

# our plan for *re***u**Knighting





<b>OUR PLAN FOR GANNON UNIVERSITY</b>	2
Important Reminders and Updates	3
<b>RUSKIN</b>	
Gannon University at Ruskin Re-Entry Plan	5
<b>HEALTH MEASURES</b>	
Face Masks – Required	8
Guidelines For Monitoring Wellness And Testing For COVID-19	10
LiveSafe Daily Screening Flowchart	13
COVID-19 Testing & Isolation Flowchart	14
LiveSafe App	15
Safe-Distancing Guidelines & Directives	16
<b>FACILITIES</b>	
Cleaning and Disinfecting Guidelines	17
Dining	19
Waldron Campus Center	21
<b>INFORMATION PERTINENT TO STUDENTS</b>	
Checklist for Students Returning to Campus	23
Key Points to Remember About Move-In	24
Student F.A.Q. COVID-19 Protocols at Gannon	26
Student Acknowledgment of Mutual Respect and Responsibility Regarding COVID-19	29
<b>INFORMATIONS PERTINENT TO FACULTY, STAFF</b>	
Return-to-Campus Guidelines	30
Guidelines Regarding Quarantine and COVID-Positive Pay	32
Travel Policy for Employees	34
Checklist for Faculty Returning to Campus	36
Faculty F.A.Q. COVID-19 Protocols at Gannon	37
Checklist for Employees Returning to Campus	40
Checklist for All Managers Returning to Work	41
Acknowledgment of Mutual Respect and Responsibility Regarding COVID-19	43
<b>OTHER GUIDANCE</b>	
Gannon Athletics Return-to-Play Plan	44
Visitor/Guest Policy	48
Admissions Visitor Guidelines	49
Video Resources	50
CARES Act: Higher Education Emergency Relief Fund	51
Response to Extensive Outbreak of COVID-19	52
Fall Semester 2020 Schedule	53

## OUR PLAN FOR GANNON UNIVERSITY

We are open. In many respects, getting to this point was the easy part.

Though resuming operations has required several months of planning, staying open to serve our students and fulfill our commitment to a transformational experience for our community will require a profound commitment by all of us to maintain our health and to aid each other's well-being.

We have done our best to create a safe environment that includes testing and screening processes to detect signs of COVID-19 and response protocols to deploy when cases present themselves.

Our approach has been guided by the U.S. Centers for Disease Control and Prevention, the health departments for Erie County and Hillsborough County, and other partners in our communities.

Our approach is based on a few fundamental principles:

- Face masks are mandatory;
- Redesign our facilities to promote social distancing.
- Keep individuals with fever or other COVID-19 symptoms from entering our buildings;
- Reduce density across campus by continuing remote work where possible; and

Layered over this is a robust daily monitoring routine via the LiveSafe app, temperature screenings for all employees and for students entering key facilities, and on-campus COVID-19 testing.

At move-in and throughout the school year, we are strategically deploying the “pod” concept, in which students learn, work and mingle in small groups to limit exposure. This will make contact tracing easier and more contained should a case be diagnosed.

We will continue to accommodate faculty, staff and students – where possible – upon their request. Faculty members requesting accommodations for this semester and room occupancy restrictions have led to the adjustment of the delivery of about 25% of our more than 1,000 classes. Only five percent of classes will be completely online, and just 20% will be Hy-Flex – a hybrid of online and face-to-face. So, even with the essential accommodations, 95% of classes this semester will have some face-to-face component.

Here are other key changes that have been implemented:

- Class sizes are smaller.
- Unless otherwise noted, classes will be offered in person with remote delivery options to accommodate students and faculty who have health risks or who become sick and are isolating.
- Residence halls are implementing best practices and social distancing guidelines, and a block of rooms has been set aside for students who would require isolation should they test positive for COVID-19.
- Cleaning and sanitizing efforts have been stepped up in all buildings across both campuses, and sanitizer is readily available campus wide.
- Dining services have been adjusted to account for new safety guidelines and service approaches. A key result: more to-go options.

What follows is a collection of guidelines and protocols that have been set in place over the past few months in response to the pandemic. Taken together, they offer our plan for getting open and staying open.

– The COVID Task Force

AUGUST 2020

Here are other reminders and/or updates that have not already been posted to [update.gannon.edu](http://update.gannon.edu):

### ATTENDANCE GUIDANCE

**For students:** Students who are sick should not attend in-person class or attend in-person activities. The academic class attendance policy will be relaxed for the 2020-21 year. Students should notify their faculty if they will miss an in-person session they were expected to attend.

**For employees:** Faculty, staff and student workers who are sick (i.e. running a fever or exhibiting COVID-19-related symptoms) should not report to work. They should notify their immediate supervisor of their planned absence.

### REQUESTS FOR ALTERNATE LEARNING AND WORKING ARRANGEMENTS

**For students:** Students requesting alternate learning arrangements for conditions deemed a higher risk for COVID-19 by the U.S. Centers for Disease Control and Prevention, or other special circumstances, should make such a request through the Student Success Center.

**For employees:** Employees who are asked to return to campus but would like to inquire about a different work arrangement or assignment should reach out to their supervisor and Human Resources.

### EVENTS AND GATHERINGS

Major events and large gatherings will be altered and/or in-person participation restricted to ensure any and all gathering-size limitations are followed. Current maximum gathering size is 250 with social distancing for the “green” phase in Pennsylvania. Decisions regarding specific activities will be made by individual divisions, departments and offices with the approval of the divisional President’s Leadership Team member, who will be responsible for ensuring all state requirements and federal guidelines are followed.

### TRAVEL RESTRICTIONS, REPORTING AND APPROVALS.

The university’s daily screening and monitoring process will include travel restrictions, monitoring and approvals. Travel restrictions will include travel by faculty, staff or students for university business to hotspots. Prior approval and follow up upon return will be required.

A vice president or her or his designee must approve all conference, business or recruiting trips. Each of these trips will also be reviewed by Health Services.

Destinations for Gannon-sanctioned travel programs, including ABST, T.R.A.V.E.L. and GIFT trips, will be reviewed and approvals considered based on traveler safety, disease prevalence and access to health care.

We will tightly monitor disease progression in countries where our students are studying abroad and will recall those students on guidance of the State Department.

### FINANCIAL AID

We recognize the economic distress many of our students and their families have sustained this year. If your personal circumstances have changed, you should contact our Financial Aid office at 814-871-7337 or [financialaid@gannon.edu](mailto:financialaid@gannon.edu).

### ATHLETICS

Our Athletic Department and student-athletes are also aligning policies and activities in accordance with recent announcements from the PSAC and NCAA regarding their seasons. Nevertheless, a plan for returning to activity and play has been created. You can find it at: [https://gannonsports.com/documents/2020/8/4/2020\\_21\\_Athletic\\_Health\\_and\\_Safety\\_Plan.pdf](https://gannonsports.com/documents/2020/8/4/2020_21_Athletic_Health_and_Safety_Plan.pdf).

AUGUST 2020

### VISITORS IN RESIDENCE HALLS

Here is an important reminder regarding visitors in our residence halls:

- After move-in, no non-residents are permitted in the residence halls, including parents. Parents are welcome to visit campus, but for the safety of others they will not be permitted in the halls.
- Residential students can visit other residential students, even those in other residence halls, so long as all involved abide by the COVID-capacity of the room being visited. Allow 36 square feet per person. Gatherings of larger numbers will result in immediate and significant disciplinary action for all in attendance.
- Brief visits are still being permitted by prospective students and student athletes, as long as they have passed health and temperature screenings in advance.

### COVID-19 DASHBOARD

Transparency is important, and so is privacy. To that end, we intend to publish regular updates to the community regarding our numbers of COVID-19 cases and “close contacts” for both campuses while protecting the identities of those involved. This will include our entire population – students, faculty and staff. We are currently developing a dashboard for this purpose. This will become part of our [update.gannon.edu](https://update.gannon.edu) website.

### DRINKING FOUNTAINS

The fountains are off, but the bottle-fill units are still operational. We are replacing drinking fountains with bottle-fill dispensers where possible. This work is ongoing.

### KNIGHT WATCH VAN

Guidelines have changed. We will be transporting from one location at a time. There will be up to four passengers in the van if from the same group. We will not be mixing groups or passengers together.

Everyone, including the driver, must wear masks the entire trip.

The driver will wipe down door handles each time. Hand sanitizer will be available.

### STAY IN TOUCH

Continue to visit <https://update.gannon.edu> for our latest decisions and for resources to assist you.

If you have a question or a comment, you can submit it at <https://www.gannon.edu/Questions-or-Comments/>.

# our plan for **reKnighting**

## GANNON UNIVERSITY AT RUSKIN RE-ENTRY PLAN

JUNE 2020

Gannon University at Ruskin is resuming face-to-face instruction and operations this summer and fall, 2020.

Reopening our university with consideration for the safety and well-being of our students, faculty and staff is our top priority. For this reason, we've created a reopening plan that complies with the guidance of federal, state and local authorities that allows us to return to campus as carefully as we can.

Modifications around classroom learning and social interactions will be in place, among other changes. We are confident this plan will provide our students with the best possible learning environment and academic opportunities to deliver an impactful Gannon experience.

### Re-Entry Timeline:

- Maintenance staff returns week of June 15.
- PA faculty and staff return June 22.
- PA Class of 2021 return June 30.
- PA Class of 2021 complete on-campus labs July 16.
- MSES faculty and all GSPRT 520 students return July 20-24.
- MAT faculty and students return to complete a one-day, pre-clinical experience Aug. 1.
- DPT faculty, staff, and the Class of 2021 and Class of 2022 return to complete spring lab work Aug. 3-21.
- OTD, PA, MSES and SLP students start fall courses on Aug. 10.
- Fitness Center opens with modified capacity Aug. 10.
- School store opens by appointment only Aug. 10.
- DPT and MAT students start fall courses on Aug. 26.

### Prevention

Faculty, students, and staff are all part of the Gannon's Ruskin community. We have a responsibility to protect each other from COVID-19 both on campus and off campus. As a starting point, the following policies and procedures are being put in place in anticipation of our return.

- All students and personnel returning to campus should self-quarantine for a minimum of 14 days prior to the start of return. In addition, all faculty, staff, and students are required to be tested for COVID-19 4-5 days prior to the start of class, in Florida. Further information on testing locations available will be sent to each person in advance of their return.
- Face masks are required to be worn at all times when located anywhere on campus, unless you have a medical reason for not doing so. Use of hand sanitizer and social distancing whenever possible will be practiced.

### Wellness Screening

The LiveSafe App is now live in Ruskin and should be downloaded on to your phone. You will receive a separate communication on how to link to this app and how to access the Wellness Survey for all faculty, staff, and students. Each student will be required to complete the Wellness Survey on the app prior to coming to campus each day. Based on your survey answers you will receive one of two possible messages: 1) Green Check - It sounds like you're feeling ok or 2) Red X - Please inform your manager and do not report to work.

If you receive a Green Check, you are allowed to come to campus. Upon arrival to campus everyone will be required to have their temperature checked by personnel at designation stations. If your temperature is less than 100.4 degrees, you will receive a sticker and be permitted to attend class. Cohorts attending class on campus before fall semester will have their temperature taken in front of the administration building. There will be two stations. Please do not gather around the station and remember to maintain a 6-foot distance from all persons around you. At the start of the fall semester, there will be four temperature stations, two in front of the administration building and two in the garage to the side of the administration building. Regardless of when you arrive on campus you must have your temperature checked.

# our plan for **reKnighting**

## GANNON UNIVERSITY AT RUSKIN RE-ENTRY PLAN

JUNE 2020

If you received a Green Check on the LiveSafe survey, but you record a temperature greater than 100.4 degrees, then you will be asked to return home and to contact the Health & Wellness Center on the Erie campus as soon as possible.

For employees, if you received a Red X on the survey, please inform your manager and do not report to work. For students and faculty, please report to your program director. For program directors and staff, please report to Rick Johnson. In addition to informing your program director, you must contact the Health & Wellness Center at the Erie campus as soon as possible.

### Masks, Masks, Masks

Most importantly, all faculty, staff, and students will be given a reusable mask and will be required to wear a mask that meets all CDC guidelines when in the presence of other members of the Gannon family. This requirement will protect you and others.

Handwashing should be done frequently throughout the day, especially before and after labs. All spaces on campus are now configured to maintain social distancing between individuals and to allow for 6-feet in all directions. You will notice signage throughout both buildings that will direct the flow of traffic to further ensure we are able to maintain social distancing. Please follow these signs even if it takes you the “long” way to your destination. Each cohort of students will be instructed on how to clean surfaces during the day. Cleaning staff will clean all surfaces prior to the start of each day. Throughout the day, surfaces frequently touched/used will be cleaned more often by staff.

### Bathroom, Conference Rooms, School Store, Fitness Center, Food Minibar

Only one student will be permitted in each bathroom at a time. There will be a sign outside each larger bathroom. If the sign says vacant you can enter and move the sign to the occupied position. Conference rooms in the administration building can only be occupied by two people sitting at opposite ends of the table. The large conference room in the new building may have four occupants. Chairs are

placed in the allowable locations.

The Fitness center will open on Aug. 10. Hours will be from 6 a.m. to 9 p.m. The use of the center will be by appointment only. The space will accommodate a maximum of five people at one time. Fitness employees will direct all participants on safe distancing, use of the locker rooms, and the cleaning of all surfaces.

The school store is open for business by appointment only. To check out the new apparel, please email Annette Robinson for a store visit.

We have moved the refrigerators and microwaves to discourage excessive student gathering. The minibar and coffee machine have been discontinued indefinitely. Please bring your food to school and/or use local community venues. Drinking fountains will only be available for filling water bottles.



### Classroom Layout

Unless otherwise specified, classes will be offered predominantly face-to-face with all members of each class attending. All lecture based classes will have the ability for simultaneous in class and remote delivery options should a person find themselves in a medically relevant circumstance that does not allow for their presence on campus.

The following changes in room configuration have been made to maintain safe social distancing.

- The second floor of the new building will have



# our plan for **reKnighting**

## GANNON UNIVERSITY AT RUSKIN RE-ENTRY PLAN

JUNE 2020

combination tables and raised mat tables that can accommodate 30+ students for both lecture and lab. The class space will have a projector, microphone, speakers and Wi-Fi. We will use the back wall to project lecture material.

- The third floor will have classroom tables, a projector, microphones, speakers and a new 180-inch screen that will permit a class of 30+ students.



- Room 145 and 146 will be opened up into one large classroom that will accommodate 30+ students and faculty.
- Rooms 143 and 144 will become one large lab with the hi/low tables spaced across the space. These changes provide four large classrooms that can handle all courses with a size of 30+ students. The SLP lab will now have eight combination tables and will be used for OTD, AT and SES labs, along with room 102 and 103 in the Administration Building.
- Classrooms will have camera systems and microphones in place to allow for audible enhancement for lecture delivery with masks and live streaming of material remotely.

