

The background of the cover is a nighttime photograph of a large, multi-story building. The building has a prominent central section with a curved glass facade that reveals interior spaces, including a spiral staircase. At the top of this central section is a white, octagonal structure with a dome. The building's windows are illuminated from within, and the exterior is lit with warm lights. The sky is dark, and some distant lights are visible in the background.

ROBERT MORRIS UNIVERSITY
HEALTH
AND SAFETY
PLAN

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This plan document is subject to change pending further discussions with the RMU faculty. Any changes will be included in a final version published prior to the start of the Fall 2020 semester.

I. INTRODUCTION

Robert Morris University (RMU) is committed to promoting a safe and healthy environment for our students, faculty, staff, and visitors. This Health and Safety Plan outlines the university's plans for resuming in-person instruction and residential living in accordance with the requirements and guidance of Pennsylvania Governor Tom Wolf, the U.S. Centers for Disease Control and Prevention (CDC), the Pennsylvania Department of Health, the Pennsylvania Department of Education (PA PDE), and the Allegheny County Health Department. **The governmental requirements and public health guidance related to mitigating the spread of COVID-19 continue to evolve. This plan will evolve accordingly, and updates will be shared with the campus community.**

The PA PDE requires colleges and universities resuming in-person operations as permitted by Governor Wolf to publish a Health and Safety Plan. Our plan balances our primary concern for the safety of all members of the RMU community with our mission of providing a vibrant on-campus living and learning environment for the students we serve. The plan addresses RMU's strategies for:

- Resuming in-person instruction and residential living;
- Monitoring health conditions in our campus community;
- Implementing a strategy to mitigate and contain the spread of the virus on campus, and to inform the Pennsylvania Department of Health and the Allegheny County Health Department in the event that transmission occurs at RMU;
- Communicating accurate and timely information to students, faculty, staff, and other stakeholders;

The requirements set forth in this plan apply to all RMU students, faculty, and staff. Your compliance with the plan is essential to your own personal health and safety as well as the health and safety of the entire RMU community. We appreciate your compliance and your partnership in this important effort. If you have any questions about this plan, please contact:

- Dean of Students Office, 412-397-6483 (for questions from students or parents)
- Human Resources, 412-397-6270 (for questions from faculty or staff)

II. RESUMING IN-PERSON INSTRUCTION AND RESIDENTIAL LIVING

A. In-person Instruction

We will maintain our planned start and end dates to the semester, including previously established deadlines for drop/add, course withdrawals, final exam period, and grade submission deadlines. We will end face-to-face classes at Thanksgiving break, followed by virtual instruction and virtual exams. This plan follows PA PDE and CDC recommendations to end face to face instruction early and to minimize mid-term breaks. Unless we receive different instructions from governmental authorities at a later date, the residence halls will remain open until the end of the semester. Students who travel home for the Thanksgiving break will, however, be encouraged to stay there for the last two weeks of the semester.

In order to decrease density on campus and to allow for adequate physical distancing on campus, we will offer at least double the number of online courses in Fall 2020. Some face-to-face instruction will be offered for every student enrolled in an on-ground program while taking all steps possible to have a safe and healthy instructional environment, including masking, instructor station plexiglass barriers, physical distancing, and reduction of student ingress/egress between classes.

The Registrar and Facilities have established new classroom capacities based on recommended physical distancing guidelines. The department heads and deans identified on-ground courses already approved for fully online instruction whose course enrollment caps were consistent with on-line course section enrollment caps. This allowed us to identify courses that could be moved to online and immediately decrease campus density (allowing for open times between classes to decrease egress/ingress of students) and determine if we had classrooms available at scheduled times with adequate physical distancing capacity for smaller course sections.

Utilizing large instructional spaces such as Massey Theater, Hopwood Hall, the UPMC Events Center large conference room, and Yorktown large conference rooms, will allow us to physically distance classes of 30 to 35 students. Enrollment in large course sections will be decreased by creating additional online and on-ground sections. This in turn, will create smaller course sections of no more than 35 which can then be scheduled with appropriate physical distancing into large instructional areas. In this way, an adequate number of face to face classes will be maintained.

Virtual department and committee meetings, student advising, and faculty office hours will be encouraged per PA PDE and CDC guidelines.

B. RMU - Library

Reopening of the University Library will occur in phases and so what follows is subject to evaluation and change, based on evolving circumstances on the ground. Adequate signage addressing physical distancing, floor-placed spacing and directional needs, mask wearing, and other policies related to COVID-19 health and safety will be placed at appropriate locations. Additional signage that addresses food and drink policies, restrictions on moving furniture, room restrictions, and any other needs that emerge will also be placed. Wipes and or disinfectant products will be available at the Library Help Desk for users to wipe down keyboards and computer mice before use. Plastic keyboard covers may be installed. The consumption of food of any kind will not be permitted anywhere in the library. Also, moving chairs, tables, or any other furniture will not be permitted. Other policies may be required and will be developed in coordination with campus officials. The library team will assist with verbal requests made to students when non-compliance with mask or physical distancing rules are observed. Problematic behavior will be reported to the appropriate office in Student Life or the RMU Police Department.

There will be restrictions in library space:

- The Instructional Resource Center will be open only by appointment with a maximum of two people practicing physical distancing at one time.
- The study rooms on the 3rd floor of Patrick Henry will be closed and posted as unavailable.

- The main print book collection on the 3rd floor of Patrick Henry as well as the reference, serials, and oversized collections on the 2nd floor will remain open to public use. Signage will be placed on the endcaps indicating the need to practice physical distancing in this space. Unidirectional foot traffic signage will be placed on the floor and end caps in the aisle between the first and last stack corridor so there is a marked entry and exit for library traffic.

The library will continue to provide many of its services principally online. However, once the university opens, librarians will staff the research help desk, process print books, and conduct library instruction sessions for on-ground classes. Some research assistance will be offered during pre-identified/communicated hours and the remainder of the research assistance will be provided through established virtual procedures.

