

**\*\*\*Note: These documents, pieces of evidence, and the hypothetical scenario is used for the specific purpose of University Conduct Board training. This is not an actual Student Conduct Incident Referral.\*\*\***



# Mock Formal Hearing for UCB Members

## Summary of Alleged Incident Information

**Date of Alleged Violation:** Thursday, November 4, 2021

**Referred Student:** Wesley Warrior

**Referred Student ID Number:** 000123456

## Formal Hearing Information

**Hearing Type:** Mock Formal Hearing

**Hearing Officer(s):** University Conduct Board Members

**Mock Formal Hearing Date:** Friday, November 19, 2021

**Mock Formal Hearing Time:** 2:00pm

## Alleged Violations of Community Standards

Alleged Violation #1

**Failure to Comply:** Failure to follow the directions of University officials made in the performance of their duties. This includes, but is not limited to, failure to complete disciplinary sanctions, failure to accurately identify oneself when requested, and/or failure to respond to requests from Residential and Dining Services staff.

Alleged Violation #2

**Residence Hall Information and Policies** - Violations of any policy or guideline governing university housing, as well as, the university housing rental agreement. Please also refer to the ESU Housing Agreement or any addendum.

**\* DO NOT REMOVE THIS FORM FROM THE FORMAL HEARING ROOM \***

*The Office of Student Conduct and Community Standards is committed to providing reasonable accommodations for disabilities. If you require accommodations in order to fully participate in this process, please notify us at (570) 422-3461 a minimum of five (5) working days prior to your meeting.*

# Witness List for the Referred Student

## Mock Formal Hearing Information

**Mock Formal Hearing Date:** Friday, November 19, 2021

**Mock Formal Hearing Time:** 2:00pm

**Hearing Type:** Mock Formal Hearing

**Hearing Officer(s):** University Conduct Board Members

## Referred Student Information

**Referred Student:** Wesley Warrior

**Advisor for the Referred Student:** Professor Elizabeth Smith

## Witness List

Please print the name(s) and relationships of any witness(es) you will be bringing to your Formal Hearing. If you have questions please contact Student Conduct and Community Standards.

Witness Name	Status/Relationship to Referred Student
<i>Tommy Thompson</i>	<i>ESU Student and Roommate</i>

Witnesses should arrive 10 minutes early for the Formal Hearing. The Office of Student Conduct and Community Standards is located in the back lower level of Sycamore Suites Building.

If you have any questions, you may contact the Office of Student Conduct and Community Standards at (570) 422-3461.

**\* PLEASE RETURN THIS FORM TO THE OFFICE OF STUDENT CONDUCT AND COMMUNITY STANDARDS PRIOR TO YOUR FORMAL HEARING \***

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# Participant List for Mock Formal Hearing

## Mock Formal Hearing Information

Mock Formal Hearing Date: Friday, November 19, 2021

Mock Formal Hearing Time: 2:00pm

Hearing Type: Mock Formal Hearing

Hearing Officer(s): University Conduct Board Members

## Referred Student Information

Referred Student: Wesley Warrior

Advisor for the Referred Student: Professor Elizabeth Smith

## Participant List

Participated	Name	Student – Faculty – Staff – Other	Status/Relationship to Referred Student
	Jessica Smith	Student	Reporting Party (Resident Advisor)
	Daniel Dell	Staff	Residential Learning Coordinator for Sycamore Suites
	Wesley Warrior	Student	Referred Student
	Tommy Thompson	Student	Friend/Roommate

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## Referral Submitted through Guardian

