

Cheyney University of Pennsylvania

Guide for Fall 2020 Semester¹

CAMPUS LIFE – ACADEMIC, STUDENT AND EMPLOYEE LIFE

Course Delivery

- Most classes will be offered in-person and we are exploring options for online instruction to allow for social distancing. There will be a limited number of students for in-person instruction at any given class meeting.
- Class attendance will continue to be taken regularly for in-person and online classes.
- Students with disabilities should work with the Office for Accessibility Services to arrange for accommodations (healthandwellness@cheyney.edu).

Academic Calendar

- As previously communicated on June 5, the Fall 2020 semester will begin on Monday, August 10 (2 weeks earlier than originally scheduled). Final exams for Fall 15-week session will begin on Monday, November 16 and end on Friday, November 20. To allow for social distancing, move-in for residential students will be staggered, beginning August 4. *Refer to the Housing section below for additional details.*
- Fall-1 (1st 7.5 weeks session) will run August 10, 2020 – September 30, 2020. Final exams for Fall-1 session will begin on Thursday, September 24 and end on Tuesday, September 29.
- Fall-2 (2nd 7.5 weeks session) will run October 1, 2020 – November 20, 2020. Final exams for Fall-1 session will begin on Tuesday, November 17 and end on Friday, November 20.
- Currently no adjustments have been made to Winterim 2021 or Spring 2021 term dates.

Summer Programs

- Some of the new students for fall 2020 have been invited to be part of one of our summer programs. Please note the following:
- Our Summer Early Transition (SET) program began on Monday, June 22 and will run through Friday, July 24. Social distance guidelines have been established and are being enforced.
- Our Aspiring to Educate (A2E) program began on Monday, June 22 and will run through Friday, July 24. All instruction for this program is being conducted remotely.

New Student Orientation (NSO)

- New Student Orientation (NSO) will be a virtual event this year, and all new incoming students (freshmen and transfer) are required to participate. All new students will receive specific instructions on how to complete NSO.

- Once new students have successfully completed the online orientation program, they will be registered for classes. Block schedules are utilized for all first-year students to allow for concentrated experience of course material, with fewer classes daily. This gives instructors more time to provide students with attention and one-on-one support to engage in active learning activities.
- Welcome Week is scheduled to begin on Thursday, August 6 through Sunday, August 9. Additional information will be provided to new students about the Welcome Week activities.

Education and Training – Faculty, Staff, and Students

- The University will require all faculty, staff and students to participate in a mandatory training session upon arrival back to campus. This training will provide valuable information on health and safety protocols, expectations and consequences for non-compliance.

Athletics

- The Administration is currently evaluating plans for Athletics for the fall semester and will communicate any decisions or guidelines once finalized.

Residence Halls

- The Move-In process will be much more regimented. Move-In days will be assigned by classification (Freshmen vs. Sophomores, etc.). All residential students will be notified of their specific group, dates and times. Groups will be as follows:
 - New Students (freshmen and transfers) – Tuesday-Wednesday, August 4-5
 - Seniors – Thursday, August 6
 - Juniors – Friday, August 7
 - Sophomores – Saturday, August 8
- Students and their families will be screened for temperatures. Anyone with a temperature above an established level will not be allowed access to the buildings.
- Only students who are registered and financially cleared will be allowed to have access to the residence halls. Arrangements for supplemental services such as Bursar, Financial-Aid, etc. will be established in Ada Georges Ballroom.
- Students will be required to abide by more stringent campus policies regarding COVID-19 and violation of the policies could result in loss of housing privileges.
- Students will be provided Personal Protective Equipment (PPE) as well as an orientation regarding how to use it and social distancing practices. It is important to avoid personal contact (e.g., handshaking and hugging).
- Student gatherings and activities will be restricted based on the guidelines set by the Commonwealth of Pennsylvania.
- Students are encouraged to utilize steps to avoid over-crowding of the elevators and should limit occupants to no more than 1 to 2 people at a time.

- A staggered move-out schedule will be provided in the coming weeks. All students will be required to move out by Saturday, November 21.