At the primary service desk, plexiglass will be installed around the circulation point and the research help area. No more than two people will be seated in the Help Desk area. Librarians may be seated at the help desk for research help, but most research help should be on call. Physical distancing will be maintained at all times. The Textbook Reserve systems service will continue through eBook purchase/subscription and scanning/electronic delivery of textbooks.

C. Residential Living

1. Housing Contracts and Related Documents

Before students can return to campus, resident students will be asked to review and agree to the terms of the RMU Code During COVID-19 (discussed under “Communicating with Students, Faculty, Staff, and Other Stakeholders”) and a Housing Contract Addendum. These documents communicate certain additional expectations and restrictions necessary to help mitigate the spread of COVID-19 in the campus community. Examples of these documents are included in the COVID-19 section of the RMU website at rmu.edu/coronavirus. Supplemental awareness materials will be provided to students identified as high risk either due to personal health issues or those who work in healthcare facilities.

Only residential students who have successfully completed a pre-screening by the MyHealth@School Center will be permitted to move into residence halls. Pre-screening will include a review of current health history, verification that all required immunizations are on file, documentation of COVID-19 testing if mandated, confirmation of emergency contact information, and the submission of a Safety Plan as outlined below.

2. Requiring Student Safety Plans

All resident students will be asked to provide a “Safety Plan” to Residence Life prior to arrival on campus, to be activated in the event that quarantine or isolation measures, or closures of campus residence halls, become necessary. The student Safety Plan must include answers to the following questions for each student:

- Where will the student go in the event that they must leave campus?

- What transportation options exist for the student?
- Does the student have access to a vehicle?
- Do they have a registered vehicle on campus?
- Are they dependent upon public transportation?
- How quickly can a student get to their designated location given their transportation options?
- Who are the student's emergency contacts?

3. Operational Guidelines to Enforce Physical Distance

- Masks in common area spaces including restrooms, laundry rooms, and hallways
- Hand sanitizing stations at designated building entrances
- A single approved configuration for double occupancy rooms (where assigned) to maximize physical distancing. (No bunking permitted.)
- Reduced capacity in elevators and installation of physical distancing floor indicators
- Room checks by Residence Life staff members will be increased as will on-call responsibilities for Residence Life and Community Advisors
- Spatial indicators and signage in restrooms and laundry rooms indicating limits in the number of occupants
- A No Guest Policy will be enforced at all times. This policy applies to visitors from off-campus, as well as to commuter students and students from other on-campus residence halls.
- Enhanced cleaning protocols and/or self-service for shared areas and bathroom spaces
- Alterations in Residence Life programming to comply with physical distancing guidelines and established policies
- Students will be connected with a group of the students in relation to their housing assignment for the purpose of building community, socializing, accountability and health monitoring. Each grouping of students will be referred to as a **"social pod"**. These social pods will be encouraged to share activities, meals, programs, and restrooms.

4. Guidelines for Move-in / Move-Out

To adhere to best practices, our move-in and move-out plan for this academic year will include:

- Expanded days and times to allow physical distance
- Enhance cleaning during move-in and move-out times
- Only two people may accompany each resident
- Temperature checks completed at check-in for students and their support persons
- Designated move-in day and time
- Dedicated entrances and exits with foot traffic guides at all residence halls
- Designated stairwells and elevators for single-family use
- International students and students planning to arrive by public transportation will be given additional guidance about arrival to campus to mitigate the transmission of COVID-19

5. Guidelines for COVID-19 Quarantine and Isolation Housing

RMU has identified facilities for the temporary housing and care of individuals who cannot go home and must be either quarantined or isolated on campus when they are suspected or confirmed to be infected with COVID-19. Related procedures are described in the COVID-19 Response Protocol discussed under “Communication with Students, Faculty, Staff, and Other Stakeholders” in Section V(D).

D. Other Campus Services and Activities

1. Guidelines for Dining Operations

All Parkhurst dining facility staff are required to wear face masks and gloves at all times while working and interacting with the public. Employees are required to follow infection prevention guidelines including:

- Staying home when ill
- Practicing physical distancing whenever possible at work
- Practicing proper hand hygiene
- Avoiding touching the eyes, nose, and mouth with unwashed hands
- Cleaning and disinfecting frequently touched surfaces throughout the workday
- Undergoing temperature checks prior to shift

All customers/diners are required to wear face masks or coverings while in the facility. Since an individual cannot eat and drink while in a mask, masks should be worn during movement in the facility and can be removed when sitting and dining. This further emphasizes the need for physical distancing of patrons, which will be accomplished via reconfiguration of dining spaces and increased availability of takeout options during the initial phases of re-opening.

The number of individuals dining in a single facility at one time will be limited. The number will be chosen with the goal to achieve appropriate physical distancing of diners. Approaches include:

- Access control (i.e., once the target number is reached, patrons are only allowed to enter when another patron leaves)
- Adding additional dining locations and points of distribution
- Physically spaced (6-foot) floor markers for waiting lines outside and inside the facility
- Appropriately spaced and limited numbers of tables and chairs per table
- Eliminating buffet-style self-serve food or beverage stations and replacing with staff-served meal stations
- Providing a bagged take-out meal option at every meal
- Arranging food delivery to students in isolation or quarantine

2. Counseling Center

We recognize that this academic year will be different than expected and that students may have concerns adjusting to the new environment on campus. Now more than ever, we want to remind our students that the Counseling Center is here to help you navigate these stressful times. We offer programs, resources, and services that support the overall mental health and well-being of our students. Our staff are providing distance counseling (teletherapy) via telephone or face-to-face video conferencing to currently enrolled students. Students must meet the eligibility criteria for teletherapy. Please note that while the eligibility criteria states that students must be physically located in the Commonwealth of Pennsylvania while receiving these services (due to licensing restrictions), many states are allowing teletherapy sessions across state borders during the pandemic. This means that students located outside of PA may still be eligible to receive teletherapy services from our counselors. Students should inform the Counseling Center staff of their location so it can be determined whether their state has this type of arrangement in place. Students can visit [RMU Counseling](#) for more information on the process to begin teletherapy.

