

# Penn Pipeline Programs Summer 2022 Resource Packet

*Compiled by the*

**Vice Provost for Student Engagement**

*and prepared by colleagues from the following:*

**Division of Business Services  
Division of Finance  
Office of General Counsel  
Division of Human Resources  
PennCard Center  
Penn Libraries  
Division of Public Safety  
Division of Recreation and Intercollegiate Athletics  
Office of Risk Management and Insurance  
Student Health Service  
Office of University Life**

Penn Pipeline Programs Resource Meeting  
Thursday, February 24, 2022 | 1:00 p.m. – 2:30 p.m.

**Join Zoom Meeting**

**<https://upenn.zoom.us/j/98177150072>**

**Meeting ID: 981 7715 0072**

## Contents

Penn Pipeline Programs Summer 2022 Resource Packet.....	1
Important Contacts.....	3
Office of Risk Management and Insurance .....	5
[SAMPLE] SUMMER PROGRAM PARTICIPANT AGREEMENT.....	6
PARENT PERMISSION FORM FOR MINOR PARTICIPANTS ONLINE SUMMER PROGRAMS.....	8
Trustees of the University of PennsylvaniaSummer Programs WAIVER AND RELEASE.....	9
Notes and Recommendations for 2022 Summer Online Program Directors .....	12
Division of Public Safety .....	14
General Information (215) 898-7297.....	14
SUMMER PROGRAM PARTICIPANT SECURITY POLICY .....	16
Penn Guardian.....	18
DPS Website .....	18
GUIDELINES FOR THE OPERATION OF UNMANNED AIRCRAFT SYSTEMS ATTHE UNIVERSITY OF PENNSYLVANIA.....	19
Student Health Service (SHS).....	22
CONTACT INFORMATION.....	22
CLINICAL SERVICES CONTRACTED FOR SUMMER PROGRAM PARTICIPANTS .....	23
Medical Protocol for Penn Pipeline Program Participants .....	24
Participant Medical Information and Insurance Documents .....	26
[SAMPLE]* Authorization for Medical Treatment of a Minor .....	27
[SAMPLE]* Program Emergency Contact Information .....	28
Division of Human Resources .....	29
Letter concerning minors background check .....	29
FBI FINGERPRINT INSTRUCTIONS.....	31
Frequently Asked Questions Protecting Minors on Campus .....	40
Guidelines for the Use of Social Media at Penn: .....	42
Resources:.....	44
PennCard Center .....	46
SUMMER PROGRAM ID GUIDELINES.....	46
Penn Libraries .....	49
Summer Programs Information Building Access.....	49
DEPARTMENT OF RECREATION .....	50
WAIVER AND ASSUMPTION OF RISK FOR PATRONS 18+.....	50
WAIVER AND ASSUMPTION OF RISK (Individuals under 18 years of age).....	51
SUMMER PROGRAMS WITH PENN CAMPUS RECREATION.....	52
PENN TRANSIT INFORMATION .....	54

## Important Contacts

<b>Student Health Service (SHS)</b>	
3535 Market Street, Suite 100 215-746-3535 (SHS triage number) <a href="http://www.vpul.upenn.edu/shs">www.vpul.upenn.edu/shs</a>	After hours hospital operators will answer. Ask to page Student Health on call.
<b>Division of Public Safety</b> <b><u>Emergencies:</u> (215) 573-3333 or 511 from any campus phone</b>  <b><u>General Information:</u> (215) 898-7297</b>  <b><u>24/7 Walking Escort Services:</u> (215) 898-WALK (9255)</b> Walking Escort service extends between 30 <sup>th</sup> and 43 <sup>rd</sup> Streets, and Market to Baltimore Avenue 24 hours a day, 365 days a year; and extends west to 50 <sup>th</sup> Street, and north/south from Spring Garden to Woodland Avenue, between 10:00 AM and 3:00 AM via the University's partnership with the <u>University City District Ambassador Program</u> .  <b>How to Request a Walking Escort:</b> Ask any Public Safety Officer on patrol or inside a building. Call 215-898-WALK (9255) or 511 (from campus phone). Use one of the many building and blue-light phones located on and off Penn's Campus.  Web: <a href="http://www.upenn.edu/publicsafety">24/7 Walking Escort Service – Division of Public Safety (upenn.edu)</a>  <b><u>Penn Transit Ride Service:</u> (215) 898-7433 (RIDE)</b> Business Services' Penn Ride Service: Penn Transit Services: (215) 898-RIDE (7433) Monday-Sunday, 6 p.m.-3 a.m. Limited on-call service, 3 a.m.-7 a.m. Buses operate every 15-20 minutes. Shuttles operate on an on-call basis 215-898-7433 or you can download the PennRides app (now available in the Apple App Store and Google Play) and request a shuttle from your mobile device. You must have a valid PennCard to use this free service. Visit <a href="http://www.upenn.edu/transportation">http://www.upenn.edu/transportation</a> for more info:  <b>DPS Website:</b> <a href="http://www.publicsafety.upenn.edu">http://www.publicsafety.upenn.edu</a> for the latest news in campus safety.	
<b>Fire and Emergency Services:</b>	215-898-6922
Eugene Janda <a href="mailto:ejanda@publicsafety.upenn.edu">ejanda@publicsafety.upenn.edu</a>	Laura Farrington, Admin. Asst. 215-573-7857

Veronica Anderson <a href="mailto:vanderson@publicsafety.upenn.edu">vanderson@publicsafety.upenn.edu</a>	
<b>Risk Management and Insurance</b>	
Benjamin Evans, ARM Associate Vice President Risk Management and Insurance	<a href="mailto:benevans@upenn.edu">benevans@upenn.edu</a> Office: 215-898-2720 Cell: 215-385-0548
Jaime Molyneux Director of International Risk Management (Questions involving international students/participants)	<a href="mailto:molyneux@upenn.edu">molyneux@upenn.edu</a> Office: 215-573-6122 Cell: 215 880-0621
<b>Office of the Vice Provost for Student Engagement</b>	
Dann Truitt, 3819 Chestnut Street, St. Leonard's Court	215-898-4737
<b>Hospital of the University of Pennsylvania (HUP)</b>	
HUP Main Number	215-662-4000
HUP Emergency Room Silverstein Pavilion 34 <sup>th</sup> Street, south of Spruce Street	215-662-3920
<b>Penn Presbyterian Medical Center (PPMC)</b>	
PPMC Main Number	215-662-8000
PPMC Emergency Room Powelton Avenue, west of 38 <sup>th</sup> Street	215-662-8215
<b>Children's Hospital of Philadelphia (CHOP)</b>	
CHOP Main 34 <sup>th</sup> Street and Civic Center Boulevard	215-590-1000
CHOP Emergency Room	215-590-3488
<b>Hospitality Services</b> (formerly known as Conference Services)	
Jeff Barta, General Manager	215-573-863, <a href="mailto:bartaj@upenn.edu">bartaj@upenn.edu</a>
Pamela Lampitt, Director of Business Services	215-573-2466, <a href="mailto:lampitt@upenn.edu">lampitt@upenn.edu</a>

## Office of Risk Management and Insurance

### **Renters Insurance**

Renters Insurance is a wise investment for college students & their families. This same wise investment is applicable to those participating in summer camps that take place on college campuses. Personal items that are stolen or damaged by a covered cause of loss can be replaced, subject to a low deductible. Renters Insurance also protects students financially from unintentional damages they may cause to their residence hall or bodily injury they may cause to others for which they are legally liable. Insurance can be purchased for a term as short as one week up to annual terms. The Renters program offered by GradGuard is recommended by the University. Visit <https://gradguard.com/renters/penn> to learn more.

### **Guidelines on Electric Scooters**

The operation of electronic scooters on city streets and sidewalks in the Commonwealth of Pennsylvania is illegal. The University follows these rules and also considers operation of electronic scooters anywhere on its property to be illegal. In addition, the fact that they are powered by lithium batteries, charging such batteries in university housing presents a potential fire hazard.

Please encourage camp participants to not bring electronic scooters to campus. The University will not take responsibility for them.

**Guidelines on power tools and/or involve activities in a lab setting**, please contact EHRS as a resource. The contact for EHRS is:

Joseph R. Passante, CIH, CHO  
Director, Environmental Health & Safety  
University of Pennsylvania  
215.746.6550 (o)  
[joe@ehrs.upenn.edu](mailto:joe@ehrs.upenn.edu)

**Guidelines on social media policy**, please reference  
<https://almanac.upenn.edu/archive/volumes/v59/n12/media.html>

## [SAMPLE] SUMMER PROGRAM PARTICIPANT AGREEMENT

I, \_\_\_\_\_, am a participant in the following online summer program presented by the University of Pennsylvania:

[Name of program and brief description]

The dates of this program are: [Dates of participation]

As a condition of my participation in this program, I agree to and understand the following:

1. I will abide by these rules and any program rules. As a parent or guardian, I will ensure that my child follows these rules and program rules.
2. I understand the possession, use, consumption, or sale of any drug (including cigarettes and alcohol, but not including prescribed medication if used as prescribed) is strictly prohibited and a criminal act under United States law. I agree not to depict any use or consumption of drugs or alcohol in any virtual setting.
3. I will not photograph or record the image or sound of any program session or any other participant at any time.
4. I will attend program activities as required. In the event my child is under 13 years of age, I will ensure he or she is supervised during program participation.
5. I will treat each person in the program with courtesy and respect, including respect for privacy. Bullying, hazing, and threatening, abusive, or harassing behavior or language are strictly forbidden, whether on campus, in a virtual program setting, or through other means of communication, such as text messages, chat, etc.
6. I will respect University property and act responsibly on campus and online. I understand that I am responsible for any damage that I may cause to property.
7. I understand that all sexual and/or pornographic activity or communication is strictly forbidden.
8. I understand the possession, use, handling, or sale of any type of weapon is strictly prohibited. I understand that I must immediately notify my program director or security liaison should I become aware of another student having possession of a weapon.
9. **COVID-19 Addendum:** I understand that due to the ongoing nature of the COVID-19 pandemic, changes to program rules, elements, scheduling, and/or individual participant eligibility requirements, and/or program cancelations, may need to be made by the University of Pennsylvania and/or its agents from time to time in the light of changing conditions; and my consent given hereby includes my consent to such responsive changes and/or cancelations implemented by the University. I acknowledge and agree that the University retains the right in its reasonable discretion to determine if and when program changes and/or cancelations warrant the issuance of any full or partial refund. I understand the risks to me, my family, and my child associated with the transmission of respiratory disease, including but not limited to COVID-19, and my agreement to release, indemnify, and hold harmless the University encompasses health and/or safety risks relating in whole or in part to such disease.

**I have carefully read and understand this agreement. I have had the opportunity to ask any questions I may have about the program and the rules I am hereby agreeing to follow. I understand that if I fail to abide by any of the conditions in this agreement, I may be suspended or dismissed from the program immediately.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**\*Parent/Guardian signature not required if participant is 18 or older.**

## PARENT PERMISSION FORM FOR MINOR PARTICIPANTS ONLINE SUMMER PROGRAMS

My child, \_\_\_\_\_, is participating in the \_\_\_\_\_

online summer program hosted by the University of Pennsylvania, from \_\_\_\_\_ to \_\_\_\_\_.

I have carefully read, understand, and have signed the Summer Program Participant Agreement. I also have carefully read and understand the terms of this permission form and have had the opportunity to ask any questions I may have.

I hereby give my permission for my child to participate in the program, and any and all of its activities, and agree to release, indemnify, and hold harmless the University of Pennsylvania from and against any claim which I or my son/daughter or any other person may have for any losses, damages or injuries arising out of or in connection with my child's participation in the summer program, including but not limited to injuries arising out of negligence. It is agreed that my child's participation is adequate consideration.

I consent to the collection of data, for the use and benefit of the program, regarding my child's registration for and participation in the program, including but not limited to identifying information, account information, technical information regarding my device(s), and analytical data, pursuant to the privacy policy or policies of the software used to conduct the program.

I understand that photographs, video recordings or audio recordings may be taken of me or my child during my participation in this summer program by employees, students, or agents of the Trustees of the University of Pennsylvania and may be used in connection with the University of Pennsylvania's quality control or distribution or promotion of its academic and public service programs to the general public. I authorize the University of Pennsylvania to copy, exhibit, publish or distribute any and all such images and audio of me or my child, for purposes of distributing or publicizing University of Pennsylvania programs or for any other lawful educational purpose. In addition, I waive the right to inspect or approve the finished product, including written copy, wherein my or my child's likeness appears.