### Outreach

We will continue to monitor operations in this ever changing environment and will be providing additional updates as planning continues, in person classes begin, or should circumstances change. In the meantime, should you have specific questions, the following people will be your resources:

- Operations – Rick Johnson ([johnson171@gannon.edu](mailto:johnson171@gannon.edu))
- Admissions- Desi Herter ([herter001@gannon.edu](mailto:herter001@gannon.edu))
- Program – Chair/Director of Program

Thank you for your continued flexibility and participation in providing us all with every opportunity to continue providing an excellent education to our future healthcare practitioners.

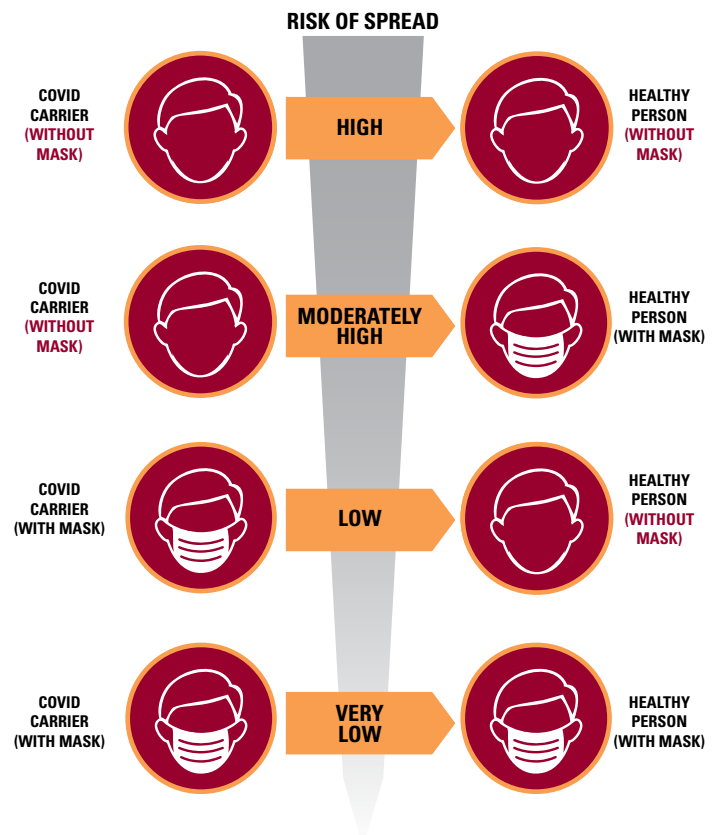


JULY 2020

Face masks are mandatory at Gannon University's Erie and Ruskin campuses. Research shows face masks are key to reducing the spread of COVID-19. Here are our guidelines around face coverings.

- Students, faculty, staff and visitors are required to wear face coverings while in class, conducting business on campus, dormitories and in shared common spaces.
- Employees will not have to wear face coverings when working independently in their offices but are required to do so when in common areas and shared/meeting spaces.
- Residential students are expected to wear face masks even in the dormitories unless they are in their room with just their “family unit.”
- Face masks are required in our dining areas. They may be removed only while stationary and eating or drinking.
- Monitor and engage each other to support the face covering requirement as members of the Gannon community.
- Exercise social responsibility, as well as kindness, with respect to the face covering requirement.
- If you encounter students, faculty, and staff who are not wearing face coverings, be mindful that there could be a compelling reason.
- If you should have difficulty hearing or understanding others in conversation with a face mask, please be patient and kind as you work together to effectively communicate while continuing to maintain social distancing.

Wear a mask to protect yourself and others



### Gannon has a face mask for you

The university is providing face coverings to every student, faculty and staff member via a return-to-campus Welcome Kit.

For students living in on-campus housing, Welcome Kits with face coverings will be distributed as part of move-in.

Commuters will receive their Welcome Kit via the commuter life office. Watch your emails for further instructions.

Faculty and staff can obtain their face coverings in a return-to-campus Welcome Kit



JULY 2020

available at the Waldron Campus Center registration desk or supplied by their supervisor.

In the event you forget your face mask or lose it, disposable masks will be available in nearly every department across campus.

### Advice on how to wear your face mask correctly

- Put it over your nose and mouth and secure it under your chin.
- Don't put the covering around your neck or up on your forehead.
- Try to fit it comfortably against the sides of your face.
- Make sure you can breathe easily.
- Don't touch the face covering and, if you do, clean your hands.
- Wash your hands before putting on your face covering.

### When you get home, take off your face mask carefully

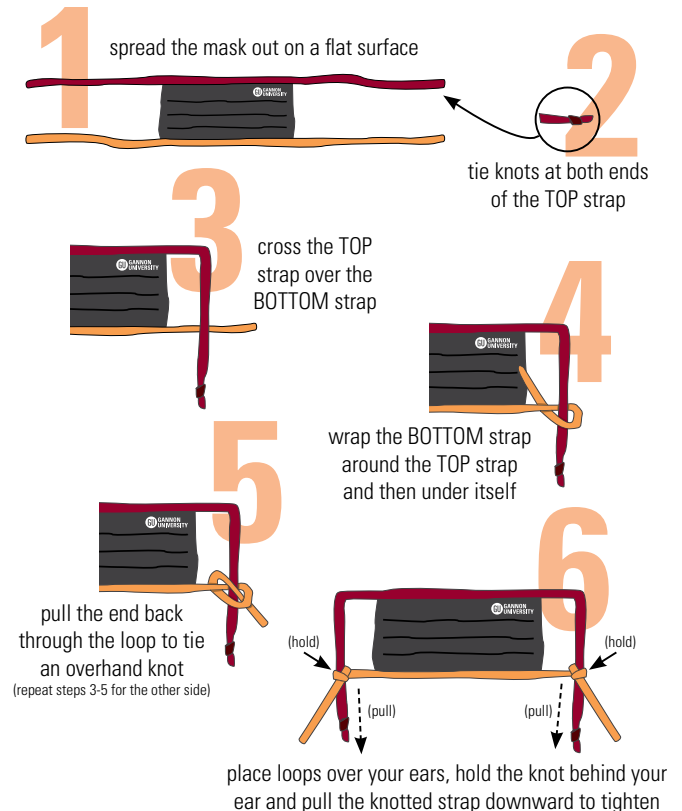
Untie the strings behind your head or stretch the ear loops.

- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Wash your hands with soap and water.

### Keep in mind these healthy habits

- Your greatest chance of staying healthy is wearing a mask in conjunction with the following:
- Stay at least 6 feet away from others.
- Avoid contact with people who are sick.
- Wash your hands often, with soap and water, for at least 20 seconds each time.
- Use hand sanitizer if soap and water are not available.

How to create ear loops for your mask (so you'll only have to tie it once)



Gannon University is committed to ensuring the health and safety of its students, faculty and staff. To facilitate an organized and controlled return to campus and resumption of face-to-face learning, we have implemented the following policies and practices.

We will start with a couple of key policies:

1. If you have COVID-19 or are under orders by the Health Department to quarantine for being exposed to someone with COVID-19, **DO NOT REPORT TO CAMPUS.**
2. If you are a student living on campus who is in isolation or under quarantine, **DO NOT LEAVE YOUR DESIGNATED AREA.** Anything you might need will be brought to you.
3. If you have symptoms of COVID-19, you should not report to campus. If you report these through the LiveSafe app, one of the nurses at Gannon Health Center will call you to discuss your next steps, which could include a COVID-19 test or a quarantine. Anyone with the symptoms listed below should notify their supervisor or the Student Success Center to report their need to refrain from campus.

Symptoms of COVID-19 include:

- Fever (100.4 or higher) and/or chills or night-sweats
- Sore throat and/or cough
- Shortness of breath or difficulty breathing
- Body aches
- New loss of taste or smell
- Diarrhea, nausea, or vomiting

Again, if a student, faculty or staff member has been advised to quarantine or isolate, they must remain off-campus or in a designated housing area (for students) until they have been cleared to return to campus activities by the Gannon Health Center.

### Daily Wellness Checks and Temperature Checks

Temperature checks are a key tool to keeping fevers out of our buildings, and in particular out of key areas of campus that have the highest density of students.

In Erie, that's the Waldron Campus Center, Beyer Cafeteria, the Recreation and Wellness Center, and Nash Library. Thermal scanners have been placed at the entrance to each of those facilities and are located at several other key areas of campus to provide fast, accurate, no-touch measurements of body temperature.



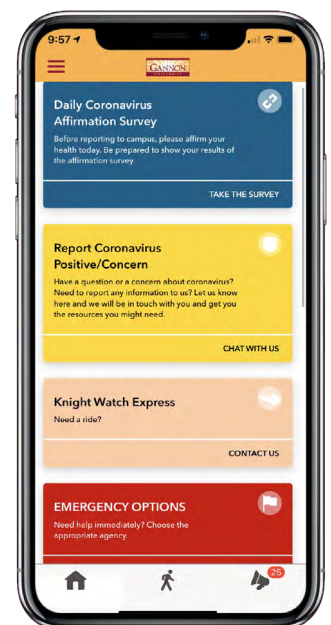
In Ruskin, temperature checks will be in the main building.

Anyone displaying a temperature of 100.4° F will be asked to leave the facility/building/campus, and they will be counseled to follow up with the Gannon Health Center or their personal physician.

The Wellness Check questionnaire is provided via the **LiveSafe app** and we expect it to be completed prior to arriving on campus.

In addition, Gannon faculty, staff and students are required to participate in daily Wellness Checks, which includes a self-monitored temperature check to discourage anyone who is experiencing symptoms of COVID-19 from reporting to campus.

Paper questionnaires will be provided as an alternative at





a temperature check station in the Waldron Campus for those who are unable to access the **LiveSafe app** or the LiveSafe website. Below are PDFs – one to show you how to download the LiveSafe app and one that gives an overview of what you're looking at. Each features a QR code to direct you to the app for download.

- [View LiveSafe mobile app features](#)
- [Download the app for the Erie campus](#)
- [Download the app for the Ruskin campus](#)
- [Access the LiveSafe survey on your computer](#)

(The **LiveSafe app** can be downloaded onto an iPhone or Android smartphone. Technical support for the app is available through the ITS help desk or [support@livesafemobile.com](mailto:support@livesafemobile.com).)

The questionnaire requires a temperature check. This can be self-administered using the thermometer provided to you in your welcome kit, or it can be taken at one of the stations on campus.

The daily Wellness Check will indicate to the individual whether it is safe for them to attend campus activities. The user will receive either a green check or red X indicating whether they have passed or failed the Wellness Check.

The results of the daily Wellness Check will be sent to the user's email account that was entered when completing the survey. The user will want to ensure that they can quickly access the survey result by either a "screenshot" or email verification. **STUDENTS WILL BE REQUIRED TO SHOW THEIR GREEN CHECK UPON ENTERING EACH CLASS.**

If an individual fails the Wellness Check, they will be contacted by the Gannon Health Center to review their symptoms.

- The Health Center can determine if a COVID-19 test is needed or recommend that the individual contact their physician.
- The Health Center can also clear the individual to resume their campus activities should their symptoms not warrant a test or support a need for them to remain off-campus.

All information gathered is HIPAA compliant and will only be accessed by those who need to have access to the information collected (e.g. Human Resources and the Gannon Health Center)

### Observed Daily Temperature Checks

*(This applies to faculty, staff and student-athletes and student workers)*

**Most departments and offices have been provided with no-touch thermometers or thermal imagers for use by supervisors to screen employees at the start of their shift. At the supervisor's discretion, employees can be screened at their office or at the central thermal screening center in the Waldron Campus Center.**

**Each staff member and each faculty member MUST have an observed temperature check each day, in addition to filling out the daily Wellness Check questionnaire in the LiveSafe app.**

**Faculty and staff** will be asked to show LiveSafe Survey results (e.g. their green checkmark) when arriving to work. For adjuncts and faculty who are here on campus after hours or weekends, they should report to the temperature check station in the Waldron Campus Center. Waldron will have someone at the station at the registration desk recording names.

More specifically, this is how temperature screening will work among faculty:

- Each academic department will designate a recorder or point person.
- Faculty, including adjuncts, must have their temperature taken on campus in one of the several methods available, including temperature check stations or department touchless thermometers with a witness that the temperature check was completed. They must report to the assigned recorder that the temperature check was completed.
- Each college has developed a shared tracking sheet like Google Docs. The designee will record that the temperature check was completed on the shared document.



JULY 2020

As for students, they will be expected to show their green check at the start of class.

Student workers also must have an observed temperature check at their place of work.

Any individual who wishes to enter their workplace or classroom who has not completed their daily wellness check will be refused entry until they have completed it. Remember, the daily check includes an affirmation that your temperature is less than 100.4 degrees.

### Testing and monitoring

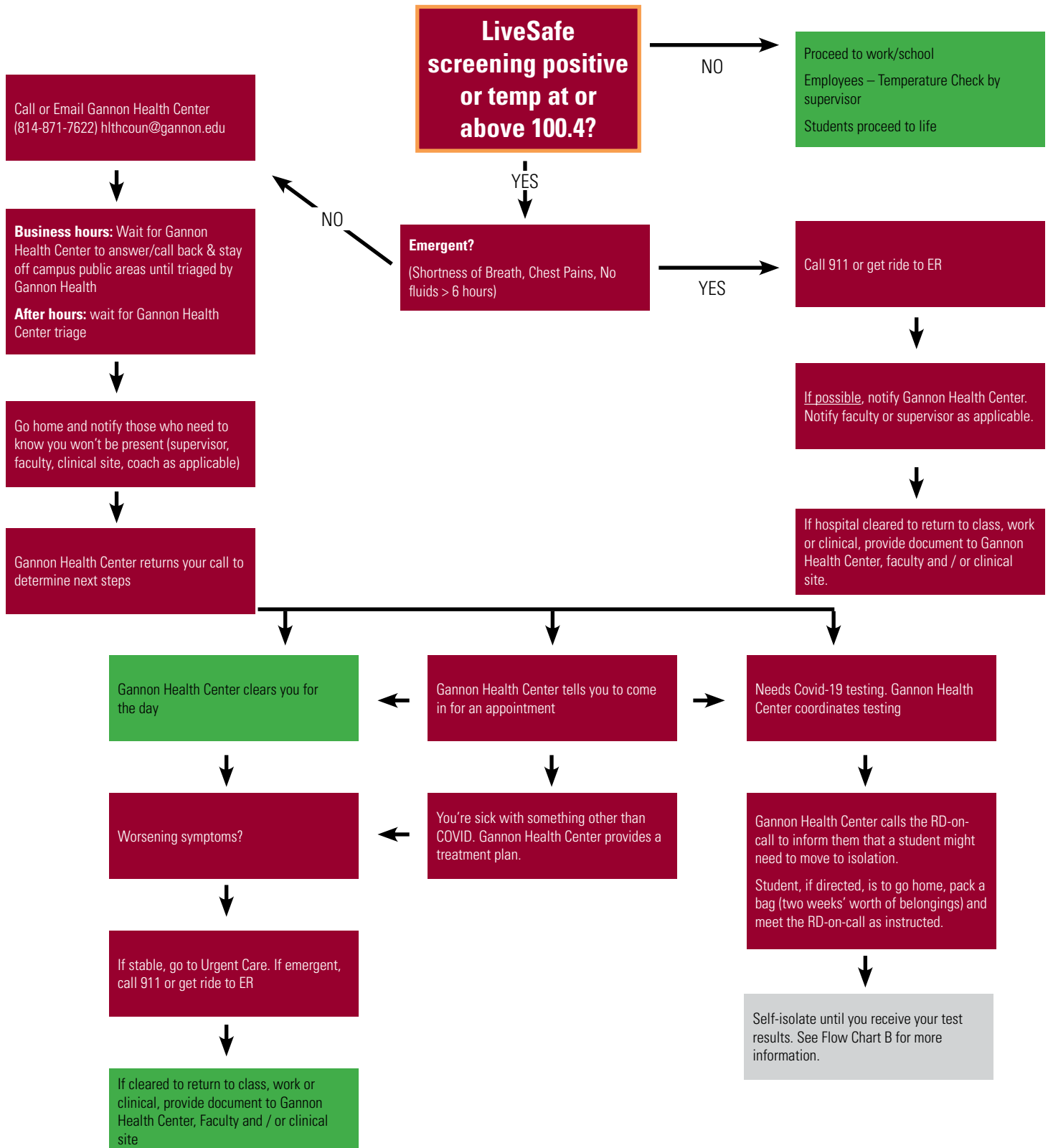
Faculty, staff and students suspected of having COVID-19 based on their wellness check or who appear to be symptomatic may be required by the Gannon Health Center to obtain a COVID-19 test before being cleared to return to campus. The Gannon Health Center will coordinate the testing.