Dining

- Students meal plans will include diverse meals that will all be grab-and-go at the various dining venues on campus.
- Indoor queueing areas will be created for students as well as one-way in and out paths of the various venues.
- The University will continue to work with its Food and Beverage partner to identify and adopt best practices as it relates to providing variety of food offerings in a safe manner.

Transportation

- SEPTA bus service to and from the campus has resumed. You can view the [SEPTA schedule](#) here.
- The University is evaluating modifications to parking and transportation patterns through and around the University campus. There are no changes to the University's student parking policy being contemplated; students must obtain a parking permit and will still be able to park on campus.

Academic Support Services

- Library Services, a vital component of academic support services, will be transitioning to include a virtual component for faculty, students and staff. Current technology supports multiple learning experiences and remote access to library resources. Students learn to employ information fluency, technology, and critical thinking skills in subject-area learning experiences. Students should use the [Ask-A-Librarian link](#) on the website to request instructional support assistance with library services and coursework materials. Faculty are encouraged to reach out directly to the University Librarians to make arrangements for their course information literacy, reference and research needs.
- Supplemental Instruction, tutoring, and weekly homework help services will continue to be provided by the Academic Success Center to assess, assist, and encourage students in the learning process in a variety of disciplines and coursework topics. The Academic Success Center remains committed to offering a number of diverse and flexible methods to connect students with its team of academic support service providers and workshop facilitators. The delivery of these support services shall include traditional in person, one-on-one and face-to-face, as well as virtual instructional sessions for both individuals and small groups. The Academic Success Center shall continue its commitment to offer drop-in academic support services, however, it strongly recommends that students request any academic assistance at least 5 days before assignment deadlines by emailing Asc@wolf.cheyney.edu or calling the ASC Office at (610) 399-2046 for a scheduled appointment.
- The Writing Center will remain housed in Carnegie Hall where professional Writing Assistants will be available for face-to-face and/or virtual instructional sessions designed to help students develop their writing skills. The Writing Center staff have been trained to

provide assistance in multiple ways to best meet the needs of students including writing review sessions, writing skill development workshops, and weekly homework support in writing intensive courses, which can be made available to individual students or small groups. While the Writing Center will attempt to accommodate drop-in requests for assistance, students are strongly encouraged to schedule an appointment with a Writing Center staff member to ensure that their needs can be met by the desired deadline. Writing Center appointments can be made through the Academic Success Center by emailing Asc@wolf.cheyney.edu or calling the ASC Office at (610) 399-2046.

- TRIO Student Services program will continue to serve students using multiple formats including contact through in-person, phone, email, Zoom and engagement in the D2L TRIO 101 course this fall. Access to Food Pantry will continue through appointments only on Tuesdays and Thursdays from 11:00am-3:00pm. Workshops and cultural events will be conducted via Zoom or onsite in compliance with social distancing requirements. Given the personal attention provided by the TRIO Student Services program, all students using in-person walk-in services are required to wear a face mask, sanitize their hands and practice any other health and safety activities enforced during the fall semester.
- Faculty office hours and academic advising will be provided in a way that allows for social distancing. Each full-time faculty member will be available at least three days per week (pro-rated for part-time faculty) to meet with their students and advisees. Meetings will take place in a format that is collaboratively decided between the faculty and student.

Counseling Services

- Accessibility Support, Counseling services, and Health and Wellness programming are available to students through the Student Health and Wellness Center. Students can self-report their needs directly to the Center by emailing healthandwellness@cheyney.edu. Referrals are welcomed by faculty, staff and student leaders by emailing the Center and copying the student interested or in need of services. Health and Wellness programming will be marketed to students throughout the semester and will be available on a first-come first-serve basis.
- Success Coaches (formerly Life Coaches) will be available to work with students in their respective cohort groups, houses and learning communities either in person, or via technology. Unless there is an emergency, all services will be provided by appointment only.

