



Return to Campus Plan

#ExplorersReturn

last updated: 12-14-20

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INTRODUCTION

Dear Explorers,

For nearly 160 years, La Salle University has remained consistent in its commitment to excellence in high-impact teaching and learning. We continue to meet the needs of our students, to advance an agenda of social justice and to serve the greater good. Having heard from so many of our most recent graduates, the Class of 2020, it was confirmed for me that our shared vocation as Lasallian educators is as critical today, in the midst of a global pandemic, as it was in 1863, in the midst of the Civil War, when La Salle opened its doors.

Since the arrival of COVID-19 to our region in March, we have faced significant challenges to how we live, learn, and work. **#ExplorersReturn**—the return-to-campus plan for La Salle University—was developed with adherence to Lasallian values and our University mission. The health and wellness of our university community has served as the guiding principle in our planning, having been the key driver in the development of this plan, and our related policies and recommendations.

Comprised of faculty and staff leaders from across campus, the University's recovery and continuity team has worked for several months to develop our return-to-campus plan. This process has been further enhanced by valuable feedback to earlier drafts of this plan from over 1,000 students and nearly 800 colleagues, feedback that was incorporated in the iterative process of revising and finalizing this plan. The plan observes guidelines and restrictions from local, state, and federal officials, and follows guidance from local, national, and global public health organizations, such as the Centers for Disease Control and Prevention (CDC).

Are we certain that this plan constitutes the final word on La Salle University's return to campus? Definitely not. In fact, the **#ExplorersReturn** plan is designed to be inherently adaptable. As this public health crisis continues to evolve, in Philadelphia and beyond, we remain in constant communication with public health officials and will continue to provide updates and plan adjustments, as needed. Agility and resilience have served as our hallmarks since March, during phases of remote operations and remote instruction. Therefore, it is anticipated that our return-to-campus plan will be similarly dynamic, updated as needed and to reflect any changes to the University's plans, policies and approaches.

As we prepare for our return, we know more about what works on college campuses. In particular, those institutions that have successfully returned to campus have one thing in common—everyone has been part of the solution.

To return to (and stay on) our campus, we need to rely on everyone in the La Salle community. The success of our spring semester is largely dependent upon our efforts and our ability to adhere to the **#ExplorersReturn** plan—acting as responsible, accountable members of the University community. We need to monitor our health, wear face coverings, stay physically distant, and make decisions that consider our health and the general wellness of others.

Only then can we continue to create transformational experiences and to deliver a high-impact education, regardless of the unpredictability of the situation around us. Commitment and adaptability will be key. La Salle's planning will continue to demand a significant, shared effort from everyone in our Explorer community. We must continue, as we have done throughout this pandemic, to work together and to focus on caring for

one another. Let us continue to be guided by healthy practices and to act responsibly to ensure a successful return to campus. And let us, finally, continue to be at least as concerned for one another as we are for ourselves – one of our community hallmarks that has rarely been more necessary than it is during these challenging days.

St. John Baptist de La Salle, pray for us.
Live Jesus in our hearts, forever.

Sincerely,

Colleen M. Hanycz, Ph.D.
President

HEALTH GUIDELINES

This plan will continue to evolve based on the most-recent guidance provided by the Pennsylvania Department of Health, the Pennsylvania Department of Education, the Philadelphia Department of Public Health, the American College Health Association and the Centers for Disease Control and Prevention (CDC).

Personal health responsibility

- As a community, we will need to take responsibility collectively to follow the necessary guidelines and protocols to keep our community as safe as possible. All faculty, staff, students, residents, and visitors to campus must follow a set of personal health responsibility guidelines.
- Recognizing that our University is part of a residential neighborhood, it is important that members of the University community abide by these guidelines when they are on and off campus to help protect and respect the health and safety of our community neighbors.
- We are all mutually accountable for personally adhering to these health guidelines, as outlined, and reminding our colleagues and classmates to do similarly.
- The guidelines below apply to the following populations: students, faculty, staff, visitors, contracted vendors, and residents.
- While all these guidelines will be an adjustment in our daily lives, it is critically important that each member of our community abide by these guidelines to protect the health and safety of our entire community. We are all in this together because #ExplorersCare.
- All students, faculty, and staff will be required to complete an online training prior to returning to campus for the Spring semester.
- To report an incident of a student not abiding by these guidelines, please submit an [incident report on the portal](#). To report an incident of a faculty or staff member not abiding by these guidelines, please contact Human Resources at hr@lasalle.edu.

Daily Self-monitoring

- In order to protect our community, all faculty, staff, students, residents, and visitors (guests, parents, prospective students and families, vendors, contractors, external service providers, etc.) must self-monitor their health daily.
 - Regarding campus visitors: It is incumbent on the designated hosts to share with their respective campus visitors this campus plan and the University's expectations regarding personal health responsibility, in order to maintain the wellness of the University community. [See the Events and Visitors section of this plan for more detail.](#)
- Be alert for symptoms including fever, cough, and shortness of breath. ([Review the CDC's list](#) of COVID-19 symptoms.)
- All faculty, staff, and students will be asked to complete a Daily COVID-19 Check-in every day before leaving their residence
- Take your temperature each morning before leaving your residence. If your temperature is 100.4 degrees F/ 38 degrees C or higher, do not enter campus or leave your campus residence. Contact your health care provider first. [See the Identifying Positive Cases section of this plan for more details on what to do if you are symptomatic.](#)

Respiratory etiquette

- Since the primary source of transmission for COVID-19 is through respiratory droplets, all students, faculty, staff, visitors, and residents are asked to pay particular attention to their respiratory etiquette to minimize the spread of droplets.
- If you are not wearing a mask, cover your cough or sneeze with a tissue and then throw it away. Wash your hands afterward. If a tissue is not available, cough or sneeze into your elbow.

Face coverings



- **Wear a cloth face mask** when traveling across campus, in public spaces, inside a building, on public transportation, or whenever around others. Ensure that the mask is covering your mouth **and** your nose.
 - Current guidance from the [Commonwealth of Pennsylvania](#) and the [City of Philadelphia](#) requires a mask to be worn whenever you leave home.
 - Face masks with an external valve or vent are not acceptable.
- According to the [CDC](#), COVID-19 is spread most frequently through respiratory droplets. Cloth face coverings are critical in helping to stop the spread of the virus. Remember, by wearing a face mask, you are protecting those around you. It is a simple step that can prevent you from unknowingly spreading the virus to others (even when you do not have any symptoms).
- **Face coverings must be worn even while practicing physical distancing. Face coverings are not intended as a substitute for physical distancing.**
 - Indoors
 - Face masks must be worn at all times when indoors, including:
 - Classrooms and laboratories
 - In certain cases, a faculty member may request to use a face shield during instruction. Based on [the latest CDC guidance \(12/7/20\)](#), the CDC does not recommend using face shields or goggles as a substitute for masks.
 - On-campus living
 - Common spaces in residence halls and apartment living
 - Hallways
 - Entering and exiting the building or complex
 - Communal restrooms
 - Dining halls (except when eating or drinking)
 - Library
 - University offices
 - All University buildings

Face coverings (continued)



- Individuals who are not wearing face masks will be denied entrance to these spaces or will be asked to leave.
- Face masks should only be removed when you are eating or drinking by yourself or with a member of your household, or when you are in your individual living area.
- To report a student not abiding by these guidelines, please submit an incident report on the [mylasalle Portal](#). To report a faculty or staff member not abiding by these guidelines, please contact Human Resources at hr@lasalle.edu.
- Additional information on how to handle non-compliance will be included in the online training.
 - Outdoors
 - Face masks must be worn while outside when you are less than six feet from people from different households.
 - Since physical distancing cannot be guaranteed when traveling across campus or exercising outside on or near campus, a face mask must be worn.
 - Off-campus
 - For students living in off-campus housing, it is particularly important to where a mask whenever you leave your home.
 - Wearing a mask is one of the simplest things that you can do to protect and respect our neighbors and the community in which you are living.
- One washable cloth mask will be provided to all students, faculty, and staff at or before the start of the Spring 2021 semester.
- You may wear you own clean, well-maintained face covering as long as it covers both your nose and your mouth.
 - It is recommended that you carry at least two clean face coverings with you daily. This will ensure that you have a replacement in case your mask becomes unusable during the day.
- Faculty and front-line staff will be provided a small supply of disposable masks to give to students or guests that enter a classroom or office

Face coverings (continued)

without a mask. More information will follow on the process to replenish this supply.