Faculty, staff and students who have been exposed to an individual who has tested positive for COVID-19 and have been ordered to quarantine by the county Department of Health may be required to obtain a COVID-19 test before being cleared to resume campus activities. The Gannon Health Center will coordinate the testing.

Faculty, staff and students who are asymptomatic but wish to obtain a COVID-19 test will be permitted, within reason, to request one from the Gannon Health Center.

**Faculty, staff and students who are asked to obtain a test can opt for a 14-day quarantine. They will not be permitted to return to work or campus activities until they have completed it and have been cleared by the Gannon Health Center.**

Faculty and staff may be subject to discipline for failure to comply with these guidelines.





EFFECTIVE 7/17/2020  
REV 8/3/20



# our plan for **reKnighting**

## LIVESAFE APP

AUGUST 2020

The daily monitoring of our health is going to be an important part of our return to campus.

To assist with this, we have upgraded the services available through the LiveSafe app to include a daily COVID-19 survey that each of us will be required to complete prior to arriving on campus – or, if you live on campus, before going to class. We are also asking that you begin taking the daily survey two weeks before your return to campus.

Gannon has been using the LiveSafe app for four years as a campus safety platform. Students, faculty and staff have been able to use the app for emergencies, to report suspicious activity and to hail the Knight Watch van for rides home. All of those services are still available.

Now, however, the app also features the mandatory daily COVID-19 survey, a tip line for COVID-19 related questions or observations, and a robust amount of information and resources regarding COVID-19 and other ways to maintain your well-being.

The daily COVID-19 survey is vital.

The survey is just four questions: It asks if you have any of the symptoms of COVID-19; if you've been in contact with someone who has or is suspected of having COVID-19; if you have tested positive for COVID-19 since your last survey response; and if you've traveled by airline in the past seven days.

After passing the screening, a green checkmark will appear on your screen. For students in Erie, you will be asked to show that green check to be in class.



Below are PDFs – one to show you how to download the LiveSafe app and one that gives an overview of what you're looking at. Each features a QR code to direct you to the app for download.

[View LiveSafe mobile app features](#)

[Download the app for the Erie campus](#)

[Download the app for the Ruskin campus](#)

There will be further communications coming regarding our entire screening, monitoring and testing regimen. That regimen starts with the daily survey.

For those who do not have a smartphone, there will be an online version you can go to on your computer or you will be able to take a paper survey at the registration desk at the Waldron Campus Center.

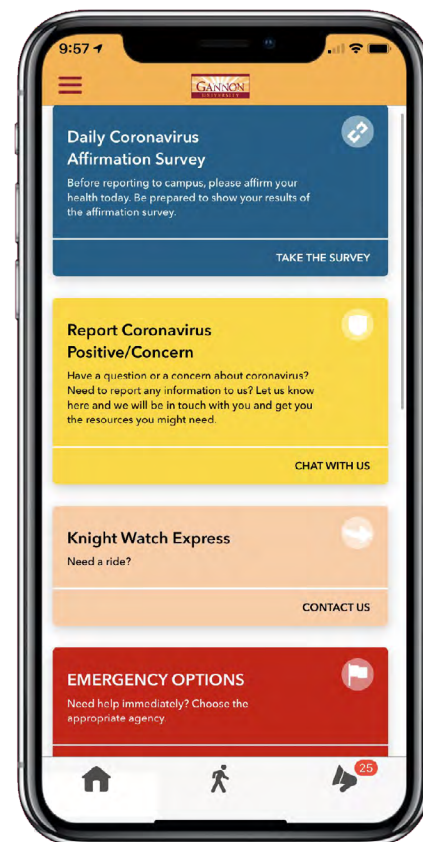
### Tips for using the LiveSafe app

If you are experiencing issues with the app, please first try deleting and reinstalling the app to your device. If that does not solve your issue, report problems via email to [support@livesafemobile.com](mailto:support@livesafemobile.com).

To take the survey in the meantime, the web form can be accessed via a computer:

- Main campus survey: <https://livesafe.jotform.com/201595537337865>
- Ruskin campus survey: <https://livesafe.jotform.com/201676605537863>

Please continue to visit <https://update.gannon.edu/> for the latest communications regarding Gannon's COVID-19 response, and feel free to submit questions and comments to our team here: <http://bit.ly/GUQuestionsComments>.



JUNE 2020

### **"Keep your distance."**

A reopened Gannon University will be sharing that message in a number of ways – from signs that say just that to how we redesign our workspaces.

The U.S. Centers for Disease Control and Prevention advise that safe-distancing – staying six feet apart from one another – is a key to preventing the spread of COVID-19, the disease caused by the novel coronavirus.

A coronavirus work group has been developing the methods and the messaging over the past few weeks. The first signs are going up this week across the Erie campus.

These messages are going up in common areas in all of our buildings – those shared spaces like main corridors, elevators, sitting areas, etc., and on entrances to our buildings. These are intended to inform us about safe distancing, reducing density, and controlling the flow of foot traffic.

**The next step** will require the help of supervisors from across the university. **We need your assistance** to customize signage and social distancing to your particular workspaces and office suites. Please refer to the guidelines below to improve the social distancing in your areas. If you need assistance, you can schedule a site visit to your office suite, by contacting the work group's chairman, Mike Dougherty via email at [doughert015@gannon.edu](mailto:doughert015@gannon.edu).

Additional signage, should you need it, will be available through the Marketing Store at a later date.

### **What can department leaders and supervisors do?**

- Identify a "responsible person" in each office area to take the lead on COVID-19 response activities.
- Evaluate your area for needed signage and/or floor markings to help employees maintain social distancing. Examples could include:

*Signs and floor markings indicating the desired flow of foot traffic in your area.*

*Signs showing the maximum occupancy of a room or area.*

*Floor markings indicating where people should stand while waiting in line.*

- Evaluate your area for needed barriers (most likely Plexiglas or plastic). Examples could include:

*At reception desks.*

*Between desks.*

*In work areas (such as conference rooms) where maintaining the distancing requirement is difficult.*

- Evaluate furniture placement and rearrange or move furniture so employees can maintain the minimum six-foot distancing requirement. Examples could include:

*Moving desks in the same work area at least six feet apart.*

*Removing chairs from conference rooms to create six feet of separation between chairs.*

*Reconfiguring tables and chairs in break/kitchen areas.*

*Removing or rearranging furniture in reception areas.*

*Monitor space usage daily.*

- Use density-reduction tactics:

*Assign workers to work remotely as much as possible and practical.*

*Alternate working days or working weeks.*

*Phase in bringing staff back – continue remote work for some at the beginning and slowly bring back more as protocols are adjusted.*

*Stagger start/finish times.*

*Use Zoom or other video or audio conferencing.*

Thoughts? Ideas for other approaches to social distancing? Please contact Mike Dougherty at [doughert015@gannon.edu](mailto:doughert015@gannon.edu)





# our plan for **reKnighting**

## CLEANING AND DISINFECTING GUIDELINES (AND OTHER TIPS TO AID OUR WELL-BEING)

JULY 2020

There will be a shared responsibility for cleaning and disinfecting common areas on campus.

Every member of the community will need to sanitize their own work area, including classrooms and office areas; shared space on campus (such as labs, studios, gathering spaces, etc.); and when using other shared resources and commonly touched items. Cleaning kits were created for each department and were distributed beginning in mid-July.

Community members should clean as they enter and before using shared spaces. You are only required to clean areas you will come in contact with (e.g., a podium, chairs, tables, etc.).

The university's custodial staff is performing enhanced daily cleaning measures in communal areas throughout our campus buildings, including restrooms, elevators, railings, hallways and lobbies.

The Recreation and Wellness Center and dining facilities have developed site-specific plans for cleaning, disinfecting and sanitizing based on all federal and state guidelines and recommendations.

### "Wipe in, spray out"

In classrooms, the new mantra is "Wipe in, spray out." Students and faculty are expected to wipe down their work areas when they arrive to remove any excess cleaner that remains from the previous class, which sprayed down the surfaces with disinfectant as they left. The dwelling time between departure and arrival should be more than sufficient to kill any pathogens on the surface.

Each classroom space has been outfitted with a disinfectant spray, paper towels and gloves for the cleaning. (The gloves are not necessary but are provided as an added precaution.) All of the products should be returned to the placemat. There are instructions on the placemat for how to report that supplies are getting low.



Individuals should not spray cleaning solutions directly onto technology equipment. Spray onto the paper towel first. We don't want a saturation of liquid on technology.

### Other steps we're taking

- Hand sanitizer stations have been prominently placed in all public spaces.
- All water fountains have been turned off across campus. Public drinking water supplies are safe to drink; however the surfaces around the fountain including the spout, button/lever and nozzles could pose a risk for the transmission of COVID-19.
- Air dryers in bathrooms have been unplugged, pending further review of the health risks associated with them recirculating air particles in an enclosed space.
- Sanitizer refill stations will be placed around campus to refill the 2-ounce bottles in your Welcome Kit. (More to come on this when they are in place.)
- Electrostatic sprayers, designed to kill microbes on both frequently touched hard and soft surfaces, will be deployed, particularly in the Recreation and Wellness Center.
- Reminders will be posted near copier stations to use hand sanitizer before and after using the machines. Please DO NOT apply sanitizer to the machine keypads or buttons. Sanitizer has been provided to each student, faculty and staff, and sanitizer stations are a short walk from each copier.



### Disinfecting in the event of positive COVID-19 case

- If it becomes known that any user (faculty, staff, student or visitor) has tested positive for COVID-19, the affected areas (offices, cubicles, workstations, etc.) should be closed off to occupancy, and outside windows should be opened to increase ventilation, if possible.
- Entire building operations do not necessarily need to cease as long as the affected areas can be identified and isolated.

JULY 2020

- Affected areas should be isolated for 24 hours or as long as possible if 24 hours is not feasible. After 24 hours, all surfaces and touch points should be cleaned and disinfected. Once the area has been disinfected, it can be safely reopened for general use. Affected areas that have been isolated for more than seven days do not require additional cleaning and disinfection.

### Finally, a reminder: Wash your hands often

Here is the ongoing advice from the U.S. Centers for Disease Control and Prevention:

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your cloth face covering
- If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



JULY 2020

### Dining will look a lot different at Gannon

Socially distanced seating in Beyer Cafeteria, more to-go options, and temperature checks – these are some of the changes that await students, faculty and staff returning to Gannon’s dining services. There are also significant changes to traffic patterns and food selections.

All of this, of course, has been to accommodate safety guidelines and modified service approaches in light of COVID-19. The priority is to provide a safe dining experience for our students, faculty and staff once they return to campus.

Here are some key changes so you can know what to expect:

- We’ve significantly reduced seating in all common areas throughout the Waldron Campus Center to be compliant with social-distancing protocols. There are about 200 fewer seats in Beyer Cafeteria. As a result, we’ll be offering the 219 suite and the second-floor game room as overflow seating for students with to-go meals.
- There will be a meal plan buffet option in the Yehl Ballroom during lunch and dinner hours.
- There is a significant increase in grab-and-go food options that will allow as many students as possible to be served while maintaining reduced occupancy in dining areas, per state guidelines.
- Pre-wrapped silverware and napkins will be handed out at our dining locations. Condiments will be handed out at all locations by a staff member.
- Self-serve food options have been minimized in accordance with safety guidance. Staff members will be available to serve.
- Signage and floor markings have been added to indicate the new flow of traffic in certain areas, the maximum occupancy of a room or area, and where you should stand while waiting in line.
- A new grab-and-go location has been created in the Waldron Campus Center.
- Locations will not be open to the public, only students, faculty and staff.



### Seating in dining areas

- All tables are marked with proper capacity and include the appropriate number of chairs to meet social distancing guidelines.
- Some seating areas have been marked as “not permitted for use” to ensure social distancing guidelines are met.
- All tables and chairs are to remain where they are placed and should not be moved to another area or to another table.



### Safety steps we’re taking

- All visitors will have to pass through a temperature scan to enter Beyer Cafeteria. Anyone with a fever of 100.4 or higher will not be allowed to enter.
- Face masks must be worn in the dining facilities except for when you are sitting and eating or drinking. You cannot move about the sitting areas without a mask on.
- Sanitizer stations are located in each dining area to ensure cleanliness before eating.
- A designated Metz staff member will be performing cleaning services during all meals to ensure proper sanitation and disinfecting of our dining areas.
- Metz employees also will be wearing masks and undergoing temperature scans on arrival to campus.

JULY 2020

### Dining locations, services and hours

#### **Yehl Ballroom** (Dine-in or take-out)

Opens Tuesday, Aug. 4

Lunch | Monday - Friday | 10:45 a.m. - 1 p.m.

Dinner | Monday - Thursday | 5 p.m. - 7:30 p.m.

#### **Waldron To-Go** (Take-out)

Opens Tuesday, Aug. 4

Lunch | Monday - Friday | 10:45 a.m. - 1 p.m.

Dinner | Monday - Thursday | 5 p.m. - 7:30 p.m.

#### **Beyer Hall Cafeteria** (Dine-in or take-out with separate entrances available for each option)

Opens Tuesday, Aug. 4

Sunday - Saturday | 7:15 a.m. to 8:30 p.m.

#### **Doc's Landing Food Court** (Take-out)

Currently Open

Monday - Friday | 7:15 a.m. - 10 p.m.

Saturday - Sunday | 10 a.m. - 10 p.m.

#### **Intermetzo Café** (Take-out)

Opens Monday, Aug. 10

Monday - Friday | 7:30 a.m. - 3 p.m.

#### **Knight's Cove** (Take-out)

Opens Tuesday, Aug. 4

Monday - Friday | 10:30 a.m. - 3 p.m.

