



**MANOR**  
COLLEGE  
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## **Return to Campus - Student Guide**

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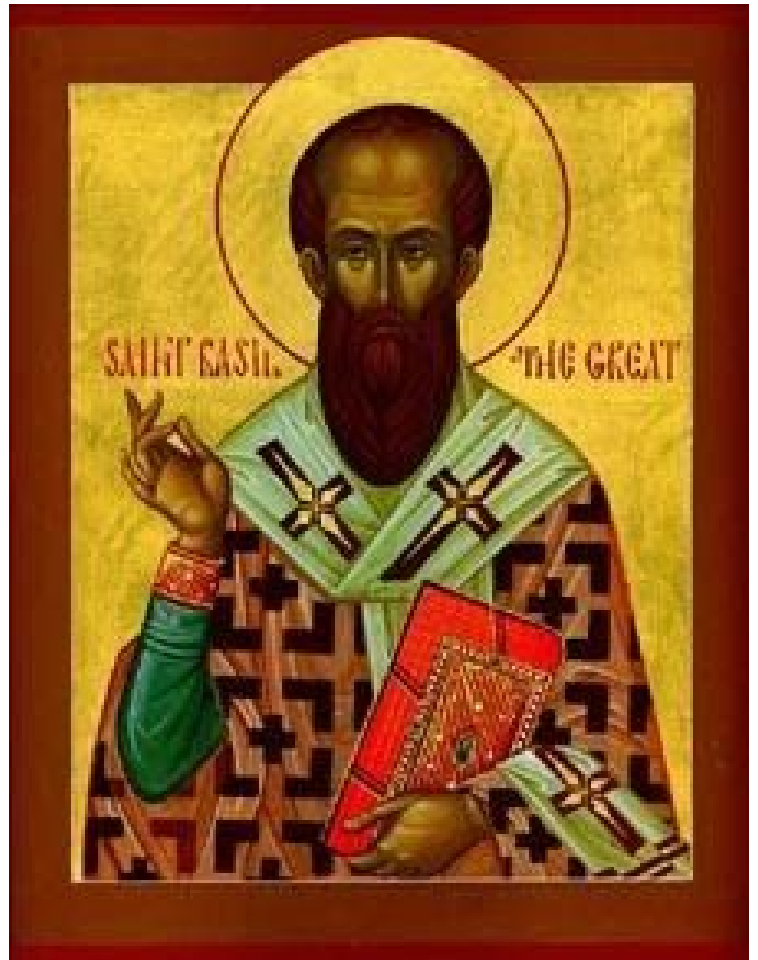
## GUIDING PRINCIPLES

Manor College's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our health care providers, safety for our staff, safety for our faculty and students and for the public we interact with.

The primary goals for Manor College's response to the COVID-19 pandemic are to protect public health and continue the institution's vital mission of education.

Manor's plans will also be aligned and consistent with local orders and ordinances of Jenkintown Township and Montgomery county, as we are the Commonwealth of Pennsylvania's Phased Reopening Model. Manor's plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention (CDC), and PA Department of Public Health.

*Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.*





## Expectations & Guidelines:

All students are expected to fully comply with the policies, protocols and guidelines outlined in this document. Failure to do so may result in violations of the Code of Conduct policy.

## Suspected Infection & Infection Response:

Students who are returning to campus for onsite instructions must conduct symptom monitoring every day before coming to campus. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by their own physician to be eligible to report to school.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
  - Diarrhea
  - Vomiting
  - Abdominal Pain
  - New loss of taste or smell



If a student exhibits symptoms of COVID-19 (elevated temperature check, cough, loss of taste and smell, etc). student will be required to leave campus and consult with a physician and follow all instructions.

If a student needs to be transported for testing, they need to find their own transportation. If they can't find any, then they need to call an ambulance (unless incapacitated, in which case Manor Public Safety will call).

## Confirmed Positive Test

Students should report immediately any health issues that may indicate exposure to and/or illness from COVID-19 to the Montgomery County Health Department and Manor College Health Services.

If a student is feeling ill or exhibits any of the symptoms of COVID and needs to leave campus, they may wait in isolation in the St. Josaphat Residence Hall Student Lounge with limited interactions with others. Commuter students who do test positive will not be permitted to return to campus until they can produce a negative COVID-19 test result to Health Services.