- The bookstore will also carry face masks for purchase.

Personal hygiene



- Wash your hands with soap and water for at least 20 seconds frequently throughout the day. This is especially important after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Hand washing with soap and water is the method of sanitizing your hands that is proven more effective than the use of anti-bacterial hand sanitizer.
 - Increase your use of anti-bacterial hand sanitizer when soap and water is unavailable. Use a hand sanitizer that contains at least 60% alcohol. Guidance from the [U.S. Food and Drug Administration \(6/29/20\)](#) recommends against the use of particular types of hand sanitizer.
 - The University has secured an additional 150 touch-free hand sanitizer stations that will be placed throughout campus. These will be refilled regularly by cleaning staff.
- Avoid touching your eyes, nose, and mouth.

Stay home when sick

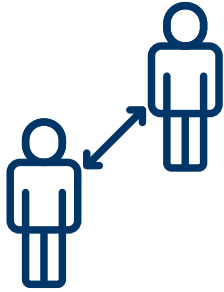


- If you or someone in your household is experiencing COVID-19-like symptoms, stay home.
- Leaving home when you are sick puts the entire University community at risk.
- Students are required to notify faculty when they are missing class due to suspected COVID-19-like symptoms. ([See the Self-Reporting section of this plan](#) for further guidance.)
 - Faculty and staff can reference the Employee Guidance section of this plan.

Travel

- All University-sponsored travel is suspended. Very limited exceptions will require the approval of the area Vice President.
- Traveling from or to out-of-state
 - Currently, individuals who are entering Pennsylvania from other states and countries, are required to have a negative COVID-19 test within 72 hours prior to entering or after arrival into Pennsylvania or quarantine for 14 days when you arrive in Pennsylvania.
- International travel
 - Currently (11/17/20), the U.S. Department of State advises U.S. citizens to avoid all international travel [CDC lists almost all countries as a “Level 3: COVID-19 Risk is High”](#) due to the global impact of COVID-19.
- Domestic travel
 - The [CDC cautions](#) that all travel increases your risk of exposure to COVID-19. The best way to protect yourself and others from getting sick is to avoid all non-essential travel.

PHYSICAL DISTANCING



- Physical distancing, also referred to as “social distancing,” means maintaining at least 6 feet of space between yourself and others when you are outside of your home. This will potentially be the most significant adjustment to our campus experience, but it is absolutely necessary in order to limit the spread of the virus and keep our students, faculty, and staff as safe as possible.
- Offices, classrooms, and common spaces have been reconfigured to accommodate physical distancing requirements, thus reducing the maximum occupancy of those spaces—drastically, in some instances.
 - The new adjusted capacity of the rooms was calculated to allow for six feet of physical distance. The configuration of the room and the type of furniture used impacts how substantial the reduction is; however, in most classrooms, the new adjusted capacity is between 30-50% of the original capacity. [The full list of adjusted classroom capacities is on the mylasalle Portal.](#)
 - Signage outside of the room will indicate the capacity of spaces for the purpose of physical distancing.
 - Members of the University community will be expected to know and comply with the capacity guidelines in shared spaces.
- Furniture may be removed from the campus’ most-common gathering areas. Remaining furniture will be arranged to maintain physical distance and should not be moved.
- Plexiglass
 - Plexiglass is being installed in areas where face-to-face interaction must occur. Offices are encouraged to adjust hours and on-campus staffing levels when desks cannot be socially distanced. . Please see the [Employee Guidance](#) section for more information.
- Individual responsibility
 - All individuals must take extra care to maintain at least six feet of physical space (two arms’ lengths) between themselves and anyone with whom they don’t live.
 - Pathways, stairwells, and hallways may be marked for one-way directional traffic to allow for physical distancing. If they are not marked, and two-way traffic is continued, individuals should stay to

Physical Distancing (continued)

- the right-hand side and maintain physical distance as best as possible.
- To alleviate congestion during peak traffic times, individuals should consider arriving to destinations a few minutes earlier when possible or delay their exit from a building during a peak traffic time, if their schedule allows.
- Restrooms will have an adjusted maximum capacity posted at or near the entryway. If upon entry you notice that a restroom is at full capacity, wait outside of the restroom until someone exits.
- Limit elevator occupancy to single capacity, when possible. Use stairways as the primary method of travel between floors as often as possible.
 - When in the presence of others on an elevator, or in other physically constricted quarters, physical distancing may be difficult to maintain. Occupancy reductions are essential. Meetings should take place virtually.

TESTING AND IDENTIFYING POSITIVE CASES

COVID-19 Testing

- The University's COVID-19 testing strategy, outlined below, represents a critically important component of our spring semester Return to Campus planning. La Salle's testing protocol, which will continue to be reined as we draw closer to our return, can be framed in three main approaches:
 - **Entry Testing:** Upon returning to campus in January, every student (undergraduate, graduate, and evening), employee, and Christian Brother who plans to live, learn and/or work on campus will be required to take a COVID-19 entry test. Those students and employees who will be fully remote this spring will not require an entry test. Testing will be provided by the University, at no cost to you, at the start of the semester and will take place on campus. Full testing of our population may be implemented, if deemed necessary, at other points in the semester. Further details and instructions will be provided as we get closer to the start of the spring semester.
 - **Surveillance Testing:** The University will administer surveillance testing of asymptomatic individuals throughout the semester. Each week, a portion of our on-campus community will be selected for testing. Any member of our community who is living, learning, and/or working on campus is eligible for selection for surveillance testing. This branch of testing will have additional protocols for our student-athletes, who are training and competing in the spring.
 - **Symptomatic and Exposure Testing:** Students who experience COVID-19 symptoms will be directed to symptomatic testing on campus. Given the similarity of symptoms, symptomatic students will also be tested for the flu. Similarly, students who have been informed by University contact tracing representatives that they have been exposed to an individual who has tested positive for COVID-19 will be tested on campus. Employees who are symptomatic or have been exposed to an individual who has tested positive will be directed to access testing through their personal health care provider.
- Several [testing locations](#) are located within a 5-mile radius of campus. Philadelphia Department of Public Health sites provide testing for the uninsured. Transportation to the off-campus sites is the responsibility of the individual being tested.
 - Most health insurance carriers will cover the cost of the test. Consult with yours for more information.