**COVID-19 Addendum:** My permission as granted hereby includes an acknowledgement that due to the ongoing nature of the COVID-19 pandemic, changes to program rules, elements, scheduling, and/or individual participant eligibility requirements, and/or program cancellations, may need to be made by the University of Pennsylvania and/or its agents from time to time in the light of changing conditions; and my consent given hereby includes my consent to such responsive changes and/or cancellations implemented by the University. I acknowledge and agree that the University retains the right in its reasonable discretion to determine if and when program changes and/or cancellations warrant the issuance of any full or partial refund. I understand the risks to me, my family, and my child associated with the transmission of respiratory disease, including but not limited to COVID-19, and my

agreement to release, indemnify, and hold harmless the University encompasses health and/or safety risks relating in whole or in part to such disease.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent (or Legal Guardian) Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*A minor is any participant under 18 years of age.**



# Trustees of the University of Pennsylvania Summer Programs WAIVER AND RELEASE

In return for permission to participate in \_\_\_\_\_  
Name of Summer Program

presented during the summer of 2022 by the University of Pennsylvania, and with the understanding that there are certain risks in connection with such activity, and intending to be legally bound, the undersigned, as a participant in the program and/or on behalf of the child participating for whom the undersigned is a parent or legal guardian, hereby agrees to:

1. Release, waive, discharge and agree not to sue the Trustees of the University of Pennsylvania and all its successors, assigns, affiliates, officers, directors, employees and agents ("Penn") from all manner of actions and causes of action, suits, debts, accounts, judgments, claims and demands whatsoever in law or equity, and attorney's fees, including all claims arising out of any incidents involving or allegedly causing personal injury or emotional distress in any way by reason of participation in the program;
2. Assume any and all risks arising from his or her, or his or her minor child's participation in the program, including without limitation, the risks of bodily injury or property damage, the unavailability of emergency medical care or the negligent or the deliberate act of another person.
3. Indemnify, defend and hold the Trustees of the University of Pennsylvania, its directors, officers, employees and agents harmless from any and all claims, causes of action, damages, judgments, costs or expenses that arise out of or relate to the negligent or intentional act or omission of the undersigned or undersigned's minor child.
4. **COVID-19 Addendum:** My permission as granted hereby includes an acknowledgement that due to the ongoing nature of the COVID-19 pandemic, changes to program elements, scheduling, and/or individual participant eligibility requirements, and/or program cancellations, may need to be made by the University of Pennsylvania and/or its agents from time to time in the light of changing conditions; and my consent given hereby includes my consent to such responsive changes and/or cancellations implemented by the University. I acknowledge and agree that the University retains the right in its reasonable discretion to determine if and when program changes and/or cancellations warrant the issuance of any full or partial refund. I understand the risks to me, my family, and my child associated with the transmission of respiratory disease, including but not limited to COVID-19, and my agreement to release, indemnify, and hold harmless the University encompasses health and/or safety risks relating in whole or in part to such disease.

Each of the undersigned expressly acknowledges that he/she has read and understands this Agreement and Release and signs it freely and voluntarily.

\_\_\_\_\_  
Name of Participant (*please print*)

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Name of Parent/Legal Guardian (*please print*)

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

# AFFIDAVIT

COMMONWEALTH OF PENNSYLVANIA )  
 )  
COUNTY OF PHILADELPHIA )

I, \_\_\_\_\_[insert full first name and last name], being  
of full age and duly sworn, depose and say that:

1. I make this affidavit in support of my qualifications for employment as a University of Pennsylvania employee having contact with children.

2. I hereby affirm that I have not been disqualified for employment or service in any position having contact with children under section 6344 of title 23 of the Pennsylvania Consolidated Statutes, have not been the subject of a founded report of child abuse, nor have I been convicted of any of the following criminal offenses under title 18 (relating to crimes and offenses) or any substantially similar crime under the laws of Pennsylvania or the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation, or under a former law of any of the foregoing sovereigns:

- a) Chapter 25 (relating to criminal homicide).
- b) Section 2702 (relating to aggravated assault).
- c) Section 2709.1 (relating to stalking).
- d) Section 2901 (relating to kidnapping).
- e) Section 2902 (relating to unlawful restraint).
- f) Section 3121 (relating to rape).
- g) Section 3122.1 (relating to statutory sexual assault).
- h) Section 3123 (relating to involuntary deviate sexual intercourse).
- i) Section 3124.1 (relating to sexual assault).
- j) Section 3125 (relating to aggravated indecent assault).
- k) Section 3126 (relating to indecent assault).
- l) Section 3127 (relating to indecent exposure).
- m) Section 4302 (relating to incest).
- n) Section 4303 (relating to concealing death of child).
- o) Section 4304 (relating to endangering welfare of children).
- p) Section 4305 (relating to dealing in infant children).
- q) A felony offense under section 5902(b) (relating to prostitution and related offenses).

- r) Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- s) Section 6301 (relating to corruption of minors).
- t) Section 6312 (relating to sexual abuse of children).
- u) The attempt, solicitation or conspiracy to commit any of the offenses set forth above.

3. I hereby affirm that in the event I am charged with and/or convicted of any crime listed above or any crime substantially similar to those listed above, or if I am the subject of a report of child abuse submitted to any government authority, I will notify my supervisor as soon as possible.

4. I understand that a failure to disclose arrest and/or conviction information relevant to my employment having contact with children, or a failure to disclose that I have been the subject of a report of child abuse, may subject me to prosecution and/or employee discipline, up to and including termination, or denial of employment.

5. I make this affidavit based on my personal knowledge.

6. The undersigned understands that any statement made herein is subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsifications to authorities.

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[insert full name here]

## **Notes and Recommendations for 2022 Summer Online Program Directors**

1. *Background checks:* Background checks are required and, where obtainable, employees should undergo the standard three-part background check required by Pennsylvania law. However, pursuant to Act 18 of 2020, signed May 2020, the Commonwealth will permit employees who are unable to obtain the fingerprint-based federal (FBI) criminal history record to commence work under the following circumstances:
  - a. The individual has obtained the Pennsylvania criminal history and child-abuse clearance, and has been a Pennsylvania resident for the past 10 years, *or* the individual has obtained equivalent certifications from any other state in which he or she has resided in the past 10 years;
  - b. The camp administrator documents the reason why the individual has been unable to obtain the fingerprint-based federal criminal history record; *and*
  - c. The individual affirms in writing, using an affidavit in the form accompanying these recommendations (see below), that she or he is not disqualified from employment, i.e. has not been convicted of a disqualifying offense.

The foregoing constitutes a limited exception that will *expire* on December 31, 2020, or 60 days after the governor's emergency declaration has been lifted, whichever comes first; thus any individual who remains employed past such time may *not* have direct contact with minors unless and until the three-part background check has been completed. If at any time a program becomes aware of information indicating an employee may possess a disqualifying criminal record, that person may not be allowed to continue to work. Questions regarding background checks should be directed to Jessica Lesovitz in the Office Human Resources ([lesovitz@upenn.edu](mailto:lesovitz@upenn.edu)).

2. Programs must provide parents/guardians with notice of the websites and online services to be used for content delivery and engagement with program participants; such notice should include those websites' and services' notices of information and privacy practices (e.g. <https://zoom.us/privacy>).
3. Programs should clearly define all employees' roles for the online environment, including supervisory responsibilities, who will "sit in" on program sessions, etc.
4. Program materials must provide clear instructions to parents/guardians on how to contact a person with authority for the program, including telephone contact information.
5. Programs must prohibit staff from interacting with participants online outside of program sessions; e.g., no "friending" youth using personal social media accounts; no texting from personal phones. (The use of official program social media accounts for messaging or content delivery to groups is approved.)

6. Program employees are forbidden from discussing during sessions personal issues, inappropriate online material, drugs or alcohol.
7. Program employees must be aware how to report any instances of online bullying or harassment consistent with Penn policy. Concerns regarding conduct of a potentially criminal nature must be taken to the Division of Public Safety, Special Services, at 215.898.4481. Other concerns must be documented on an incident report and forwarded to VPUL.
8. Requests for accommodations or modifications in program materials for the purpose of accessibility, if not easily granted, should be reviewed with the Office of the General Counsel.
9. Programs must require employees to use approved login credentials on approved service providers for content delivery and supervision of participants. Do *not* improvise with other technical services (e.g. Facetime on a personal phone).
10. Programs should consult with technical support to remain aware of risks from unregistered attendees (e.g. “zoombombing”).
11. Programs may record sessions to facilitate asynchronous learning, but should not capture, use, or disclose images or recordings of minors for any purpose other than asynchronous program content delivery or internal program quality evaluation.

## **Division of Public Safety**

The Division of Public Safety (DPS) comprises 180 personnel, 120 of whom are sworn University of Pennsylvania Police Officers. The dedicated men and women of DPS are responsible for enhancing the quality of life, safety and security of our community.

The Division accomplishes its mission by delivering a comprehensive and integrated safety and security program, in partnership with the community that we serve. The Division of Public Safety provides numerous resources to ensure your student's experience at Penn is safe and secure.

### **General Information (215) 898-7297**

**Emergencies:** (215) 573-3333 or 511 from any campus phone  
911 for Philadelphia police and fire departments

**HELP LINE:** (215) 898-HELP

**Special Services:** (215) 898-4481  
(215) 898-6600 (off-hours)

### **24/7 Walking Escort Services**

Call (215) 898-WALK (9255)

Public Safety Security Officers will walk with you anywhere in the Penn Patrol Zone. The FREE Walking Escort service extends between 30th and 43rd Streets, and Market to Baltimore Avenue 24 hours a day, 365 days a year. It also extends west to 50th Street, and north/south from Spring Garden to Woodland Avenue, between 10 a.m. and 3 a.m. via the University's partnership with the University City District Ambassador Program.

How to Request a Walking Escort:

- Ask any Public Safety Officer on patrol or inside a building
- Call (215) 898-WALK (9255) or 511 (from campus phone)
- Use one of the many building and blue-light phones located on and off Penn's Campus

[www.publicsafety.upenn.edu/security-services/walking-escort](http://www.publicsafety.upenn.edu/security-services/walking-escort)

### **Penn Transit Services**

Penn Buses and Shuttles operate year-round except for holidays observed by the University, free of charge to all Penn community members holding a valid PennCard. Call (215) 898-RIDE (7433) Monday–Sunday, 6 p.m.–3 a.m. Limited on-call service is available from 3 a.m.–7 a.m.

Pennrides, [pennrides.com](http://pennrides.com), sends real-time vehicle location information directly to mobile devices or computers.

Visit [www.upenn.edu/transportation](http://www.upenn.edu/transportation) for more information.

### **(215) 898-HELP Line**

The HELP Line is a 24-hour-a-day phone number for members of the Penn community who seek time-sensitive help navigating Penn's resources for health and wellness.

Any member of the Penn community can utilize this service by calling (215) 898-HELP (4357). Calls are answered 24 hours a day, 7 days a week by Division of Public Safety professionals trained in mental health referrals by staff from Counseling and Psychological Services (CAPS).

Students dealing with the complex emotional challenges of university life can use the HELP Line to receive information and referrals to the many health and wellness resources at Penn, including CAPS, Student Health Service, Student Intervention Services, Public Safety, and others. They may also call on behalf of a friend or acquaintance. Parents concerned about their student may also call the HELP Line for assistance.

### **UPennAlert Emergency Notification System**

The UPennAlert Emergency Notification System enables the University to quickly notify the Penn and surrounding Philadelphia community of critical information during a major emergency. This is accomplished through three (3) key methods: personal electronic devices, siren and public address systems, and digital displays.

Currently the University can notify all Penn faculty, staff and students via personal electronic devices (cellphones, etc.) through text messaging and email. The University also has siren and public address systems in place to send a UPennAlert. The Penn Siren Outdoor System (PennSOS) comprises 27 speakers transmitting voice intelligible emergency messages and alert tones to the outdoor campus environment. PennSOS is not designed to penetrate buildings, but will be audible above normal street noise.

When a UPennAlert is sent, the Division of Public Safety uses their website to provide current and continuous updates, acting as a central reference point for accurate information. This method is useful for those both on and off campus.

UPennAlert is an additional layer of security and protection in emergency response, in conjunction with Penn's well-established emergency communication methods that include University-wide broadcast emails, online updates via the Penn homepage, coordinated use of public media outlets, and public address systems within all College Houses.

