Azusa Pacific University is committed to educating our community on how to reduce the spread of COVID-19 and demonstrate our care for one another when on campus. Please carefully review the following updated information on the expectations of returning to campus this summer, and how we as a community share the responsibility in continuing to maintain a safe living and learning environment. You can also visit the Destination APU: Remote Learning Together website for ongoing university updates. We await new guidelines on or around June 15, 2021, from the state, and in accordance with Los Angeles County, and will provide the APU community with updates as they become available.

*Our entire community must be part of the solution, modeling care and compassion for one another and our neighbors.*
Table of Contents

Coronavirus Facts and How It Spreads ........................................... 4

Before Returning to Campus: Help Reduce Risk .............. 5

On-Campus Guidelines: Help Prevent the Spread of COVID-19 .................................................. 6

Symptom Checks and Surveillance Testing ......................... 8

Steps for More Vulnerable Populations .......................... 10

Safety Precautions in Physical Classrooms ..................... 11

What to Do If You Are Feeling Sick .................................. 12

Next Steps: Mutual Acceptance and Commitment ......... 13

Student Resources .............................................................. 14
Coronavirus Facts and How It Spreads

The Coronavirus Disease 2019 is a respiratory disease caused by a novel (new) coronavirus, SARS-CoV-2, first originating in China. Confirmed COVID-19 cases range from mild symptoms to severe illnesses and death. Symptoms may appear 2-14 days after exposure and include fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, and new loss of taste or smell, among others.

COVID-19 is thought to spread from person-to-person contact, particularly between people who are in close contact (within 6 feet) with one another or through respiratory droplets produced through the coughing or sneezing of an infected person. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main form of virus transmission.
Before Returning to Campus: Help Reduce Risk

Reducing the risk of spreading COVID-19 starts before students return to campus. We encourage all students to be mindful of how each of us can reduce risk to others by practicing local and state physical distancing protocols and minimizing interactions with others prior to returning to campus.

- **Prior to Moving into Summer University Housing:** For those moving into university housing that are not fully vaccinated, a 10-day quarantine is required prior to coming to campus or on campus if you live alone.

- **If Traveling from Outside of California:** If you are fully vaccinated, no test or quarantine is needed unless you are experiencing symptoms. If you are not fully vaccinated, you must quarantine for 10 days after arrival, or quarantine for 7 days with a test on day 3-5. You may not leave your residence to attend classes, work, or any co-curricular activities on campus while quarantined. See current travel advisory.

- **If Traveling from Outside the U.S.:** Those arriving on campus from outside of the United States who are NOT fully vaccinated are required to obtain a negative COVID-19 test prior to departure, quarantine for 7 days upon arrival, and obtain a negative test 3-5 days after arrival. You may not leave your residence to attend classes, work, or any co-curricular activities on campus while quarantined. Those who are fully vaccinated should receive a test 3 days prior to travel and 3-5 days after arrival, and monitor for symptoms for 14 days.
On-Campus Guidelines: Help Prevent the Spread of COVID-19

As a community of care at Azusa Pacific, we commit to our responsibility in maintaining the following practices to reduce the risk of spreading COVID-19:

Monitor your health.
• Fill out your Symptom Tracker.
• Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. This is especially important if you are running essential errands, going into an office or workplace, or in settings where it may be difficult to keep a physical distance of 6 feet.
• Take your temperature daily and if symptoms develop.
• Follow CDC guidance on what to do if symptoms develop.

Use a facial covering when around others.
• Everyone, including vaccinated individuals, must wear a cloth face cover (excluding bandanas) when in public shared spaces. APU requires the wearing of a face covering while in class and on campus. For students living in university housing, face coverings do not need to be worn when you are in your residence.
• The cloth face cover is meant to protect not only you, but also other people in case you are infected. We can transmit viral particles in the air when we talk or laugh. You could spread COVID-19 to others even if you do not feel sick.
• Continue to keep at least 6 feet between yourself and others. The face cover is not a substitute for physical distancing.
• When you are in your own bedroom, you do not need to wear your cloth face covering unless you want to. Students who have medical conditions may need to wear face coverings continuously.

Practice good hygiene.
• Wash your hands often with soap and water for at least 20 seconds, especially after visiting a public place, or after blowing your nose, coughing, or sneezing.
• 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 with unwashed hands.
**Practice physical distancing.**

- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread the virus.
  - Stay at least 6 feet (about two arms’ length) from other people.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.
  - Limit mixing with those who are not your roommates.
- Avoid close contact with people who are sick, even inside your home. If possible, allow the sick individual to have their own room and bathroom. If they are unable to have their own bathroom, then wipe down high-touch surfaces after use. When in common areas with a sick individual, make sure everyone is wearing a cloth face mask and limit the time you are together with them in an enclosed space.

