

Destination APU

PROMOTING HEALTH AND SAFETY ON CAMPUS

SPRING 2022

Student Training Guide

apu.edu/destination-apu



AZUSA PACIFIC
UNIVERSITY

Return to Campus Student Training

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. Please carefully review the following information on the expectations of returning to campus, and how we as a community share the responsibility in maintaining a safe living and learning environment. APU's COVID-19 requirements and protocols may change from time to time to reflect updates in applicable government orders and guidance or as circumstances change on our campuses and in our surrounding communities. You can also visit the [Destination APU: Spring 2022](#) website for ongoing university updates, and to access the university's comprehensive [COVID-19 Prevention Program](#).

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.....	10
Symptom Checks and Surveillance Testing	14
Steps for More Vulnerable Populations.....	17
What to Do if You Are Feeling Sick (Even if You Think It is a Cold or Allergies).....	17
Privacy of Information.....	18
Next Steps: Mutual Acceptance and Commitment.....	18
Student Resources	19
Further Information	21

Coronavirus Facts and How It Spreads

The Coronavirus Disease 2019 is a respiratory disease caused by a novel (new) coronavirus, SARS-CoV-2. 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.

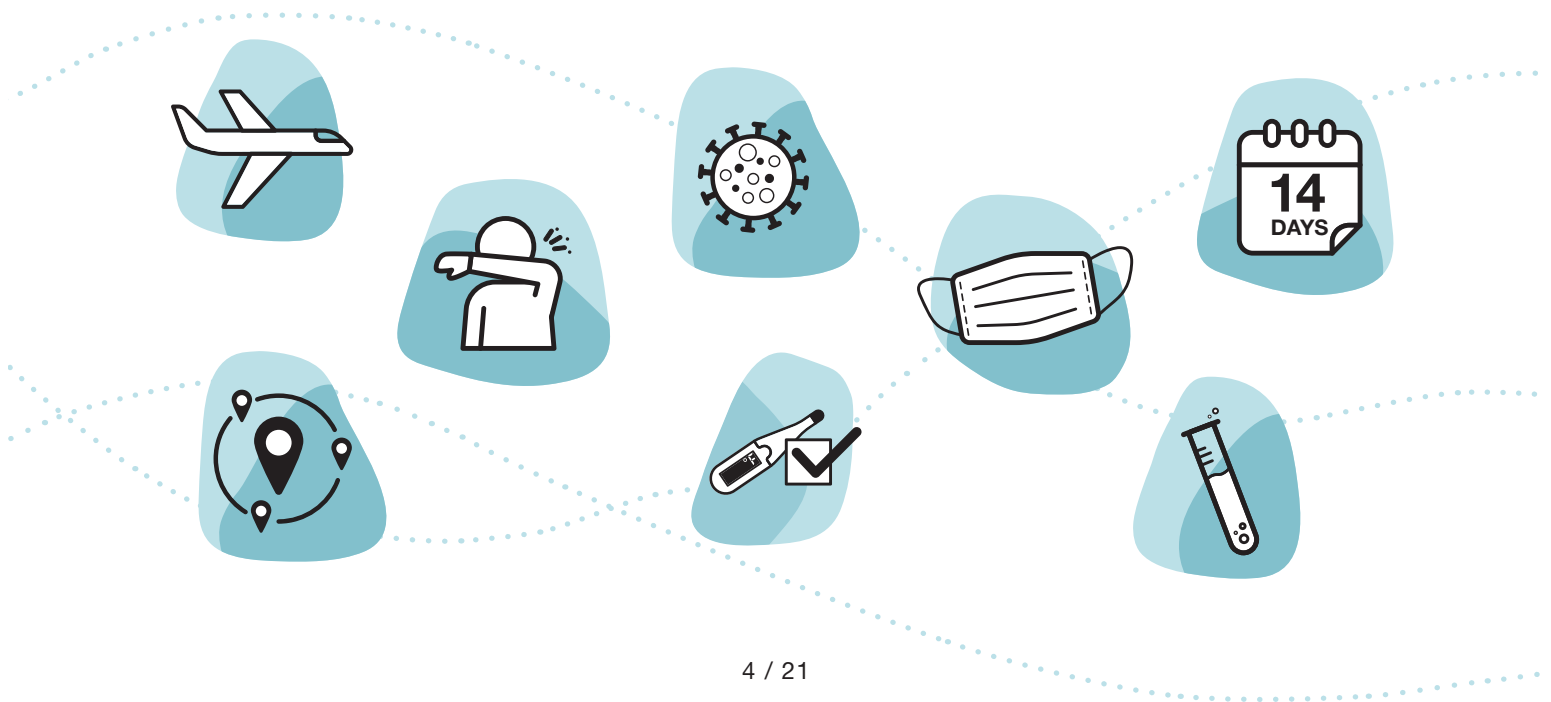
COVID-19 virus may be spread from airborne aerosols and droplets, and is thought to spread from person-to-person contact, particularly between people who are in close contact (within 6 feet) with one another or through respiratory droplets produced through the coughing or sneezing of an infected person. These droplets can land in the mouths or noses, or possibly be inhaled into the lungs of people who are nearby. Particles containing the virus can travel more than 6 feet, especially indoors. Physical distancing, face coverings, increased ventilation indoors, and respiratory protection decrease the spread of COVID-19 and are most effective when used in combination.

