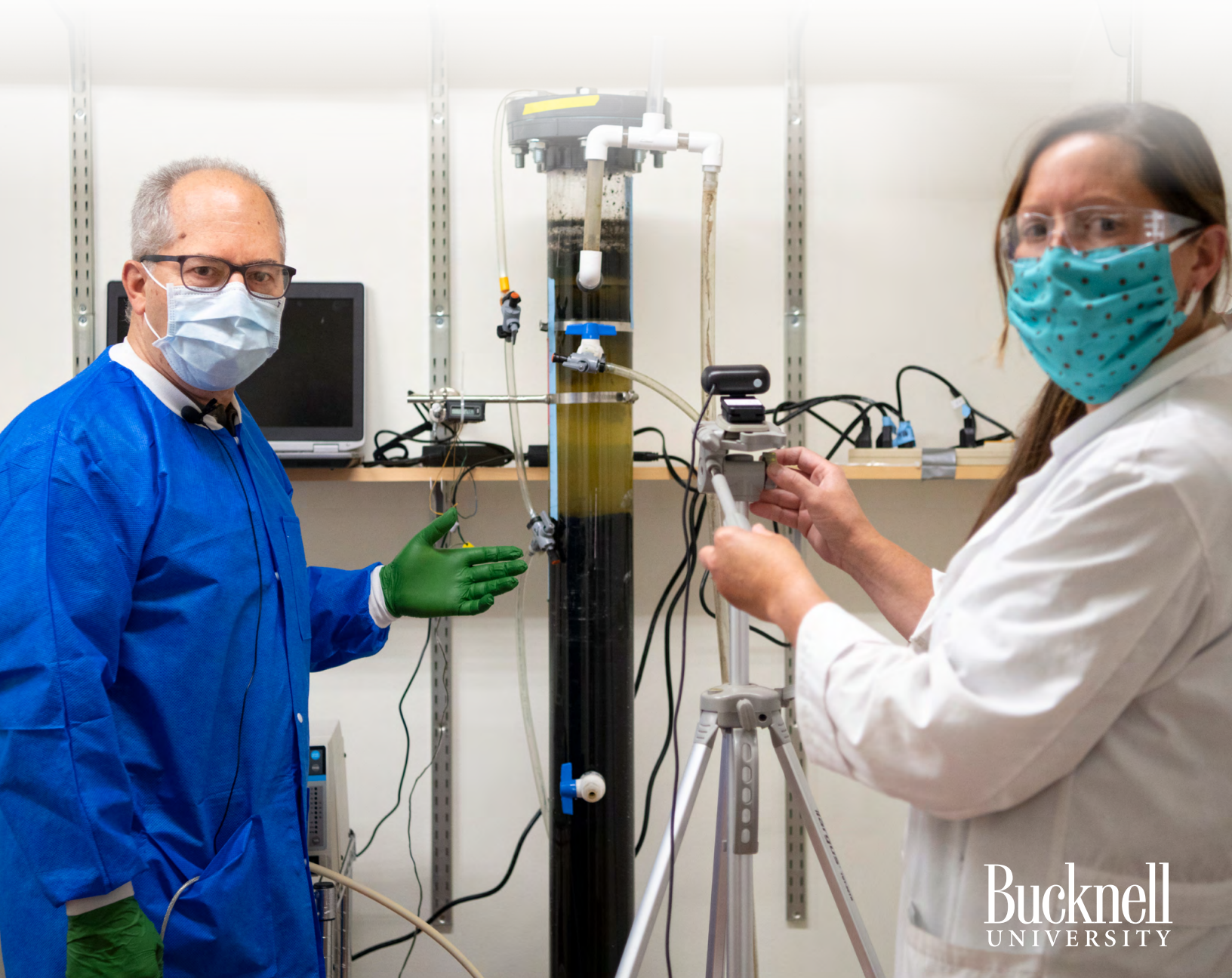


HEALTH & SAFETY PLAN

TO RESUME IN-PERSON INSTRUCTION DURING THE
PERIOD OF THE CORONAVIRUS PANDEMIC



COVID-19 POLICY 1.0

BUCKNELL HEALTH & SAFETY PLAN TO RESUME IN-PERSON INSTRUCTION DURING THE PERIOD OF THE CORONAVIRUS PANDEMIC

PURPOSE – In March 2020 Bucknell University took the unprecedented step of suspending its traditional model of residential instruction and switched all instruction to a fully remote model to mitigate risk to the health and safety of the University community due to the global COVID-19 pandemic. After thoughtful and careful planning, the University will return to its traditional model of residential instruction for the Fall 2020 semester and will continue offering the Bucknell academic program by remote access. In accordance with the requirements of the Commonwealth of Pennsylvania and consistent with Bucknell’s commitment to protecting the health and safety of our campus community during the period of a global pandemic, Bucknell has adopted a Health and Safety Plan to guide the University as it resumes in-person instruction, operations, services and activities on Aug. 17, 2020.

DEFINITIONS – Unless specifically defined in an individual COVID-19 policy, the following definitions apply for the purposes of all COVID-19 policies:

1. **“Bucknell Health and Safety Plan”** or **“Health and Safety Plan”** or **“the Plan”** is the plan required by the Pennsylvania Department of Education to mitigate the risk of COVID-19 during the period of in-person instruction and provide a healthy, safe and inclusive learning environment. The Health and Safety Plan is represented by a collection of adopted Policies and Procedures (Appendix A) and other supplemental materials (Appendix B).
2. **“Employee(s)”** is a collective reference to all individuals working on the Bucknell campus during Fall 2020, including faculty and staff. Unless specifically noted, “employees” does not include faculty and staff who will not work on the University campus during Fall 2020 but who will perform their work remotely during Fall 2020.
3. **“Student(s)”** is a collective reference to all enrolled Bucknell students who have elected to participate in in-person instruction during Bucknell’s period of hybrid instruction.
4. **“Campus community”** is a collective reference to all students and employees who will be working and learning on the University campus during Fall 2020.
5. **“COVID-19”** or **“coronavirus”** is a highly contagious illness that primarily attacks the respiratory system and can infect people of all ages. While there is presently no vaccine available, current science suggests that the University can take steps to reduce risks to members of the campus community including those strategies outlined in this Health and Safety Plan.
6. **“Bucknell Student Health”** refers to Bucknell’s on-campus health service that is led by the University medical director.

GUIDING PRINCIPLE – In adopting a plan to resume in-person instruction, Bucknell planning has been guided by the following key principles:

1. The health and safety of Bucknell students, staff and faculty and the surrounding communities.
2. The academic experience for all students.
3. An inclusive and equity-focused learning experience.
4. The recruitment and retention of students.
5. The financial well-being of the institution.
6. All relevant public health considerations.

Bucknell recognizes that the ability to remain in session with students in residence is dependent on all members of the campus community adhering to the health and safety measures established in the Plan. Social responsibility must be at the forefront of every action taken by the University in that regard.

Bucknell further recognizes the individual needs of all members of the campus community and the disparate impact of the coronavirus pandemic on specific communities, particularly Black students and employees. Bucknell also acknowledges that other historically marginalized communities are also experiencing unique challenges related to COVID-19. The Plan is consistent with Bucknell's commitment to maintaining an anti-racist campus that is welcoming and inclusive for all.

Finally, the Plan is informed by results of an Employee Return to Work Survey conducted in summer 2020 to gather the thoughts, ideas and perceptions of all employees about making the transition back to residential operations in Fall 2020.

HEALTH AND SAFETY PLAN – The Plan is established through the series of referenced policies and supplemental materials that address the strategies required by the Pennsylvania Department of Education in the “Preliminary Guidance for Resuming In-Person Instruction at Postsecondary Education Institutions and Adult Education Programs” in the following areas:

1. Strategies to safely resume in-person instruction.
2. Strategies to monitor health conditions in the campus community.
3. Strategies to mitigate and contain the spread of COVID-19 on campus.
4. Strategies to inform the Department of Health in the event of transmission of COVID-19 on campus.
5. Strategies to communicate accurate and timely information to students, faculty and staff and the communities served by Bucknell.
6. Strategies to coordinate with local public health officials.

Additionally, the Plan addresses the following public health and safety measures:

1. Practices related to hygiene, sanitation and face coverings on campus.
2. Practices related to social distancing interventions and modifications to campus facilities to create an environment conducive to healthy, safe and inclusive learning.
3. Plans to adjust attendance requirements, absentee policies and nonessential travel for students, individuals at high risk of COVID-19 and personnel.
4. Modification of course modalities, schedules and the academic calendar to adapt to changing transmission levels and community spread of the virus.

The Plan will be made available to students, faculty, staff and the public on the University's website prior to the first day of academic instruction in the Fall 2020 semester.

MONITORING CAMPUS HEALTH STATUS FOR STUDENTS DURING COVID-19 – Bucknell Student Health will routinely monitor the health status of the Bucknell student community, and in consultation with the Office of Communications, will provide regular aggregate information regarding student COVID-19 health to the campus community. The University medical director will be the primary point of contact for the University, along with the Union County Department of Health and other local health officials. Under the leadership of the University medical director, Bucknell will also:

1. Coordinate with local health officials to initiate contact tracing among members of the University community when students or employees report positive COVID-19 test results.
2. Coordinate plans with local emergency departments to accept ill patients who may require a higher level of care.
3. Develop a plan with the Department of Public Safety for students with respiratory symptoms who may require transportation to local emergency departments.
4. Provide oversight through telehealth services for students assigned to isolation and for those required to self-quarantine.
5. Continue to provide clinical health services for students in partnership with other local healthcare providers, with preliminary screening and triage for students by telephone or video prior to scheduling appointments. Student Health will also work in modified physical space to comply with social distancing, use personal protecting equipment including facemasks, and support touchless transactions. Student Health will also continue to monitor compliance with Student pre-arrival immunization requirements and will offer a rigorous influenza vaccine campaign in early fall as recommended by the CDC.

MONITORING STUDENT MENTAL HEALTH DURING COVID-19 – The Bucknell Counseling and Student Development Center will continue to provide mental health services during the period of stress and uncertainty caused by COVID-19, with services facilitated through telehealth and phone consultation to limit direct contact while continuing to provide services. Telehealth will be available to students accessing in-person as well as remote instruction.

SUPPORTING EMPLOYEE WELLNESS DURING COVID-19 – Human Resources will routinely provide support for employees who report positive results for COVID-19.

CAMPUS PERSONAL PROTECTIVE EQUIPMENT (“PPE”) – Procurement Services will coordinate with all campus partners to secure adequate PPE for use by the campus community. The University will provide an adequate supply of facemasks, face shields, hand sanitizer, hand soap and other protective barriers to the campus community. To the extent that specially modified PPE may be required to provide reasonable accommodations or to promote safety in specific situations, Procurement Services will partner with the appropriate campus partner to secure necessary PPE.

SAFELY MAINTAINING CAMPUS FACILITIES – University Facilities will engage in regular and routine cleaning and disinfecting of campus facilities with special attention to frequently touched surfaces and common areas, most particularly common areas and bathrooms. To support these efforts in maintaining a safe and clean campus:

1. Hand-sanitizing stations will be located at key areas within all campus buildings.
2. High-touch areas, surfaces and objects will be disinfected twice daily using EPA approved products.
3. Each residence hall and academic building will have an assigned custodian to focus specifically on cleaning high-touch areas. Classrooms will be disinfected daily. Residence hall rooms and office spaces that are vacated by students or employees who test positive for COVID-19 will not be cleaned or disinfected for 24 hours after the space is vacated.

4. Cleaning supplies will be available in communal spaces, including classrooms, residential bathrooms, recreation facilities and communal kitchens to encourage personal responsibility of students and employees to disinfect spaces between regular custodial cleaning. Course schedules will be adjusted to allow additional time between classes for individual cleaning.
5. Restrooms will be the focus of additional cleaning and disinfecting, and paper dispensers will replace hand dryers to eliminate airborne particles.
6. All facility ventilation systems will be evaluated. Where possible, guidance will be provided in individual classrooms regarding ventilation, and where appropriate, specific instructions will be provided regarding window ventilation.
7. To the extent possible, instructional planning and other student activities will consider use of outside spaces to hold classes or events.

COVID-19 EDUCATION FOR THE ENTIRE CAMPUS COMMUNITY – University Communications will partner with Bucknell Student Health, Human Resources, Environmental Health and Safety and Risk Management, Library and Instructional Technology and others to develop educational materials and other supplemental information to inform the campus community regarding:

1. Infection prevention and control measures expected on campus (hand hygiene, respiratory etiquette, social distancing, cleaning protocols and reporting protocols).
2. Signs and symptoms of COVID-19.
3. COVID-19 testing expectations and reporting obligations.
4. Campus health and safety resources.
5. Use of facemasks and social distancing.

CONTINUING CAMPUS OPERATIONS – All actions described in the Plan are expected to maintain a healthy and safe environment that will support ongoing in-person residential instruction through the Fall 2020 semester. Any change to remote instruction will be dictated by epidemiological guidelines and the health status of the campus community.



APPENDIX A

SUPPLEMENTAL POLICY

The Bucknell Health and Safety Plan includes the following operational policies, which are specifically incorporated into the plan by reference.

- Policy 1.1 Daily Health Monitoring and Other Practices to Prevent the Spread of COVID-19
- Policy 1.2 Use of Facemasks to Prevent the Spread of COVID-19
- Policy 1.3 Social Distancing to Prevent the Spread of COVID-19
- Policy 1.4 Limiting Density and the Size of Events and Gatherings
- Policy 1.5 Instructional Plans During the Period of the Coronavirus Pandemic
- Policy 1.6 Recording of University Courses and Activities
- Policy 1.7 COVID-19 Testing
- Policy 1.8 Contact Tracing to Prevent the Spread of COVID-19
- Policy 1.9 Containment to Prevent the Spread of COVID-19 by Isolation or Self-quarantine
- Policy 1.10 Remote Work
- Policy 1.11 Employment Accommodations for High-risk Staff During Coronavirus Global Pandemic
- Policy 1.12 Communication to Prevent the Spread of COVID-19

APPENDIX B

SUPPLEMENTAL MATERIALS

The Bucknell Health and Safety Plan is enhanced by the following operational documents, which are specifically incorporated into the plan by this reference.

1. Fall 2020 Student Guide to Campus Life (page 28)
2. Classroom Capacity, Setup and Cleaning Protocol (page 48)
3. Guiding Principles for Laboratory Instruction and Research (page 49)
4. Provost Memo to Faculty dated July 21, 2020 (page 50)
5. Employee Return to Work Survey – 2020 Report (page 54)

COVID-19 POLICY 1.1

DAILY HEALTH MONITORING AND OTHER PRACTICES TO PREVENT THE SPREAD OF COVID-19

PURPOSE – Bucknell has adopted the following policy regarding daily health monitoring and other practices to prevent the spread of COVID-19 within the Bucknell community.

DEFINITIONS – The following definitions apply for the purpose of interpreting this policy:

1. **“COVID-19 symptoms”** refers to the generally recognized physical symptoms that accompany COVID-19 and include:
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
2. **“Community Responsibility Agreement”** refers to a written commitment made by students to comply with University policies regarding social distancing, facemasks, respiratory etiquette, proper hand hygiene, reporting COVID-19 symptoms, complying with expectations regarding isolation and self-quarantine, and following COVID-19 directional signage at all times.
3. **“Residential student(s)”** refers to students residing in on-campus housing.

DAILY SYMPTOM CHECKING – Students must check and record their COVID-19 symptoms daily. Bucknell will provide a thermometer to all students before the start of the Fall 2020 semester and will also provide access to an online platform for students to record their COVID-19 symptoms. Employees are strongly encouraged to check their COVID-19 symptoms daily and to record their symptoms on the online Bucknell platform.

The University will maintain “My Herd,” a program of micro-communities to provide group accountability and health monitoring for all students. All students will be assigned to a “Herd” for peer support, informal oversight of COVID-19 symptom checking compliance, discussions about resources and campus wellness activities. Employees will be assigned as “Herd” leaders who will not have access to individual student COVID-19 symptom records but will be advised when student members of the Herd are not participating in regular COVID-19 symptom checking. Students who do not maintain daily COVID-19 symptom checks will be assigned for a welfare check by the Dean of Students Office.

Touchless thermometers will be available in offices that regularly host off-campus visitors (e.g. Admissions) to allow temperature checks for the limited number of visitors who will be permitted on campus.

RESPONDING TO COVID-19 SYMPTOMS – Members of the campus community who identify COVID-19 symptoms through their daily checks must take the following actions:

1. Individuals registering a temperature of 100.4 must not attend class, participate in University activities or come to campus for work.
2. Individuals experiencing fever, cough or shortness of breath must not attend class, participate in University activities or come to campus for work.
3. Individuals experiencing any symptoms identified in Section 1 or 2 must also:
 - a. For employees – immediately notify their supervisor and Human Resources, and contact their primary care provider for further instruction.
 - b. For students – immediately contact Student Health for further instruction.

STUDENT COMMUNITY RESPONSIBILITY AGREEMENTS – Students must commit to compliance with a Community Responsibility Agreement as a condition of participating in in-person instruction. No student will be permitted to be present on campus unless they have signed the Community Responsibility Agreement.

1. Residential students who pose a health or safety risk to any member of the campus community may be required to vacate campus housing at the request of the dean of students.
2. Residential students must comply with any University directive related to isolation or to self-quarantine. Failure to do so will be considered a violation of the Student Code of Conduct, and students may be subject to discipline up to and including expulsion.

LIMITED ACCESS ON CAMPUS – To limit the number of individuals on campus who have not been subject to the routine COVID-19 testing and COVID-19 symptom checking obligations of the campus community, access to campus will be limited as follows.

1. **Residence Halls:**
 - a. Absolutely no outside visitors are permitted anywhere in campus housing, including family members of enrolled students. Exception will be made for campus move-in day; however, move-in day procedures will be adapted to limit the number of guests assisting with move-in and to limit the collective number of people on campus during move-in.
 - b. Only residential students are permitted to enter a campus residence hall. Residential students may visit residence halls to which they are not assigned as a guest, but students will only have card swipe access to their own assigned residence hall.
2. **Campus Generally:**
 - a. Nonessential visitors are not permitted anywhere on campus with the exception of potential students considering admission to Bucknell and their families, and immediate family members of enrolled students and Bucknell employees.
 - b. External speakers will be welcomed on remote platforms or through webinars.

LIMITED OFF-CAMPUS TRAVEL BY THE CAMPUS COMMUNITY – To limit exposure to COVID-19 from areas beyond the campus community:

1. Student travel outside Lewisburg should be limited to cases of personal emergency.
2. Faculty and staff will only be approved for essential travel and are encouraged to minimize personal travel when possible.

LIMITING DIRECT INDIVIDUAL CONTACT – To the extent possible, students and employees should access University services by appointment or online. Online access to services will be specifically implemented for telehealth to the extent feasible. With the exception of meetings at which in-person contact is essential, all meetings of students and employees are expected to be conducted remotely. Any essential in-person meeting will be subject to the COVID-19 Facemask and Social Distancing Policies.

CLEANING AND SANITATION – To the extent possible, all members of the campus community should avoid sharing electronics, course materials and personal protective equipment. To facilitate cleaning, sanitation and safety from aerosol transmission of COVID-19:

1. Hand-sanitizing and hand-washing resources will be easily accessible and widely available across campus.
2. Physical clear barriers will be installed in offices and areas with customer service contact points.
3. Building ventilation systems will be monitored to assure proper operation and adequate circulation.
4. All members of the University community must meticulously adhere to public health practices, including: regular hand-washing and sanitizing; social distancing; proper coughing and sneezing etiquette; frequent disinfecting of common or high-traffic areas; symptom assessment; temperature checks; and face covering as described in education materials distributed through the Office of Communications.

ADAPTATION OF FACILITIES – To limit transmission of COVID-19 in University facilities:

1. All classroom doors will be adapted with door props to keep doors open during class changes and to limit direct contact.
2. Classroom seating will be configured to conform to social distancing requirements, including requirements for staggered seating and prohibiting seats directly across from each other at bench tables.

COMMUNICATION OF HEALTH PRACTICES AND STRATEGIES – The Office of Communications will coordinate with other campus offices to develop, implement and/or install signage, directional graphics, instructional videos and any other media or print messages to inform the campus community regarding health expectations and protocols with regard to COVID-19. Appropriate directional signage will be developed and installed in hallways and stairways, and notices of density limits will be installed as appropriate in classrooms and elevators.

COVID-19 POLICY 1.2

USE OF FACEMASKS TO PREVENT THE SPREAD OF COVID-19

PURPOSE – Bucknell has adopted the following policy regarding the use of facemasks to reduce the spread of COVID-19 (“Facemask Policy”) within the Bucknell community, and in accordance with guidance issued by the Commonwealth of Pennsylvania and the Centers for Disease Control.

DEFINITIONS – The following definitions apply for the purpose of interpreting this policy:

1. **“Social distance”** means no fewer than six feet of physical space between individuals.
2. **“Facemask”** means a cloth or nonmedical facemask that complies with Pennsylvania Department of Health Guidance. Facemasks may also include, scarves, bandanas or other face coverings that securely cover the nose and mouth.

POLICY –

1. All individuals on the University campus must wear a facemask to cover the nose and mouth at all times, even when social distance is maintained. Facemasks may be temporarily removed in the following circumstances:
 - a. When an employee is working in a personal office space, unshared by other colleagues. Facemask must still be worn when leaving a personal office or when meeting with other colleagues in a personal office.
 - b. When a facemask presents an identifiable risk of personal harm or safety, including risk to clear vision, as determined by an employee’s supervisor, a student’s instructional leader or other University official.
 - c. When a facemask will directly interfere with an instructional course in a way that cannot be otherwise mitigated (i.e. to play an instrument).
 - d. When a resident of a residence hall, campus apartment or Greek House is in their own assigned room or engaged in personal hygiene in a restroom. Facemasks must be worn in all common areas of campus residential spaces and when socializing outside of assigned residential spaces.
 - e. When an individual is outdoors and either: (i) maintaining a six-foot distance from all others; or (ii) exclusively in the presence of members of an individual’s household.
 - f. When eating or drinking. When masks are removed for these purposes, individuals must still maintain social distance.
 - g. When in a vehicle on campus, unless there are others in the vehicle who are not all members of one’s household, in which case a facemask must be worn.
 - h. Individuals may be asked to remove their facemask to verify their identify for security purposes; however, such exposure will only be done at a distance of six feet or more.
2. Individuals may request a reasonable accommodation regarding these facemask requirements to assure equitable access to their educational program or employment; however, presence on campus without a facemask, except as set forth above, is considered a direct threat to the health and safety of the entire campus community. Individual exemption from the facemask requirement is therefore not a reasonable accommodation for a documented medical condition. Individuals who are unable to use a facemask due to a documented medical condition are encouraged to contact either the Office of Accessibility Resources or Human Resources to discuss options that may be considered a reasonable accommodation.

3. The University will provide facemasks upon request.
4. Facemasks may not feature offensive signs, language or symbols. Full facemasks and costume masks are not permitted.
5. Instructional leaders retain authority to manage compliance with this policy in their classrooms. Following a directive from the instructional leaders, students who are unwilling to comply with this University Facemask Policy may be asked to leave the classroom, or they may be reported directly to the dean of students to consider a violation of the Student Code of Conduct. Instructional leaders also retain authority to end a class in which conditions are determined unsafe due to the presence of students without masks.



COVID-19 POLICY 1.3

SOCIAL DISTANCING TO PREVENT THE SPREAD OF COVID-19

PURPOSE – Bucknell has adopted the following policy regarding social distancing to reduce the spread of COVID-19 within the Bucknell community, and in accordance with guidance issued by the Commonwealth of Pennsylvania and the Centers for Disease Control.

DEFINITIONS – The following definitions apply for the purpose of interpreting this policy:

1. **“Social distance”** or **“social distancing”** means maintaining physical space of at least six feet from all other individuals on the University campus, unless the individuals are all members of a person’s household.

POLICY – All individuals on the University campus, including visitors, must maintain social distance to the greatest extent possible when living, working, visiting or engaged in any other activities on the University campus. This requirement applies to all academic spaces, office spaces and other work spaces; all recreational spaces, including locker rooms; all common areas in any University facility; any spaces reserved for dining; and any auditoriums, stadiums or grandstands.

1. Except in a situation recognized in the University Facemask Policy, all individuals on the University campus must comply with the University Facemask Policy even when maintaining social distance.

To facilitate social distancing requirements to the extent reasonably possible, the University will:

1. Modify campus facilities and interior furnishings to facilitate social distance in classrooms, labs, offices, libraries, dining and recreation spaces. Modifications will not limit access for individuals with disabilities.
2. Restrict the number of individuals who can access small spaces at one time, including but not limited to elevators and residence hall bathrooms.
3. Implement directional signage to limit close adjacent passing.
4. Modify schedules and practices to reduce density in classrooms and other academic spaces and work sites.
5. Limit events and gatherings to no more than 25 people, unless social distancing requirements limit density in a space to fewer individuals. Larger gatherings up to 250 people may be approved by the University provost.
6. Prohibit communal access to food, beverages or utensils at any location on campus.
7. Conduct meetings through video or teleconference calls, unless meeting in-person is necessary.
8. The Director of Campus Facilities and the Director of Risk Management will consult on the installation of physical barriers in locations where social distancing cannot be observed, including service counters.

COVID-19 POLICY 1.4

LIMITING DENSITY AND THE SIZE OF EVENTS AND GATHERINGS

PURPOSE – Bucknell has adopted the following limits on density in closed spaces and on the size of events and gatherings to reduce the spread of COVID-19 within the Bucknell community, and in accordance with guidance issued by the Commonwealth of Pennsylvania and the Centers for Disease Control.

DEFINITIONS – For the purposes of interpreting this policy, the following definitions apply:

1. **“Events and gatherings”** refers to a temporary grouping of individuals for defined purposes that takes place over a limited time frame, such as hours or days. “Events and gatherings” does not include class meetings or other curricular gatherings.