<b>IR #:</b>	123
<b>Reported by:</b>	Jessica Smith
<b>Reported Date and Time:</b>	Thursday, November 4 <sup>th</sup> , 2021 at 8:57pm
<b>Incident Type:</b>	Student Conduct Incident Referral
<b>Date &amp; Time Info:</b>	Thursday, November 4 <sup>th</sup> , 2021 at 6:35pm
<b>Location Info:</b>	On-Campus
<b>Building:</b>	Sycamore Suites
<b>Building Room Number:</b>	1 <sup>st</sup> Floor Main Lounge, Room #1001
<b>ESU Police Contacted:</b>	No
<b>EMS Contacted/On Scene:</b>	No
<b>Involved Parties:</b>	<ul style="list-style-type: none"> <li>▪ Wesley Warrior (Referred Student)</li> <li>▪ Jessica Smith (Reporting Party)</li> <li>▪ Daniel Dell (Residence Life Staff)</li> </ul>
<b>Incident Details:</b>	<p>On Thursday, November 4<sup>th</sup>, 2021 at approximately 6:30pm RA Smith went into the Sycamore Suites main lounge on the first floor. Upon entering the lounge RA Smith saw Resident Wesley Warrior in the lounge watching TV. Resident Warrior was not wearing a face-mask and was eating popcorn. The TV was turned onto a news channel. RA Smith had received an update on Wednesday, November 3<sup>rd</sup>, 2021 that Resident Warrior was supposed to quarantine in his room until at least Friday due to a close-contact exposure to COVID-19 and a pending COVID-19 test.</p> <p>From a distance of approximately 10 feet RA Smith asked Resident Warrior to turn off the TV and put his face-mask on. RA Smith asked what Resident Warrior was doing in the lounge when he was told to Quarantine until at least the weekend. Resident Warrior stated that he thought it was okay to go to the lounge and that he just couldn't leave the building. Resident Warrior said his TV wasn't working and he had to watch the news for a class assignment. RA Smith explained that Quarantine meant that he could not leave his campus room at all until told otherwise by Health and Wellness.</p>

	<p>RA Smith asked Resident Warrior to immediately return to his room. RA Smith explained that not following the quarantine instructions was a serious issue and that Resident Warrior should call campus police or the RA on duty if there is an urgent need for assistance. RA Smith followed Resident Warrior back to his room and confirmed his ESU ID number so that RA Smith could document the incident.</p> <p>At 6:50pm RA Smith called RLC Dell to find out what needed to be done. RLC Dell instructed RA Smith to complete a Student Conduct Referral and to close the lounge and elevator for further cleaning. RLC Dell arrived to the lounge at approximately 7:15pm to meet with the Facilities cleaning crew.</p>
<b>Files Attached:</b>	n/a

## Student Conduct Case Attachment #1 – Quarantine Information from Health and Wellness

On Wednesday, November 3<sup>rd</sup>, 2021 student Wesley Warrior was added to the COVID-19 Quarantine and Isolation list due to a close-contact exposure to COVID-19. SCCS was notified with the following email:

*Hello everyone,*

*Attached are the updates for today (11/3/2021) for all students currently in Isolation and Quarantine. Students have all been notified as of 4:00pm today. Thank you.*

*Sincerely,  
Health and Wellness*

On Friday, November 5<sup>th</sup>, 2021 SCCS confirmed the following information with the Health and Wellness Director:

- Wesley Warrior was notified on Wednesday, November 3<sup>rd</sup>, 2021 to quarantine due to close contact with an individual that tested positive for Coronavirus.
- Wesley was notified via phone call at approximately 2:15pm. Wesley was advised of the COVID-19 Quarantine protocols for residential living and was given contact numbers of various University personnel for any questions/issues during the quarantine time period.
- Wesley verbally confirmed that he understood all protocols when speaking with the Health and Wellness Director. He further stated that he knew his roommate just tested positive for COVID-19 so he would not be going anywhere.

**Student Conduct Case Attachment #2 – 2021-2022 ESU Housing Agreement with COVID-19 Addendum**

Pages 8 – 12

**Student Conduct Case Attachment #3 – Quarantine Rules and Expectations**

Pages 13 – 14

**Student Conduct Case Attachment #4 – Quarantine/Isolation Housing Guidelines**

Pages 15 – 16

**Student Conduct Case Attachment #5 – Quarantine/Isolation Housing Agreement**

Page 17



## EAST STROUDSBURG UNIVERSITY HOUSING AGREEMENT (2021-2022)

**TERM OF CONTRACT** – The term of occupancy shall be for the entire Academic Year or Summer Session. The student is not permitted to cancel this contract, unless he/she gives notice of the cancellation request in writing on or before August 1, 2021. Access to the living space is only available when classes are in session (exception: Break Housing; see below). The student will be given notice of the official opening and closing dates of the residence hall for each semester. The student must occupy the living space within 48 hours of the official opening time and must vacate the entire living space by the official closing time. In the event a student withdraws during a semester, the entire living space must be vacated within 48 hours after withdrawal. Any and all personal belongings remaining after that time will be removed and disposed of at the student's expense.