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.

According to the [CDC](#), older adults and people of any age who have serious underlying medical conditions like heart or lung disease, diabetes, or simply being overweight seem to be at higher risk for developing more serious complications from COVID-19 illness.

COVID-19 Variants

For the most up-to-date information on COVID-19 variants, visit the [CDC COVID-19 Variant Dashboard](#).



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, first by following all public health agency orders and guidance, and second by getting vaccinated if you are medically able to do so. Vaccination plays a very important role in our spring return. L.A. County has not mandated vaccination, and APU does not intend to do so at this time, either. Consistent with local, state, and federal public health agency guidelines, APU encourages all individuals able and eligible to receive the COVID-19 vaccine to do so at their earliest opportunity in alignment with appropriate health and safety protocols and in consultation with their own medical professionals.

For more information or to sign up with a local provider, visit the [California State Government site](#). For those living out of state, visit the [CDC vaccine finder](#).

Please note: For some time, APU has required students to have certain vaccinations; information on required vaccinations can be found at apu.edu/healthcenter/immunizations/.

Please be aware that APU's decision on vaccination requirements is subject to change if it becomes necessary and reasonable to sustain normal business operations. Circumstances and factors that continue to develop in our nation and county that could cause APU to mandate vaccines in order to work and study in person at APU, include:

- Government orders and regulations
- Pace of community spread in the counties where APU operates
- Measure of vaccination rates in our own employee and student population
- Ability to avoid outbreaks at APU upon our return to campus

By and large, our decision will depend on the level of personal responsibility we each take in the weeks ahead as we return to campus.

“Fully vaccinated” means the university has documented that the student received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine. Vaccines must be FDA approved; have an emergency use authorization from the FDA; or, for persons fully vaccinated outside the United States, be listed on the Emergency Use List (EUL) by the World Health Organization (WHO).

Please see these [COVID-19 vaccine FAQs](#) for more information.

If Traveling from Outside of California or within California via Public Transportation

When considering travel within or outside of California, the Los Angeles County Department of Public Health asks that you do the following:

- Do NOT travel if you or any of your traveling companions:
 - Are sick with [symptoms of COVID-19](#)
 - Tested positive for COVID-19 and have not ended [isolation](#)
 - Have been in [close contact](#) with someone with COVID-19 in the past 14 days
 - Are waiting for the results of a COVID-19 viral test.
- Exception for close contacts: People who are fully vaccinated and [people who recovered from COVID-19 in the past 90 days](#) can travel as long as they have no symptoms of COVID-19. For more details on when a person should not travel, see the CDC's [When Not to Travel](#) guidance.
- Strongly consider delaying travel until you and all of your traveling companions are fully vaccinated. You are considered fully vaccinated against COVID-19 two weeks after:
 - You got a Johnson & Johnson (J&J)/Janssen COVID-19 vaccine, or
 - You got a second dose of a Pfizer or Moderna COVID-19 vaccine, or
 - You finished the series of a COVID-19 vaccine that has been [listed for emergency use by the World Health Organization \(WHO\)](#).