LIMITATIONS ON THE SIZE OF EVENTS AND GATHERINGS – In accordance with the requirements of the Commonwealth of Pennsylvania, Bucknell will limit gatherings as follows:

1. **Events and Gatherings Indoors** – All indoor events and gatherings are limited to 25 people.
2. **Events and Gatherings Outside** – All outdoor events and gatherings are limited to 250 people.

LIMITS ON DENSITY IN CLASSROOMS AND SHARED OFFICE SPACES – The Director of Facilities and the Director of Risk Management will evaluate all classroom and work spaces in University facilities to determine the number of individuals who can be within a confined space while maintaining social distance as defined in the University Social Distancing Policy.

1. Density in classroom and other academic spaces will be determined in consultation with the Office of the Provost.
 - a. While class meetings assigned to a space may exceed 25 people, classrooms are not exempt from the requirement to accommodate adequate social distancing.
2. Density in shared workspaces will be evaluated in consultation with supervisors. All workspaces must accommodate the University Social Distancing Policy.

LIMITS ON DENSITY IN RESIDENTIAL HOUSING – All students living in traditional housing will be assigned to either single or double occupancy rooms to reduce the density in student housing. No changes will be made to suite and apartment-style housing.

LIMITS ON DENSITY IN ALL OTHER UNIVERSITY FACILITIES – To the extent possible, stairways and exterior doors will be limited to one direction (up or down, in or out).

EVENTS MANAGEMENT – In view of the increased need for campus space due to accommodation of density and gathering limits, in scheduling campus events, priority for available space will first be assigned to meet the academic needs of the University.

COVID-19 POLICY 1.5

INSTRUCTIONAL PLANS DURING THE PERIOD OF THE CORONAVIRUS PANDEMIC

PURPOSE – Bucknell will modify its instructional plans for the Fall 2020 semester as a strategy to adapt to changing transmission levels of COVID-19 and to limit community spread of the disease. This policy reflects plans for the delivery of instruction as a hybrid model of in-person and remote instruction. Decisions related to instruction are guided by Bucknell’s commitment to equity and inclusion on campus.

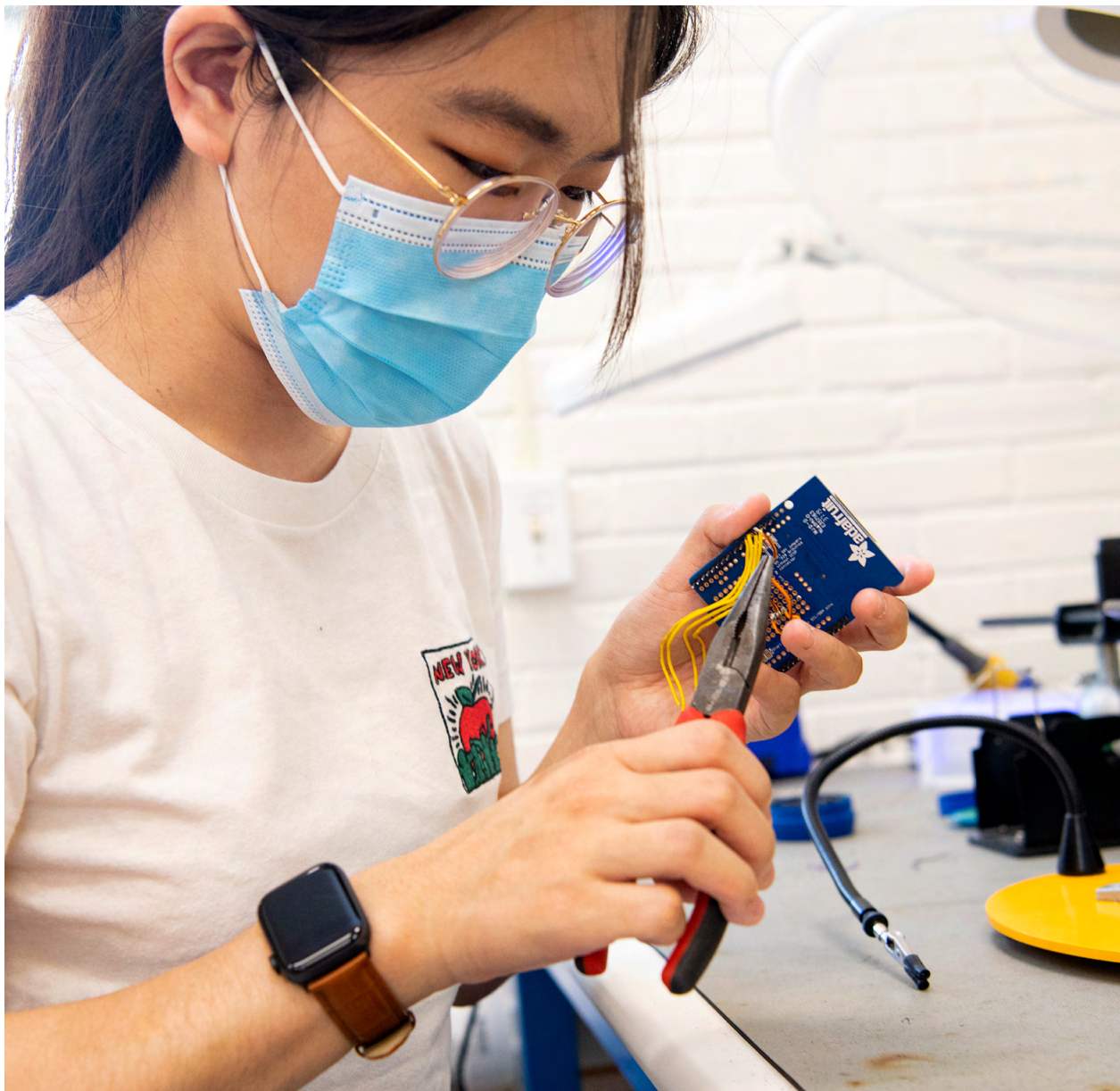
DEFINITIONS – The following definitions apply for purposes of interpreting this policy:

1. **“Remote instruction”** refers to teaching that occurs outside the physical classroom, when instructors are separated from students by distance. Remote instruction may be synchronous, where students watch the instructor deliver their lectures live, or asynchronous, where students watch recordings of instruction at a later point in time.
2. **“In-person instruction”** refers to instruction in the classroom with students and instructors in attendance.

POLICY – Bucknell will modify its traditional model of instruction in the following ways to mitigate and manage risks that are present during the COVID-19 pandemic:

1. **Academic Calendar** – Bucknell will establish an academic calendar that avoids breaks in instruction, including breaks for holidays, in order to limit opportunities for the exposure of students, faculty and staff to COVID-19.
2. **Academic Schedule** – In recognition of University policy related to social distance and gathering sizes, the University registrar and Office of the Provost will develop a course schedule that will accommodate academic course offerings within the constraints of available facilities.
 - a. Course time schedules will be staggered to reduce congestion in academic buildings during class changes and also to provide longer time for cleaning classrooms between classes.
3. **Course Modalities** – To protect the health and safety of students and faculty, Bucknell will provide for a hybrid model of instruction that will provide opportunities to enroll in courses either in-person on the Bucknell campus or remotely through an online platform. The University provost will coordinate with the University faculty to offer most Fall 2020 courses both in-person and through a remote platform.
 - a. The option to enroll in courses remotely will be offered to students who may encounter travel restrictions that will prevent their return to campus, and to those who have health or other personal reasons that will prevent enrollment in classes for in-person instruction. Students who elect to access all courses remotely must notify the University in accordance with time frames to be established by the University provost. Students who elect remote learning may not reside on campus or visit campus at any time during the semester.
 - b. Students will be notified of courses that will only be offered through a remote platform prior to Aug. 1.
 - c. Course design will focus on providing a productive learning experience for all students no matter what their circumstances, with a focus on meeting the following goals for students who will access courses remotely:
 1. All assignments can be completed and all points earned for the class without penalty.
 - ii. Regular interaction with the instructor.
 - iii. Regular interaction among classmates.
 - iv. Feeling like a valued and engaged member of the class community.

4. **Attendance** – Student attendance will be considered by evaluating student engagement with course material without rewarding attendance or penalizing absence in real time.
5. **Participation** – Student participation will be recognized in many forms and not preferred in any particular manifestation. Students will not be penalized for remote participation in course-related activities.
6. **Access to Course Content and Assessments** – Course lessons, activities, quizzes, tests, exams, presentations, labs, practicals, performances, etc., will be available to all students regardless of their ability to attend classes in-person or their presence on campus.



COVID-19 POLICY 1.6

RECORDING OF UNIVERSITY COURSES AND ACTIVITIES

PURPOSE – As a strategy to mitigate the risk to health and safety during the coronavirus pandemic, the University will facilitate group engagement — including class meetings, student activities meetings, faculty and staff meetings, and other activities that might typically occur in an in-person environment — on a web-based video conferencing tool, Zoom. Zoom will facilitate the remote delivery of traditional Bucknell courses in a hybrid period of instruction. Zoom may also be used by student groups to facilitate student programming, including Greek rush events, lectures and other performances.

DEFINITIONS – The following definitions apply for purposes of interpreting these guidelines:

1. **“Education records”** applies the definition in the Family Education Rights and Privacy Act (FERPA) and means a record maintained by the University that directly relates to a student. An “education record” includes any Zoom recording of a class meeting where a student can be identified, including recordings of students asking questions, making presentations or leading a class discussion. “Education record” does not apply to Zoom recordings that only capture the voice and image of the instructor.
2. **“Zoom”** refers to a cloud-based video communications app that allows for virtual video and audio conferencing, webinars, live chats, screen sharing and other collaborative capabilities. The University maintains a license to allow authenticated users to access Zoom subject to certain terms and conditions.
3. **“Meeting host”** refers to the person who has scheduled a meeting or who is specifically designated as a Zoom meeting host. The meeting host has control over all functions and features in a Zoom meeting. For academic purposes, a course instructor would typically be the meeting host.
4. **“Meeting participants”** refers to the individuals who are attending a Zoom meeting. For purposes of course instruction, meeting participants are typically enrolled students.

CONSENT REQUIRED TO RECORD ZOOM SESSIONS – Zoom sessions, including class meetings, may only be recorded on the Zoom platform by the meeting host. Recording of a Zoom session by any meeting participant (other than the meeting host) is prohibited. Any individual who records a Zoom session without consent of all meeting participants may be subject to punishment of a third-degree felony for violation of the Pennsylvania Wiretap Law.

1. If a meeting participant, including a student enrolled in a class, is unwilling to consent to being recorded as part of a Zoom session, the meeting host must offer a reasonably equivalent experience, which may include viewing the recorded Zoom session after it has ended.
2. Consent to participate in a recorded Zoom session is recorded as follows:
 - a. **Integrated Zoom Message** – When a meeting host activates a Zoom session recording, meeting participants receive an automatic message notifying them that the Zoom meeting is being recorded, and that by entering and continuing to the Zoom meeting, the meeting participants consent to being recorded.
 - b. **Oral Notification** – Meeting hosts inform meeting participants when a Zoom meeting is being recorded at the start of the Zoom meeting. Meeting participants should be informed that if they are unwilling to consent to being recorded, they should exit the meeting and make arrangements to access the course content in an alternative way. Notice should also be provided that recording of the meeting by any other participant is prohibited.
 - c. **Written Notification on Course Syllabus** – For Zoom meetings in an academic course, students should be notified via the class syllabus that they may be recorded during the class session. The following syllabus statement is suggested if an instructor intends to record a Zoom class meeting:
This class may be recorded on the Zoom platform for purposes of making it available to other students who are enrolled in the class and who will be accessing the class remotely. The recording will be maintained confidentially and will only be accessible to other students enrolled in this class. Prior to

entering the Zoom class session, you will receive notice that your consent will be required to attend the recorded class session. Students who consent to participate will have the opportunity to modify the session's settings by turning off the microphone, turning off the video, etc. Students who choose not to participate in the recorded session may exit the session and notify me of that decision. Students who are unwilling to consent to participate in the recorded session may access the recorded class after the recording is finished.

ZOOM RECORDINGS AS AN EDUCATION RECORD – Zoom recordings that are maintained by the University and that document personally identifiable student information are “education records” as defined by the Family Education Rights and Privacy Act (FERPA), and must be maintained confidentially and disclosed only in accordance with the authority provided by FERPA. Any Zoom recording facilitated by the license provided by the University is considered an “education record” as described herein, regardless of whether the recording was created under the direction of the University.

1. Recorded Zoom sessions that do not include any personally identifiable student information are not “education records.” In the academic setting, a course session recorded on Zoom will not be an “education record” if the recording does not include students.
2. Recorded Zoom sessions that feature students in any way that enables the identification of individual students are “education records” for the featured students and may only be disclosed in accordance with the requirements of FERPA. Any Zoom recording that pictures a student asking a question or making a presentation, for example, would be an “education record” for the pictured student. Portions of recorded Zoom sessions that do not feature students would not be subject to FERPA.
 - a. A captured screen of a recorded Zoom session picturing students would be considered an “education record” for the identified students (to the same extent that a class roster is considered an “education record”).
3. Recorded Zoom classes that qualify as “education records” may legally be disclosed in accordance with FERPA with other students enrolled in the class at any time, or with other school officials with a legitimate educational interest in the “education record.”
4. Recorded Zoom classes that qualify as “education records” may not be legally disclosed to other classes, publicly posted online or on social media, or shared with any other institution without the specific written consent of any identifiable student. Students may be asked to provide signed consent at the start of the semester to permit disclosure for any recording taken at any time during the semester.
5. Access to Zoom session recordings that fall within the definition of an “education record” is limited only to school officials with a legitimate educational interest as defined in the University FERPA Policy.
 - a. The University will not access Zoom session recordings to evaluate instructor performance.
6. Zoom session recordings that fall within the definition of an “education record” must be retained in accordance with the University Records Retention Policy.

RECORDINGS AS INTELLECTUAL PROPERTY – In large measure, legal issues related to copyright ownership are not adjusted for traditional classes that are made available by remote instruction.

1. **Faculty** – Consistent with Bucknell Intellectual Property Policies and Procedures “each faculty member is the copyright holder of ‘works created independently under the faculty member’s own initiative for traditional academic purposes.’ Such works include syllabi, course notes, books and articles, courseware, other forms of writing, software developed for research purposes and works of art.”
2. **Students** – In accordance with Federal Copyright law, when a student creates an original and creative assignment, project, paper, thesis or presentation that is recorded on Zoom, the student technically holds copyright for that work automatically, without any need to register the work to obtain the copyright.

COVID-19 POLICY 1.7

COVID-19 TESTING

PURPOSE – Bucknell is committed to mitigating the risk of contracting COVID-19 for students, staff and faculty. Through testing of students and employees prior to the start of the Fall 2020 semester combined with testing of students, faculty and staff during the semester, Bucknell seeks to limit the incidence and spread of COVID-19.

DEFINITIONS – The following definitions apply for purposes of interpreting this policy:

1. **“COVID-19 test”** refers to a highly sensitive and specific medical test to detect the presence of the COVID-19 virus.

COVID-19 TESTING POLICY – The University medical director will establish procedures and facilitate a testing protocol that meets the following University objectives, and that will not result in direct patient charges for either students or employees:

1. **Students:**

- a. Except as otherwise authorized by the University medical director, all Bucknell students must submit results of two negative tests for the presence of COVID-19, administered prior to a student’s arrival on campus.
 - i. Students will not be permitted to enter any University residence hall or building, or participate in any University activity (including classes) until evidence of two negative test results is submitted as required by the medical director. The medical director may authorize exception to this requirement in special circumstances, and in such cases, a student must comply with directions provided by the University medical director to mitigate the risk to the campus community. Directions may include an order for a student to self-quarantine for an established period of time.
 - ii. Students who do not produce negative test results for both pre-arrival COVID-19 tests should not return to campus until they are able to produce medical clearance from the personal care physician.
- b. All Bucknell students will be sequentially tested for COVID-19 periodically throughout the Fall 2020 semester according to a schedule to be determined by the University medical director based on the health status of the campus population to determine disease prevalence.
 - i. Students who fail to comply with the COVID-19 testing schedule established by the medical director violate University policy and students may be suspended or immediately removed from campus for failure to comply.
- c. All COVID-19 test results will be reported confidentially to the student. Students will be expected to authorize release of their COVID-19 test results to the University to enable Student Health to monitor individual student health and the overall health of the campus community. Individual COVID-19 test results will be maintained confidentially by Student Health and will not be disclosed to any person other than the tested student, except that the University medical director will report all positive COVID-19 test results to the appropriate health officials in accordance with state law and regulations.
- d. Student initial check-in procedures will include a general medical screening with a temperature check. Students who present with COVID-19 symptoms will either be administered a COVID-19 test on site or transported to a local health care provider for testing. Students presenting with symptoms on day of check-in will not be permitted to move into their residence hall.

2. **Employees:**

- a. The University will require COVID-19 testing for all University employees. An initial test for all employees will be administered prior to the return of students for the Fall 2020 semester.

- b. Human Resources will coordinate with the University medical director and employee supervisors to identify additional employee testing expectations throughout the Fall 2020 semester based upon the employee's level of contact with others on campus. Employee contact levels will be determined by Human Resources in collaboration with supervisors based on employee position descriptions and the level of contact with others on campus. Human Resources will notify employees in advance of the Fall 2020 semester. Employees who believe that their level of contact is not properly identified may seek reconsideration by contacting Human Resources. Contact categories and frequency of testing are:
 - i. **High Contact** – asked to take advantage of available COVID-19 testing every two weeks.
 - ii. **Moderate Contact** – asked to take advantage of available COVID-19 testing one additional time mid-semester.
 - iii. **Low Contact** – asked to participate in the initial testing to establish a healthy baseline to begin the Fall 2020 semester.
 - iv. Employees with self-identified high risk factors for contracting COVID-19 who do not fall into the High Contact category may also be tested every two weeks with approval of Human Resources.
3. **COVID-19 Testing Sites** – Bucknell will designate adequate space on campus to facilitate student and employee on-campus COVID-19 testing. The testing site will be adequate to meet University social distance and density requirements. The testing process for both students and employees will include a medical screening with a temperature check and a general list of questions related to COVID-19.
4. **Refusal to Test** – COVID-19 testing is required for all students and employees who will be on campus in Fall 2020. Any member of the campus community who is unwilling to be tested may request a waiver from the medical director (students) or Human Resources (employees). Individuals who are granted a waiver may be required to participate in remote instruction or remote work for the Fall 2020 semester.

RESPONSE TO POSITIVE COVID-19 TEST RESULTS

1. **Students:**
 - a. Upon notice of a positive test result for COVID-19, a student must report immediately, or as soon as possible to Student Health for further direction regarding plans for isolation and contact tracing. The student should not return to their residence, attend class or otherwise interact with any member of their University community.
 - b. Student Health will notify the dean of students to establish ongoing services for the student.
2. **Employees:**
 - a. All COVID-19 test results will be reported confidentially by the contracted COVID-19 testing laboratory to the employee. The contracted COVID-19 testing laboratory will also contact the appropriate department of health to report any positive test results.
 - b. Employees who return a positive test result for COVID-19 are expected to:
 - i. Self-isolate until appropriate medical clearance authorizes the employees to return to work. Unless otherwise advised by a medical professional, employees must remain in self-isolation until fever-free for three days without fever reducer with improvement in COVID-19 symptoms, and at least 10 days from the onset of COVID-19 symptoms.
 - ii. Contact Human Resources to request appropriate workplace assistance, including but not limited to absence management, remote work consideration, reasonable accommodations and requirements for returning to work.
 - c. Employees who return a positive test result for COVID-19 will be contacted by the Department of Health to begin the process of contact tracing.

COVID-19 POLICY 1.8

CONTACT TRACING TO PREVENT THE SPREAD OF COVID-19

PURPOSE – Bucknell has adopted the following policy regarding contact tracing to slow the transmission of COVID-19 within the Bucknell community, and in accordance with guidance issued by the Commonwealth of Pennsylvania and the Centers for Disease Control.

DEFINITIONS – For the purposes of this policy, the following definitions apply:

1. **“Contact tracing”** refers to the process of identifying, notifying and monitoring anyone who comes in close contact with an individual who has tested positive for COVID-19 while they were infectious (two days before onset of symptoms until the end of the person’s isolation period).
2. **“Close contact”** refers to an individual who was within six feet of an infected individual for at least 15 minutes during the period when the individual was considered to be infectious.
3. **“Contact Tracer”** refers to agents of the Department of Health who have been retained to carry out the contact tracing process and to contact close contacts of individuals who have tested positive for COVID-19.

UNIVERSITY CONTACT TRACING TEAM – The University will establish a team of contact tracers who will be specifically trained to conduct contact tracing investigations within the campus community to help slow and prevent the spread of COVID-19 once a positive case is identified on campus. Contact tracers will have specific training regarding confidentiality.

1. Except in the most extraordinary cases, investigations must be conducted remotely and in-person communication with close contacts should only be engaged after all efforts at remote contact have been exhausted.

CONTACT TRACING INVESTIGATION – The University Contact Tracing Team will initiate a contact tracing investigation as soon as possible upon receiving notice through either Student Health (students) or Human Resources (employees) that a member of the campus community has tested positive for COVID-19.

1. An assigned University contact tracer will contact the individual who has tested positive for COVID-19 to identify anyone the individual has had close contact with during the period the individual testing positive was considered to be potentially infectious.
 - a. Information collected during the interview process will be confidential.
 - b. Refusal of failure to cooperate in a contact tracing investigation may be considered grounds for appropriate student or employee discipline.
2. The University may deploy technologies to support and enhance contact tracing, and such information will be made available to supplement contact tracing interviews.
 - a. Any technology deployed to aid in contact tracing will assure that tracing data is accessed only for the purpose of notifying close contacts and for no other purposes.
 - b. Any data collected to aid in notification of close contacts will be maintained in strict confidence and will only be accessed and released in accordance with law.

NOTICE TO CLOSE CONTACTS – As soon as possible after the close contact investigation is completed, the contact tracer will notify all identified close contacts with a direction for the close contacts to immediately self-quarantine for 14 days.

1. The identity or any other identifying information for the individual who has tested positive for COVID-19 will not be revealed, alluded to or confirmed by the contact tracer, even if specifically requested by the close contact.

2. Notice to close contacts will be confidential.
3. The individual who tested positive for COVID-19 may be permitted to contact a close contact prior to the contact tracer, but this contact will not be considered a substitution for contact by the University contact tracer.
4. Refusal or failure to cooperate in a contact tracing investigation may be considered grounds for appropriate student or employee discipline.

NOTICE TO BEGIN SERVICES – Contact tracers will notify the dean of students regarding any student who has been directed to self-quarantine so that services in support of self-quarantine can be initiated. Contact tracers will notify Human Resources regarding any employee who has been directed to self-quarantine.

AUTHORITY OF UNIVERSITY CONTACT TRACERS – Contact tracing as described in this policy is considered a supplement to the contact tracing responsibilities of the State of Pennsylvania and is not a replacement for the State's process. Individuals who are contacted through the State contact tracing process must also cooperate with any State contact tracing investigation.

1. University contact tracers will notify only close contacts who are members of the University community. Notice to any close contact who is not a member of the University community should be expected through the State contact tracing process.

COVID-19 POLICY 1.9

CONTAINMENT TO PREVENT THE SPREAD OF COVID-19 BY ISOLATION OR SELF-QUARANTINE

PURPOSE – Bucknell has adopted the following policy regarding containment to reduce the spread of COVID-19 within the Bucknell community, and in accordance with guidance issued by the Commonwealth of Pennsylvania and the Centers for Disease Control.

DEFINITIONS – The following definitions apply for purposes of interpreting this policy:

1. **“Isolation”** means the separation of a student or group of students who are known or who are reasonably believed to have been infected with COVID-19 from those who are not infected to prevent the spread of COVID-19.
2. **“Quarantine”** means the separation of a student or group of students reasonably believed to have been exposed to COVID-19 but who are not yet symptomatic from others who have not been exposed to prevent the possible spread of COVID-19.

RESIDENTIAL SPACE FOR STUDENT ISOLATION – The University will identify a residential facility prior to the start of the Fall 2020 semester that will provide rooms reserved exclusively to house students assigned to isolation by the University medical director.

1. The facility will be reasonably accessible to campus to facilitate delivery of meals and any other University services.
2. Rooms in the facility will be stocked with thermometers, sanitizing wipes, tissues, soap, hand sanitizer and toiletries.
3. Residential spaces will be cleaned and maintained in accordance with protocols developed in cooperation with the Director of Facilities. No staff will be required to enter a previously occupied room less than 24 hours after the room is vacated, and all cleaning must be conducted using the appropriate personal protective equipment and cleaning products.
4. Protocols will prohibit entry into student rooms by any staff except in the case of an emergency or with the specific approval of the University medical director.

STUDENT ISOLATION – The University medical director will immediately assign any student receiving notice of a positive result for COVID-19 to isolation. Bucknell will make arrangements with Public Safety to transport the student as soon as possible to the residential facility reserved for student isolation, or students may return home or to a permanent place of residence if accompanied by a family member or friend. Students assigned to isolation may not be permitted to return to their assigned residence hall, and arrangements will be made through the dean of students office to gather personal items.

1. The University medical director will notify the dean of students when a student is assigned to isolation.
2. The University medical director will monitor isolated students on a daily basis (temperature checks and symptom screenings via telehealth) and will determine the need for transfer of any students off-site for further clinical evaluation.
3. The dean of students will coordinate the following services for all students in the isolation facility:
 - a. The delivery of three meals each day.
 - b. Counseling services and/or service from the Office of Spiritual Life.
 - c. Delivery of supplies to assist students with personal needs, including delivery of medication, toiletries and facemasks.

