The background of the cover is a photograph of a large, multi-story brick building with a prominent clock tower. The building has a classical architectural style with many windows and a central entrance. In the foreground, there are several trees with pink cherry blossoms in full bloom. The sky is a clear, bright blue. The text is overlaid on the image in a large, white, sans-serif font.

SPRING 2021
FACULTY/STAFF GUIDE TO
**STUDENT
QUARANTINE,
STUDENT ISOLATION
& CAMPUS
CONTACT TRACING**

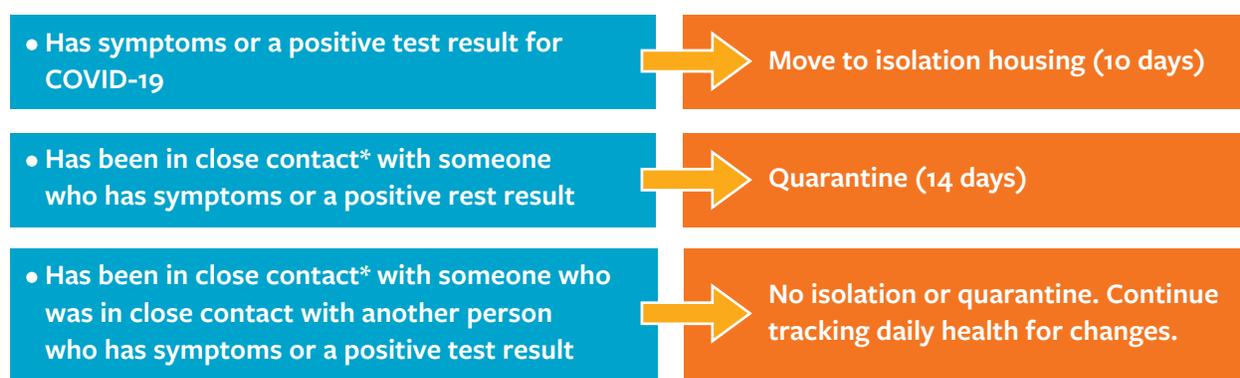
Preventing the spread of COVID-19 on campus will require the entire Bucknell community to make considerable adjustments to our daily lives in order to prioritize safety and health. This guide details some of the protocols Bucknell has instituted to help protect the campus community, including guidelines for isolation, quarantine and contact tracing.

Quarantine separates people who are believed to have been exposed to the COVID-19 virus but who are not symptomatic from others who have not been exposed. Anyone who has had close contact with someone who tests positive for COVID-19 or with someone who has symptoms will be asked to quarantine.



Isolation separates people who are known or reasonably believed to have been infected with the COVID-19 virus from those who are not infected. Students who test positive for COVID-19, with or without symptoms, will be moved to isolation housing.

If a student:



***Close contact** is being within 6 feet of a person for 15 minutes or more (regardless of face covering), or having physical contact such as kissing, hugging, or sharing food or drinks.

QUARANTINE GUIDELINES

Quarantine separates people who are believed to have been exposed to the COVID-19 virus but who are not symptomatic from others who have not been exposed.

Anyone who has had close contact with someone who tests positive for COVID-19 or with someone who has symptoms will be asked to quarantine.

Student Quarantine

- Quarantine generally takes place in isolation housing provided by the University at no additional cost to students. For more information about isolation housing, see [page 5](#).
- Students who have been quarantined are expected to remain in isolation housing for the duration of quarantine except in emergencies (such as a fire alarm sounding).
- Students who live on or off campus will be moved to isolation housing for quarantine.
- Students who have been moved to quarantine must notify their professors that they will be switching to online learning. They do not need to provide a reason for the switch.
- Students in isolation housing will receive meal deliveries to their room during the quarantine period.

- Facilities staff will be notified when students residing in a building that the staff member works in have been quarantined.
- Laundry service will be provided for students in quarantine through Wash Tubs. The University will cover the cost of laundry service one time during quarantine.
- Quarantine lasts for 14 days from the last exposure to a positive case or until a symptomatic contact receives a negative test result.
- Students who do not experience symptoms will be released after 14 days and tested again on the next available weekday appointment.
- Students are not advised to return to a permanent residence to quarantine. Students who leave campus for the quarantine period are required to complete the entire 14-day quarantine off campus, and also quarantine for eight days in University provided isolation housing upon their return. They will be cleared to leave isolation housing only after receiving a negative result on a COVID-19 test taken five days after entering isolation housing.