**CANCELLATION REQUESTS** – Cancellations are entertained only if one of the following reasons is presented, for the spring semester:

- You withdraw from the University. Residential and Dining Services will be notified by the Student Enrollment Center if you withdraw, and your account will be pro-rated accordingly.
- You transfer from the University.
- You are student teaching closer to your home and want to commute.
- You are fulfilling an internship closer to your home and want to commute.
- You are studying abroad.
- There is an emergency (this information must be given to the Residential and Dining Services in writing, using the appeal form (see "Cancellation Appeals" below)).

**CANCELLATION APPEALS** – It is highly unlikely that the University will release you from the University Housing Agreement for reasons other than being dropped or official withdrawal from the University. If you feel that personal circumstances warrant consideration, you can request a copy of the Appeal Form from the Residential and Dining Services department. You should complete the form, supply all necessary documentation, and return the completed form as directed. You should not sign another contract before being notified in writing of release from your University Housing Agreement.

**TERMINATION CLAUSE** – Residents may be subject to an administrative room/suite change or agreement termination for any violation of this agreement or any addendum(s). Under these circumstances, a resident may not be eligible for a partial and/or full refund.

**OASIS HOUSING ACCOMMODATIONS** – If a student has a disability that requires an accommodation related to housing, the student has the right a request for accommodation and supporting documentation to the University (see "OASIS Accommodations" on our webpage. Your accommodation request should be submitted by the May 1 Priority Housing Deadline to allow the University sufficient time to consider the preferences for the assignment process. Once the form is received and reviewed, any determination that is made will take effect immediately, and may impact the student's current room

assignment. If the form is received after the deadline, contract preferences for area, and/or roommate requests will be reviewed but taken into consideration only if space permits. If the form is received after room assignments are posted, the University reserves the right to reassign the student to a space that will accommodate the student.

**OPENING, CLOSING, and BREAK PERIODS** – We open for the fall on Friday, August 27, for new students. Continuing students may arrive on Saturday, August 28 or Sunday, August 29. Many fall sport teams and other student groups may arrive ahead of this time. If you are a member of one of these teams or student groups, you will receive information about your move-in date and time from your sponsoring host here at ESU. We close for Thanksgiving Break on Tuesday evening at 10:00pm on November 23, and re-open on Sunday, November 28 at noon. We close for winter break on Friday evening at 7:00pm on December 17, and re-open on Sunday, January 16 at noon. We close for spring break on Friday evening at 7:00pm on March 7, and re-open on Sunday, March 16 at noon.

**BREAK HOUSING** – Break housing is offered (Thanksgiving, winter and spring break) for free at University Ridge. Students wishing to remain on campus in any/all other facilities may do so, but are subject to a per-day fee. There is no visitation allowed during break periods. No meal service is available over break periods.

**SUMMER HOUSING** – Summer housing is offered in one designated residence hall. You can apply for summer housing in your My ESU portal beginning April 1, 2021. You can also tell us on your application the length of time you are going to be staying here, and you will be billed according to the number of nights that you need housing. A meal plan is required while classes are in session.

**RIGHT OF ASSIGNMENT** – The University reserves the right to make room assignments, temporary assignments, consolidations, and re-assignments when necessary. Assignments to housing space are made without regard to race, creed, color, age, origin, sexual orientation, or religion. Generally, students must be enrolled full-time to reside on campus. Exceptions can be made at the discretion of the Housing Office, as space permits.

**TEMPORARY ASSIGNMENTS** – Residents assigned to temporary housing locations will be notified as openings occur in permanent spaces. Students will continue to be assigned in order of the date their contracts were received. The student's original area and room-type preference will be considered, but cannot be guaranteed. Once residents are notified of their permanent assignment, staying in temporary housing the entire semester is not an option. The student is required to move out within 48 hours of notification.

**MANAGERS** – Sycamore Suites and University Ridge are owned by University Properties, Inc. UPI has hired the University to manage Hawthorn Suites, Hemlock Suites, Sycamore Suites and University Ridge Apartments. The term “Manager” as used in this Agreement means the University.

**LIVING SPACE FURNISHINGS** – Student living space is furnished with beds, mattresses, dressers, desks, chairs, and closet space. Additional furnishings are provided in the Suites, University Apartments, and University Ridge. The student is not permitted to remove any furniture, equipment, or any other property belonging to the University or UPI. Property of the residence hall, such as lounge furniture, may not be moved into student living space nor may any furniture be removed from the residence hall.