The Counseling Center will remain open and staff will be available for in-person crisis appointments. During regular business hours Monday - Friday, the Counseling Center can be reached at 412-397-5900 to consult with a counselor regarding an urgent need for services or to schedule an appointment. After hours and on weekends, RMU Police can contact the appropriate resources.

3. Barnes & Noble (B&N) Bookstore

The B&N Bookstore will be open to the public beginning August 3, 2020. The store will abide by all CDC, Pennsylvania Department of Health, and Allegheny County Health Department guidelines on traffic flow, personal protective equipment (PPE), cleaning, physical distancing, and signage. B&N will continue to offer both in-store and online sales along with in-person store pick-up and direct shipments. The B&N relationship is managed by the Business Operations office and all inquiries, questions and concerns can be directed to businessoperations@rmu.edu.

4. Guidelines for Campus and Student-Centered Programming

a) Campus Recreation

Our facilities and programming will operate in alignment with the guidance from NIRSA: Leaders in Campus Recreation, NRPA (National Recreation and Park Association), IHRSA (International Health, Racquet and Sportsclub Association), our healthcare partner UPMC, and other industry experts, as well as governing organizations for club sports teams, local and state authorities, and public health guidelines for operating recreation facilities.

Capacities for each space in our indoor facilities will be determined based on governmental and/or public health requirements or guidance. Professional staff will work closely with the Facilities team to complete cleaning protocols, ensure that our mechanical and safety systems are working efficiently, and

regularly inspect all spaces and equipment for potential repairs to ensure that established procedures are being followed.

Measures will be taken in all facilities to improve our control over entry points, including a touchless entry card system with the use of plexiglass shields as appropriate. New Student Recreation and Fitness Center floor plans will maintain appropriate physical distancing for patrons. Signage and floor markings will control traffic and inform patrons. All patrons will be required to wear face coverings when in the building.

Programming will be assessed within facilities on a case-by-case basis to determine safety. Locker rooms and shared shower facilities will be closed for an extended duration to prevent close gatherings. Additionally, policies will be in place to limit the personal belongings patrons can bring into the facility.

Separate [Campus Recreation documents](#) outline COVID-19 operations for the department as well as provide guidance for club sports and activities such as intramural/recreational programming.

b) Campus Events

All university departments will be required to adhere to current guidelines for in-person events. The number of guests/attendees at an event must comply with current applicable guidance, as well as the modified capacity of the reserved space. Departments will consider alternative ways to offer programs and events. The use of available technology to host remote and/or virtual events will be supported and encouraged where possible.

Conference and Facilities staff provide oversight for the process of reserving and utilizing space in campus facilities. This scheduling and approval process will ensure compliance with capacity requirements and university guidelines. Priority for available space will be given to first meet the academic needs of the university. Hosts will be required to use all campus spaces as they are configured so as to promote physical distancing. Reservations will be staggered for events so as to allow for time between events. Campus buildings, when not used for academic classes or approved events, will be secured to prevent unauthorized use of space.

c) Student Club and Organization Activities

The Office of Student Involvement will provide approval for all student club and organization sponsored events. Staff members will provide tools and training to assist student organization leaders with event planning for the coming year. Groups will be encouraged, and, in some instances, required to host meetings and events remotely. Reservations for events will be staggered in meeting spaces so as to allow for time between uses. Student groups will be encouraged to hold outdoor events where possible. All student organization events will be required to have a designated contact person responsible for ensuring compliance with required guidelines. Until further notice, in-person student organization events will be open only to currently enrolled RMU students, as well as faculty and staff. The Office of Student Involvement will provide specific guidelines and protocols for events where food and/or beverages are desired.

In-person events open to the general public or external audiences will not be permitted until further notice. Any external organization volunteers or guests coming to campus will be required to comply with RMU guidelines for campus visitors.

d) Intercollegiate Athletics

Guidelines applicable to RMU's Division I athletic teams are described in detail in the "RMU Athletics Return to Campus Policy and Procedures Manual," which complies with current guidance from the NCAA, the Horizon League, and other conferences. The manual will be reviewed with all student-athletes, coaches, and athletic administrators prior to their return to campus.

III. MONITORING HEALTH CONDITIONS IN OUR CAMPUS COMMUNITY

A process for identifying and separating individuals who appear to have symptoms (such as fever, cough, or shortness of breath) upon arrival to the campus or who become sick has been documented in the COVID-19 Response Protocol. (See "Communicating with Students, Faculty, Staff and Other Stakeholders" in Section V(D).) This is a critical and effective strategy of mitigating further spread of the virus. All individuals who feel sick (appear to have symptoms) are advised to stay at home. For the vast majority of the population (employees, visitors, and commuter or local students), going home is a viable option. However, consideration and a plan for those students who cannot or should not go home has been established.

A. Monitoring and Surveillance - General

Strategies for monitoring and surveillance provide a flexible blueprint for reimagining a new normal for RMU. We expect the plan to evolve as the data, and the facts, change. Undergirding this effort is our eagerness to return to some semblance of "normal." But to do so, we must meet an unprecedented challenge: figuring out how to move forward safely in the absence of a cure or vaccine for COVID-19. This comprehensive blueprint shows how to effectively respond to the crisis by aligning logistics, educational strategies, and public health approaches into one coherent response.

B. Guidelines for Students, Faculty, and Staff to Self-Monitor

All individuals in the RMU community are requested to "self-check" for COVID-19 symptoms every morning (and as frequently as necessary) before going to class or coming to work. Symptoms may appear 2-14 days after exposure to the virus. According to the CDC, individuals with one or more of these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For more information concerning COVID-19 symptoms, please refer to the [CDC](#). Individuals may also utilize the CDC's "[Self-Checker](#)" to assist in making decisions regarding seeking medical attention. Additional information regarding symptoms of COVID-19 can be found on the Pennsylvania Department of Health's [website](#).