**Self-reporting:
What to do
if positive,
symptomatic, or
have been exposed**

- Students and employees who will be on campus next semester will be required to contact the university if they:
 - test positive for COVID-19; or,
 - have had close contact (within six feet for more than 15 minutes over a 24-hour period) with someone who has tested positive for COVID-19; or,
 - are experiencing symptoms related to COVID-19.
- In these cases, students (covid19@lasalle.edu) and employees (hr@lasalle.edu) are asked to contact the University, consult with their personal health care providers, and stay at home until you have met the criteria to return.
- As always, we encourage faculty, students, and staff to continue to work closely with their personal health care providers when addressing their own unique and personal health care needs and concerns.
- **Faculty/staff**
 - An employee must provide notification immediately by contacting the University's Office of Human Resources (HR). Initial notification may be made via phone (215-951-1013) or email (hr@lasalle.edu); however, a return to work clearance will be requested from the employee's health care provider. If you have difficulty reaching your personal physician, you may be able to get assistance through Doctor on Demand, at 1-800-997-6196.
 - HR will notify the employee's supervisor without disclosing medical information.
 - Any employee health information reported to HR will be shared only with those who need to know to assist with contact tracing requirements and/or accommodation requests.
- **Students**
 - Students must email covid19@lasalle.edu.
 - Students will be contacted by a member of the Contact Tracing team and be interviewed following public health contact tracing guidelines to determine possible community transmission.
 - Student health information reported pursuant to the policy will be

**Self-reporting
(continued)**

shared only with those who need to assist with contact tracing.

- To protect privacy, student identifying information will not be disclosed in the contact tracing and notification process to the people who have been exposed. Health information reported to the University will be shared only with those who need to know to assist with contact tracing requirements and/or accommodation requests.
- As with any health issue, students are responsible for notifying their faculty to make arrangements to continue their academic coursework.

▪ **Faculty/staff second-hand reporting**

- If a student self-reports COVID-19-related exposure, symptoms, or diagnosis to a faculty or staff member, that information can be forwarded to covid19@lasalle.edu and should be kept confidential beyond that.
- If an employee self-reports COVID-19-related exposure, symptoms, or diagnosis to a supervisor, that information can be forwarded to hr@lasalle.edu and should be kept confidential beyond that. As with any health issues, faculty and staff should treat any notification from a student or employee as confidential. This information should not be shared with any other faculty, staff, or students.

CONTACT TRACING AND MITIGATING SPREAD

Contact tracing

- Contact tracing refers to the process by which close contacts of an individual who tests positive or is suspected of testing positive with COVID-19 are warned of their exposure in order to stop chains of transmission.
- Contact tracing is critical in stopping the spread of the virus. The University has developed a contact tracing and notification protocol for students and employees adhering to [CDC guidance](#) and best practices for confidentiality, HIPAA protections, and pandemic exceptions for the public good.
- Individuals who have been exposed to COVID-19 will be notified through contact tracing, however identifying information about the source of the exposure will not be shared to protect privacy.

Quarantine

- Quarantine is required for individuals who may have been exposed to COVID-19, even if they are not experiencing any symptoms (asymptomatic). Quarantine helps reduce the spread of infection, especially before individuals know they are sick. Individuals in quarantine should:
 - Stay home and avoid close contact with other people, including those in their household.
 - Monitor their health closely.
 - Follow directives of the local health department and their personal healthcare provider.
 - Any member of the University community with exposure ([as defined by the CDC](#)) to someone who has tested positive for COVID-19 will be required to

Quarantine (continued)

- **Students**
 - **Commuter students**
 - Students should stay home and not come to campus while they are quarantining.
 - Students in quarantine will continue to have access to their course materials and should continue to complete their academic studies remotely, as their health permits.
 - It is the student's responsibility to notify faculty that they are in quarantine.
 - For information on academic and non-academic leaves of absence, please review the Academic Pandemic Response Policy (link to follow).
 - **Off-campus students**
 - Students who live alone should stay at home and self-monitor.
 - Students who share apartments or houses should consult the CDC guidelines on managing quarantine and discuss options with housemates.
 - If students live within driving distance, can be transported safely (e.g. in a vehicle alone or with one other person, both wearing a mask and windows open), and will not be exposing any at-risk family members, quarantining at home is highly encouraged.
 - Students in quarantine will continue to have access to their course materials and should continue to complete their academic studies remotely, as their health permits.
 - It is the student's responsibility to notify faculty that they are in quarantine.
 - For information on leaves of absence, please review the Academic Pandemic Response Policy (link to follow).
 - **Residential students**
 - The University will maintain a limited number of designated quarantine facilities for residential students.
 - If students live within driving distance, can be transported safely (e.g. in a vehicle alone or with one other person, both wearing a

Quarantine (continued)

mask and windows open), and will not be exposing any [at-risk](#) family members, quarantining at home is highly encouraged.

- Students are encouraged to consider which option they prefer before they return to campus and discuss logistics with family members.
- Students in on-campus quarantine will continue to have access to their course materials and should continue to complete their academic studies remotely, as their health permits.
- It is the student's responsibility to notify faculty that they are in quarantine.
- Arrangements will be made for meals to be delivered to students in on-campus quarantine who have a Dining Services meal plan.
- For information on leaves of absence, please review the Academic Pandemic Response Policy ([link to follow](#)).

▪ **Faculty and staff**

- Faculty and staff are required to quarantine off-campus at home. Staff who reside on campus are required to quarantine within their campus residence.
- Faculty and staff in quarantine will work with their supervisors to discuss remote work opportunities, as their health and role permit.
- Employees who are unable to work due to personal illness should use available sick time. If an employee's available sick time has already been exhausted, they should contact the Office of Human Resources to discuss available leave options.

▪ **Travel**

- All University-sponsored travel is suspended. Very limited exceptions will require the approval of the area Vice President.
- Traveling from or to out-of-state
 - Currently, individuals who are entering Pennsylvania from other states and countries, are required to have a negative COVID-19 test within 72 hours prior to entering or after arrival into Pennsylvania or quarantine for 14 days when you arrive in Pennsylvania. Individuals who are traveling to and from Pennsylvania for work or school are exempt.

- International travel
 - The U.S. Department of State advises [U.S. citizens to avoid all international travel](#) due to the global impact of COVID-19.
- Domestic travel
 - The [CDC cautions](#) that all travel increases your risk of exposure to COVID-19. The best way to protect yourself and others from getting sick is to avoid all non-essential travel.

Isolation

- According to the [CDC](#), isolation is used in order to separate those who have (or likely have) contracted the virus from those who have not. Those in isolation should remain home and separate themselves from others [until it is safe for them to be around other people](#).
- Any member of the University community who has tested positive for COVID-19 or is showing any of the [COVID-19 symptoms](#) will be required to isolate [until they meet the criteria to end isolation](#).
- **Students**
 - The University will maintain a limited number of designated isolation facilities for residential students.
 - If students live within driving distance, can be transported safely (e.g. in a vehicle alone or with one other person, both wearing a mask and windows open), and will not be exposing any [at-risk](#) family members, isolating at home is highly encouraged.
 - Students are encouraged to consider which option they prefer before they return to campus and discuss logistics with family members.
 - Students in on-campus isolation will continue to have access to their course materials and should continue to complete their academic studies remotely, as their health permits.
 - Arrangements will be made for meal delivery to students in on-campus isolation who have a Dining Services meal plan.
 - Students who have tested positive and need to be relocated to an on-campus isolation unit should contact covid19@lasalle.edu or call 215-951-1565.
 - Commuter students should discuss how the need for [isolation](#) will be

Isolation (continued)

managed with family members.

