



# Ready. Set. *Forward!*

*Marywood University's Plan  
for a Successful and Safe Academic Year*



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### **Planning Framework**

An extensive team of experts from across the university was established to develop this plan, based on the overall Guiding Principle of putting the health, safety, and welfare of Marywood students and employees first. Given the uncertain environment in which we are operating, this plan was written to be as flexible as possible, providing options that best meet student needs. Recognizing that the total college experience is a blend of academics, along with social activities, we strived to strike a balance between the two. We have done our best to take into account the most current direction, guidelines, and mandates from multiple outside parties, including, but not limited to, various federal, state, and local government agencies, healthcare providers, the PA Department of Education, the CDC, and the NCAA. The information contained in this plan is provided in good faith; however, we are constantly monitoring events and will make any adjustments should it become necessary.

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## **Ready. Set. Forward!**

### *Marywood University's Plan for a Successful and Safe Academic Year*

#### **I. INTRODUCTION**

Marywood University has developed an expansive, yet versatile, plan to move forward into a successful academic year. Understanding that public health circumstances are continually evolving, our **Ready. Set. Forward! Plan** is not static—it is built to both prepare for and adapt to these unpredictable times. While this plan provides guidelines and protocols for a safe, productive year, the latest updates can always be found at [marywood.edu/covid19](http://marywood.edu/covid19). Each PDF update will be noted/dated on the front cover.

**Marywood's HyBridge Education Model** is the key to our plan, designed to provide students with options and choices. This blended model of learning incorporates remote, interactive instruction, and in-person experiences that enhance student learning, preserving both the safety of students and faculty and delivering a high-quality educational experience. This model ensures the continuity of learning, even if circumstances demand a pivot to entirely remote instruction at any point in the semester.

With the dedicated collaboration of many people throughout the University, we developed a thorough approach to monitor the health, safety, and well-being of our entire Marywood community, while creating a deep culture of care. It is vital that we all commit to adhering to these criteria as well as the guidelines set forth by governmental and public health agencies.

The extensive protocols and options outlined in this plan will serve to guide us through our intended, best-case scenario of on-campus learning, but also will adjust as needed to changing conditions. As we navigate this new academic year together, the trust, care, and patience we demonstrate to one another will sustain us. The foundation for success is there, no matter what the prevailing circumstances are.

We are ready, so let's get set and move forward to a successful 2020-2021 academic year!

#### **II. GENERAL PREPARATIONS**

Members of the Marywood University community are coordinating efforts to ensure our students, faculty, and staff have the proper personal protective equipment (PPE) upon arrival to campus. Employees should refer to the **"Returning to the Workplace Policy"** emailed by the Office of Human Resources for specific information and workplace protocols. Additionally, Marywood University is complying with all mandated employee safety training requirements.

**Marywood will be providing reusable cloth face masks to every student and employee.**

All members of the Marywood campus community are required to wear masks in all public spaces and to practice six feet of physical distancing. Additional masks will be available for purchase at the bookstore.

All individuals entering all buildings on campus **MUST** wear a face mask and continue to wear a face mask when in hallways, classrooms, public spaces, common spaces, and during office visits.

Meetings among students, faculty and staff can be conducted either face-to-face with proper physical distancing or conducted online.

We are asking everyone affiliated with Marywood University to monitor his or her own health on a daily basis. If you do not feel well, stay home, stay away from others and seek medical advice if needed.

Disinfecting materials have been installed near entrances to all buildings. Disinfecting materials will be installed with each classroom for students and faculty to utilize as needed.

### **A. Staying Healthy**

Everyone on campus is **required** to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor spaces. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained.

### **B. Exceptions**

Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times. Deans/department chairs may grant a waiver to this policy for students and faculty in a specific class, if requested by the faculty member and necessary to meet the curricular requirements of the course (e.g., theater, voice, language instruction, etc.). In those classes, a minimum six-foot physical distance must be maintained at all times, in addition to other protocols that may be established by the university. Students who require accommodations must be registered with Disabilities Resources and contact Disabilities Resources ([kaanderle@marywood.edu](mailto:kaanderle@marywood.edu)) for next steps. **Employees or campus visitors who require accommodations should contact the Office of Human Resources.**

### **C. Transportation and Travel**

University-sponsored travel will be limited in scope and must be pre-approved by the President or her designee. Any pre-approved travel to athletic contests will be day trips only; overnight travel is prohibited.

Study abroad will not be approved for the fall 2020 semester; the feasibility of study abroad for spring 2021 will be determined during the fall semester.

As a campus community, we are responsible for others, as well as ourselves, so by practicing safety measures and behaving responsibly in public spaces, we will each do our respective part to ensure the well-being of the entire campus and the surrounding community.

For students, especially those who reside on campus, and for staff members, we encourage you to exercise caution and adhere to the health and safety measures outlined in this document whenever you leave campus for any reason/length of time. This means wearing a mask, practicing physical distancing, and thorough hand washing/sanitizing.

***It is important to be aware of where you go and how you interact with others, and, when possible, to keep track of persons with whom you've interacted or places you have been for the purpose of contact tracing. (See Section VIII Monitoring Campus, Part B - "Contact Tracing")***

### **D. Admissions/Prospective Students**

The Office of University Admissions resumed on-campus visits on August 17. On-campus visits will occur by appointment only, and can be made at [marywood.edu/admissions/visit-campus](http://marywood.edu/admissions/visit-campus). All visitors must follow guidelines set forth by the University, including face coverings and physical distancing. Upon arrival in the Admissions Office, a health screening must be completed by all guests.

### III. RESIDENT STUDENTS

#### A. Move-in Protocols

All residence halls were cleaned and sanitized in accordance with CDC guidelines by August 1, 2020. Students were encouraged to drop-off belongings prior to the start of the semester, during a two-week period from August 3, 2020, through August 16, 2020.

To support public health guidelines and ensure physical distancing, students were required to make a drop-off appointment in advance, through the online reservation system. If distance from campus precluded a student from dropping off his or her belongings during the designated drop-off period, alternate arrangements had to be made with Housing and Residence Life prior to August 1, 2020.