Enrollment Services (Financial Aid/Bursar/Registrar)

- The Financial Aid, Bursar and Registrars offices will be available for face-to-face as well as virtual meetings using Zoom, phone and email. For all face-to face encounters, the offices have been modified with a plexiglass shield in order that the students, families and counselors can access these services in a personal and safe environment.
- We have communicated on a continuing basis throughout the summer months encouraging both continuing and new students to complete all necessary documents and requirements prior to the fall reopening with the desire of lessening the traditional number of contacts our staff generally encounters during opening day. Students should make efforts to complete all necessary documents and requirements prior to the fall reopening.

- During the week of Move-in, individual service stations will be created in Ada Georges, with PPE and plexiglass in order that students and families can access these services. The queueing process to access Ada Georges will be coordinated in the Airport Parking Lot. Thereafter, interactions will be in person or via technology, and by appointment only.

MITIGATION STRATEGIES

Hygiene Requirements

- The University expects all members of the campus community to adhere the Center for Disease Control and Prevention's (CDC) [How to Protect Yourself & Others](#) guidelines. These guidelines include but are not limited to the following: Wash hands often with soap and water for at least 20 seconds and or apply hand sanitizer. Avoid touching nose, mouth and eyes. Cover coughs and sneezes with a tissue or your elbow and immediately wash hands or apply hand sanitizer. Discard tissues in lined trash cans. The University will also deploy enhanced sanitizing practices for high-traffic touch points, such as handrails and door handles.
- The complete set of CDC guidelines can be found [here](#).

Personal Protective Equipment (PPE)

- Masks, face shields, or other approved face coverings must be worn in all campus buildings and where social distancing is not possible. This applies to all students, faculty, staff and visitors.
- The University will provide face coverings for students, faculty and staff.
- Visitors are expected to arrive to campus with a facial covering; if not, a mask will be provided. Only authorized visitors will be permitted on campus and only in such cases where an in-person visit is necessary and a virtual meeting is not sufficient.
- Details on the distribution of masks, hand sanitizer, antibacterial wipes, etc. will be shared at a later date.

Social Distancing/Gatherings

- Social distancing rules must be followed, which means maintaining a 6-foot distance from others, avoiding large gatherings, limiting the number of passengers in an elevator, restricting visitors in the residence halls, and avoiding sharing of food and drink.
- The University will be restricting events held on campus by third party organizations. Further information on these restrictions will be provided a future date.

Campus Environment Modifications

- The classrooms on campus will have modified seating arrangements to accommodate social distancing. Classrooms with built in seating will contain signage indicating where it is okay to sit and maintain social distancing. Social Distancing will also be required in the various Laboratories on campus.

- In the various academic facilities, as well as residence halls, elevators should have no more than 1 to 2 people at a time.
- In a residence hall that has communal showers and bathrooms, there should be no more than three people at a time in the restroom area. Additionally, in residence hall lounges, students must also practice social distancing and wear PPE at all times.
- Food and beverage offerings will be grab and go in Ada Georges and Marcus Foster.

Health Services (clinical/medical)

- Medical and Health Services will continue to be available for students through the Health staff on campus and the medical doctor either in person, or via technology. Unless it is an emergency, all services will be provided by appointment only.

Non-essential Travel

- As part of our efforts to remain a healthy environment, all nonessential business travel will be suspended until further notice. Non-essential travel includes travel to attend professional or educational conferences. Essential travel is defined as travel that, if not accomplished, will cause significant harm to the academic or business operations of the University.
- Faculty and Staff with questions about whether specific proposed travel is essential, or those seeking approval to engage in essential travel, should confer with their functional Department Head or the Provost. The functional Department Head or Provost will make a recommendation as to the essential nature of the travel request and forward that recommendation to the President. The President will make the final decision on all business-related travel.
- Approved travel will follow the normal process and guidelines.

Work Schedules

- Where possible, staggered work schedules will be used to help increase the ability to social distance and avoid excessive congregation and contact with others. Each work unit will evaluate its ability to stagger work schedules in accordance with compliance to published health and safety protocols.
- Medical (or other) documentation will be required for all requests for flexible work arrangements. The University will follow the State System guidelines for reviewing and evaluating requests and will make local decisions based on established criteria. More information will be forthcoming.

