



Operations Manual for Returning to Campus

April 7, 2022

Version 20

UPDATES IN RED

PointPark.edu

**POINT
PARK**
UNIVERSITY

INTRODUCTION

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

Our primary concern is the health and safety of students, faculty and staff while continuing to provide innovative undergraduate and graduate education in a dynamic urban setting. PPU remains dedicated to its mission of academic excellence and community engagement, preparing students of diverse backgrounds with the knowledge, skills, and experience to lead meaningful lives as informed citizens and successful professionals.

The pandemic is not over. 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 will be communicated to the University community.

CURRENT FACE MASK REQUIREMENTS

According to the CDC, COVID-19 Community Levels are a new tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds in use, hospital admissions, and the total number of new COVID-19 cases in an area.

As of March 22, 2022, Allegheny County is in the LOW level!

When a county is at a low level, the CDC says residents do not need to wear a mask in public indoor spaces. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.

Beginning March 28, 2022, masks will only be required in indoor instructional spaces, on elevators, in the Student Health Center and on shuttles. A typical instructional space would be a classroom or laboratory.

Students and employees still may choose to wear masks indoors and at gatherings. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask and notify the Student Health Center (412 392-3800 or x3800)

Point Park will continue to monitor Allegheny County data and follow guidance from local, state, and federal governments, as well as our health partners at UPMC, regarding safety guidelines relating to COVID-19. It is possible the mask requirement will return based on Allegheny County data

VACCINATION INFORMATION

Point Park University strongly encourages all faculty and staff become vaccinated against COVID-19. COVID-19 vaccines have shown to be safe and highly effective at reducing illness and the spread of the virus. [Click here for vaccination information.](#)

You are fully vaccinated two weeks after either:

- Receiving the second dose of a two-dose vaccine such as Pfizer or Moderna vaccines
- Receiving your single-dose vaccine such as Johnson & Johnson

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:

PointPark.edu/COVID

Visit PointPark.edu/COVID for the latest official information from Point Park University about on-campus learning and operations in consideration of COVID-19.

Point Park University Email

Students, faculty, and staff should check their University email on a regular basis as notifications are sent when necessary about important updates to learning and operations. A reminder that Point Park email is for official communication related to the University.

PointPark.edu/Safety

The campus PointALERT system provides emergency notifications critical to safety and wellbeing. Students, faculty, and staff should visit PointPark.edu/Safety to sign up for notifications.

questions@pointpark.edu

Email questions@pointpark.edu with questions or concerns about the University's on-campus learning and operations described in this guide

studenthealth@pointpark.edu

The Student Health Center email is checked routinely during business hours by the nursing staff. Students, faculty, and staff should contact the Student Health Center if they have tested positive for Covid-19, are awaiting test results, or have come in close contact with a positive individual. The nursing staff can answer questions about COVID-19, quarantine, and isolation.

COVID-19 SYMPTOMS

The information in this section is provided 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 is mostly spread 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
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For vaccinated individuals:

If you experience any symptoms of COVID-19, you should not come to campus. Please notify the Student Health Center 412-392-3800 for further instructions. If you have been around someone diagnosed with Covid-19, you may not need to quarantine.

For non-vaccinated individuals:

If you are sick or experience any symptoms of COVID-19, you should not come to campus. You should stay home and notify the Student Health Center (412 392-3800) for further instructions regarding quarantine and testing,

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 at 412-392-3800. Based on symptoms, an illness assessment is completed, and next steps determined. If symptoms of COVID-19 are suspected, 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 gets tested on their own, proof of the test results should be emailed to studenthealth@pointpark.edu. All emailed results must be followed with a phone conversation for further assessment and tracking.
4. Anyone who is symptomatic, exposed, or positive will be assessed by a SHC nurse to determine their individual plan of care.
5. All individuals in quarantine or isolation are followed by the SHC throughout the period and must be cleared by the nurse prior to returning to campus.
6. SHC administered covid testing is done outside. No covid tests are given 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 are diagnosed with COVID-19.
3. If you had exposure to a COVID-19 infected individual or someone with suspected symptoms who is being tested.
4. If you are notified 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

For emergency care when the Health Center is closed, students should phone University police at 412-392-3960. For non-emergency care when the Health Center is closed, students should phone a local urgent care center. Urgent care contact information is at PointPark.edu/Health.

4. Confidentiality

The Health Center staff is bound by the medical ethics of confidentiality. Information provided by the student or employee cannot be released to a third party, including parents, without written authorization from the student or employee unless legally required or permitted.

PPU is permitted 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.

6. Contact Tracing

Trained PPU staff will initiate contact tracing by interviewing the confirmed case using structured questions to identify close contacts. Potentially exposed individuals are informed they have come in close contact recently with someone who has COVID-19 and are asked to quarantine and self-monitor to prevent the spread of the disease. To protect patient privacy, the name of the positive case remains confidential. You will never ask you for financial information, including social security, bank account or credit card numbers.

