



# Operations Manual for Returning to Campus

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April 24, 2023

Version 25

**UPDATES ARE IN RED**

[PointPark.edu](https://PointPark.edu)

**POINT  
PARK**  
UNIVERSITY

## INTRODUCTION

Point Park University's plan for campus operations continues to follow guidance from the PA Department of Health (DOH), and the Centers for Disease Control and Prevention (CDC), the Allegheny County Health Department (ACHD) and our partners at UPMC.

This manual continues to evolve as more information becomes available and is subject to change at any time. Any updates will include a new effective date and communicated to the University community.

## VACCINATION INFORMATION

Point Park University will no longer require the COVID-19 vaccination for all students participating in face-to-face classes or campus activities. This change in policy and procedure will go into effect beginning in Summer 2023 and continue for the 2023-2024 academic year.

If for any reason changes need to be made to the status of this requirement an announcement will be sent to the entire campus community.

All full-time students will need to continue to fill out the health information form, <https://www.pointpark.edu/studentlife/healthandstudentservices/studenthealthcenter/media/student-medical-report-form.pdf>, and submit it to the Student Health Center before attending the university.

- Send the completed form to the Student Health Center by email at [studenthealth@pointpark.edu](mailto:studenthealth@pointpark.edu), fax to 412-392-3801, or mail to Student Health Center, Point Park University, 201 Wood Street, Pittsburgh, PA 15222

All vaccine policies are subject to change. For more information, visit [www.pointpark.edu/health](http://www.pointpark.edu/health)

## CURRENT FACE MASK REQUIREMENTS

Point Park University has a mask-optional policy for indoor spaces including classrooms, labs, and studios. This is due to our high vaccination rates and low COVID-19 positive case counts among the university community.

PPU regularly reviews campus data and public health guidance (CDC, PA DOH, UPMC) and may change guidance as needed. The only exceptions are:

- Anyone who has been in close contact of a positive case must wear a mask for ten full days from the day of the exposure.
- Anyone who has tested positive must wear a mask for at least five days following release from isolation by Student Health Center.
- Anyone visiting the Student Health Center must wear a mask.

## UNIVERSITY-WIDE COMMUNICATION

PPU has sent a series of announcements to update the University community regarding COVID-19 and will continue to do so throughout the semester. These are the official sources for information:

- For the latest official information from Point Park University about on-campus learning and operations in consideration of COVID-19 see [Returning to Campus | Point Park University | Pittsburgh, PA](#)
- The campus PointALERT system provides emergency notifications critical to safety and wellbeing. Students, faculty, and staff should visit [University Police | Point Park University | Pittsburgh, PA](#) to sign up for notifications.
- Email [Questions@pointpark.edu](mailto:Questions@pointpark.edu) with questions or concerns about the University's on-campus learning and operations described in this guide.
- The nursing staff at the Student Health Center [studenthealth@pointpark.edu](mailto:studenthealth@pointpark.edu) checks email routinely during business hours. Students, faculty, and staff should contact the Student Health Center if they have tested positive for Covid-19, are awaiting test results, have come in close contact with a positive individual, or have questions about COVID-19, quarantine, and isolation.
- Check your university email on a regular basis for notifications about important updates to learning and operations. Point Park email is for official communication related to the University.

## COVID-19 SYMPTOMS

The information in this section comes courtesy to PPU by WorkPartners, within the UPMC health care system; it is subject to change based on evolving guidelines from the CDC and the DOH. COVID-19 spreads mostly by respiratory droplets released when people talk, cough or sneeze. Transmission of illness may occur up to 48 hours before symptoms are present. All community members, especially those not vaccinated, should continue to closely monitor their health, and practice good hygiene, including frequent hand washing or using hand sanitizer with at least 60% alcohol if soap and water are not available.

### SYMPTOMS:

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

If you are sick, you need to stay home and contact the Student Health Center.

If you are exposed, you should wear a mask for ten full days, monitor for any symptoms, and notify the Student Health Center if anything changes.

Anyone testing positive for COVID-19 must stay home and notify the Student Health Center.

## **THE STUDENT HEALTH CENTER (SHC) (412)-392-3800 or x3800**

Any student or employee feeling ill on campus should phone the SHC **412-392-3800**. Based on symptoms, the nurse will complete an illness assessment, and determine the next steps. If the student or employee shows symptoms of COVID-19, the SHC will work with the student or employee to arrange for testing and treatment.