Students were allowed to bring one (1) guest to assist with the drop-off process. For students not able to drop-off their belongings in person, a proxy could be designated to drop-off belongings through an email request to Housing and Residence Life at [reslife@marywood.edu](mailto:reslife@marywood.edu) at least 48 hours prior to the scheduled drop-off date and time.

Volunteers were not available this year to provide assistance with drop-off/move-in, to prevent crowding and enable compliance with physical distancing guidelines. Housing and Residence Life had limited green moving bins available and provided disinfectant to clean bins before and after use. Students were encouraged to bring their own hand trucks and dollies to assist with the drop-off/move-in process. After the scheduled drop-off time, students and their guests were required to leave campus. Students returned to campus on Sunday, August 23, 2020, between the hours of 9 a.m. and 5 p.m., while student-athletes returned on Friday, August 21, 2020.

**Whenever on campus, all students, guests, and staff are required to wear masks at all times in public spaces on the University's campus (buildings and grounds).** This includes outdoors when a distance of six-feet cannot be maintained, with the exception of individuals who are members of the same household.

#### B. Housing

Students were encouraged to drop-off their belongings during an early August drop-off period then returned on a designated date (student-athletes on Friday, August 21; all other students on Sunday, August 23).

The comprehensive sanitizing of residence facilities was completed prior to August 1. Cleaning in common areas of the residence halls continues to occur regularly, following recommended guidelines from the CDC. This includes community bathrooms; however, suited and private bathrooms – i.e. bathrooms shared with occupants between or within rooms - must be cleaned by room occupants.

The occupancy of residence halls has been adjusted so that appropriate physical distancing (six feet) can be maintained.

**Occupancy determinations for residence halls are as follows:**

**Madonna Hall:** Rooms that were double rooms will remain double rooms, but the furniture set up in the rooms is being changed to allow for the ability to maintain six feet of distance between occupants. The only room types in Madonna Hall that are being reduced are six quints, five-person living areas,

which are being reduced to quads, four-person living areas—going from a triple and a double room to two double rooms.

**Loughran Hall:** Singles remain singles; doubles have been converted to singles; triples went to doubles, and quads went to triples. The double rooms were converted to singles because the size of the rooms did not allow for six feet of physical distancing, no matter what the furniture configuration. The triple rooms (now doubles) and quads (now triples), will, like Madonna doubles, have furniture set up in the rooms to allow for the ability to maintain six feet of distance between occupants.

**Regina Hall:** This year, Regina Hall will house the overflow of first-year students on 3<sup>rd</sup> and 4<sup>th</sup> floors and a few upperclass students. The rooms will be a majority singles with a total of six doubles, three doubles each on the 3<sup>rd</sup> and 4<sup>th</sup> floors. Regina 2<sup>nd</sup> floor will house upperclass students and will be all single rooms.

**Woodland 4-person Apartments:** These units are being reduced to 2-person apartments, 1 person per bedroom, as they were too small to accommodate six feet of physical distancing space for more than one resident (plus the 1.5 bathrooms, kitchen, living room, and washer/dryer).

**Woodland 5-Person Apartments:** These units remain 5 people with 1 single room and two double rooms with a furniture set-up which allows for six feet of physical distance (plus the two bathrooms, kitchen, and living room - laundry is located in Woodlands Community Room).

**Woodland 10-Person Apartments:** These units remain 10 people with 5 double rooms with a furniture set-up which allows for six feet of physical distance (plus five bathrooms, kitchen, living room, dishwasher, and washer/dryer).

**Resident students who will be living in a shared room, suite, or apartment will be considered a “family unit.”** Within the “family unit,” students are not required, but are encouraged, to maintain six feet of physical distance.

**Non-resident guests are prohibited until the pandemic is over, including residents of other buildings/apartments and family members, except in the lobby area of Loughran, Madonna, and Regina Halls.**

All lobby guests must wear a mask or face covering and physically distance (six feet apart). Students are strongly encouraged to regularly wash hands after passing through public spaces, after using bathroom facilities, before and after eating, etc. In addition, each resident student will be provided with a welcome kit, which will include a mask, hand sanitizer, and other health-related items.

**Resident students must bring sanitizing cleaning supplies to be utilized for cleaning within their individual rooms and bathrooms.** A list of possible sanitizing cleaning supplies and other related items may be found on the [“Suggested Items to Bring 2020-2021” document](#) available through the Office of Housing & Residence Life website on the [Resident Resources](#) page.

**Signage to remind students of expectations related to physical distancing, masks and/or face coverings, hand washing, and sanitizing protocols will be posted in each residence hall.**

To minimize contact in the event that a staff member must enter a student room for maintenance-related purposes, students are advised to leave the room until the work is completed. In the event that a student cannot leave the room, all staff members and room occupants will wear masks and maintain a physical distance. In situations where Housing & Residence Life or Campus

Safety staff would need to enter a student room, all staff members and room occupants will be expected to wear masks and maintain a physical distance.

### **C. Quarantine Protocols for Resident Students**

Rooms have been set aside in the event that students are required to isolate. Students who are able to safely travel home are encouraged to do so. Students who need to isolate on campus will move to a designated location for the duration of the isolation period, and services such as meal delivery will be provided during this period. In some cases, students required to quarantine due to a suspected exposure to COVID-19 may also be moved to these designated locations for the duration of the quarantine period. Refer to the section on **Testing, Contact Tracing, and Quarantine** in this document for more detailed information.

## **IV. COMMUTER STUDENTS**

The success of Marywood's plan to regather the community on campus depends on creating a deep culture of care for every member of the community, and this includes our commuter students. We must be diligent—in every hour of every day and in each personal decision we make—to safeguard our own health and the health of others. Every member of the community should monitor their own health and conduct a daily health check. If you do not feel well, do not report to campus, instead seek medical consultation and follow provider recommendations prior to coming to campus.