Individuals are encouraged to utilize the **#CampusClear** app. This mobile app prompts the user to answer a quick "self-assessment" and then receive a "passport" for the day. The app was designed for higher education to provide a means to self-report that you have no symptoms. The app will provide specific guidance for the user (ex: contact UPMC MyHealth).

Any faculty, staff or student that is exhibiting any of the above mentioned COVID-19 symptoms must adhere to the following:

- Must not report to work, class, or clinical assignments
- All faculty, staff and commuter students must contact their medical provider for screening, consultation and appropriate treatment.
- All residential students must contact MyHealth@School Center for phone screening/triage during business hours. If the center is closed, residential students are advised to contact their own medical provider or the UPMC Anywhere Care - Virtual Urgent Care (please note: fees apply) and call the MyHealth@School center on the next business day.
- Must not participate in any university-sponsored events or activities
- If required by your medical provider or MyHealth@School Center, self-quarantine at home or in appropriate campus housing.

In addition, individuals should look for emergency warning signs associated with COVID-19. If they show any of the symptoms noted below, they should seek emergency medical care immediately. In the event of an emergency on campus, call Campus Police at (412) 397-2424. Otherwise, call 911.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

C. Reporting

All individuals are expected to stay home if they show signs of COVID-19. In addition, individuals need to report any of the following conditions:

1. If You Have Been Exposed

Any RMU student, faculty member, or staff member is required to contact the MyHealth@School Center at (412) 397-6220 during business hours for phone screening/triage if they have been exposed to someone who has tested positive or have tested positive themselves for COVID-19. If the center is closed, individuals are advised to contact their own medical provider or utilize the UPMC AnywhereCare App - Virtual Urgent Care (fees apply) and call the MyHealth@School center on the next business day.

2. If you Traveled To/From Area of High Infection

All RMU students, faculty, or staff members should report if they have visited an area of high prevalence of COVID-19 cases (domestic or international) in the previous 14 days to MyHealth@School Center for phone screening/triage. Please refer to the [Allegheny County Health Department](#) or [PA Department of Health](#) for location details.

RMU has and will continue to follow any federal, state, and/or local guidance relating to travel, such as self-quarantines after out-of-state travel. Work-related travel is highly discouraged during the 2020/2021 academic year, and any proposed work-related travel for staff must be approved by President Howard or a Cabinet member.

3. Self-Monitoring & Identification

The first point of reporting is for medical consultation. If faculty, staff or commuter student, please contact your personal medical provider. If you are a residential student, call the MyHealth@School Center at 412-397-6220. Do not visit the clinic. You will be advised on next steps after screening is completed. The MyHealth@School center staff is available by phone Monday - Friday from 8:30 a.m. - 5 p.m. If the Center is closed, residential students are advised to contact their own medical provider during non-business hours and call the MyHealth@School Center on the next business day.

The next point of reporting is for continuation of work/assignments if possible. Faculty are requested to inform their department head via phone or email, whichever is convenient. This is important so that if a faculty member is able to perform, arrangements will be made to deliver virtual classes from home. If a faculty member is not able to perform, then alternative arrangements for continuation of classes will be made.

Staff are requested to inform their immediate supervisor via phone or email, whichever is convenient. This is important so that if the staff member is able to perform, then arrangements may be made for the staff member to work from home.

Students will be advised by the MyHealth@School Center staff to inform their instructors via email or by phone, whichever is convenient regarding any expected absence. This is important so that students do not miss out on attendance, on required assignments, and on scheduled/unscheduled quizzes, tests, exams.

The MyHealth@School Center staff will serve as the point of contact with the Allegheny County Health Department. The Health Department will communicate to RMU via the MyHealth@School Center any confirmed cases in instances where they are able to determine the individual is a member of our campus community.

RMU will leverage mobile applications to proactively assist our campus community members with physical distancing and daily self-assessment of symptoms to prevent the spread of COVID-19. All students, faculty and staff will be encouraged to install and use these apps daily. Security and privacy of your information is one of our top concerns, additional information regarding these apps can be found [here](#).

4. Reporting Non-Compliance

Maxient will be used for anonymous reporting. This web-based software is currently in use by various university departments. The university asks students, faculty, and staff to report non-compliance using this easy to use software. All reporting will be directed to appropriate RMU personnel for understanding and action. Any type of policy violation may be reported via [Maxient](#), and you will see “COVID-related” as an option under “Nature of the report.” *Individuals are requested to report any instances of non-compliance with this plan without fear of repercussions. “If you see something, say something.”*

The University has the right to request from faculty and staff appropriate and reasonable documentation to support their claims.

D. Testing, Symptom Checking & Contact Tracing

1. COVID-19 Testing

According to the CDC, not everyone needs to be tested for COVID-19. RMU’s current strategy includes viral testing for two groups within the campus population including: (1) those who are symptomatic for COVID-19 and (2) those asymptomatic with recent known or suspected exposure to COVID-19.

In addition, student-athletes will be subject to testing protocols as outlined in the “RMU Athletics Return to Campus Policy and Procedures Manual.”

Asymptomatic individuals with recent known or suspected exposure to COVID-19 must have two negative results for COVID-19 at least 48 hours apart to be cleared to participate in any classes or campus activities.

Consistent with CDC’s recommendations, if there is an increased campus or community spread of the virus, expanded testing of the student and/or employee population may be performed.

RMU may require students and employees to present appropriate medical documentation in connection with a return to school or work. Additional details on any such requirement will be forthcoming.

2. COVID-19 Symptoms Checking Protocol

To ensure COVID-19 symptoms are identified as early as possible, RMU highly recommends that all faculty, staff, and students monitor for symptoms daily. We suggest self-checking every morning. We are all in this together, and by working together we may be able to identify and stop the spread at RMU. So please help us to help you keep RMU healthy.