4. Students in isolation will engage in remote learning as they are able during the period of recovery.
5. Students assigned to the isolation facility will remain subject to the obligations, responsibilities and conduct expectations established in the Residential Housing Agreement and the Code of Student Conduct.
6. Students assigned to the isolation facility are expected to remain in their individual rooms and will not be permitted to have visitors.
7. Students may only be released from the isolation facility with approval of the medical director upon confirmation that the student has been fever-free for three days without fever reducer, the student has experienced improvement in COVID-19 symptoms, and the student is at least 10 days removed from the onset of symptoms. Asymptomatic students may be released from isolation 10 days from the date of a positive COVID-19 test if they remain asymptomatic.

STUDENT SELF-QUARANTINE – Students must self-quarantine in their assigned residence hall rooms or off campus if:

1. They are informed by the Department of Health or a University official that they have been identified as a close contact with someone who has tested positive for COVID-19.
2. They are experiencing symptoms consistent with COVID-19 but have not received a positive COVID-19 test result.

Students in self-quarantine must continue to monitor their COVID-19 symptoms daily and are expected to remain in self-quarantine for no less than 14 days to determine whether they develop symptoms of COVID-19. Students who develop COVID-19 symptoms while in self-quarantine will be tested for COVID-19 and will be moved to isolation based on a positive COVID-19 test result.

Students in self-quarantine must notify their associate academic dean to inform faculty that they will be studying remotely for the next 14 days.

The dean of students and all instructors to report their absence and also to request delivery of in-room meal service.

Students in self-quarantine may not leave their assigned rooms except to use the restroom and they may not entertain guests. Roommates of students in self-quarantine must contact the dean of students to discuss an alternate room assignment or to evaluate the need for self-quarantine together.

EMPLOYEE SELF-QUARANTINE – Employees must self-quarantine at their home residence or elsewhere away from campus if the employee is notified of a close contact with an individual who tested positive for COVID-19, or if they begin to experience symptoms of COVID-19. Employees in self-quarantine must not report to work for 14 calendar days. Employees should continue to perform their work remotely unless COVID-19 symptoms prevent continued work.

COVID-19 POLICY 1.10

REMOTE WORK TO MITIGATE RISK OF COVID-19

PURPOSE – As a strategy to limit the transmission of COVID-19, employees may be authorized to work at alternate work locations for all or part of their workweek.

DEFINITIONS – The following definitions apply for purposes of interpreting these guidelines:

1. **“Remote work”** or **“working remotely”** is a work arrangement authorizing an employee to perform usual job duties in an alternate location, most commonly the home of the employee.

POLICY – As the University returns to in-person instruction for Fall 2020, the Pennsylvania Department of Health continues to encourage remote work assignments for employees whenever possible.

1. Supervisors will consult with Human Resources to identify positions that are appropriate for remote work and those for which remote work is not feasible due to the nature of the job duties, need for direct contact with students, duties that require certain equipment or tools that cannot be accessed elsewhere, or duties that require physical presence in campus facilities or on campus grounds. Remote work may also be considered on a case-by-case basis as a reasonable accommodation in accordance with University policy.
2. Employees approved for remote work are expected to perform essentially the same work that would be performed on campus, subject to the same expectations and other agreed terms. An employee's classification, compensation and benefits, including leave accrual, will not be adjusted for remote work. The amount of time an employee is expected to work remains unchanged, and an employee working remotely must be available during scheduled work hours by phone, email or other method of communication. Employees approved to work remotely are expected to:
 - a. Take appropriate steps to ensure that they maintain contact with their team and constituents.
 - b. Forward office phone or otherwise provide a phone number where they can be reached.
 - c. Check email periodically throughout the day.
3. Approval to work remotely should be documented by the approved employee's supervisor.
4. Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) must still record all hours worked according to University procedures. Hours worked in excess of the regular work schedule must be preapproved by a supervisor.
5. Security and confidentiality must be maintained at a remote work location at the same level as the regular work site. An employee working remotely must ensure that non-employees do not access University data.
6. The University assumes no responsibility for injuries occurring in the employee's remote work site outside of agreed work hours, or for injuries that occur during work hours but do not arise out of the course and scope of employment. The University also assumes no liability for damage to the employee's real or personal property resulting from participation in remote work. Employees agree to practice the same safety habits they would follow on campus and to maintain safe conditions at the remote work site.

COVID-19 POLICY 1.11

EMPLOYMENT ACCOMMODATIONS FOR HIGH-RISK STAFF DURING THE CORONAVIRUS GLOBAL PANDEMIC

PURPOSE – As part of Bucknell’s response to the health and safety risks presented by the coronavirus, the University is committed to supporting staff who are at a higher risk of severe illness from the coronavirus as determined by the Centers for Disease Control (CDC), and staff who reside in a household with or provide direct care to another person who presents a higher risk of severe infection from the coronavirus.

Bucknell will provide reasonable accommodations to assist staff if: (1) the employee is at a higher risk of severe illness from the coronavirus; or (2) the employee resides in a household with an individual who is at a higher risk of severe illness from the coronavirus; or (3) the employee provides direct care to another person who presents a higher risk of severe infection from the coronavirus.

SCOPE – This policy applies to all University staff who may be referred to throughout this policy as “staff” or “employee.”

OBJECTIVE – In view of the heightened risk to health and safety presented by the coronavirus, this policy stands as a supplement to the University Disability Accommodation Policy for Staff and Faculty, which specifically outlines Bucknell’s obligations and University employees’ rights and responsibilities in accordance with state and federal laws and regulations, including the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Qualified individuals with a disability who expect to require a reasonable accommodation beyond the Fall 2020 academic semester should pursue the interactive process for such approvals as set forth in the Disability Accommodations Policy for Staff and Faculty.

The application of this policy is limited to the Fall 2020 academic semester, and the University’s exercise of discretion to expand the category of individuals to whom reasonable accommodations may be extended should in no way be considered an expansion of the University’s legal obligations as otherwise established in federal law.

GENERAL POLICY –

1. Guidance issued by the Centers for Disease Control indicates that individuals 65 years of age or older and individuals of any age with the following underlying medical conditions present a higher risk for severe illness from the coronavirus:
 - a. Chronic lung disease or moderate to severe asthma.
 - b. A serious heart condition.
 - c. A condition causing the employee to be immunocompromised, including but not limited to cancer treatments, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune-weakening medications.
 - d. Severe obesity as determined by a body mass index of 40 or higher.
 - e. Chronic kidney disease requiring dialysis.
 - f. Liver disease.

2. University staff who meet any one of the following criteria may request a reasonable accommodation by submitting appropriate documentation:
 - a. The employee is at a higher risk for severe infection from the coronavirus based on the criteria or medical conditions set forth in guidance issued by the Centers for Disease Control.
 - b. The employee regularly resides in a housing unit with another individual or a family member who is at a higher risk for severe infection from the coronavirus based on the criteria or medical conditions set forth in guidance issued by the Centers for Disease Control.
 - c. The employee is relied upon as the primary care provider for another individual or family member who is at a higher risk for severe infection from the coronavirus based on the criteria or medical conditions set forth in guidance issued by the Centers for Disease Control.
3. Requests for reasonable accommodation must be submitted to Human Resources and must be accompanied by verified medical documentation of the employee's underlying medical condition, or a verification of an underlying condition of a member of the employee's household or individual under the employee's regular direct care.
4. Upon verifying eligibility for reasonable accommodation in accordance with this policy, the University will:
 - a. Provide options for alternative work assignments, such as remote instruction, telework, alternative work locations, reassignment or appropriate social distancing measures to mitigate risk.
 - b. Where alternative work assignments are not possible, employees may elect from the following options in accordance with University policies:
 - i. Non Exempt Staff may use accrued vacation, floating holiday or sick time, or take unpaid time.
 - ii. Exempt Staff may use accrued vacation or floating holiday, or take unpaid time.
5. Reasonable accommodations approved by the Department of Human Resources in accordance with this policy shall extend to the Fall 2020 semester, unless otherwise extended by approval of the University president.
 - a. Notice of an approved reasonable accommodation shall be provided to the University staff direct supervisor or academic dean without any specific information relative to the underlying basis for the accommodation.
6. Decisions of the Department of Human Resources regarding a reasonable accommodation are final and shall not be subject to review or appeal to any other University official.
7. All documentation submitted in support of a reasonable accommodation in accordance with this policy shall be maintained confidentially and shall not be included in the regular personnel file of the individual employee.

COVID-19 POLICY 1.12

COMMUNICATION TO PREVENT THE SPREAD OF COVID-19

PURPOSE – Bucknell has adopted the following policy regarding communication to reduce the spread of COVID-19 within the Bucknell community, and in accordance with guidance issued by the Commonwealth of Pennsylvania and the Centers for Disease Control.

GENERAL COMMUNICATION TO THE UNIVERSITY COMMUNITY – The Office of University Communications will regularly disseminate information to the University community regarding:

1. Best practices to prevent transmission of COVID-19, including remaining at home when sick, appropriately covering coughs and sneezes, cleaning frequently touched surfaces and washing hands often.
2. Actions required to be taken by individuals who are symptomatic or who test positive for COVID-19.
3. Services that are available through the University, including mental health services, most particularly to promote resilience among groups affected by stigma from COVID-19 and to reduce associated fear.
4. Any changes in behavioral guidance as advised by the University medical director or other government officials.
5. Any changes in policy or protocol related to COVID-19.
6. Any adjustments to schedules or events due to COVID-19.

COMMUNICATIONS REGARDING COMMUNITY HEALTH STATUS – In coordination with the University medical director, the Office of University Communications will develop a specific protocol for reporting exposures, cases and outbreaks of COVID-19 in the student and employee populations. Such protocols will be developed in compliance with requirements for confidentiality established in state and federal law.

1. All information provided to the University community will be accurate and timely with an intention to minimize any stigma that may be associated with COVID-19.
2. Information regarding hygiene and best practices to prevent the transmission of COVID-19 will be prominently posted in high student traffic areas across campus, including restroom facilities.





REVISED
SEPT. 17, 2020

FALL 2020 STUDENT GUIDE TO

CAMPUS LIFE





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WATCH FOR THE  SYMBOL, WHICH DENOTES UPDATED INFORMATION.

DEAN OF STUDENTS

One Dent Drive
Lewisburg, PA 17837
570-577-1601
bucknell.edu

Welcome from the Dean of Students

Dear Students,

Whether you are brand-new to Bucknell or returning to campus, I am thrilled to welcome you to our Fall 2020 semester. Our faculty and staff have been preparing for months to ensure the best possible experience for everyone, with health and safety as our highest priority. On behalf of the University, thank you for your patience as we continue to work through the myriad details of our return to in-person instruction and residential life.

The COVID-19 pandemic has challenged all of us, and it will continue to affect our daily lives for the foreseeable future. Bucknell faculty and staff are fully committed to continuing to provide the transformative residential learning experience you expect. To deliver that experience safely, we've made some adjustments. This fall will be an unusual one, but we believe that together, as a community, we can and will have a successful semester.

In this document, you will find detailed information on what to expect when you arrive on campus in August. Please read carefully, as many aspects of University life will be different. I ask you to keep in mind that our ability to thrive together this fall will depend on our mutual respect and individual commitment to the good of the greater community. We are all counting on each other to follow new guidelines and look out for the health of all students, professors, staff and University neighbors.

In the same spirit of respect and support, we are also calling on every member of the Bucknell community to do their part to ensure the University is an anti-racist campus, welcoming and inclusive to all in the Fall 2020 semester and beyond. As President Bravman said in his [June 15 message](#), we must cultivate an academic environment that is socially just, equitable, inclusive, accessible and diverse. As you prepare to come to campus, I ask you to reflect on your individual responsibility to help the University meet that goal as together we condemn racial violence and commit to systemic change. Each of us must play an active role.

This semester offers all of us an unprecedented opportunity to empower each other and emerge as an even stronger community. Let's support each other in the very best tradition of Bucknell.

I wish you a safe and restful summer, and I look forward to seeing you soon.

Sincerely,



Amy Badal
Fritz Family Dean of Students

COMMITMENT TO AN INCLUSIVE COMMUNITY



Bucknell recognizes that each student has individual needs, and we are cognizant of the disparate affect the pandemic is having on specific communities, particularly our Black students, faculty and staff. We also acknowledge that other historically marginalized communities are experiencing their own unique challenges related to Covid-19. At Bucknell, we remain committed to striving for an anti-racist campus, welcoming and inclusive to all in the Fall 2020 semester and beyond.

OPTION FOR REMOTE LEARNING



Many classes will be taught in person while others will be offered remote-only. As Provost Mermann-Jozwiak announced in her [June 23 message](#), Bucknell is offering remote learning options for students who may encounter travel restrictions, or who have health or personal reasons that will prevent them from coming to campus for the Fall 2020 semester. Faculty are working hard to ensure that most courses that are taught in person are also available for students who must study remotely. A list of courses that will be conducted only through remote instruction was posted to the course information page in mid-July.

If you choose to remain away from campus and take classes remotely this fall, you must notify the University by submitting [this form](#) no later than midnight EDT on **Sunday, Aug. 16**. If you do not complete this form, we expect that you will return to Bucknell and engage in a residential learning experience.

Students who choose the remote learning option may not reside on or visit campus during the fall semester.

For more details regarding the remote learning option, please refer to Provost Mermann-Jozwiak's email.



STUDENT HEALTH AND SAFETY

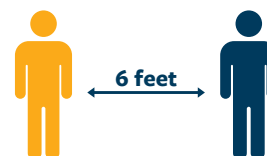


Community Responsibility Agreement

In order to keep our community safe, students will be required to adhere to an agreement of community responsibility. Face coverings, social distancing and holding one another accountable will be a priority as we work to mitigate the risk of COVID-19. When you arrive on campus in August, you will be required to review and electronically sign the statement below:

Bucknell University is a community of learners committed to supporting the health and safety of all members. We believe we do our best work when we feel safe. In the midst of the COVID-19 pandemic, it is therefore vital that all community members engage in behavioral public safety measures intended to mitigate the spread of the virus. In so doing, we show compassion and concern for those who are most susceptible. By participating as a member of the campus community, you commit to the following:

- **Physical Distancing** of at least 6 feet is expected in all spaces, when feasible. This includes classrooms, labs, hallways, offices, restrooms, common areas and outdoor spaces.



- **Face Coverings** must be worn by all members of the community when in shared indoor spaces including classrooms, labs, hallways, offices, restrooms and common areas. Face coverings are also required outside when you are less than 6 feet away from others.



- **Respiratory Etiquette** (e.g., proper covering of face when coughing or sneezing) is expected at all times.



- **Proper Hand Hygiene**, including frequent washing with soap and water and/or the use of hand sanitizer, is expected.



- **COVID-19 Signage**, regarding hallway and stairway directions, room capacity limitations and other notices, is to be followed at all times.



- **Reporting of Symptoms and Isolation** when necessary. All community members are expected to consistently report symptoms and follow isolation and/or quarantine guidance from University medical officials.



As the state of the pandemic is fluid, modifications to these guidelines may occur over time. The University will provide consistent, ongoing communication regarding any changes in behavioral guidance.

Thank you in advance for doing your part to keep the Bucknell campus and local community as safe and healthy as possible.

My Herd



To provide all Bucknell students with extra support and communication during fall semester, we are launching a new initiative called “My Herd” — micro-communities that focus on group accountability and health monitoring.

Every Bucknell student, whether on campus or remote, will be placed in a “herd” — a small group composed of peers from each class year. Each herd will be supported by a staff or faculty leader. Herds will connect frequently, whether in person or remotely. You will hear from your staff or faculty herd leader prior to the start of classes.

Testing and Contact Tracing

Testing Process

Bucknell will employ an extensive testing process including symptomatic testing the day of arrival. Additionally, all students taking fall classes in person, whether they live on or off campus, will be required to take two self-administered COVID-19 tests prior to arrival on campus using kits provided by Bucknell and shipped to students. The associated costs for this testing process will be fully covered by the University. All students must have two negative COVID-19 tests to be permitted to move into their residence hall and/or attend in-person classes.

In order to accommodate those who are still awaiting test results, rapid testing will be available **Aug. 12** through **Aug. 16** at the Smith Parking Lot move-in hub. Students who take these tests will receive their results either the same day or the next morning, depending on the time the test is taken. You may choose to be tested on your scheduled move-in day, or on any day prior to your scheduled move-in day if you plan to arrive in Lewisburg early. You will not receive a room key or be allowed to move in until your on-campus test results are delivered. If you need to reschedule your move-in time, please do so in MyHOME.

Move-in has also been extended to include Tuesday, **Aug. 18**, and Wednesday, **Aug. 19**, with appointments available from 1 to 4 p.m. on both days. You can reschedule your move-in date and time using MyHOME if you are still awaiting results. If you need to delay your arrival to campus **beyond** Aug. 19, please email deanofstudents@bucknell.edu.

The University will accept results from COVID tests arranged on your own. To do so, you must share your documented proof of negative results with Bucknell Student Health prior to coming to campus by emailing the results to medicalrecords@bucknell.edu. The University will cover the cost of the test. Please save your testing receipt and send it to deanofstudents@bucknell.edu for reimbursement.

Please refer to the messages you received from Dean Badal and Dr. O’Neil for additional details about pre-arrival testing. Bucknell faculty and staff will also be tested prior to returning to campus.

Sequential Testing

Sequential testing of all students will be mandatory every 10 days on average throughout the semester beginning Aug. 18 to maintain surveillance of disease prevalence on campus, which will allow for aggressive mitigation. Staggered, ongoing appointments for these tests will be offered on weekdays and may be scheduled through the Bucknell App. The tests will be mid-nasal tests administered and processed by Genetworx, with results expected within 48 hours. Please go to the Herd Health section of the Bucknell app and begin to schedule your sequential tests.

Please do not get tested more frequently than every 10 to 14 days unless directed to do so by Student Health. Additional tests are not medically necessary and do not mitigate the need to follow consistent health and safety practices. If you are experiencing any symptoms of COVID-19, please do not go to the testing site. Instead, call Student Health at 570-577-1401 to immediately arrange a test.

Contact Tracing

Bucknell is implementing a contact-tracing program to provide timely notification to those who have been in close contact with persons with confirmed cases of COVID-19. Close contacts of persons with confirmed COVID-19 will be notified in a timely manner and be provided with instructions for next steps. In this context, “close contact” is defined as being within 6 feet of an infected person for at least 15 minutes during the two days prior to the positive test result.

This program will be administered by University staff members specially trained in contact tracing, with additional employees to be added as needed. The team will also have access to GPS data collected from the Herd Health app as well as WiFi connectivity point data from the campus network. GPS data will be accessed only for contact tracing purposes, and privacy and confidentiality will be maintained. Contact tracing resources will be provided by Bucknell and not detract from resources needed for the surrounding community. For a variety of reasons, Bucknell’s contact tracing program will not extend beyond the campus community, and we will be unable to contact those who are not University students or employees.

Isolation and Quarantine

Isolation

Any student who tests positive for COVID-19 will not be permitted to immediately return to their assigned residence space. They have the option to return home or to a permanent place of residence to isolate if accompanied by a family member or friend.

If they prefer to stay at Bucknell, they will proceed directly to off-campus isolation housing provided by the University. Bucknell Student Health will provide daily check-ins via telehealth until the student is recovered and released from isolation. The University will provide transportation and deliver three meals a day (two on weekends) to students in isolation housing.

All students should pack an emergency bag in advance of their arrival on campus for use in case isolation housing is required at any point during the semester. Please have this bag available and ready to go at all times with two weeks’ worth of supplies. Suggested items to pack include:

- Medications (both prescriptions and over-the-counter medications such as fever reducers and pain relievers)
- Thermometer
- Self-care items such as tissues, hand sanitizer, etc.
- Cleaning wipes
- Toiletry items (shampoo, soap, deodorant, toothbrush, toothpaste and other personal care products)
- Extra contact lenses or glasses and associated supplies
- Healthy, non-perishable snacks such as nuts, dried fruits, granola or snack bars
- Water bottle

Items you use daily that cannot be packed ahead of time such as computers, phones, chargers, books or other school supplies should always be organized together and ready to access in the event you must move to isolation or quarantine in place.

Students in isolation should plan on remote learning as they are able while recovering from COVID-19. Student Health will notify the dean of students and the associate academic deans, who will notify professors of their absence.

Infected students will remain in isolation for at least 10 days from the onset of symptoms or from the date of their first positive COVID-19 test (for those who do not have symptoms). They will remain in isolation until symptoms improve, they are fever-free for 24 hours without the use of a fever reducer, and cleared for return to campus by Bucknell Student Health. All cases of COVID-19 will be reported to the Pennsylvania Department of Health.

Quarantine

Students identified as having close contact with someone who shows signs or who has tested positive for COVID-19 will be quarantined in their assigned residence space for 14 days. This may include an entire residence hall floor, suite, apartment or affinity house. Students in quarantine will notify their associate academic dean that they will be studying remotely for 14 days. The associate academic dean will notify their professors. University staff will deliver three meals a day (two on weekends).

Students in quarantine will use a daily symptom-checker app, receive referrals for on-campus resources and get support from their My Herd group leader.

Removal from Assigned Space

At any time, Bucknell may request or require a student to leave campus when their continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from the University to leave their assigned space due to COVID-19 or other public health emergencies. Failure to do so is a violation of the Student Code of Conduct and may subject a student to emergency removal from their assigned space.

Not all residential rooms or halls are appropriate for isolation or quarantine. In those situations where a student is informed they must isolate or quarantine, students may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Removal from a residence hall room to isolate or quarantine does not constitute a termination of a student's housing contract.

Face Coverings

The virus that causes COVID-19 is thought to spread person-to-person mainly through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is possible for a person to spread the virus even when they do not know they are infected (pre-symptomatic or asymptomatic). Cloth face coverings provide a layer of protection to help prevent respiratory droplets from traveling through the air and onto other people.

Face coverings must be worn by all members of the Bucknell community when in shared indoor spaces including classrooms, labs, hallways, offices, restrooms and common areas. Face coverings are also required outside when you are less than 6 feet away from others. Each Bucknell student will receive two face coverings upon arrival. It is recommended that each student provide their own face coverings as well.

If you have a medical condition that prevents you from wearing a face covering, you will be able to request an accommodation through the Office of Accessibility Resources in accordance with the University Disability Accommodation Policy for Students.

How to Put on a Face Covering

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.



How to Remove a Face Covering

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ties or ear loops (don't touch the front of the face covering).
- You are advised to wash cloth face coverings after each use. Disposable face coverings should be discarded daily.
- Be careful not to touch your eyes, nose or mouth when removing your face covering, and wash your hands immediately afterward.

Social Distancing

As noted in the Community Responsibility Agreement, physical distancing of at least 6 feet is expected in all spaces, when feasible. This includes classrooms, labs, hallways, offices, restrooms, common areas and outdoor spaces.

Cleaning

Bucknell's Facilities Department has enhanced its cleaning and [disinfecting protocols](#) to meet the recommendations of the [Centers for Disease Control & Prevention](#) (CDC), using [Environmental Protection Agency](#)-approved products that are effective against the COVID-19 virus. We will educate students on appropriate cleaning protocols to reduce the spread of COVID-19 within residence halls.

Here are some of the key steps we are taking to keep you healthy:

- Hand-sanitizing stations will be located at key areas within all campus buildings.
- High-touch areas, surfaces and objects across campus will be disinfected twice daily using EPA-approved products. Examples of high-touch areas include public/common spaces such as restrooms, lounges, lobbies and hallways. We will give extra attention to doorknobs, light switches, door handles, hand railings, bathroom stalls, sink handles, grab bars and water fountains.
- Each residence hall will have an assigned custodian who will focus on cleaning high-touch areas.
- Cleaning supplies will be available in communal bathrooms of each residence hall, and students are encouraged to take personal responsibility for disinfecting the space between regular custodial cleaning.
- Students who live in residential housing with individual bathrooms (Bucknell West, South Campus Apartments, Gateways and Roberts) should bring their own cleaning supplies and are encouraged to disinfect their bathrooms frequently.
- Each academic building will have an assigned custodian who will focus on cleaning high-touch common areas throughout the day. Classrooms will be disinfected daily.
- Cleaning supplies will be provided in classrooms, labs and conference rooms. Users will be asked to clean desks and high-touch areas after each class/lab/meeting.
- Adjustments to course time scheduling have been made to permit greater time for necessary cleaning and transitions between classes.
- In restrooms, custodians will disinfect toilets and toilet handles, urinals and urinal handles, sinks and sink faucets, paper/soap/feminine hygiene dispensers, floors, stall door handles, and restroom entrance handles and push plates. Paper dispensers will replace air hand dryers.



Mental Health

With all that is going on in our world — a global pandemic, social isolation and global experiences of racial injustice and oppression — we are especially mindful of the importance of fostering a Bucknell community that is kind, compassionate and caring. Now more than ever, we recognize the importance of paying attention to and taking care of our mental health. We can all play a role in creating a supportive and safe community.

Taking care of ourselves involves acknowledging feelings, practicing compassion for self and others, prioritizing meaningful and genuine connections, taking time to slow down, setting limits to media consumption, focusing on activities that spark joy, and keeping our bodies hydrated, nourished and moving daily.

We want to reassure you that feeling uncertain and uneasy or experiencing increased sadness, worry, loneliness, grief and pretty much any other emotion makes a lot of sense. It means you're human and you're not alone. However, if you find yourself unable to function or disconnecting from things that are usually important to you, we recommend checking in with a mental health professional at the Counseling & Student Development Center (CSDC).

Consultations and Resources

The CSDC will continue to use telehealth (two-way video) to provide mental health services including individual and group counseling, consultation and crisis management for students living on campus and in the Lewisburg area. Counselors will be available weekdays from 9 a.m. to 4 p.m. for phone consultations to discuss concerns and available support resources at the CSDC and within the campus community. Individuals are strongly encouraged to call the CSDC to speak with a counselor instead of walking into the center. All staff and students will be required to adhere to all recommended health guidelines during in-person meetings. Support remains available 24/7 for urgent mental health needs by calling 570-577-1604.