[www.publicsafety.upenn.edu/pennready/upennalert](http://www.publicsafety.upenn.edu/pennready/upennalert)

## SUMMER PROGRAM PARTICIPANT SECURITY POLICY

### **Preamble**

Summer program participants attending activities sponsored by University of Pennsylvania schools and/or departments are entitled to courtesies similar to those accorded students enrolled in general University curricula. Participants must also abide by the same University policies to which general students are subject. In this spirit, Summer Program Directors and the Division of Public Safety work cooperatively to assure maximum participant access to and secure use of campus facilities. The following procedures provide security guidelines for students participating in summer programs.

### **Procedures**

1. Summer Program Directors will arrange, through the Division of Public Safety, safety awareness presentations for summer program participants. To arrange for a safety presentation, contact the Special Services Unit at 215-898-4481, or complete the Safety Presentations Request Form online at:  
<https://www.publicsafety.upenn.edu/contact/presentation-request-form/>
2. Each Summer Program Director will designate a Summer Program Security Liaison (SPSL) who will serve, in cooperation with a designated Division of Public Safety supervisor, to ensure order and provide protection to all summer program participants.
3. Program Directors and security liaisons will provide supervision and monitor the activities of summer program students.
4. In the event of a security incident, the following protocol will be observed:
  - (a) If a Special Summer Program student is detained by Penn Police for investigation or for a citation for a summary offense of the City's Ordinances and/or the Crimes Code of Pennsylvania, (s)he will be taken to the Philadelphia Police. If the student is detained north of Market Street, (s)he will be transported to the 16th Police District at 39th & Lancaster Streets; if (s)he is detained south of Market Street, (s)he will be transported to the 12<sup>th</sup> Police District at 65th & Woodland Ave.
  - (b) The detaining officers will notify the SPSL and, at the SPSL's discretion, the program director.
  - (c) If a participant commits a crime, or is suspected of committing a felony, (s)he will be taken to the 18th Police District at 55th & Pine Streets, and the Program Director will be notified.
  - (d) If a participant violates University policy, the charges will be brought to the attention of the Program Director, who will consult with the Vice Provost for



University Life on the resolution of the situation. Special effort will be made to expedite the resolution of the complaint given the limited stay of participants.

- (e) If a participant is a victim of rape, sexual assault, or other “crime against person,” the campus emergency procedures will be implemented with Patricia Brennan, Director of Special Services, as the point person. The SPSL will be among those contacted to provide a support network for the victim.
- (f) A program incident report will be forwarded to the Office of the Vice Provost for University Life.

Note: Every special summer program participant must have a Penn I.D. that must be carried on their person at all times.

To contact the Department of Public Safety in the event of an emergency, dial 511 from any campus phone, or 215-573-3333 from any phone.

## **Penn Guardian**

Penn Guardian is a free app that is available to all Penn community members. It was developed by the University's safety partner Rave Guardian, a service utilized on college campuses across the country.

Registering is easy — search “Rave Guardian” in the App Store for iOS devices or Google Play for Android devices. You will be prompted to enter your name, phone number, and Penn email address, which provides access to the University's customized interface. Calls from a registered phone will allow Penn Police to determine your cell phone's GPS location, which can decrease response time. This information will only be available to Penn Police if you call the PennComm Communications Center (PennComm) directly, either through the app or at (215) 573-3333.

If a call is made to PennComm, and you are unable to speak — perhaps because of an allergic reaction — a call taker will send a text message to your phone. You can then communicate directly via text. The app also provides a confidential way to submit a tip to Penn Police — with a photo, if necessary — through a text message.

For more information, please visit the Penn Guardian website at [www.publicsafety.upenn.edu/pennguardian](http://www.publicsafety.upenn.edu/pennguardian).

## **Theft Awareness Campaign**

Unattended theft is the number one crime at Penn. The majority of all theft reported to the Penn Police occurs because items are left unattended or are improperly secured.

1. Lock your doors
2. U-Locks, NOT cable locks, should be used on bikes.
3. Keep your laptop with you at all times
4. Remove personal items from vehicles that are in plain view
5. Don't hang your bag/purse on the back of a chair
6. Always report suspicious activity by contacting the Division of Public Safety at (215) 573-3333 or 511 from a campus phone

## **DPS Website**

Visit our website [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu) for the latest news in campus safety.

**Office of the Provost**  
**GUIDELINES FOR THE OPERATION OF UNMANNED AIRCRAFT SYSTEMS AT THE**  
**UNIVERSITY OF PENNSYLVANIA**

The University of Pennsylvania establishes the following Guidelines to govern the operation by any person of an Unmanned Aircraft System (UAS) on or above the University of Pennsylvania's campus or properties. These guidelines are established to support the use of Unmanned Aircraft Systems in ways that ensure the safety and protect the privacy of all members of the University community and promote compliance with all applicable federal and state laws. These guidelines cover the University of Pennsylvania Campus, Morris Arboretum, New Bolton Center, and Pennovation Works.

The University of Pennsylvania, consistent with the regulations and guidance from the Federal Aviation Administration, allows the operation of a UAS on or above the Penn campus for permitted educational and recreational purposes (for which a Section 107 Remote Pilot in Command Certification is optional) and research or UAS-dedicated curriculum purposes (for which a Section 107 Remote Pilot In Command Certification is mandatory) provided that all operations are in compliance with the following guidelines:

- 1) The operation of the UAS is a component of research, science, technology, communication, art, or aviation-related coursework at Penn, or 2) recreational and hobby use is conducted at the designated location for UAS operation at Penn, Penn Park South Field, Attachment A. Scheduled hours for operation are set monthly, and can be found at <http://www.pennathletics.com/page/athletic-facilities-schedules> under the South Field schedule. The University of Pennsylvania reserves the right to restrict use to Penn-affiliated persons.
- Operation of the UAS aircraft must adhere to these restrictions:
  - Flights must be below 200 feet and clear of surrounding obstacles.
  - Flights may not exceed 100 mph.
  - UAS must be in visual sight of its operator at all times.
  - UAS may not operate over any persons not participating in the operation or in a building or other covered structure. [1]
  - UAS must remain clear of all manned aircraft operations. Note: Penn Hospitals have frequent medical helicopter flights coming and going and all UAS operations must not be in proximity to or interfere with medical helicopter flights.
    - Anyone intending to operate a UAS at the University of Pennsylvania must notify the PennSTAR Communications Center, 215-662-7736 (primary) or 215-662-7737 (alternate), at least one hour prior to the flight and provide flight location and duration.
      - Individual notification is not required for flights at the designated Penn South Field UAS location during scheduled flight hours.
  - No flights are allowed in proximity of large gatherings of people or sporting events.
  - No flights are allowed 30 minutes before official sunset to 30 minutes after official sunrise.[2]
  - UAS must weigh less than 55 pounds.
  - No reckless operation.

- UAS may not be used to photograph, video, record or monitor areas or locations where members of the University of Pennsylvania community or members of the general public would have a reasonable expectation of privacy.
- The operator must safely ground and suspend operations of any UAS when ordered by a University of Pennsylvania Police Officer or public safety official.
- UAS use must comply with all federal, state, and local laws and guidelines.
  - The operator of a UAS weighing between .55 to 55 pounds must register the UAS with the FAA.
  - Information on FAA rules and online registration can be accessed at: <http://www.faa.gov/uas/registration>.
  - Registration of a UAS aircraft under .55 pounds is not required, but all other safety restrictions apply.
- Recreational and educational operators may not receive any compensation (including cost reimbursement, honorarium, or pay) directly or indirectly related to operation of the UAS.
- Any use for instructional, research, or commercial purposes by Penn faculty, students, and staff must comply with all FAA Part 107 or Section 333 requirements. ([https://www.faa.gov/uas/media/Part\\_107\\_Summary.pdf](https://www.faa.gov/uas/media/Part_107_Summary.pdf), [https://www.faa.gov/uas/beyond\\_the\\_basics/section\\_333/333\\_authorizations/media/University-of-Pennsylvania-14755.pdf](https://www.faa.gov/uas/beyond_the_basics/section_333/333_authorizations/media/University-of-Pennsylvania-14755.pdf). Flight restrictions in these guidelines may be modified through compliance with the FAA waiver application and approval process.
- **Commercial Operation of UAS**
  - All civil commercial UAS use must comply with all federal, state and local laws and guidelines and operators must obtain a Part 107 Certification, a Section 333 Exemption, or a “Special Airworthiness Certificate” issued by the FAA.
  - Commercial use of a UAS from or above University of Pennsylvania property is permitted only for educational, research, or University-related purposes.
  - A commercial UAS operator must provide proof of \$5 Million in general liability insurance on an occurrence basis, with a certificate of insurance naming the Trustees of the University of Pennsylvania as an additional insured. Proof of insurance shall be submitted to the University of Pennsylvania risk management department prior to flight operations.
  - A commercial UAS operator must be accompanied by a representative of the University of Pennsylvania at all times when operating a UAS on University property.

### **Penalties for Violation of University UAS Guidelines**

Any violation of law (trespassing, illegal surveillance, reckless endangerment, etc.) or violation of this policy may subject the individual responsible for the violation to disciplinary action and/or prosecution.

Any damages or injuries to property or individuals during the operation of a UAS on University of Pennsylvania property, other than for a University of Pennsylvania authorized research or educational use, shall be the sole financial responsibility of the UAS operator. However, an operator shall be solely liable for negligent or intentional use outside of the authorized research or educational use.

For questions regarding the operation of a UAS at the University of Pennsylvania, you may contact:

Division of Public Safety 215-573-3333

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[1] This restriction does not apply to UAS operations in secured UAS research and development areas such as those at SEAS and Pennovation.

[2] This restriction does not apply to UAS operations in secured UAS research and development areas such as those at SEAS and Pennovation.



<https://provost.upenn.edu/policies/pennbook/2017/02/22/guidelines-for-the-operation-of-unmanned-aircraft-systems-at-the-university-of-pennsylvania>

## Student Health Service (SHS)

Medical care at the Student Health Service (SHS) is available to participants in selected summer programs. Summer program participants may receive care at the Student Health Service *only* if they have paid the designated health service fee. Participants in programs that do not bill the health service fee are *not* eligible for care at the Student Health Service.

### CONTACT INFORMATION

Location: 3535 Market Street, Suite 100

Telephone: 215-746-3535

Website <https://shs.wellness.upenn.edu/>

Hours Please consult the website

### COSTS

If your program has made arrangements to use the Student Health Service, all participants are billed a Summer Clinical Fee which is based on the duration of the program (a pre-paid health fee that provides access to SHS). This fee is applied to all participants in that summer program.

SHS services covered by clinical fee include:

- ✓ Primary Care Visits
- ✓ Gynecologic Care Visits
- ✓ Sports Medicine Visits
- ✓ Podiatry Visits
- ✓ Nutrition Visits
- ✓ Allergy Desensitization (patient must provide medication and signed physician orders).

Patients will need to pay for the following SHS services. Please note that Student Health Service does not bill private insurance. Participants with private insurance must pay cash at the time of service; they may submit claims to his/her insurance carrier for reimbursement later.

- ✓ Laboratory tests collected on-site at Student Health Service
- ✓ Vaccines
- ✓ Medications dispensed at SHS and prescriptions written at SHS
- ✓ Orthopedic supplies (e.g., braces, splints)

Laboratory tests that are collected at SHS but sent to an external lab will be billed by the external lab to the patient's insurance. Patients must provide their insurance information at the time of specimen collection at SHS. Students are also responsible for payment of any services obtained outside Student Health Service, including hospitalization, emergency room visits, ambulance fees, diagnostic tests, x-rays, consultations, non-SHS outpatient office visit or treatment. This includes any services provided by the Hospital of the University of Pennsylvania, Penn Presbyterian Medical Center, or Children's Hospital of Philadelphia.

## **CLINICAL SERVICES CONTRACTED FOR SUMMER PROGRAM PARTICIPANTS**

### **Primary Care and Sports Medicine:**

- Evaluation, treatment, and follow up at SHS for acute non-emergency medical illnesses and injuries
- Follow-up care at SHS after emergency room visits
- Evaluation and ongoing management of chronic medical conditions
- Coordination of care for specialty referral outside of Student Health Service
- Primary care, telephone consultation services for medically urgent questions 24/7
- Nutrition
- Podiatry
- Allergy desensitization (must have SIGNED orders and medicines from your allergy provider).