### **A. Between Classes**

It is not necessary or generally recommended to go home between classes, unless you have many hours between classes. This is a personal decision for every commuter student. Gathering areas on campus will be de-densified (50% capacity, face coverings, 6 ft. physical distance). Commuter lounges and areas within the Learning Commons will remain open with physical distancing and masks must be worn. Housekeeping will increase their cleaning frequency in common areas, following CDC guidelines. There will be an evening cleaning shift added, 3 to 11 p.m., to ensure common areas and common restrooms are disinfected more often.

## **V. MARYWOOD CLASSES/ACADEMIC SUPPORT**

### **A. Academic Calendar**

The [Fall 2020 Academic Calendar](#) features a regular schedule then fully online classes after Thanksgiving. Instead of a two-day Fall Break in October, the University has instituted a “floating week” for flexibility that will be used in place of Fall Break. This week would be used if the University has to close during the course of the regular semester due to COVID flare up, and then online learning would resume. If the break is not used during the regular semester, it will be used at the end of the semester, effectively ending the semester one week earlier than planned.

### **B. Classes and Attendance Policy**

Marywood’s academic team has devised a distinctive, versatile approach to instruction: **Marywood’s HyBridge Education Model**. This blended model of learning incorporates remote, interactive instruction and in-person experiences that enhance student learning.

Each instructor will provide specific information about the in-person enhancements for that particular class in the course syllabus. The flexible approach of the HyBridge Model both preserves the safety of students and faculty while delivering a high-quality educational experience.

**To provide a consistent learning experience for all students, all course content will be delivered online. However, all courses will include face-to-face enrichment experiences in which small groups of students meet with their instructor, ask questions, work with peers, critique work, and dive deeper into course content.**

Faculty are excited and expect all students to engage in these face-to-face enrichment experiences, but they are also aware that students have unique considerations regarding health and safety. For those students, faculty will provide an equivalent enrichment experience online.

**The Fall 2020 semester began as scheduled on Monday, August 24, 2020, and will end on Saturday, December 12, 2020.** The fall semester's "floating" week break will only be used if campus has to close because of COVID-19. During the semester, we will observe current state guidance on occupancy limits, physical distancing, safety, hygiene, and related mitigation measures. **When students leave campus for Thanksgiving Break, they will not return until the beginning of the spring semester in January 2021.**

Student teaching, internships, field placements, and clinicals will take place in the fall. Students must complete a form which states that both the student and the placement site agree to the protocols developed by Marywood in alignment with the CDC and PDE guidelines. Clinical supervisors can provide the students with a copy of the form.

#### **HyBridge Student Attendance Policy for Fall 2020**

In accordance with Marywood's HyBridge Education Model, explained above, students are expected to attend on-campus, face-to-face enrichment activities, *unless their circumstances qualify for a waiver*. Students may seek a waiver for medical reasons either at the start of the semester or whenever a situation arises necessitating such a waiver. Any student pursuing remote-only learning must complete the online [Attendance Notification Form](#).

**If the campus closes by government order because of a COVID-19 outbreak at any point in the semester, all on-campus, face-to-face enrichment activities will cease, and waivers will be unnecessary.**

#### **Waiver Qualifications:**

1. The student will attend Marywood only as an online student for the Fall 2020 semester.
2. The student is immunocompromised or has another condition that places them in a higher risk group for COVID-19.
3. The student lives with someone who is in a high-risk group for COVID-19.
4. Other (please explain).

For short-term absences from on-campus, in-person experiences due to temporary illness, students shall follow the attendance policies and procedures contained in their course syllabi. Absences will be considered as either excused or unexcused based on the policy of the department as described in the course syllabus. **Students are strongly encouraged to promptly report an absence to their instructor.**

**All students who do not attend the in-person, face-to-face enrichment activities should do the equivalent online activities provided by their faculty.**

#### **C. Technology**

With the transition to the HyBridge model for the fall, which requires all course material to be online, it is strongly recommended that all students have a personal laptop computer that is powerful enough to support the requirements for coursework. **A list of recommended technology specifications for students (see chart to follow)** has been developed.

Students with demonstrated financial need should refer to information about resources available via the CARES Act (Section IX of this document) if the purchase of a laptop is warranted.

**Please note that some programs (Architecture, Multimedia Communication, and Graphic Design, Illustration, and Photography) require very distinct specifications** for computer hardware, operating systems, and software. **If you are unsure of the appropriate laptop for your program, please contact your Program's Director.**

General Technology Recommendations	PC	Mac
<b>Operating System</b>	<b>MINIMUM</b> Windows 10 Home  <b>RECOMMENDED</b> Windows 10 Pro	macOS 10.13 or Higher
<b>Processor Type</b>	<b>MINIMUM</b> Core i3 Processor  *AMD NOT Recommended*  <b>RECOMMENDED</b> Core i5 or Core i7 Processor	<b>MINIMUM</b> Core i5 Processor  <b>RECOMMENDED</b> Core i7 Processor
<b>Memory</b>	<b>MINIMUM</b> 4GB RAM  <b>RECOMMENDED</b> 8GB RAM or Higher	<b>MINIMUM</b> 8GB RAM  <b>RECOMMENDED</b> 16GB RAM or Higher
<b>Hard Drive</b>	<b>MINIMUM</b> 256GB SSD or 500GB HD  *Do <b>not</b> purchase a 128 GB HD*  <b>RECOMMENDED</b> 512GB SSD or Higher	<b>MINIMUM</b> 256GB SSD  *Do <b>not</b> purchase a 128 GB HD*  <b>RECOMMENDED</b> 512GB SSD or Higher
<b>Graphics Card</b>	<b>MINIMUM</b> 512 MB Video Memory  <b>RECOMMENDED</b> 2GB Video Memory or Higher	<b>MINIMUM</b> 2GB Video Memory  <b>RECOMMENDED</b> 4GB Video Memory or Higher

<b>Other Hardware</b>	Built-In Webcam	Built-In Webcam
<b>Software</b>	MS Office 2016 or newer	MS Office 2016 or newer
<b>Warranty</b>	3 year parts and labor <b>(on-site strongly recommended)</b>	3 year parts and labor (AppleCare+)
<b>Insurance</b>	Comprehensive breakage, theft, liquid spill, hazard <b>(strongly recommended)</b>	
<b>Virus Protection Software</b>	Sophos Home or similar protection.	