If a student is quarantined, will their roommates be subject to quarantine as well?

If a student has a positive COVID-19 test result or has symptoms of COVID-19, their roommates will be required to quarantine. In shared living situations, such as affinity houses, a larger group of students could be asked to quarantine.

In other cases, quarantine might not be necessary, unless both students had close contact with the same individual who tested positive for or has symptoms of COVID-19. **Every case will be evaluated individually.** All students should continue monitoring their health with the Daily Symptom Tracker in the Herd Health App.

Release from Quarantine

Students who quarantine on campus and do not experience symptoms after 14 days will be released from quarantine and may resume in-person classes and move about campus. They should schedule a COVID-19 test at the first available time following completion of their quarantine.

Students could also be released from quarantine earlier if it is determined they were not at risk of infection. In this case, they will be contacted by the Bucknell Contact Tracing Team or Bucknell Student Health. Meal delivery will stop when students are released from quarantine.

Faculty/Staff Self-quarantine

- Faculty and staff members should be prepared to quarantine at home in the event they have been in close contact to someone who tests positive for or has symptoms of COVID-19.
- If you have been in close contact with someone who has tested positive for or has symptoms of COVID-19, you will be contacted by Bucknell's Contact Tracing Team with a recommendation to quarantine at home. Individuals who receive a recommendation to quarantine may not come to campus for any reason during the 14-day quarantine period.
- Contact tracers will notify Human Resources regarding any employee who has been directed to self-quarantine.
- Faculty members in quarantine should switch to online instruction.
- Quarantine lasts 14 days.

If You Suspect You May Have Been Exposed

- Monitor your health for symptoms of the virus, including cough, shortness of breath, difficulty breathing, fever, chills or new loss of taste or smell.
- Follow guidance about staying home from work given to you by a health care provider, public health official or the University.

If You Have COVID-19 Symptoms

- Stay home.
- Contact your health care provider.
- Notify Human Resources.
- Complete the intake form available in the Absence worklet in Workday (if assistance is needed, please contact Danielle Kraus at 570-577-1710 or dkraus@bucknell.edu, or Kelley Adams-Verge at 570-577-1340 or kaavoo1@bucknell.edu).
- Human Resources will notify your supervisor and others as appropriate, in accordance with recommended guidelines.

QUARANTINE AFTER TRAVEL

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 University-provided 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 approximately five days after arrival. When a negative test result is received, the student will be permitted to leave isolation housing and return to their campus residence and/or attend classes in person.

Students who live off campus should immediately begin an eight-day quarantine at their off-campus residence upon 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 are found to have traveled outside the immediate Lewisburg area 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.

ISOLATION GUIDELINES

Isolation separates people who are known or reasonably believed to have been infected with the COVID-19 virus from those who are not infected.

Students who test positive for COVID-19, with or without symptoms, will be moved to isolation housing.

- Isolation housing will be provided by the University at no additional cost to students.
- Students who live on or off campus will be moved to isolation housing when they receive a positive COVID-19 test result or have symptoms of the virus. Their roommates could also be moved to isolation housing for quarantine.
- Faculty and staff who test positive for or have symptoms of COVID-19 should self-isolate at their place of residence.
- Students will be transported to isolation housing by Bucknell Public Safety. Public Safety staff will wear PPE, including N95 respirator masks, during transport. Students will be required to wear their own masks during transportation to isolation housing. Vehicles used to transport students to isolation housing will be disinfected following the trip.
- Students in isolation housing should remain in their assigned room in isolation housing for the duration of the isolation period except in emergencies (such as a fire alarm sounding).
- Students who have been moved to isolation housing must notify their professors that they will be switching to online learning. They do not need to provide a reason for the switch.
- Students in isolation housing will receive meal deliveries to their room while in isolation housing.
- Students in isolation housing will have daily telehealth visits from Bucknell Student Health, who will help them monitor their health and symptoms and track their health condition.
- Facilities staff will be notified when a student in a building the staff member works in has been moved to isolation housing.
- Staff will not enter occupied rooms in isolation housing for cleaning. Rooms will be cleaned and sanitized between residents. Fresh towels and bedding will be delivered to rooms if students request them.
- Isolation lasts for at least 10 days, provided the individual is fever free for 24 hours without the use of fever reducing medications, and other symptoms of COVID-19 are improving.