### **Gynecologic Care:**

- Routine gynecologic examination
- Contraception counseling and prescriptions (including emergency contraception)
- Evaluation, treatment and follow-up for acute problem and chronic gynecologic conditions
- Evaluation and counseling for pregnancy-related concerns
- Evaluation, treatment, and follow-up of sexually transmissible infections

## **HOW TO ACCESS CARE**

- ✓ Confirm with your summer program that they have contracted with SHS for medical care.
- ✓ SHS operates on an appointment system. Please avoid walking in for care without an appointment.
- ✓ Appointments may be scheduled in advance for non-urgent requests or same-day for medical problems requiring attention that day.
- ✓ Students who arrive without a scheduled appointment will be offered either a same-day or future appointment, but wait times may be longer.
- ✓ A staff member will evaluate students if an appointment is not readily available
- ✓ After Hours Care – A primary care provider is available by telephone for urgent consultation 24/7 (including emergency contraception); this provider will facilitate care when emergency room treatment is needed.

**Medical Protocol for Penn Pipeline Program Participants**  
WHAT YOU NEED TO KNOW TO PROPERLY UNDERSTAND THE MEDICAL PROTOCOL PROCEDURES

***Is this a medical problem or a medical emergency?***

**What constitutes a typical medical problem?**

Typical medical problems include:

- Short term illnesses (such as colds, strep throat, mono, stomach viruses, urinary tract infections)
- Minor injuries (such as a sprained ankle or a pulled back muscle)
- Chronic medical conditions (allergies, asthma, diabetes, high blood pressure)

**What constitutes a medical emergency?**

A medical emergency is a severe condition that potentially threatens the life or health of an individual. Symptoms that indicate a possible medical emergency include:

- Crushing chest pain
- Severe shortness of breath
- Extremely high fever (>102°) despite taking anti-fever drugs like acetaminophen or ibuprofen especially if associated with shaking chills
- Severe headache, especially if associated with a stiff neck, or if described as the worst headache of your life
- Loss of consciousness
- Severe abdominal pain
- Broken bone

**What is the role of the Summer Program staff in the event of a medical emergency?**

In the event of a medical emergency, the Penn summer program staff member who is present (or first to arrive) should stabilize the situation, activate emergency notifications (including Public Safety, as needed) and notify all of the appropriate Penn personnel and departments of the emergency.

**Penn's Student Health Service (SHS) is here for non-emergency medical problems.**

If the special summer program has made contractual arrangements for the service, the Student Health Service (SHS) is available for non-emergency medical care. A more detailed description of services at SHS is available on our website (<https://shs.wellness.upenn.edu/>). Services include:

- ◆ Evaluation, treatment, and follow-up for short term medical illnesses and injuries
- ◆ Follow-up after Emergency Room visits
- ◆ Evaluation and ongoing management of chronic medical conditions
- ◆ Immunization and allergy desensitization services
- ◆ On-site specialty care for gynecology, sports medicine, podiatry and nutrition
- ◆ Coordination of care for specialty referrals outside of Student Health Service

If you are unsure if an urgent medical problem is a true medical **emergency**, call SHS for advice (available 24/7 at 215-746-3535; when the office is closed, the line is answered by a hospital operator – please ask them to page the Student Health provider on call and SHS will call you back). When calling, let SHS know that you are calling about a summer program participant, and identify your program name.



Sources for emergency medical care vary depending on the extent and severity of the emergency. These include several nearby Emergency Rooms (the hospitals will bill the patient for these services):

- Hospital of the University of Pennsylvania (HUP) and Penn Presbyterian Medical Center (PPMC) emergency room (for participants 18 and over)
- Children's Hospital of Philadelphia (CHOP) emergency room (for participants under age 18)
- See the table of **Important Emergency Contacts** above for detailed information.

## **PROTOCOL:**

1. If you have a medical emergency on campus, contact the Division of Public Safety immediately in order to activate the necessary emergency services, such as ambulance.
2. For medical problems that are not a true medical emergency, care might best be sought at Student Health Service, a local Urgent Care provider, or a local hospital Emergency Room. The staff at Student Health can assist with making this decision.
3. The Program Director (or designee) is responsible for arranging medical care for program participants.
  - a. For Emergency Care, arrange for the participant to be evaluated in the hospital Emergency Room.
  - b. For Non-Emergency Care, the options depend on whether your program has made prior financial arrangements with Student Health Service (SHS) to care for your participants.
    - i. This goes without saying, but for simple medical issues, consider basic first aid and self-care approaches first. Some issues do not require a medical visit if they can be resolved by your program staff. Consider what a parent might do if they were present. Start there, and consider formal medical evaluation for which the basic approach is insufficient.
    - ii. If your program has made prior arrangements with SHS, your Program Director should call SHS when a participant needs treatment. Dial 215-746-3535 and press option 3 to speak to a nurse (if SHS is closed, tell the operator that you need to speak with Student Health on call, and we will call you back). During regular office hours, SHS can evaluate the participant in our office at 3535 Market Street, Suite 100.
    - iii. If your program does NOT have a prior arrangement with SHS, you may seek non-emergency care at one of the local Urgent Care centers or some other resource in the surrounding medical community. For example:
      1. myDoc Urgent Care University City  
3717 Chestnut St.  
(215) 921-8294
      2. Vybe Urgent Care University City  
3550 Market St.  
(215) 405-0701

#### 4. Planning for care at Student Health

- a. A staff member from your program must accompany the program participant to Student Health and must be available to escort them back afterward.
  - b. Please bring all necessary documents for the participant (see below). Also bring any information about the participant's medical history.
  - c. Student Health will evaluate and treat as necessary. Afterwards, if the patient is deemed safe for discharge from SHS, appropriate instructions will be provided. SHS will involve parents by phone as appropriate. Depending on the results of the evaluation, SHS might recommend that the participant return home to complete their treatment with their personal healthcare provider.
  - d. Sometimes, the evaluation reveals a more serious condition that requires transfer to the hospital Emergency Department for additional evaluation and perhaps hospitalization. If that is the case, SHS will coordinate the transfer. If an ambulance is medically needed, the patient (or their insurance) will be responsible for the fees.
5. If there is a medical issue for which the Program has concern about the health of the broader community (e.g., highly contagious situations), please bring these to the attention of Student Health leadership so that we can work with you on an appropriate public health communication plan.

### **Participant Medical Information and Insurance Documents**

Prior to the start of the special summer program, staff must have on file the following documents for each participant:

1. Participant/Family Waiver and Release Form
2. Authorization to Provide Medical Treatment and Insurance Information
3. Copy of front and back of medical insurance cards

It is the Special Summer Program Director's responsibility ensure that these documents are kept secure but remain quickly accessible in the event of medical need. Copies of these documents must be presented at the time of medical care.

**[SAMPLE]\* Authorization for Medical Treatment of a Minor**

I hereby authorize representatives of the \_\_\_\_\_ program at the University of Pennsylvania to consent to emergency and urgent medical treatment for the Participant named below, including securing a medical evaluation and any treatment necessary to preserve life and bodily function unless exceptions are noted below.

This authorization shall remain in effect as long as Participant is participating in the program.

Exceptions: (if none, write "none") \_\_\_\_\_

Participant is allergic to the following medications: \_\_\_\_\_

Other medical conditions that you wish for those providing treatment to be aware of:

\_\_\_\_\_

**\* PLEASE ATTACH A COPY OF THE PARTICIPANT'S IMMUNIZATION RECORD \***

Name of Participant: \_\_\_\_\_

Participant's Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Participant's Physician name / phone number: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_

\*\*\*\*\*

**Insurance Information**

Is Participant covered by a health insurance plan? Yes \_\_\_\_\_ No \_\_\_\_\_ \*\*

Name of Participant's health insurance company \_\_\_\_\_

Policy or plan number(s) \_\_\_\_\_

**(\*Please provide ALL numbers and/or codes to identify your plan or policy and attach a photocopy of your membership card or policy document to this form.)**

Name of subscriber to policy or plan \_\_\_\_\_

Relationship to Participant \_\_\_\_\_

Name of Participant \_\_\_\_\_

## **[SAMPLE]\* Program Emergency Contact Information**

Print Participant's Name: \_\_\_\_\_  
(First, Middle, Last/Surname)

Participant's Birthdate: \_\_\_\_\_

### **Two emergency contacts and 24/7 contact information is required:**

1. Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Phone # Day: Area Code (     ) \_\_\_\_\_

Phone # Evening: Area Code (     ) \_\_\_\_\_

Cell: Area Code (     ) \_\_\_\_\_

Permanent address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Phone # Day: Area Code (     ) \_\_\_\_\_

Phone # Evening: Area Code (     ) \_\_\_\_\_

Cell: Area Code (     ) \_\_\_\_\_

Permanent address: \_\_\_\_\_

Email address: \_\_\_\_\_

\*The participant emergency contact information provided on this sample is the minimum amount of information necessary that program staff must obtain in advance of the program (data must be maintained on file for the duration of the program).

## Division of Human Resources

# Memo

To: Schools / Centers

From: Jessica Lesovitz; Associate Director of Recruitment Services

CC: Donna Showell; Manager Recruitment Services

Date: 2/24/2022

Re: **Letter concerning minors background check**

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To All Schools and Centers

Effective January 1, 2020, all University faculty, staff, postdoctoral trainees, students, and volunteers having direct contact with children in connection with University activities are required to complete a three-part background check prior to employment.

**Individuals must complete all the following before having contact with minors:**

- Pennsylvania State Police Search (PATCH),
- Pennsylvania Child Abuse History Clearance, and
- FBI Criminal History Record.

In previous years Pennsylvania allowed individuals to be employed on a provisional basis provided they had completed the two state required clearances (PATCH and PA Child Abuse) and offered receipt of their FBI Criminal History Background Check. This provisional period is no longer permitted. This change takes place as a result of ACT 47 of 2019.

Please continue to use our website to request all minors background checks. You can access this on the right-hand side of the page, under **Quick Links – Request a Minors Program Background Check**.

<https://www.hr.upenn.edu/for-managers/hiring-and-recruitment/protecting-minors-on-campus>

Our office is in the Franklin Building, 6th floor; phone number 215-898-9886. It takes between 4-6 weeks for an applicant to be cleared. Again, all three clearances need to be completed prior to working with minors.

Please remember privacy when handling official state and federal documents these are confidential and not to be shared. All FBI documents should be sent, by the applicant, directly to our email: [backgroundchecks@hr.upenn.edu](mailto:backgroundchecks@hr.upenn.edu).

Protecting minors on campus is a university wide initiative, and we are here to support each School / Center. Our goal is to have people cleared to work with minors. Thank you in advance for all your hard work and help.

Jessica Lesovitz  
Associate Director – Recruitment Services  
Central Human Resources  
University of Pennsylvania  
Franklin Building, Suite. 600  
Philadelphia, PA 19104  
P:(215) 898-9886