- Off-Campus students should review and discuss [isolation guidelines](#) with housemates.

▪ Faculty and staff

- Faculty and staff are required to isolate off-campus.
 - Please review [CDC guidelines](#) for safe isolation.
- Faculty and staff in isolation will work with their supervisors to discuss remote work opportunities, as their health and role permit.
- Employees who are unable to work due to personal illness should use available sick time. If available sick time has already been exhausted, the employee should contact HR to discuss available leave options.
 - HR will contact the appropriate chair or program director (faculty) or vice president (staff), as appropriate.

Communication

- [Lasalle.edu/covid19](#) will continue to serve as the hub of information relating to COVID-19 and its impact on campus operations. This will include the number of positive cases that have been identified on campus.
- Students, faculty, and staff will continue to be updated via email announcements in their lasalle.edu email account.

CLEANING PROTOCOL



- Facilities management will implement enhanced and more-frequent cleaning protocols to meet CDC guidelines. Staffing levels and schedules will be adjusted to accommodate the increased frequency and additional protocols. This includes increased staffing levels seven days a week.
- Facilities has secured additional cleaning equipment and supplies to ensure that cleaning staff has easy access to supplies and refills throughout campus.
- Additionally, the University secured an additional 150 touch-free hand sanitizer stations that will be placed throughout campus. These will be refilled regularly by cleaning staff.
- High-frequency areas will be cleaned multiple times per day, given the availability of the spaces. These areas include:
 - Classrooms
 - Restrooms
 - Common areas (including residential buildings)
 - Dining areas
 - Entranceways
 - Elevators
- Individual offices will be cleaned weekly. This is to help reduce close-proximity contact with the cleaning staff and faculty/staff member(s) in office spaces. There will be common trash cans added in common areas/hallways to allow for daily trash collection without requiring cleaning staff entry into individual offices. Employees and students should remove unnecessary items from their personal workspaces to maintain clean surfaces and allow for appropriate cleaning.
- The University has secured electrostatic disinfectant cleaners that will be used by cleaning staff for deep cleaning throughout campus and in vehicles as a supplement to the increased daily cleaning.
- In addition, disinfectant spray and/or wipes will be made available for individuals to use before and after using a common space or classroom. Disinfectant sprays and/or wipes will be accurately labeled with the safety data and data safety sheets will be available.

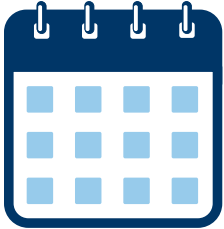
**Cleaning protocol
(continued)**

- If supplies are low in a specific area on campus, faculty and staff are asked to notify facilities management immediately through the maintenance request form on the portal. All members of the University community are encouraged to disinfect all surfaces in their living and working spaces. This will be included in the required online training for all faculty, staff, and students prior to their return to campus.

- Air filtration
 - The University has installed enhanced antimicrobial air filters for its heating, ventilation, and air conditioning (HVAC) systems to ensure better air quality and ventilation. Air purifiers have been installed in each classroom to remove contaminants from the air in the room to improve the indoor air quality. The units selected have three separate air filters in each unit: a pre filter, H 13 True HEPA filter, and an active carbon composite filter. These will remove 99.9% of contaminants in the air.

ACADEMICS

Academic Calendar



- an Oct. 14 campus-wide memo, President Hanycz shared news that the Spring 2021 semester will begin Jan. 19. Other important dates in the Spring 2021 academic calendar have also shifted. Please consult the academic calendar for full details.
 - [La Salle 2020-21 academic calendar](#)
- Highlights of Spring 2021:
 - Traditional 16-week semester, beginning Jan. 19, and concluding May 13.
 - Certain programs and accelerated terms have new/different start and end dates.
 - Easter break has been extended from April 1-April 5.
 - No spring break.
 - The University has installed three academic enrichment days on which classes will not meet. These days will provide opportunities for all students and the Lasallian community to explore important topics like personal wellness and social justice as well as a chance to showcase academic projects.
 - Exam dates for the Spring 2021 traditional 16-week semester: May 10-13.

Instruction



- To meet physical distancing requirements, classroom capacities have been lowered based on guidance from the Philadelphia Department of Public Health.
- The following guide will help you understand the delivery methods (Schedule Type) listed for the University's courses:
 - **Lecture - F2F, Lab - F2F** refers to courses that will be delivered through face-to-face instruction in a classroom setting. Attendance for these courses will not be staggered.
 - **Remote with Specific Meeting Times** (synchronous) uses an online

Instruction (continued)

platform such as Zoom to hold synchronous classes during every class session.

- **Online** refers to courses that will be delivered remotely and with no in-person component.
- **Hybrid** refers to courses that will be delivered through a combination of remote and in-person instruction.
- **Staggered** in-class attendance refers to courses for which classroom attendance will be staggered. Students will be present for in-person instruction on select days of the week, as determined by their instructor(s). The instructor(s) may choose to lead part of a course in-person and remotely to separate sections of the same course.
- **Independent Study/Research** refers to courses that may be delivered through face-to-face instruction in a classroom setting or remotely. Please consult instructor.

Classroom guidelines

- The maximum capacity for each classroom has been adjusted and will be posted at the entryway.
- Classrooms have been reconfigured and furniture has been removed to allow for adherence to physical distancing guidelines. In order to maintain physical distancing, students, faculty, and staff are not permitted to move, remove, or add furniture in the classroom.
- In some cases, a separator may be installed to allow the faculty member adequate space and allow for physical distancing.
- Certain classrooms will be updated to include simulcast capabilities.
- Students will have assigned seating in each class. Faculty will be responsible for maintaining the list of assigned seats. This will help minimize the spread and assist with contact tracing in the event of a positive case.

Classroom guidelines (continued)



- When entering and exiting the classroom, maintain at least six feet of physical distance between you and anyone with whom you don't live. This may mean waiting to enter or exit until others have cleared the doorway area.
- Students, faculty, and staff are expected to abide by the personal health guidelines listed above while in the classroom.
- Faculty reserve the right to refuse a student's entry to a classroom if the student is not adhering to University guidelines, including but not limited to the wearing of a face covering over one's mouth and nose.
- **Cleaning**
 - High-frequency areas will be cleaned multiple times per day, given the availability of the spaces.
 - In addition, disinfectant spray and/or wipes will be made available for individuals to use before and after using a common space or classroom. Disinfectant sprays and/or wipes will be accurately labeled with the safety data and data safety sheets will be available. See the Cleaning section of this plan for full details.
 - If supplies are low in a specific area on campus, faculty and staff are asked to notify facilities management immediately through the maintenance request form on the portal.

Academic policies and expectations

- An Academic Pandemic Response Guidelines (link to follow) will include addendums to academic policies that will be in effect during the course of a pandemic.
- **Attendance**
 - Students who are unable to attend classes due to illness or the need to quarantine should contact their instructor to determine how to participate and complete assignments.
 - Faculty should adjust their attendance policies to allow for student compliance with the Health Guidelines section of the return to campus plan, specifically, the directive to stay home when sick, and make this clear in their syllabi.