Where is Isolation Housing?

Isolation housing is primarily located in a building that typically houses a hotel but has been fully reserved for the University's exclusive use as a remote residence hall for the duration of the semester. The building will not operate as a hotel or be open to the public during this time.

Students residing in isolation housing will continue to be subject to all University residence hall rules during their stay. Any accommodations approved for a student in their normal residence hall assignment will also be accommodated in their isolation assignment, including the approval of any emotional support animal.

Students in isolation housing will have:

- A private bedroom and bathroom.
- A refrigerator and microwave
- Wi-Fi internet, with access to internal Bucknell resources available through the Bucknell VPN.
- Meals prepared by Bucknell Dining.

- Laundry service provided through Wash Tubs. The University will cover the cost of laundry service cost one time during isolation.

Release from Isolation Housing

Students will be released from isolation housing by Bucknell Student Health after 10 days if they have not had a fever without the use of fever-reducing medications for at least 24 hours and other symptoms have improved. If symptoms have not improved, students could be instructed to remain in isolation housing longer. Once released from isolation housing, students may resume in-person classes and move about campus.

ALTERNATIVE OPTIONS

Students must comply with instructions to quarantine or move to isolation housing. Once in quarantine or isolation, however, they have the option of finishing the quarantine or isolation period at home, returning home for the rest of the semester, or taking a withdrawal or leave of absence from the University for the semester. Instructions for students pursuing these options are as follows:

To Return Home for the Isolation or Quarantine Period

- Returning to a permanent residence to quarantine is not advised. Students who leave campus for the quarantine period will be required to complete the entire 14-day quarantine off campus, and immediately upon their return to campus must quarantine for eight days in University provided isolation housing. They will be cleared to leave isolation housing only after receiving a negative result on a COVID-19 test taken five days after entering isolation housing.
- Students who test positive for COVID-19 and wish to return home for the isolation period must notify Bucknell Student Health of their plans and be accompanied by another person (such as a family member or friend) when they leave isolation housing. Students who choose to drive themselves home must be cleared by Student Health prior to leaving.
- In order to return to campus following home isolation for a positive COVID-19 diagnosis, students must submit a clearance letter from their home health provider stating that they have met the CDC criteria for release from isolation following a positive COVID-19 case. They also must be cleared to return to campus by Student Affairs and may not return to campus until they have received this clearance.

If Students Prefer to Return Home for the Rest of the Semester

- Students must complete the [Option for Remote Learning](#) form (they may use this form even if the deadline has passed).
- After completing the form, students should make arrangements for family or friends to pack their belongings and notify housing@bucknell.edu of these arrangements. Students should not return to their rooms to move out. Move out will be completed when a student's key is dropped off at Housing Services, Vedder Hall.
- Students will not be permitted to return to campus for the remainder of the semester.
- Room fees and used board charges will be credited in accordance with the University [Credit & Refund Policy](#).

If Students Wish to Withdraw from the University or Take a Leave of Absence for the Rest of the Semester

- Students should consult with their academic associate dean in their college first to determine if a withdrawal or a leave is right for them.
- Students must Complete the [Voluntary Withdrawal](#) or [Leave of Absence](#) form in myBucknell.
- After completing the form, students will be contacted to make arrangements for moving out of student housing.
- Students will not be able to return to campus for the remainder of the semester.
- Tuition, room fees and unused board charges will be credited in accordance with the University [Credit & Refund Policy](#).

MEAL DELIVERIES

Meals prepared by Bucknell Dining Services will be delivered to students in isolation housing. Students living off campus will not receive meal deliveries.

Students in isolation housing will receive three meals a day from Bucknell Dining and will have a menu of meal options to choose from, including salads, sandwiches and vegan and vegetarian dishes. A hot meal will be delivered once per day in the afternoon and will include a packaged breakfast and lunch for the following day.

Delivery will be contactless. Staff will knock, leave food outside the door and state “meal delivery” prior to leaving.