## **FBI FINGERPRINT INSTRUCTIONS**

University of Pennsylvania – Spring 2022

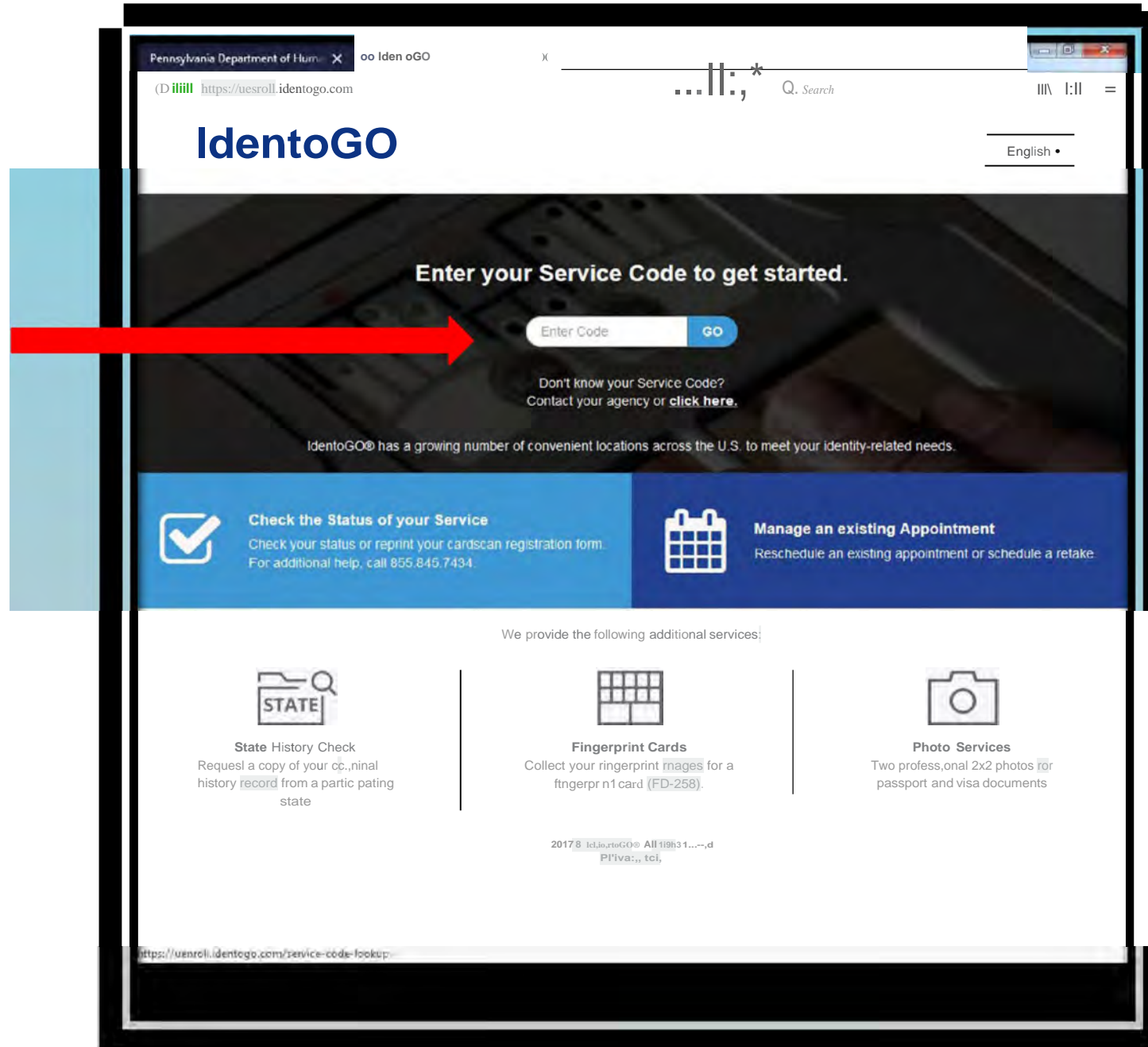
For Services Code: 1KG756 Employee

Start Here: <http://uenroll.identogo.com>

Go to this site.<http://uenroll.identogo.com>

Enter the DHS  
Service Code:

1KG756





Fill out all information  
according to the applicant

Click  
here

The screenshot shows the IdentoGO website interface. At the top, there's a header with the IdentoGO logo and a language selector set to 'English'. Below the header, a blue banner displays '1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor'. A navigation bar includes a 'Back to Home' link. The main content area features a 'Schedule or Manage Appointment' link, which is highlighted by a red arrow pointing from the left. Below this link, there's a section titled 'What do I need to bring to enrollment?' followed by a list of requirements. Further down, there's a section for 'Locate an Enrollment Center' and another for 'Submit A. Fingerprint Card by Mail'. At the bottom, there are two blue buttons: 'Check the Status of your Service' and 'Manage an existing Appointment'.

This screenshot shows the 'Schedule or Manage Appointment' form on the IdentoGO website. The header and banner are identical to the previous screenshot. Below the banner, there's a 'Presenting Info' section with a 'Print/Save' button. The form includes a 'Required Fields' section with a note about the format for the 'First Name' field. Below this, there's a 'Notes' section with a warning about the importance of providing accurate information. The form then asks for 'Legal Name' (First Name, Middle Name, Last Name, and Suffix) and 'Date of Birth' (Date of Birth and Confirm Date of Birth). Finally, there's a 'Method of Contact' section with a note that at least one method is required, and fields for 'Email' and 'Confirm Email'.

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https://uenroll.identogo.com/workflows/1KG6ZJ/appointment/employer

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Essential Info

Employer

Citizenship

Personal Queue

Required Fields

Please enter your employer information below. Then click 'Next' to continue or 'Cancel' to exit.

Employer Information

Employer Name

University of Pennsylvania

Country

Please enter UPENN HR ADDRESS:  
600 Franklin Building  
3451 Walnut Street  
Phila, PA 19104

City

Philadelphia

State/Province

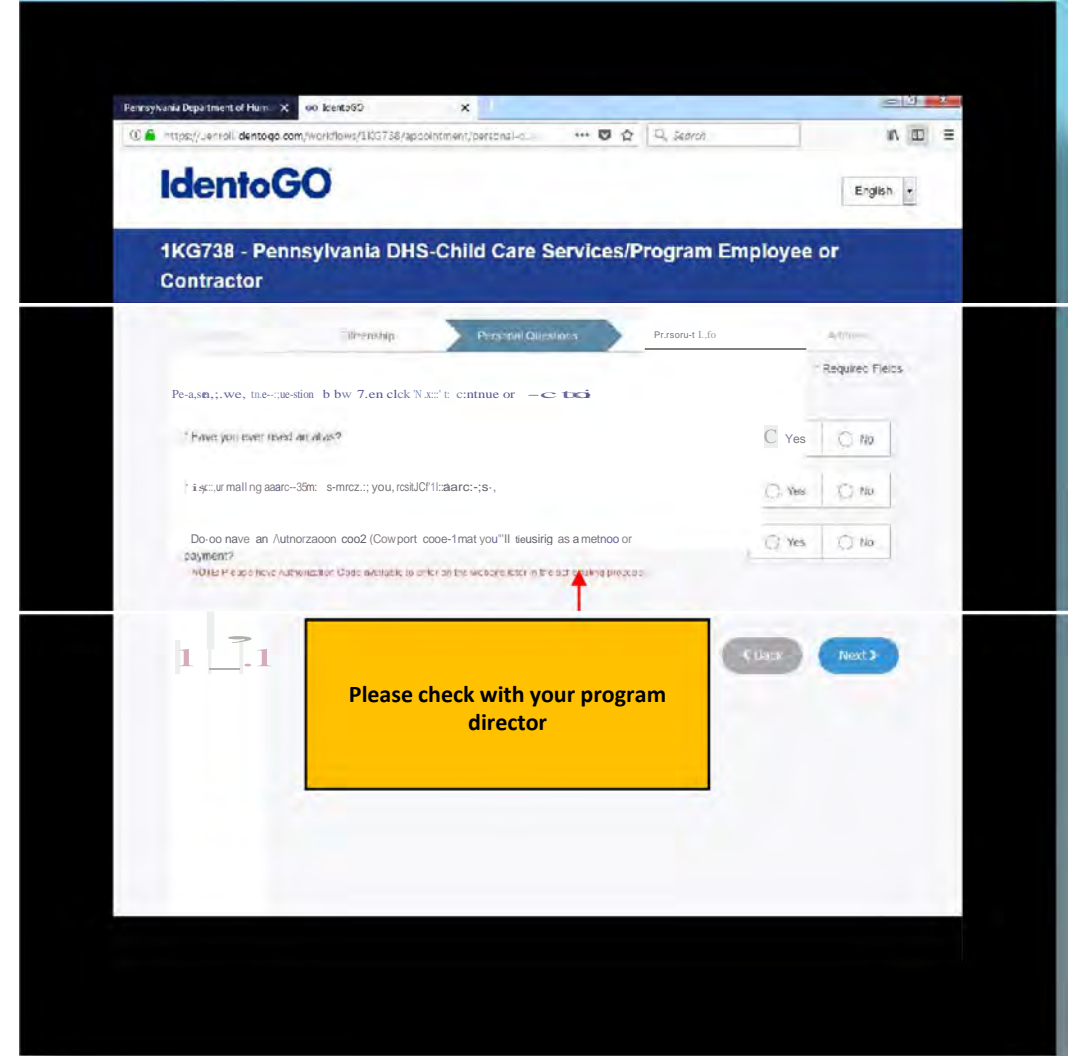
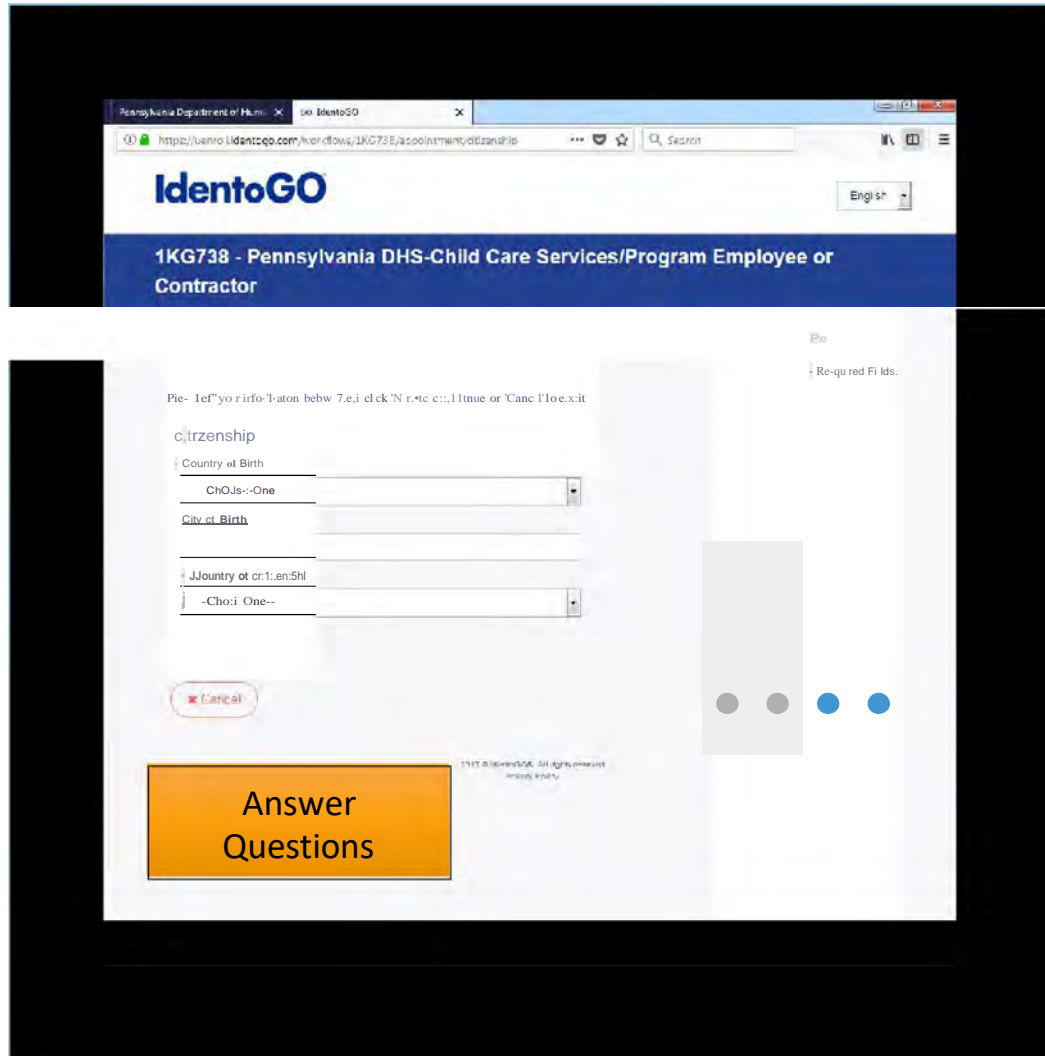
Pennsylvania