***These specifications work for most departments and programs. The College of Professional Studies and the Communications & Science Disorders Department have a preference for Windows-based Laptops meeting either configuration above.***

***Specific operating systems/requirements are listed for the following majors:***

<b>Technology Recommendations</b>	<b>Architecture</b>	<b>Multimedia Communication</b>	<b>Graphic Design, Illustration &amp; Photography</b>
<b>Operating System</b>	Windows PC, 15" Screen Minimum, Windows 10 OS	Mac Required, macOS 10.13 or Higher	Mac Preferred, macOS 10.13 or Higher
<b>Processor Type</b>	<b>MINIMUM</b> Intel® Core™ i7-6820HQ (2.7 plus turbo)	<b>MINIMUM</b> Core i7 Processor  <b>RECOMMENDED</b> Core i9 Processor	<b>MINIMUM</b> Core i7 Processor
<b>Memory</b>	<b>MINIMUM</b> 8 GB RAM  <b>RECOMMENDED</b> 16 GB RAM or Higher	<b>MINIMUM</b> 16 GB RAM  <b>RECOMMENDED</b> 32 GB RAM or Higher	<b>MINIMUM</b> 16GB RAM or Higher
<b>Hard Drive</b>	<b>MINIMUM</b> 1 TB SATA Hard Drive <b>OR</b> 512 GB SSD <b>OR</b> some combination of SATA and SSD	<b>MINIMUM</b> 512 GB SSD  <b>RECOMMENDED</b> 1 TB SSD	<b>MINIMUM</b> 512GB SSD or Higher
<b>Graphics Card</b>	<b>MINIMUM</b> Nvidia Quadro M1000M w/2 GB GDDR5	<b>MINIMUM</b> 4 GB Video Memory  <b>RECOMMENDED</b> 8 GB Video Memory	<b>MINIMUM</b> 4GB Video Memory or Higher

	<b>RECOMMENDED</b> Nvidia GeForce GTX 970M w/3 GB GDDR5 or better		
<b>Other Hardware</b>	Built-In Webcam	Built-In Webcam 1 TB External Hard Drive Recommended	Built-In Webcam , USB Ports, Illustration students will also need WACOM drawing tablets.
<b>Software</b>	MS Office 2016 *	MS Office 2016 *  Adobe Suite, Final Cut Pro, Logic Pro X (all required) and Final Draft 11 (recommended)	MS Office 2016 *  Adobe Creative Cloud subscriptions. Maya will be needed for animation.
<b>Warranty</b>	3 year parts and labor <b>(on-site strongly recommended)</b>	3 year parts and labor (AppleCare+)	3 year parts and labor (AppleCare+)
<b>Insurance</b>	Comprehensive breakage, theft, liquid spill, hazard <b>(strongly recommended)</b>		
<b>Virus Protection</b>	Sophos Home or similar protection.		

**\*Marywood students are eligible for Microsoft Office 365 Web and Desktop versions.** A link to request a license can be found on the IT Help Desk - Student Help website:  
<http://www.marywood.edu/helpdesk/student-help.html>

**The Graphic Design, Illustration, and Photography majors in the Art Department** have a preference for Mac-based Laptops with the “Recommended” configuration or higher.

**Architecture** requires all majors to have a laptop with a strong preference for Windows-based laptops, meeting the minimum specifications listed above. More details can be found on their website:  
<http://www.marywood.edu/architecture/students/laptop-program/>

**Multimedia Communication** requires majors to have a Mac Computer meeting at least the Minimum specifications with the Recommended specifications preferred.

Marywood is in the process of implementing **Apps Anywhere**, a virtual app solution that will allow students to remotely run many of the software applications that are provided in the computer labs on campus.

#### **D. Academic Support Services**

##### **Learning Commons**

The library will continue to provide access to physical and virtual resources and services. Social distancing protocols will be developed for checking out books, reserving study rooms, and scheduling face-to-face consultations with a librarian. Interlibrary loan resources will be available. The library has an extensive virtual collection of ebooks, databases, research articles and videos. The library research

experts developed an [Online Resources Portal](#) that explains all of the online resources and how to get access anywhere 24/7.

### **Advising**

Students will meet with advisors virtually or in person. Faculty are required to have office hours. Of course, faculty might have issues that do not allow them to meet in person, but they can meet virtually. Every student should be able to meet with their advisor either online or in person.

### **Office of Student Success Services**

The Office of Student Success Services will continue to meet with students to provide in-person support while complying with physical distancing and mask requirements.

Spaces have been identified that will allow for face-to-face meetings with appropriate distancing between staff members and students.

The office will also provide all services in a virtual environment. Advisement sessions and career counseling sessions will continue to be held via ZOOM and Google Meet. All tutoring, writing center, disability/testing services will be provided in a variety of virtual modalities including Zoom, Facetime, Team Viewer, Microsoft Team, and email. Virtual training/workshops will be held for students, just as they were in spring 2020, to support students' academic success.

These will be focused on the range of skills that students need to be successful, both from the student academic support and the career development perspectives. Additionally, options are currently underway to develop a virtual experience that will supersede the drop-in center tutoring service.

## **VI. CAMPUS SERVICES**

### **A. Dining**

**The hours of operation for the Main Dining Hall are:**

<b>Monday-Thursday</b>	<b>7:30 a.m. - 11 p.m.</b>
<b>Friday</b>	<b>7:30 a.m. - 7 p.m.</b>
<b>Saturday</b>	<b>11 a.m. - 7 p.m.</b>
<b>Sunday</b>	<b>11 a.m. - 11 p.m.</b>

**All dining facilities will have reduced occupancy to maintain CDC and PA Department of Health physical distancing guidelines.** Physical distancing requirements will be denoted using appropriate signage. Hand sanitizing stations are available for use in dining locations.