Off-campus experiential learning

- Students participating in internships, clinicals, student teaching, etc. will follow La Salle COVID-19 guidelines and any additional requirements noted by our outside partner.
- Students must use the following forms to elect a return to off-campus experiential learning. The form should reflect that this is not a waiver of the educational requirement. Students should consult their program to submit the forms and for additional guidance to ensure program requirements are being met.
 - [Election form](#)
 - [Acknowledgement of Risk](#)
- Study abroad and service trips. There will be no University-sponsored study abroad, travel study, or service travel in Spring 2021.
- Community-engaged learning projects or coursework
 - All community-engaged learning projects or coursework should be conducted virtually whenever possible. Exceptions should be approved by the area Vice President.
- Students participating in class-related field trips and other experiential learning opportunities will follow La Salle COVID-19 guidelines and any additional requirements made by state and local governmental bodies as well as the host institution.

Visitors in the classroom

- Visitors, including guest speakers, in the classroom will follow the Visitor guidelines in this document. Visits should be conducted virtually whenever possible.
- When possible, we encourage any guest speakers to present their content remotely. Similarly, when La Salle faculty have been invited to serve as a guest speaker outside of the University (for example, at another university), we request that content be shared remotely.
- In the limited situations where remote delivery of content is not feasible, faculty should notify their Dean of any in-person classroom visitors. This will be helpful for contact tracing should the need arise.

Preparation for Faculty and Students

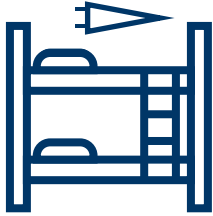
- The fall semester will include a combination of in-person and remote instruction. Faculty and students should plan and prepare themselves for a blended approach to instruction, as well as for the potential return to remote instruction, should a need arise due to COVID-19.
- **For faculty**
 - The De La Salle Institute for Teaching & Learning and Instructional Design are offering a comprehensive set of courses, trainings, and workshop.
- **For students**
 - **Getting started.**
 - Download the mobile versions of Canvas, Zoom, and OneDrive. These systems and platforms offer free downloads in the Google Play and Apple Stores, for both Apple and Android devices. They are also available through the [myLaSalle portal](#). Also, be sure to download La Salle University's mobile app for access to the latest information from the University. Access Office365 for Microsoft documents like Word, Excel, and PowerPoint.
 - **Ask for help.**
 - Students should stay connected with professors and ask questions, especially if academic support is needed. On the tech side, La Salle's IT team is available to help. Submit a [Help Desk ticket request](#) or email helpdesk@lasalle.edu with routine technology-related questions. Students can report more-urgent tech needs with a special prompt through IT's phone system, at 215-951-1860.
 - **Communicate often.**
 - Students should check their La Salle email regularly, speak with professors about their available office hours, and stay connected with classmates, too, to motivate and guide one another.
- **Preparing for a return to entirely remote Instruction, if needed**
 - In the Spring 2020 semester, the move to remote instruction came suddenly due to the impacts of COVID-19 on our region and beyond. If

**Preparation
for Faculty
and Students
(continued)**

there is a resurgence of the virus locally that will require the University to revert to entirely remote instruction in Spring 2021, it will likely be on very short notice. Therefore, faculty and students should be prepared for this pivot to occur with 24-hour notices.

LIVING ON CAMPUS

Residence hall move-in



- **Once your account is paid in full or you have signed up for a payment plan, you will receive notification from housing@lasalle.edu to schedule a testing and move-in time.**

- **Residential Move-in (By appointment only)**

<u>Dates</u>	<u>Move-in population</u>
Jan. 3-4	Select athletic teams participating in training camps
Jan. 10-11	Select athletic teams participating in training camps
Jan. 14-17	Residential students

- On your scheduled COVID-19 testing and move-in date, your first stop on campus will be our testing site –before you arrive at your residence to unload your belongings.
- If you test negative for COVID-19, you will proceed to your residence check-in site and begin your two-hour window to move into the residence halls. Students may have up to two persons assist them with their move-in process. Family members and friends need to be prepared to depart residential facilities within those two hours.
- If you test positive for COVID-19, and have traveled to campus via car, you will be asked to return home to complete isolation. You will receive specific instructions about isolation and the timeline for your return to campus.
- Students will have a two-hour window to move their personal belongings into their housing assignment with a limit of two others assisting with the move-in. At the end of the two-hour move-in time, parent/family member will need to exit the campus in order to support social distancing and low density within our residential areas.
- All residential students are encouraged to bring only what is needed for the fall semester. Information about our “Explore More, Bring Less” program will be sent to all residential students.

**What to bring:
“Explore More,
Bring Less”**

- The Spring 2021 semester will require the University to be nimble in all aspects of campus life. As such, students are encouraged to take a minimalistic approach as they pack for the start of the semester.
- This shift in approach for many students will create a smoother move-in and move-out for all. If the need arises for an emergency revert to remote operations (as it did in Spring 2020), the process will be much easier if students have taken with them to campus only the most-critical personal belongings.
- In order to meet the personal health guidelines outlined for all students, and to be prepared to complete your academic coursework, each student should bring the following:
 - Personal computer or tablet.
 - Thermometer.
 - A sufficient supply of disinfectant wipes or spray and anti- bacterial hand sanitizer for the semester.
 - Multiple face coverings.
 - Necessary personal belongings such as seasonal clothes, bedding, and limited room decorations.

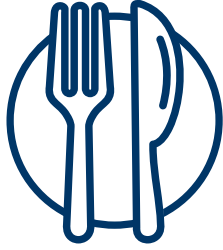
**Physical distancing
in campus
residence spaces**

- Maintain at least 6 feet of distance between you and anyone with whom you don't live in the following spaces:
 - Common areas in the residence halls.
 - Hallways, stairways, and elevators.
 - Communal restrooms. Maximum capacity will be reduced.
- Visitors and guests in residential living
 - La Salle Residential Communities has implemented a No Guest Policy in place through February 15, 2021.
 - The guest/visitor policy will be reviewed/evaluated after this date and updated as needed.
 - Residential Communities are only permitted to be occupied by the assigned resident of the facility. The No Guest Policy (NGP) includes no visitors between any units, to include rooms, apartments, and

townhouses.

- The only exception to this policy is during the scheduled move-in or move-out process where Residential Students will be permitted a max of 2 guests to assist them for a designated time block. Face masks must be worn and social distancing guidelines must be followed at all times.
- If students wish to have parents or family visit, they may do so on the main campus in open-air spaces. Face masks must be worn and social distancing guidelines must be followed at all times.
- Residential students should be aware that it is unlikely that the guest policy will expand to include non-residential student visitors, whether they are commuter students or non-affiliates.