See [When am I Fully Vaccinated?](#) to learn more.

Note: *booster doses and third doses are not required to be considered fully vaccinated, but they are recommended if you are [eligible](#). COVID-19 vaccines are widely available across L.A. County. See [Get Vaccinated](#) for more information.*

- Take extra precautions if you or any of your traveling companions are at [high risk of severe illness](#) from COVID-19. Consider checking with your healthcare provider for more specific advice about travel based on your health and underlying medical conditions. If you haven't already, be sure to get your booster/and or additional COVID-19 dose ([if eligible](#)) at least 2 weeks before traveling.
- Wear a [high-quality face mask](#) that fits snugly over the nose and mouth during travel. Masks are required when you are on a plane, train, public transit, and in any transportation hubs. Wear a mask any time you are indoors with people not in your travel group. Learn more about masks at [ph.lacounty.gov/masks](#).

Domestic Travel

- If you (or any of your traveling companions) are not fully vaccinated and you must travel, follow the [CDC domestic travel guidelines](#) for people who are not fully vaccinated, including:
 - Get a viral COVID-19 test* 1-3 days before travel and proceed with travel only if your test is negative.
 - Review and follow the [CDC Safer Travel Tips](#), which provide recommendations on safer choices for persons who are not fully vaccinated including accommodations, gatherings, food, and more.
 - After travel, get a viral COVID-19 test* 3-5 days after returning and quarantine for 7 days. If you opt to not test upon return, quarantine for 10 days.

**Note: If you [recovered from COVID-19 in the past 90 days](#), you do not need to test or quarantine as long as you are asymptomatic.*
- If you are fully vaccinated, follow the [CDC domestic travel guidance](#) for fully vaccinated people. In addition, consider getting a viral test for COVID-19 1-3 days prior to your travel and 3-5 days after you return if you are at increased risk of getting infected and/or live/work with others at high risk for severe COVID illness.

Vaccinated: If you are fully vaccinated, no test or quarantine is needed unless you are experiencing symptoms, in which case you should monitor your status and quarantine in your residence.

Unvaccinated: If you are not fully vaccinated, CDC recommends 7 days of quarantine after arrival, with a test 3-5 days after arrival. [See current travel advisory](#). If you cannot arrive 7 days early to quarantine before classes begin, then we ask that you quarantine for 7 days before arriving at APU, and use extra caution for one week after arrival.

If traveling to APU via your own personal transportation and you are not vaccinated, we ask that you either quarantine at home for 7 days prior to arrival on the APU campus, or quarantine for 7 days after arriving at APU. For either option, please obtain a COVID test on days 3-5 of the quarantine.

Summary of Travel Recommendations and Requirements

Domestic Travel	Not Fully Vaccinated	Fully Vaccinated	Recovered from COVID-19 within past 90 days
Get tested 1-3 days before leaving for travel	X	Consider	
Wear a mask and take other precautions during travel	X	X	X
Get tested 3-5 days after returning from travel	X	X	
Quarantine upon return <ul style="list-style-type: none"> • for 7 days • for 10 days if not tested 	X		
Self-monitor for symptoms for 14 days post travel	X	X	X

<http://www.publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm>

If Traveling from Outside the U.S.

International travel poses additional risks and even fully vaccinated travelers are at increased risk for getting and possibly spreading new COVID-19 variants.

- Do not travel internationally unless you are fully vaccinated.
- Review and follow all [CDC international travel guidance](#).

Effective December 6, 2021, all international air travelers must adhere to the following federal guidelines:

Prior to boarding a plane from a foreign country to the U.S.

- All travelers* must get a COVID-19 viral test regardless of vaccination status and citizenship. You must show your negative result to the airline before you board your flight. The timing of required testing depends on your vaccination status:
 - Fully vaccinated travelers: must show [proof of full vaccination](#) and a negative COVID-19 viral test result from a sample taken no more than 1 day before the flight's departure.
 - Travelers without proof of being fully vaccinated: must show a negative viral test result from a sample taken no more than 1 day before the flight's departure.