Postal Code

19104-3465

⏮️ X Cancel

ff! ♦️ ♦️ iii ♦️



1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

Personal Information

Height: 5' 10" Weight: 180 lbs Hair Color: Brown Eyes: Blue Ethnicity: White

Enter your information

1KG738 - Pennsylvania DHS-Child Care Services/Program Employee or Contractor

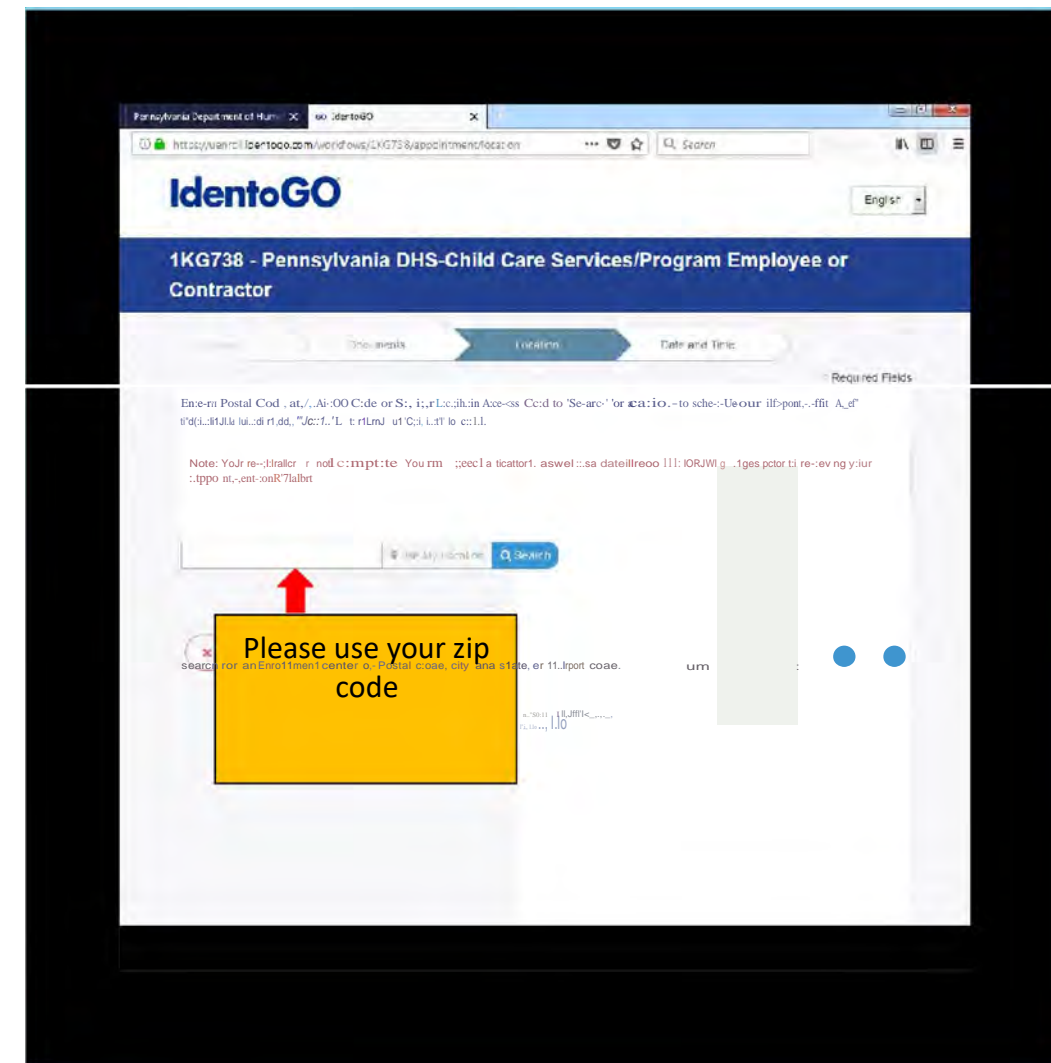
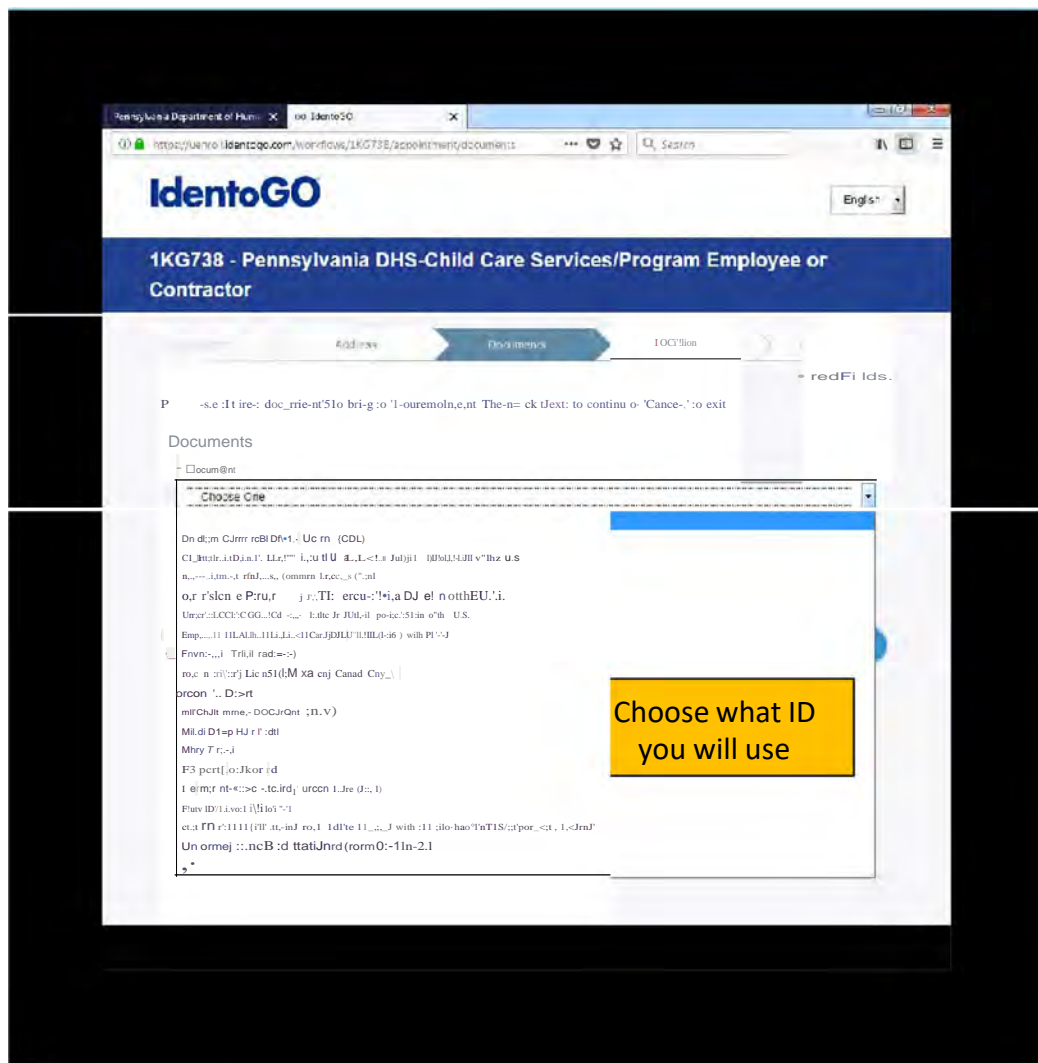
Mailing Address

Country: United States

Address Line 1: 1234 Main St

Mail to your home address, where you know the document can safely be received.  
**YOU MUST SEND US A PDF COPY**

backgroundchecks@hr.upenn.edu



IdentoGO

1KG738 - Pennsylvania OHS-Child Care Services/Program Employee or contractor

Location Date and Time

Select a preferred location for your appointment at the specified location. Then click 'Save' to confirm or 'Cancel' to exit. If you are unable to find an appointment for the location or all appointments are booked, click the 'Back' button below to select another location.

Appointment Date and Time (first available displayed by default)

Choose one - Choose one -

Location Options:

9 Hitt 111  
CSC EH Tr. Rm R1  
Sle200  
Boys UA-2, 0, 10010-3851

Cancel Back Save

Select whatever time and date that will work for you.

## What you need to know

1. Idemia is the provider for FBI Fingerprints in PA: [identogo.com](https://identogo.com)
2. Use service code **1KG756**
3. This document will be mailed to you
4. You must send a PDF copy of the document to:  
[backgroundchecks@hr.upenn.edu](mailto:backgroundchecks@hr.upenn.edu)

\*\*\*Please title email with name, FBI Document, and what school / center you are working for. If you have concerns regarding the contain of your FBI document please call our office directly: 215-898-9886\*\*\*



## **Frequently Asked Questions Protecting Minors on Campus**

### **Why must we complete these checks?**

The Commonwealth of Pennsylvania enacted the Pennsylvania's Child Protective Services Act, also known PA Act 153, which requires background checks on all employees and volunteers with "a significant likelihood of regular contact with children, in the form of care, guidance, supervision or training." At Penn, this will include all individuals who participate in programs involving minors.

### **Who is responsible for conducting appropriate background checks?**

Each school or center offering programs that involve minors will assign an individual who will be responsible for identifying activities involving minors. This individual will work directly with Central HR Recruitment Services to ensure proper checks are being issued, reviewed, and retained. Background checks to work with minors are requested through our web page.

<https://www.hr.upenn.edu/for-managers/hiring-and-recruitment/protecting-minors-on-campus/minors-background-check-request>

### **What checks are required?**

There are three required background checks; all three checks must be completed prior to employment with minors.

- PATCH - Pennsylvania Criminal Background Check
- PA Child Abuse History Clearance
- FBI Criminal History Report verified by fingerprint, Registered to the PA Department of Public Welfare (DPW)

### **What if previous background checks have been completed?**

The University will not accept previously issued PATCH and PA Child Abuse documents for the purpose of employment. We will initiate these searches for all paid faculty, staff and students. The University will accept a previously issued, fingerprint-based FBI Criminal History Searches provided the document has been obtained within the last five years and is valid for employment with minors.



**For volunteers only:**

The University will accept previously issued documents, provided all three required documents were completed within the last five years and valid for employment with minors. The fingerprint-based FBI Criminal History Search is not required provided the individual has resided in

**Who is Hire Right and IDEMIA?**

- **Hire Right** is the approved vendor the University uses to issue and retain all background checks.
- **IDEMIA** is the Commonwealth provider used to conduct all fingerprint-based searches submitted to the FBI for the purpose of a Criminal History Record.

**Who is responsible for the costs associated with these checks?**

You should discuss the cost of background checks with your school or center administrator.

**How long does it take to receive the results of background checks (to work with minors)?**

Please allow for 4 - 8 week for all checks to be processed and completed.

## **Office of Information Security and Office of Privacy Guidelines for the Use of Social Media at Penn:**

As a University community, Penn is committed to open expression and the free exchange of ideas. Social media—such as forums, blogs, wikis, podcasts, online chats, Facebook, and Twitter—can be exciting vehicles for facilitating this kind of open expression, while also raising new questions about responsible use. Communications may occur faster and have greater permanence than an author originally intended. Messages may be rapidly forwarded or multiplied, reaching individuals beyond those intended or even known by the person posting. And the lines between personal and professional accounts and comments may become more easily blurred.

These guidelines aim to address issues that may arise regarding the responsible use of social media in the context of Penn’s teaching, research, service, and administrative functions. Because this is a rapidly changing area, we expect that new questions and guidelines may continue to arise; questions about what is permissible may also be answered in existing Penn policies and other resources, links to which are provided at the end of this document.

### **General:**

When conducting Penn business—online and off—make sure to comply with Penn policies, including but not limited to: Copyright Policy, Acceptable Use of Electronic Resources, Non-Discrimination Policy, Sexual Harassment Policy, Solicitation and Distribution, Policy Prohibiting Workplace Violence, Confidentiality of Records, etc. You are responsible for what you post.

Because of the powerful ability of social media to broadcast information worldwide, make sure to protect all confidential, copyrighted and proprietary information to which you have access as part of your employment at Penn. For example, never share on personal social media sites such information as confidential student data (e.g., grades), patient data (e.g., health information), employee data (e.g., performance information), Social Security numbers, or other data that could harm an individual.

When conducting Penn business, only post photos, videos, essays, or other material that you own or have permission to post.

Make sure that terms of the social media site are suitable for the work you are doing. For example, some services store data in foreign countries, some respond to government requests for data without notice to users, and some retain your data even after your account is closed. If this is a concern, you may need to explore other options, such as a service with more protective practices by default, or through an institutional agreement with Penn, or an in-house solution.

### **Social Media and Teaching:**

Instructors who wish to use social media in courses should carefully consider student privacy, including compliance with the Family Educational Rights and Privacy Act (FERPA). Most information that identifies a student and is maintained by Penn, or by a Penn faculty member or agent of Penn, is protected under FERPA. This protection may extend to student postings on

social media course accounts. In addition, whether or not FERPA applies, privacy risks are often significant on social media sites. As a result:

- Instructors should use social media accounts for course-related communications only if there is a good pedagogical reason to do so. If there is no such reason, it is recommended that student participation be optional. Instructors should also consider whether an existing trusted service, such as Blackboard, PennInTouch, or other University-sponsored Course Learning Management system, could meet the same pedagogical goal.
- Instructors should allow students to use aliases on social media sites if it is not necessary or beneficial to the students to use their names or other identifiable information.
- Faculty should notify students (in course descriptions and syllabi) of the use of social media in the classroom, including whether students are expected to use social media as a component of the class and whether student material will be shared with the class or with the public. They should also caution students against posting personal or sensitive material and discourage students from posting work to which they want to preserve their intellectual property rights.
- Each social media site has Terms of Service that should be reviewed and evaluated before student and instructional material is posted. These may (and often do) contain unfavorable terms regarding privacy, security, the continued availability of the service and data, foreign and US government access, technical support, and other issues.