**USE OF PREMISES** – The student shall occupy the assigned space solely as living and study quarters for the student and not as a center for any commercially related function. Additional occupants may not live within the premises unless assigned by the Housing Office. Visitors are permitted only as explained in the Visitation Policy.

**REPAIRS AND ROOM CONDITION** – Prior to the beginning of occupancy, a living space inventory will be taken that the student will certify. The student is responsible for keeping the living space, furniture, and fixtures

in good condition. At the end of the contract term or when a student vacates the living space, a final inventory will be taken. The student will be charged for any damage caused by other than ordinary usage, and for cleaning costs associated with excessively dirty conditions. Students may be individually and jointly liable with other students for damage done to common living space and common areas within the building. No pets, firearms or hazardous materials (including candles and incense) are allowed in the living space. The student is not permitted to use nails, tacks, screws, etc. in the walls, ceilings, woodwork, or doors. The student will also keep the living space free from any accumulation of waste or refuse and shall keep the living space neat and clean at all times.

**DAMAGE COSTS** – The following is a list costs for damages that commonly occur:

Replace Mattress: \$180.00  
Painting: \$75.00 per wall  
Replace Lock Core: \$120.00  
Replace Door: \$180.00  
Replace Window: Varies by building  
Trash Removal: \$35.00 per hour  
Cleaning: \$30.00 per hour  
Replace Ceiling Tile: \$75.00  
Repair Blinds: \$35.00  
Replace Blinds: \$100.00  
Replace Electrical Outlet: \$35.00  
Replace Light Cover: \$75.00  
Replace Overhead Light: \$100.00  
Repair Cable/Internet Box: \$35.00  
Repair Furniture: \$35.00 per hour  
Replace Desk Chair: \$120.00  
Replace Trash Can: \$35.00  
Replace Name/Number Plate: \$50.00  
General Labor: \$35.00 per hour

**RULES AND REGULATIONS** – Students shall comply with all health, fire, safety, and criminal regulations of municipal, state, or federal authorities, as well as with the rules and regulations of the University relating to occupancy and use. The University reserves the right to inspect living space to ensure compliance with all state, federal, and municipal laws and regulations, to ensure standards and objectives are being maintained, and for the protection of the health, safety and welfare of the University community. Students who do not comply with University rules and regulations will be subject to disciplinary action and our Termination Clause. By signing this document, students agree to be knowledgeable of and adhere the Residence Hall Information and Policies Document.

**EXTERMINATION** – If the University or an agent of the University needs to exterminate bugs, fleas, ants, etc. in any housing unit for any reason, students are required to follow the exterminator’s rules regarding the timing, cleaning and/or removal of personal items, and any follow up instructions.

**MENINGITIS VACCINATION** – The College and University Student Vaccination Act of PA requires that all students, prior to moving into residence halls must receive the vaccination for meningococcal meningitis or sign a document stating that the student has chosen to be exempt from receiving the vaccination for religious or other reasons. All residents are required to sign a document prior to moving into campus rooms/apartments stating that they are in compliance with the law.

**EXCULPATORY CLAUSE** – Neither UPI nor the Manager shall be liable for damage to or loss of property of the student occurring in the residence hall or assigned living space. It is advised that students secure private

insurance coverage under their family’s homeowners policy or purchase their own homeowners insurance to cover their personal belongings. Residents owning sensitive electronic equipment are responsible for purchasing the necessary power surge protection devices.

**JOINT AND SEVERAL LIABILITIES** – The student and co-signer (if applicable) shall be individually liable, and jointly liable with other students for all damage done to rooming accommodations and furnishings therein. The student and co-signer (if applicable) also agree to be jointly responsible with other residents for residence hall accommodations, furnishings, and equipment and to share in the payment of damages sustained. The University will assume no liability for personal injury of students who choose to utilize the bunk option of University beds. For those students who so desire, bed rails must be installed, and students must sign an “Assumption of Risk and Release from Liability” form.

**MEALS** – Students living in the residence halls are required to have a meal plan. (Exception: University Apartments and University Ridge Apartments), and the student is entitled to the full meal service offered by University Dining Services. Transferring a meal ticket (ECard) is prohibited and may result in disciplinary action.

**PAYMENTS** – Housing fees shall be paid in accordance with the Official Fee Schedule established by the University within the provisions of law and procedures of the Commonwealth of Pennsylvania.