The CSDC [website](#) offers numerous resources for students, including information about caring for yourself and others, tolerating uncertainty, coping with grief and loss, self-compassion, recognizing a student in distress, and how to ask for help.

If You Think You Might Have COVID-19

It's important to pay attention to your health and monitor any changes. [Symptoms](#) of COVID-19 include:

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



If you experience any of these symptoms before you come to campus, we ask that you remain at home until your symptoms have been resolved for at least 72 hours and you are cleared for COVID-19 by a medical professional. Tell your health-care professional about your recent travel or contact. Your health-care professional will work with your state's public health department and CDC to determine if you need to be tested for COVID-19.

If your symptoms present when you are on campus, we ask that you isolate yourself to the greatest extent possible and notify your associate academic dean of your planned absence from on-campus or remote classes. Please do not attend events on or off campus.

Call ahead to Student Health at 570-577-1401 or contact another health-care professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing. A staff member will ask you screening questions to determine whether testing is necessary. Do not go to Student Health.

Should Student Health decide that further screening for COVID-19 is necessary, Bucknell Public Safety will transport you to Evangelical Hospital, where medical professionals in consultation with the county department of health will determine if a COVID-19 test is warranted.

See [CDC guidelines](#) for further information on what to do if you get sick with COVID-19.

RESIDENTIAL LIVING



Housing

Living and learning together is a critical element of the residential experience. It will be important that all students exhibit care for fellow Bucknellians in all living spaces by taking ownership of your space — keeping it clean, holding one another accountable and following good health practices.

Housing Assignments

In order to provide adequate social distancing, all students living in traditional housing will be in a single- or double-occupancy room, eliminating triples and quads on campus. For those students residing in suite or apartment-style living (Roberts, Bucknell West, Gateways and South Campus Apartments), the housing arrangement will be maintained. Our Housing Services team is working to reduce capacity as much as possible while allowing for the least number of students to share a common restroom.

If your current room assignment will be impacted by these measures to reduce density in residential spaces, you will receive communication directly from [Housing Services](#). All first-year students will be housed with their Foundation Seminar or Engineering 100 classmates. New room assignments were issued on July 31. All questions regarding room assignments, individual residence halls or rooms, or move-in should be directed to Housing Services. Please contact housing@bucknell.edu or 570-577-1195.

New Policies and Practices

To keep our residential community as healthy as possible, we are introducing new policies and practices for fall.

- **Face coverings.** Face coverings will be required to be worn everywhere within your residential space when you are outside of your individual room.
- **Common areas.** Instructions for cleaning will be posted within common areas of campus housing (community kitchens, lounges, etc.). Please follow guidelines before and after use of the space. All kitchen accessories should be kept in your room.
- **Visitor and guest policy.** During the fall semester, only Bucknell students in residence on campus will be allowed in campus housing. Students in residence may visit Bucknell students living in other residence halls, but will only have card access to their own campus residence. No outside visitors will be permitted in campus housing, including family members.



Move-in

To minimize health risk to our community, we have made a number of significant changes to fall semester arrival and move-in procedure. It will look and feel very different from previous years, and everyone's cooperation will be crucial. **Please review the following information carefully with your family.**

ARRIVAL DATES

- Wednesday, **Aug. 12**: First-year students
- Thursday, **Aug. 13**: First-year students, sophomores, juniors, seniors, transfer students
- Friday, **Aug. 14**: First-year students, sophomores, juniors, seniors, transfer students
- Saturday, **Aug. 15**: Sophomores, juniors, seniors, transfer students
- Sunday, **Aug. 16**: Sophomores, juniors, seniors, transfer students
- Tuesday, **Aug. 18**: Students whose negative COVID test results arrive late
- Wednesday, **Aug. 19**: Students whose negative COVID test results arrive late

To ensure that all students can move into their residential space in a timely manner while maintaining social distance, **move-in will take place by appointment**. Please review the important instructions below as you plan your move.

(Note: Pre-Orientation participants and student leaders who are arriving earlier than the above dates will receive direct communication from their program coordinator about move-in times.)

STEP 1

SCHEDULE YOUR ARRIVAL TIME

To help everyone maintain as much social distance as possible during move-in, all students must sign up for an assigned two-hour appointment. Housing Services shared information and instructions to sign up for your move-in appointment via MyHOME in myBucknell. It is imperative that everyone is respectful of assigned times. Early arrivals will not be permitted. If you have extenuating circumstances and need to reschedule your appointment, please contact housing@bucknell.edu or 570-577-1195.

All students must have two negative COVID-19 tests to be permitted to move into their residence hall and/or attend in-person classes. If you have not received two negative test results, do not come to campus; you will not be permitted to move in. Instead, you may reschedule your move-in date to **Tuesday, Aug. 18**, or **Wednesday, Aug. 19**, in MyHOME. If you need to delay your arrival to campus beyond **Aug. 19** because you are waiting for two negative test results, please email deanofstudents@bucknell.edu.

Your cooperation and patience during move-in is essential. You will not be able to arrive any earlier than the date and time you scheduled. You will have up to 48 hours prior to your arrival to change your appointment. Due to the extensive check-in requirements this fall, we are not able to accommodate arrivals outside of scheduled times. Individuals who arrive outside of their appointment time will not be given access to their room.

STEP 2

PACK AND PLAN

Since this fall will be unlike any other, please limit the items you bring to campus in case the University must unexpectedly close for health and safety reasons related to the pandemic. We recommend bringing only the essentials. Please note that storage will not be available this year. Larger objects, such as furniture, will not be permitted in student rooms; if you bring these items to campus, we will require you to send them home. Please do not have large items shipped to campus.

While Bucknell Facilities has implemented enhanced cleaning practices throughout campus, we recommend bringing your own cleaning supplies, especially if you reside in an independent living area and spaces with private bathrooms (Bucknell West, South Campus Apartments, Gateways, Roberts, etc.).

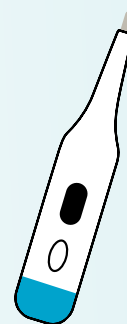
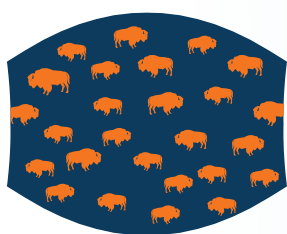
One guest per student — For appropriate social distancing, each student may bring one guest into the residence hall to assist with move-in. This guest will receive a wristband. Other family members and friends are welcome to come to campus but are asked to remain outside the building. Please keep your family pets at home.

STEP 3

CHECK-IN

Upon arrival to campus, you will immediately check in at the “Move-In Hub” located in Smith Parking Lot. All students and guests must wear a face covering at all times. To ensure a smooth move-in for everyone, please observe your assigned time.

- At the Move-In Hub, you will immediately meet with a medical provider for symptom-checking and review of your COVID test results and vaccinations.
- You will electronically sign the **Community Responsibility Agreement**.
- You will receive a **wellness kit** containing two Bucknell face coverings, hand sanitizer and a thermometer.



- You will then receive your **room key**. Room keys will not be issued to any student who does not have a completed medical record or who has not signed the Community Responsibility Agreement.
- First-year and transfer students will receive their **Bucknell ID card (BUID)**. Government-issued identification (driver's license, passport, etc.) will be required to pick up your BUID. If you are a returning student and you have lost your BUID, you will need to make an appointment with Card Services to obtain a new one. Appointments can be scheduled by emailing cardservices@bucknell.edu.
- Students and guests will receive **wristbands** indicating they are permitted to go to their campus housing and begin moving in. They will receive a parking pass that indicates the student's name/building, which will expire at the end of the appointment time.

Check-in for Off-campus Students

Students who will be taking classes on campus but residing in off-campus housing will also need to check in with Bucknell Student Health before classes begin. These students should check in between **8 a.m.** and **3 p.m.** on **Saturday, Aug. 15**, in the Smith Parking Lot. Look for the blue tent that says “Off-campus Students.”

Getting to Campus

Airport shuttles will be available for transportation from regional airports to campus at the beginning of the semester. Arrival times will coincide with scheduled check-in times. Face coverings must be worn at all times on the shuttles. Please contact [Student Transportation Services](#) for details.

NEW STUDENT ORIENTATION



Get ready for “14 Days to 'ray!” — the official start of your Bucknell career. This Orientation program for our newest Bucknellians began on Aug. 3.

Orientation will be conducted both online and in person. First-year and transfer students will participate in online discussions with faculty, educational presenters and Orientation staff prior to arriving on campus. Orientation will culminate with in-person, small group gatherings beginning the evening of Aug. 14 and continuing through Aug. 16.

New students who are attending classes virtually this fall will not miss out. We have Orientation groups specifically for our remote students so they can participate and meet other first-year and transfer students.

Pre-Orientation

“Pre-O” programs for members of the Class of 2024 who registered will be held in the days prior to the beginning of first-year move-in on **Aug. 12**. Please note that dates and details have changed for some programs. Updated Pre-O information is as follows:

- Arts First: Aug. 11-14 (in person; early move-in required)*
- Backstage Bucknell (Engineering Success Alliance): Aug. 11-14 (now online; no need to move in early)
- BuckWild: Due to the remote nature of this wilderness experience, this program has been canceled for 2020.
- Design Thinking Leadership: Aug. 8-11 (now online; no need to move in early)
- First Stop: Independence!: Due to restrictions on travel and tourism, this program has been canceled for 2020.
- International Student Orientation: Aug. 11-14 (in person; early move-in required)**
- Ramp Up: Aug. 11-14 (now online; no need to move in early)

*Arts First participants received direct communication from their program director about move-in times.

**International students received detailed arrival information from [International Student Services](#) (ISS). Please contact ISS staff with specific questions about your situation.

CAMPUS ACTIVITIES AND EVENTS

In keeping with Bucknell tradition, we are committed to offering students a full menu of activities and programs this fall. From our 200-plus clubs and organizations to our MakerSpaces to outdoor education activities, you'll have a wide array of opportunities to suit your interests.

We will continue to host Activities Unlimited, our annual student club fair, in a virtual format followed by an in-person event. We are exploring ways to continue signature Bucknell events, such as Fall Fest, in a reimagined format.

In addition, we are planning more outdoor events spread out across campus. The climbing wall, outdoor equipment rental center and the new firepit on South Campus will all be available to students.

All student meetings, events and gatherings, whether organized or impromptu, will follow face covering, distancing and size guidelines.

Outside tents and seating will be made available for student social use throughout campus.

Greek Life

Fall formal recruitment will take place after the first week of classes with a change in format. The first two rounds of both Panhellenic and IFC recruitment will be conducted virtually. The final round will tentatively be held in person with health and safety measures in place. Specific dates and information will be announced closer to the start of classes. A chapter that fails to comply with these policies could jeopardize its status as a "recognized" fraternity or sorority.

IFC and Panhellenic, in coordination with the Office of Fraternity & Sorority Affairs, have been working on contingency plans to make the process as safe and meaningful as possible for all involved. We are working closely with the national umbrella councils and international/national headquarters as we plan for this new recruitment experience.

We are also in communication with our National Pan-Hellenic Council and Multicultural Greek Council chapters to provide support and advisement as they navigate the intake process. Additional information about that process will be available soon.

Travel and Campus Shuttles

All University vehicles, including buses and the Downtown Shuttle, will operate at reduced seating capacity to accommodate social distancing. We will operate additional shuttles to ensure availability of service to the Bucknell community. Passengers must wear face coverings at all times.

STUDENT EXPECTATIONS

Keeping the community healthy during the pandemic will take an ongoing commitment from all of us. We need everyone to do their part to keep the Bucknell campus and our neighbors safe. Please take a moment to review the COVID-19 and Public Health-Informed Conduct Policies below.

The health and safety of Bucknell University students, faculty and staff is a fundamental priority in our community. Our commitment to fostering an environment that demonstrates respect for the health and safety of self and others is highlighted in our Community Responsibility Agreement, and this commitment is essential during the COVID-19 pandemic. All students will be expected to follow official University, state and federal guidelines regarding on-campus and off-campus behaviors promoted to mitigate and/or contain the COVID-19 virus (e.g., physical distancing, face coverings, etc.). Additionally, all students are required to electronically sign our Community Responsibility Agreement upon arriving on campus. As the impact of the COVID-19 pandemic is fluid, students are expected to be attentive to ongoing updates from the University, as well as the state of Pennsylvania, and practice fidelity in response to this guidance and instruction.

Prohibited conduct in the [*Bucknell University Student Handbook*](#) of particular importance in the context of the COVID-19 pandemic includes the following:

- *Engaging in conduct that threatens the health and safety of self and others.*
- *Failure to comply with University policy, agreements and/or the directions of university officials.*

When the action of a student or student organization violates Bucknell's expectations of community conduct, those actions are subject to a process of review and resolution by the Dean of Students Office. The procedures employed for the resolution of alleged conduct violations may be found in the Student Conduct Process section of the *Bucknell University Student Handbook*. Violations of these public health guidelines may lead to probation or suspension from the institution.

Please recognize that behavior both on and off campus is subject to being cited.

Personal Travel Restrictions

Students should remain on or near campus (within a 30-mile radius) unless traveling on a Bucknell-sponsored trip. Otherwise, students should only leave the area if they:

- Have extenuating circumstances
- and
- Have notified the dean of students by emailing deanofstudents@bucknell.edu

Following this notification, students who live on campus will receive a “re-entry” plan, which will include quarantine for approximately eight days in off-campus University isolation housing immediately upon return to Lewisburg. A negative COVID-19 test result will then be required for permission to return to University housing and attend in-person classes. This test will take place five days after their arrival, or on the next business day.

Students who live off campus should immediately begin an eight-day quarantine in their off-campus residence upon their return. They will also undergo COVID-19 testing five days following their arrival, and a negative COVID-19 test result will be required for permission to return to campus and attend in-person classes.

Students who must travel away from campus should take with them changes of clothing and personal hygiene items needed during quarantine. They should plan to return and enter isolation housing on a Sunday, when possible.

Students who are found to have traveled beyond the 30-mile radius without notifying the dean of students and completing quarantine and testing will be required to leave campus and finish the semester remotely. This policy will be consistently enforced without exception and will include students who return home for any length of time.

Visitor and Guest Policy

During the fall semester, only Bucknell students in residence on campus will be allowed in campus housing. Students in residence may visit Bucknell students living in other residence halls, but will only have card access to their own campus residence. No outside visitors will be permitted in campus housing, including family members.



DINING



When you enter University dining spaces this fall, you'll notice some changes. Leveraging the expertise of food safety experts and remaining aligned with CDC guidelines, we have carefully developed policies and procedures to help ensure everyone's health and safety. We have increased the frequency of our already proactive cleaning and sanitization practices, and all staff have taken refresher training on proper handwashing and glove usage, cleaning and sanitation processes, and team member health protocols.

What You Can Expect in Dining Areas

Please keep in mind that this is a starting point. As conditions and regulations allow, we will continue to enhance our dining services.

- We are posting reminders for social distancing when waiting in line, while at food serving stations, and while using the dining areas.
- We will offer a contactless payment via a mobile app on your phone. We will provide more detailed information as the semester approaches.
- All food will be served by a dining team member in to-go packaging. There will be no self service.
- All dining spaces across campus will offer the same menu for any given meal. This includes the Bison and Commons retail locations.
- At every lunch and dinner, there will be at least five entree selections, including vegan and gluten-free options. All food allergies and sensitivities will continue to be accommodated.
- We will use only disposable cutlery and pre-packaged condiments to reduce shared touchpoints.
- 7th Street Café and the Library Café will be open for simple coffee drinks (iced coffee and drip coffee) and prepackaged snacks.
- The Flying Bison will be parked on campus and offer simple coffee drinks and snacks during the day. We will also have the truck open on Wednesday, Friday and Saturday nights for late-night food, with social distancing and crowd control measures in place.
- The University is investing in additional outdoor seating for students to gather and eat meals.
- Catering will be available to student groups.

Meal Plans

All students who are residing on campus this fall must have a meal plan. For details, please visit [Dining Services](#).

STUDENT EMPLOYMENT



Many Bucknell students rely on work-study positions and other student jobs. The following new policies have been enacted for Fall 2020:

- All student positions must be filled by students who are attending classes **on campus**.
- If you are studying remotely, you may not be a Bucknell student employee in the Fall 2020 semester.
- Students hired into positions this fall may not begin work until they have physically returned to campus.

Open positions will be posted on [Handshake](#) (login required), and you'll find other resources in [myBucknell](#) (login required). If you have questions, please email student.employment@bucknell.edu or call 570-577-3335.

FITNESS AND RECREATION



Although some adjustments will need to be made this fall due to the pandemic, students will have access to group and individual fitness activities, intramurals and limited club sports. Bucknell staff are ensuring opportunities for student fitness and recreation by creating in-person and virtual fitness and wellness experiences, and using outdoor spaces for activities.

The Kenneth G. Langone Athletics & Recreation Center (KLARC) will open for the fall semester under new, limited operating parameters and is committed to providing wellness facilities, programs and services in a safe and convenient manner. Our reopening plan prioritizes the health and well-being of our patrons and staff, taking into account guidelines from the Centers for Disease Control & Prevention (CDC) and recommendations from the Pennsylvania Department of Health and local government authorities.

For everyone's health and safety, we ask that students, faculty and staff follow directional signage, staff instructions and the new operating changes that prioritize physical distancing and sanitation.

KLARC Operations

This fall, all users will be required to scan in and out at the front entrance monitor station using a valid BUID and go directly to their workout venue. The new web portal at klarc.bucknell.edu allows users to make reservations for certain facilities within the KLARC in advance. A new app to support the web portal will also be available soon. Consistent with the University's Facemask Policy, face coverings will be required upon entry and must be worn at all times except when an individual is participating in a water-based activity. All users are responsible for bringing their own face coverings, full water bottles, and sweat cloth or towel. We encourage users to arrive dressed for physical activity and not bring personal belongings to the KLARC. General locker rooms will be open for restroom use (except for Kinney Natatorium). Facility signage will remind all users to wash or sanitize hands before, during and after exercise and strength equipment use. Cleaning supplies will also be provided throughout the facility.

Hours and Capacity

We anticipate that the hours of operation and access will be limited, based on sanitation schedules, capacity limits, and group fitness and programming schedules. Users should expect wait times and new touchless entry methods. Cardio and pin-select strength equipment and free weights have been carefully spaced. Users are asked not to move equipment, and to thoroughly clean with the provided cleaning supplies before and after use. Once the workout is finished, users are asked to check out and exit the facility immediately through the main entry doors. For updated KLARC hours or information, please call (570) 577-1078 or visit the [website](#).

Fitness Offerings

Traditional offerings and activities in the KLARC may be modified, require reservations or be suspended based on space limitations, type of activity, physical distancing or cleaning needs. The University is pursuing technology that will provide the opportunity for virtual participation in residences as well as other esport offerings. For a full listing of group fitness and intramural activities, please visit the Bison Rec [website](#).

RESOURCES

Academic & Planning Calendar



CLASSES BEGIN	Monday, Aug. 17
Last day to clear holds/enroll without dean's permission	Friday, Aug. 21
Last day to drop/add (2-week period)	Friday, Aug. 28
Labor Day (classes in session)	Monday, Sept. 7
Last day for 4-week withdrawal & last day to change course mode from Audit to Credit or Credit to Audit	Friday, Sept. 11
Mid-semester GRADES DUE by noon	Wednesday, Oct. 7
Advising for spring 2021 begins	Monday, Oct. 19
Last day for 10-week withdrawal	Friday, Oct. 23
Registration for spring 2021 begins	Monday, Oct. 26
CLASSES END; Thanksgiving recess begins at 5 p.m.	Friday, Nov. 20
Last day to present final master's thesis format	Friday, Nov. 20
Thanksgiving recess ends at 8 a.m.	Monday, Nov. 30
Remote final examinations begin	Monday, Nov. 30
Remote final examination period ends	Monday, Dec. 7
Completed master's thesis submitted via myBucknell	Monday, Dec. 7
GRADES DUE by noon	Monday, Dec. 14
January graduation (no ceremony)	Thursday, Jan. 14



CONTACT INFORMATION

Bucknell Student Health

Graham Building, 7th Street Entrance
570-577-1401

Bursar Services

108 Marts Hall
570-577-3733
bursar@bucknell.edu

College of Arts & Sciences

570-577-3293
artsandsciences@bucknell.edu

College of Engineering

570-577-3705
engineering@bucknell.edu

Counseling & Student Development Center

Graham Building, 7th Street Entrance
570-577-1604 (24/7)

Dean of Students

211 Elaine Langone Center
570-577-1601
deanofstudents@bucknell.edu

Diversity & Inclusion

Elaine Langone Center, 1st Floor
570-577-3216
diversity@bucknell.edu

Dining Services

Elaine Langone Center, 1st floor
570-577-1240
dining@bucknell.edu

Facilities

Geiger Physical Plant Building
570-577-1911
pplant@bucknell.edu

Financial Aid

621 St. George Street
570-577-1331
Fax: 570-577-1481
finaid@bucknell.edu

Freeman College of Management

570-577-1337
freeman_info@bucknell.edu

Housing Services

126 Vedder Hall
570-577-1195
housing@bucknell.edu

International Student Services

064 Elaine Langone Center
+1-570-577-3216
iss@bucknell.edu

Kenneth G. Langone

Athletics & Recreation Center (KLARC)
570-577-1078

Provost

209 Marts Hall
570-577-1561
provostsoffice@bucknell.edu

Public Safety

580 Snake Road
(between Trax Hall and River Road)
570-577-3333
publicsafety@bucknell.edu

Registrar

102 Marts Hall
570-577-1201
registrar@bucknell.edu



Classroom Capacity, Setup and Cleaning Protocol

Classroom capacity was determined by first examining square footage of the room. We allotted 36 square feet per person (SFPP) at a minimum for all classrooms, lecture halls and computer rooms. The second criteria was room configuration. We do not want any student sitting directly next to or behind another student. We staggered the seating arrangements in all rooms so that there was either a seat (or space for a seat) between all students. We did not allow for two students to sit at a table directly next to each other without a vacant seat in-between. Some rooms have enough square footage to accommodate more students, but due to the furniture and the geometry of the room, the capacity was lower than the “allowable” amount using the 36SFPP criteria.

A physical barrier was considered for those rooms that had enough square footage but were unable to achieve the social distancing. This alternative to the staggered seating arrangement is not recommended due to the lack of materials and time to install. Additionally, we feel that physical distancing is more effective in eliminating the spread of the coronavirus.

- All classrooms will have cleaning supplies available to clean your desk before and after use. Students and staff will be expected to comply.
- All students, faculty and staff will be wearing face masks while in classrooms and labs, regardless of physical distancing.
- All classroom doors will have door props that should be utilized during classroom change over.
- If a classroom has two entrances, one will be marked “entrance” and the other will be marked “exit only.”
- The seats that are not to be used will be signed “do not use this seat.”
- Seating will be staggered with either an empty desk in-between or markings on the floor where a desk or chair should be placed.
- The seating arrangements should not be modified after they have been set up by facilities.

**Bucknell University
Emergency Response Team &
Health and Environmental Safety Team**

**Guiding Principles for Laboratory Instruction and Research
7/12/2020; Revised 7/27/2020**

Effective 7/12/2020 - until further notice

As with all responses of Bucknell University to COVID-19, the health and safety of our community is given highest priority when deciding on policy or designing procedures.

In-person, hands-on laboratory instruction is a high-impact learning activity and is crucial for our students' education. But in the current COVID pandemic, it is also one of the activities that could lead to increased virus transmission between students and between students and faculty.

Below are the guiding principles that faculty and departments shall consider as they design their laboratory curricula and activities for the Fall 2020 semester. They represent minimum requirements for laboratory instruction; individual departments or instructors may implement additional protocols at their discretion. The guiding principles will likely reduce lab occupancy, mean that students will conduct work individually rather than in pairs, and that some lab activities may need to be eliminated or altered. The purpose of these guidelines is to prevent virus transmission during lab.

The following terms will be used: "Student workstation" is an area of the lab (lab bench or table) where a single student will conduct the majority of their work during the lab period; "equipment station" is where equipment in limited supply will be used by more than one student during the lab.

- Students who fail the symptom check should inform their lab instructor that they will not be attending lab that day. Make-up lab assignments or activities need to be available for students who cannot attend lab without penalty.
- Students will wear masks that cover their mouth and nose during the entire time that they are in lab. If face shields are worn for additional protection during hazardous procedures, they must be worn in addition to a cloth or paper facemask, not instead of.
- If goggles are normally worn during lab, then each student will have their own goggles and should bring them to the lab with them. Loaner goggles may also be available for use during the lab, and all goggles should be disinfected in between uses with 70% ethanol. Alternatively, students could be assigned their own lab coat and goggles for use during lab, which would be stored between lab sessions in individually labeled Ziplock™ bags.
- Protocols and stations must be provided for students to sanitize their hands (washing with soap and water or hand sanitizer for 20 seconds) as they enter the lab and at the end of the lab period.
- Only 50% of the normal occupancy can be scheduled to be working in the lab room at any given time.
- Students should remain six feet apart as they enter the lab, and lab doors should be kept open as students enter to reduce touching door handles.
- Student workstations will be spaced out at approximately six-foot intervals to allow for physical distancing, and these workstations should be clearly marked.

- Students, faculty and TAs shall maintain a six-foot distance from each other as much as possible during lab, though short periods of time (less than 10 minutes) spent in closer proximity is not a significant risk as long as everyone is wearing a mask.
- All student belongings not required to be out during the lab (backpacks, coats, phones, etc.) shall be stowed away during the lab to avoid contamination.
- Students must wipe down their own workstation with 70% ethanol or another approved disinfectant prior to the start of lab and at the end of the lab period.
- Labs shall be set up to reduce shared materials as much as possible, including shared reagent bottles and other small equipment.
- Equipment stations shall be set up to reduce crowding around the equipment. If possible, the areas of the equipment that are touched frequently should be disinfected between students with disinfecting wipes. If disinfection is not possible, alcohol-based sanitizer should be available at the station so that students can sanitize their hands prior to using the equipment.