Coordination with Public Health Officials

- The University will continue to follow guidelines established by the PA Department of Health, the PA Department of Education, the Chester County Health Department, and the CDC.

Strategies for Monitoring Our Campus

Self-reporting

- The following persons are required to report to the campus Health Office:
 - Anyone with close contact with an individual confirmed to have COVID-19 by laboratory testing or with a presumptive diagnosis of COVID-19, meaning not tested but diagnosed by a physician as likely to have the infection.
 - Anyone living on campus in University Housing and having symptoms consistent with COVID-19, including flu-like symptoms with chills, muscle aches, and diarrhea, cough, shortness of breath, or fever. In addition, the sudden loss of the sense of smell or taste can be an early sign of COVID-19 and should be immediately reported.
 - Anyone returning from international travel, regardless of country traveled from.
 - Anyone returning from travel by cruise ship.
 - Reporting is easy, simply call at 610 399-2260 or e-mail the Health Office at covid19@cheyney.edu.

Screening

- The University will conduct mandatory, periodic health screening for all employees and students. The Administration is currently evaluating plans for a daily screening process. Screening schedules and locations will be communicated and posted. Health screens will be conducted by trained professionals and/or Health Center Staff. A standard health screening procedure will be mandatory for all authorized guests and visitors to the University.

Testing/Quarantine

- Testing will be required for those showing symptoms of COVID-19 and those at risk of exposure. Testing will not be conducted on the premises. Those who need a test will be directed to the nearest Mainline Health Facility.

Confirmed Case

- In the event of transmission at the campus (confirmed case), we have protocols in place to communicate to the campus (students, faculty and staff), community constituents, and the Pennsylvania Department of Health.

Contact Tracing

- If there is a confirmed case, the appropriate party will interview the person affected in order to ascertain key information to attempt to identify people and places that the person interacted within a given amount of time.
- The Administration is currently evaluating plans to utilize a robust tool/system to facilitate this process.

Quarantine/Isolation

- The University has a quarantine plan for those who may need it. This will include residential-student quarantining should it be necessary.

County Status Change (Red/Yellow/Green)

- The Administration will monitor any changes in Commonwealth of Pennsylvania Department of Health County Status (Red/Yellow/Green) for Chester and Delaware Counties and make adjustments to campus operations accordingly.

Communications Strategy

General Campus Updates

- As significant changes are made to the University’s “Guide for Fall 2020 Semester,” the Administration will continue to notify the campus community via email and the Cheyney Hub. Further, the COVID-19 page on Cheyney’s website will be updated periodically to reflect the University’s current approach to the pandemic.

Identified Case/Quarantine

- In the event of a confirmed case on campus, Cheyney University will send a prepared communication to all students, faculty and staff to inform them of the incident and the steps that we are taking to address the issue and keep the community safe.
- The communication will outline what has occurred and the University’s next steps, including notifying the Pennsylvania Department of Health and local health officials.

Additional Expectations for Students, Faculty, and Staff

Monitoring Your Own Health

- In addition to the screening provided by the University, all faculty, staff and students are expected to self-monitor their health daily prior to coming to campus or attending class. If they experience any [symptoms of COVID-19](#), they should stay home and contact their healthcare provider. Students should also contact Chester County Department of Health for medical assistance and to help the University in monitoring campus health and safety.

Required Adherence to COVID-related Policies / Consideration for Others

- Due to the nature of the coronavirus, it is possible for someone to have the virus but be asymptomatic—that is, not show any signs of being infected. As such, the University is requiring students, faculty and staff to adhere to the CDC guidelines and the University’s COVID-related policies. Doing so not only helps to enhance your personal health and

safety, both also contributes to a healthy environment for our entire campus community. Failure to adhere to the University's COVID-related policies could result in disciplinary action and/or removal of housing privileges.

Note:

¹Due to the nature of COVID-19 and updated guidance from federal, state, and local governmental authorities as well as the effect on our community, these plans may change or be updated periodically.