**Only the following people do not need to get a viral test: children under 2 years of age and people who have recovered from COVID-19 in the past 90 days and have appropriate "documentation of recovery." See [Requirement for Proof of Negative COVID-19 Test or Documentation of Recovery from COVID-19](#) for details.*

- All travelers must provide contact information to the airlines. This will be used to identify and contact people in the U.S. who may have been exposed to COVID-19 or other communicable disease.
- All non-U.S. citizens and non-U.S. immigrants traveling to the U.S. by air must provide [proof of full vaccination](#) against COVID-19. Only [limited exceptions apply](#). For more information about this requirement, visit the [CDC's page for non-U.S. citizen travelers](#).

After arriving in the U.S.

- Get a viral COVID-19 test 3-5 days after travel regardless of vaccination status.
- Quarantine if you are not fully vaccinated and have [not recovered from COVID-19 in the past 90 days](#). You should self-quarantine for 7 full days even if your test is negative. If you don't get tested, it is recommended you should quarantine for 10 full days after travel. Self-quarantining at home or in your hotel room is required for non-fully-vaccinated non-U.S. citizens and non-U.S. immigrants permitted to travel by air through an exception.

Note: *For non-U.S. citizens and non-U.S. immigrants who are not fully vaccinated and were permitted to travel by air through an exception: If you intend to stay in the U.S. for 60 days or longer, you must become fully vaccinated against COVID-19 within 60 days of arriving in the U.S. or as soon as medically appropriate, unless you have a medical contraindication or are too young to be vaccinated.*

Everyone who plans to travel outside of the U.S. should check the entry and exit requirements of the countries you intend to visit.

U.S. Citizens/U.S. Nationals/Lawful Permanent Residents/Immigrants

- If traveling by air to the U.S. and fully vaccinated: obtain a COVID test within 3 days of departure and 3-5 days after arrival in the U.S.
- If traveling by air to the U.S. and NOT fully vaccinated: obtain a COVID test within 24 hours of departure and 3-5 days after arrival in the U.S. You will also be required to quarantine for 7 days after arrival in the U.S.

Non-U.S. citizens and non-U.S. Immigrants

- You must be fully vaccinated to come to the U.S., as only rare exceptions apply.
- If traveling by air to the U.S. and fully vaccinated, obtain a COVID test 24 hours prior to departure and 3-5 days after arrival.

If you obtain a COVID-19 vaccine in your home country, you may also receive one of the U.S. Emergency Use Authorization vaccines. The Los Angeles County Department of Public Health accepts vaccines that are on the World Health Organization (WHO) Emergency Use Listing (EUL).

At this time, vaccines that are on the WHO EUL list include:

- Moderna
- Pfizer
- Johnson & Johnson
- Covishield
- Sinopharm BIBP
- Sinovac
- Astrazeneca
- Sputnik V

International Travel	Not Fully Vaccinated	Fully Vaccinated	Recovered from COVID-19 within past 90 days
Get tested before travel (required before boarding a plane to the U.S.)	X Negative test must be collected within 1 day of flight	X Must show proof of full vaccination and a negative test must be collected within 1 day of flight.	No test required as long as appropriate proof of “documentation of recovery”
Wear a mask and take other precautions during travel	X	X	X
Get a rapid test before leaving the airport at your final destination, if available.	X	X	
Get tested 3-5 days after returning to the U.S.	X	X	
Quarantine upon return • for 7 days • for 10 days if not tested	X		
Self-monitor for symptoms for 14 days post travel	X	X	X

<http://www.publichealth.lacounty.gov/media/Coronavirus/traveladvisory.htm>

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:

Practice good hygiene

- Do not touch your eyes, nose, or mouth with unwashed hands.
- [Wash your hands](#) frequently throughout the day (especially after blowing your nose, coughing, or sneezing). Practice frequent hand washing for 20 seconds, especially before eating and drinking and after using the toilet. Use an alcohol-based hand sanitizer (at least 70%) when there is not immediate access to a hand-washing facility. Note that hand sanitizer does not work if the hands are soiled.
- When possible, avoid using other people's phones, desks, offices, work tools, and equipment.
- Cover your mouth when you cough or sneeze (using your inner elbow).
- Avoid close contact with people known to be sick.
- To limit the amount and severity of illness in our community, get a flu shot and COVID-19 vaccination when available and in consultation with your medical professional.
- Keep your personal items (e.g., cell phones) and personal and living spaces clean.