3. Random Symptom Checking and Reporting

Random Symptom Checkers will stop individuals and check their symptoms in any part of the campus. Checking will include a series of symptom-related questions and temperature checks. Random Symptom Checkers will operate twice a week in the mornings. Students and employees are requested to exhibit professionalism and agree to the check.

If symptoms are observed:

- Residential students will be requested to return to their residence hall immediately. These students are required to call MyHealth@School Center at 412-397-6220 for medical consultation. They are not to return to the campus community until given clearance by MyHealth@School Center.
- Commuter students, faculty, and staff will be asked to leave campus immediately. They are to call their medical provider for consultation. These individuals are not to return to campus until they have been cleared by their medical provider.

All faculty, staff and students should remain in their location until the MyHealth@School has provided further guidance.

If it becomes necessary, Random Symptom Checkers will operate all five days of a week in the mornings. Random temperature and symptom checks will be conducted. These measures will be ramped up to daily checks if there is an increase of campus and/or community spread of the virus.

If daily checks are required, checking stations will be set up in strategic locations on the campus for easy access for students, faculty, and staff (e.g., residence halls; vestibules of academic buildings; athletic facilities, etc.)

- A flowchart will be used to determine if individuals can be on campus or part of the campus population. See Appendix A.
- The duration of isolation for anyone presenting COVID-19 symptoms will be at least 14 days. This time may be extended contingent upon the course of illness and the advice of the individual's medical provider. Individuals who have recovered from recent symptoms may rejoin the campus community after being cleared by the MyHealth@School Center. Recovery will be defined as clear of fever for at least 72 hours without medication or the absence of any COVID-19 symptoms.

4. COVID-19 Contact Tracing

Contact tracing is conducted by health departments to prevent the spread of infectious disease. Contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, the CDC defines a **close contact** as anyone who was within 6 feet of an infected person for at least 15 minutes -- starting from 48 hours before the person began feeling sick until the time the patient was isolated.

MyHealth@School Center staff will provide notification of any positive tests to the Allegheny County Health Department so that the Department can perform contact tracing. As this is a required function of the Health Department, they will take the lead in this effort. To help identify contacts, RMU will choose a state recommended application. All students, faculty, and staff will be asked to voluntarily download and use this free app.

The Colonial Coronavirus Corps is a group of RMU volunteers also trained to conduct contact tracing. They will be responsible for contact tracing in collaboration with the Allegheny County Health Department. Any staff/faculty/student diagnosed with COVID-19 who has been on campus within fourteen days of their diagnosis will be required to cooperate/provide information about their contacts on campus via the Colonial Coronavirus Corps and/or the Health Department.

IV. MITIGATION AND CONTAINMENT STRATEGY

A. Isolation and Quarantine

The university has developed isolation and quarantine protocols for students, faculty, or staff who have COVID-19 symptoms and/or require testing, who test positive for COVID-19, or who have had direct contact with another individual who tests positive. RMU's COVID-19 Response Protocol outlines the circumstances under which students and employees will be asked to quarantine or isolate. The protocol is described under "Communicating with Students, Faculty, Staff, and Other Stakeholders" in Section V(D).

B. Policies for Visitors to Campus

Guidelines for Campus visitors include:

- The wearing of masks and physical distancing are required at all times on campus. Guests (to include vendors) will be provided masks if they do not have their own.
- Vendors and guests will be required to sign in at the locations where they are conducting business or visiting.
- Resident students will not be permitted to have off-campus guests and/or commuter students in the residence halls. Additionally, resident students are asked to refrain from visiting any campus residence hall other than the one to which they are assigned.

C. Travel

1. Faculty, Staff Non-Essential Travel

All non-essential university-related travel for faculty and staff, including domestic and international destinations, will continue to be suspended until further notice. Domestic travel is suspended as the country currently has multiple COVID-19 hot spots and non-essential travel may result in transmission of COVID-19 in the RMU community. Allegheny County has recommended 14 days of self-quarantine for individuals returning from travel out of state.

International travel is suspended as various countries are still battling to control the spread of COVID-19. Many countries have restricted the entry of U.S. nationals and others have imposed 14 days of quarantine on international travelers.

The University expects all faculty and staff to be professional and self-enforce the county's recommended 14 day self-quarantine when necessary.

2. International Exchange Students

For the Fall 2020 semester, RMU has not accepted any international exchange students from partner universities. For spring 2021, RMU is accepting applications with the understanding that the programs will be cancelled if the programs are not feasible due to COVID-19.

The following factors will be taken into consideration for the program to occur: U.S. Department of State travel advisories, CDC advisories on foreign travel, host country COVID-19 situation, host country CDC equivalent advisories (where applicable), RMU's preparedness for the safety of exchange students. Decisions will be made on a case by case basis when non-refundable expenses have to be made.

3. Student Trips Abroad

For the Fall 2020 semester, all semester abroad programs have been cancelled. For Spring 2021, recruitment has started with the understanding that the programs will be cancelled if the programs are not feasible due to COVID-19.

For the 2020-21 academic year, the process of recruiting faculty for Faculty Led Education Abroad Programs (FLEAPs) has started. All FLEAPs are being planned for May 2021. Planning has started with the understanding that FLEAPs would be cancelled if the programs are not feasible due to COVID-19.

For both categories of travel the following factors will be taken into consideration for the program to occur: U.S. Department of State travel advisories, CDC advisories on foreign travel, host country COVID-19 situation, host country CDC equivalent advisories (where applicable), host university's preparedness for the safety of our students. Program decisions will be made on a case-by-case basis when non-refundable expenses have to be paid.

4. Student Non-Essential Travel

All non-essential university-related travel by students for RMU affiliated student organizations, programs, and groups is suspended until further notice. Travel guidelines for student athletic

competitions will be pursuant to guidance outlined by the RMU Athletic Department for our NCAA Division I athletic teams and the Department of Campus Recreation for our club sports program.