Where Penn has a formal, institutional agreement with a social media provider, many of the risks may be addressed and managed via this agreement. If you have questions about whether Penn does or can attempt to have such an agreement with a social media provider, please contact the [Office of General Counsel](#).

### **Social Media and Research:**

Penn instructors and staff are strongly discouraged from using personal social media accounts in connection with research study activities involving human subjects. When possible and permitted by the Terms of Service, a separate social media account or page for the research study is advisable.

When a communication is recruiting individuals to participate in a research study or communicating study-related information to enrolled participants, a duly authorized Institutional Review Board (IRB) must approve that communication before it is posted. Penn researchers must abide by individuals' written consent, as directed and approved by a duly authorized IRB, including when social media are involved. Such consent may include whether the research subject is aware of the possible disclosure of personal information on social media sites and whether communications using social media are permitted between members of the study team and research subjects. Any communication between members of the study team and potential subjects or enrolled subjects should diligently avoid including personal information. Any and all such discussions should occur offline.

### **Social Media and Hiring:**

Be cautious and use your best judgment about whether to use information found on social media sites in hiring. Be aware that information found online about an individual may often be inaccurate, unreliable, or out-of-date. If you need assistance with or have questions about employment policies, contact the Division of Human Resources.

## **Social Media and Personal Safety:**

If you believe you have seen or read something online that may result in harm to an individual or organization, apply the same judgment you would if overhearing or witnessing the event in person. For assistance identifying or preventing an event that may threaten human safety or the destruction of University property, contact the Division of Public Safety at (215) 573-3333.

## **Departmental and Other Organizational Accounts:**

Make sure when setting up an “organizational” account that you are authorized to speak for the organization. It should be clear to the viewer what organization is hosting the account—perhaps an individual faculty member, department, center, or School. The use of the University’s name, shield, logos or other insignia for personal or non-University related purposes is prohibited and is regulated by the Office of the University Secretary. University Communications is the official voice of the University and should be consulted if you are in doubt about the suitability of any message reflecting on Penn. Make sure you have the time and resources to responsibly maintain and monitor the use of the account.

## **Resources:**

University Policies generally can be found at

[www.upenn.edu/services/policies.php](http://www.upenn.edu/services/policies.php)

Penn’s Privacy Office can be reached at (215) 573-4492.

Privacy Policies and related information can be found at

[www.upenn.edu/privacy](http://www.upenn.edu/privacy)

Penn’s Office of Information Security can be reached at

[security@isc.upenn.edu](mailto:security@isc.upenn.edu)

See also [www.upenn.edu/computing/security](http://www.upenn.edu/computing/security)

Penn’s Office of the Provost can be reached at (215) 898-7227.

See also [www.upenn.edu/provost](http://www.upenn.edu/provost)

Penn’s Division of Human Resources can be reached at  
(215) 898-7281.

See also [www.hr.upenn.edu](http://www.hr.upenn.edu)

Penn’s Division of Public Safety can be reached at (215) 573-3333.

See also [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu)

Penn’s Office of University Communications can be reached at  
(215) 898-8721.

See also [www.upenn.edu/pennnews](http://www.upenn.edu/pennnews)

Penn’s Office of the Secretary can be reached at (215) 898-7005.

See also <https://secure.www.upenn.edu/secretary>

***From Penn's Privacy Office and Office of Information Security***

*Social media (Facebook, Twitter, blogs, etc.) plays an increasingly large role in our professional lives, with its potential to better connect us and rapidly share information. The guidance below is intended to raise awareness of the immense power of social media and of best practices and policy when using social media in teaching, research, administrative work and more.*

*If you have further questions, please contact [privacy@upenn.edu](mailto:privacy@upenn.edu) or [security@isc.upenn.edu](mailto:security@isc.upenn.edu)*

*—Thomas Murphy, Vice President, Information Systems and Computing*

*—Greg Pellicano, Vice President for Audit, Compliance and Privacy*

<https://almanac.upenn.edu/archive/volumes/v59/n12/media.html>

## PennCard Center



### SUMMER PROGRAM ID GUIDELINES

The goal for all summer programs on the campus is to have a completed ID available upon the guest's arrival. This is to ensure your participants' safety and accessibility on campus.

The PennCards should be "ready to use", with access to the residence hall, dining meals, PennKey and any other feature that might be needed for our guests during their stay on the Penn campus. To accomplish this aggressive goal the following information has been provided. If you follow these instructions we all can achieve a seamless delivery of services.

#### **Requirements and Fees**

All summer program groups or conferences whose participants plan to use Dining Services, the University Libraries, Recreation, or Hospitality Services, regardless of the duration of the program or conference, will be required to have a PennCard.

Participants who are here 2 weeks or longer are required to have a photo PennCard ID. Groups who are here 2 weeks or less should contact Hospitality Services for non-photo cards.

- There is a \$30.00 fee for each new PennCard issued.
- There is also a fee to replace lost, stolen or damaged cards:
  - \$20 fee for first lost/stolen card; \$30 fee for subsequent lost/stolen cards
  - \$10 fee for damaged card

Matriculating students — those who are entering a degree-seeking program at the University as part of, or at the conclusion, of their summer program — **must** present one of the following forms of original photo ID to the person responsible for distribution before they receive their PennCard:

- Domestic students: Photo identification such as a driver's license or non-driving photo ID card, issued by a U.S. state or territory; passport issued by the United States government; any other passport that the student is entitled to hold.
- International students: Passport of the country of which they are a citizen or subject.

Students are not permitted to supply reproductions (e.g. photocopies, photographs, etc.) of any kind of their photo ID, for any reason - only the original document is acceptable to receive a PennCard. In the case of minor domestic students — typically aged 16 and younger — a current photo ID from their school or institution (e.g., a high school ID) is acceptable in lieu of one of the photo ID's noted above. Contact Operations Manager, Chris Horrocks at 215-515-0555 or the PennCard Center staff at 215-417-2273 if you need guidance.

- PennCards display the following information:
  - Name of Participant
  - Photo of Participant
  - Penn ID Number
  - Expiration Date

#### **Uses of the PennCard**

- PennCards may be used for access into residence halls, as well as the dining halls.
- PennCards used for Summer Programs automatically come with access privileges to Penn Transit Services and entrance to the University Libraries.
- Additional services, such as PennCash, Recreation, and Library borrowing privileges may also be arranged.

#### **Recommendations**

Pre-production of PennCards for Summer Programs is the best way to ensure all services associated with specific programs are available to participants in a timely manner. It is strongly recommended that Program Coordinators allow sufficient time and take appropriate steps for the pre-production of PennCards.

- The PennCard Center can pre-make groups of PennCards when supplied with paper or digital photos of the group participants.
- Fill out a PennCard request form, and attach the list of your participants; please make sure to include your budget code.

- the image from the bottom of the chin to the top of the head should be between 1” and 1-3/8”
- Save labeled digital photos as .jpg files (for example, franklinb.jpg). Digital photos may be e-mailed as an attachment to [bsd-confsvcs@pobox.upenn.edu](mailto:bsd-confsvcs@pobox.upenn.edu) or submitted on a pc-formatted disk to Hospitality Services.

### **First Step in the PennCard Process – Data Entry**

- ❑ Participants who **have a record in SRS or WorkDay** at any time within the duration of the Summer Program.
  1. The host department must ensure that participants’ information is completely and correctly entered into the appropriate system. This triggers the start of process, and allows a PennCard to be made.
  2. The information that is entered by the department controls the functionality and availability of the participants’ PennCards. **The participants’ information must be entered into the appropriate system no less than 24 University business hours before the process can begin to create a PennCard.** Please note that this entry should occur prior to the two-week window before the start of the program noted in the Second Step below. Students entered in SRS must be enrolled in a program and registered for a class. WorkDay records must be entered fully and be active. PennCard receives data from SRS or WorkDay once every University business day and cannot manually enter this information or create a PennCard until this data is received.
  3. Modifications to SRS or WorkDay records will automatically download to the PennCard system, and changes, including terminations, entered into those systems will affect the functionality of the PennCard. In some cases, changes in SRS or WorkDay within the duration of the Summer Program will require participants to return to the PennCard Center to pay a replacement fee for a PennCard that accommodates the change made by the host department in SRS or WorkDay. It is recommended that an active status in SRS or WorkDay be in effect as early as possible before the issuance of PennCards, and that the status remains constant throughout the length of the program.
- ❑ Participants who **will not have a record in SRS or WorkDay** within the duration of the Summer Program.
  1. The host department must ensure that participants’ information is completely and correctly submitted to Hospitality Services or, in certain cases, entered directly into the Penn Community system.
  2. The information submitted by the host department controls the functionality and availability of the participants’ PennCards. Even if the host department is not submitting photos to the PennCard Center for the pre-production of cards, *it is imperative that the guidelines are followed or appropriate privileges may not be available to the cardholder upon creation of the PennCard.*

### **Second Step – Submitting Information for PennCard Creation**

For either of the above categories, Hospitality Services must receive a list of participants **TWO WEEKS** before the start of the program.

This should include:

- A completed and signed PennCard Request form must accompany all requests. One PennCard request form per group or conference is acceptable.
  - Names of Participants (Please type or print, last name, first name, and middle initial)
  - Name of Program/Conference
  - Name, telephone number, e-mail address, and address of contact person
  - Start and end dates of Program/Conference
  - Birth dates of Participants (participants who do not report a birth date will be assigned a simulated birth date)
  - Social Security Numbers of the Participants (Participants who do not have or report a SSN will be assigned a simulated SSN). Please ensure that you follow all relevant University policies when dealing with Social Security Numbers. That policy can be found at <http://www.upenn.edu/almanac/volumes/v54/n16/sspolicy.html>
- Or
- Penn ID number of the participants (preferred). If the participant already has a record in WorkDay, SRS, or Penn Community, the Penn ID number should be used as the identifier.
  - Method of payment (please supply a budget code if the department is paying for the cards or

indicate that each person will pay cash, check, Visa or MasterCard individually.)

- Photos of Summer Program participants (if photos of all participants cannot be obtained in advance, please submit as many photos as possible) should be sent electronically to:

Hospitality Services  
Stouffer Commons, 3702 Spruce Street  
Philadelphia, PA 19104-6027  
E-mail: [bsd-confsvcs@pobox.upenn.edu](mailto:bsd-confsvcs@pobox.upenn.edu)

### **Third Step – For Groups with Pre-made Cards**

Pre-made cards will be turned over to Hospitality Services unless otherwise arranged. The Program Coordinator collects the pre-made cards from Hospitality Services, assumes responsibility for distribution of the PennCards, and verifies that the individuals in the program present appropriate identity confirmation. If PennCards are to be picked-up individually by the cardholder, please make a notation on the PennCard request form. Photo identification is required when PennCards are distributed directly to the cardholder.

### **Fourth Step – For Groups without Pre-made Cards**

Program Coordinators who choose not to have their PennCards pre-made must make an appointment to bring their group into the PennCard office during regular business hours to have participants' photos taken. Contact the PennCard Center at 215-417-CARD (2273) or [pennncard@upenn.edu](mailto:pennncard@upenn.edu). Please arrange this date and time at least a week prior to your group's arrival. *Please note that steps 1 and 2 must still occur prior to bringing the participants to the PennCard Center.*

### **How to Obtain a PennKey for Your Participants**

Those participants whose information is entered through SRS will receive an automatic PennKey mailing from ISC. For all other program participants, PennKey set-up information will be distributed with PennCards. Please contact Hospitality Services for further information.

### **P.A.C. (PennCard Access Code) for Building Access**

A PAC is the four digit number used with a PennCard, most commonly to gain access to residential buildings. Hospitality Services will distribute PAC information to summer conference attendees. Individuals may also view their PAC, or choose a new PAC, through Public Safety's website <http://www.publicsafety.upenn.edu/>.

### **If You or Your Participants have a Problem**

- If the card is lost during normal University business hours, contact the PennCard Center. If the card is lost during non-business hours, contact Penn Public Safety at 215-573-3333 or call 511 from an on campus phone.
- If you cannot gain access to the residence hall, please call Hospitality Services at 898-9319.
- If you do not know or remember your PAC, go to <http://www.publicsafety.upenn.edu/>.
- If you cannot gain access to the dining hall, please call Hospitality Services at 898-9319.
- If you want to add more Conference Dollars onto your card, please call Dining Services at 898-7585.
- If you want to add PennCash to your card, please contact the PennCard Center at 898-2646

### **Important Contacts and Numbers**

For additional information, please contact Hospitality Services at 215-898-9319, or Chris Horrocks at the PennCard Center at 215-515-0555 or [chorrock@upenn.edu](mailto:chorrock@upenn.edu).