**Sanitize often.**

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection, then use a household disinfectant. Most common EPA-registered household disinfectants will work.

**Follow university rules regarding visitors.**

- Residential students are not allowed to have visitors in their university housing.
- Campus is closed unless you are authorized to be on campus for approved reasons or approved classes.

**COVID-19 Vaccine**

- The best way to prevent spreading of COVID-19 and to ensure that you won’t have to quarantine after exposure is to get vaccinated for COVID-19.
- To locate vaccination sites, visit myturn.ca.gov.
- Please refer to our COVID-19 vaccine FAQs.
Symptom Checks and Surveillance Testing

Symptom checks are required before students come on campus for any reason, including attending class, work, or other scheduled campus activities where they may come in contact with other students or employees. This represents a critical part of how we share in the responsibility to keep one another safe and reduce the spread of the virus. Employees are required to do the same.

Failure to complete the required symptom checks will result in disciplinary sanctions, which may include, but are not limited to, removal from academic courses, removal from university housing, or university suspension.

All students, including those that have been vaccinated, will fill out a COVID-19 symptom check questionnaire each day prior to being on campus premises.

Symptom checks include assessing for cough, shortness of breath or fever, and any other symptoms the student may be experiencing. These symptom checks and a temperature check should be done remotely or in the student’s private residence before arriving on campus. Students may want to purchase a thermometer to be able to complete the temperature checks. If students do not pass the symptom check, they are responsible for notifying their professors and/or their on-campus employer that they will not be attending class or work that day.

Students will receive training on how to submit the symptom check after completing the return-to-campus student training.

- Residential students are required to complete the symptom check every day (including weekends) before leaving their residence or by 1 p.m.
- Students in face-to-face classes are required to complete the symptom check Monday through Friday even if they come to campus just one day a week.
- Students who come to campus for work or athletics are required to complete this questionnaire Monday through Friday and any weekend they are on campus.
- All symptom checks must be completed by 1 p.m.
- Even those who are fully vaccinated need to complete the symptom checks as required above.
Testing requirements for residential and face-to-face students are as follows:

- Those who are fully vaccinated do not have a testing requirement. Please submit your vaccine document via the MyCougar Health Portal to receive your testing waiver. The Student Health Center will notify you via email when they have received it.
- Those who are not fully vaccinated (two doses of Moderna or Pfizer, or one dose of Johnson & Johnson/Janssen) must obtain one COVID-19 test every two weeks. Students starting face-to-face classes in June will begin testing at that time. This same process will occur every two weeks.

Testing may be obtained at any of the following locations:

- Testing tent in H Court of the Shire Mods on East Campus. Testing is free and available at the following times:
  > Monday: 12-2 p.m.; Wednesday: 12-2 p.m.; Friday 9-11 a.m. (times are subject to change)
- Self test. You can swing by the SHC and pick up a test kit and test yourself. Drop it off to the SHC by 4 p.m. on the day you take the test. Result takes 24-48 hours.
  > Video on the home testing process.
  > Preregister before you pick up a test kit.
  > Please be sure to use the test kit or a $10 fee will be charged.
- County testing sites (free)

Testing requirements may change depending on circumstances and expert recommendations.
Steps for More Vulnerable Populations

For the students taking summer classes on campus, they will be supported by our comprehensive health and safety plan that incorporates county, state, and federal health agency directives. These include physical distancing protocols for all courses, programs, clinicals, and labs approved for face-to-face delivery, as well as for students, faculty, and staff who will be on campus. Cleaning and sanitation of buildings, classes, and public spaces in accordance with strict protocols and health and safety guidelines will be employed.

If you will be joining us for any in-person classes in the summer and have a condition that may put you at risk, we invite you to apply for accommodations through APU’s Office of Accessibility and Disability Resources. In addition, your professors will be informed that you may need instructional modifications or to miss class occasionally.

Options to reduce risk for those that are at an increased risk:

- COVID-19 vaccine
- Online classes
- Telemedicine visits
- Reduced-cost testing available through the Student Health Center

Please take the following steps:

- Wear your face covering consistently when around others, especially if you have not received the COVID-19 vaccine or if you aren’t sure whether those you are around have received the vaccine. Especially when in enclosed spaces.
- Wipe down your desk routinely before you use it.
Safety Precautions in Physical Classrooms

Monitor your health.
• Please refer to the “What to Do If You Are Feeling Sick” section of this document for guidance on steps to take if you are not feeling well.
• Please notify your professor before the start of the class period if you will be missing class, and notify your on-campus supervisor, if applicable.