Specific Guidelines for Independent Laboratory Research

In general, the above guidelines should also be applied to students working in research labs. However, individual faculty are empowered to make decisions about how many and in what format they work with students that best meet their personal safety concerns and the needs of their research. Some faculty may choose to not take on new research students because the training process requires working too closely with students for long periods of time. Continuing research students, who have been previously trained and only require short conversations for guidance, may be easier for faculty to mentor under these guidelines. Other faculty may feel that they can train new students using short periods (less than 10 minutes) of working together in the lab while wearing facemasks.

Below are additional guidelines for students and faculty in research laboratories:

- Faculty must limit the number of students working together in the lab at the same time to ensure that students can maintain a six-foot distance while working, and this number should be based on the size of the laboratory space. Faculty should identify a mechanism to ensure a limited number of people will be in the lab simultaneously, such as a shared Google calendar, that students use to schedule when they will need to be working in the laboratory.
- If the lab space or equipment room cannot accommodate more than one person working simultaneously and avoid being six feet apart most of the time, then only one person will be allowed to work in that space at a time.
- Faculty must discourage students from using the lab as a study space or other casual meeting place, and only students who have signed up to work in the lab should be present at any given time.
- Facemasks that cover the nose and mouth will be worn by all lab personnel when more than one person is working in the lab. If a person is working alone in the lab, then face masks may be removed but need to be kept available.
- If face shields are worn for additional protection during hazardous procedures, they must be worn in addition to a cloth or paper facemask, not instead of.
- Lab benches and other highly touched surfaces shall be disinfected routinely with 70% ethanol or other approved disinfectant.

- Lab personnel are required to wash their hands with soap and water for 20 seconds upon entering the lab and before leaving the lab for the day.
- If during an experiment a researcher needs to go to another location (equipment room, other lab, etc.), then hands will be sanitized with soap and water or alcohol-based sanitizer prior to leaving the research lab, and a mask will be worn at all times while moving between and working in other lab rooms.
- If it will not damage equipment and computer keyboards, then high-touch surfaces can be disinfected with a lab wipe dampened with 70% ethanol or another disinfectant. For sensitive equipment that cannot be easily disinfected, either clean gloves should be worn when using the equipment, or hands should be sanitized with soap and water or alcohol-based sanitizer prior to using the equipment.



OFFICE OF THE PROVOST
One Dent Drive | Lewisburg, PA 17837
570-577-1561

Revised July 21, 2020

As we prepare for a residential fall, we are mindful of the well-being of our communities and public health policies. Accordingly, we will need to change how we operate under these new conditions, regardless of the academic calendar or modality of education this fall.

The following guidelines are designed to help plan for activities that are unique to academic operations. This does not serve as health or safety guidance from the University but rather helps academic units prepare for fall instruction and programs. We acknowledge that this will be a very different way of operating for many units, especially those that involve off-campus experiential learning or regularly offer a rich portfolio of activities that include visitors to our classrooms and campus. We appreciate your willingness to help keep our community safe while continuing to provide our best version of the Bucknell education.

Should we be unable to have in-person education in the fall or significant decreases in tuition revenue, please anticipate budgetary freezes similar to those which occurred this spring and further prohibitions on events, travel and other types of discretionary spending.

Due to continuing health concerns, we must take efforts to limit large gatherings, external visitors to campus, and travel off-campus by faculty and students. Further, we will endeavor to limit face-to-face student activities to those that are essential. We will follow physical distancing and other CDC, state and University guidelines that are in place, and these will change over time. The following guidance is in place through the fall semester:

External Speakers

- No external speakers may be invited to campus this fall; we encourage the use of Zoom and webinars for external speakers.
- All requests for speaker funds for virtual events must be approved in advance by the ADF of your college/division, associate provost, vice president for strategic initiatives, or provost depending upon the unit requesting the speaker and the source of funds. Anticipate that only speakers for essential virtual events will be funded.

Faculty and Staff Travel (Including virtual conferences, workshops, etc.)

- Faculty and staff must follow University guidelines related to professional and business-related travel. These are still being formulated in consultation with CDC and state guidance and health-care professionals. At this point, faculty should anticipate that only essential travel will be approved. Chairs are encouraged to work with their faculty, especially untenured colleagues, to minimize disruption to their research agendas.

- To help protect the health and safety of the community, faculty who have teaching duties in the fall semester are asked to minimize, and to carefully consider postponing, personal travel during the semester. Additional guidance to members of the Bucknell community related to travel will be forthcoming.
- The department chair and ADF, associate provost, vice president for strategic initiatives, or provost must approve all travel requests/virtual professional development and accompanying budgets at least 14 days in advance.
- In AY20-21, the departments will not be expected to contribute towards faculty and staff travel, and operating budgets will be reduced accordingly.

Events and Meetings

- The expectation is that all meetings will take place remotely. Exceptions are allowed for essential in-person meetings but must adhere to physical distancing guidelines and other CDC, state and University guidance.
- Food and beverages at events and meetings is discouraged, as it requires individuals to remove personal protection equipment (PPE) such as masks.
- All food and beverage requests must be approved by the department chair and dean, associate provost, vice president for strategic initiatives, or provost in advance, including requests for off-campus catering or delivery.
- Support for events and dining will come from project funds, external grants and endowed funds; event and dining costs may not be paid from operating funds unless an exception is granted.

Student Workers

- Due to the uncertainties we are facing, we ask that departments refrain from all hiring activities related to student workers for the time being. Further guidance will be forthcoming shortly, once more information about budgets, enrollment and multijurisdictional employment issues are known. Please direct any inquiries to your ADF, associate provost, vice president for strategic initiatives, or provost depending on where your area reports.

Our sincere hope is that we can move back to a more robust on- and off-campus experience in the spring, but that depends upon public health in our local community and nationwide. As we prepare for a residential fall, our priority is to focus on essential activities while protecting the health and safety of our community. Again, should we be unable to have in-person education in the fall, budgetary restrictions will limit further categories of discretionary spending and impact staffing.

EMPLOYEE RETURN TO WORK SURVEY

2020 REPORT

Prepared by Institutional Research & Planning



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Introduction

The return to on-campus operations following the spring outbreak of COVID-19 presents myriad challenges to members of the Bucknell community, with issues ranging from health and safety to equity and access. To inform decisions about the return to on-campus instruction and employment as the global pandemic continues, the Fall Planning Committee asked faculty and staff to share their thoughts, ideas and perceptions about making the transition back to residential operations in the fall. Each of us brings a highly individual perspective shaped by factors such as job duties, medical history, personal finances and family life. This survey was meant to gather and incorporate individual responses and help the committee make the best possible choices for the Bucknell community at large during this challenging time.

Survey Background

The Bucknell Employee Return-to-Work survey's goal was to contact faculty and staff and to hear their thoughts, ideas and perceptions about making the transition back to residential operations in the fall. All employees were invited to submit feedback to help inform our decision-making moving forward. The survey included 13 close-ended questions and one open-ended question. The online survey was sent to approximately all faculty and staff with active Bucknell email addresses. The invitation to participate was sent on June 2, 2020 and the data collection continued until June 8, 2020. A total of 988 employees participated in the survey, representing a 54% response rate. The response rate for faculty was 78% and for staff was 47%. The results from the survey are presented in the graphs below. Some representative answers to Question 14 are listed verbatim in **Appendix 1**. The survey instrument is listed in **Appendix 2**.

Methodology

Three types of questions were included in the survey instrument, and different methods were applied to analyze those questions.

Single-response questions

Eight questions allowed respondents to choose only one option. Percentage comparisons between faculty and staff were displayed in tables and graphs.

Multiple-response questions

Five questions allowed respondents to choose all options that apply. Percentage comparisons between faculty and staff were displayed in tables and graphs.

Open-ended questions

As opposed to closed-ended questions, including single-response and multiple-response questions mentioned above, Question 14 in the survey allowed respondents to express themselves freely on how they felt and what they thought about challenges and opportunities for returning back to work.

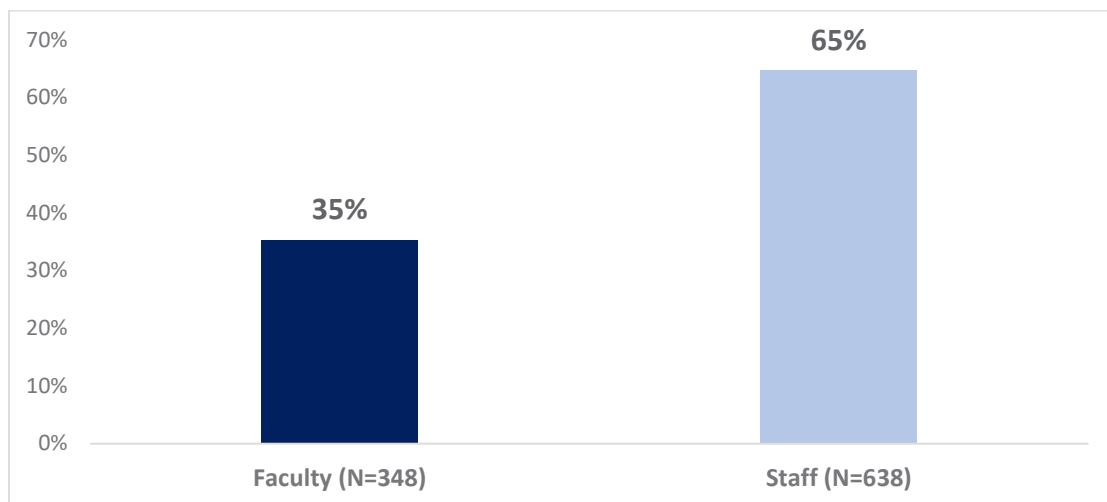
To take full advantage of the rich and nuanced information provided in the open-ended question, the Office of Institutional Research and Planning staff performed qualitative analyses, using NVivo 12 Plus. Each response was individually coded and the top themes that emerged from coding were summarized. A summary graph reflecting the most common themes and most common suggestions was prepared.

Next Steps

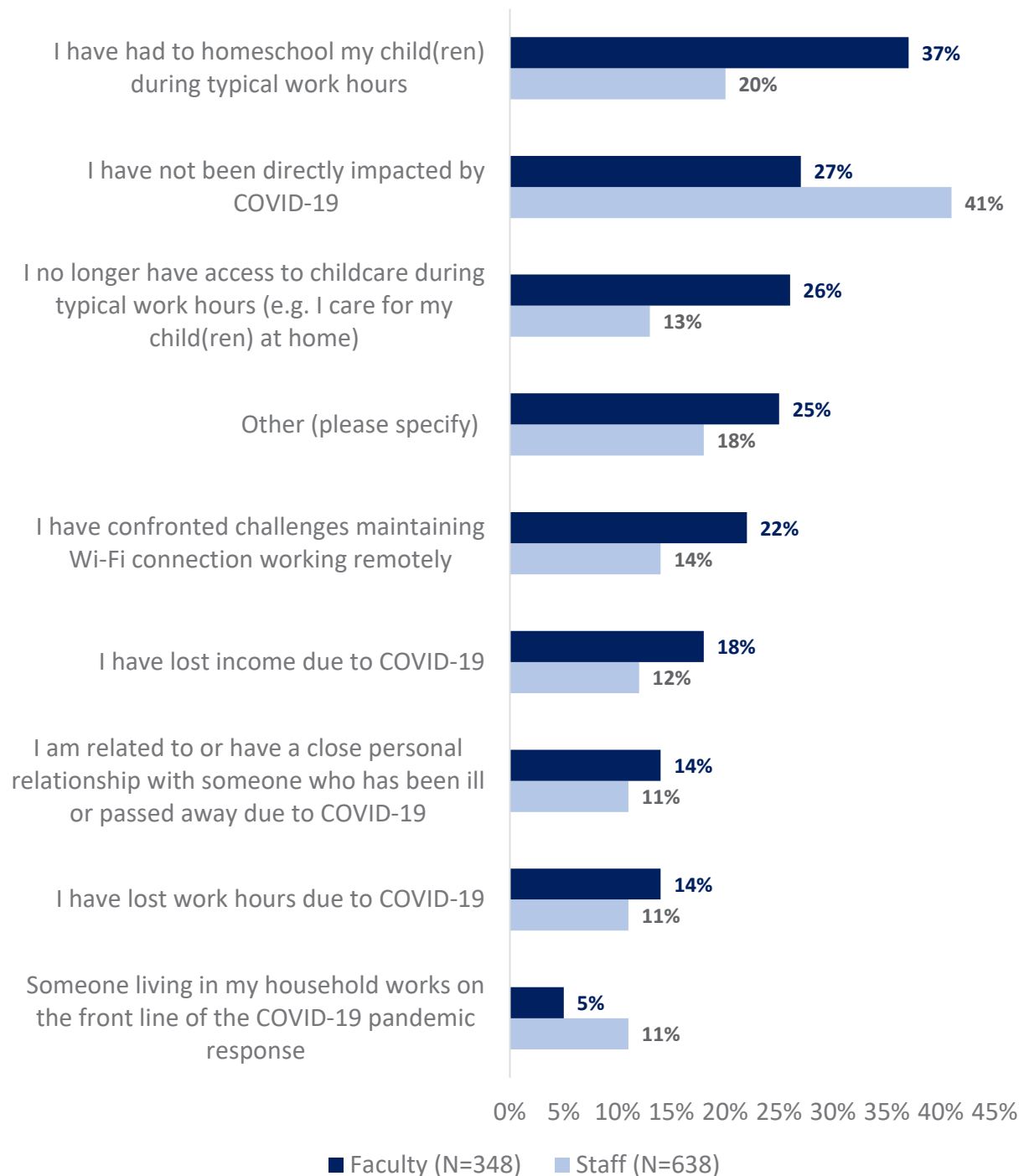
Understanding the physical, financial and emotional impacts of COVID-19 on our employees is an important step. The information reported here will be used to determine how we can best support staff and faculty in our work, be it on-campus, remote or some combination of both. The feedback and perspectives provided here will assist us in creating the conditions for effective reengagement. As we move forward, we will continue to solicit feedback regarding a return to in-person instruction and work. The next steps include drafting and communicating clear policies and plans for resuming instruction in the fall semester, as well as specific information on topics such as testing and contact tracing, the provision of PPE and alternative office and room arrangements.

Survey Findings

Q1. Please select your role at Bucknell. (N=986)



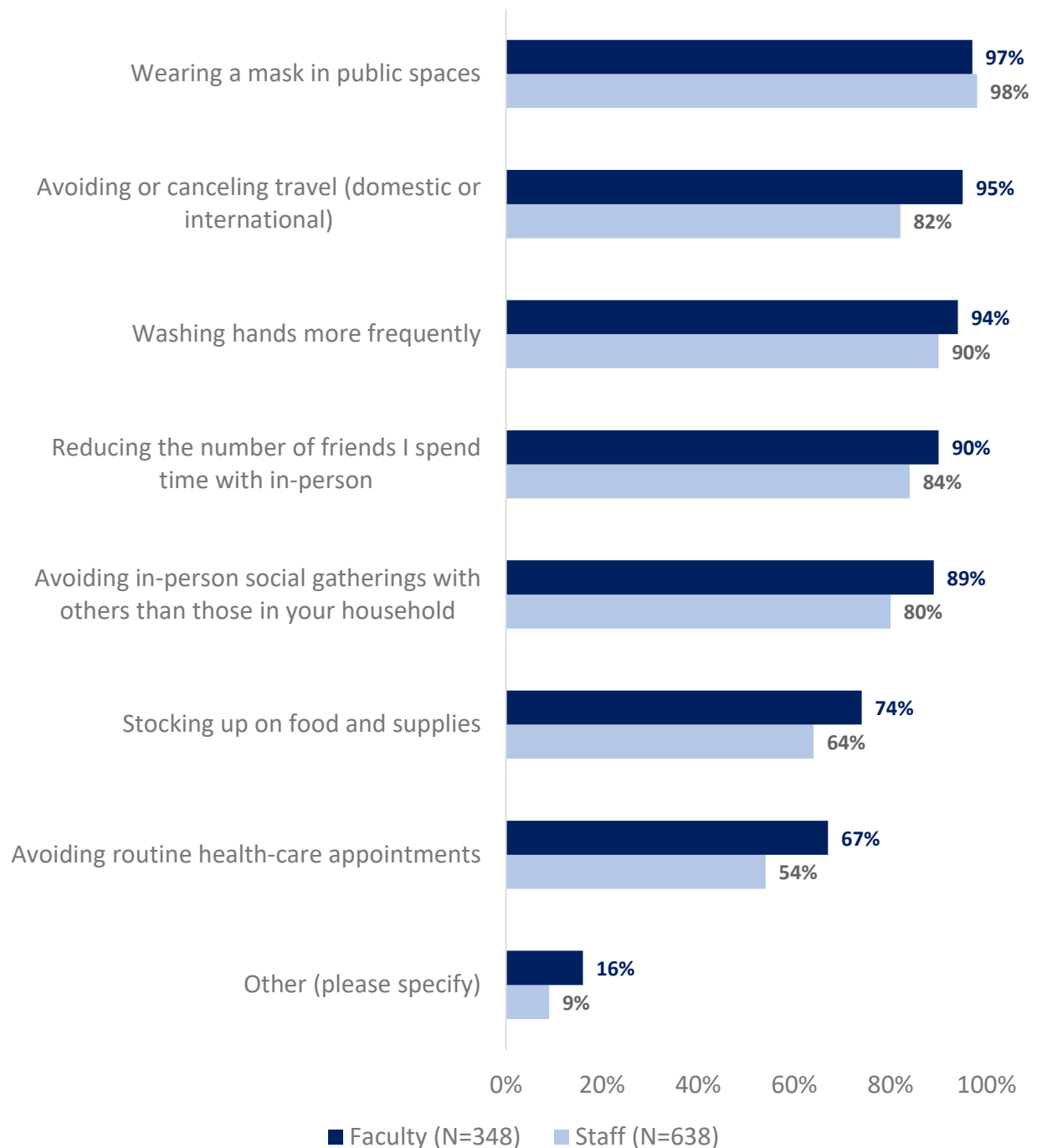
Q2. How have you been directly impacted by COVID-19? Please select all that apply.



Note. 1. "Other (please specify)" includes increased need to provide caregiving, limited human interactions because of social distancing, increased stress, work remotely, poor emotional health, job insecurity, increased cost of living, etc.

2. Percentages represent the number of faculty/staff who selected each item above out of all faculty/staff participants. Employees were asked to select all that apply.

Q3. Which of the following lifestyle change(s) have you made in response to COVID-19? Please select all that apply.

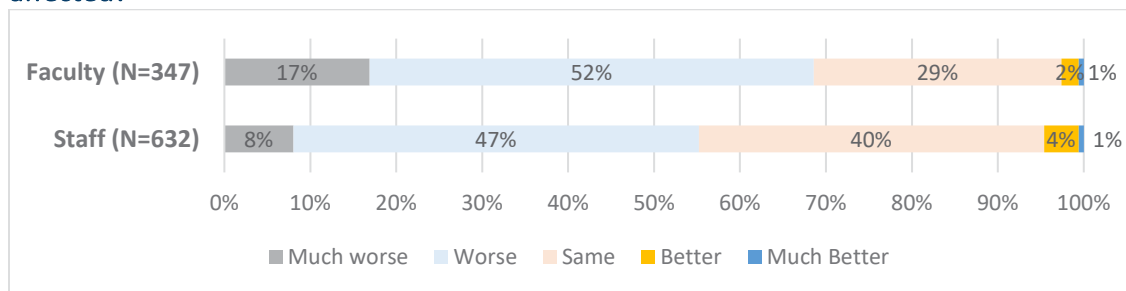


Note. 1. "Other (please specify)" includes cleaning home or items that come into house from outside more frequently, increased need to provide caregiving, avoiding takeout and cooking more frequently, less exercise, frequent Zoom meetings, increased online shopping, etc.

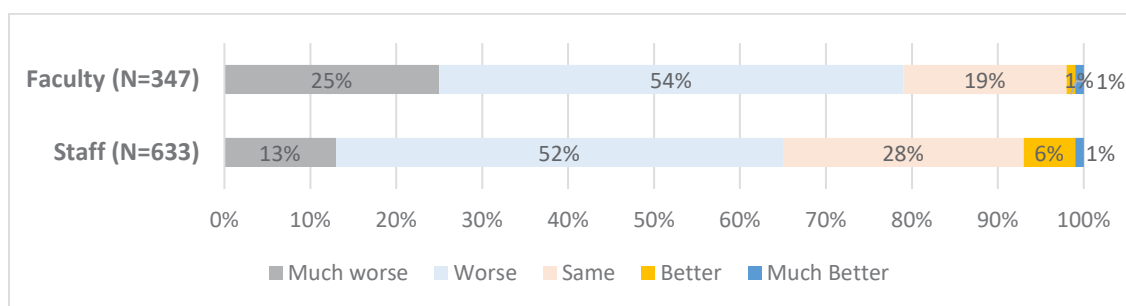
2 Percentages represent the number of faculty/staff who selected each item above out of all faculty/staff participants. Employees were asked to select all that apply.

Q4. Since the COVID-19 pandemic hit the U.S. in January 2020...

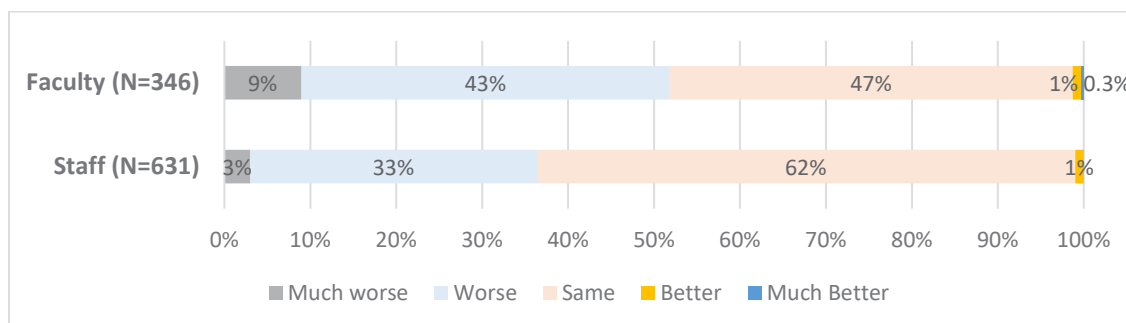
4.1 How has your overall psychological well-being (e.g. mood, anxiety, feeling traumatized) been affected?



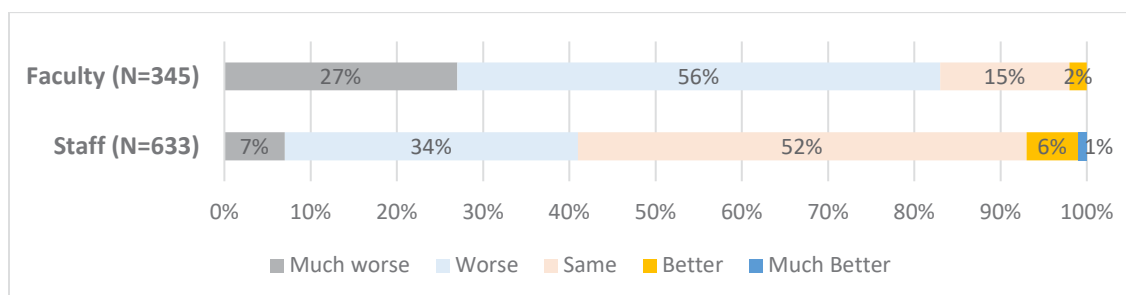
4.2 How has your overall level of stress been affected?



4.3 How has your access to health care been affected?



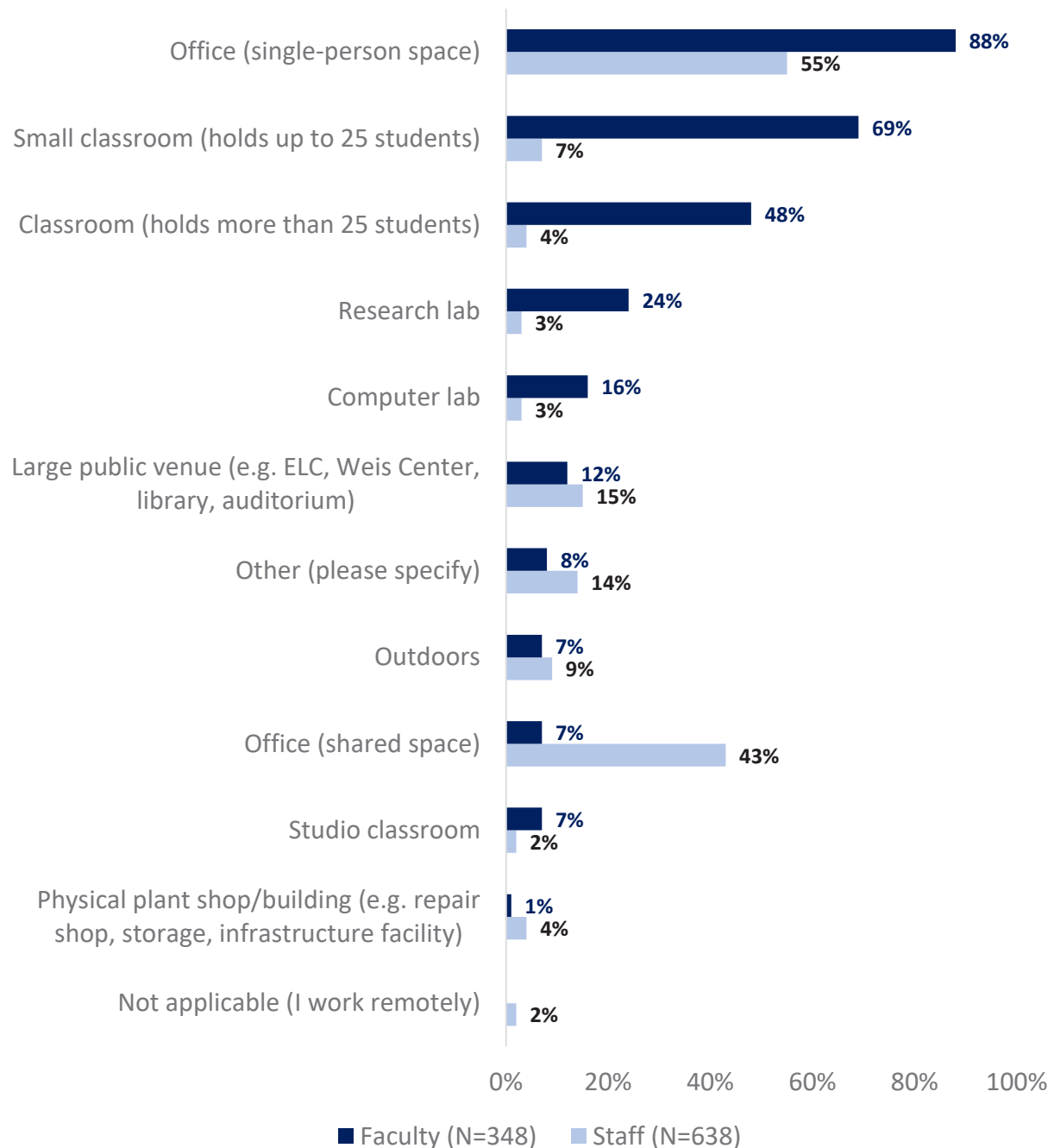
4.4 How has your ability to do your work been affected?