**Anyone in a dining location will be required to wear a mask at all times unless seated at a table.** The dining staff will now plate all food for guests, including custom made salad options which will replace the salad bar, as self-serve stations will not be available. Dining will continue to offer a diverse menu and meet all student dietary needs. All prepared meals will be available to-go with the use of the Green Box. Refrigerated meals-to-go will also be available in the Main Dining Room and Study Grounds Café.

**To better serve our students, a new mobile ordering system will be implemented allowing students various dining options for to-go ordering.** This option will be available in each location with a menu specific option per location.

Protective shielding is being installed at all cashier and food transaction locations and self-scan card readers will allow students to process their payment individually. To ensure the well-being of our students, Marywood Dining is implementing daily associate wellness checks to include a self-reported illness system and a contactless temperature check. Appropriate PPE will be utilized at all times by dining associates. The sanitizing of the dining facilities will increase and special attention given to high traffic areas and touch points.

## **B. Bookstore**

Marywood Bookstore hours will be posted and updated on the [Marywood Bookstore Website](#)

For all in store transactions, appropriate social distancing and occupancy limits will be in effect as required by the CDC and the PA Department of Health. Individuals entering the Bookstore must wear masks at all times. Facemasks and hand sanitizer will be available for sale.

Safety shielding will be placed at all transaction counters and increased sanitization procedures will be implemented in high traffic areas and point of contact locations.

## **C. Campus Safety**

Marywood University's response to the COVID-19 pandemic focuses on the safety of its students, faculty, and staff. Marywood's policies and procedures comply with both the Center for Disease Control and the Pennsylvania Department of Health guidelines.

When necessary, Campus Safety will conduct interviews with students or staff members by phone or in an area that will facilitate proper physical distancing. If necessary, transportation will be limited to one passenger in a campus safety vehicle. After each transport, the campus safety officer will disinfect the vehicle.

## **D. Building Protocols**

Campus Buildings have been marked with signage to enhance safety protocols. These signs outline the university's protocols, health guidelines, and safe physical distancing.

### ***The following protocols must be followed while in campus buildings:***

- When entering and exiting buildings, individuals should use the right door entrance, or wait until those coming in the opposite direction have passed.
- Residence Hall entrances will continue to be restricted by access control and function in accordance with current security protocols.
- While walking through buildings, individuals should stay to the right side of the hallways and stairways. Signage is placed in these locations as a reminder.
- When entering or exiting a classroom or office, individuals should wait until those coming from the opposite direction have passed the entrance.
- Students, faculty, and staff must avoid congregating in common areas including hallways, lobbies, and building entrances.
- Elevators are limited to single occupancy. Using the stairs, whenever possible, is highly encouraged. When using an elevator, a face mask or face covering must be worn. Housekeeping will be sanitizing elevator buttons frequently throughout the day.

## **VII. STUDENT LIFE**

### **A. Athletics**

Over the past several months, the [Atlantic East Conference](#) and member institutions have worked tirelessly to formulate resocialization plans for the return of intercollegiate athletics to our campuses. The health and safety of its member institutions' communities and overall well-being of our student-athletes are top priorities; therefore, **the Atlantic East Conference Board of Presidents unanimously decided on July 22, 2020, to postpone all Atlantic East Fall 2020 athletics competitions and championships.** Pending NCAA approval, the Atlantic East Conference will conduct fall sport championships in the Spring 2021 semester.

Marywood's traditional fall sport teams (men's and women's soccer; men's and women's cross country; field hockey; volleyball), as well as dual-season teams that normally compete in the fall and spring (men's and women's rugby; men's and women's golf, men's and women's tennis), will not compete in the Fall 2020 semester. Traditional spring sport teams will not have competition as part of their non-traditional seasons in the fall. A decision on winter sports will be made at a later date.

In preparation for future competition, enrolled student-athletes may be permitted to participate in practice, conditioning and other athletic training opportunities in the fall, provided they are structured in accordance with federal, state, and local public health recommendations, the NCAA, and institutional guidelines. In addition, the conference competition in the spring of 2021 (for fall sports) will remain under the minimum amount of required games, so that it will not impact a year of eligibility.

Furthermore, the conference will continue to monitor the landscape and conditions surrounding the pandemic, locally, regionally, and nationally, and will make any decisions or announcements in September 2020 regarding its winter sports, as necessary.

Any questions can be directed to [athletics@marywood.edu](mailto:athletics@marywood.edu).

## **B. Athletics Facilities**

### **Recreation/Cardio Room**

A maximum of 20 People will be allowed in at a time. Individuals will have to sign up for a time slot that does not exceed one (1) hour. Upon arrival, there will be a sign in. Each piece of exercise equipment will be 8' apart. There will be spray bottles with disinfectant and wipes at every workout station. The Recreation/Cardio Room may need to operate initially with reduced hours.

### **Gym**

The Bleachers will be marked with an "X" which designates where spectators will be allowed to sit. The "X" will be six (6) feet apart from other "X" in every direction. After each game, the scorers' table will be disinfected before the next game starts.

### **Aquatics Center**

The Bleachers will be marked with an "X" which designates where spectators will be allowed to sit. The "X" will be six (6) feet apart from other "X" in every direction. Swimmers surrounding the pool must maintain a distance of six (6) feet. For recreational swim, no more than 10 people will be allowed into the Aquatics Center.

### **Lobby**

Tables will be placed 6'-8' apart.

### **Concession Area**

No concessions will be served.

### **Training Room**

The Athletics Department is currently working with Geisinger on a plan.

### **Locker Rooms**

Locker rooms will be offline for the fall.