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(Parent/Guardian (co-signer) Signature if under 18)

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(Student Signature)



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**Residential & Dining Services**

# **COVID-19 HOUSING ADDENDUM**

**FALL 2021**

The COVID-19 Housing Addendum for Residential and Dining Services has been created to clarify housing expectations for the Fall 2021 semester. In order to support the health and safety of all residents, community members are expected to adhere the following standards.

The best way to prevent infection is to avoid being exposed to this virus. You can reduce your risk by taking these measures:

- Wash hands often with soap and water for a least 20 seconds.
- Use hand sanitizer, with 60-95% alcohol if soap/water is not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while you are sick, except to seek medical care, and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Practice appropriate social distancing according to CDC guidelines.
- Cover your mouth and nose with a cloth face cover when around others.
- Clean and disinfect frequently touched surfaces daily by using detergent or soap and water, then use a household EPA-registered disinfectant.

**I understand that, if I exhibit any signs or symptoms of COVID-19**, as enumerated by the U.S. Centers for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>, or if I have been **in close contact with someone who has tested positive for COVID-19**, it is my responsibility to contact a medical provider and my Residential Learning Coordinator within one (1) business day and self-quarantine. Self-quarantining means NO human contact with ANYONE, including family, friends, and especially going out into the public. DO NOT LEAVE YOUR ROOM. Remember, if your symptoms are mild this does not mean you cannot spread the virus to someone else and put others at severe risk. I understand that if I need to self-isolate or self-quarantine, I will comply with Residential and Dining Services' procedures related to ESU's COVID-19 safety protocols. This may include but is not limited to temporary relocation to self-isolate/quarantine and alternative dining arrangements.

**I understand and affirm that, in the event of a medical emergency, I will call 911**, and that I will notify the operator that I have, or think I might have, COVID-19. I will put on a cloth face covering before medical help arrives.

**I understand that** as a result of the coronavirus pandemic, there will be no visitation for non-residential students and guests in campus housing for the fall 2021 semester. Students residing in campus housing will be allowed to visit other residence halls. Only 1 guest per resident will be allowed in residence hall rooms. Gatherings of more than two must take place in lounge spaces within the residence hall. In the event circumstances change, I will be notified.

**I understand that** I must comply with mandatory COVID-19 testing protocols when I arrive on campus in August and with random COVID-19 testing throughout the fall semester. **I understand that** ESU is requiring that all students wear a cloth face covering. Residents are expected to wear their face covering outside of their residence hall room.

**I understand that** this addendum does not replace any requirements of the university for returning to campus including, but not limited to, completing the health history form and proof of meningitis vaccination, staggered move in dates, etc.

**I understand that** for the health and well-being of ESU students, faculty and staff, there may be changes in housing policies and procedures, and I agree to abide by these amended policies and procedures. I also understand that if I violate current and/or COVID-19 related housing policies and procedures, I may be referred to Student Conduct and Community Standards and may risk housing removal and/or suspension.



# QUARANTINE RULES

2021–2022

## What does it mean to Quarantine?

- Quarantine means to separate those potentially infected from those who are healthy. Unlike isolation, quarantine focuses on contacts (people who may have been in the presence of a case).
- While contacts may or may not have COVID-19, this practice is a means to stop the spread of infection and keeps our community healthy!

## What are the rules for Quarantine?

- Per the PA Department of Health, quarantining means to stay home and the most protective recommended quarantine period remains at 14-days post-exposure. However, quarantine can end after day 10 without testing if no symptoms have been reported during daily monitoring. All ESU residential students will have access to COVID-19 testing services and can end shorten quarantine after day 7 if tested on or after day 5 and the person continues to be asymptomatic. If you cannot isolate from an individual who has tested positive, your quarantine time frame starts day 0 the day that individual can enter into society.
- If you are fully vaccinated, you should be tested 3-5 days following the date of your exposure and wear a mask in public indoor settings for 14 days or until you receive a negative test result. Fully vaccinated people who live in a household with someone who is immunosuppressed, at increased risk of severe disease, or unvaccinated could also consider masking at home for 14 days following a known exposure or until they receive a negative test result. Most fully vaccinated people with no COVID-like symptoms do not need to quarantine or be restricted from work or school following an exposure to someone with suspected or confirmed COVID-19, if they follow the testing and masking recommendation above. Fully vaccinated people should monitor for symptoms of COVID-19 for 14 days following an exposure.
- At any time, quarantine can turn into isolation, the practice of separating confirmed cases from those unaffected. Be sure to practice good social-distancing and take care; wear a mask if interacting with others is unavoidable.