Note. 1. Percentages may not add up to 100% due to rounding.

2. Percentages are based on the number of faculty/staff who responded to the questions above.

Q5. Prior to the recent transition to remote work due to COVID-19, which of the following environments best captures where you primarily do your work? Please select all that apply.

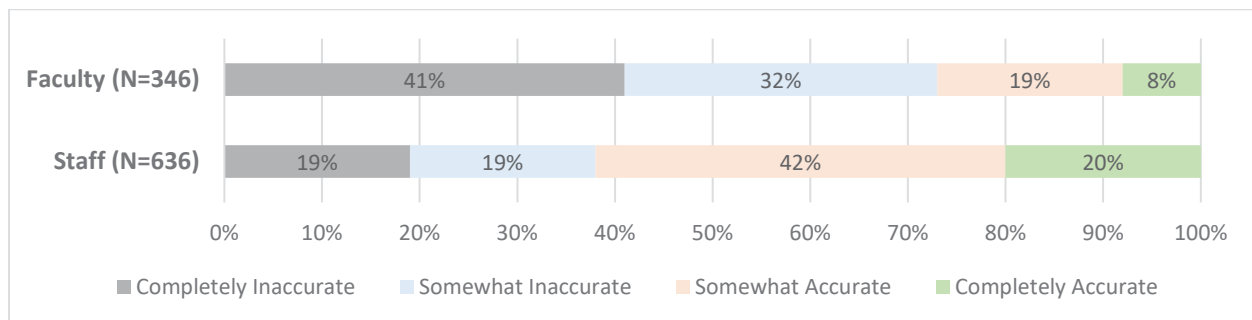


Note. 1. "Other (please specify)" includes home office, residence hall, Athletics & Recreation center (KLARC), conference room, Cafe and coffee shop, dining location, student health center, travel, etc.

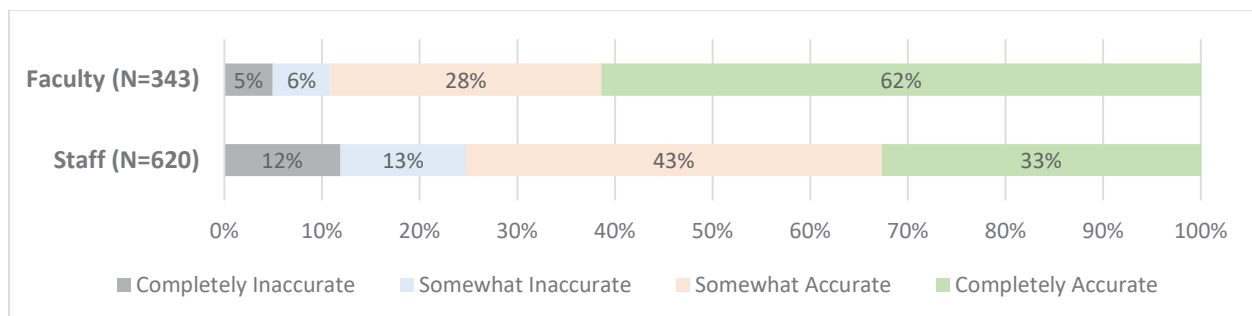
2. Percentages represent the number of faculty/staff who selected each item above out of all faculty/staff participants. Employees were asked to select all that apply.

Q6. Think about the environments that are part of your primary workspace(s) on a normal workday. To what degree are the following statements accurate?
In my normal work environment----

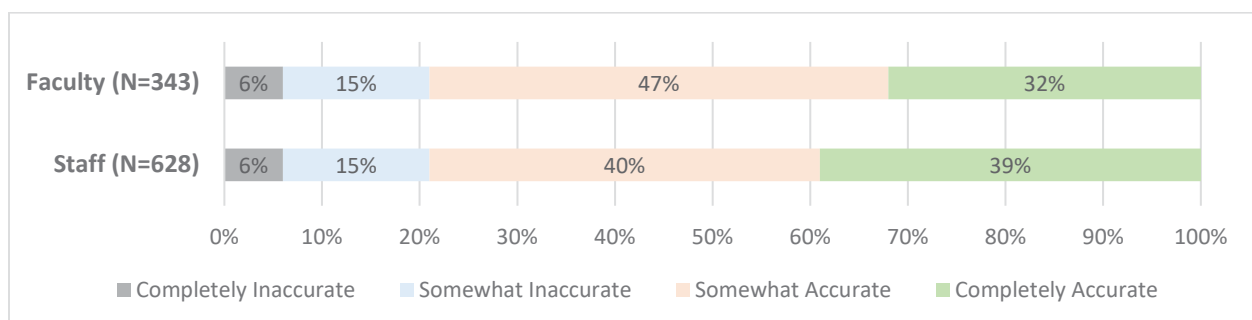
6.1 Social distancing (keeping 6 feet apart) is currently achievable.



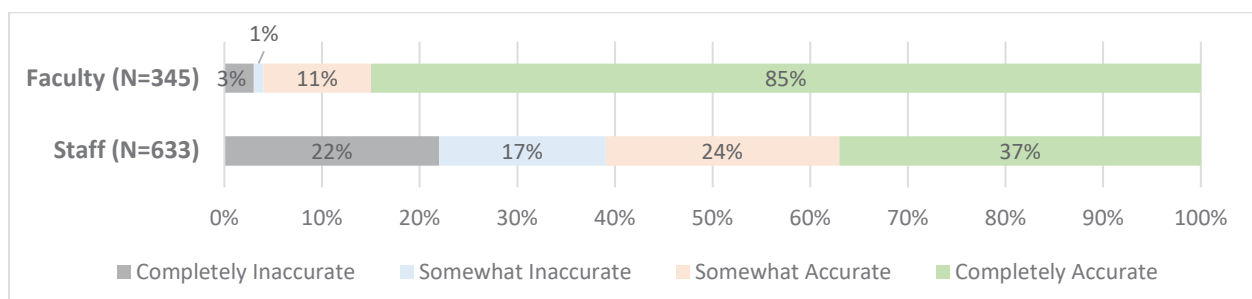
6.2 Changes need to be made to achieve social distancing.



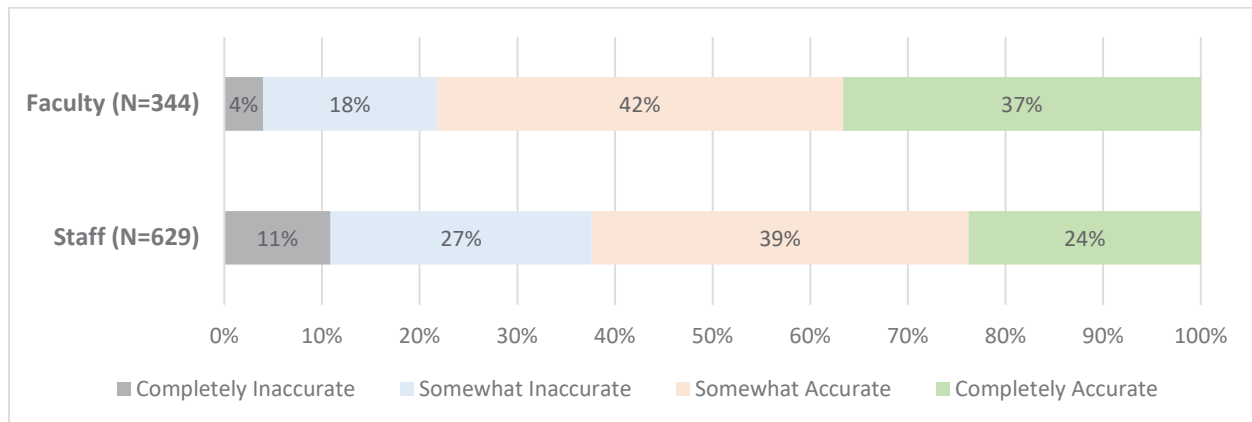
6.3 I have a high degree of face-to-face contact with other employees.



6.4 I have a high degree of face-to-face contact with Bucknell students.



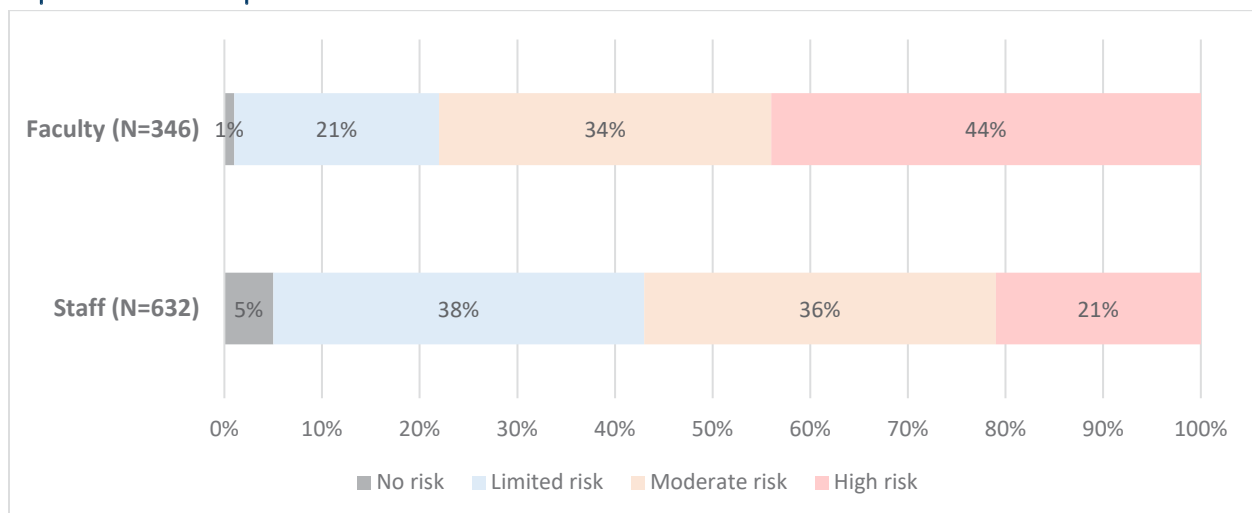
6.5 I have a high degree of face-to-face contact with members of the Bucknell community in general.



Note. 1. Percentages may not add up to 100% due to rounding.

2. Percentages are based on the number of faculty/staff who responded to the questions above.

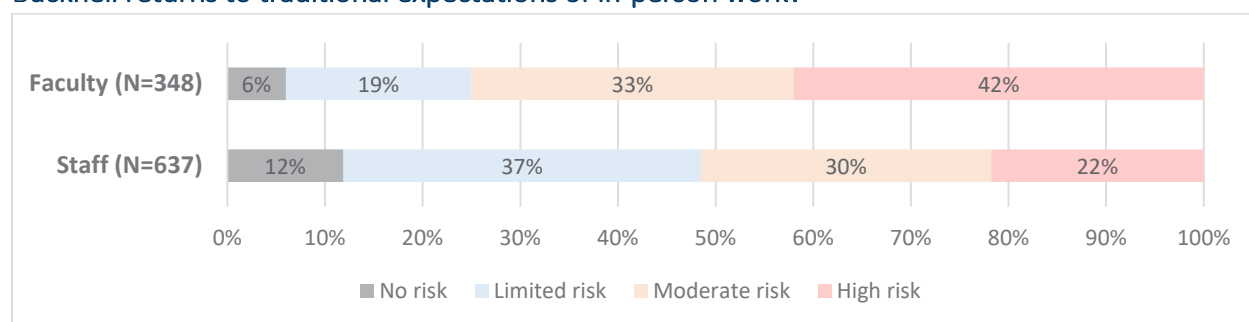
Q7. Taking into account your understanding of COVID-19 and the environments in which you normally work, how would you assess the risk to your health if Bucknell returns to traditional expectations of in-person work?



Note. 1. Percentages are based on the total number of faculty/staff who responded to this question.

2. An Independent-Samples T test conducted between the faculty and staff indicates that faculty perceived a significantly higher level of risk to health than staff, mean score of 3.21 for faculty versus a mean score of 2.73 for staff, *** $P < .001$. The mean scores are based on a four-point scale where 1 = no risk, 2 = limited risk, 3 = moderate risk, and 4 = high risk.

Q8. Taking into account your understanding of COVID-19 and the environments in which you normally work, how would you assess the health risk you pose to a member of your household if Bucknell returns to traditional expectations of in-person work?



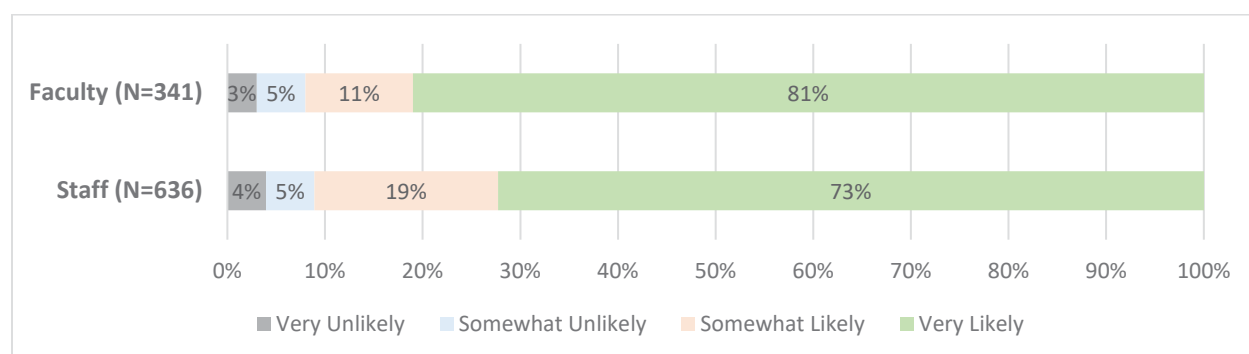
Note. 1. Percentages may not add up to 100% due to rounding.

2. Percentages are based on the total number of faculty/staff who responded to this question.

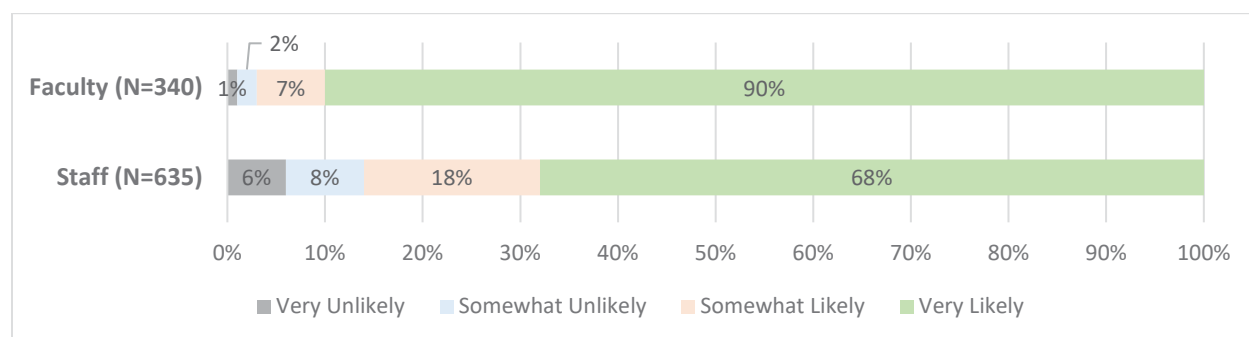
3. An Independent-Samples T test conducted between the faculty and staff indicates that faculty perceived a significantly higher level of risk that may pose to a member of household than staff, mean score of 3.10 for faculty versus mean score of 2.62 for staff, *** $P < .001$. The mean scores are based on a four-point scale where 1 = no risk, 2 = limited risk, 3 = moderate risk, and 4 = high risk.

Q9. How likely are you to practice the following measures in your typical work setting when Bucknell returns to in-person work?

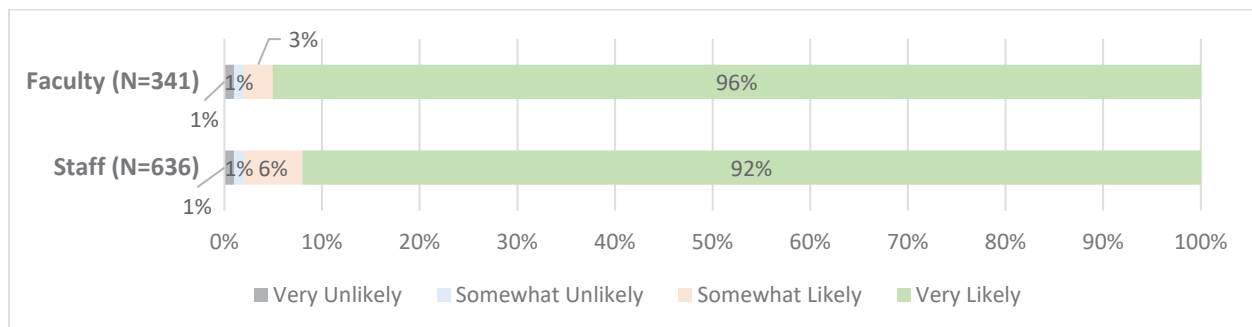
9.1 Voluntarily have your temperature taken prior to starting work.



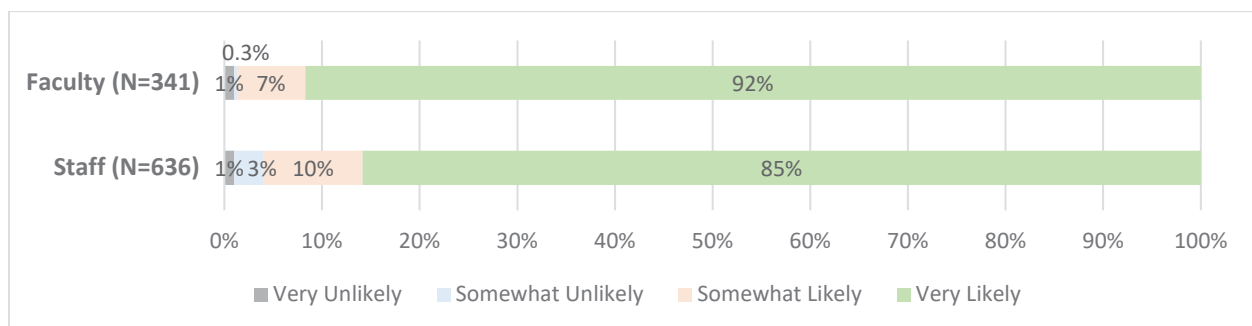
9.2 Voluntarily wear a mask.



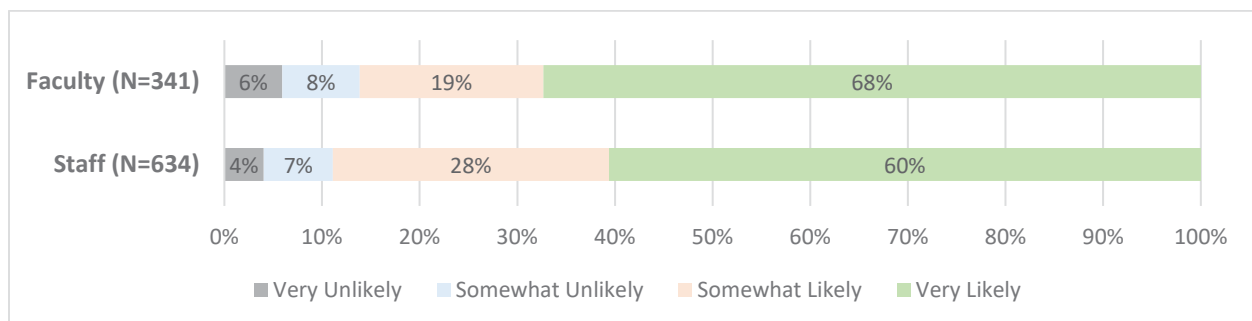
9.3 Wash hands with soap regularly throughout the day.



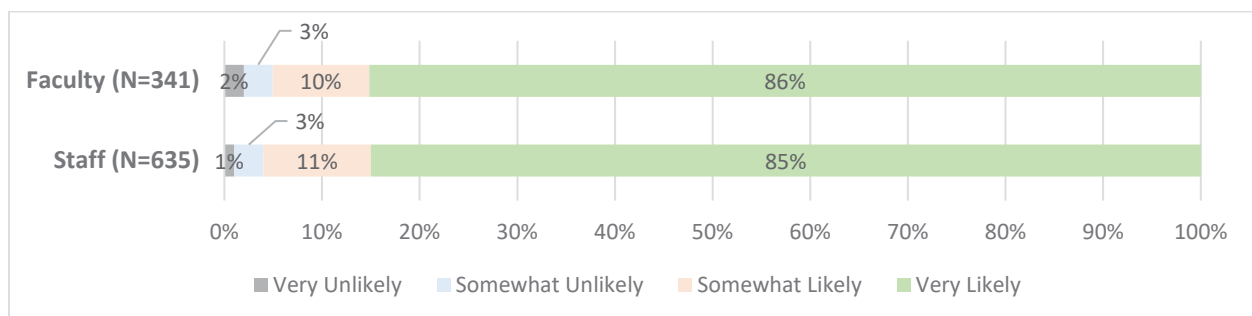
9.4 Use hand sanitizer when entering new work areas.



9.5 Maintain 6 feet physical distance in shared spaces.



9.6 Leave work at any sign of illness.

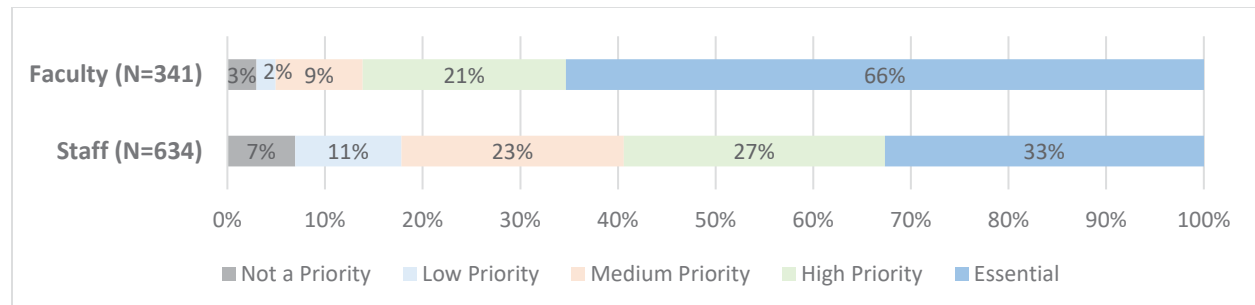


Note. 1. Percentages may not add up to 100% due to rounding.

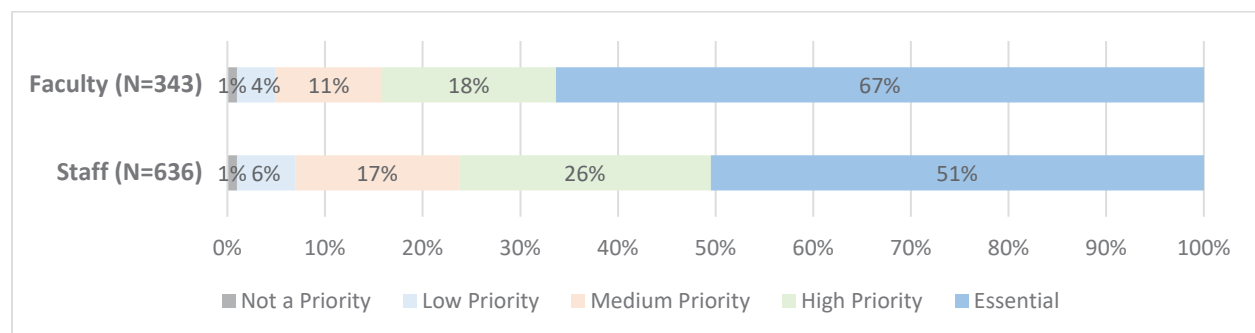
2. Percentages are based on the total number of faculty/staff who responded to the questions above.

Q10. The following COVID-19 risk-reduction strategies have been adopted by other institutions across the country. How high of a priority is each strategy to you when you think about a comfortable return to in-person work?