#### **Courtyard Café** (Take-out)

Opens Monday, Aug. 10

7:45 a.m. - 2 p.m.

#### **Urban Brew** (Take-out)

Opens Monday, Aug. 10

Monday - Thursday | 8 a.m. - 10 p.m.

Friday | 8 a.m. - 5 p.m.

Saturday | 10:30 a.m. - 3 p.m.

Sunday | 1:30 - 10 p.m.

We thank you for your patience as we seek to deliver the safest dining services and options possible. We will continue to monitor our dining operations and make modifications as necessary.

If you have a question or a comment, you can submit it at <https://www.gannon.edu/Questions-or-Comments/>.





# our plan for **reKnighting**

## WALDRON CAMPUS CENTER

AUGUST 2020

There are two significant changes we want you to know and understand as we are about to start a new school year: The traffic flow through this building will be entirely different, and seating capacity throughout the building has been redesigned to align with “COVID capacity” guidance.

At least for the first few weeks of the fall semester, only three Waldron entrances will be open:

- The west doors near the Wright Room;
- The 6th Street doors on the north end of the building; and
- The east doors between the Hammermill Center and Old Main.

All other doors will be locked. All exits will of course function as normal.

This will direct all traffic toward our temperature check points at the north end of the main WCC concourse.



A map illustrating these new traffic patterns can be found on the page that follows and at <https://update.gannon.edu/Documents/GannonUniversity-WaldronCampusCenter-Map.pdf>.

Also, we have adjusted seating in all common areas throughout the Waldron Campus Center to be compliant with social-distancing protocols. This has significantly reduced the number of available seats in the Beyer Cafeteria. As a result, we

will be offering the 219 suite and the second floor game room as overflow seating for students with to-go meals, while Metz will provide a meal plan buffet option in the Yehl Ballroom during lunch and dinner hours.



This scheduling adjustment will significantly limit the availability of 219 and Yehl for meetings and special events during the fall semester.

We apologize for any inconvenience this causes and ask for your patience as we work toward accommodating the needs of our students during mealtimes and beyond.

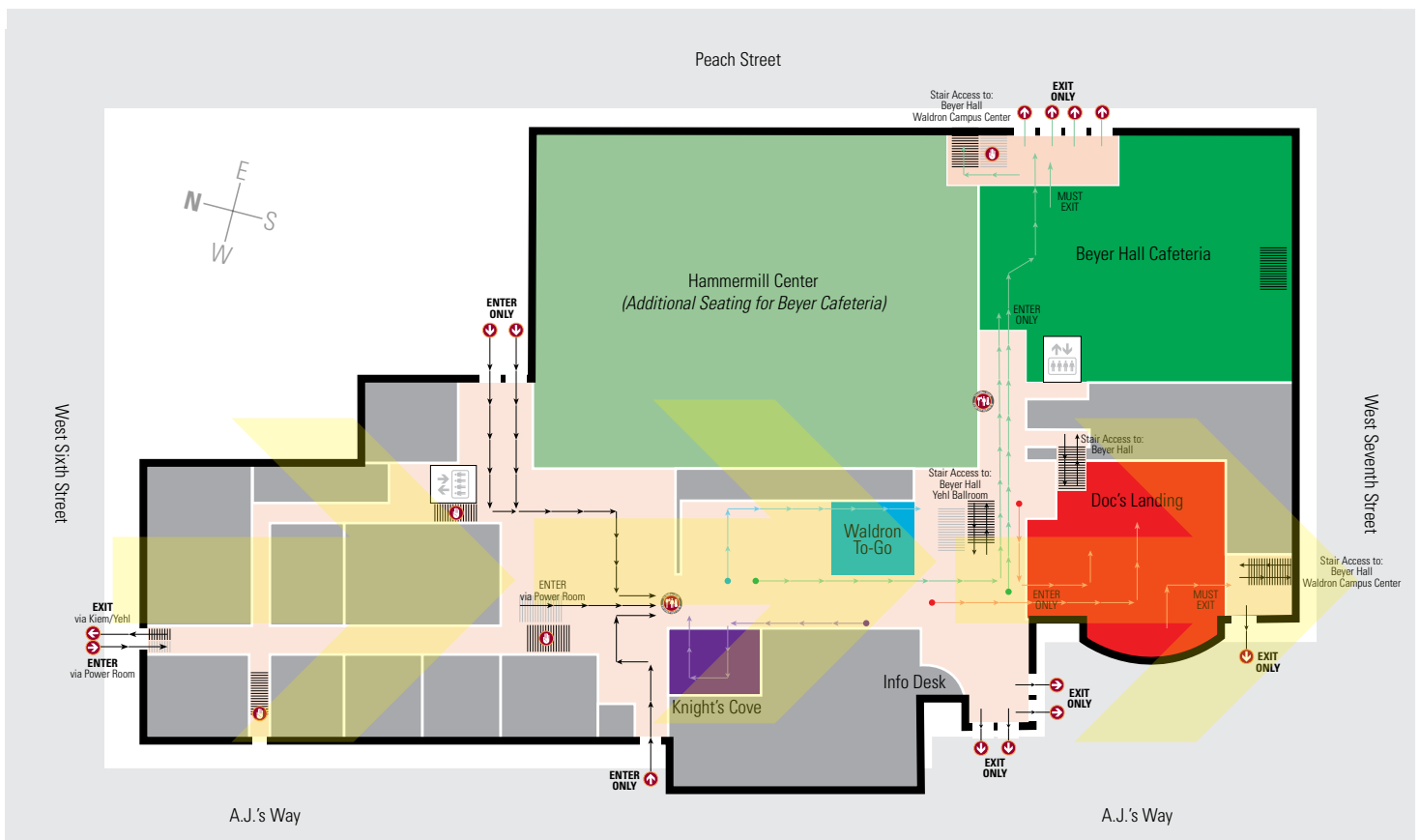
As we remain steadfast in our commitment to our students and to healthy social-distancing practices, we encourage you to please utilize remote conferencing platforms like Zoom as much as possible for meetings and events throughout the fall semester 2020.

For your convenience, we have created a document with diagrams of approved COVID-19 socially distanced setups for Waldron Campus Center spaces, with explanations of available technologies for each. To view the document, please click here: <https://my.gannon.edu/campuslife/waldron/Pages/roomdimensions.aspx>



## WALDRON CAMPUS CENTER

*Traffic Flows North to South*



### DINE-IN

- Beyer Hall Cafeteria
- Yehl Alumni Ballroom (Second Floor)

### TO-GO

- Knight's Cove
- Doc's Landing
- Waldron To-Go
- Beyer Hall Cafeteria
- Yehl Alumni Ballroom (Second Floor)

### SEATING AREAS

- Hammermill Center (for Beyer Cafeteria)
- Club LaRicca (for Beyer Cafeteria, Lower Level)
- Waldron Lounge (Second Floor)
- Waldron 219 (Second Floor)

<https://update.gannon.edu/Documents/GannonUniversity-WaldronCampusCenter-Map.pdf>

JULY 2020

### For the 14 days before you arrive on campus:

- ☐ As is required by the July 3, 2020 directive of Pa. Gov. Tom Wolf, all students arriving to campus from the following states must have quarantined for 14 days as they transition into the community:
  - Alabama
  - Arizona
  - Arkansas
  - California
  - Florida
  - Georgia
  - Idaho
  - Louisiana
  - Mississippi
  - Nevada
  - North Carolina
  - South Carolina
  - Tennessee
  - Texas
  - Utah
- ☐ Gannon is requiring that all students must complete the [daily COVID-19 survey on the LiveSafe app](#) each of the 14 days prior to arrival on campus. For those who do not have a smartphone, there is an [online version](#) that can be completed on a computer or a paper survey that can be completed and brought with you upon arrival to campus.

### Before you arrive on campus each morning:

- ☐ Complete the [daily COVID-19 survey on the LiveSafe app](#). For instructions on how to download, go to <https://update.gannon.edu/Update/Detail/35>. For those who do not have a smartphone, there is an online version that can be completed on a computer at <https://livesafe.jotform.com/201595537337865> or a paper survey at one of the several health-check stations on campus.
- ☐ Monitor how you are feeling. If you are exhibiting any of the symptoms of COVID-19 (see list), do not report to class or work on campus if you have a job. Notify the Campus Health Center at (814) 871-7622 to report your symptoms. Students should inform

Christine Samuelson at the Student Success Center ([augustin005@gannon.edu](mailto:augustin005@gannon.edu)) so instructors can be made aware of this absence.

According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### When you arrive on campus:

- ☐ Frequently monitor yourself for signs of a fever. In addition to digital thermometers provided to each student, you will be able to have your temperature screened at one of several screening centers on campus. You will be required to be screened to enter the dining hall, library and the Recreation and Wellness Center. Anyone with a fever of 100.4 degrees or higher will not be permitted to attend class or enter the dining hall, library or RWC.
- ☐ Maintain social distancing guidelines that emphasize keeping six feet apart.
- ☐ Wear your face covering while in common areas, classrooms and anywhere that appropriate physical distancing is not possible.
- ☐ Practice rigorous personal hygiene by washing your hands, using sanitizer when you can't wash hands, and covering your mouth and nose when you cough or sneeze. Avoid touching your face.
- ☐ Maintain cleanliness of surfaces you come in contact with through frequent cleaning and disinfecting.

# our plan for **re**Knighting

## KEY POINTS TO REMEMBER ABOUT MOVE-IN

JULY 2020  
REV 8/3/20

As with everything this year, move-in will be a different experience. There will still be the excitement of starting anew, but it will be packaged around social distancing and other precautions because of COVID-19.

Each incoming first year student has been assigned an arrival time. This information was sent in early July to their Gannon email address from the Office of Residence Life or their coach if moving in early for Athletics.

Move-in for new, first-year students will take place on Tuesday, Aug. 4, and Wednesday, Aug. 5. Move-in will be immediately followed by Gannon Welcome Week, which is required for all new students. New students can find more information at [www.gannon.edu/accepted](http://www.gannon.edu/accepted).

Move-in for returning students will take place Aug. 8 and Aug. 9 between 10 a.m. and 4 p.m. outside the Hammermill Center on Peach Street.

Some key things to remember about move-in:

- Students are allowed only two guests. We will have teams here to help move stuff in.
- Students and their guests will be temperature scanned to ensure that no one with a fever of 100.4 degrees or higher enters our buildings.

- If a student is coming from a “hot” state or traveling by air to get here, he or she will be tested for COVID-19 shortly after arrival and will isolate in their room until the result is back, which will be about 24 hours. The Gannon Health Center is coordinating these tests. For those who need to schedule a test, send an email to [amenta005@gannon.edu](mailto:amenta005@gannon.edu).
- Each student and their family should be doing the daily wellness check via the LiveSafe app.
- More details about move-in are on the MyHousing portal, which can be accessed through the home page at [my.gannon.edu](http://my.gannon.edu).
- If you have a question or a comment, you can submit it at <https://www.gannon.edu/Questions-or-Comments/>.

Below is an actual email to one of our students about their move-in instructions. We offer it here as a sample of the communication that went out July 9 in case it provides more context about the upcoming experience.

7/9/2020

Dear (Incoming Student),

Welcome to Gannon! The Office of Residence Life is excited to welcome you to campus. We have been busy preparing our residence halls for your arrival and we look forward to welcoming you on move-in day. We are excited to become your new home away from home!

Your room assignment and roommates are available to view on your MyHousing Portal where you completed your application – on the “Application Status” page. If you would like to contact your roommates via email, please log in to the MyGannon Portal at [my.gannon.edu](http://my.gannon.edu) and utilize the “Community Search – Student” in the middle of the page.

In order to maintain social distancing, we have assigned individual move-in times. Your move in is scheduled for (DATE) at (TIME).

**Step 1:** Please arrive 15 minutes early and park in our welcome lot located at 720 Sassafras St. on the corner of 8th St. and Sassafras St. From there our Orientation & Transition staff will notify you when it is your turn to proceed to your residence hall. Please have a form of identification ready so we can confirm your assignment and direct you to the correct location.

All members of your party will have a temperature scan to ensure all are below 100.4 degrees Fahrenheit and all will be expected to wear a mask throughout the entire check-in and move-in process and abide by all instructions for social distancing. If a member of your party has a medically certified reason that prevents them from safely wearing a mask, please come prepared with proper documentation stating this exception.



JULY 2020

*Step 2:* We will conduct a temperature scan for every member of your party to ensure all are below 100.4 degrees Fahrenheit. (Should anyone display a temperature over 100.4 we have a process in place and will pull your party to the side to explain all options and work through the following steps).

*Step 3:* Once your party is cleared and your Residence Hall team is ready for the next move-in group, you will be instructed to proceed to your residence hall. There, you will be greeted by Residence Life staff who will guide you through the check-in process and give you your Welcome packet, which includes your room key, student ID, and mailbox information.

Gannon will have move-in volunteers ready to help you unload your vehicle and get you checked into your space upon arrival. If you want this assistance, please ensure all boxes and items are labeled with student name and room number. We ask that you take your trash and cardboard boxes out to the dumpsters and special cardboard recycling containers located behind your building during your move-in period. We appreciate your cooperation in separating trash/packaging out and breaking down cardboard boxes so there is enough space for everyone to dispose of moving materials.

For the well-being of our entire Gannon Family, we ask that each student limit their group to no more than two additional guests for move-in assistance. Guests will have two hours to help you settle in to your space before departing residence halls. We appreciate everyone's cooperation sticking to this schedule to ensure every family experiences the same care and consideration during the move-in process.

Each student will be required to complete a Wellness Survey on the LiveSafe app daily 14 days in advance of their anticipated arrival to campus and prior to going to class each day thereafter. You can find instructions for downloading this app at <https://update.gannon.edu/Documents/GannonLivesafeErieDownload.pdf>. We would appreciate that each family member coming for move-in also take the survey for 14-days prior to arriving at campus (beginning July 21, 2020 for most students).

After the move-in process has concluded, Gannon Welcome Week begins! You will experience Welcome Week with a small group, also known as your First Year Team (FYT). Please be sure to register for FYT before July 15. You can find more information about the Find Your FYT program at [www.gannon.edu/welcomeweek](http://www.gannon.edu/welcomeweek).

We look forward to getting to know you in the fall and hope the rest of your summer is enjoyable. If you have any questions, please feel free to contact the Office of Residence Life at [reslife@gannon.edu](mailto:reslife@gannon.edu). Again, welcome to the Gannon University family!

Sincerely,

Office of Residence Life

Gannon University

## Will I have to wear a mask?

Yes. All members of the Gannon community will need to wear a mask anytime they are on-campus. All students will be provided with a welcome kit that includes both cloth masks and disposable masks at move-in, through the Commuter Corner or at Waldron Campus Center.

Information on face coverings can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

## What is a daily wellness check?

This is a questionnaire that you will complete each day through the LiveSafe app or website. If you do not have access to the app or website, you can complete your wellness check in the Waldron Campus Center.

The questionnaire requires a temperature check. This can be self-administered using the thermometer provided to you in your welcome kit, or it can be taken at one of the stations on campus.

Below are PDFs – one to show you how to download the LiveSafe app and one that gives an overview of what you're looking at. Each features a QR code to direct you to the app for download.