### **Throughout the treatment process, the SHC helps with:**

1. Facilitates visits with practitioners to assess symptoms and order a COVID test.
2. All COVID tests ordered through the UPMC practitioners will result to the SHC staff.
3. If an individual tests on their own, email proof of the test results to [studenthealth@pointpark.edu](mailto:studenthealth@pointpark.edu), and follow up with a phone conversation for further assessment and tracking.
4. The SHC nurse will assess anyone who is symptomatic, exposed, or positive to determine their individual plan of care.
5. The SHC nurse will follow up with all individuals in quarantine or isolation throughout the period and authorize their return to campus.
6. SHC administered covid testing takes place outside. No covid tests take place in the clinic.
7. The SHC supplies quarantine and return-to-campus information to the affected student or employee based on CDC guidelines and PPU protocols.
8. Any individual can initiate quarantine based on exposure or illness but must follow up with a call to the SHC. Only SHC can quarantine and isolate, provide return to campus dates and release individuals from quarantine or isolation.

### **When to phone the Student Health Center:**

1. If you feel ill on campus.
2. If you have a positive diagnosis of COVID-19.
3. If you had exposure to a COVID-19 infected individual or someone with suspected symptoms who have tested.
4. If you receive notification by a local or state health department or the CDC to self-isolate.
5. If you have traveled from an area with a stay-at-home order imposed by the local, state, or federal government in the previous 14 days.
6. If you have traveled from a destination outside the United States.

### **3. After-Hours Care**

When in need of emergency care after Student Health Center hours, students should phone the Campus Police **412-392-3960**. For nonemergency care after Student Health Center hours, students should phone a local urgent care center. Urgent care contact information is at [PointPark.edu/Health](http://PointPark.edu/Health).

### **4. Confidentiality**

The Student Health Center staff is bound by the medical ethics of confidentiality and will not share information provided by the student or employee with a third party, including parents, without written authorization from the student or employee unless legally required or permitted.

PPU has permission to receive information regarding the condition of the student or employee related to COVID-19. Staff conducting contact tracing will not share personal details about the patient with anyone spoken with during the investigations.

### **5. Testing**

The Student Health Center will continue to test symptomatic and exposed persons and offer both in-person and telehealth appointments. Our partners at UPMC will continue to coordinate these efforts daily. The Health Services Office is located on the third floor of the Student Center and at [studenthealth@pointpark.edu](mailto:studenthealth@pointpark.edu).

### **6. Contact Tracing**

The Student Health Center follows CDC guidelines on self-tracing.

## ISOLATION AND QUARANTINE

As part of basic safety and health principles, all individuals who feel sick (appear to have symptoms) will stay at home. For much of the population (employees, visitors and ~~commuter~~ local students), going home is a viable option. However, a plan for the smaller population of students who cannot or should not go home is in place.

Rooms are set aside to isolate students infected with COVID-19. Additionally, areas are set aside to quarantine students who are asymptomatic but have come in close contact with a diagnosed person. Accommodation for these students include meeting basic needs, medical support, food service and facility maintenance.

### When a resident student tests positive for COVID-19

When a student must move into isolation, Student Affairs will provide these instructions.

1. When a student moves into isolation, they will do so on their own within a short window of time to go to their room and pack all necessary items (Students will have a chance to get additional items later if needed.)
2. While packing and moving to quarantine, the student will always wear a N95 mask and gloves provide by the University.
3. While packing up their belongings, all roommates will have to vacate the room/suite/apartment.
4. After the student has collected all necessary belongings, Housekeeping will disinfect and sanitize the student's room/suite/apartment.
5. Roommates can return to the room/suite/apartment once cleaning is complete.
6. The student has access and instructions to the freight elevator to get to the 19<sup>th</sup> floor of Lawrence Hall.
7. The room assigned on the 19<sup>th</sup> floor is open and ready prior to arrival. The key will be in the room.
8. Once settled in the room, a member of Student Affairs will work with the student to make meal plan and classroom participation arrangements.
9. Students will receive a plan of care from the SHC and a tentative release date.

### Students living off-campus.

PPU recommends students living off campus have conversations on safety and expectations with roommates about mutual expectations in your living space, including cleaning schedules, guests to the apartment, limiting social interactions, and contingencies if someone living in the space gets COVID-19. PPU also recommends planning with family members if you have Covid-19. Student's living off-campus should not use public transportation to get to a testing site.

Students diagnosed with COVID-19 **will need to notify the Student Health Center for guidelines on isolation** at their off-campus location. If a student has had close contact with an infected person, they will need to contact the Student Health Center 412-392-3800 to receive a plan of care.

### Commuter students

Commuter students should not use public transportation to get to the testing site. Commuter students who test positive for Covid-19 should isolate themselves at home and report their positive status to the Student Health Center so the contact tracing process can begin.