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, then use a household disinfectant. Most common [EPA-registered household disinfectants](#) will work.

Follow university rules regarding visitors

All visitors to any campus space, indoor or outdoor, must follow APU requirements related to COVID-19. Prior to arrival, visitors must complete the [APU Visitor's Health Assessment form](#).

All visitors must abide by the APU requirements related to COVID-19. Students are responsible for their guests while they are on campus, and may be held accountable for the actions of their guests.

Residential students are allowed to have visitors in their university housing. Anyone visiting the residence of another individual must wear a mask, including the residents of that living space. When meeting with others who are not your roommate(s), we highly encourage gathering outside.

Monitor your health

- Monitoring includes checking for symptoms potentially related to COVID-19 and taking your temperature.
- If you have ANY [symptoms](#) potentially related to COVID-19 or a temperature of 100°F or above, regardless of your vaccination status, you should isolate yourself from others and let the Student Health Center know via the Symptom Tracker.
- Seek immediate medical attention if your symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- If symptoms start to develop, minimize contact and reduce spread by wearing a mask and isolate yourself from others in your on-campus or off-campus residence.
- **Regardless of your vaccination status, fill out your Symptom Tracker if you develop symptoms.**
- 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 are in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- Take your temperature if you develop symptoms or feel ill.
- Follow [CDC guidance](#) on what to do if symptoms develop.

Practice physical distancing

- Physical distancing is no longer required except in the event of an outbreak (3 or more) or major outbreak (20 or more). You will be notified if any of these events occur and they impact you.
- 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, 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.
- For those who are not vaccinated, it is a good idea to put distance between yourself and other people outside of your home, especially when indoors.
 - Remember that some people without symptoms may be able to spread the virus.
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#). Where possible, avoid large gatherings or crowded spaces, especially if you are uncomfortable or you do not know the vaccination status of others.
 - Limit mixing indoors with those who are not your roommates.
- Cover your mouth when you cough or sneeze, using your inner elbow.

Wear a face covering

The most recent L.A. County Health Officer Order, which APU follows, requires all individuals, regardless of vaccination status, to wear a [cloth face cover](#) (excluding bandanas) when indoors. If you are not vaccinated or have not had natural infection, or have a chronic medical health issue, you may want to consider wearing a surgical mask or a KN95 or N95. Students are encouraged to wear a mask when in outdoor crowded spaces. (<http://publichealth.lacounty.gov/acd/ncorona2019/masks/>)

- Students are not required to wear a mask outdoors, regardless of vaccination status. Face coverings/masks are recommended outdoors for students who are not fully vaccinated if 6 feet of distance cannot be maintained.
- Students must wear masks while in line and while riding the trolley.
- 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 and can spread COVID-19 to others even if we do not feel sick.
- Face coverings need to be worn over the nose and mouth, replaced, and cleaned, as needed.
- Students who have medical conditions or high-risk factors may need to wear face coverings continuously.
- For students living in university housing, face coverings do not need to be worn when you are in your residence with roommates. Masks do need to be worn by everyone when visitors are in the resident's space.
- See [CDPH Guidance for the Use of Face Coverings](#) for further information. Those seeking exemption from wearing a face covering for medical reasons should contact the [Office of Accessibility and Disability Resources \(ADR\)](#) at disabilityservices@apu.edu.

Students are required to wear face coverings indoors but may remove them under the following conditions:

- When a student is alone in a nonpublic area or room.
- While eating or drinking outside or in designated dining areas, provided students are at least 6 feet apart, or, if indoors, outside air supply to the area has been maximized to the extent feasible.
- Students who cannot wear face coverings due to a medical condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person, can seek an accommodation from the ADR.
- If you have an approved accommodation, you may wear an effective, nonrestrictive alternative, such as a face shield with a drape on the bottom, if your condition permits it. Apply for accommodations through ADR.
- For limited periods during certain supervised activities, under an approved departmental policy that provides alternative mitigation measures (if this exception applies to you, you will hear from your program or department).

Safety Precautions in Physical Classrooms

- To reduce risks, we highly encourage students to disinfect your learning area before and 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 according to health expert recommendations.
- Follow any additional guidelines from your instructor based on safety precautions in classrooms.