D. Policies for Staff/Faculty Sick Leaves

Staff needing to stay home due to COVID-19 related symptoms should inform their supervisor via email or telephone, and should also send an email to humanresources@rmu.edu. Faculty who need to stay home for COVID-19 related symptoms should contact their department head via email or telephone and should also send an email to humanresources@rmu.edu. This will allow the university to watch for trends and assist with possible contact tracing.

Staff members exhibiting COVID-like symptoms will be granted leave from the time of symptom onset to a minimum of 72 hours after symptom resolution. In addition to their PTO entitlement, full-time staff members will be granted an additional 10 days of COVID-19 emergency leave between June 1, 2020 and May 31, 2021, if needed for COVID-19 related absences. Please note that this leave is designed primarily for **asymptomatic** employees who are unable to work remotely but are precluded from coming to campus for a COVID-19 related reason, such as potential exposure to COVID-19, required self-quarantine after travel, etc. This COVID-19 emergency leave should be requested as far in advance as is practicable, and except in emergency situations, must be pre-approved by the staff member's supervisor.

If an employee believes he or she has been exposed to someone with a confirmed case of COVID-19 but the employee him or herself is asymptomatic, he or she may return to work when one or more of the following conditions have been met:

1. Two weeks have passed since the exposure and the employee has not developed any COVID-like symptoms;
2. The individual to whom they were exposed tests negative for COVID-19; or
3. The asymptomatic employee tests negative for COVID-19 twice, at least 48 hours apart.

If an asymptomatic employee wishes to return to work pursuant to condition 2 or 3 above, the university reserves the right to request documentation of the negative COVID-19 test(s). Employees may opt to utilize PTO in lieu of COVID-19 leave if they wish. Any emergency COVID-19 leave not utilized by May 31, 2021 will expire, and may not be carried over to the next year. If, once ten days of this special COVID-19 leave have been utilized, an asymptomatic employee needs to request additional COVID-19 related absence, they will be required to use PTO or an unpaid leave of absence.

Any employee seeking a COVID-related medical leave or a COVID-related accommodation pursuant to the Americans with Disabilities Act (as amended) is required to contact UPMC WorkPartners at (833) 851-5184. Employees may contact Human Resources for assistance in initiating this process or for more information on the Americans with Disabilities Act (as amended), the Family and Medical Leave Act, and Short-Term Disability.

E. The Role of On-Campus Health Center Services

At RMU, UPMC WorkPartners provides clinical health services. They have provided guidance for the operation of the MyHealth@School Center at RMU and have established protocols for in-person visits. Enrolled students and benefit-eligible employees can be seen by appointment after the completion of pre-screening/triage completed by telephone. Modifications to the center's physical space and adjustments to the work flow in the center will strive to comply with best practices for physical distancing, use of PPE, and touchless transactions. Positive phone screenings will be directed to utilize telemedicine via the UPMC AnywhereCare App or other appropriate care consistent with the individual's insurance coverage.

F. Individuals at Risk for Increased Illness

The CDC has provided guidance (found [here](#)) about individuals who are more likely to become severely ill if they contract COVID-19, including older adults and people with underlying medical conditions. All RMU students and employees are encouraged to review the CDC guidance and discuss any concerns with their medical providers. Inclusion in a group that may be at higher risk of developing severe COVID-19 related symptoms is not necessarily, by itself, a basis for reasonable accommodations under the Americans with Disabilities Act (as amended) or Section 504 of the Rehabilitation Act. Requests for accommodations will be considered on an individual basis. Students who wish to request accommodations should contact the Services for Students with Disabilities Office at SSD@rmu.edu. Employees who wish to request accommodations should contact UPMC WorkPartners at (833) 851-5184.

G. Personal Hygiene, Personal Protective Equipment, and Face Masks

1. Handwashing

To mitigate exposure following contact with potentially contaminated surfaces, all individuals are encouraged to wash their hands, often, with soap and water. You should lather with soap and water for at least 20 seconds each time you wash your hands. This is particularly important after spending time in a common area or public space, before and after preparing or eating food, and after blowing your nose, coughing, sneezing, or touching your face.

If soap and water are not available, use an alcohol-based hand sanitizer containing at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands or use hand sanitizer after touching your face.

For a more in-depth guide to handwashing, please follow the CDC [guidelines](#).

2. Coughing/Sneezing Etiquette

Always cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze – even if you are in a private setting and are not wearing your mask or face covering. Throw the used tissue in the trash. Wash your hands afterwards for at least 20 seconds as described above. If soap and

water are not readily available, clean your hands with an alcohol-based hand sanitizer containing at least 60% alcohol.

3. Cleaning/Disinfection

Although Environmental Services will continue to clean workspaces in accordance with CDC [guidelines for disinfection protocols](#), employees are encouraged to clean/disinfect high-touch areas before and after use (such as desks, printers, copies, computers, door handles, light switches, coffee makers, water coolers, etc.).

4. Face Masks

All students, faculty, staff and visitors (including vendors/service providers) to the campus are required to wear a face mask or face covering when: outdoors and unable to consistently maintain a distance of six (6) feet from other individuals (who are not members of same household); indoors where members of the public are generally permitted; in the presence of others; or in public settings where other physical distancing measures are difficult to maintain. Further information regarding the facemask order and exceptions can be found at the [PA Department of Health](#). This includes common spaces, conference rooms, and classrooms. As appropriate, this requirement will be adjusted in accordance with evolving guidance from governing agencies. Effective use of face masks or coverings is critical in minimizing risks to those around you. Please remember that COVID-19 can be spread even by individuals who do not have symptoms. Disposable masks are made available to those visitors who do not bring their own.