DINING ON CAMPUS



- The University and [La Salle Dining Services](#) continue to work together to align practices with the latest guidance for the safety of our students, employees, and partners. All on-campus dining facilities will follow current CDC guidelines. Depending on the current guidance, in-person dining may or may not be available. Therefore, the University and its dining partner are currently planning for a full take-out model using the La Salle Dining SideKick App.
- All residential students are required to have a dining plan during the spring semester. This measure supports a healthier campus, as residential students with meal plans are eligible for meal delivery in the event that a student needs to quarantine or isolate over the course of the semester.
- The pricing structure of our dining plans has been adjusted to reflect our revised offerings. For the comprehensive plans, the cost has been decreased significantly. Our goal is to provide flexible dining options that preserve the health of our community while providing the best-possible dining experience. Selection for dining plans begins Dec. 2.
- The following updates have also been made:
 - New, more flexible dining plans have been created.
 - Blue & Gold Dining Commons, B&G POD, the Union Food Court and the Union Market have been reconfigured to provide more robust and healthier grab-and-go offerings. Meal exchanges will be accepted.
 - Blue & Gold Dining Commons and the Union Food Court will have capacity monitors to ensure a smaller number of students, faculty, staff at any one point in time. Directional flows will be marked, as will physical distancing indicators. In the event of in-person dining, dining areas will have lower capacity and tables will be situated to promote physical distancing.
 - Starbucks will have regular operating hours but café seating will be eliminated. A two-line system will be used for mobile orders submitted through the SideKick App and in-person orders. Ordering ahead is highly recommended. Lines will be marked for physically distancing. Meal exchanges will be accepted.
 - Saxbys Cafe will not be open during the spring semester.
 - Specific classrooms on the first and second floors of Hayman Hall

**Dining on campus
(continued)**

will be available as indoor eating spaces on a first-come, first-served basis depending on classroom capacity. Outdoor seating will be set up throughout campus and can be utilized, when weather permits.

- Dining personnel will follow enhanced health and safety measures. Temperature checks and symptom monitoring will be performed as each employee reports to work. All employees will be trained with enhanced safety protocols, including identifying symptoms. Every 20 minutes, employees will wash hands, if not sooner dependent on activity. Masks will be properly worn at all times. Focus will be placed on minimizing interactions. Our partner will communicate regularly with the University should any cases or concerns arise.

STUDENT SERVICES



- All student services will be open and accessible for students in standard business hours during the Spring 2021 semester.
- Services will be provided virtually, whenever possible.
- Some services will offer extended hours virtually. Offices and waiting areas will be adjusted to maintain physical distancing. Plexiglass, separators, and sneeze guards have been installed, where necessary.
- Offices and waiting areas may feature the installation of floor decals to assist with adherence to physical distancing requirements.
- Offices and services will require appointments for any face-to-face sessions to ensure safety protocols are met. Each office/service will have information regarding how to make an appointment on the La Salle portal as well as posted outside the office door.

STUDENT ACTIVITIES



- Based on the physical distancing guidelines associated with COVID-19, many student activities and events will look and feel different than those to which our students, faculty, and staff have grown accustomed. All University-sponsored activities, and activities hosted by student organizations, must abide by the guidelines set forth in this document. Determinations about size, location, and format of student programming will be evaluated by the Division of Student Affairs and Enrollment Management.
- Meeting spaces and common areas will have a reduced capacity and may be reconfigured to account for adherence to physical distancing requirements.
- *Late Night La Salle* will continue to offer weekly programs on every Friday and Saturday evening that classes are in session.
- Student Wellness Services will continue to offer Meditation Monday and Wellness Wednesday programming.
- The Live at La Salle Programming Series will continue to bring large scale programs hosted and streamed live from our campus.
- The new Esports initiative will include formation of an Esports club, an Esports Living and learning Community, and monthly Esports events, tournaments and seminars.
- A partnership with Urban Athletes continues to bring students, faculty and staff virtual (and when permitted, limited in-person) workout opportunities. Stay tuned for information about subsidized and reduced rate opportunities.
- Student organizations can continue to host virtual meetings and events, reaching out to Campus Activities Center for assistance as needed.
- Spring Involvement Week during the week of January 26, 2021, will include a virtual Activities Fair.
- Welcome Weeks from January 19–31 will welcome students back to campus and will include special events for new students as well as targeted programming for commuter and off-campus students and First-Generation students. While many of the programs will necessarily be virtual, there will be tabling opportunities for COVID-19-compliant

welcome packs, snacks and giveaways.

- University Ministry, Service and Support will offer spiritual, leadership and service opportunities and will continue offering community service opportunities.
- Off-campus, non-University sanctioned events are also expected to follow the guidelines set forth in this document. Information about how our student community can work to keep each other healthy and safe by reporting COVID-19 non-compliant activities will be forthcoming.

STUDENT EXPECTATIONS FOR COVID-19-SPECIFIC GUIDELINES

- As we work to resume an in-person experience, it will be necessary to introduce new rules and expectations in our community. La Salle University will take guidance from the Offices of the Mayor of Philadelphia, Governor of Pennsylvania, and the CDC, in crafting these rules and expectations and students will be expected to follow them.
- During this pandemic, individual behavior on and off campus can have a big impact on the broader University community. As a student who is choosing to return to campus (or off-campus housing) to learn and/or live, you are accepting responsibility to personally behave in a way that prioritizes the health and safety of our community. We are asking all students, staff and faculty to lean in and support these guidelines on and off the campus in order to keep our community safe and well.
- As with all University expectations, students who do not follow these new COVID-19 rules may be subject to student conduct action at the discretion of the Office of Student Conduct. Wear a cloth face mask when traveling across campus, in public spaces, entering a building, on public transportation, or whenever around others. Ensure that the mask is covering your mouth and your nose.
 - **Wear a cloth face mask** when traveling across campus, in public spaces, in a building, on public transportation, or whenever around others. Ensure that the mask is covering your mouth **and** your nose. Please see the [Face Masks section of the Health Guidelines](#) for more information. Students who do not comply with wearing a mask may be barred from entry into University controlled facilities and referred to the Office of Student Conduct.
 - **Physical distancing:** Students are expected to observe physical distancing of six feet. Individuals who do not respect the physical distancing requirements may be asked to leave University controlled facilities and referred to the Office of Student Conduct.
 - **Large gatherings:** Students are expected to follow the University's guidelines regarding approved gathering size. Students who host gatherings in excess of approved gathering size should expect to have those gatherings dispersed by University Public Safety and/or Philadelphia Police Department and referred to the Office of Student Conduct.

Student expectations for COVID-19-specific guidelines (continued)

- Individuals referred to the Office of Student Conduct for non-compliance with these expectations should expect to be charged with a violation of one or more of the University Policies that can be found in the Student Guide, lasalle.edu/studentcode, including but not limited to:
 - Endangering Behavior
 - Refusal to Comply
 - Disorderly/Disruptive Behavior
 - Violation of Law
- Enforcement and Documentation:
 - Enforcement of these guidelines will need to be a community effort, not solely the responsibility of Residence Life or the Office of Student Conduct. All members of the University community should feel empowered to ask one another to wear a mask or observe physical distancing. If students refuse to comply with such a request, or need to be repeatedly reminded of these guidelines, any member of the University community can file an Incident Report available in the [mylasalle Portal](#).
 - To report an incident of a faculty or staff member not abiding by these guidelines, please contact Human Resources at hr@lasalle.edu.

ATHLETICS & RECREATION

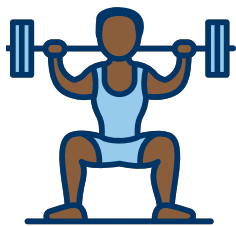
Intercollegiate Athletics

- All Athletics & Recreation activity will comply with state, local, CDC and NCAA guidelines.
- Intercollegiate Athletics will take a phased approach to returning to campus and athletic activity. [View the full Athletics Operational Plan.](#)
 - An Athletics Health and Safety Committee will assist with the monitoring of policies and procedures and ensure the safe transition between stages of the Operational plan.
 - Student-athlete and staff personal responsibility
 - In addition to the personal responsibility guidelines that are required for all students, faculty, and staff in this document, student-athletes and athletics staff will be required to:
 - Face coverings
 - When outside of your residence hall/apartment and not actively involved in a workout, wearing a face covering is mandatory.
 - Face coverings are mandatory during skill-building and strength and conditioning workouts, in addition to proper physical distancing guidelines.
 - Face coverings are mandatory at all times and must cover both your nose and mouth.
 - Students will receive one reusable mask from the university. It is encouraged to also bring your own to campus and wash them as necessary.
 - Physical distancing when not participating in your sport
 - When not involved in direct physical activity when contact is permitted, you must physically distance as much as possible.
 - No sharing of anything
 - i.e. equipment, phones, water bottles, clothing, towels, etc.
 - For Student-Athletes:
 - In addition to the protocol outlined above for students who are symptomatic, have tested positive, or have been exposed to a

**Intercollegiate
Athletics
(continued)**

confirmed COVID-19 case, student-athletes will also need to notify their athletic trainer.

