through a space. Areas that have poor circulation can either be adjusted or seats removed from the known stagnant areas. This testing also helps identify the best location for the instructor's podium.

A mini retro-commissioning is also being completed to compare the amount of supply air in rooms to the original design calculations. Deficiencies are noted and will be further investigated and repaired to ensure that systems are operating as efficiently as possible.

Systems that are capable of increasing the amount of fresh air will be modified to flush the buildings with more fresh air. This practice is the industry trend for responding to the COVID-19 pandemic.

Although HEPA filtration and UV light treatment are known treatment to improve indoor air quality (IAQ), these measures are NOT being implemented at this time for the following reasons.

HEPA filtration:

- Our systems are not designed to accept HEPA filters. The filter bank racks are not large enough for the HEPA filter and prefilter.
- HEPA filters would reduce amount of fresh air by 30%-40%.
- HEPA filters will strain the fan motors to the point of failure.
- Once the fans fail, no fresh air will be available for buildings.
- HEPA filters negatively impact the industry practice of increasing the amount of fresh air in buildings. UV light treatment:

UV sections need to be designed and installed to be effective. Entire sections are needed to be installed in main HVAC duct work. These sections can range from 4' – 8' long to provide enough contact time to adequately treat the air.

- UV lights should be replaced every year and properly disposed of as hazardous waste.



- Our systems are not designed to accept UV light treatment sections in the main duct work. The physical space for this additional duct sections does not exist in some areas.

Stand-alone units (HEPA filters and UV lights).

- The efficacy of these smaller units in regards to the COVID-19 virus is unknown at this time. As explained above, the UV lights need to be in enough quantity to effectively treat the air. Having that many UV lights in a room creates safety issues when occupied.
- The stand-alone HEPA fans will actually draw potential contaminants to the fan. These fans also do not protect from any surface contamination.

Contractor Procedures

Contractors and vendor service providers must wear a mask while on University property and while outside if unable to maintain social distancing. Masks will be supplied by the contractor/vendor.

Administrative Controls and Mitigation Measures

Wherever possible, and consistent with guidance from the CDC and PA DOH, Millersville University will perform as much work as possible remotely, with employees working from home, and not physically on campus. This is to reduce the number of people on campus and lower the population density in buildings.

Some employees will combine working on campus, and working remotely from home. Others will work exclusively from home. Only essential employees will work exclusively on campus.

Those employees who work remotely, or who work a combination of remotely, and on campus, will be designated as such following University guidelines, protocols, and policies. Changes to work status must be approved by your supervisor and Human Resources.

Employee Rotation

Certain employee groups will have their work assignments rotated or staggered so not everyone is physically on campus at once. This is to reduce the total number of employees on campus, or working in buildings, and lower population densities. The fewer people on campus and in buildings at one time, the less chance the virus has to spread from person to person. Changes to work shifts, rotations, and staggered schedules must be approved by your supervisor and Human Resources.

Scheduling

Employees may also have their work schedules altered. This may include working alternative days, weekends, or off hours. Again, this is to stagger the times and days when employees are together on campus and in buildings to reduce population density and control the spread of the virus. Changes to work schedules must be approved by your supervisor and Human Resources.



STRATEGY FOR MONITORING CAMPUS HEALTH AND SAFETY

Millersville University recognizes that constant vigilance will be necessary to monitor the health and safety of all campus constituents, including the monitoring of the local, state, and national spread of the COVID-19 virus.

Testing

PA-DOH guidelines do not support screening testing for asymptomatic individuals. Therefore, the University will not employ the strategy of routine testing of individuals. Employees will be directed to contact their Health Care Provider to determine need for testing and may be directed to one of the local testing sites. Symptomatic individuals or those who have been in close contact with a person who has tested positive for COVID may be given an order for COVID testing. Health Services is in the process of acquiring testing supplies and appropriate accommodations to perform on-site specimen collection, which will be sent to an outside lab for testing.

Contact Tracing

Contact tracing is a detailed epidemiological technique whereby anyone who tests positive for the COVID-19 virus or who is suspected of having contracted the virus (based on health symptoms and/or recent contact with infected individuals) will have their most recent contacts identified. Once identified, those contacts will be traced and informed that they may have been exposed to the virus, and they should self-isolate and seek medical treatment and/or testing.

- Millersville University is also training a variety of individuals in the process of contact tracing, to provide a knowledge base to prepare them to assist the PA-DOH and local healthcare professionals if needed.
- Millersville University, in partnership with local healthcare providers and professionally trained employees of the PA Department of Health (PA DOH contact tracers) will utilize contact tracing when a known or suspected case of COVID-19 emerges on campus.
- The University in conjunction with other state system universities, is exploring the possibility of various technology solutions to aid in the process of contact tracing. No definitive technologies have been identified at the time of the creation of this document, but the possibility of utilizing such technology is actively being investigated and will be implemented if feasible.
- In addition to contact tracing, the University will monitor for the virus using a variety of services and actions.

Self-Reporting

All employees and students must self-assess their medical condition, looking for signs and symptoms of the COVID-19 virus, on at least a daily basis.



Should employees, students, or visitors to campus become ill, or if they test positive for the COVID-19 virus, they must self-report immediately. Report to Health Services and Environmental Health and Safety as soon as possible, and self-isolate. Seek immediate medical treatment and/or testing.

High-Risk Populations

Students in High-Risk Population

Students identified, by the CDC, as high-risk for COVID-19, with concerns about their return to campus, should contact Millersville University Office of Disability Services to discuss accommodations.