RMU will make a cloth mask available to employees and students who need one. Employees, students, and visitors are free to wear their own masks, so long as the mask covers the nose and mouth and complies with the CDC recommendations set forth in the link under the “Use and Care of Face Masks” section below. Masks with graphics or images must also conform to our community decency standards. Commercially manufactured disposable masks may be used (and will be made available by the university upon request), but must be discarded into the trash after being worn for one day. Cloth face masks or face coverings may also be used for a day at a time, but must be properly laundered prior to being used again. Having a week’s supply of cloth face coverings helps to reduce the need for daily laundering.

5. Use and Care of Face Masks

Before handling your face covering or disposable mask, please wash your hands or use hand sanitizer. Ensure that your face mask fits over the nose and under the chin. Arrange the face covering/disposable mask properly with the nose wire snug against the nose (where applicable). Tie or fasten straps behind the head and neck, or loop around the ears. Avoid touching the front of the face covering/mask throughout this process.

When removing the face covering/disposable mask, avoid touching your eyes, nose, or mouth. Loop your finger into the strap and pull it away from your ear, or untie the straps. Wash your hands immediately after removing your face covering or mask.

Cloth face coverings should be washed after each use. They should also be laundered with regular clothing detergent before first use, and after each shift or day worked. Face masks/coverings should be replaced immediately if soiled, damaged (punctured, ripped, etc.), or visibly contaminated.

For details regarding cloth face coverings, including how to create, wear, and care for home-made face coverings, please visit the [CDC website](#).

6. Gloves

Facilities, Residence Life, RMU Police, Health Services and similar functions should wear disposable gloves while completing certain tasks, working in high touch areas, and when entering students' rooms/residence halls. Gloves will be provided by the university. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene (i.e. washing your hands often).

7. Additional Personal Protective Equipment (PPE)

Additional PPE is required for employees interacting directly with an individual who is suspected or confirmed to have COVID-19. These employees must wear an N95 respirator, gloves, gown, and eye protection (goggles, safety glasses or face shield), which will be provided by the university. Specific training/education, medical evaluation and respirator fit-test have been provided to individuals who may be required to wear an N95 respirator.

H. Cleaning Guidelines

1. Residence Halls

Environmental Services will provide daily routine cleaning and disinfection using a CDC-approved product. Students maintain their own living space. Ready to use disinfectant will be placed in communal bath and shower rooms for students to "self-serve". It is recommended that product stays in contact with surfaces for one minute before being wiped down. The product can also be misted and allowed to air dry. Hand soap will be provided in each communal bathroom where there are private and semi-private rooms. Hand sanitizer will be available in public areas of the residence halls.

2. Classroom Buildings

Environmental Services will provide routine cleaning and disinfecting using a CDC-approved product. All classrooms will have a ready to use disinfectant and paper towel dispensers located within. The product can also be misted and allowed to air dry. It is recommended that product stays in contact with surfaces for one minute before being wiped down. Hand sanitizer is available in corridors and near entrance/exits of classrooms and restrooms. Disinfectant wipes will be available in computer labs.

3. Office Spaces

Environmental Services will continue providing twice weekly cleaning and disinfecting using a CDC-approved product. Ready-to-use disinfectant will be provided in office areas and paper towels are

available. Employees are encouraged to disinfect and clean their designated spaces frequently, especially high touch areas.

4. High Traffic Areas

Buildings that have high traffic will receive a porter service Monday-Friday. This service will occur two times per day. The public areas, bathrooms, and entrances including high touch areas will be disinfected. A designated group of cleaners will be responsible for performing this service. Hand sanitizer is available throughout all public spaces.

I. Service for Areas with Suspected COVID-19

The Pennsylvania Department of Health has provided guidance for businesses/facilities impacted by the coronavirus, including cleaning and disinfection. When necessary, RMU will rely on its third party professional service provider (G.S. Jones) to treat/disinfect areas impacted by COVID-19.

J. Operation of Mechanical Systems Providing Fresh Air

Where possible, HVAC systems that introduce fresh air into the buildings will have the percent of outdoor air settings adjusted to maximize the amount of fresh air movement through the building. A minimum percent of fresh air by code is typically 10% - 15% of the total output of the air handler. Under this procedure, the percent of fresh air will be adjusted to as high as 100% based on outdoor temperatures, humidity, and the capacity of the unit to heat/cool the desired percent of fresh air. The settings of each unit will be adjusted based upon weather conditions.

K. Physical Distancing

Physical distancing is one of the simplest yet most effective ways of avoiding exposure to COVID-19 and slowing the spread of the virus. Since the virus can be spread by people who are not aware they are sick, it is important to keep your distance from others when possible, even if you do not feel ill. Physical distancing is important for everyone, but especially to help protect those at higher risk of becoming very ill if infected. Thus, employees are asked to **maintain a minimum distance of six feet** from other people at all times while respecting occupancy limits. This includes office space, common areas, and classrooms.

1. Classroom Capacity

In order to provide proper distancing within the classroom, you may refer to the classroom [capacity guide](#). This guide depicts the maximum occupancy for each room while ensuring each person maintains six feet of physical distance.

2. Assessing Residential Capacity

The residential capacity beginning in Fall 2020 will be held at approximately 1,700 students (88% capacity) to ensure adequate physical distancing. The plan also reserves Braddock Hall as a location for quarantine and/or isolation, should that be necessary. (See “Communicating with Students, Faculty, Staff and Other Stakeholders” in Section V(D).)

3. Residential Student Housing Shuttle

Our residential student housing shuttle will comply with physical distancing and enhanced cleaning requirements. Depending on the housing layout and student population, shuttle routes and capacities will be adjusted as needed to support physical distancing. Riders and drivers will wear mandatory masks while on the shuttles.

4. Mail and Print Center/Student Mailroom

The mail/print/copy Center (300 Grant) and Student Mailroom (Nicholson) will comply with physical distancing using floor signage for queueing and plexiglass for the counter and door window, respectively. Specific window hours have been established to minimize queue lines and will be communicated to students, faculty, and staff.