## **C. Student Engagement**

The Office of Student Engagement will continue to offer a variety of activities, balancing students' safety with their need for socialization, entertainment, connection, and leadership development. Virtual events will be offered in addition to limited in-person activities that allow for adherence to physical distancing and all other guidelines. Face coverings are required at all events, and a minimum six-foot physical distance must be maintained. In-person activities will only be held if all guidelines are able to be followed for the duration of the event. Students not adhering to guidelines will not be permitted to attend or participate in events. Additional requirements will be determined on a case-by-case basis dependent upon the nature of the event.

### ***In-person activities may include:***

- Grab and Go events – such as giveaways of free food, t-shirts, or other items; themed art nights, with students picking up supplies and then participating from their residence halls/homes; scavenger hunts
- Outdoor events – such as drive-in movies, drive-thru meals, car washes, outdoor fitness classes/sports events, mini golf, laser tag, etc.
- Indoor events with restricted capacity that students must sign up for or reserve a timeslot to attend – such as performances, workshops, contests/competitions, DIY events, and holiday/seasonal celebrations

### ***All activities taking place after the Thanksgiving Break will be held virtually.***

Off-campus trips may be offered, depending on the status of our state and county at the time of the trip, as well as the status of the county to which we are travelling. Trip destinations will only be considered if they are permitted to be in operation by the appropriate authority, with preference given to outdoor attractions (zoos, state parks, etc.). Additional restrictions, such as reserved seating, 50 percent capacity on buses, and temperature declaration/health screenings will be required in order to make trips possible and safe.

### ***Out-of-state trips will not take place during the 2020-2021 school year.***

## **D. Campus Ministry**

Sunday Mass will be held in the Marian Chapel according to the guidelines of the Diocese of Scranton. We will ensure that those in attendance practice physical distancing, wear masks, use hand sanitizer, and there will be no singing. Options for Sunday Mass online will be made available.

Faith and spirituality programs, such as Bible Study, Delight, Agape Latte, and other small groups will meet with those in attendance practicing physical distancing, wearing masks, using hand sanitizer, etc. Larger groups will meet using Zoom or Google Meet.

Local service activities will continue but will adjust to new circumstances and new needs. All health and safety precautions will be taken.

## VIII. MONITORING CAMPUS

The success of Marywood's plan to gather together the community on campus depends on creating a deep culture of care for every member of the community. We must be diligent—every hour of every day, and in each personal decision we make, to safeguard our own health and the health of others.

**Dr. Yerodin Lucas** is Marywood's Pandemic Coordinator, and he can be reached by email at [ylucas@marywood.edu](mailto:ylucas@marywood.edu) or by phone at (570) 340-6042 with questions relating to Marywood's comprehensive pandemic response.

In keeping with Marywood's commitment to effectively and transparently manage its campus pandemic response, a COVID Dashboard has been established, is updated weekly (on Wednesdays), and can be found at [marywood.edu/coviddashboard](http://marywood.edu/coviddashboard). This online resource provides both our campus and the surrounding communities with the information they need to understand the current public health status at Marywood.

The decision as to when or whether Marywood University physically closes campus will be made in conjunction with the Pennsylvania Department of Health (DOH). The DOH has the right to close a business/institution, should an outbreak occur. Another possibility would be if the cases per capita at Marywood are higher than Lackawanna County. Marywood's Cabinet would make that kind of decision in conjunction with the PA DOH.

***Students, faculty, and staff should not report to campus, clinical sites, internships, athletic practice/competitions, or University-sponsored events if they are experiencing symptoms of COVID-19 or if they have had a known or suspected exposure to someone with COVID-19.*** Instead, please isolate, seek medical consultation, and follow provider recommendations prior to coming to campus.

Students, faculty, and staff must agree to complete daily verification checks to monitor symptoms. This will include a daily temperature reading and verification that they are not experiencing any **new or unexplained** COVID-19 symptoms not attributed to allergies, asthma, or other pre-existing **noninfectious** medical conditions.

These symptoms 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, and diarrhea.

**All students are expected to complete the COVID-19 Symptom Screening on the Marywood App BEFORE coming to campus or leaving their dorm room each day.** The Marywood App can be downloaded for free from the App Store and Google Play. Search for "Marywood University." Students can log in to the app with their Marywood email and password. Faculty and staff can log in using their Marywood email, along with their Portal password. Please note that faculty and staff should enter their emails "@marywood.edu" NOT "@maryu.marywood.edu."

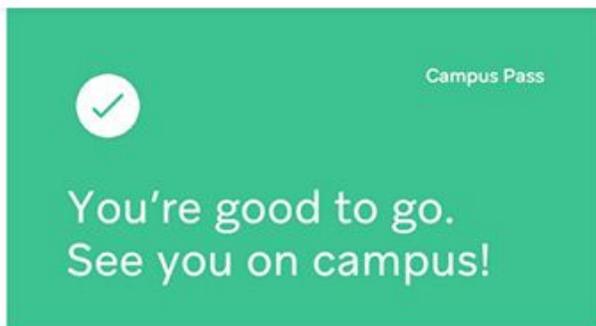
**The screening tool can be found on the app home page. Click "Marywood Health Pass" to take the screening.**

Based on your answers to this screening you will receive one of two campus passes. A green pass would indicate that you are cleared to come to campus and a red pass would indicate that you should **not** come to campus and should instead seek medical consultation with Student Health Services **by appointment only** or with your health-care provider. Faculty have the option of requiring the "campus pass" prior to a student engaging in face-to-face engagement activities. This information will be denoted in the course syllabi.

Once the screening is completed, a user will see instant results, which will display the pass within the app (click "Marywood Health Pass" again to see the pass) until 11:59 p.m. on the day responses are

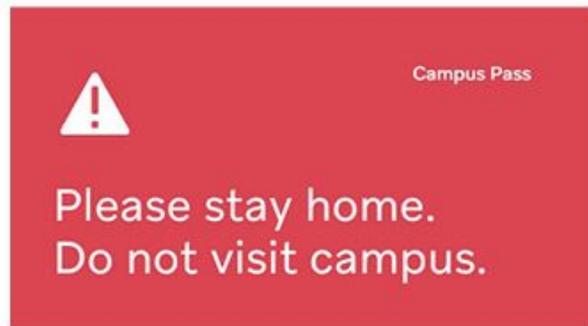
submitted. The campus pass will also be sent to the user via email. The questions will need to be answered again the following day, as passes are only valid for one day.