Avoid close contact with others.
• Stay at least 6 feet (about two arms’ length) from other people. Learning environments will be spaced according to proper physical distancing protocols.
• Please respect the spacing restrictions that are set up in each classroom/learning environment.

Cover your mouth and nose with a face covering.
• A cloth face covering (excluding bandanas) must be worn when in public, including classrooms and learning environments.
• Remember, it is possible to spread COVID-19 to others even if you do not feel sick.

Disinfect your learning area.
• Please disinfect your learning area after the class period. This includes tables, desks, seats, and any shared learning materials. Disinfecting wipes will be provided in the classroom.
• In addition to individual cleaning protocols, Facilities Management will routinely disinfect classrooms and learning environments.

Follow guidance from your instructor.
University employees have been trained on proper physical distancing protocols. Please follow physical distancing guidelines provided by your instructor for the classroom.
What to Do If You Are Feeling Sick

If you live in university housing:
• Do not go to class or any other areas of campus if you are feeling sick.
• Report your illness through the MyCougar Health Portal.
• Please fill out either the Symptom Tracker or the COVID-19 Phone Screening Form on the MyCougar Health Portal and wait for a provider to call you back.
• Please inform our Residence Life staff by emailing housing@apu.edu.
• If you see another provider and they either test you or tell you that you likely have COVID-19, please let the Student Health Center know by emailing healthcntr@apu.edu.
• Follow the instructions on Homecare Isolation in the LAC DPH handout.

If you live near the Azusa campus:
• Do not come to campus if you are feeling sick.
• Report your illness through the MyCougar Health Portal.
• Please fill out either the Symptoms Tracker or the COVID-19 Phone Screening Form on the MyCougar Health Portal and wait for a provider to call you back.
• If you see another provider and they either test you or tell you that you likely have COVID-19, please let the Student Health Center know by emailing healthcntr@apu.edu.
• Follow the instructions on Homecare Isolation in the LAC DPH handout.

If you attend one of APU’s regional locations:
• Do not come to campus if you are feeling sick.
• Those attending face-to-face classes at regional locations need to fill out either the Symptoms Tracker or the COVID-19 Phone Screening Form on the MyCougar Health Portal and wait for a provider to call you back.
• If you see your own doctor and are either tested or told you likely have COVID-19, please let the Student Health Center know by emailing healthcntr@apu.edu.

If testing is needed, you may be able to obtain it with one of the following methods:
• Self test. You can pick up a test kit from your professor or from the regional location office during regular business hours. Test yourself and then drop it off at a UPS drop station by 4 p.m. on the day you test. Result takes 24-48 hours.
  > Video on the home testing process.
  > Preregister before you pick up a test kit.
  > Please be sure to use the test kit or a $10 fee will be charged.
• County testing sites (free)
When to quarantine or isolate:

• **Quarantine:** You must quarantine if you are exposed (have close contact) to someone who has, or is presumed to have, COVID-19. If you are exposed in an APU setting, testing for COVID-19 will be provided free of charge when the test is performed by APU. Usually, those who have been fully vaccinated will not need to quarantine after an exposure.

• **Isolate:** You must adhere to strict home isolation instructions if you have a positive lab test for COVID-19 or are awaiting test results, or you develop symptoms of COVID-19 within 10 days of being exposed to COVID-19. Remain in isolation until cleared by the Student Health Center. Students who do not comply with Student Health Center directives will be subject to an accountability/judicial process.

Next Steps: Mutual Acceptance and Commitment

After reviewing this manual, students planning to return to campus with university approval must review and sign the Mutual Acceptance and Commitment Form (also available at home.apu.edu) to acknowledge that you understand and commit to these expectations as an Azusa Pacific University student.
Student Resources

These represent just a few of the university resources available to you. If you need support, university staff are ready to assist you.

**Student Affairs**

**Student Health Center**
(626) 815-2100 / healthcntr@apu.edu
The Student Health Center is open and available to support student health and safety. In-person appointments for COVID-19 testing are available at a reduced cost. Telehealth appointments, as well as regular in-person primary care health appointments, are available.

All undergraduate students are automatically enrolled in our student health insurance plan, and this coverage will not change as we move to remote learning. If you live out of state, you can still seek services using your student health insurance plan. Students who wish to may request a waiver from the student insurance plan.

**MyCougar Health Patient Portal**
Students can easily and confidentially schedule an appointment using the MyCougar Health Patient Portal, a secure online resource that gives APU students convenient 24-hour access to personal health information. Students can access the MyCougar Health Patient Portal via the APU Now app or apumedicatconnect.com.