5. Continued Utilization of Web and Telephonic Platforms for In-Person Interactions

When possible, meetings should be held using the extensive range of collaboration tools (i.e. Google Meet, conference call, etc.), even when all parties are on campus. This will serve as a helpful physical distancing tool. Moreover, convening in groups increases the risk of viral transmission and should be avoided unless necessary.

In-person meetings are limited to the restrictions of local, state, and federal orders and should not exceed any current mandate, assuming those in the room can safely maintain six feet of physical distance from one another. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting spaces to facilitate physical distancing among attendees. All attendees must wear a mask or face covering while sharing space in a common room.

Handshakes, fist bumps, and high fives are to be avoided. Any meetings which must occur in person should be held in an appropriately large space, where sufficient physical distancing can be maintained. Meetings involving food and beverage services are prohibited until further notice, unless express permission is provided by departmental management, such as a department head or equivalent, in which case food and beverages will be limited to single serving beverages and packaged food items in lieu of communal/shared platters and utensils.

6. Remote Work / Staggered Shifts

The need to decrease the number of people on campus to meet physical distancing requirements will continue and may vary based on the most up-to-date guidance received from the government and public health agencies. Areas that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Once staff members who have been instructed to do so return to work on-site, consideration for the below options should be taken by departmental leaders to maintain physical distancing best practices:

- **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities should continue to do so to reduce the number of individuals on campus and the potential spread of COVID-19. (To this end, a formal staff remote work policy will be forthcoming.)
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should consider scheduling partial staffing on alternating days to eliminate having too many staff members in shared office space at once.
- **Staggered Reporting/Departing:** When possible, adjusting reporting and departure times by at least 30 minutes is suggested, as it will assist with reducing foot traffic and having too many people in common areas at once.

Implementation of the above staffing models will be made at the departmental level, and the adoption of any of these models must be approved by departmental leadership.

L. Responding to a Resurgence of COVID-19 Activity

The university must be mindful and include in its planning the flexibility and procedures necessary to reverse course in the event of an increase of COVID-19 activity. This may be a result of cases within the campus community, local/regional outbreaks, or similar health-based data/indicators. In any case, the university will continue to work in cooperation with and take direction from federal, state, and local government and public health agencies. In the event of an outbreak or resurgence of the virus, the university will assess and adjust operations in a manner that is consistent with the current or evolving situation.

V. COMMUNICATING WITH STUDENTS, FACULTY, STAFF AND OTHER STAKEHOLDERS

A. Employee Obligations

“RMU: A Guide for Returning to the Workplace” provides additional detail regarding RMU’s human resource-related policies and expectations of employees during the pandemic. The guide was distributed to all employees on June 11. The current version can be found [here](#).

B. Student Obligations

All enrolled students will be expected to adhere to the “[RMU Code During COVID-19](#),” which is a supplement to the Code of Student Conduct. The code outlines additional behavioral norms and expectations for students designed to mitigate the spread of COVID-19 in the RMU community. Compliance with the code is essential to the health and safety of all members of the campus community.

Students must also comply with any additional requirements communicated by our academic schools or departments.

C. Student and Employee Training

Prior to the beginning of the Fall 2020 semester, all students and employees will be required to participate in a video training prepared by one of RMU’s resident experts (epidemiologist or biologist) on best practices for staying healthy and avoiding viral spread. The video will train students and employees on measures to protect health and prevent the spread of a COVID-19. This training is designed to help the RMU community prepare for and mitigate the impact of the virus. Participants will discover how to prepare for a pandemic, what to be aware of, how to prevent contracting and spreading viruses, and how to assist the RMU community during the pandemic. Additional education and training will be provided throughout the semester to reinforce best practices and/or to provide updates on new guidance and protocols.

Additionally, employees and students will be encouraged to adopt the proposed strategies as their daily routine. In addition, students and employees will be encouraged to use their calendar feature on cell phones to track daily activities, locations, and encounters with others – whether it be a formal meeting with a professor, or an informal coffee break with friends – as additional sources for contact tracing.

D. COVID-19 Response Protocol

The Emergency Management Subcommittee of RMU’s Safety Committee developed the COVID-19 Response Protocol as a supplement to the university’s existing Infectious Disease / Pandemic Plan. The protocol is activated in the event of a suspected or confirmed case of COVID-19 infection of any student, employee, or other individual who has had contact with our campus community.

A core team of responsible individuals are identified to assess each case and, subsequently, to implement established response protocols. These protocols include but are not limited to:

- Initial investigation and coordination with university health services, medical provider(s), and the Allegheny County Health Department
- Quarantine / isolation, as appropriate
- Testing
- Cleaning of affected area(s)
- Contact tracing

RMU communicates appropriate information about suspected or confirmed COVID-19 infection in the campus community with stakeholders. Specific communication strategies are developed on a case-by-case basis in an effort to (1) protect the privacy of an affected individual as much as possible while (2) ensuring that contacts of affected individuals have the information they need to protect their own health and safety, and (3) complying with the university's obligations under the Clery Act. Depending upon the nature and urgency of these communications, they may be made via phone call(s), email, and/or RMU Alert. The university also publishes information related to COVID-19 on the university's web site at rmu.edu/coronavirus. All students, faculty, and staff are encouraged to ensure that they are registered for RMU Alert communications. Please contact the Help Desk for assistance.

VI. COORDINATING WITH LOCAL PUBLIC HEALTH OFFICIALS

RMU will continue to monitor the evolving guidance of public health agencies and will update this plan and related protocols accordingly. Because COVID-19 is a reportable disease, the MyHealth@School Center staff will be required to report any increased trends/patterns of symptoms to the Allegheny County Health Department. The Health Department will in turn communicate to RMU any confirmed cases in instances where they are able to determine the individual is a member of our campus community. The Health Department will monitor and analyze reported data to determine any trends and offer guidance about next steps.

APPENDIX A

Flowchart to Identify COVID-19 Symptoms and Next Steps