**No guests are permitted in your quarantine housing at any time. Please be aware of and consider others in the community.**

Students who violate the policy and guidelines contained in this document will be referred to the Office of Student Conduct and Community Standards for possible disciplinary action. Student code of conduct information can be found on the **ESU website**.

## DO'S AND DON'TS OF QUARANTINE

- **Do:**
  - Stay in contact with friends via social media and video calls. While you will not be able to physically see your peers, there are multiple avenues to stay in touch with them.
  - Practice self-care. Whether it's reading a book or doing push-ups to de-stress, it is paramount you stay healthy physically and mentally. Stay in touch with your doctor as well in the event symptoms arise.
  - Stay updated on assignments and classwork. Your faculty will work with you throughout this time to ensure you do not fall behind.
- **Don't:**
  - Go out.
  - Share food, personal items, or spaces with others when possible. If a confirmed case, COVID-19 can be transmitted through droplets exiting the body. Sharing items such as phones or computers increases the risk of infection and needs to be avoided.
  - End your quarantine early. While you may feel fine, some carriers are asymptomatic and show no signs of infection. Following the recommended quarantine guidance in this document ensures that, if contagious, the virus will die without spreading!

## QUICK REMINDERS

### Symptoms Requiring Immediate Emergency Care

- Bluish lips or face
- Persistent pain or pressure in the chest
- Faster breathing
- New confusion or difficulty waking up
- Trouble breathing

### Resources at ESU

- Contact your RA on duty
- ESU Health Center at LVH: 272-762-4378
- CAPS: 570-422-3277
- Campus Police: 570-422-3064
- East Stroudsburg Police: 911

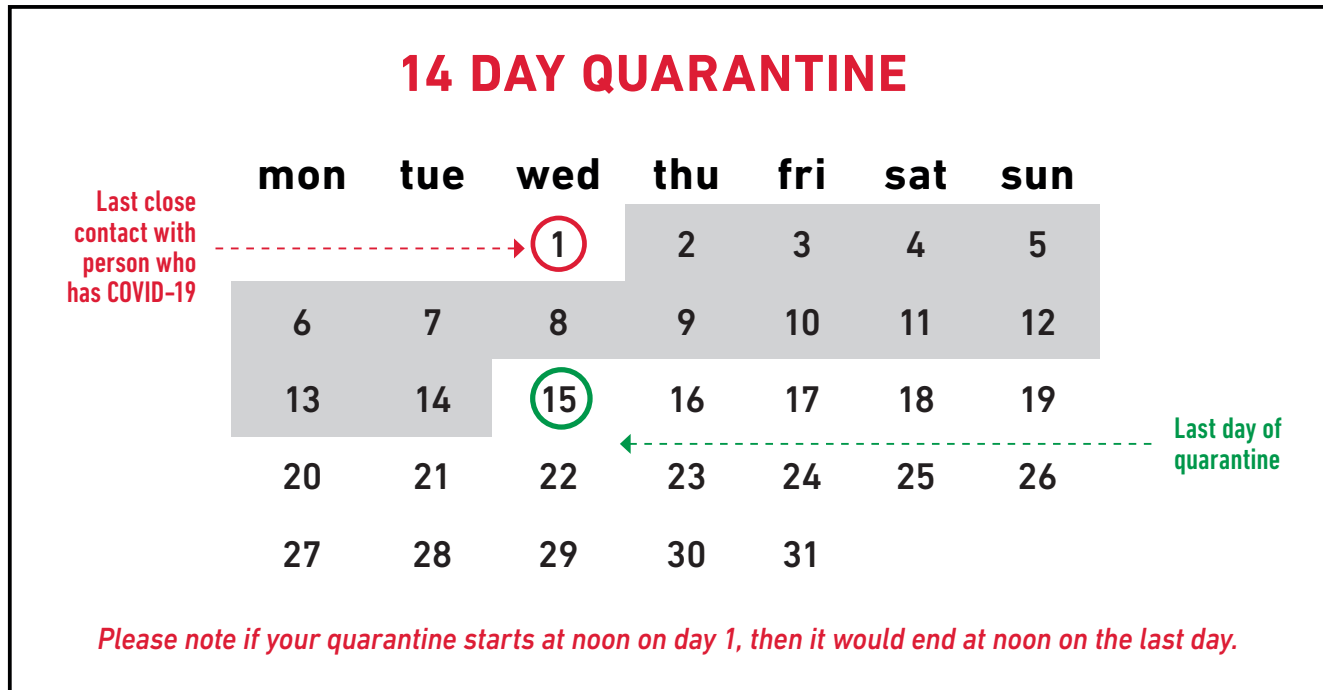
### The Infectious Period for Patients with Symptoms

- **Infectious period starts:** 48 hours prior to the first symptom.
- **Infectious period ends:** at least 14 days after the first symptom, and no fever for at least 24 hours without medications and other symptoms have improved.