**University Counseling Center**
(626) 815-2109 / ucc@apu.edu
APU’s University Counseling Center offers resources to support your emotional health. Ongoing individual, couples, and group sessions are offered through teletherapy appointments, and we offer immediate crisis care over the phone as needed. Look for an email invitation to participate in APU’s Mental Well-Being course to gain tools to better care for yourself and others so that you may thrive during this challenging time.
APU Telehealth
All enrolled graduate and regional location students are automatically eligible for 24/7 access to virtual health services. APU Telehealth is available at no cost to students and provides online medical and mental health services.

Accessibility and Disability Resources
Phone: (626) 815-2067 / Email: disabilityservices@apu.edu
The Office of Accessibility and Disability Resources engages in an interactive process with each student to discuss and determine disability-related accommodations within all learning environments. Students may contact ADR at any time during the year to discuss the need for accommodations or adjustments to current accommodations. View the ADR Student Online Accommodations, Testing, and Services Guide for more information.

Spiritual Formation

Spiritual Life
Email: campusministry@apu.edu
The Spiritual Life team and campus pastors remain available to provide encouragement, support, and prayer. Additionally, visit together.apu.edu and follow us on Instagram at @apudiscipleship and @apuchapel for more information on ministry programming.

SoulQuest for Graduate and Professional Students
Phone: (626) 815-6000, Ext. 3289
SoulQuest is a spiritual care ministry for Azusa Pacific’s graduate, professional, and nontraditional undergraduate students, including those studying at the university’s regional locations. SoulQuest pastors are available to receive calls or visits from students seeking spiritual guidance.
Academic Resources

Using Canvas for Courses
APU Support Center (24/7): Phone: (626) 815-5050 / Email: support@apu.edu
You have a Canvas site for each of your courses, where materials and assignments will be posted and graded, and you can communicate with your faculty member. Your faculty will also be in touch with you about how they intend to manage courses for the remainder of the semester. For additional assistance with Canvas, see the following resources:
• Canvas Student Guide
• Canvas Student Resources
• Canvas Support Articles

Academic Success Center
Phone: (626) 815-3886
The Academic Success Center is committed to offering comprehensive academic services, programming, and resources that support all students—including undergraduate, graduate, and professional students. Services include Academic Advising, Accessibility and Disability Resources, Tutoring Services, and more. The center’s staff are available to assist you remotely during this season. Contact the appropriate area for more information.

Academic Advising
Phone: (626) 815-3886 / Email: advising@apu.edu
We want to help you navigate your academic journey. Connect with Academic Advising through the Academic Success Center for personalized Academic Success Coaching. In addition, all first- and second-year students can schedule virtual advising appointments via tutortrac.apu.edu with assigned Academic Success Coaches. We also facilitate junior and senior major meetings to ensure program graduation plans are on track.

Academic Tutoring
Phone: (626) 344-2978 (call or text) / Email: tutoring@apu.edu
The Tutoring Center continues to offer high-quality peer tutoring through virtual appointments with student tutors. Our tutors have excelled at the courses they support and receive regular training to ensure they have the right tools and resources to best support you. All students can make free appointments at tutortrac.apu.edu.
Academic Testing Center
Phone: (626) 815-3849  /  Email: testingcenter@apu.edu
The Testing Center offers test proctoring services for accommodated exams, FLATS (foreign language credit by examination) exams, and independent study exams through a safe and secure remote proctoring format. Learn more about available services or book an appointment.

University Libraries
The University Libraries offer access to a wealth of online resources to support your studies, including journals and databases. View the Library Response to COVID-19 and University Libraries’ Going Online Guide for additional information. Subject specialists are also available through online chat and email to help you find resources.

Writing Center and Speaking Center
Phone: (626) 815-6000, Ext. 3141  /  Email: writingcenterstaff@apu.edu
The Writing Center and Speaking Center provide students with assistance on writing and presentation at any stage of the project development process. Free online appointments are available Monday-Saturday. Video-chat, audio-only, or text-based (chat) options are available. Make an appointment with the Writing Center or Speaking Center.

Career Center
Phone: (626) 815-2103  /  Email: career@apu.edu
The APU Career Center will offer a robust suite of consulting appointments, workshops, and job fairs this spring. From résumé and cover letter review to assessment interpretations and graduate school decision-making, the Career Center team is here to assist you. If you haven’t already, go to apu.joinhandshake.com, activate your profile, and gain access to jobs, internships, and consulting appointments with the Career Center staff.

Further Information
Please visit the Destination APU: Remote Learning Together website for updated information.