- [View LiveSafe mobile app features](#)
- [Download the app for the Erie campus](#)
- [Download the app for the Ruskin campus](#)
- [Access the LiveSafe survey on your computer](#)

## What is a temperature check?

Students will be required to complete a temperature check in addition to their daily wellness check any time they enter the Beyer Cafeteria, Recreation & Wellness Center, and the Nash Library and Student Learning Commons.

Temperature checks may be administered via a free-standing thermal imaging kiosk or by a staff member using a handheld contactless thermometer.

## When do I need to complete the Wellness Survey?

Each of us will be required to complete this daily COVID-19 wellness survey prior to arriving on campus – or, if you live on campus, before going to class. We are also asking that you begin taking the daily survey two weeks before your return to campus.

## What happens if I do not pass my daily wellness check or a temperature check?

Anyone who does not pass their daily wellness check or an additional temperature check will be required to call or email the Gannon Health and Counseling Center to determine next steps. Based on your answers to the questions asked, the Gannon Health and Counseling Center can either: a) clear you for the day; b) send you to your home or to your dorm for symptom monitoring; c) have you complete a COVID-19 test.

## Do I need to take a temperature check every time I walk into an academic building?

No. You are required to complete the daily wellness check once each day via the LiveSafe app or in the Waldron Campus Center. Once that is complete, you will not need a temperature check to enter your academic buildings – unless entering the Beyer Cafeteria, Recreation & Wellness Center or Nash Library and Student Learning Commons.

## What happens if I have symptoms in my daily Wellness Check and need to take a COVID-19 test?

Commuters who are required to take a COVID-19 test will be required to stay at home or their off-campus residence until they receive their test results.

Residents who are required to take a COVID-19 test may be moved into an isolation room until they receive their test results.

The Gannon Health and Counseling Center will schedule an appointment for testing for students showing symptoms. You are required to communicate your results to the Gannon Health and Counseling Center once you receive them. If you test positive for COVID-19 you will be

required to stay in isolation until you test negative for COVID-19. More details will be communicated from the Gannon Health and Counseling Center to students in this situation.

### What will our classrooms look like?

Physical distancing will be obvious when entering your classrooms. In most cases, seats and desks have been removed to permit 36 square feet per person in the room. Where seats could not be removed, signage has been placed to indicate what can and cannot be used.

Also, eating will not be permitted in classrooms because you will not be able to both eat and keep your mask on at the same time.

### Will I have to show I have completed my screening to attend class?

Faculty should ask everyone in attendance to prove they have taken the COVID-19 questionnaire in the LiveSafe app. You should be able to show the confirmation email if you took it through the app. If you took the questionnaire at one of the on-campus check stations, you can show the card you received at the screening site.

If you have not done this, you will be asked to leave the class.

*Helpful tip: Take a screen shot each day of your result to ease this process with each class.*

### Will I have to clean my study area?

Students will be asked to “Wipe in, Spray out” as part of our cleaning protocol. It is at faculty’s discretion whether each student helps each day, or if the duty is assigned to an individual. The disinfectant being used needs “dwell time” to be most effective. Spraying it to allow a few minutes to pass before it is wiped off will mean a more sanitary work area for the next student.

Though new research is showing there is low risk of transmitting COVID-19 by contact with surfaces, we believe taking these added precautions will further

reduce risk while also reducing the risk of other illnesses, including flu.

### Will there still be office hours with faculty?

Yes, but we will be encouraging remote office hours where possible to limit the possible transmission of COVID-19. Face-to-face meetings will be arranged at the faculty member’s discretion.

### How will dining operate differently?

To begin with, seating has been reduced in the main dining hall to reduce density in the space. In addition, buffets have been eliminated and other mostly customized services have been reinvented. There will be far more grab-and-go options, many more pre-made selections.

A new grab-and-go location has been created in Waldron to alleviate congestion at other locations. Yehl Ballroom will also be used as a dining option offering hot meals.

Doc’s Landing and Knight’s Cove have new traffic patterns and nearby seating has been reduced.

### Will we be asked to sign a student pledge?

Yes. Like other universities, we are trying to drive home the importance of student behavior on all of our health. The well-being of everyone on campus relies on the actions of each of us individually.

### Will I be allowed to travel home on weekends?

Travel will be discouraged, given the inherent risks of exposure when leaving campus – particularly if that travel involves airlines. If you travel by air, or to a location with high incidence of COVID-19 cases, you will be required to quarantine on return and be tested. You will be able to continue your education online while you await results.

### How will I know if you make other COVID-19 decisions?

All of our updates are posted on our website at <https://update.gannon.edu>. We also encourage you to continue

JULY 2020

monitoring your email for information that will be communicated as it becomes available.

### What if I cannot attend classes because of a health condition or because I care for a high risk relative?

Remote delivery may be an option. To do this, you will need to call the Academic Advising Center at (814) 871-5471.

### What will happen if there is a COVID-19 outbreak on campus?

This will depend on who is involved, how many are involved, and where they are. If it involves an on-campus student or students, they would be moved to isolation rooms that have been set aside in one of the residence halls. If it is a commuter student, they would be sent to isolate at their off-campus housing. If it is an employee, they would be sent home to isolate.

Also, contact tracing and notifications of those who were exposed would commence.

If necessary, the workspace where that employee or employees had been working would be left alone for 24 hours. It would then be cleaned.

After a negative test and an absence of symptoms – and on the OK of the Gannon Health and Counseling Center – the individual or individuals would be permitted to return to normal activities.

### What should I do if I find out I have been exposed to COVID-19 off campus?

If you've been contacted by a health department employee, you should contact the Gannon Health and Counseling Center at 871-7622 and, if possible, avoid coming to campus.

How will I know what days I am supposed to attend my classes if I am in a HyFlex class?

Students will be contacted by their instructor and notified of any changes to their course schedule or delivery no later than Friday, July 31.

### Where can I go to use a computer if I have to attend a class via Zoom in between regular classes and I do not have a laptop?

Computers will be available in the library and in the Power Room at the Waldron Campus Center.

### What should I do if I am concerned about other students not following safety procedures?

You can report a coronavirus concern via the yellow box in the LiveSafe app. That note goes to Police & Safety and to the Gannon Health and Counseling Center.



You will need to e-sign this acknowledgment through the my.gannon portal at <http://my.gannon.edu>.

Gannon University is committed to promoting an environment that is conducive to learning, living, and engaging in student life. These guiding principles, particularly during the current COVID-19 pandemic, must be balanced with respect and well-being for each individual and the University community as a whole. While recognizing our commitment, no one can guarantee what shape COVID-19 will take, and none of us - including Gannon University - can guarantee a COVID-19 free environment.

Circumstances may dictate special needs, and these may include such things as: adhering to policies with respect to remote or hybrid learning, return-to-university policies and protocol, proper hand washing and hygiene, temperature checks, social distancing, wearing masks or other facial coverings, using other PPE, not reporting to class or work if sick, self-reporting sickness to assist in contact tracing, and isolating or quarantining when required.

**I hereby acknowledge:**

1. Gannon, its students, faculty and staff must work together to create as safe of an environment as possible. Minimizing risk and protecting everyone's well-being must be a priority of the entire Gannon University family.
2. Gannon students, faculty, staff, visitors and guests are expected to abide by standards currently in place and as modified in the future, as needed. I understand that it is my duty to keep apprised of these changes to protect myself and the university community. I agree to participate in any training and/or education related to COVID-19 policies and/or guidelines as required.
3. In order to facilitate the health, safety, and welfare of every member of the Gannon family, I agree to report any COVID-19 positive or suspected positive test and/or exposure to a person known or suspected to have COVID-19 to the Gannon Health Center.
4. I agree to be flexible in my working, learning, living, and/or social environment and will do my best effort in each. I agree to be helpful and respectful to those who may be struggling during this time.
5. I understand that none of us - including Gannon University - can guarantee a COVID-19-free environment and by coming onto campus and/or participating in Gannon-related activities, on or off campus, I acknowledge that contracting COVID-19 is possible despite the best efforts of the entire Gannon family to minimize the risks. I will do my part and be responsible for my behavior and the behavior of any visitors and guests I host on campus.
6. I understand that this is an extremely important matter and we need to stick together and respect the needs of one another as members of the Gannon family. My actions can directly affect the success of the entire University.

**By signing below, I acknowledge that I have read, understand and agree to the above and to the student conduct policies and expectations outlined in the Gannon University Student Handbook, Volume VII.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

JUNE 2020

**Purpose:** To provide guidance and expectations regarding the return of employees to their normal work location (hereafter referred to as campus); to ensure that Gannon employees can provide the best education and experience to students while mitigating risks associated with COVID; to appropriately address employees' challenges returning to work on campus.

**Scope:** These guidelines are relevant to full-time and part-time employees (hereafter referred to as colleagues). Temporary, seasonal, adjunct and student colleagues are not covered in these guidelines.

**Mitigating Health Risks (Staffing):** Gannon colleagues who have been working remotely will be asked to return to work on campus in a phased approach so that not all colleagues will be returning at the same time. This is to mitigate health risks while meeting the needs of the university and its students. Supervisors will notify colleagues of the need to return and discuss an appropriate date of return. Upon notification, colleagues will be expected to return to work on campus. Advanced notice will be given whenever possible. Work on campus will be imperative for several positions who work directly with students.

Staffing efforts to mitigate health risks may include (1) departments working remotely, (2) not returning all colleagues in a work area, (3) working on campus less than full time (e.g. not full days or not full weeks), (4) staggering shifts and more. Flexibility is appreciated at this unique time so that we can have the best health outcomes possible.

Additional appropriate measures are being taken to mitigate health exposures (e.g., personal protective equipment, limiting the number of people in rooms). These measures will be communicated with all colleagues. It is possible that some colleagues will face some concerns with returning to campus and we would like to assist you prepare for your return. We encourage active dialogue with your supervisor or Human Resources to address any questions you have about the safety measures that are taking place. Reading information communicated and attending university meetings will help to keep you informed. Furthermore, there are resources available

such as Aetna Resources for Living website and free, confidential counseling. [www.resourcesforliving.com](http://www.resourcesforliving.com) (Username: Gannon; Password: EAP).

There may be some circumstances in which colleagues are faced with challenges to returning to work on campus. In these cases, colleagues are welcome to engage in conversation with their supervisor and Human Resources. Colleagues and faculty members in the colleges are welcome to engage in conversation with their Dean and Human Resources. Consideration will be given to requests for accommodations. If the request is to work remotely and this is approved, then the Flexible Work Arrangements policy and process will be utilized. Human Resources will be consulted in regard to every request before a decision is made.

If an accommodation cannot be made, then the colleague can apply for a leave of absence in writing to Human Resources. If an accommodation can be made for some of their normal hours, then the colleague's unworked hours will follow the provisions below but without a break in healthcare benefits. This may be the case in the event that the colleague doesn't have enough work to do remotely, for example.

### COVID Related Leave of Absence:

**Application:** Colleagues should initiate the application by putting their request in writing to Human Resources [hrdept@gannon.edu](mailto:hrdept@gannon.edu) with the following information: name, reason for the request, the date of anticipated return to work/requested dates of the leave and intent to use vacation and/or floating holidays (and how much). The colleague should make their supervisor aware of the application.

**Approval:** Applications are subject to approval by Human Resources and the Dean or Director of the functional area. Approvals will be provided in writing and state a defined period of time with an expected date of return. The colleague can apply for an extension to the approved period of time at any time during the leave. The request for an extension is subject to approval by Human Resources and the Dean or Director of the functional area. In no circumstances will a leave exceed six (6) months. Leaves

JUNE 2020

and extensions are not guaranteed. A leave or extension that is not approved will require the colleague to report to work on campus within 3 calendar days of the denial or on a mutually agreeable date. Failure to report to work on campus will be handled as a voluntary resignation.

**Classifications:** Covered classifications include colleagues in full-time and part-time positions. Temporary, seasonal, adjunct and student colleagues are not eligible for this leave of absence.

**Benefits:** Healthcare benefits will remain in effect for the first 30 calendar days of the leave provided the colleague pays their required insurance premiums or for the period of time in which the employee already paid for insurance at the beginning of the leave, whichever is longer. Gannon and colleague contributions to 403b retirement will not be made during the unpaid portion of the leave.

**Pay:** The leave of absence is unpaid. However, colleagues can choose to apply their vacation time and floating holidays at the time of the application. Depending on the circumstances, state unemployment compensation benefits may be available to the colleague.

**Length of Service:** There will be no loss of length of service (i.e. seniority) during the leave. This means there will be no adjustment of the person's service date, for example, due to the leave.

**Job Protection:** The colleague's position will be reserved for and available to the colleague for the first 30 days of the leave, except in the case of an unrelated position elimination or a 'for cause' termination.

**Return from Leave:** By approving a leave for a defined period of time, the university is anticipating being able to allow the colleague that period of time to be on the leave of absence. However, if the university needs to return the colleague to work during the leave, it will provide written notification and a reasonable period of time for the colleague to report to work whenever possible. The colleague is expected to return to work the next working day after the conclusion of the approved leave or upon notification from the university of the need to return. If the colleague fails to return to work, it will be assumed that he has resigned his employment.

*This document is in effect for an undefined period of time and can be modified or eliminated at any time. These guidelines are not intended to address situations that may qualify for Family and Medical Leave Act or other leaves defined in Gannon's IPM (e.g. sabbatical).*

*Scope: These guidelines pertain to Gannon Colleagues and how COVID-related quarantines and isolations will be addressed and paid. These guidelines are relevant to Gannon full-time, part-time, and temporary employees.*

### **Managing our workplace health in a time of COVID:**

Colleagues working on campus and/or in proximity of others will be responsible for following any safety and wellness procedures or protocols of the university (e.g. pre-shift wellness checks).

Colleagues experiencing symptoms of illness should not report to work on a campus or work in proximity of anyone. They should immediately notify their supervisor and then contact the Gannon Health Center medical personnel if they have COVID-19 symptoms (as defined by the CDC). Then they are advised to seek medical attention. Gannon may require medical documentation before allowing the colleague to return to campus or to be working in proximity of others.

### **QUARANTINES**

**In case you are ordered to quarantine for the purpose of a possible or actual exposure to COVID-19.** (*Isolation for those diagnosed with COVID-19 is addressed separately below*)

#### **Quarantine Pay:**

- **Personal travel:** Colleagues quarantined by Gannon due to personal travel who are unable to work must either (1) use vacation pay, (2) use floating holidays or (3) may choose to go unpaid. Vacation and floating holidays are required to be used for the personal travel itself if during normally scheduled work days.
- **Medical related:** Colleagues traveling for medical treatment or to care for an immediate family member due to medical issues can apply for FMLA if they are missing work. If qualified, the existing FMLA policy will determine pay for days missed due to FMLA. Work missed for quarantine that is not encompassed in the FMLA leave will be treated as “Other Quarantines” below.
- **Work travel:** Colleagues who quarantine for approved

work travel will receive their normal pay and work remotely during the quarantine, unless remote work is not available.