### Employees

Employees are responsible for their own transportation to a testing site and should not return to campus until the results return and they receive approval from the Student Health Center to return to campus. Employees need to notify HR if they must quarantine and/or isolate.

**IF YOU HAVE TESTED POSITIVE FOR COVID-19 (ISOLATION)**

What should you do? Everyone, regardless of vaccination status.

- Isolate: Avoid all others. Only leave your home for medical care.
- Contact the Student Health Center 412-392-3800
- Stay home for 5 days.
- If you live with others, stay in a separate room, and use a separate bathroom if possible. Do not share personal items. Clean and disinfect your home and frequently touched surfaces regularly.
- If you have, no symptoms or your symptoms are improving after 5 days, contact the Student Health Center 412-392-3800 for further instructions. If you have a fever, continue to stay home until your fever resolves. Contact the Student Health Center 412-392-3800
- Continue to wear a mask around others for five additional days.
- Notify your close contacts. A close contact is anyone who was within six feet or less of you for 15 minutes or more – with or without a mask – in the last two days before you first noticed symptoms or tested positive. Ask your close contacts to get a test and quarantine according to the instructions below.
- Call your healthcare provider to talk about potential treatment options. New medications may help you from getting sick, especially for people at higher risk (Age 65 and older, immune compromise, obesity, heart, kidney disease or lung disease, diabetes).
- Do not get another PCR test for COVID-19. Test early in the course of illness for purposes of diagnosis. Some people may remain positive by PCR test beyond the period of expected infectiousness. Contact the Student Health Center 412-392-3800 for more information.

**IF YOU WERE EXPOSED TO SOMEONE WITH COVID-19**

[What to Do When You Are Exposed to COVID-19 | CDC](#)

For exposures:

- If you have a known exposure, notify the health center – 412-392-3800.
- If you are symptomatic, get a test.
- Wear a mask for 10 days.
  - Start counting from day 1: Day 0 is when you were exposed, day one is the first full day after your last exposure.
- Monitor your symptoms.
  - If you develop symptoms, stay home, and get tested.

## INSTRUCTIONAL CAPACITY & TEACHING MODALITIES

Point Park University supports instructors as they provide a positive learning environment for all students. The University has recommended guidelines for managing classroom disruptions and these guidelines allow instructors to draw on University support in quickly and effectively addressing disruptions. These guidelines apply to a wide range of situations and are adapted to help instructors maintain a safe classroom environment with COVID-19 requirements.

### Related to COVID-19 requirements, instructors should:

1. **Include a University statement of classroom behavioral requirements** in all course syllabi. COVID-19 related requirements include a mask-optional approach to risk mitigation. Depending on the classroom and the nature of the course, instructors may add other requirements in accordance with University policies.
2. **Orally review classroom requirements** at the beginning of the semester.

### Possible Syllabus Language

#### Wellness and Masking

Your wellness is foundational to your learning and educational growth. In a time when we are all concerned about illness, it is important to recognize that informed choices, common community practices, and self-care are all factors in the health-related decisions we make. To ensure all members of the community can engage fully in campus events, please keep the following in mind:

- **Do not attend classes or campus events when you are ill.** Stay in active communication with your faculty during this time. Faculty cannot change how class meets (i.e., “go remote”) to suit the needs of individual students but can work with you to plan to catch up following an illness.
- **You are always welcome to wear a mask on campus and students, faculty, or staff may request that you wear a mask in specific situations.** Wearing a mask is an individual decision, but we urge all to contribute to the health of the entire community.
- **Guidance on masking may change without prior notice.** The most current practices and policies will be announced on the University’s website and in this manual.

#### The Center for Student Success

The Center for Student Success (CSS) provides comprehensive academic support resources for current PPU students to include undergraduate advising, tutoring, and student intervention. The CSS prides itself on the close relationships we form with students, assisting them with registration; degree progress; navigating academic processes; finding a manageable school/life/work balance; and holistic development of the student, person, and professional-to-be.

The Tutoring Center offers academic coaching services that help students to develop skills such as time management, organization, and accountability. Disability services provides students with accommodations to support their unique learning needs whether classes meet online, or virtually. The CSS works closely with faculty and staff partners across the University using FinishLine early alert system. FinishLine allows us to connect students to the resources they need to get back on track and provides valuable information on what our students need so that we can continue to create and improve upon our programs and processes as a University.