- Testing
 - Student-athletes and staff who are scheduled to return to campus prior to the start of the semester will be tested for COVID-19 upon their return.
 - After the initial entrance testing, individuals who are symptomatic or have been exposed to a positive COVID-19 case will be tested.
 - Other surveillance testing will be performed in accordance with PDPH, NCAA and Atlantic 10 guidelines.
- Competition and travel
 - Competition will not begin prior to the successful completion of all stages of the Athletics Operational plan.
 - Competition seasons will be regional and travel will be limited to bus travel when possible. Overnight trips will be avoided as much as possible.
 - If an away game requires a team to travel to an area with a high number of COVID-19 cases, this will be taken into careful consideration to determine if the team should still travel for competition. The University reserves the right to cancel any competition that will take place in any area that is considered a hot spot.
 - This will also be the case if a team is travelling to La Salle from a hot spot.
- Team meetings will occur virtually as much as possible.



Recreation

- All recreation facilities and programming will adhere to local, state, and CDC guidelines.
- Recreation programming and classes will require pre-registration and capacity may be limited to allow for physical distancing.

Recreation (continued)



- Hand sanitizers, gym wipes, and hand wipes will be available for beginning and ends of workouts. Students will need to wipe down equipment and hands before workouts and after workouts.
- The La Salle Independence Blue Cross (IBC) Fitness Center will be open, when permitted by the Philadelphia Department of Public Health, with physical distancing in place. Face coverings must be worn in the IBC.
- It is already a policy for the IBC to wipe down equipment before and after use, this will be continued. There will also be buffer times in the workout spaces to allow for proper sanitation of the spaces.
- Appointments are mandatory to work out in the IBC. They can be made online at IM Leagues. Please follow instructions [here](#).
- Fitness classes will be conducted virtually or outside with physical distancing in place.
- The following areas will not be accessible in IBC:
 - Locker rooms
 - Showers
- No bags allowed in cubbies. They must be kept with you at all times.
- No spitting on floors or hands.
- All respiratory etiquette outlined in this document must be followed.
- Personal protective equipment
 - All patrons are to wear masks while in a gym or fitness center. This includes while a patron is engaged in activity, fitness, and workout.
 - Student-workers will wear masks.
 - Student-workers will wear gloves when cleaning and moving equipment.
- Satellite Fitness Rooms
 - Satellite fitness rooms will be closed at the beginning of the semester. TCampus Recreation will evaluate reopening after the semester starts and will alert the student population and Residence Life

EVENTS AND VISITORS

- All meetings, events, and social gatherings will follow local, state, federal, and CDC guidelines. This includes any meetings, events, or social gatherings hosted or attended by faculty, staff, students, alumni and visitors/guests of the University.

Events

- All faculty, staff and student (including student organizations) meetings should take place virtually whenever possible. If a meeting must occur in person, it should be limited to 10 people or fewer and should occur in a space that allows for adherence to physical distancing guidelines.
- The size of events will be determined by the University and, in part, by the most-recent guidance from [local](#) and [state](#) officials, regarding the maximum approved gathering size. It's important to remember that, even when larger gatherings are allowed, adherence to physical distancing guidelines and the use of face coverings is still required.
- All events must be requested and subsequently approved through the Campus Reservation System at least three weeks in advance to allow for budget approval and proper facilities scheduling and pre- and post-event cleaning.

Visitors



- Whenever possible, visitors to campus should be limited. Virtual opportunities for engagement with the University are encouraged.
- All campus visitors are expected to abide by the guidelines set forth in this document. This includes adherence to the following personal health guidelines:
 - Self-monitoring.
 - Respiratory etiquette.
 - Wearing a face covering
 - Personal hygiene.
 - Staying home when sick.
 - Physical distancing.
 - Visitors on official university business (not including prospective students and families)
 - Official visitors and contracted vendors will be limited and must be registered through the On-Campus Visitor Registry by their identified host that is a member of the University community.
 - The host will be responsible for ensuring that the visitor is aware of and accepts the guidelines and expectations before arrival.
 - All pre-registered visitors to campus must check-in at a designated Visitor Check-In Location upon arrival.
 - If a visitor is sick, he/she must reschedule their visit.
 - Face coverings must be worn at all times. And visitors must abide by the health guideline set forth in this document.
 - Visitors must sanitize their hands upon entering and exiting common areas and/or individual offices.
 - The University has adopted a no-handshaking policy. Please do not be offended, but members of the University community will not be shaking hands during visits.
 - Prospective students and families
 - Prospective students and families who wish to visit campus must be pre-registered or hold an appointment through the Office of Admission. Walk-in visitors are asked to call 215-951-1500, as some same-day visits might be available.

**Visitors
(continued)**

- All prospective students and accompanying family members will be subject to temperature checks and other health and safety protocols upon check-in of their visit or appointment.
- Class visits will be scheduled on a case-by-case basis and, if approved, will be limited. Virtual class visits, when available, will be permitted.
- No large group tours will be conducted this fall. We will revisit this policy at a later date.
- Visitors and guests in residential living
 - La Salle Residential Communities has implemented a No Guest Policy in place through February 15, 2021.
 - The guest/visitor policy will be reviewed/evaluated after this date and updated as needed.
 - Residential Communities are only permitted to be occupied by the assigned resident of the facility. The No Guest Policy (NGP) includes no visitors between any units, to include rooms, apartments, and townhouses
 - The only exception to this policy is during the scheduled move-in or move-out process where Residential Students will be permitted a max of 2 guests to assist them for a designated time block. Face masks must be worn and social distancing guidelines must be followed at all times.
 - If students wish to have parents or family visit, they may do so on the main campus in open-air spaces. Face masks must be worn and social distancing guidelines must be followed at all times.
 - Residential students should be aware that it is unlikely that the guest policy will expand to include non-residential student visitors, whether they are commuter students or non-affiliates.

COMMUNICATION AND EDUCATION

Updates and Information

- The University's existing landing page, dedicated to COVID-19 updates and information (lasalle.edu/covid19) will continue to serve as a regularly updated resource page with the latest information related to COVID-19, including the number of positive cases that have been identified on campus.
- Students, faculty, and staff will continue to be updated via email announcements in their lasalle.edu email account.

Training

- The University will require the completion of an online training program by students, faculty, and staff. Separate training modules will be available for students and employees. The modules will require a thorough understanding of the guidelines outlined in the University's return-to-campus plan, expectations for a safe return to campus, visualization of safety measures and signage that will be present on campus, and provisions for noncompliance with outlined safety measures by members of the University community. This is an updated version of the training you completed in the fall and must be completed prior to your return to campus. You will receive an email in early January from "Canvas @ La Salle University" with instructions for completion.