- **Work related:** If a colleague is quarantined in the event of a known work-related exposure to COVID-19, Gannon will provide pay to the colleague for work time missed. Vacation pay, floater holidays or sick time will not be used.
- **Other quarantines:** Quarantines for other reasons not listed above will qualify for “COVID Pay” and will be paid as follows on approval by your supervisor.
  - COVID days are paid days off for the use of work time missed due to quarantines of this nature only. They are provided by Gannon to assist the colleague.
  - The colleague will be able to use a maximum of 5 COVID days for time missed due to the quarantine. For any additional days missed, the colleague must (1) use vacation pay, (2) use floater holidays or (3) choose to go without pay.\*
  - COVID days can be used for one quarantine period only. Any subsequent quarantine periods will require the colleague to (1) use vacation pay, (2) use floater holidays, or (3) choose to go without pay.\*
- **Holidays:** Quarantines that occur on a holiday will still be eligible for holiday pay and no other paid time off will be paid on the holiday.

### **ISOLATION**

**In case you are ordered to isolate because you have COVID-19.**

- Colleagues will not be permitted to work during the illness or after the illness unless and until a physician releases them for work and the isolation period is determined to be concluded by Gannon Health Center. The only work permitted during the illness and/or isolation period will be remote work that can be performed off work premises and not in proximity



of other colleagues, students or contractors.

- If a colleague is diagnosed with COVID-19, medical and isolation documentation should be provided to their supervisor and to Gannon Health Center medical personnel.

### **Also, you might be subject to “Contact Tracing:”**

Gannon and/or local authorities will conduct contract tracing in an attempt to identify others who may have been in contact with the COVID-19 positive colleague and to notify those individuals of the contact. The identity of the COVID-19 colleague will not be disclosed to those individuals. Gannon’s contact tracing will be limited to Gannon colleagues, students, contractors, and others affiliated with Gannon and would not include tracing those not affiliated with Gannon such as family and friends. Gannon may also be involved in contact tracing to identify Gannon colleagues who may have been in contact with a COVID-19 positive individual that is not a colleague or student of Gannon but were exposed due to the course of their work.

### **Isolation Pay:**

- **FMLA:** Colleagues who are diagnosed with COVID-19 who are unable to work are eligible to apply for Family and Medical Leave Act. Qualified individuals will be paid in accordance to Gannon’s Family and Medical Leave Policy and will have benefits and job protection as defined in the policy and the Act.
- **Sick Time:** Individuals who do not qualify for FMLA will be able to use their sick time in accordance with Gannon’s Paid Sick Time Policy. Vacation pay and floater holidays can also be used.
- **Workers’ Compensation:** Individuals who acquire COVID-19 due to a known exposure at work or due to work required travel will be paid in accordance with the state’s applicable workers’ compensation law.

### **Medical Care Costs**

- Colleagues and their families who are on Gannon’s medical insurance (Aetna) will receive no out of pocket expense for COVID tests (excluding anti-body tests) and any COVID-related hospitalization. Gannon is covering these costs for an undefined period of time.

\*unpaid work time missed due to quarantine may be eligible for unemployment benefits.

*These guidelines are in effect until further notice and can be modified or eliminated at any time. These protocols are created for the safety of Gannon colleagues, students and others. Therefore, they will be enforced. Failure to follow these protocols may result in disciplinary action.*

EFFECTIVE 7/20/20

*Scope: These guidelines pertain to Gannon Colleagues and protocols around traveling for work or personal reasons, and for registering the travel to ensure proper instruction if quarantine and/or COVID testing is required before working on campus and/or being in the proximity of others. This quarantine and testing are regardless of whether you previously tested positive and recovered. These guidelines replace the travel guidelines communicated on May 7, 2020 and are subject to change as needed.*

### Work-Related Travel

- All work-related travel must be approved by the relevant vice president or designee.
- Travelers must register travel plans IN ADVANCE via the Travel Registration form ([link here](#)) if you are traveling internationally (other than Canada), will be on a cruise, or are traveling by air.
- Furthermore, travelers must register travel plans if traveling to locations from which the federal, state or local governments require quarantine upon return.
- See 'Returning from Travel' below

### Personal Travel

- Travelers must register travel plans IN ADVANCE via the Travel Registration form ([link here](#)) if you are traveling internationally (other than Canada), will be on a cruise, or are traveling by air.
- Furthermore, travelers must register travel plans if traveling to locations from which the federal, state or local governments require quarantine upon return.
- If personal travel requires quarantine after the travel, supervisor approval will be required for time off or remote work during the quarantine.
- See 'Returning from Travel' below

### Returning from Travel

- International travel (other than to Canada), travel via cruise and/or air, and travel to a location from which federal, state or local governments require quarantine

must be registered IN ADVANCE. Upon registration, the traveler will be advised if a quarantine and/or COVID test is required upon your return.

- COVID testing will be done at the Gannon Health Center or other designated location and will be initiated by the traveler.
- The Gannon Health Center will authorize the traveler's ability to return to work on campus and/or work in proximity of others. This will be communicated to the traveler and the supervisor. Supervisors are expected to enforce this requirement.

### Traveling back to Erie/Ruskin (those currently out of town)

- We understand that some colleagues may be out of town during the time these guidelines are communicated.
- Before being able to return to work on campus and/or work in proximity of others, quarantine and/or a COVID test may be required.
- Travelers must register travel plans via the Travel Registration form ([link here](#)) if you are traveling internationally (other than Canada), will be on a cruise, or are traveling by air.
- Furthermore, travelers must register travel plans if traveling back from locations from which the federal, state or local governments require quarantine upon return.
- Upon registration, you will be advised if a quarantine and/or COVID test is required upon your return and before being able to work on campus and/or work in proximity with others.
- COVID testing will be done at the Gannon Health Center or other designated location and will be initiated by the traveler.
- The Gannon Health Center will authorize the traveler's ability to return to work on campus and/or work in proximity of others. This will be communicated to the traveler and the supervisor. Supervisors are expected to enforce this requirement.

### General Testing Protocol

Testing will be done on **Day 3** of a 5-day quarantine. (If a negative test and no symptoms on Day 5, can return to work on Day 6.)

The Gannon Health Center will manage the scheduling of the test and specific instruction to the employee/traveler as well as approving their return to work on campus/work with others.

- Colleagues will be given the option to do a 14-day quarantine if they don't want to be tested.
- Criteria for who needs to be tested is based on whether that travel involves:
- An airline.
- A cruise ship.
- International travel other than to Canada.
- Travel from states identified by PA as requiring a 14-day quarantine.

*See also: Guidelines regarding Quarantine/Isolation Pay*

JULY 2020

### Before you arrive on campus:

- ☐ Check to see if any scheduling changes have occurred to your schedule as a result of the definition of the new classroom COVID capacity.
- ☐ Work with chairs/program directors to complete instructional strategy and communicate this to students who are enrolled in your class.
- ☐ Work with your program chair/director to determine when you are able to come onto campus so that you are able to prepare for classroom instruction.
- ☐ Schedule an appointment through CETL at [cetl@gannon.edu](mailto:cetl@gannon.edu) or (814) 871-7177 to get training on how to work the camera systems that are now present in each classroom to allow you to deliver instruction remotely and in person.
- ☐ Practice lecturing in classrooms to determine if you might need microphone enhancements. If so, please contact the ITS Help Desk to explore this further.
- ☐ Complete the [daily COVID-19 survey on the LiveSafe app](#). For those who do not have a smartphone, there is an [online version](#) or a paper survey at one of the several health check stations on campus.
- ☐ Monitor how you are feeling. **If you are exhibiting any of the symptoms of COVID-19 (see list)**, do not report to work. Notify your immediate supervisor of your needed absence and call the Campus Health Center at (814) 871-7622 to report your case.

According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### When you arrive on campus:

- ☐ Undergo a temperature screening via thermal imaging or no-touch thermometers. Anyone with a fever higher than 100.4 degrees will not be permitted to stay at work.
- ☐ Follow our [social distancing guidelines](#) that emphasize keeping six feet apart.
- ☐ Wear your face covering while in common areas, shared/meeting spaces, and anywhere that appropriate physical distancing is not possible.
- ☐ Practice rigorous personal hygiene by washing your hands, using sanitizer when you can't wash hands, and covering your mouth and nose when you cough or sneeze. Avoid touching your face.
- ☐ Keep meetings to fewer than 10 people and spread out as much as possible. Better yet, continue to use Zoom for most meetings.
- ☐ Maintain cleanliness of surfaces you come in contact with through frequent cleaning and disinfecting efforts.
- ☐ Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.



## Classroom Management

**What are the classroom expectations?**

**All course delivery methods must have been approved by the respective department chair or program director by July 17.** Faculty must communicate any changes with students no later than July 31.

**Faculty must require students to produce confirmation that they've completed the health screening via the LiveSafe app or wellness check card at the start of each class and ensure face masks are being worn.** Faculty must ask students who refuse to comply with these expectations to visit a wellness check station to complete a wellness check or obtain a face mask, leave the classroom, or, ultimately, be removed from the classroom by campus police and safety.

**At the end of each class, students must spray down their work surfaces** using sanitizer solution that can be found at a sanitation station in each room and that also includes disposable gloves for extra protection. Faculty can assign students to rotate cleaning responsibilities each class if found to be most efficient.

**Faculty should use assigned seating when possible as a best practice.** This will allow for easy tracking and assessment of exposure in a contact tracing situation. Faculty may have students self-assign but ask them to use the same seats for every class. If courses are split, the same students should attend class on the same day and not rotate.

**How often should students fill out the COVID-19 survey, and how do they confirm they've completed it?**

The survey only needs to be completed once per day. Students can produce confirmation that they've completed it via an email verification or wellness check card.

**Am I allowed to pass out and collect paper handouts/ tests?**

Yes, close contact is less than six feet apart for greater than 10 minutes. You can move around the class but stay behind the lines on the floor when lecturing to maintain social distancing. We are not discouraging the use of paper for COVID-19 reasons.

**When will I know how many and which of my students will be requesting fully remote delivery?**

Chairs and program directors will be notified as requests come in. Please know that these requests may come in after the semester starts if students become ill or are exposed, so we will need to be flexible and ready to teach remote at any time.

**When will faculty know their exact COVID-19 capacities for courses and classrooms?**

COVID-19 capacities have been completed and shared with program directors and chairs. Please contact the program director or chair for details if you are unsure.

Are students aware some classes may be divided into in-person and virtual classes?

Students know that we are going through this process and will be notified of any changes by no later than July 31.

## Final Exams

**What are the accommodations for final exams for classes that are split due to COVID-19 capacity?**

Course delivery methods and any COVID-19 accommodations should have been made as of July 17. Following this, program chairs and directors are sending out a request to faculty to determine the volume of course that will require a final exam accommodation.

Faculty will be asked if they are giving a final. If not, we will have extra rooms in the schedule to help accommodate split courses. We will be asking for faculty to help each other out by serving as proctors for courses that may need to offer two exam sections at the same time.

**Are there best practices in accommodating students who wear head coverings for religious reasons while forbidding other students from wearing hats during exams?**

You are allowed to accommodate and you may ask students who do not have accommodations to remove hats during exams.

### **Can we require students to have access to and use a camera during exams? How can we assist students who don't have camera access?**

Yes, you can require students to have access to cameras during exams. We strongly encourage faculty to utilize [CETL training](#) that can assist with Respondus lockdown browser and other testing options. There are locations on campus where students can take exams including the Student Success Center and Nash Library. There is also a laptop loaner program through ITS.

### **What is the policy for graduating students leaving campus by Sunday, Nov. 22 but who have a final exam on Nov. 23?**

No student will be asked to leave campus/residence halls if they have a final on Nov. 23rd. Please see the updated academic calendar: <https://www.gannon.edu/academic-offerings/academic-calendars>.

### **How will Tuesday, Nov. 24 be used for final exams?**

There are no finals scheduled on Nov. 24. Please refer to the schedule above.

## **Office Hours**

### **What are the rules for in-person office hours?**

We will be encouraging remote office hours when possible to limit the possible transmission of COVID-19. Face-to-face meetings will be arranged at the faculty member's discretion.

### **Will dividers be installed or available? Am I allowed to construct a clear physical barrier of my own in my office to accommodate meeting with one student at a time?**

If you cannot maintain six feet, you should change the location for your meetings and/or utilize virtual/zoom student meetings. There are great locations around campus to meet if needed.

## **Other Questions**

### **Is there any common COVID-19 language that we should include in the syllabus?**

"Confirmation of passing the wellness check is required

to enter the classroom. Masks are also essential. Students who do not have these essential items will be asked to leave the class. Failure to comply with any current Gannon COVID policies (<https://update.gannon.edu/>) will result in the referral of the matter to the Student Accountability Office."

The [Student Conduct Form](#) can be accessed via the linked text [here](#).

### **Is there a Gannon website that clearly lists student expectations and consequences for non-compliance?**

All students will be asked to sign an Acknowledgment of Mutual Respect and Responsibility Regarding COVID-19 form upon arrival to campus as a guarantee of their commitment to the standards set forth by the University, and an acknowledgment that they understand any consequences that may result from failure to comply.

We also encourage faculty to direct students to the [update.gannon.edu](https://update.gannon.edu) webpage, which includes all updated policies that outline our expectations.

### **Is Gannon planning to change air circulation in the academic buildings?**

Physical Plant has completed an assessment of the academic buildings. During various renovations, the institution upgraded air filtration equipment to hospital-grade in academic buildings. The system also includes technology that detects carbon dioxide emissions. The system can determine occupancy based on those emissions. During high Co2 emission periods the system will bring in additional air from the outside to increase the circulation of fresh air.

### **When will departments be asked to pick which classes should be offered in the online Winter-Mester? Is that meant to work similarly to the summer B or C terms?**

We are focusing on a pilot program for the Winter-Mester. We have identified several existing online courses that may be offered. We are asking for faculty who are interested in teaching these courses in the pilot, but will not mandate that faculty teach. People are working very hard to get ready for the fall. If you teach an already existing 7 week on-line course and you are interested in teaching it in 5 weeks between semesters please let your department chair know.

JULY 2020

### **When will faculty members be allowed to reserve rooms again?**

We are working on this. Some rooms will no longer be available as they are being used for other purposes.

### **What are Gannon's procedures/expectations when faculty have family members who are asked to isolate due to COVID-19 exposure but not necessarily infection?**

University expectations for all of our faculty and staff are to follow health department recommendations. If there is a family exposure and you must quarantine, your classes can be delivered remotely during that time period.

### **If someone in my family is quarantining following possible exposure, should I still teach on campus during that 14-day period?**

We will follow health department guidelines. If your family member was exposed to a positive case and the recommendation is to quarantine for 14 days, you will be asked to quarantine and teach from home during this time period. The same guidelines would apply if your family member tests positive.

### **What is the protocol for coming back to campus after an illness for faculty or students?**

If you are not feeling well, please report it to your supervisor and the Gannon Health Center for guidance. There are several conditions that could impact a response. The general rule is that if you are not feeling well, do not report to work. The remote delivery option can be used at any time with approval from your chair/program director.