Employees in High-Risk Population

Employees identified, by the CDC, as high-risk for COVID-19, with concerns about their return to campus, should contact Millersville University Office of Human Resources.

Health Services

For the safety of our students and staff, Health Services will not be accepting walk-in appointments. All students must call for a phone evaluation by a member of the nursing staff. All calls will be triaged to determine the appropriateness of a virtual visit or if an in-person visit is needed. Please call for a phone evaluation Monday - Friday from 8 a.m. – 4 p.m. at 717-871-5250.

Any medical concerns that cannot be addressed through a virtual visit will be scheduled for a face to face visit at Health Services for those students living in the surrounding community.

Positive COVID-19 Case on Campus

The Pennsylvania Department of Health has protocols for testing, announcing and advising cases — including contact tracing — along with the individuals' healthcare professionals. It is up to public health authorities to determine what information is shared publicly, in the interest of public health, and in accordance with relevant privacy requirements.

Those deemed to be in close contact will be notified as per the guidelines from the Pennsylvania Department of Health. Confidential exposure information will be provided in consultation with health officials using HIPPA guidelines. Millersville University will maintain confidentiality of the student or employee as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act, (FERPA) as applicable.

Coordination with Local Public Health Officials

Millersville University Health Services will be the primary point of contact for all information with local public health officials. The University has coordinated with Lancaster County and City



Emergency Services, the Pennsylvania Emergency Management Agency and the Federal Emergency Management Agency as appropriate. We will continue to coordinate with those agencies, as well as our local municipal officials.

Quarantine and Isolation Procedures

Asymptomatic Exposure: Individuals who have been advised that they were exposed to COVID-19 will be directed to stay home for 14 days to help prevent the spread of disease. According to the CDC, people in quarantine should stay home, separate themselves from others, monitor their health and follow directions from their state or local health department as well as their medical doctor.

Quarantine: Separation and restriction of movement for people who are suspected of having COVID-19 or who have had a possible exposure.

- Students: Remain in quarantine in their individual rooms in housing if living in the residence hall or in their off-campus housing, if appropriate. Students are encouraged to quarantine at home rather than on campus, if feasible.
- Employees: Will quarantine at home
- Students/Employees: Remain in quarantine following recommendations from the CDC which is currently 14 days.

Isolation: Separation of COVID-19 positive individuals from people who are well. Isolation period defined by CDC.

- Students living on campus: Students are encouraged to isolate at home if possible. The University has identified on-campus facilities for temporary housing during the isolation period.
- Students living off campus: Students are encouraged to isolate at home if possible. If sharing off campus housing with others, the student should self-isolate in their own room and use a private bathroom, if possible.
- Employees: Employees should isolate at home.

Pennsylvania Status (Color) Change

The Commonwealth of Pennsylvania utilizes a three-color scheme to indicate the severity and spread of the virus. Presently, the Commonwealth is in the safest or “green” status.

Millersville University will closely monitor the status of the virus, working with PA DOH and other local and state healthcare professionals, officials, and regulatory agencies. If the Commonwealth should revert to the “yellow” or “red” status, this change will be communicated to all campus constituents along with the related changes to any mitigation



protocols, policies, and procedures. This will include, if necessary, the switch back to online only education and learning and the closing of all non-essential campus operations.

Contingency Strategy

Millersville University recognizes that the current situation with the spread of the COVID-19 virus is fluid and changes daily. As such, the University is working on various contingency strategies to alter University activities, including teaching and learning modalities, housing options, workplace options, dining operations, etc.

No one can plan for or anticipate all that may happen between reopening, and the end of the fall 2020 semester. However, using the University Emergency Management and Incident Command operations, resources, training, and communication, the University will try to plan for and position itself to react quickly, if changes are mandated or needed to protect health and safety.

The University recognizes other, non-COVID emergencies may still befall the local and state communities in which we reside and that may impact our ability to operate.

COMMUNICATIONS STRATEGY

Campus Communication

- The [University website](#) serves as the hub for official information about the University's reopening plans for the fall semester, including campus announcements, FAQ's, and all information related to the COVID-19 pandemic.
- Millersville University will utilize a variety of communication methods to keep the campus community informed of changes and updates regarding the reopening, as well as any important information related to the virus and the University attempts to mitigate hazards from the virus. These communication methods will include:
 - Email notifications (Ville Bulletins or Ville Notices).
 - Social media platforms
 - Ville Daily (daily University information portal sent every day during the semester).
 - MU Alert (used only for actual emergency notifications via text and/or email).

Employee/Student Return to Campus

Information on employee return to campus has been and will continue to be communicated through emails, from Human Resources. Student return to campus communication has been and



will continue to be performed by Student Affairs and Enrollment Management and Academic Affairs, via email and other methods.

Information has, and will, continue to include what is being done to safely prepare the campus, and the expectations of the campus community in regard to social distancing, hygiene, and use of personal protective equipment, among other topics.

References

- [Centers for Disease Control \(CDC\)](#)
- [Pennsylvania Department of Health \(PA DOH\)](#)
- [Pennsylvania Department of Education \(PA DOE\)](#)
- [Pennsylvania State System of Higher Education \(PASSHE\)](#)
- [American College Health Association \(ACHA\)](#)
- [Environmental Protection Agency \(EPA\)](#)
- [Johns Hopkins University, Council for Higher Education Accreditation \(CHEA\), and Tuscan Strategy OpenSmartEDU](#)