*Portions of this document were adopted from Shippensburg University, Shippensburg, Pa.*



Below is a helpful chart to visualize the timeframe of an average quarantine. Note: if found to be a case, quarantine can become isolation and may increase the tenure of isolation or quarantine.





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## QUARANTINE/ISOLATION

2021–2022



### ► How do I get food once I have to go to quarantine/isolation housing?

- Residential and Dining Services will be made aware of your quarantine/isolation housing assignment. The ESU Dining team will be given your name, email address, cell phone number and any known dietary restrictions. Residents with dietary restrictions will be contacted by a Dining Manager to discuss meal options.
- A single delivery will take place late in the afternoon, between 4–6 p.m. The delivery will include dinner for the first day, and breakfast, lunch, and snack box for the following day.
- Meal deliveries will be made to your assigned residence hall and room assignment. Housing personnel will distribute meals to your specific room. The meal delivery will repeat until you are no longer in Quarantine/Isolation.
- Deliveries will arrive refrigerated for you to microwave or store for later. Storage and reheating instructions will be included. Please inform us if you do not have means for refrigeration or heating meals.
- All meals will arrive in disposable containers with disposable utensils.

### Will you adjust the menu because I have an allergy or special dietary restriction?

- We will honor and accommodate dietary restrictions and allergies.
- We cannot take all preferences into consideration.

### ► What kind of food should I expect?

- Students in Quarantine/Isolation will receive:
  - **Breakfast:** Baked goods, cold cereal cup, juice, milk and whole fruit.
  - **Lunch:** a sandwich or wrap with chips, cookies, whole fruit and bottled water.
  - **Snack Box:** Assorted snacks to include chips, candy and bottled water.
  - **Dinner:** an entree with main course and sides (in a microwaveable container with reheat instructions), salad with dressing, cookies and bottled water.
- These meals are delivered cold to be refrigerated until you're ready to enjoy them.
- **IMPORTANT:** If you have an all-access meal plan, you can have a designee pick up a meal at Dansbury Commons on your behalf throughout the day. Please contact your Residential Learning Coordinator to help facilitate the delivery.

### ► Do I receive meals while in quarantine if I do not have a meal plan?

- Yes, you may receive meals while in quarantine/isolation, depending on your housing assignment. ESU Dining will charge your account if you require meals and are not a dining plan holder.

### ► Who can I reach out to if I have additional questions or feedback?

- Please contact Janine D'Esposito at [desposito-janine@aramark.com](mailto:desposito-janine@aramark.com)



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## **QUARANTINE AND ISOLATION GUIDELINES**

**2021–2022**

### ▶ **MAIL**

Packages will be delivered between 7–9 p.m. daily for Individuals who are in Isolation or Quarantine. Any mail will remain in your mailbox for the duration of your isolation or quarantine.

**IMPORTANT:** If your package says it has been delivered by the deliverer, it may mean that it was dropped off to our "Receiving" department. It has not come to the building yet, once it has you will receive an email from ESU saying that your package is ready to be picked up at the designated time. Packages will be delivered between 7–9 p.m.

### ▶ **GARBAGE**

Residents in Isolation/Quarantine needing the removal of trash from their residential space will:

- a. Deposit their trash/recycling outside their unit door by noon on Tuesdays or Thursdays ONLY
- b. All trash/recycling will be in plastic bags, tied, and secured. Nothing loose may be collected.

**IMPORTANT:** Please make sure that all your trash is in a bag and the bag is free of any rips or holes.

### ▶ **FACILITIES**

If you are having issues with malfunctioning things in your room, please contact Residential and Dining Services at [housinganddining@esu.edu](mailto:housinganddining@esu.edu) or 570-422-3460. We will be able to assist you with addressing concerns with your room.