Resident students who test positive for COVID-19 will be asked to return to their permanent residence until they can provide a negative test result. If a resident student has the virus, then the entire floor on which they reside must be quarantined (as per Health Department guidance).

All residents under quarantine within a 25 mile radius will be required to return to their permanent residence for a minimum of 14 days and attend classes online. Students with extenuating circumstances may contact Allison Mootz, Vice President and Dean of Student Affairs at [amootz@manor.edu](mailto:amootz@manor.edu). No refunds will be given for this time period.

Students, faculty, and staff are required to notify [healthservices@manor.edu](mailto:healthservices@manor.edu) if they know they have been exposed to COVID-19. Everyone who has been exposed should remain in quarantine for 14 days.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised





## Personal Safety Practices

**Face Masks/Cloth Face Coverings:** Face masks or face coverings must be worn by all students on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Disposable masks will be provided by Manor, if needed (each student will be eligible to receive one mask per month from Manor). Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering, which will help Manor reduce the need to purchase additional masks, which are in short supply. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below.

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering 	Disposable Mask 	Medical-Grade Surgical Mask 	N95 Respirator 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions



Intended use	Required for campus community use in non-healthcare settings (office spaces, general work settings, shops, communal areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office.)	These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.
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## Use and care of face coverings

### Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

### Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

### Care, storage and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting sick. Students at work on-site should follow these social distancing practices.

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

## **Procedures for in-class**

- Faculty members will take the temperature of each person entering the classroom. Anyone with a temperature reading greater than “yellow” will not be permitted to enter the classroom and be instructed to (See Suspected Infection & Infection Response p. 4).
- Each person entering a classroom or lab must swipe their ID and wear a mask. No one will be permitted into the classroom or lab without a mask.
- Class attendance will be recorded in CAMS for class participation purposes. Attendance will also be recorded in CANVAS. Attendance records in CANVAS and information from swiped IDs will be used if contact tracing is necessary.
- Hand sanitizing stations and sanitizing wipes will be available in each classroom and lab.
- Before and after each class and each lab students and faculty members will wipe down their space and clean their hands with institutionally provided hand sanitizer and hand/desk wipes.
- Windows to classrooms will be opened and remain open all day (weather permitting).
- Classroom doors to remain open while class is in session, but will be locked after each class by faculty.
- Classrooms and Labs will be sanitized by the janitorial staff.



**Handwashing:** Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non- healthcare environments.

**Personal Disinfection:** While custodial crews will continue to clean classrooms, restrooms, public spaces, and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces.



**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Guidance for Specific Scenarios

**Public Transportation:** If you must take public transportation, wear a mask before entering the bus and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

**Navigating Campus Spaces:** While in any open environment, be sure to maintain at least 6 feet distance from others. If possible have at least one workspace separating you from another student. You should wear a face mask or face covering at all times while in a shared work space/room.

- The college will assess open work environments and rooms to institute measures to physically separate and increase distance between staff, faculty, and students such as:
  - o Visual cues such as floor decals, colored tape, or signs to indicate where students, staff, and faculty should stand while waiting in line.
  - o One-way directional signage for large open work spaces with multiple through-ways to increase distance between people moving through the space.
  - o Designating specific stairways for up or down traffic.

If you enter an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. Masks/face coverings should be worn by any employee in a reception/receiving area. Masks/face coverings should be used when inside any Manor facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.



**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings will be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, google meets, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Student organizations are asked to meet using virtual meetings.

During your time on campus, you are encouraged to communicate with your classmates, professors, and staff as needed by email, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, Google Meets, BigBlueButton, etc.).

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Students are encouraged to take food outside or to their residence, if this is reasonable for your situation.

If you are eating in the dining hall, maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on.

**Laboratory Work:** Specific criteria have been developed for faculty and staff working in laboratory environments.

## **Mental and Emotional Wellbeing**

Students may contact Christie Prince, Director of Counseling, at [cprince@manor.edu](mailto:cprince@manor.edu) and 215-886-2360 ext. 2258 for counseling services.



Entry to buildings will be regulated and monitored. You should not hold or prop open exterior doors for any other person.

Apart from prospective students and a limited number of their immediate support, guests must refrain from visiting the physical campus during this time.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

