

Contact Information

For questions or assistance with additional needs, please review the following information to direct you to the appropriate person(s) to expedite your request.

Health and Counseling

Call (814) 871-7622 or email hlthcoun@gannon.edu for new or worsening symptoms.

Meal Orders

For questions about meal orders, email care@gannon.edu

Academics

Contact Christine Samuelson at augustin005@gannon.edu

All Non-Emergency Questions or Concerns

Email care@gannon.edu

Emergencies

Gannon Police and Safety 814-871-7690

Additional Resources

Gannon COVID Updates

<https://update.gannon.edu/>

CDC Social Distancing Guidelines

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

Quarantine Information

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Isolation Information

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

our plan for *re*uKnighting

QUARANTINE & ISOLATION INSTRUCTIONS

Jan. 2022

Please use this document as a resource to prepare you for and support you during your quarantine or isolation. These instructions will be emailed to you so you can easily access all links and email addresses provided.

If you have been asked to quarantine, you do not need to move. If a move to isolation was required, you were directed to pack for a 10-day stay before moving to isolation. Gannon has set aside rooms for students who would require isolation should they test positive for COVID-19 or need to move to another room to protect roommates while waiting on results. Please note that you WILL NOT be able to leave your isolation room or access your current housing space during isolation time.

You will have an assigned care coordinator checking in daily to see how you are doing and ask some general questions. This person will be in touch with you until you are released from quarantine or isolation.

Gannon Health Services must approve end of isolation and quarantine, as well as return to in-person classes and resuming regular campus life.



Items Provided in On-Campus Quarantine/ Isolation Rooms

You will find these items in your temporary room that should **remain in the room upon departure**:

- Fitted sheet
- Flat sheet
- Blanket
- Pillow
- Pillow case
- Towel
- Wash cloth
- Bath mat
- Shower curtain
- Hand soap
- Shower soap
- Shampoo
- Conditioner
- Lotion
- Toothbrush
- Toothpaste
- Wastebasket
- Toilet paper
- Trash can
- Trash bags
- Paper towels
- Paper plates
- Plastic eating utensils
- Water bottles
- Snacks
- Disinfectant wipes

Before moving to isolation, you are responsible for packing a two weeks' supply of these personal items:

- Medication and vitamins
- Laptop and charger
- Cellphone and charger
- All textbooks and course materials
- Clothes/comfort wear
- Wallet/ID/insurance cards
- Entertainment (streaming information, games, cords, etc.)
- Non-academic books
- Specific personal hygiene products
- Specific snacks if desired
- Additional bedding if desired
- Additional comfort items if desired

Daily and Weekly Responsibilities

Guidelines for Trash Pick-up

Ensure that all trash in your room is placed in the trash can. Place the trash can outside your door prior to your meal delivery each day if applicable. If the trash remains after two deliveries, please email care@gannon.edu to coordinate an additional pick-up.

Trash must remain in the trash can for pick-up.

Do not place the bag on the floor. Once the trash is removed, bring the trash can back inside and replace the removed trash bag. A fresh bag will be found at the bottom of your trash can inside our designated quarantine/isolated rooms. If you are quarantining inside your own space, the replacement of your trash bag will be your responsibility.

Students are responsible for removing all trash and personal belongings from their on-campus quarantine/isolation rooms upon being released.

Disinfecting

The rooms have been supplied with disinfectant wipes for you to wipe down common surfaces daily to ensure containment of the illness. If you are notified that another resident is moving in, please wipe door handles and wait in your room until they are settled.

Laundry

If your stay will exceed seven days, we will reach out to you on day five to provide a one-time pick-up for any laundry service needs you may have. If you require laundry service, we will provide instructions and a pick-up time when checking in with you on day five.

We will launder your essential items such as clothing and bedding material. We will not launder shoes and/or dry-clean-only items. We are not responsible for damage if you include sensitive or dry-clean-only items in your laundry bag. **We will take your bag to a local laundry service for basic wash, dry, fold service and we will return it to you within 48 hours.**

Room Supplies

Please check your essential supplies daily—toilet paper, handsoap, snacks, etc. To submit a supply request, email: care@gannon.edu.

Requests should be submitted with advanced notice; meaning before your supplies are gone. Supply requests will be delivered during various times throughout the business day.

Please understand that your requests are being fulfilled by a dedicated, but busy team. If you need additional assistance, you can share that with us during our daily check-ins or by emailing care@gannon.edu. For emergencies, please contact Campus Police and Safety (814-871-7000).

Meal Orders and Delivery

Meal Orders

It is your responsibility to place meal orders for delivery. All meal orders must be placed by 4 p.m. every day to receive breakfast, lunch and dinner for the following day.

Please use the online Meal Order Form to submit your order each day. Orders must include your name and student ID. Please be sure to include any dietary restrictions you may have.

Please choose from the menu and drink options that are listed. If you request an item not on the menu, Metz will substitute or modify your meal.

Meal Delivery Schedule:

Monday - Saturday at 12:00 p.m.

Saturday's meal bag will contain meals for Saturday, Sunday and Monday breakfast.