ISOLATION AND QUARANTINE

As part of basic safety and health principles, all individuals who feel sick (appear to have symptoms) are advised to stay at home. For much of the population (employees, visitors and commuter or 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 identified to isolate students who are infected with COVID-19. Additionally, areas are identified to quarantine students who are asymptomatic but have come in close contact with a diagnosed person. Accommodations 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 is required to move into quarantine/isolation, they will be given instructions from Student Affairs and then they will move their belongings on their own. The following steps will be taken during this move:

1. When a student is required to move into isolation, they will do so on their own and will be given 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 a student is packing and moving to quarantine, they are required to always wear a N95 mask and gloves. Both items will be provided to the student.
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. Once properly sanitized, roommates will be permitted back into the room/suite/apartment.
6. The student will be provided access and instructions to the freight elevator to get to the 19th floor of Lawrence Hall.
7. The room assigned on the 19th floor will be unlocked and ready prior to the student arriving. The room key will be waiting in the room for the student.
8. Once settled in the room, a member of Student Affairs will work with the student to make a meal plan and classroom participation arrangements.
9. Students who have tested positive will receive a daily check-in from SARA Alert. This is a program used by the Allegheny County Department of Health to track both positive and exposed individuals.
10. Students will receive a plan of care from the SHC and a tentative release date. All students must be cleared by the nurse prior to release from isolation and returning to their original housing assignment.

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 should be diagnosed with COVID-19. PPU also recommends planning with family members if you should be diagnosed with Covid-19. Student's living off-campus should not use public transportation to get to a testing site.

Students who are diagnosed with COVID-19 will need to isolate in their off-campus location for at least five days. If a student has been identified as having close contact with an infected person, they will need to quarantine for five days in their off-campus location. Student will receive a plan of care from the Student Health Center on a tentative release date. All students must be cleared by the nurse prior to release from isolation and returning to their original housing assignment.

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 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 from you for 15 minutes or more – with or without a mask – in the last two days before you first noticed symptoms or tested positive. You should ask your close contacts to be tested 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, obese, 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 should you do?

If you have received a booster dose OR completed the primary series of Pfizer or Moderna vaccine within the last 6 months OR completed the primary series of J&J vaccine within the last 2 months:

- Wear a mask around others for 10 days.
- Notify the Student Health Center 412 392-3800.
- Get a test 5 days after your exposure.
- If you develop symptoms get a test and stay home. Notify the Student Health Center 412 392-380

If you have completed the primary series of Pfizer or Moderna vaccine over 6 months ago and have not yet received a booster dose OR completed the primary series of J&J over two months ago, and have not yet received a booster dose OR are unvaccinated:

- Notify the Student Health Center 412 392-3800.
- Stay home for 5 days. After that, continue to wear a mask around others for five additional days.
- Get a test, ideally 5 days after your exposure.
- If you get symptoms, get a test and stay home. Notify the Student Health Center 412 392-380

INSTRUCTIONAL CAPACITY & TEACHING MODALITIES

PU 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 masking for all persons regardless of vaccination status. 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.

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.

In particular, any student considered part of a high-risk health group who needs special accommodations, or any student with disabilities and concerns on accessibility, should contact: Amy Avampato, Assistant Director of Accessibility, Office of Equity & Inclusion, aavampato@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 are taken 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 be declared.*

TELEWORK POLICY

Information on the University's Telework Policy is available at the following links:

[HR 009 - Telework Policy](#)

- [Telework FAQ](#)
- [Telework Plan and Agreement Form](#) (**Submit your Telework Plan and Agreement [here](#)**)
- [Resources for Success While Teleworking](#)

COVID-19 TRAVEL POLICY

PPU follows the CDC guidelines for domestic and international travel. Anyone wishing to travel for university-sponsored purposes must obtain prior approval from their Department Chair or Department Manager in writing.

[Click here for CDC guidelines for domestic travel.](#) [Click here for CDC guidelines for international travel.](#)

Employees must use accrued vacation, sick leave, personal leave, or leave without pay for any quarantine/isolation required unless their supervisor/department chair has approved telework at the time of the initial vacation/personal travel request.

BUILDING SPACES

Each building is flushed with fresh air based on the design of the makeup/outside air system. More efficient (MERV 13) air filters are installed based on guidance from the CDC and industry standards. Systems are adjusted to bring in more outside air or increase exhaust.

Housekeeping will conduct enhanced sanitation and disinfection in high-use, high-touch areas and communal areas as needed following CDC guidelines. Hand sanitizers are located throughout campus. Cleaning supplies are in each classroom to be used by faculty and students.

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 Governor Wolf, the DOH and CDC and ACHD.

This process is executed in accordance with the PPU's existing Emergency Response 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. Modification or suspension of non-essential University activities and events.
3. Modification or suspension of University services (student recreation, library, etc.).
4. Modification or suspension of classes, research, and similar academic programs.
5. Stabilization, modification, or closure of residence halls.
6. Support and/or follow-up with ill individuals.
7. Suspension of University operations.
8. Maintenance of critical and/or essential functions.

CONCLUSION

PPU continues to monitor health and safety 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. Inquiries regarding these regulations and policies, or complaints of discrimination, should be referred to the vice president of human resources, phone number 412-392-3952. Inquiries regarding Title IX and the Title IX regulations should also be referred 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. The Title IX coordinator, Vanessa Love, may be reached at vlove@pointpark.edu, 412-392-3980 or 201 Wood Street, Student Center, Room 703, Pittsburgh, PA 15222.