### ▶ **FOOD**

A single (1) food delivery will be made from ESU Dining between 4–6 p.m. daily. The delivery of food is meant to provide you a meal for:

- Dinner, the night of delivery
- Breakfast, the day after
- Lunch, the day after
- Snack, the day after

**IMPORTANT:** If you have an all-access meal plan, you can have a designee pick up a meal at Dansbury Commons on your behalf throughout the day. If you are having issues with your meals, contact Janine D'Esposito at [desposito-janine@aramark.com](mailto:desposito-janine@aramark.com).

### ▶ **COMMUNICATION**

Please click and fill out the COVID-19 Isolation/Quarantine Questionnaire. **THE QUESTIONNAIRE NEEDS TO BE COMPLETED DAILY WHILE ON ISOLATION/QUARANTINE.** Please be attentive to phone calls from the University using the 570-422-XXXX number system; these could be ESU staff attempting to get in touch with you to find out how you are doing.

### ▶ **CONTACT INFORMATION**

Please contact Residential and Dining Services at [housinganddining@esu.edu](mailto:housinganddining@esu.edu) or 570-422-3460, during business hours, Monday–Friday from 8 a.m.–4:30 p.m. After hours please contact your building's RA on duty by phone.



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# QUARANTINE/ISOLATION Housing Agreement

2021–2022

## I. TERMS

The terms of this agreement are supplementary to the on-campus housing agreement and the COVID-19 Housing Addendum and are specifically tied to expectations that are to be followed while in quarantine or isolation housing based upon an exposure to COVID-19 or a diagnosis of the COVID-19 virus. I understand that if I accept being placed in quarantine or isolation housing that I will comply with all protocols in place and the directions of East Stroudsburg University officials to ensure I am doing my part to limit any potential exposure to others. I further agree that:

In **quarantine** housing, I will begin and complete the 10-day quarantine after my last exposure to an infected person, or a 7-day quarantine with a negative test on or after day 5 of quarantine. I may be allowed to quarantine in my current housing assignment, move to a different temporary room assignment on-campus, or move to an off-campus location where I am able to quarantine. I will stay in daily communication with a Residential and Dining Services staff member working to monitor symptoms and track progress. I will only leave my housing assignment temporarily for COVID-19 health-related appointments.

In **isolation** housing, I will start and complete the 10-day isolation period in a designated housing assignment beginning with the confirmation date of my positive COVID-19 test results. I will stay in daily communication with a Residential and Dining Services staff member working to monitor symptoms and track progress. I will not leave my residence hall room at any time for the duration of my isolation period and will not have any physical contact with other students in isolation.

ESU Dining will provide meals during my quarantine/isolation period in accordance with my meal plan. If I don't have a meal plan, I may still order meals and pay using cash, credit, or flex dollars. I will contact Janine D'Esposito, General Manager for ESU Dining at Desposito-Janine@aramark.com for additional information or assistance.

Guest visitation is not permitted at any time during my quarantine or isolation. If I am found to have guests in the residence hall and/or residence hall room I am subject to code of conduct violation that may result in me being removed from campus housing.

I will participate in East Stroudsburg University's positive case coordination initiative and provide clear and accurate information to the best of my ability.

If I am worried about new or worsening symptoms, I will contact 911 for immediate support.

*Students who violate the policy and guidelines contained in this document will be referred to Student Conduct and Community Standards for possible disciplinary action. Please review the updated student code of conduct or contact the SCCS office at SCCS@esu.edu for more information.*

## II. USE OF PREMISES

The student shall occupy the assigned space solely as living and study quarters for the student and not as a center for any commercially related function. Additional occupants may not live within the premises other than those assigned by the Housing Office. Visitors are strictly prohibited.

## III. EXCULPATORY CLAUSE

The Manager (ESU) shall not be liable for damage to or loss of property of the student occurring in the residence hall or assigned living space. It is advised that students secure private insurance coverage under their family's homeowner's policy or purchase their own homeowner's insurance to cover their personal belongings. Residents owning sensitive electronic equipment are responsible for purchasing the necessary power surge protection devices.

## IV. LIABILITY

The student and guarantor(s) shall be individually liable for all damage done to rooming accommodations and furnishings therein. The student and guarantor(s) also agree to be responsible for residence hall accommodations, furnishings, and equipment and to share in the payment of damages sustained. The University will assume no liability for personal injury of students.

**Students may sign this form physically or digitally.**

By signing this form, I confirm that I have read and understood the provisions above and agree to abide by the guidelines laid out herein.

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Name

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Date