### **At one time caps for some classes were to be lowered**

### **due to COVID-19 capacities. Have these caps been changed on selfservice.gannon.edu?**

Early in this process guidelines from the health department included no groups greater than 25. That guideline was changed to 250. CAPS were never implemented nor will they be based on the 25 student limit. There are some cases where classroom CAPS may have been reduced because of classroom COVID capacity. Those decisions were made as of July 17.

### **If Erie goes into the Yellow Phase again, will that automatically push us back to a fully remote delivery?**

This is currently unknown and dependent on guidance from PA and our local health department.

Pennsylvania's current plan to reopen can be found here: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>

JULY 2020

### Before you arrive on campus each morning:

- ☐ Complete the [daily COVID-19 survey on the LiveSafe app](#). For those who do not have a smartphone, there is an [online version](#) or a paper survey at one of the several health check stations on campus.
- ☐ Monitor how you are feeling. **If you are exhibiting any of the symptoms of COVID-19 (see list)**, do not report to work. Notify your immediate supervisor of your needed absence and call the Campus Health Center at (814) 871-7622 to report your case.

According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### When you arrive on campus:

- ☐ Undergo a temperature screening via thermal imaging or no-touch thermometers. Anyone with a fever higher than 100.4 degrees will not be permitted to stay at work.
- ☐ Follow our [social distancing guidelines](#) that emphasize keeping six feet apart.
- ☐ Wear your face covering while in common areas, shared/meeting spaces, and anywhere that appropriate physical distancing is not possible.
- ☐ Practice rigorous personal hygiene by washing your hands, using sanitizer when you can't wash hands, and covering your mouth and nose when you cough or sneeze. Avoid touching your face.
- ☐ Keep meetings to fewer than 10 people and spread out as much as possible. Better yet, continue to use Zoom for most meetings.
- ☐ Maintain cleanliness of surfaces you come in contact with through frequent cleaning and disinfecting efforts.
- ☐ Continuously self-screen for the symptoms listed to the left. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your health care provider for further guidance.



JULY 2020

### Prior to colleagues in your department returning to campus:

*Many of the following items have been in development during the past several weeks. We are grateful for the assessments and work already completed by you and the Return To Work team and ask that you consider the following if you have not done so already. Please affirm the adequacy of those plans promptly, in the initial 24 to 48 hours upon arrival, when you can get a better sense in person.*

- ☐ Consider your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, determine what changes need to be made, including which jobs can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.
- ☐ Assess other common spaces, i.e. conference rooms and break rooms. Communicate to staff what the common area procedures are upon returning to the workplace.
- ☐ Identify the need for any additional signage in your particular area to encourage healthy habits and social distancing in the workplace. Ensure it is posted in visible areas in the workspace. See our guide to signage at <http://update.gannon.edu/Documents/GannonUniversity-SafeDistancingGuidelines.pdf>
- ☐ Communicate with each colleague to determine their ability to return to on-campus work.

DO NOT attempt to identify and target high-risk category colleagues but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a pre-existing medical condition.

If a colleague voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines,

or are following self-quarantine protocol, consult with Human Resources regarding possible employee accommodations, options for telework, or leave for the employee. If a colleague voluntarily discloses, this information will be kept confidential.

- ☐ Develop a plan and schedule for who returns and when based on the university's COVID Task Force timeline, the return to on-campus dates established by your department, and employees' ability to return.
- ☐ Communicate the return to on-campus work plan for your department to your colleagues and ensure they understand their expected return to on-campus work date.
- ☐ Inform colleagues they are required to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19 (see list) and that they will be required to have their temperature taken upon arrival to campus.

Employees with any of the symptoms below **SHOULD STAY HOME** until they have contacted the Campus Health Center for clearance to return to work.

According to the U.S. Centers for Disease Control and Prevention, symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

(continued)

JULY 2020

### When you are working on campus:

- ☐ Make sure colleagues are completing the [daily COVID-19 survey on the LiveSafe app](#) before their arrival on campus.
- ☐ Temperature check colleagues on arrival. Send home anyone with a fever of 100.4 degrees or higher.
- ☐ Remind colleagues they must wear a face mask while on campus, except for when they are working alone, physically distanced from others.
- ☐ Encourage colleagues to rigorously practice hand hygiene, cough etiquette, cleanliness and sanitation.
- ☐ From the cleaning kit your office has been given, provide hand sanitizer and cleaning solution for commonly touched surfaces (copiers, printers, workstations).
- ☐ Ensure the workspace adheres to social distance guidelines and have colleagues maintain at least six feet of separation from other individuals.
- ☐ Keep meetings to fewer than 10 people and spread out as much as possible. Better yet, continue to use Zoom for most meetings.
- ☐ If a colleague shows any symptoms as listed above, they should leave work immediately. Limit the employee's contact with other individuals in the office and on campus. The colleague should contact the Campus Health Center for further guidance.
- ☐ Report any known or potential employee absence due to COVID-19 immediately to Human Resources and Campus Health Services to determine next steps and appropriate follow up.
- ☐ Advise colleagues with new or worsening symptoms of illness listed above that they are not permitted to return to work until:

**In the case of an employee who was diagnosed with COVID-19**, the individual may return to work when all three of the following criteria are met and the individual may also be required to provide a

fitness for duty certification from their health care provider:

1. At least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. They have improvement in respiratory symptoms (e.g., cough, shortness of breath);
3. At least 10 days have passed since their symptoms first appeared.

**In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated** by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or

**If the employee has symptoms that could be COVID-19 and wants to return to work before completing the criteria above**, the individual must obtain a fitness for duty certification from their health care provider.

- ☐ Instruct all colleagues with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the self-quarantine period from the last date of exposure. They may perform telework dependent upon nature of work and manager guidance.
- ☐ If food or drink is provided to a colleague on campus (i.e. during a meeting or a break), provide individually packaged meals and utensils for each employee.
- ☐ Discourage colleagues from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses.
- ☐ Conduct check-ins regularly with colleagues to discuss their challenges, concerns or questions. Offer support during this moment and contact Human Resources for any additional assistance needed addressing concerns or answering questions.

Gannon University is committed to promoting an environment that is conducive to learning, living, and engaging in student life. These guiding principles, particularly during the current COVID-19 pandemic, must be balanced with respect and well-being for each individual and the University community as a whole. While recognizing our commitment, no one can guarantee what shape COVID-19 will take, and none of us - including Gannon University - can guarantee a COVID-19 free environment.

Circumstances may dictate special needs, and these may include such things as: adhering to policies with respect to remote or hybrid learning, return-to-university policies and protocol, proper hand washing and hygiene, temperature checks, social distancing, wearing masks or other facial coverings, using other PPE, not reporting to class or work if sick, self-reporting sickness to assist in contact tracing, and isolating or quarantining when required.

**I hereby acknowledge:**

1. Gannon faculty, staff, and students must work together to create as safe of an environment as possible. Minimizing risk and protecting everyone's well-being must be a priority of the entire Gannon University family.
2. Gannon faculty, staff, students, visitors and guests are expected to abide by standards and policies currently in place and as modified in the future, as needed. It is my duty to keep apprised of these changes to protect myself and the University family. Further, I agree to participate in any training and/or education related to COVID-19 policies and/or guidelines as required.
3. In order to facilitate the health, safety, and welfare of every member of the Gannon family, I agree to report the following to the Student Health Center: (1) any COVID-19 positive test results, (2) suspected positive tests or (3) any exposure to a person known or suspected to have COVID-19.
4. I agree to be flexible in my working, learning, living, and/or social environment and put forth my best effort in each. I further agree to be helpful and respectful to those who may be struggling during this time and facilitate professional assistance as appropriate.
5. None of us - including Gannon University - can guarantee a COVID-19 free environment and by coming onto campus and/or participating in Gannon-related activities on and off campus, I understand and acknowledge that contracting COVID-19 is possible despite the best efforts of the entire Gannon family to minimize the risks. I must do my part including being responsible for my own behavior and the behavior of any visitors and guests I host on campus.

This is an extremely important matter and we need to stick together and respect the needs of one another as members of the Gannon family.

**By signing below, I acknowledge that I have read, understand and agree to this Acknowledgment. I also acknowledge that failure to comply with this Acknowledgment and current, future, or changing Gannon University Guidance or Policies regarding COVID-19, can result in disciplinary action, including termination.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# our plan for **reKnighting**

## GANNON ATHLETICS RETURN-TO-PLAY PLAN

AUGUST 2020

The following is an excerpt from the Gannon University Athletics COVID-19 Return to Play Plan. The plan in its entirety, can be found at: [https://gannonsports.com/documents/2020/8/4/2020\\_21\\_Athletic\\_Health\\_and\\_Safety\\_Plan.pdf](https://gannonsports.com/documents/2020/8/4/2020_21_Athletic_Health_and_Safety_Plan.pdf)

### General Return to Play Overview

The return to play plan includes:

- COVID-19 testing
- Daily health screenings
- Smaller “pod” systems for athletics activities
- Virtual team meetings when applicable
- Reduced room capacity and social distancing procedures when in-person meetings are needed
- Office meetings by appointment only with a maximum of two people with masks and social distancing
- Isolation and contact tracing procedures if someone tested positive
- Increased cleaning and sanitation of athletic facilities, vans and buses
- Traffic flow patterns for athletic facilities
- PPE equipment for athletic training personnel and athletic personnel
- Additional hand sanitizer throughout athletic facilities and on sidelines
- Individual items for student-athletes such as face coverings and water bottles
- Laundry service for athletic-related clothing
- Reduced capacity in the athletic training room, aided by an online system for appointments
- Social distancing at practice where applicable
- Masks being worn at all times where applicable

### Prior to Campus Arrival – Student-Athletes

All student-athletes are required to submit a COVID-19 Student-Athlete Daily Symptom Check Form through the ARMS software every day. Student-athletes will receive a reminder through ARMS each day to complete this task. This form will ask the student-athlete if he/she has a high temperature, had any close contact with someone with COVID-19 in the past two weeks, and whether he/she is experiencing symptoms related to COVID-19.

**Fall Student-Athletes:** All fall student-athletes are required to complete the daily symptom check form beginning Monday, June 29.

**Winter and Spring Student-Athletes:** All winter and spring student-athletes are required to complete the daily symptom check form beginning Monday, July 20.

Beginning this daily process prior to the return to campus is an important step in preparing to return to both campus and athletics in the safest way possible. Completion of the daily symptom checks will be required to participate in any athletic activities.

The daily symptom checks completed through the ARMS software will be done in addition to the university’s daily screening process.

### Prior to Campus Arrival – All Students

The safety of our student population begins before you even arrive on campus, based on the plan Gannon University has set in place. Here is how it will work:

**Every student is encouraged to self-quarantine at home for the two weeks prior to their arrival on campus and MUST complete the LiveSafe COVID-19 questionnaire for the 14 days immediately prior to arrival – and each day thereafter.** Students coming to Gannon from states identified as hotspots by Pennsylvania Governor Tom Wolf must self-quarantine for two weeks prior to their arrival on campus. Self-quarantine in this context means staying at home, not having visitors, and staying at least 6 feet away from other people in your household. Don’t have LiveSafe? Find instructions to download it here: <https://update.gannon.edu/Documents/GannonLivesafeErieDownload.pdf>.

### LiveSafe App

The daily monitoring of our health is going to be an important part of our return to campus. To assist with this, the University has upgraded the services available through the LiveSafe app to include a daily COVID-19 survey that each of us will be required to complete prior to arriving on campus – or, if you live on campus, before going to class. We are also asking that you begin taking the daily survey two weeks before your return to campus.



# our plan for **reKnighting**

## GANNON ATHLETICS RETURN-TO-PLAY PLAN

AUGUST 2020

Gannon has been using the LiveSafe app for four years as a campus safety platform. Students, faculty and staff have been able to use the app for emergencies, to report suspicious activity and to hail the Knight Watch van for rides home. All of those services are still available.

Now, however, the app also features the mandatory daily COVID-19 survey, a tip line for COVID-19 related questions or observations, and a robust amount of information and resources regarding COVID-19 and other ways to maintain your well-being.

The daily COVID-19 survey is vital.

The survey is just four questions: It asks if you have any of the symptoms of COVID-19; if you've been in contact with someone who has or is suspected of having COVID-19; if you have tested positive for COVID-19 since your last survey response; and if you've traveled by airline in the past seven days.

After passing the screening, a green checkmark will appear on your screen. For students in Erie, you will be asked to show that green check to be in class.

### Socialization Prior to Returning to Campus

Providing the safest possible conditions for student-athletes, University students, coaches, staff and faculty to return to campus is a team effort. While we all can help monitor social distancing, wearing of masks and sanitation to help prevent the spread of COVID-19 while together on campus, it is imperative that we also do so prior to returning to campus.

Personal responsibility will be of the utmost importance, as we take steps to ensure student-athletes are healthy when everyone returns to campus. In the same way that a student-athletes' personal off-season training benefits them and their team, the actions student-athletes take during this time will help drive the success of every team and the university.

### Return Policy

All Gannon student-athletes will be mandated to progress through the following steps before they will be cleared to begin any physical activities.

- COVID-19 testing

- Education through a variety of platforms to ensure an understanding of safe physical distancing and other measures to help prevent the spread of COVID-19
- Upon a negative COVID-19 test result, a physical exam conducted by Gannon team physicians and athletic trainers
- Mental wellness screening
- All necessary paperwork (NCAA/Gannon compliance, Athletic Training, Insurance and Media Relations)

Fall sports student-athletes will return by sport in small groups of approximately 25 (unless returning in conjunction with the general student population) at a time over the span of 13 days. The composition of these small groups is determined by several factors such as first permissible practice date, contact versus non-contact sports, housing and athletic facility. All winter and spring sports student-athletes are expected to return with the general student population August 4-9.

### Move-In Procedures

On arrival, all students will be temperature checked and asked the screening questions. Once temperature screening has been completed, the student-athlete and guests must complete the LiveSafe application questionnaire and present the green check mark. Student-athletes will also receive COVID-19 testing. Any non-students attending move-in will also be temperature-checked and asked the screening questions.

**For those using an airline as part of their travel to Erie,** they will be tested on arrival on Day 1. They will then be assigned to their small group to participate in Welcome Week programming, or another pod from within their team depending on the arrival date, until tested again on Day 5. As long as both tests are negative and the individual is not symptomatic, they can join the larger Gannon community. Those who test positive will have to get another test for confirmation of the diagnosis and will be in isolation on campus pending that result.

**For those arriving by car from a state identified by the state of Pennsylvania as requiring a two-week quarantine,** they will be tested on Day 1 and will then be assigned to their small group to participate in Welcome Week programming through Day 5. If their test is negative

# our plan for **reKnighting**

## GANNON ATHLETICS RETURN-TO-PLAY PLAN

AUGUST 2020

and the individual is not symptomatic on Day 5, they can join the larger Gannon community. Those states affected can be found at <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>.

Testing will continue as needed beyond move-in for those showing symptoms or suspected of having COVID-19.

### Athletics Facilities

Our daily procedures and processes will look different as we plan a safe return to play. A large part of this plan reflects our need to adhere to appropriate health and social distancing guidelines.