**See below for pass examples:**



Michael  
Kalage

Valid only on **Friday, July 17, 2020**  
Must be presented with official photo ID  
Issued on July 17 at 2:37 pm



Michael  
Kalage

Valid only on **Friday, July 17, 2020**  
Must be presented with official photo ID  
Issued on July 17 at 2:38 pm

#### **A. Student Health Center**

Marywood University's Student Health Center has partnered with local healthcare organizations and other regional facilities to assure that COVID-19 testing is available for students who report to the campus Health Center with symptoms consistent with coronavirus infection.

The Student Health Center responds to students' health and wellness needs Monday through Friday from 8:30 a.m. to 4:30 p.m. Students should **call ahead** (570-348-6249) before visiting the Health Center, unless they are experiencing an emergency such as respiratory distress or an injury with profuse bleeding. (For all after hour medical emergencies call **911**.)

**Health Center staff will determine whether telemedicine services can be utilized, or if an in-person visit is warranted.** Special arrangements will be made for students showing symptoms of an infectious nature. Students who are advised to report to the Health Center in person will be instructed on which entrance to use. Patients with general medical issues will use the front entrance; those with COVID-19 symptoms will use the back entrance.

Health Center workers will use respiratory protection when encountering patients showing signs of infectious disease. Patients in waiting areas and exam rooms **must wear face coverings that completely cover the nose and mouth**. Patients in the waiting areas will be seated 6 feet apart.

**Isolation areas have been identified for students awaiting COVID-19 testing results and for those who have tested positive for the virus.**

After hours and on weekends, students should utilize the **Geisinger COVID-19 hotline at 570-284-3657** for answers about care recommendations and more. In addition to this option, students can seek guidance from [Medicus Urgent Care](#) by calling ahead to 570-207-2612. Other local care options can be found on the [Student Health Resource Page](#).

**\*\*It is important to note that you must call ahead when seeking evaluation and/or treatment for COVID-19 symptoms from any health care provider\*\***

### **Testing, Contact Tracing, and Quarantine**

**Marywood University will follow [CDC](#) and [Pennsylvania Department of Health](#) guidelines for testing, contact tracing, and quarantine.** Students who visit the Health Center with symptoms consistent with COVID-19 will be referred for testing. Employees will be sent home and referred to their medical providers.

**If a student is suspected of having COVID-19 symptoms:**

- Unless the student chooses to return home, s/he will be instructed to self-isolate in a designated area on campus and the Health Center will monitor their condition (preferably by phone or video conference).
- While a student is in isolation, University staff will arrange for food delivery and address other needs.
- All academic content will be delivered remotely.
- To be cleared to leave isolation, a minimum of 10 days must have passed. An individual must have improved symptoms and experience three consecutive days without a fever (without the use of fever reducing medication). These guidelines have been developed following recommendations from the CDC and will be monitored as new information becomes available.
- Individuals who have come in contact with an infected individual, but are not symptomatic, must quarantine in their residence hall room for 14 days. This includes roommates/suitemates/floormates(if sharing a bathroom)/housemates. These students should attend class virtually and refrain from entering public areas outside of their residence while the quarantine is in place.

**Students will not be permitted to remain in student housing if they refuse to quarantine under these circumstances.**

### **B. Contact Tracing**

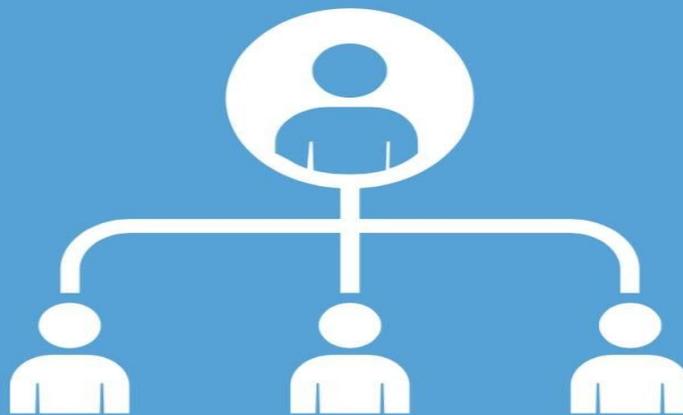
If a member of the Marywood community is diagnosed with COVID-19, contact tracing can help to keep our campus safer by identifying others who may be at risk and directing them to quarantine or obtain medical care. **Confidentiality laws prohibit the university from disclosing any identifying information about affected individuals.**

**Any individual who has tested positive will be isolated, and anyone believed to be at risk for exposure will be contacted and asked to self-quarantine.** It is expected that all faculty, students, and staff identified as COVID-19 positive who were on campus up to 48 hours prior to symptom onset or date of testing report such findings to the appropriate department so that contact tracing can be initiated. Students are to notify Student Health Services and employees should notify Human Resources.

Several Marywood staff members have been trained and certified in contact tracing.

# CONTACT TRACING

Reaching out to anyone who came into direct contact with an individual who tested presumptive positive with COVID-19 to see if they have developed symptoms and if they need to be tested.



## ***What is Contact Tracing?***

Contact tracing is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who tested positive for COVID-19 while they were infectious (2 days before onset of symptoms until the end of the person's isolation period). Contact tracing is a key strategy for preventing the further spread of infectious diseases, such as COVID-19. Close contacts of a case are considered to have been exposed to COVID-19, and may go on to develop the disease. Identifying and quarantining close contacts limits their ability to spread disease should they become infectious and helps to limit community spread.

## ***What Happens During the Contact Tracing Process?***

Contact tracing for COVID-19 typically involves:

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious;
- Notifying contacts of their potential exposure;
- Referring contacts for testing;
- Monitoring contacts for signs and symptoms of COVID-19; and
- Connecting contacts with services they might need during the self-quarantine period.