Meal Order Form:

<https://bit.ly/3zTNf0D>



Please be patient as we make meal accommodations for all students in isolation. Meal corrections or delays may result in adjusted delivery times of up to an hour after start time.

Metz Meal Options

Let Metz take care of you! While you are in isolation, we will deliver meals to you from your choice from a standard menu.

Please contact care@gannon.edu for questions regarding meal orders.

Quarantine and Isolation Testing

Students who have already tested positive and are in isolation may require a confirmation test at UPMC Hamot. UPMC will contact the student directly with their scheduled test time. This typically occurs within 24-48 hours after the student's Gannon test result has been received.

Test Appointments

For any questions regarding testing for COVID-19, please email testappt@gannon.edu.

Re-Entry to Your Room After Testing

After testing at various locations (on-campus or UPMC), please contact Campus Police and Safety (814-871-7000) to access your on-campus quarantine/isolation room. Inform dispatch that you are locked out of your quarantine/isolation space and they will dispatch an Office of Residence Life member. **Do not stand in front of highly accessible walkways to reduce the risk of exposure to others.**

Concerns Regarding Your Health

For any questions or concerns regarding your health, any worsening COVID-19 symptoms, or want to speak with a nurse please email hlthcoun@gannon.edu or call 814-871-7622.

ISOLATION: Separates people who have tested positive for COVID-19 from healthy people.

QUARANTINE: Restricts movement of people who have been exposed to COVID-19.

For Hotel Guests

For questions or assistance with additional needs, please review the following information to direct you to the appropriate person(s) to expedite your request.

Code of Conduct

All students utilizing these accommodations will be required to sign a hotel contract to which they are agreeing to follow all hotel policies and guidelines as well as COVID-19 protocols. This includes but is not limited to the following:

- Once checked in, every guest must remain in their room for the entirety of their stay and are not permitted to exit the room at any time prior to their checkout. No exceptions.
- Consequently, guests are not to be congregating in the hallways or visiting each others' rooms
- Each guest will be provided a microwave and fridge in their room as well as ample linens and necessities. That being said, there will be no housekeeping services available during their stay. Supplies can be provided upon request via phone if needed.
- The hotel is not responsible for providing food for the guests. Either the university can deliver food to the hotel or the guests may order food to be delivered at their own expense.
- Although the hotel will not be charging additional fees if it occurs, the hotel is a non-smoking facility and it is expected that there should be absolutely no smoking occurring in the rooms or any other type of damages done.
- If any violations occur it is under the discretion of the hotel staff to evict the guests.

Your CARE Team

A Care specialist will be reaching out to you shortly after receiving this email to assist you with your first meal delivery. If you have any questions or need assistance before, they have reached out to you, feel free to contact them at Care@gannon.edu.

Although you are temporarily moving, you are still a part of your living community. Please be advised if you live in a residence hall, your RD or RA will be checking in with you throughout your quarantine/isolation. We are all here to support you!

We highly recommend that you reach out to others who are in quarantine or isolation at the same time as you. With both parties' permission, we will connect you with each other to either chat via Snap or Microsoft Teams. [you-are-sick/isolation.html](#)

Meal Delivery Instructions

While in isolation or quarantine, you will have access to meal delivery services for breakfast, lunch, and dinner.

On weekdays (Monday – Friday), meals will be delivered **once a day after 12:00 PM**. Weekday meal orders will consist of that day's lunch order, dinner order, and breakfast order for the following morning.

Saturday and Sunday are slightly different. Orders for Saturday and Sunday will be delivered on **Saturday after 12:00 PM**. You will have the option to order just Saturday if you are being released on Sunday or just Sunday meals if you are entering quarantine on Sunday. Otherwise choose Saturday and Sunday on your meal order.

Weekend meal deliveries will consist of Saturday's lunch and dinner orders, Sunday's breakfast, lunch, dinner orders, and Monday's breakfast order.

See below for some critical guidelines around placing your meal order. If you do not want meal delivery, please respond to this email requesting to be removed from the active meal delivery list; otherwise, you will get daily reminders to order.

Deadlines for meal orders

All orders must be placed by 4:00 PM the day before the requested meal delivery. Meal orders for the weekend (Saturday – Sunday) must be submitted by 4:00 PM Friday.

How to submit meal orders for the weekend

To submit an order for the weekend after entering your allergy information select the order you are making is for the weekend, this will give you the options for ordering your Saturday and Sunday meals.

Ordering on time and opting-out

If no meal selection is submitted by the deadline, you may not receive lunch, dinner or breakfast for the following day. You can also opt-out if you don't want to order that day. It is vital that even if you do not wish to order food, you still fill out the form and opt-out. Opting-out allows our team to plan and schedule its volunteers more effectively. If you are provided with a release date, please do not order meal delivery for that date. If your release date falls on a Sunday, please use the weekend order form and only order meals for Saturday.

Scan this QR code to order meals. Any questions can be directed to care@gannon.edu

Meal Order Form:
<https://bit.ly/3zTNf0D>