#### RWC Varsity Weight Room Bullet Points

- Maximum Capacity: 55
- No group gatherings in the area located outside of the varsity weight room. This area is to remain clear for only individuals traveling through.
- All individuals must enter the varsity weight room through the main doors near the cardio equipment.
- Hand sanitizer will be located at the entrance. It must be used upon entering and exiting the facility.
- Social distancing must be adhered to at all times.
- Face coverings are highly encouraged during workouts.
- Disinfectant will be available throughout the facility. Student-athletes must wipe down their equipment before moving to another station or leaving the room. Students are expected to hold each other accountable. Coaches and staff will also participate in consistent cleaning while monitoring student groups.
- Daily cleaning by Gannon staff will occur outside of normal workout times.

#### Hammermill Center Weight Room Bullet Points

- Maximum Capacity: 20
- No group gatherings in the back hallway leading to the weight room. This area is to remain clear for only individuals traveling through.
- Hand sanitizer will be located at bottom of the stairs leading into the weight room. It must be used upon entering weight room, as well as exiting.
- Social distancing must be adhered to at all times.
- Face coverings are highly encouraged during workouts.

- Disinfectant will be available throughout the facility. Student-athletes must wipe down their equipment before moving to another station or leaving the room. Students are expected to hold each other accountable. Coaches and staff will also participate in consistent cleaning while monitoring student groups.
- Daily cleaning by Gannon staff will occur outside of normal workout times.

#### RWC Film Room and Conference Room Bullet Points

- Film Room Maximum Capacity: 21
- Conference Room Maximum Capacity: 12
- Chairs and table are not to be moved and must remain in place.
- Face coverings are mandated at all times in both rooms.
- Hand sanitizer will be located at the entrance to both rooms. It must be used upon entering and exiting.
- Coaches, staff and student-athletes must wipe down tables and chairs with provided disinfectant after each session.
- Daily cleaning by Gannon staff will occur outside of occupancy times.
- Virtual meetings are highly encouraged and the RWC film and conference room will only be used when it is absolutely necessary for in-person meetings.

#### McConnell Family Stadium Bullet Points

- Specific travel flows have been developed to enter and exit athletic training rooms. That procedure is developed to maintain social distancing and students will receive complete information upon arrival on campus.
- Any individual without athletic training needs must enter the facility through the ticket window gate and must exit through the south side gate.
- Hand sanitizer will be located at the entrance to all athletic training rooms. It must be used upon entering and exiting. Hand sanitizer will also be located throughout the facility and on the sidelines. Students are expected to consistently use it as needed.
- Maximum capacity for restrooms has been reduced. Please adhere to those signs.
- Locker rooms will only be accessible on gameday.
- During Pennsylvania's current "green" phase (as of

AUGUST 2020

July 27), maximum capacity for the facility will be 250. This capacity is subject to change based on any changes to the state's health phase.

- Student-athletes will only have access to the facility for practice and/or individual workouts. There will be no exceptions.
- Face coverings are mandated at all times when not practicing or during practice idle times, such as, but not limited to standing on the sidelines.
- Social distancing must be adhered to at all times when possible.
- Daily cleaning by Gannon staff will occur throughout the day.

### **Hammermill Center Bullet Points**

- Signage has been installed to reflect specific travel flows developed to maintain social distancing and low density.
- Each baseline has one-way traffic flows.
- Back locker room hallway features a one-way traffic flow.
- Doors are designated specifically for entering and exiting.
- Hand sanitizer will be located throughout the facility (front lobby, locker room entrances, restrooms, etc.) and on the sidelines. Students are expected to consistently use it as needed.
- Student-athletes will only have access to the facility for practice and/or individual workouts. There will be no exceptions.
- Face coverings are mandated at all times when not practicing or during practice idle times, such as, but not limited to standing on the sidelines.
- Social distancing must be adhered to at all times when possible.
- Daily cleaning by Gannon staff will occur throughout the day.

### **Carneval Athletic Pavilion Pool Bullet Points**

- Hand sanitizer will be located throughout the facility. Students are expected to consistently use it as needed.
- Protocols are currently being finalized in conjunction with the Recreation and Wellness Center.
- Daily cleaning by Gannon staff will occur throughout the day.

### **RWC Indoor Turf Facility Bullet Points**

- No group gatherings in the area located outside of the turf facility and varsity weight room. This area is to remain clear for only individuals traveling through.
- All individuals must enter the turf facility through the entrance near the varsity weight room.
- Hand sanitizer will be located at the front and back doors. It must be used upon entering and exiting the facility.
- Social distancing must be adhered to at all times when possible.
- Daily cleaning by Gannon staff will occur outside of normal workout times.

### **Athletics Department Offices Bullet Points**

- Meetings should be scheduled in advance to help coordinate social distancing. Student-athletes are asked to not drop by offices without scheduling an appointment or verbally connecting with that specific individual.
- Face coverings are mandated at all times within Gannon athletics department offices.
- Daily cleaning by Gannon staff will occur in their respective offices each day.

EFFECTIVE JULY 15, 2020

*This policy change reflects Erie County's recent change in status to "green" by the state. These less-restrictive guidelines will apply to campus visitors and guests.*

Visitors and guests are welcome to Gannon's campus with preapproved appointments. Employees are responsible to ensure that their visitors and guests comply with CDC and campus guidelines.

Visitors and guests are required to wear a face mask properly fitted over nose and mouth at all times while walking around campus, and to practice social distancing.

Visitors and guests are to check in at the Waldron Campus Center for a wellness screening that includes a temperature reading and completion of a health questionnaire. The Recreation and Wellness Center (includes Athletics), Admissions, Human Resources and Nash Library will provide wellness checks for their visitors, guests, recruits and prospective students and employees. Employees will meet their visitors and guests at the appropriate wellness check station.

Public access to buildings is not permitted.

Contractors and subcontractors are to check in at the Physical Plant Building unless otherwise directed.

Routine, short-term visitors such UPS, FedEx, DHL, and W.B. Mason, who will be on-campus for fewer than 30 minutes to pick up supplies, mail, etc., are required to wear a face mask properly fitted over nose and mouth at all times while walking around campus, to practice social distancing, and are not required to complete a wellness check.

## Responsibilities of Employees having visitors and guests on campus will:

- Ensure all visitors and guests have pre-scheduled appointments approved by their supervisor.
- Ensure that visitors and guests are aware of all policy requirements and meet him or her at the appropriate wellness check station.
- Faculty and staff are discouraged from bringing children, family members and persons with underlying health conditions to campus.
- Campus events involving more than 25 individuals require the advance approval of the respective associate vice president, executive director or dean.



AUGUST 2020

We're excited to welcome you to Gannon University – in person – to see for yourself what life is as a Gannon Golden Knight. To ensure that health and safety of the Gannon Community and our visitors, we have put in place the following measures based on public health directives from the Commonwealth of Pennsylvania and CDC.

### Before Your Visit

We require all visitors to register in advance of arriving on campus. To register for a campus visit, go to [gannon.edu/visit](https://gannon.edu/visit). To control the density of our Admissions Office, we are limiting all families to 4 members: the prospective student and 3 guests. We may not be able to accommodate walk-in visitors due to space and social distancing guidelines.

### Check For COVID-19 Symptoms

We ask you to perform a COVID-19 symptom assessment before arriving on campus. Please refrain from visiting campus if you do not feel well or if you have been in contact with someone who has been exposed to or has contracted COVID-19.

### Face Coverings & Hygiene

You and your guests are required to bring a face covering to wear when visiting campus. Face coverings should cover both your nose and mouth and be worn at all times.

Bottled water will be available when you check in. If you're a coffee or tea drinker, please plan on bringing your own to campus.

And while we eagerly anticipate meeting you in person, our admissions staff will not be shaking hands out of an abundance of caution – please don't be offended.

### On The Day Of Your Visit

On the day of your scheduled visit to campus, please plan to arrive no more than 10 minutes prior to your visit time. Visitors who arrive earlier will be asked to remain in their vehicle until we are able to begin the check-in process.

When you arrive, you should park in one of the designated visitor spots in the Admissions lot. At this time, you should call our Front Desk Receptionist at 814.871.7407 and let her know that you have arrived as well as the make/model/color of your vehicle. One of our staff members will then

come out to greet you, provide you with a parking pass and facilitate the check-in process.

You and your guests will be required to complete (and pass) a short COVID-19 questionnaire before entering the Admissions Office for the next step of the check-in process. Upon entering the Admissions Office, you and your guests will be required to have your temperature checked via a thermal scanner; anyone with a temperature of 100.4 or greater will be asked to leave the building and return to their vehicle.

All guests that complete (and pass) these 2 safety checks will be invited into the Admissions Office and provided with access to our restrooms before meeting with our Admissions representative. We will provide all guests with a tag signifying that they have met all safety standards to show to campus partners as needed when out on campus touring.

After meeting with an Admissions representative and learning about enrollment, financial aid and your program of interest, you will be invited to take a tour of campus. Tour groups will be limited to 2 groups per tour guide, with no more than 4 guests per group. Face coverings and physical distancing of at least 6 feet between groups in required throughout the duration of the campus tour. For the safety of our campus community, we may need to limit the number of interior buildings that our tour groups can enter.

At the conclusion of your campus tour, you will be directed back to your vehicle. Due to space and social distancing guidelines, we will not be able to invite you back into the Admissions Office at the conclusion of the tour, as other visitor groups will have already arrived.

### For Questions

If you have any questions about your upcoming visit, email [visit@gannon.edu](mailto:visit@gannon.edu) or call 814.81.7407.

AUGUST 2020

A message regarding social responsibility and returning to campus:

<https://www.youtube.com/watch?v=4CxivB6gHJ0&t=4s>



Return to campus guidelines:

<https://www.youtube.com/watch?v=H8eVHy0RWKQ&t=4s>



COVID-19, what you need to know:

<https://www.youtube.com/watch?v=pdIz4NEXcJA>



Gannon University has received federal funding through the CARES Act Higher Education Emergency Relief Fund which provides funding to distribute emergency financial aid grants to students whose lives have been disrupted by the pandemic.

### 30-Day Fund Report

1. Gannon University signed and returned to the Department of Education the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under Section 18004(a)(1) of the CARES Act to provide Emergency Financial Aid Grants to students.
2. Gannon University received \$1,342,340 in funds from the Department of Education to provide emergency financial aid grants to students.
3. As of Monday, Aug. 7, 2020 the university had distributed \$1,342,340 of Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act.
4. The university estimated in April that 2,909 of our students were eligible to participate in Title IV programs.
5. As of Aug. 7, 2020, the university awarded 2,737 students with emergency financial aid grants.
6. The university awarded full-time undergraduate and graduate students with an expected family contribution (EFC) under 30,000 with emergency financial aid grants ranging between \$300 - \$900. Students enrolled part time or full time with EFC that exceeded 30,000 were able to request emergency financial aid grants via an application process..

### About Cares Act Funding

The CARES Act is intended to provide emergency funds to students for expenses related to the disruption of campus operations due to the coronavirus. Gannon University has reserved a portion of the CARES Act subsidies to be distributed to students who were not in the first round of funding consideration. Students who received an initial CARES Act distribution may apply for additional support from the reserve pool of funds. These applications will be considered after the university processes requests from students who have not received any CARES Act funding, to the degree in which CARES Act funding is still available.

### Eligibility

To meet the Department of Education's requirements the student must be a US citizen, have filed a 2019 FASFA form, was not enrolled exclusively in an online program, and the student must have a qualifying expense resulting the COVID-19 pandemic. According to guidance from the Department of Education an eligible expense may include food, housing, course materials, technology, healthcare, and childcare as long as the student experienced the expense as a direct result of the COVID-19 pandemic. Please note the Department of Education is not considering lost wages of the student or parent as a qualifying expense.

AUGUST 2020

Here are four approaches Gannon University could use to reduce density quickly across our Erie and Ruskin campuses, if the need arose or was mandated. University personnel are continuing to explore options involved with each of these approaches, and with others.

### 3 to 5-day shutdown

The Pennsylvania Department of Education suggested this in earlier guidance. This is akin to a time out with no courses delivered. Everyone quarantines in place; campus operations cease, with the exception of housing and food service (service maintained by delivery).

### 2-week shutdown

Everyone quarantines in place. Classes are delivered online where possible. Campus operations cease, with the exception of housing and food service (service maintained by delivery).

### Pod shutdown

Send home all those who can be sent home. Shift all primarily classroom-based courses to online. Allow labs and clinical courses to continue with added precautions for healthy students, faculty and staff with increased testing of all involved.

### Total shutdown

Transition all courses to online as occurred in Spring 2020. Suspend labs and clinical courses that cannot be delivered virtually. Provide safe housing and essential services for those unable to return home.

# our plan for **reKnighting**

## FALL SEMESTER 2020 SCHEDULE

AUGUST 2020

### **August 3**

Last Day to confirm enrollment with the Cashier's Office for fall without a late fee.

### **August 4-5**

First-Year Student Move-In Day.

### **August 8-9**

Upperclassman Move-In Days.

### **August 10**

First day of the semester.

### **August 10-17**

100% tuition and fee refund for dropped courses. This includes 7 week, 9 week, and 14 week courses. No refund for 7 week or 9 week courses after Aug 17. Online 7 week courses starting on August 17 will receive 100% refund until August 21.

### **August 17**

Fall 1 Online Starts (ends 10/2).

Last day to add/drop courses without advisor's written approval. Last day to add courses without instructor's written approval. Students who have not confirmed their enrollment by 4:30pm will have their registrations deleted. In order to re-register, the student must have written permission from the instructor and a \$100 late fee will be charged.

### **August 18-21**

80% tuition refund for dropped courses. 0% fee refund.

### **August 22-28**

60% tuition refund for dropped courses. 0% fee refund.

### **August 24**

Last day to add full-semester courses (with instructor written approval.)

### **August 29 - September 4**

40% tuition refund for dropped courses. 0% fee refund. No tuition refund after September 4.

### **September 7**

Labor Day - No Classes.

### **September 8**

Freshmen grades are due in the Registrar's Office by 4:00pm.

Last day dropped courses are removed from transcript.

### **NO FALL BREAK**

### **October 5**

Mid-semester grades due in the Registrar's Office by 4:00pm.

Fall 2 Online Starts (ends 11/21).

### **November 2**

Last day to: a) withdraw from a course; b) elect pass-fail; c) revert to a letter grade for courses being taken pass-fail. Consult the Dean regarding pass-fail. If the dates of a course are different from the regular semester dates, the student can withdraw from a course before 60% of the course is complete.

### **November 3**

Advising day - no classes from 8:00am to 4:30pm. Evening classes 4:30pm or later will be held.

### **November 4**

Registration for next semester starts.

### **November 16**

Last Day of Classes.

### **November 17**

Study Day.

### **November 18-20, November 23**

Finals Week.

### **November 21**

Commencement

### **November 22**

Graduating residents should completely move out by Sunday, November 22nd at 5pm. Non-graduating residents should depart campus 24 hours after their last exam.

### **November 24**

Final Residence Hall closing will be at 5pm. All residents needing to stay beyond that point should apply for break housing (emailed to all residents prior to closing).

### **November 30**

Online Winter-Mester begins.

### **December 6**

Final grades are due in the Registrar's Office by 4:00pm.