Additional Guidance

- Students engaged in certain high-risk programs and activities may have requirements in addition to those stated in this training manual. In that event, your department will reach out to you with department-specific protocols and additional details (e.g., Residence Life, Athletics, Clinicals, College of the Arts, etc.).
- Departments may have specific protocols for when students need activity-based exceptions to the indoor mask mandate.
- Residential students will receive information regarding any additional requirements as they return to campus.

Regional Campus Standards

- Protocols in this training were developed for the Azusa campus and align with L.A. County requirements.
- For regional campus locations, except where specified, all of the same safety protocols will apply, even if fewer requirements are imposed by the county in which the regional campus is located.
- If that county's requirements are more stringent than L.A. County's, that county's requirements will apply for anyone working at or visiting that campus.

Campus Safety

- We encourage students to have their student identification cards with them or use the virtual ID card option on the APU Now app while they are on campus. All employees will be wearing lanyard identification cards, so students will be able to identify university employees.

Student Employment

- Student employees will also be required to review the Spring 2022 COVID-19 On-Campus Employee Training Guide in [Total Access](#) and complete the accompanying acknowledgment and certification within five business days of beginning work on campus. Students already working on campus also need to complete this requirement within five business days of receiving this notice. Student employees will need to obtain weekly COVID testing and perform daily Symptom Tracker evaluations if they are not vaccinated or have not submitted documentation of immunity or a positive COVID test.
- Student employees must use the [MyCougar Health Portal](#) to submit their Symptom Tracker.

What to Expect from University Employees

- In most cases, the COVID-19 health and safety protocols and standards are the same for employees on university premises as they are for students, including expectations related to the use of face coverings.
- Vaccination is strongly encouraged for university employees but not required.

Off-Campus Expectations

- We highly discourage large gatherings of students at off-campus residences in order to reduce the risk of COVID-19 transmission.
- Likewise, we strongly encourage students who live off-campus to follow the same rules for masking that on-campus residents have to follow.
- If a COVID-19 outbreak occurs from any off-campus gathering that did not comply with applicable government orders or regulations or APU rules related to reducing the spread of COVID-19, students involved in the gathering will be subject to the judicial affairs process, and may be suspended. An outbreak is considered 3 COVID-19 positive cases.

Symptom Checks and Surveillance Testing

We encourage all students to consider how to reduce risk to themselves and others. Although we are encouraging all students able and eligible to receive the vaccine to do so, we also recognize that some of our students may have acquired immunity related to having had COVID-19 infection. We are strongly encouraging all students to either be fully vaccinated or to provide documentation of natural immunity.

Fully Vaccinated

- Having received two doses of either the Pfizer or Moderna COVID-19 vaccine, or one dose of the Janssen vaccine, or the recommended complete series of a COVID-19 vaccine on the WHO EUL list.
- Upload documentation of the above to the MyCougar Health Portal.

Natural Immunity

- Having had COVID-19 infection that was confirmed with a test. Please upload the test result to the MyCougar Health Portal.
- If you believe you had COVID-19 infection but did not obtain a test, you may obtain a blood test for IgG antibodies to SARS-CoV-2. Please upload this test result to the MyCougar Health Portal.

Students who submit documentation of vaccination or natural immunity will be exempted from having to engage in weekly surveillance testing and the daily Symptom Tracker. If breakthrough cases begin occurring on a large scale, testing and Symptom Tracker requirements may change. In addition, any student who develops potential symptoms of COVID-19 is required to notify the Student Health Center via the Symptom Tracker, even if they have been vaccinated or have natural immunity.

Students who have NOT submitted COVID-19 vaccine or natural immunity documents are required to fill out the Symptom Tracker and perform weekly surveillance testing.