CONTACT TRACING

Bucknell is coordinating its own contact tracing program to notify members of the campus community (students and employees) who have been in close contact with persons with confirmed cases of COVID-19, and to monitor exposure to COVID-19 on campus.

Contact Tracing will be conducted by Bucknell employees who have been trained to perform these duties. Casual employees may also be hired to support the contact tracing effort. **If you are interested in serving as a contact tracer, please email contact-tracing@bucknell.edu.**



Contact Tracing Process

1. The Contact Tracing Team is notified of a positive test, either by the Bucknell community member who was tested, a testing service authorized to release results or the state health department.
2. The Contact Tracing Team contacts the Bucknell students and/or employees who tested positive, makes sure they are receiving the appropriate care and, importantly, are isolating.
3. The Contact Tracing Team interviews the Bucknell students and/or employees to determine with whom on campus they may have come into close contact. In this context, “close contact” is defined as being within 6 feet of an infected person for at least 15 minutes (regardless of face covering) during the two days prior to taking a test with a positive result or the onset of symptoms.
4. Based on this information, the team will contact potentially exposed Bucknell students and/or employees to notify and instruct them on next steps as appropriate.

If You Test Positive or Have Symptoms of COVID-19

You will be called by a member of the Contact Tracing Team soon after receiving a positive test result for COVID-19, or if you report symptoms consistent with COVID. Depending on the time of your test result, this call could come the following day.

You will be asked to share the names of anyone at Bucknell you had **close contact** with beginning two days prior to the date of taking your positive test or two days before you began to experience symptoms.

Close contact is defined as being:

- within 6 feet
- 15 minutes or more (regardless of face covering)
- or having personal contact



The Contact Tracing Team will also have access to GPS data collected from the Herd Health app as well as Wi-Fi connectivity point data from the campus network. Contact tracers may contact additional individuals based on this data. This data will be accessed only for contact tracing purposes. Bucknell contact tracing efforts will maintain privacy and confidentiality.

If You May Have Been Exposed to Someone With COVID-19

If you have been in contact with someone with a confirmed case of COVID-19, a member of the Contact Tracing Team will call you and provide instructions. This call could come from a number you don't recognize. **It is important that you answer calls to your phone** and comply with the instructions that the contact tracers provide. Depending on your exposure, you could be instructed to quarantine and not come to campus for 14 days.

Bucknell's Contact Tracing Team will only contact members of the Bucknell community (students, employees) with whom you have had close contact. Others outside the Bucknell community will not be contacted.

Other Health Authorities

Bucknell's contact tracing program will not extend beyond the campus community, and will not contact those who are not University students or employees. You may also be contacted by other health authorities (such as the Pennsylvania Department of Health) for contact tracing purposes. Please answer these calls and comply with all instructions.

ACADEMIC INFORMATION

Students in isolation housing or under quarantine will need to switch to online learning. Faculty members should be prepared to accommodate students who need to abruptly switch to online learning.

Students are responsible for notifying their professors that they will be switching to online learning. They do not need to provide a reason for the switch. Dean's offices will not be monitoring students' modality of learning.

Academic associate deans' offices do not "excuse" absences from classes or final exams for any reason. If Bucknell Student Health determines that a student they are monitoring has become too sick to participate in class or examinations, Student Health will notify the associate academic dean of the student's college, who will notify professors about the student's absence. An academic associate dean will also notify instructors of a student living off campus if the student provides medical documentation of an illness. The decision of how or whether to "excuse" an absence remains to each instructor.

Students who need accommodations due to COVID-19 should contact the Office of Accessibility Resources.

MENTAL HEALTH & WELLNESS RESOURCES

Bucknell's Counseling & Student Development Center staff are available to provide mental health services online via video or over the phone. Options include individual and group counseling, consultation, and crisis management for students living on campus and in the Lewisburg area.

Counseling services can be scheduled by calling 570-577-1604 weekdays, 8:30 a.m. to 4:30 p.m.

- Same-day phone support is available during Call-in Consultation, weekdays, 9 a.m. to 4 p.m.

Support is available 24/7 for urgent mental health needs by calling 570-577-1604 and selecting option 2.

Emotional support is also available through our team of professional chaplains in the Office of Religious & Spiritual Life who are available for the Bucknell community, regardless of religious affiliation, by calling 570-577-1592 or emailing chapel@bucknell.edu.