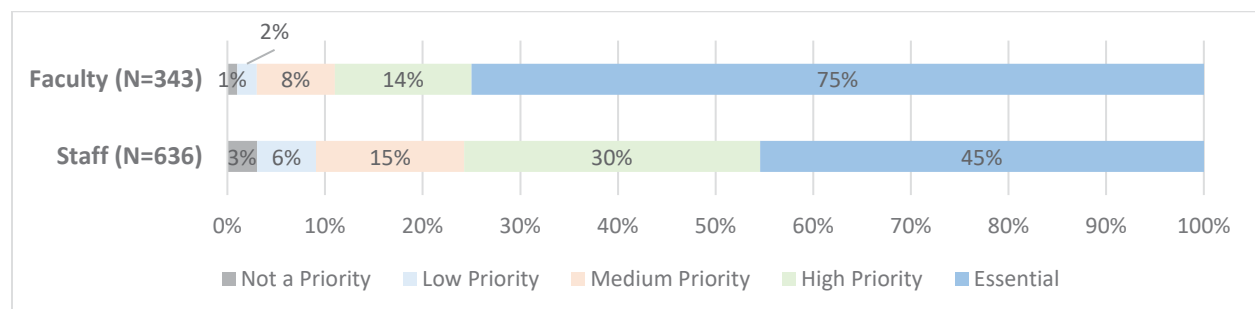
10.1 Regular COVID-19 testing of employees and students.



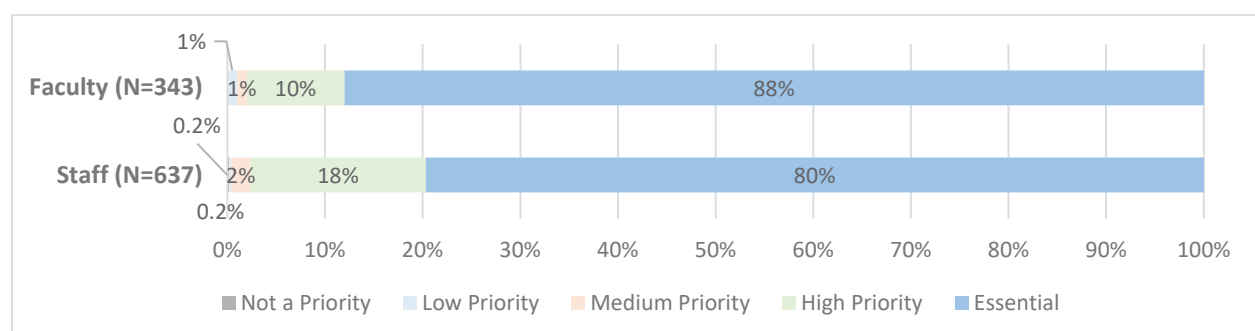
10.2 Employer-provided personal protective equipment (e.g. masks, gloves, sanitizer).



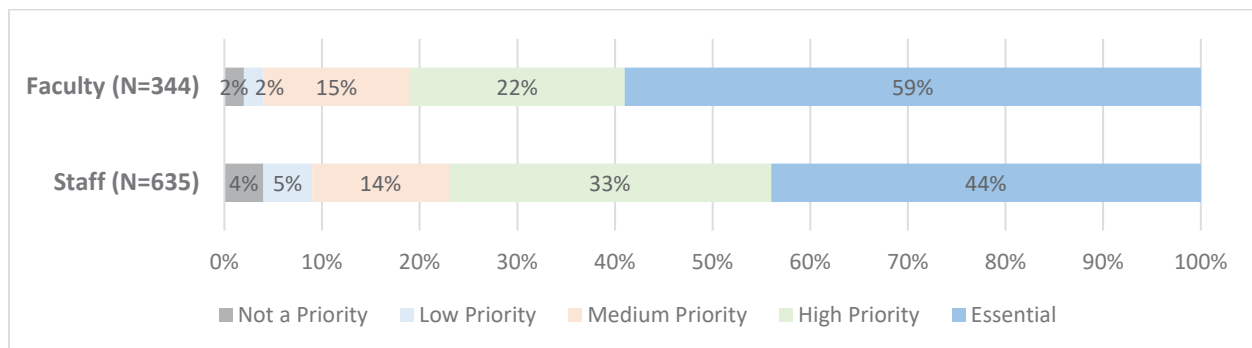
10.3 Enforcing of public health measure compliance (e.g. social distancing, mask wearing).



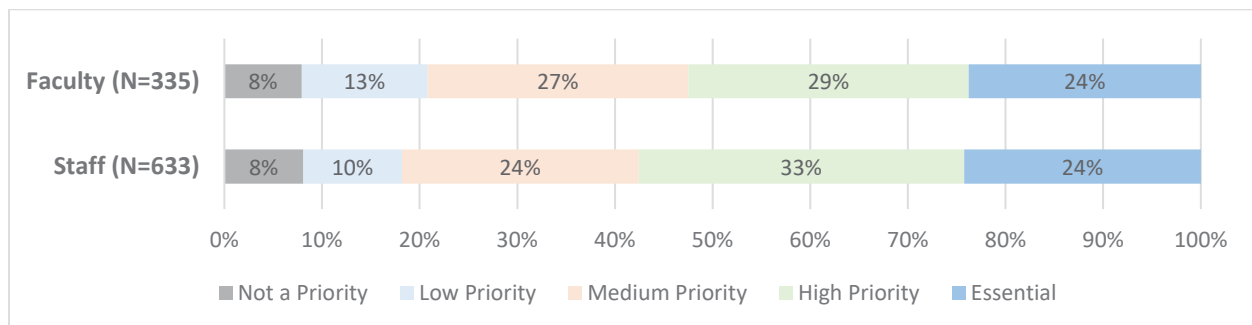
10.4 Employees are strongly encouraged to stay home if feeling ill.



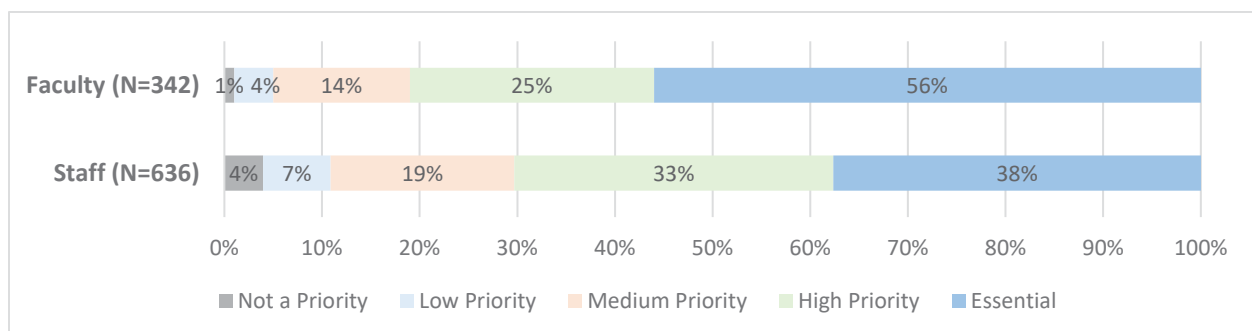
10.5 Use of remote work arrangement when possible.



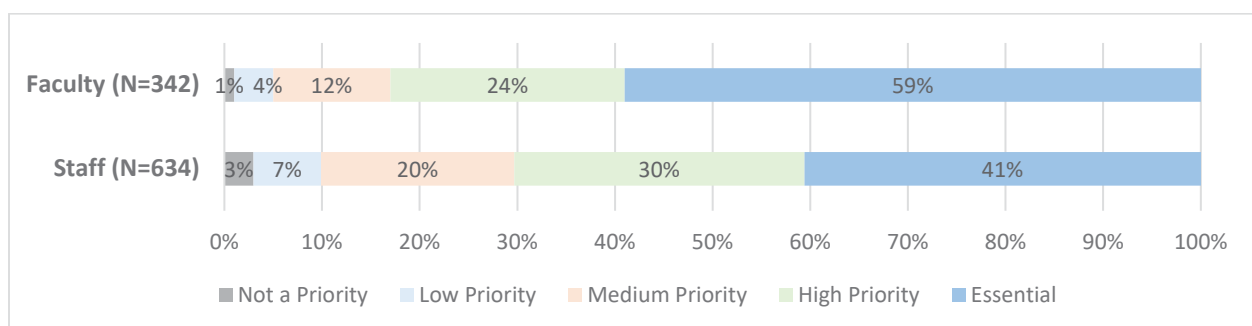
10.6 Alternating in-person work schedules (e.g. some workers are remote, others are in person, on a rotating schedule).



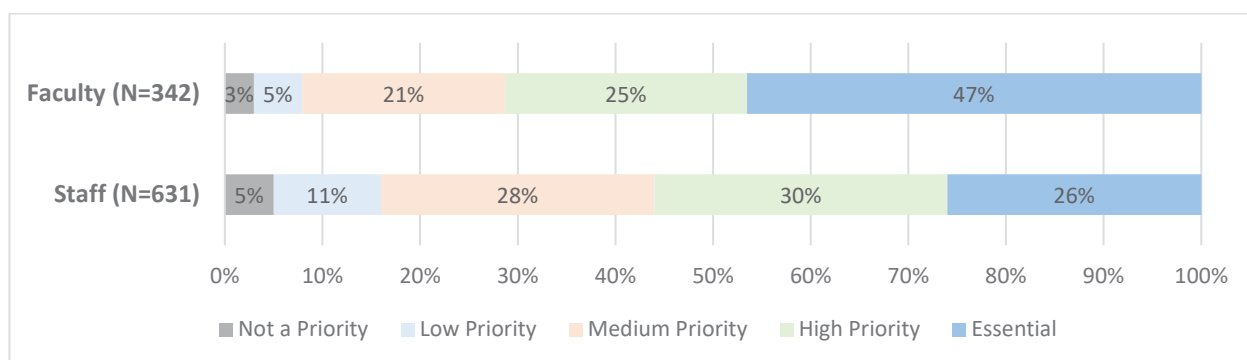
10.7 Policies to meet virtually when possible (e.g. Zoom or phone).



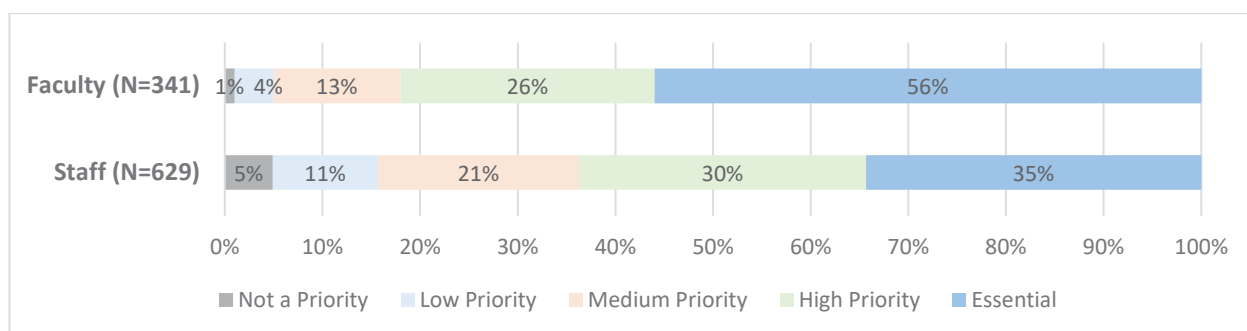
10.8 Policies limiting the size of groups for in-person meetings (e.g. 25 or fewer).



10.9 Rescheduling non-essential work tasks or events to a later date/time.

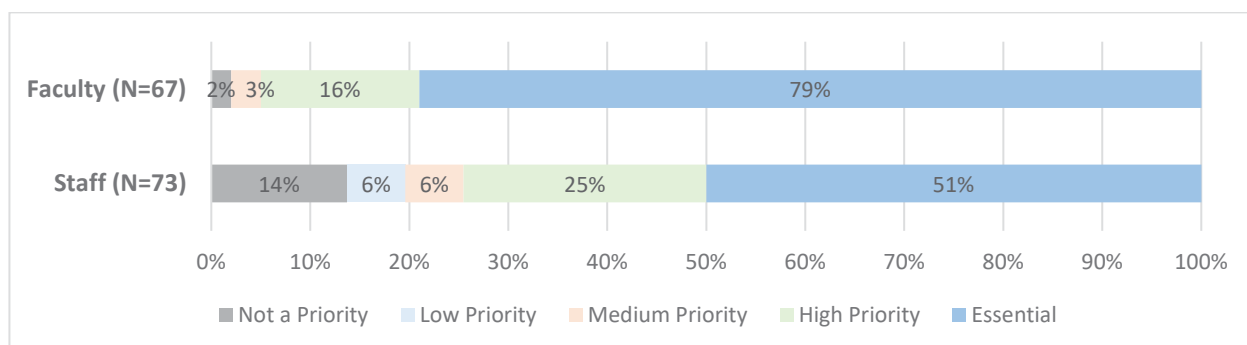


10.10 Adjusting common areas and workspaces to create physical distance (e.g. barriers, partitions, ventilation, automatic doors, etc.).



10.11 Other (please specify).

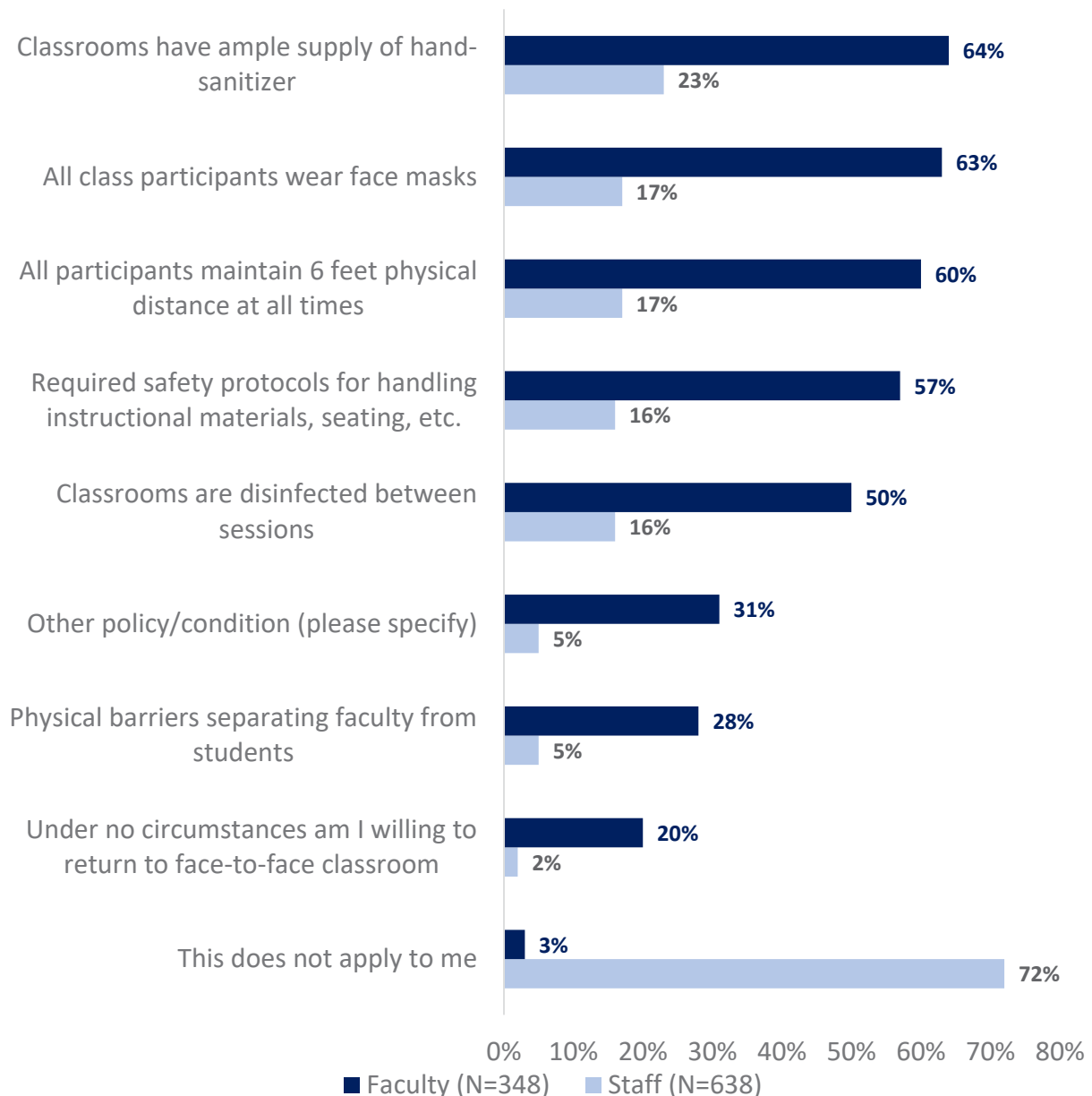
Other specified risk-reduction strategies include allowing remote work or virtual teaching to continue, having an active contact tracing program, proper ventilation for classroom and other spaces that hold a group of people, avoiding non-essential travel, quarantine of students, faculty and staff who return from travel or with signs of any flu-like illness, sanitizing common areas and frequently touched surfaces, limiting campus visitors, promoting a culture of "caring for the community," flexible working schedule for those who do not have access or limited access to safe child care, etc.



Note. 1. Percentages may not add up to 100% due to rounding.

2. Percentages are based on the total number of faculty/staff who responded to the questions above.

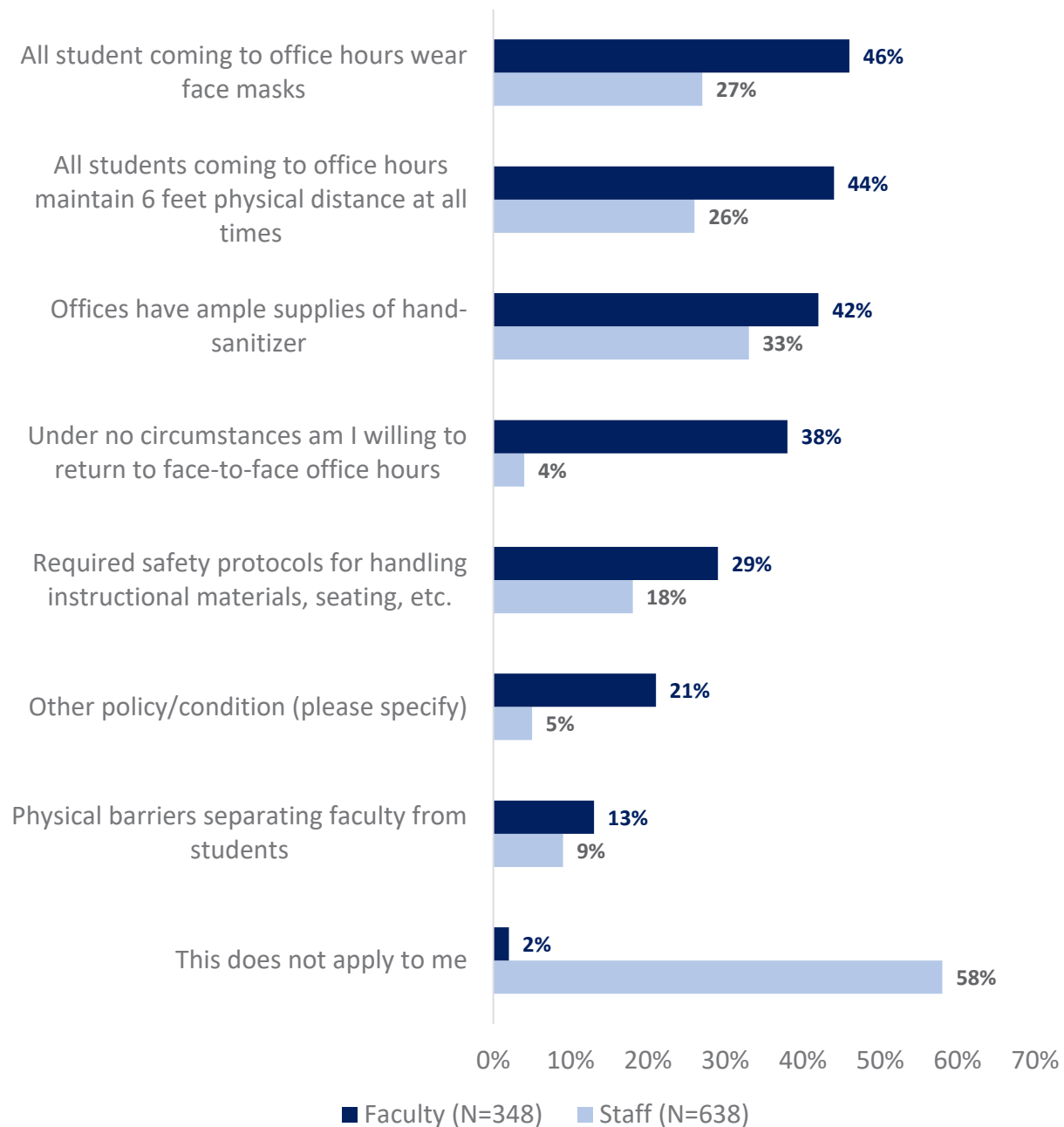
Q11. What policies/conditions would be necessary for you to feel comfortable engaging in face-to-face instruction? Please select all that apply.



Note. 1. “Other policy/condition (please specify)” includes regular testing, adequate ventilation, availability of a vaccine, teaching outdoors, faculty can opt for remote instruction when they choose, having a contact tracing program, dramatic reduction in classroom capacity, all students tested before returning to campus, sanitizing common areas and frequently touched surfaces, extreme enforcement of safety policies with clear and significant consequences for students challenging or disputing these guidelines, controlling/monitoring student travel, quarantine of 14 days for those who return to school from travel, appropriate sick leave limiting student break, etc.

2. Percentages represent the number of faculty/staff who selected each item above out of all faculty/staff participants. Employees were asked to select all that apply.

Q12. What policies/conditions would be necessary for you to feel comfortable meeting face-to-face with students for office hours? Please select all that apply.

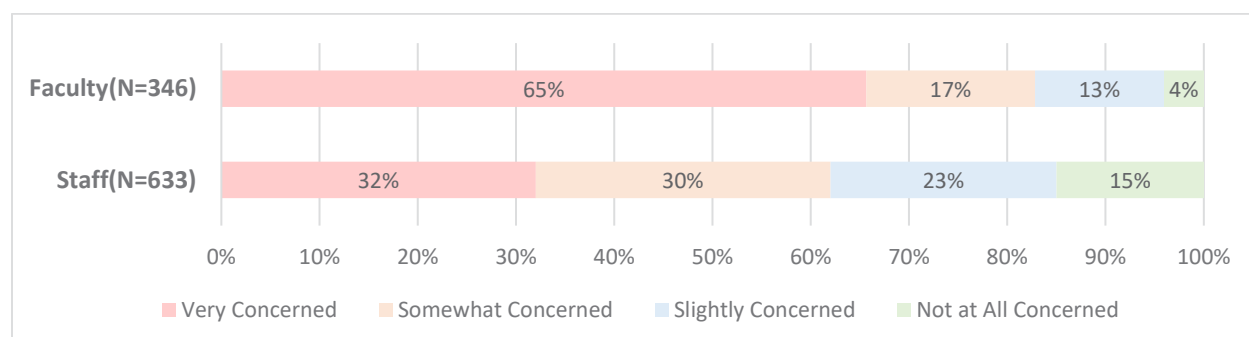


Note. 1. "Other policy/condition (please specify)" includes offering virtual office hours via Zoom, meeting students outside with some distance or with a mask, enhancing ventilation in office, having regular testing, availability of a vaccine, meeting students in a larger common space, seeing one or two students at a time by appointment, having a contact tracing program, providing proof that all students are complying with safe behaviors, meeting students with the old norm is fine, etc.

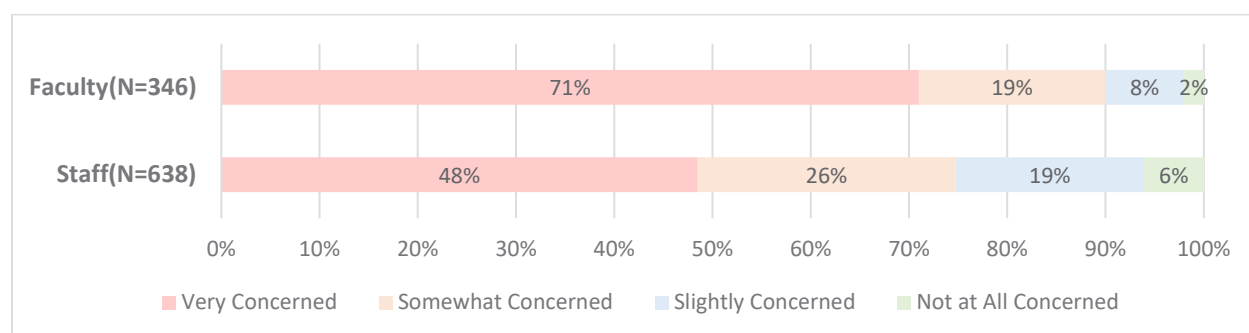
2. Percentages represent the number of faculty/staff who selected each item above out of all faculty/staff participants. Employees were asked to select all that apply.

Q13. How concerned are you about each of the following as you think about returning to in-person work?

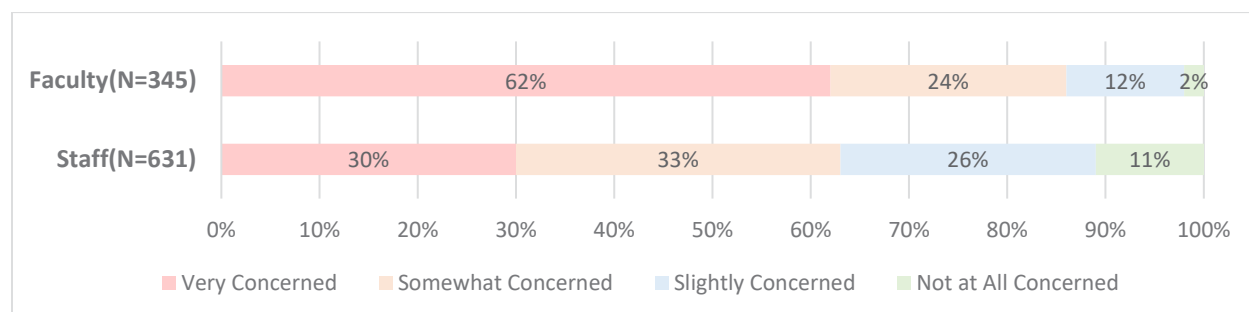
13.1 Unclear plan for returning to work safety.