Symptom Tracking

- Residential students should complete the Symptom Tracker every day.
- Commuter students who live off campus should fill out the Symptom Tracker every weekday (Monday-Friday, regardless of being on campus) and also on weekends each day they come to campus, prior to arriving on campus.
- Athletes: You may have additional requirements from the Athletics Department. The athletics testing requirement does not count for surveillance testing, unless the athlete uploads their test results to the MyCougar Health Portal.
- Academic Expectations: In order to participate in certain coursework, you may have additional requirements from your academic department(s). If there are any additional expectations, your academic department(s) will contact you directly. In order to complete your symptom checks, log in to the [MyCougar Health Portal](#) and select the COVID-19 tab.
- Symptom checks are required before unvaccinated students come on campus for any reason, including attending class, work, housing, athletics, 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.
- Students should fill out another COVID-19 symptom check questionnaire if they develop concerning symptoms after coming to campus.
- 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.
- Unvaccinated students are required to complete the symptom check every day before arriving to campus or by 1 p.m.

**Unvaccinated residential students are required to complete it, including weekends before leaving their residence.*

Unvaccinated Students Symptom Check Requirement

Surveillance Testing Requirements

- You must obtain a COVID-19 test every week.
- The test may be obtained either from your doctor or one of the [free county testing sites](#), or you may perform the “self test” that will be available at all APU locations, at multiple sites around campus (see below)
- The test result must be uploaded to the [MyCougar Health Portal](#) by 5 p.m. EVERY Thursday and the testing frequency may change based on community transmission rates of COVID-19.
- If you have already submitted your vaccine document to the [MyCougar Health Portal](#), then you are done with the process.

Self Test Kits

The “self test” is a convenient way to test yourself. It is a PCR test and takes 24-48 hours to return. If you have health insurance, it will be covered by that. If you don't have health insurance, then you input your driver's license and the government will pay for it. There should be no out-of-pocket cost for you. [Watch the video on the home-testing process](#). Testing requirements may change depending on circumstances and expert recommendations.

Azusa Campus

- Test kits will be available for pickup at multiple locations on the Azusa campus, including the Student Health Center and residence halls. Instructions are provided with each test kit.
- After testing yourself, place it back in the bag it came in and drop it off at one of the drop boxes around campus, or at the Student Health Center by 3 p.m. Monday- Friday on the day you take the test. There are drop boxes located in the lobbies of Segerstrom and Mary Hill, by Sam's Subs and the Undergraduate Enrollment Services Center, and one in the lobby of each dorm.
- If you are unable to drop it off at the Azusa campus, you may swing by the Student Health Center and pick up a UPS envelope in which to ship it.

Regional Locations

- At regional locations, test kits will be at the front desk, except for San Diego, where they will be in Suite 300.
- For those at the regional locations, pick up a UPS envelope when you collect your test kit. Results take 24-48 hours.

Vaccinated Students

Although students are not required to complete the daily Symptom Tracker every day they are accessing campus, students should fill out a COVID-19 symptom check questionnaire if they develop concerning symptoms prior to being on campus premises, or if they develop symptoms after coming to campus. Then they should isolate and a provider from the Student Health Center will call them right back.

- Symptom checks include assessing for cough, shortness of breath, 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.

Steps for More Vulnerable Populations

If you will be joining us on campus this spring and are at [increased risk for severe illness](#), we invite you to [apply for disability-related accommodations](#) through APU's Office of Accessibility and Disability Resources (ADR). ADR will assess your request through an interactive process and review of medical and/or mental health documentation from a licensed healthcare provider. In the event you require a non-disability-related accommodation, you will need to contact the Provost's Office at provost@apu.edu. For example, this could include students seeking non-disability-related remote options for classes due to living with elderly parents, a spouse with a disability, or others who are high-risk individuals. **Options to reduce risk for those who are at an increased risk for severe illness:**

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

CDC information regarding precautions for people at increased risk (older adults, medical conditions, and pregnancy) can be found at cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html.

There may be students who cannot wear a mask, due to medical reasons that have received specific accommodations from ADR. Extend grace to one another and do not make assumptions about another community member's situation or actions.

What to Do if You Are Feeling Sick (Even if You Think It is a Cold or Allergies)

If you attend classes at the Azusa Campus

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 the Symptom Tracker or make an appointment on the [MyCougar Health Portal](#) for a COVID-19 Phone Screen and wait for a provider to call you back.
- If you see another provider and they tell you that you have COVID-19, please let the Student Health Center know by emailing healthcntr@apu.edu.
- Students are responsible for following up with their faculty regarding any missed academic requirements.
- Follow the instructions on [Homecare Isolation in the LAC DPH handout](#).