Feedback

- Questions or comments can be submitted through a feedback form on [La Salle's COVID-19 page](#).

EMPLOYEE GUIDANCE

Phased return for employees



- As the University prepares for the return of students and the beginning of the Spring 2021 semester, we will gradually increase the number of employees who are working on-campus. The phased plan will begin in January by first bringing back to campus those who are responsible for preparing campus for the arrival of students. Divisional leaders will communicate with their department heads to determine in which phase of the plan specific offices and/or positions will return to campus.
 - **Phase 1 (Target dates—Current):** Continuation of current infrastructure and critical services such as Public Safety and Facilities Management. Other critical on-site Administrative and Business Operations, in full or limited as directed by their leadership.
 - **Phase 2 (Target dates beginning Jan. 4, 2021):** Employees whose essential job functions are to prepare for students returning to campus (e.g., Student Affairs, Athletics, and Facilities Management) as communicated by their leadership.
 - **Phase 3 (Target dates beginning Jan. 11, 2021):** Employees whose essential job functions are to serve students (e.g., faculty and staff for defined courses that will be conducted using face-to-face modality during spring semester, Academic and Student Support) as communicated by their leadership. Campus offices will be open during business hours but with modified service, such as requiring call ahead appointments..
 - **Phase 4 (Target dates beginning Feb. 1, 2021):** All employees without approved remote work accommodations will return to campus in some capacity on an ongoing basis. Employees whose essential functions can be completed remotely should expect to spend between 40-50% of their work time on campus.
- The phased return to campus plan will be re-evaluated on an ongoing basis in accordance with state, local, and federal guidance.
- The Temporary Employee Pandemic Response Policy continues to be subject to frequent change, with the introduction of additional governmental guidelines but provides clear guidance for employees preparing to return and those currently working on campus.

COVID-19-related workplace accommodations

- In preparing to return employees to campus we understand there may be unforeseen challenges that require some employees to request COVID-19-related workplace accommodations.
- The CDC has identified [people that are at an increased risk](#) for severe illness if the COVID-19 virus is contracted, as well as specific groups that need to take extra precaution. We recognize employees may need to request temporary accommodations for health-related reasons of their own or for someone with whom they reside as the CDC has identified. Additionally, we understand hardships related to COVID-19 extend beyond the health-related risks and that some employees may need to request temporary workplace accommodations based on child care, elder care, and transportation issues.
- Employees who need to request a temporary accommodation due to a COVID-19 reason should submit the electronic [COVID-19 Related Workplace Accommodation Request Form](#). Requests are first received by HR and any health-related information will be removed before the request is forwarded to the Division Head for final determination.
- Employees are not required or expected to disclose their personal medical conditions to their managers/supervisors.
- It is important to note that employees who received an approved workplace accommodation in Fall 2020 must re-apply for an accommodation for the Spring 2021 semester. Questions can be referred to the Office of Human Resources at hr@lasalle.edu.

PREPARING FOR A RETURN TO CAMPUS

**Mitigation
precautions two
weeks prior to
arrival**



- All employees and students are asked to take extra precautions to avoid exposure to COVID-19.
- If you are experiencing any COVID-19 symptoms, you have tested positive for COVID-19, or you have been exposed to someone who has tested positive, self-report to the University (as directed above) and delay your return to campus for 14 days after exposure or 10 days after positive test.
- **Receiving a flu vaccine:** The University is asking every member of our community who plans to live, learn, and/or work on campus in Spring 2021 to receive a flu shot prior to returning to campus in January.
 - **Employees:** If you have not done so already, please complete the Employee Flu Vaccine Certification Form as soon as possible. We ask that all employees, including those who will not have any presence on campus in the spring semester, still complete the form.
 - **Students:** Please complete the flu vaccine attestation form as soon as possible. Students who will not have any presence on campus in the spring semester or who cannot receive the vaccine for religious or medical reasons still need to complete the form as soon as possible.
- **Pre-arrival modified quarantine**
 - Fourteen days prior to arriving on campus, students should follow a modified quarantine to limit their exposure (i.e. if you are arriving on Jan. 3, begin modified quarantine on Dec. 20). These practices include:
 - Avoiding all gatherings with individuals outside of your household
 - Maintaining a physical distance of at least six feet in all settings
 - Washing your hands frequently and for at least 20 seconds
 - Disinfecting frequently used surfaces in common areas of your household
- **Traveling from or to out-of-state**
 - Currently, that individuals who are entering Pennsylvania from other states and countries, are required to have a negative COVID-19 test within 72 hours prior to entering or after arrival into Pennsylvania or quarantine for 14 days when you arrive in Pennsylvania.
 - Individuals who are traveling to or from Pennsylvania for school or work are exempt from this requirement.

- **International travel**
 - The U.S. Department of State advises U.S. citizens to avoid all international travel due to the global impact of COVID-19.
- **Domestic Travel**
 - The [CDC cautions](#) that all travel increases your risk of exposure to COVID-19. The best way to protect yourself and others from getting sick is to avoid all non-essential travel.

Online training and review of guidelines and policies

- Prior to returning to campus, all students, faculty, and staff will be required to complete an online COVID-19 training module that will cover best practices and guidelines for the coming semester. The training will be available online in early August. This is an updated version of the training you completed in the fall and must be completed prior to your return to campus. You will receive an email in early January from “Canvas @ La Salle University” with instructions for completion.

Mental health and wellness

- Abrupt closures of cities and institutions due to COVID-19 has created a drastically different reality. After months of stay-at-home orders, it will be difficult for some in the University community to return to an in-person experience.
- There are a number of resources that are available to the University community to help students, faculty, and staff prepare mentally for a return to campus:
 - The Employee Assistance Program provides all La Salle employees with expert support to help manage stress and anxiety, 24/7, by calling 1-800-854-1446. La Salle’s telemedicine service, Doctor on Demand, provides mental health services in addition to medical care. (These services are available at no cost to employees insured through La Salle, and for a fee for those who are not.)
 - The Student Counseling Center is accessible weekdays during regular business hours by calling 215-951-1355 and leaving a message. During the pandemic, all counseling appointments will be conducted

**Mental health
and wellness
(continued)**

as virtual appointments. An after-hours telecounseling service is available weekdays and throughout the weekend by calling 215-951-1355 and pressing option #2.

- The National Alliance on Mental Illness is a resource for information and services related to the Mental Health challenges of coping with COVID-19.
- In addition, we will be offering a series of Wellness Wednesday activities and small group virtual conversations to discuss strategies for dealing with anxiety during the pandemic.

**Preparing for an
adjusted in-person
experience**

- Until a vaccine is readily available, all members of the University community should be prepared for an adjusted campus experience.
- Ahead of your return to campus, spend time reviewing the guidelines and thinking about how to contribute to maintaining a healthy and safe environment on campus.

PREPAREDNESS AND RESPONSE FOR RESURGENCE

- Based on the latest Public Health information it is widely expected that there may be a resurgence of the virus over the coming months as cities and organizations begin to return to in-person operations. The University will continue to closely monitor the developments of the virus, locally and regionally, and will work in consultation with the local health department to evaluate the need for any further adjustments to University operations.
- The University's [Pandemic Preparedness and Response Guide](#) will be updated regularly and as needed, based on the latest guidance from national and local government and health organizations. This plan will be maintained and implemented by the Incident Command Advisory.