Any student considered part of a high-risk health group who needs special accommodations, or any student accessibility concerns, should contact Cole Eskridge, Director of Accessibility Services Eskridge, at [ceskridge@PointPark.EDU](mailto:ceskridge@PointPark.EDU)

## STUDENT EXPECTATIONS DURING COVID-19

To stay up to date, community members will receive messages about the current set of guidelines to their PPU e-mail account. It is their responsibility to regularly check their email to stay up to date. PPU will also post throughout campus signage directing students on what protocols they must follow within those specified areas. If students need exceptions to any published policy or guidelines related to COVID-19, they are to contact the Vice President of Student Affairs. Students found in violation of any published policy or regulation related to COVID-19 go through the Student Conduct process.

Policies to charge students for COVID-19 related violations:

- Article 1: Offenses Related to Persons*
- h. Exhibits behavior of any kind that imperils or jeopardizes the health and safety of any person or persons. This includes any action which could be injurious to self or others.*
  - k. Creates a hostile educational, living, or work environment through harassing or other bullying behaviors.*
- Article 3: Offenses Related to the Operation of the University*
- a. Fails to comply with the directive(s) of a classroom instructor or causes disruption of the classroom atmosphere; including but not limited to the classroom, fieldtrips, group projects, and electronic correspondence.*
  - e. Fails, without just cause, to comply with the lawful directions of a University official acting in the performance of his or her duties and authority.*
  - k. Violates any other published University policy or regulation.*
  - l. Exhibits conduct unbecoming a University student.*
- Article 4: Offenses Related to Welfare, Health, or Safety*
- c. Refuses to vacate buildings, sidewalks, driveways, or other facilities of the University when directed to do so by an official of the University having just cause to so order, unless official government actions are declared.*

## TELEWORK POLICY

Telework is an option available to part-time and full-time staff. Information on the University's Telework Policy is available at the following intranet links:

[HR 009 - Telework Policy](#)

- [Telework FAQ](#)
- [Telework Plan and Agreement Form \(Telework Plan and Agreement \*\*submission instructions\*\*\)](#)
- [Resources for Success While Teleworking](#)

## COVID-19 TRAVEL POLICY

PPU follows the CDC guidelines for domestic and international travel.

[Domestic Travel During COVID-19 | CDC](#)      [International Travel to and from the United States | CDC](#)

Anyone wishing to travel for university-sponsored purposes must obtain prior approval from their Department Chair or Department Manager in writing.

## BUILDING SPACES

Fresh air flows through each building based on the design of the makeup/outside air system.

More efficient (MERV 13) air filters are in use based on CDC guidance and industry standards. System settings bring in more outside air or increase exhaust.

## RESPONDING TO A RESURGENCE OF COVID-19 ACTIVITY

In the event of an outbreak or resurgence of the virus, PPU will assess and adjust operations based on the most current guidelines from the PA Governor's Office, the DOH and CDC and ACHD. This process is in accordance with the PPU's existing Emergency Operations Plan. An appropriate course of action will be based upon preventing further spread of the virus and protecting health and will include the following:

1. Information, considerations, and measures relative to health advisories, increased reporting of fever/ acute lower respiratory illnesses, academic schedules, absenteeism, current travel & travel restrictions, internal/external communications, essential personnel, etc.
2. Activation of Business Continuity Plans as deemed necessary by the Executive Team.
3. Modification or suspension of non-essential University activities and events.
4. Modification or suspension of University services (student recreation, library, etc.).
5. Modification or suspension of classes, research, and similar academic programs.
6. Stabilization, modification, or closure of residence halls.
7. Support and/or follow-up with ill individuals.
8. Suspension of University operations.
9. Maintenance of critical and/or essential functions.

## CONCLUSION

PPU continues to monitor health and safety recommendations and directives issued by the CDC, the Commonwealth of Pennsylvania, and other government authorities.

### **Nondiscrimination, Equal Opportunity, and Diversity Initiatives**

This policy affirms Point Park University's commitment to nondiscrimination, equal opportunity, and the pursuit of diversity. Point Park University does not discriminate on the basis of: sex, race, ethnicity, religion, color, national origin, age (40 years and over), ancestry, individuals with disabilities, veteran status, sexual orientation, gender, gender identity, height, weight, genetic information, marital status, caregiver status or familial status, in the administration of any of its educational programs, activities or with respect to employment or admission to the University's educational programs and activities.

This policy is in accord with local, state, and federal laws, including Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination Act of 1975, and the Pittsburgh Human Relations Act. Send inquiries regarding these regulations and policies, or complaints of discrimination to the Vice President of Human Resources at 412-392-3952.

Refer inquiries regarding Title IX and the Title IX regulations to the Title IX coordinator or to the deputy Title IX coordinators: the Associate Provost, the Vice President of Human Resources, or the Vice President of Student Affairs.