If you commute to the Azusa campus:

- Do not come to campus if you are feeling sick.
- Report your illness through the [MyCougar Health Portal](#).
- Please fill out the Symptom 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 tell you that you have COVID-19, please let the Student Health Center know by emailing healthcntr@apu.edu.
- Students are responsible for following up with their faculty regarding any missed academic requirements.
- 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.
- Fill out the Symptom 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 told that you have COVID-19, please let the Student Health Center know by emailing healthcntr@apu.edu.
- Students are responsible for following up with their faculty regarding any missed academic requirements.

When to quarantine or isolate

Quarantine: You must [quarantine](#) if you are not vaccinated and 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 unless they develop symptoms, in which case they should isolate and get tested right away. There will be a process for food delivery for those living in on-campus residences that do not have a kitchen.

Isolate: You must adhere to strict [home isolation instructions](#) if you have a positive lab test for COVID-19, are awaiting test results, or 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. There will be a process for food delivery for those living in on-campus residences that do not have a kitchen.

Privacy of Information

- The attestations and health assessments students provide through the [MyCougar Health Portal](#) are confidential medical information and protected under federal law by FERPA.
- Students should refrain from asking employees or other students about their vaccination status or whether they have or have had COVID-19.
- Students may voluntarily disclose to others their own personal medical information about COVID-19 or vaccination status.
- Students are not obligated to share their vaccination status or other health status with others, beyond their required attestations in the [MyCougar Health Portal](#).

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.

Up-to-Date Public Health Information on COVID-19:

[CDC COVID-19 Home Page](#)

[CDC COVID-19 Vaccine Info](#)

[Los Angeles County Department of Public Health COVID-19 Home Page](#)

[CA Department of Public Health COVID-19 Home Page](#)

[CDC Travel Advisory](#)

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. Telehealth appointments, as well as regular in-person primary care health appointments, are also available.

All undergraduate students are automatically enrolled in our student health insurance plan. 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 health insurance plan](#). International students are not able to waive the student health insurance plan.

MyCougar Health Portal

Students can easily and confidentially schedule an appointment using the [MyCougar Health Portal](#), a secure online resource that gives APU students convenient 24-hour access to personal health information. Students can access the MyCougar Health 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 free of charge 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, professional, 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

(626) 815-2067 / 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 existing ones. View the ADR [Student Online Accommodations, Testing, and Services Guide](#) for more information.

Spiritual Formation

Spiritual Life

campusministry@apu.edu

The Spiritual Life team and [campus pastors](#) are available to provide encouragement, support, and prayer. Additionally, follow us on Instagram at [@apudiscipleship](#) and [@apuchapel](#) for more information on ministry programming.

SoulQuest for Graduate and Professional Students

(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.

Cultural Engagement

Student Center for Reconciliation and Diversity

(626) 815-6000, Ext. 3720 / scrd@apu.edu

[SCRD](#) is committed to providing services, resources, and forums that address current and historic realities, promote identity and leadership development, cultivate cultural and community engagement, and support the navigation of APU's diverse student body, especially underrepresented and first-generation college students.

Academic Resources

Using Canvas for Courses

APU Support Center (24/7): (626) 815-5050 / 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. For additional assistance with Canvas, see the following resources:

- [Canvas Student Guide](#)
- [Canvas Student Resources](#)
- [Canvas Support Articles](#)

Academic Success Center

(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. Contact the appropriate area for more information.

Academic Advising

(626) 815-3886 / 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 that program graduation plans are on track.

Academic Tutoring

(626) 344-2978 (call or text) / tutoring@apu.edu

The [Tutoring Center](#) offers high-quality peer tutoring 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

(626) 815-3849 / 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 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

(626) 815-6000, Ext. 3141 / 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. [Make an appointment with the Writing Center or Speaking Center.](#)

Career Center

(626) 815-2103 / career@apu.edu

The APU [Career Center](#) offers a robust suite of consulting appointments, workshops, and job fairs. 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 and activate your profile to gain access to jobs, internships, and consulting appointments with the Career Center staff.

Further Information

Please visit the [Destination APU: Spring 2022](#) website for updated information.