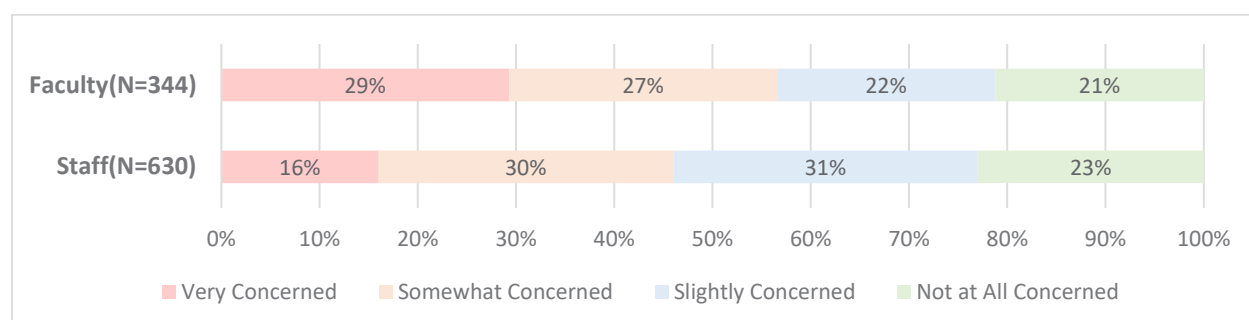
13.2 Impact of second wave of the virus on my campus and community.



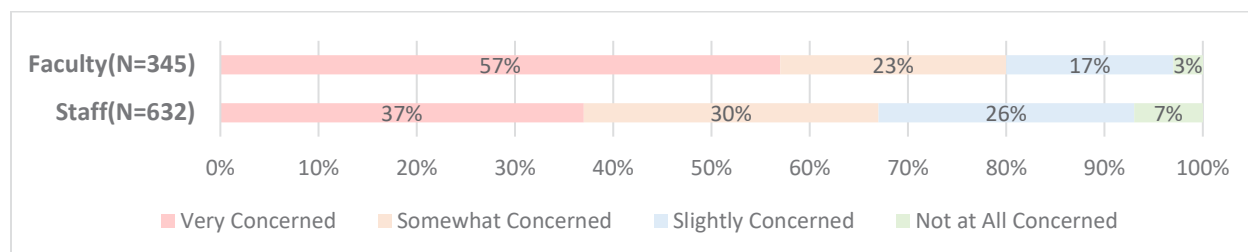
13.3 Our efforts as a community to identify and trace the spread of the virus will be ineffective.



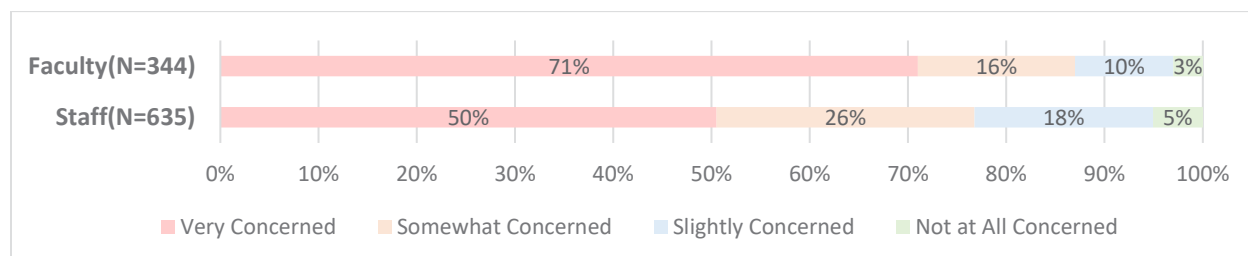
13.4 Not knowing the best way to safe from COVID-19.



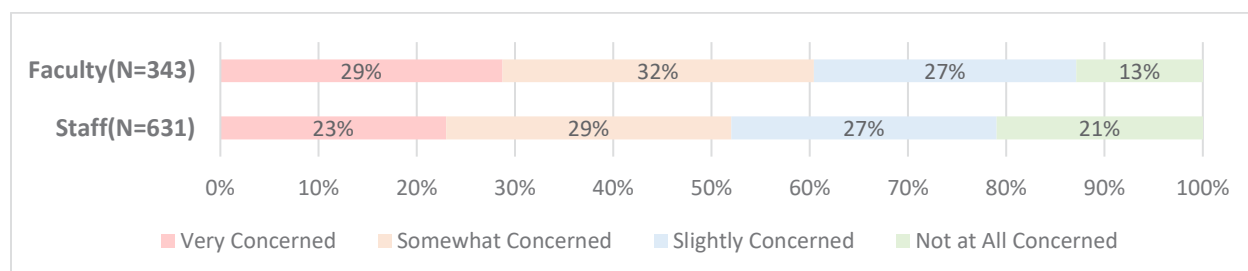
13.5 Being exposed to the virus.



13.6 Exposing someone else to the virus (e.g. coworker, family member).

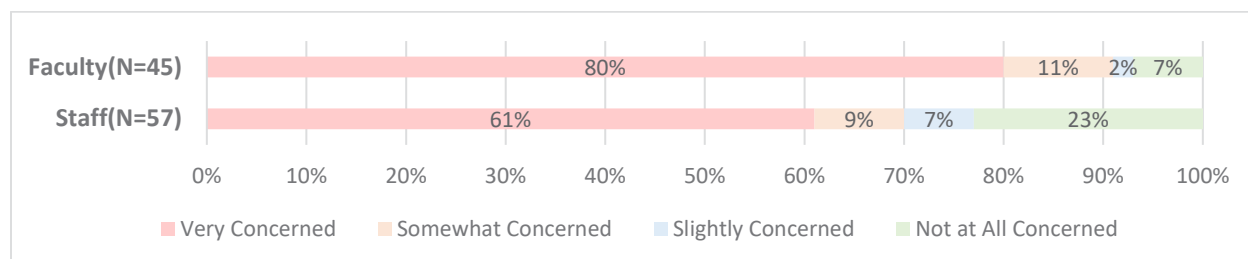


13.7 Not having other personal protective (PPE) equipment, including masks, gloves, sanitizer.



13.8 Other (please specify).

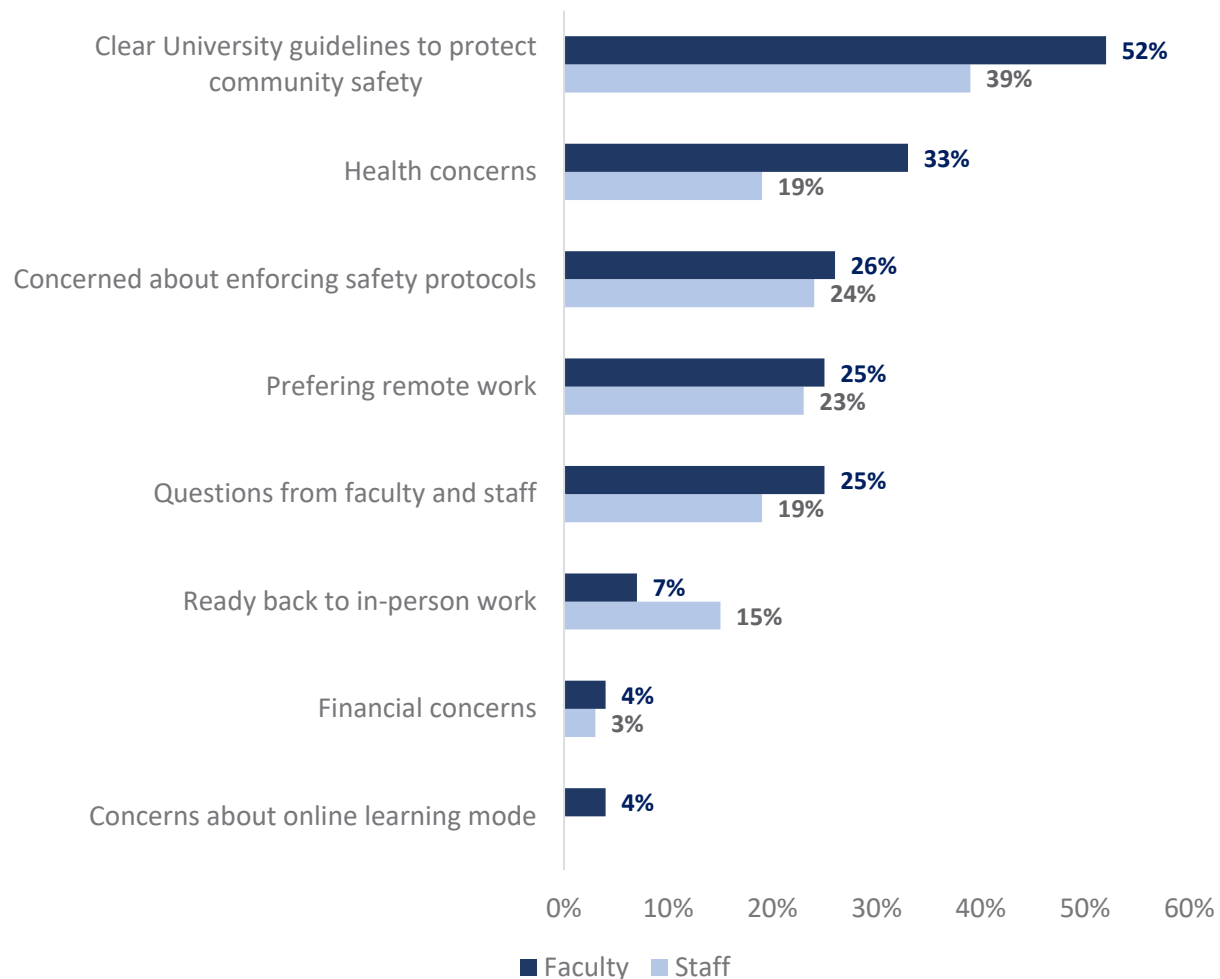
Other specified concerns include no compliance of students, staff and faculty to the regulations, not having regular testing or a vaccine, potential for members of our community to not only be ill but die from the virus, virus spread in community, ineffectiveness of normal classroom teaching under the current circumstances, child care shutdowns occurring again, not having clear consequences for breaking guidelines, ability of health-care facilities to handle an outbreak, etc.



Note. 1. Percentages may not add up to 100% due to rounding.

2. Percentages are based on the total number of faculty/staff who responded to the questions above.

Q14. What additional thoughts would you like to share about returning to traditional in-person work?



In total, 506 faculty and staff responded to this question, including 224 faculty and 282 staff. The major themes that emerged from these responses are presented in the figure above. The top concern of faculty and staff was the need to create and communicate timely, clear, and detailed University guidelines to be followed by students, faculty and staff. They suggested these guidelines should include such topics as testing; using personal protective equipment; hand-washing, cleaning/disinfecting common areas; social distancing; contact tracing; quarantine; process in place to make sure compliance with all safety protocols; consequences for those who fail to follow guidelines; clear communication of guidelines to faculty, staff, and students; travel policies; backup plan for a second outbreak and guidelines to determine when and under what condition to transition to remote model; accommodation for high-risk vulnerable faculty and staff; holding meetings or office hours virtually whenever possible; postponing large gatherings; staying home with first sign of illness; and temperature check. Some faculty suggested using outdoor classrooms, the possibility of signing health pledges or waivers, and limiting the number of students on campus by allowing some students to take

classes online at home in the fall semester. It was also suggested that expert epidemiological opinions should be consulted before developing guidelines. Some suggested a commitment to equity should guide Bucknell's plan for the fall semester.

A higher percentage of faculty expressed health concerns, compared with staff. One-third of faculty and 19% of staff indicated concerns about their own health, the health of high-risk vulnerable family members in their households, and the safety as well as health of the local community. Some of these respondents expressed serious concern about a second wave of COVID-19 in the fall since a vaccine or cure are not going to be available by then. They believed that the health and safety of students, faculty and staff should be a top priority in making decisions for the fall semester.

Additionally, about a quarter of faculty and staff expressed concerns about enforcing safety protocols, including who will enforce the protocols and how to do this in an effective way. Most of these respondents were skeptical about students' willingness and ability to comply with guidelines. Some faculty and staff indicated the sizes of their offices make social distancing hard to achieve. Concerns were also reported about wearing facemasks, since some people have medical conditions that may get worse when wearing masks for a long time.

Looking forward to the fall semester, approximately a quarter of respondents who answered this question indicated they preferred to continue working from home to avoid physical contact with other people and protect the safety/health of the local community. Some faculty mentioned that if all safety guidelines were implemented on campus (wearing facemasks and maintaining social distancing), the on-campus learning experience would no longer be the "traditional in-person work" per se. They believed they can offer high-quality and well-planned online learning experience given the current circumstances.

Quite a few faculty and staff posed questions in their responses. These questions range from supplies of personal protective equipment, enforcing safety protocols, child care, disinfecting common spaces, travel policy, provisions for high-risk faculty/staff, backup plans if a faculty gets sick, AC system in classrooms, reducing the number of students in classrooms, using outdoor classrooms, support from the University, to questions related to admissions, athletics, fundraising, hazard pay, spending endowment, IT support, health care and capacity of local medical care.

Out of all the respondents to this question, 15% of staff and 7% of faculty indicated they felt ready to return to traditional in-person work. A small proportion of respondents reported they were concerned about financial implications of not reopening soon. Similarly, a tiny proportion of faculty indicated concerns about online learning mode, including student cheating and equity issues. Some representative quotes are presented verbatim in **Appendix 1**.

Appendix 1. Responses to Q14: What additional thoughts would you like to share about returning to traditional in-person work?

The following responses were quoted verbatim

Clear University guidelines to protect community safety

- "Generally speaking, I feel it's critical that an entire "package" of measures be taken. For instance, we can't simply say that we're all going to socially distance and that's it. We need a variety of things that will work in concert to protect employees and students."
- "We need a zero-tolerance strongly-worded strict policy in place for our students, with required contact monitoring for ALL of us -- staff, faculty and students -- that will help the students understand that we are not kidding around."
- "providing hand sanitizers for use before and after each class"
- "I think the risks and expectations need to be made exceedingly clear to them ... their choices have the potential to impact whether someone lives or dies. Covid-19 is frightening, it is unpredictable and it is insidious - students need to know that they are not be punished and that it is not the school imposing something ... it is this horrible virus. Unless they understand this and really understand the impact their choices can have and are able to control their choices - I fear that we will be facing some painful outcomes."
- "If we can trace and test regularly I am relatively confident, without such universal testing returning to work in a face to face environment seems dangerous and foolhardy."
- "Creating guidelines would be helpful so that each department has some flexibility to implement."

Health concerns

- "I have an auto-immune disease and likely will not feel comfortable returning to work unless the number of cases decreases significantly."
- "The health of students, staff, and faculty should be the most important factor for considering whether to open in the fall. If we do not put the health of students first, how can we call ourselves an educational institution?"

Concerned about enforcing safety protocols

- "Even if we take measures to mitigate risk in classrooms, I don't see any way to get students to socially distance outside of class. This means that if just one student with the virus arrives on campus, they will almost certainly spread it widely in their dorm, at parties, etc."
- "In my workspace, there are 8 people in one suite area with lots of student, faculty, and staff traffic. It would be impossible to maintain social distancing and sanitization following each and every person coming in the area. We also still handle a lot of paperwork which would cause additional issues regarding gloves, changing gloves after every interaction, etc."

Prefer continuing remote work

- "I will do my best to deliver excellent courses via remote methods, but I will not teach in the classroom or meet with students in person. That's what I did this spring, with my three courses."
- "My hope is that Bucknell allows anyone that CAN work from home do so. I have found that working from home has not hindered my abilities to serve the university. If we can keep as many people away from campus as possible, that will be fewer spaces to disinfect and fewer people to spread the virus, ultimately keeping people from being ill."

Questions from faculty and staff

- "What happens if students/faculty/staff don't adhere to the rules? What happens if outside community members don't adhere to any rules put forth by Bucknell or health officials? Who is going to enforce them?"
- "Has the university given thought to child care needs of faculty and staff? For instance, if there is an early August start at Bucknell, but Lewisburg K-12 doesn't begin until the end of August, and summer camps are closed (Kelly SACC is closed all summer, for example), then how can parents be expected to be both on campus working and at home homeschooling simultaneously?"
- "How would we maintain the distance in tight spaces like the bathrooms? The bathrooms may be more crowded than usual if we are all washing hands. We could limit the number of people who can enter at a time. But again, that doesn't take care of the problem of viral particles in the air."
- "Given our small department sizes, if one of us were to fall sick, who would take over our classes in addition to managing their own? Do the health care institutions have the capacity to take care of the sick from the region including the major employers--Bucknell, Geisinger and the Prison?"
- "I am concerned about ventilation in the classrooms. Are there systems that could suck air out through the windows, for example--obviously, I'm not an engineer :)"

Ready for back to in-person work

- "I feel comfortable returning to work if everyone does their best to social distance, wash hands, and avoid eating in groups"
- "I think it is essential we return to work"

Financial concerns

- "I am personally a lot more concerned about the financial implications of not reopening."
- "As a single parent of two school age children I do not want to/cannot lose my paycheck"

Concerns about online learning mode

- "The quality of education in a remote setting greatly diminishes. My students report that some instructors do little more than provide a list of tasks that students must complete by some distant date. While other instructors do a better job, or at least put forth more effort, it is difficult to remotely deliver engaging content."
- "I am concerned that there will be inequity with remote instruction in my classroom due to some students not having access to adequate personal computing (a PC or Mac - chrome books will not work) either because they do not own an appropriate computer or feel uncomfortable using public computers. It could place the burden of taking higher risk activity (using public computers) on lower income students."

Appendix 2. Bucknell Employee Return-to-Work Survey

Dear Colleagues,

As we plan a return to on-campus instruction for students and faculty and on-campus work for staff, we want to hear your thoughts, ideas and perceptions about making the transition back to residential operations in the fall. We invite all employees to submit feedback to help inform our decision-making moving forward.

Please take a few moments to complete this Return-to-Work Survey by Monday, June 8. Your submission will be anonymous, confidential and voluntary. The survey is designed to gather input and will not be used for scholarly or research purposes. The actual determination of your capacity to resume working on campus will take place at a later date.

Thank you for your time and attention — your input will help shape plans to ensure a successful reopening of campus.

Sincerely,

Elisabeth Mermann-Jozwiak
Provost

Pierre Joanis
Vice President for Human Resources

1. Please select your role at Bucknell.

☐ Faculty (1)

☐ Staff (2)

2. How have you been directly impacted by COVID-19? Please select all that apply.

- ☐ I have not been directly impacted by COVID-19 (1)
- ☐ I have lost work hours due to COVID-19 (2)
- ☐ I have lost income due to COVID-19 (3)
- ☐ Someone living in my household works on the front line of the COVID-19 pandemic response (4)
- ☐ I am related to or have a close personal relationship with someone who has been ill or passed away due to COVID-19 (5)
- ☐ I have had to homeschool my child(ren) during typical work hours (6)
- ☐ I no longer have access to childcare during typical work hours (e.g. I care for my child(ren) at home) (7)
- ☐ I have confronted challenges maintaining Wi-Fi connection working remotely (8)
- ☐ Other (please specify) (9) _____

3. Which of the following lifestyle change(s) have you made in response to COVID-19? Please select all that apply.

☐

Washing hands more frequently (1)

☐

Wearing a mask in public spaces (2)

☐

Avoiding in-person social gatherings with others than those in your household (3)

☐

Reducing the number of friends I spend time with in-person (4)

☐

Stocking up on food and supplies (5)

☐

Avoiding or canceling travel (domestic or international) (6)

☐

Avoiding routine health-care appointments (7)

☐

Other (please specify) (8) _____

4. Since the COVID-19 pandemic hit the U.S. in January 2020...

	Much worse (1)	Worse (2)	Same (3)	Better (4)	Much Better (5)
How has your <u>overall psychological well-being</u> (e.g. mood, anxiety, feeling traumatized) been affected? (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How has your <u>overall level of stress</u> been affected? (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How has your <u>access to health care</u> been affected? (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How has your <u>ability to do your work</u> been affected? (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Prior to the recent transition to remote work due to COVID-19, which of the following environments best captures where you primarily do your work? Please select all that apply.

- ☐ Office (single-person space) (1)
- ☐ Office (shared space) (2)
- ☐ Small classroom (holds up to 25 students) (3)
- ☐ Classroom (holds more than 25 students) (4)
- ☐ Studio classroom (5)
- ☐ Computer lab (6)
- ☐ Research lab (7)
- ☐ Large public venue (e.g. ELC, Weis Center, library, auditorium) (8)
- ☐ Physical plant shop/building (e.g. repair shop, storage, infrastructure facility) (9)
- ☐ Outdoors (10)
- ☐ Not applicable (I work remotely) (11)
- ☐ Other (please specify) (12) _____

6. Think about the environments that are part of your primary workspace(s) on a normal workday. To what degree are the following statements accurate?

In my normal work environment...

	Completely Inaccurate (1)	Somewhat Inaccurate (2)	Somewhat Accurate (3)	Completely Accurate (4)
Social distancing (keeping 6 feet apart) is currently achievable (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Changes need to be made to achieve social distancing (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a high degree of face-to-face contact with other employees (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a high degree of face-to-face contact with Bucknell students (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a high degree of face-to-face contact with members of the Bucknell community in general (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Taking into account your understanding of COVID-19 and the environments in which you normally work, how would you assess the risk to your health if Bucknell returns to traditional expectations of in-person work?

- ☐ No risk (1)
- ☐ Limited risk (2)
- ☐ Moderate risk (3)
- ☐ High risk (4)

8. Taking into account your understanding of COVID-19 and the environments in which you normally work, how would you assess the health risk you pose to a member of your household if Bucknell returns to traditional expectations of in-person work?

- ☐ No risk (1)
- ☐ Limited risk (2)
- ☐ Moderate risk (3)
- ☐ High risk (4)

9. How likely are you to practice the following measures in your typical work setting when Bucknell returns to in-person work?

	Very Unlikely (1)	Somewhat Unlikely (2)	Somewhat Likely (3)	Very Likely (4)
Voluntarily have your temperature taken prior to starting work (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Voluntarily wear a mask (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wash hands with soap regularly throughout the day (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use hand sanitizer when entering new work areas (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintain 6 feet physical distance in shared spaces (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leave work at any sign of illness (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. The following COVID-19 risk-reduction strategies have been adopted by other institutions across the country. How high of a priority is each strategy to you when you think about a comfortable return to in-person work?

	Not a Priority (1)	Low Priority (2)	Medium Priority (3)	High Priority (4)	Essential (5)
Regular COVID-19 testing of employees and students (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employer-provided personal protective equipment (e.g. masks, gloves, sanitizer) (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enforcing of public health measure compliance (e.g. social distancing, mask wearing) (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are strongly encouraged to stay home if feeling ill (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use of remote work arrangement when possible (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternating in-person work schedules (e.g. some workers are remote, others are in person, on a rotating schedule) (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policies to meet virtually when possible (e.g. Zoom or phone) (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policies limiting the size of groups for in-person meetings (e.g. 25 or fewer) (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rescheduling non-essential work tasks or events to a later date/time (9)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Adjusting common areas and workspaces to create physical distance (e.g. barriers, partitions, ventilation, automatic doors, etc.)

(10)

☐
☐
☐
☐
☐

Other (please specify)

(11)

☐
☐
☐
☐
☐

11. What policies/conditions would be necessary for you to feel comfortable engaging in face-to-face instruction? Please select all that apply.

☐

Under no circumstances am I willing to return to face-to-face classroom (1)

☐

All class participants wear face masks (2)

☐

All participants maintain 6 feet physical distance at all times (3)

☐

Physical barriers separating faculty from students (4)

☐

Classrooms have ample supply of hand-sanitizer (5)

☐

Classrooms are disinfected between sessions (6)

☐

Required safety protocols for handling instructional materials, seating, etc. (7)

☐

Other policy/condition (lease specify) (8)

☐

This does not apply to me (9)

12. What policies/conditions would be necessary for you to feel comfortable meeting face-to-face with students for office hours? Please select all that apply.

- ☐ Under no circumstances am I willing to return to face-to-face office hours (1)
 - ☐ All student coming to office hours wear face masks (2)
 - ☐ All students coming to office hours maintain 6 feet physical distance at all times (3)
 - ☐ Physical barriers separating faculty from students (4)
 - ☐ Offices have ample supplies of hand-sanitizer (5)
 - ☐ Required safety protocols for handling instructional materials, seating, etc. (6)
 - ☐ Other policy/condition (please specify) (7)
-
- ☐ This does not apply to me (8)

13. How concerned are you about each of the following as you think about returning to in-person work?

	Very Concerned (1)	Somewhat Concerned (2)	Slightly Concerned (3)	Not at All Concerned (4)
Unclear plan for returning to work safety (1)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Impact of second wave of the virus on my campus and community (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our efforts as a community to identify and trace the spread of the virus will be ineffective (3)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Not knowing the best way to safe from COVID-19 (4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Being exposed to the virus (5)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exposing someone else to the virus (e.g. coworker, family member) (6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Not having other personal protective (PPE) equipment, including masks, gloves, sanitizer (7)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify) (8)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. What additional thoughts would you like to share about returning to traditional in-person work?