**All communication related to contact tracing is private and confidential.**

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for [symptoms of COVID-19](#).

Learn more about the [Contact Tracing Process](#) or read the [Contact Tracing Frequently Asked Questions](#) on the PA Department of Health website. Also, view the PA Department of Health video, [“What to know about contact tracing.”](#) Questions? Call 1-877-PA-HEALTH (1-877-724-3258)



**Students, faculty, and staff who have tested positive for COVID-19 must comply with requests for information related to the contact tracing process.** In most cases, the Pennsylvania Department of Health will take the lead in contact tracing of faculty, staff, and commuter students.

Campus contact tracers who have been identified and trained to support the Health Department will do so as needed. Student Health Services will take the lead in contact tracing for residential students.

**In the event of a confirmed case of COVID-19, the university will follow contact tracing and notification protocols as directed by local and state health authorities.** Identified contacts will receive guidance about monitoring and testing.

**Contact tracing may include notification of:**

- Close personal contacts identified by the confirmed positive individual. (Close contact is defined by the CDC as within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient is isolated.)
- Those in close housing proximity with the student (roommate, suitemates, apartment mates, those who may share a bath).
- Classmates, university staff, and faculty members with whom the individual may have come in close contact while contagious. (Close contact, as defined above.)
- Members of student organizations with whom the individual may have come in close contact while contagious.
- On-campus employees with whom the individual may have come in close contact while contagious.

**C. Coordination with Local Public Health Officials**

Marywood University's Director of Student Health Services (or designee) will communicate any identified cases of COVID-19 to the Pennsylvania Department of Health as per protocol. The Director or designee will also activate plans for isolation/quarantine as deemed appropriate. Visit the [Pennsylvania COVID-19 Early Warning Monitoring System Dashboard](#), which provides information on statewide and county COVID-19 prevalence to track increases in disease in the community on a weekly basis.

**IX. CARES ACT AND REFUNDS**

**Certification and Allocations:** On April 16, 2020, Marywood 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. Marywood University received \$2,020,450 from the CARES Act. Fifty percent (50%) of those funds or \$1,010,225, was allocated for Emergency Financial Grants to Students. These funds were received on May 7, 2020. As of May 15, 2020, \$836,900 Emergency Financial Aid grants were allocated to students.

**Eligibility of Students/Disbursement of Funds:** At Marywood, there are 2,282 students eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under Section 18004(a)(1) of the CARES Act. As of May 15, 2020, there have been 985 students who have received an Emergency Financial Aid Grant.

**Methods of Determination/Guidance to Students:** To determine which students received allocations of Emergency Financial Aid Grants, as well as how much they received, under Section 18004(a)(1) of the CARES Act, Marywood devised and used formulas based on need (according to financial aid records) and the cost of attendance. Students were told that the funds from the Emergency Financial Aid Grants were allocated to cover expenses related to the disruption of campus operations due to coronavirus, including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care. They were also asked to indicate how they generally intended to use their allocation to offset those expenses.

**A portion of funds awarded under the CARES Act is available to assist students in the purchase of laptops.** Eligible students who purchased a laptop since March 8, 2020, may apply for this assistance. **Eligibility is limited to students who have filed a Free Application for Federal Student Aid (FAFSA) for 2019-2020 or 2020-2021.**

Students who have received a Federal Pell Grant during this period are eligible for a \$200 technology grant; all other students who completed a FAFSA are eligible for a \$100 technology grant. Students must complete an [application for funding](#) and appropriate certifications and must be enrolled at Marywood University on September 24, 2020, to receive this allocation.

## **X. COMMUNICATIONS AND CONTACT INFORMATION**

Marywood University has sent a series of announcements to update the campus community, including students, faculty, staff, alumni, parents, and prospective students and their families, about multiple initiatives including Health and Wellness, FAQs, Housing and Residence Life, protocol updates, and information related to the spring, summer, and fall 2020-2021 academic year, to name a few.

**Communications and resources** can be accessed on our website, including [What you need to know about Covid-19](#) and answers to frequently asked questions, which can be found at [COVID-19 FAQs](#).

**The Incident Command Team (ICT)**, a group of dedicated Marywood University administrators, has worked unceasingly to determine the best course of action for our students, who are at the center of what we do, for our faculty and staff, and for Marywood in general. The ICT is thoughtful, cautious, selfless, and honest in its deliberations. Moving forward, three COVID Action Teams, including Financial, Logistics, and Communications, have been formed to implement the ICT plans, relay communications to multiple constituencies, and provide updates in a timely manner.

### **Important Contacts:**

#### ***Health-related Concerns***

Student Health Services at [healthservice@marywood.edu](mailto:healthservice@marywood.edu) or 570-348-6249.

#### ***Campus Pandemic Coordinator***

Contact Dr. Yerodin Lucas at [ylucas@marywood.edu](mailto:ylucas@marywood.edu) or 570-340-6042.

#### ***Academic-related Questions***

Students should contact their instructors, and faculty should contact their department chairs.

#### ***Housing & Residence Life Questions***

Contact the Office of Housing and Residence Life at [reslife@marywood.edu](mailto:reslife@marywood.edu) or 570-348-6236.

#### ***Study Abroad***

Contact the Office of International Affairs at [international@marywood.edu](mailto:international@marywood.edu) or 570-961-4581.

#### ***Questions related to international student immigration and other non-immigrant matters***

Please contact [registrar@marywood.edu](mailto:registrar@marywood.edu) or 570-348-6280.

#### ***Student Activities***

Please contact the Office of Student Engagement at [mkalage@marywood.edu](mailto:mkalage@marywood.edu) or 570-340-6016.

#### ***Athletics & Recreation Questions***

Contact the Athletics & Recreation Department at [prmurphy@marywood.edu](mailto:prmurphy@marywood.edu) or 570-961-4724.

#### ***Staff Questions***

Contact the Office of Human Resources at [humanresources@marywood.edu](mailto:humanresources@marywood.edu) or 570-348-6220.