For other information about the PennCard, please call the PennCard Center at 215-417-CARD or refer to the PennCard web site at <http://www.upenn.edu/pennncard/>.

To have additional services added to your Program/Conference PennCards, please contact the following:

Hospitality Services (Conferences, Summer Housing and Dining): Contact Hospitality Services at 215-898-9319 or [bsd-confsvcs@pobox.upenn.edu](mailto:bsd-confsvcs@pobox.upenn.edu)

- \* Libraries: Emily Batista – (215) 898-1464
- \* Department of Recreation: Erica Scott 215-746-8620 [scotteri@upenn.edu](mailto:scotteri@upenn.edu)
- \* PennCash: PennCard Center: 215-898-2646 [pennncard@upenn.edu](mailto:pennncard@upenn.edu)



# Penn Libraries

## Summer Programs Information Building Access

- \* **Most Penn Libraries locations are now open to the Penn community and outside visitors.** Find [daily hours for all library locations](#) on our website.
- \* **Please be aware of our latest health and safety policies.** All patrons are required to wear a mask, regardless of vaccination status. Patrons may consume food and drink only while physically distanced. Students, faculty, and staff must show a Green PennOpen Pass, and outside visitors must show a green [PennOpen Campus pass](#), to enter the Van Pelt-Dietrich Library Center, Fisher Fine Arts Library, and Biotech Commons.
  - ✓ Access policies may vary by library. Detailed information can be found online at: <http://www.library.upenn.edu/about/access/vanpelt>
- Members of the Penn community with a valid PennCard or hospital affiliate ID may enter the libraries anytime that they are open.

### Borrowing Privileges

- Program participants who are given PennCommunity affiliations as Faculty, Student or University Staff will have the ability to borrow materials from the Libraries with a valid PennCard or hospital affiliate ID.
- Program participants who are given Guest PennCards or non-Photo IDs will not be able to borrow library materials.
- Program participants with most other PennCommunity affiliations may be able borrow library materials if arrangements are made in advance of their arrival.
  - ✓ To arrange borrowing privileges for your program participants please contact:
    - Erin Sharwell [sharwell@upenn.edu](mailto:sharwell@upenn.edu) or (215) 898-1464

### Electronic Access

- Program participants who are given PennCommunity affiliations as Faculty, Student, University Staff, Visiting Scholar or Visiting Student should be able to use their PennKeys to access the libraries' electronic resources.
- Program participants who are given Guest PennCards or non-Photo IDs will not be able access the libraries' electronic resources.
- Program participants with some other PennCommunity affiliations may be given access to the libraries' electronic resources if arrangements are made in advance of their arrival.
  - ✓ To arrange electronic library access for your program participants please contact:
    - Erin Sharwell [sharwell@upenn.edu](mailto:sharwell@upenn.edu) or (215) 898-1464

### Research Sessions & Library Facilities.

- Tour of the Van Pelt Library
- Librarian led research skills session using library databases for finding books, primary and scholarly articles in preparation for college.
- Use of library spaces including specialized classrooms, conference and meeting rooms.
  - ✓ To arrange for Research sessions or facilities use please contact:
    - Rebecca Stuhr [stuhrr@upenn.edu](mailto:stuhrr@upenn.edu) 215-898-5999



PROGRAM NAME: \_\_\_\_\_

## DEPARTMENT OF RECREATION

### WAIVER AND ASSUMPTION OF RISK FOR PATRONS 18+

**User Agreement /Waiver - By being permitted access to Recreational Facilities, users acknowledge their agreement to the following:**

1. Certain risks of injury are inherent to participation in sport and recreational activities including both group exercise and instructional classes. These types of injuries may be minor or serious and may result from one's own actions, and of others, or combination of both.
2. Posted or distributed rules and regulations are designed for the safety and protection of recreational users, who in turn are responsible to abide by these rules and regulations. Failure to comply will result in membership restrictions.
3. Penn Recreation reserves the right to shut down/deny access to any or all of its facilities for preventative maintenance or emergency repairs.
4. Without a valid Penn ID, activated with a current Penn Recreation membership, you will be denied entry into all Penn recreation facilities.
5. Certain activities require a minimum level of health and fitness ability. Recreational users warrant being physically fit to participate in any activities undertaken, and understand a choice to participate brings with it the voluntary assumption of risks of injury, which may arise from participation in these activities.
6. Recreational users agree that the University of Pennsylvania, its employees and agents shall not be liable for injury to person or loss or damages to personal property arising from, or in any way arising, or in any way resulting from the participation in these activities, unless such injury is caused by the sole negligence of the University, its employees or agents while acting within the scope of their duties, and agree to waive such claims against the University for such injury or loss.
7. CANCELLATION POLICY: All memberships are non-refundable.

**Locker Agreement**

1. All lockers are the property of the University of Pennsylvania and the Department of Recreation. Lockers are to be used for legitimate recreational purposes. All locker users understand their responsibility in protecting the welfare of other users while renting a locker. **2.** Certain occasions require our staff to check lockers for unreturned towels, equipment and known safety/security issues. On these occasions users will be notified. **3.** Lockers will be cleared annually; notification and signage will be placed in the facilities. **4.** Lockers not cleared will have contents removed and articles kept for 30 days, after which they will be discarded or given to charity. **5.** To reclaim items a 25.00 fee will be assessed.

**By my signature below, I acknowledge that I have read and understand the User Agreement/ Waiver, Locker Agreement and Payroll Deduction Procedure.**

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

#### FOR OFFICE USE ONLY

Δ Sold by \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(staff initials)

UNIVERSITY OF PENNSYLVANIA

DEPARTMENT OF RECREATION



WAIVER AND ASSUMPTION OF RISK (Individuals under 18 years of age)

Our son or daughter \_\_\_\_\_ hereby elects to take part in fitness activities at the Pottruck Center at the University of Pennsylvania. We acknowledge that this is an extracurricular activity in which our son/daughter is participating voluntarily and understand that there may be some risks in connection with the activity itself and/or the transportation to and from the activity. In consideration of our son/daughter being permitted to participate in the activity, we hereby assume all these risks and waive any possible claim that we and/or our son/daughter might have against the University of Pennsylvania, its trustees, employees, agents, students, or volunteers in conjunction with our participation in their activity.

I further acknowledge that the above individual is covered by health insurance, the particulars of which are described below.

Health Insurance Carrier: \_\_\_\_\_

Group/Policy Numbers: \_\_\_\_\_

PARENT'S/ GUARDIAN'S PRINTED NAME: \_\_\_\_\_

PARENT'S/ GUARDIAN'S SIGNATURE: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

DATE: \_\_\_\_\_



## SUMMER PROGRAMS WITH PENN CAMPUS RECREATION

<p><b><i>Summer Hours @ Pottruck</i></b></p> <p>Monday-Friday 6am-10pm Saturday 8am-8pm Sunday 9am-8pm</p>	<p style="text-align: center;"><b><i>Procedure for Group Requests</i></b></p> <p><i>*Disregard this information if you are working with Hospitality Services for Gym Access*</i></p> <ul style="list-style-type: none"> <li>➤ Program Manager will collect waivers from Group Participants</li> <li>➤ Program Manager will compile participant First/Last Name, Penn ID #, Age, and Program Length into an Excel Spreadsheet</li> <li>➤ The spreadsheet along with the department budget code and waivers will be sent to Chris Stankowski via email, Secure Share, or Penn Box.</li> <li>➤ Chris Stankowski will provide access to Pottruck in advance of the program start date – must receive compiled information 2-3 Business Days in advance.</li> <li>➤ A completed invoice will be sent to DRIA Finance and Program Manager will be copied.</li> </ul>
<p><b><i>Rates &amp; Additional Fees</i></b></p> <ul style="list-style-type: none"> <li>➤ 1 week: \$60</li> <li>➤ 2 weeks: \$90</li> <li>➤ 3 weeks: \$120</li> <li>➤ 4 weeks: \$150</li> <li>➤ 5-9 weeks: \$175</li> <li>➤ 10-12 weeks: \$225</li> </ul> <p><b><i>Age Requirements &amp; Waivers</i></b></p> <ul style="list-style-type: none"> <li>➤ 14 &amp; Under: Not allowed in Facility</li> <li>➤ 15-17: Parental Approval &amp; Assumption of Risk Waiver Required</li> <li>➤ 18 &amp; Older: Assumption of Risk Waiver for 18+ Required</li> </ul> <p><i>*Group exercise, message therapy, and personal training services are available at an additional fee. Minors are not eligible for these services.</i></p>	<p style="text-align: center;"><b><i>Procedure for Individual Requests (can only be arranged for Student 18 years+)</i></b></p> <ul style="list-style-type: none"> <li>➤ Individuals can enroll in the Working Student Summer Membership at Membership Services.</li> <li>➤ PennCard, University ID from the Student's home institution, and payment are required at the time of enrollment.</li> </ul> <p>Recreation no longer accepts Cash as payment. Visa and MasterCard are accepted.</p>

**Membership Services Hours of Operation**

Monday – Thursday: 8:30 am to 8:30 pm

Friday: 8:30 am to 8:30 pm

Saturday – Sunday: Closed

**Contact Information**

Chris Stankowski: 215-898-6102, [cstank@upenn.edu](mailto:cstank@upenn.edu)

Jake Reiman: 215-898-5485, [jreiman@upenn.edu](mailto:jreiman@upenn.edu)

## **Penn Transit and Parking**

### **PENN TRANSIT INFORMATION**

#### **Penn Bus West**

Penn Bus West operates Monday through Friday from 5 p.m. to 12 a.m., year-round except for holidays observed by the University of Pennsylvania. Passengers from Penn, Drexel, University of the Sciences and the University of Pennsylvania Health System (UPHS) need only show a valid institutional ID to ride Penn Bus for free. Penn Bus will pick up and deliver passengers only at designated Transit Stops on campus, and at certain intersections with a stop sign or traffic light along its off-campus route.

#### **Penn Bus East**

Penn Bus East operates Monday through Friday from 5 p.m. to 12 a.m., year-round except for holidays observed by the University of Pennsylvania. Passengers from Penn, Drexel, University of the Sciences and the University of Pennsylvania Health System (UPHS) need only show a valid institutional ID to ride Penn Bus for free. Penn Bus will pick up and deliver passengers only at designated Transit Stops on campus, and at certain intersections with a stop sign or traffic light along its off-campus route.

#### **Penn Accessible Transit (PAT)**

Penn Accessible Transit (PAT) is a service of Penn Transit, which provides transportation within service boundaries for persons with disabilities. To obtain pre-approval to use PAT, contact the Office of Affirmative Action if you are faculty or staff. Students should contact the Office of Student Disabilities Services.

#### **Pennovation Works Shuttle**

Penn Transit Services provides on-demand shuttle service to Pennovation Works. "To door" services are provided from five of Penn Transit Stops on Penn's main campus directly to the Pennovation Works Complex location they wish to visit. To request a ride, passengers may call 215.898.RIDE (7433). Riders will be asked to provide their name, telephone number, pick-up location and drop-off destination.

- All Penn community members holding a valid PennCard may use this complimentary shared-ride service.
- The Pennovation Works Shuttle is available Monday – Friday from 8 a.m. to 6 p.m. From 6 p.m. to 3 a.m., seven days a week, members of the Penn Community can use the On-Call Evening Shuttle to travel to/from Pennovation Works.
- The Pennovation Works Shuttle picks up at the DRL, Food Court, Penn Bookstore, Pottruck Fitness Center, and the Hill Pavilion. For a map of transit stop locations, [click here](#).
- Pick up times may be up to 20 minutes from the time the service request is logged. Operations may be impacted due to inclement weather, traffic, and number of calls in queue.
- Group ridership is limited to the vehicle capacity—10 passengers. Groups of 11 or more need to request Penn Charter Bus Services. Please go to our online charter service reservation form to request Charter Bus Service.

**Penn Shuttle West**

Penn Shuttle West (Spruce West Shuttle and Walnut West Shuttle) provide transportation free of charge to and from Transit Stops and West Philadelphia within defined boundaries for faculty, staff and students from Penn, the University of the Sciences and the University of Pennsylvania Health System (UPHS). Passengers need to show their institutional ID to board the shuttle. Penn West Shuttle (Walnut and Spruce) run in the evening, seven days a week, year round except for Penn-recognized holidays.

To use the Penn Shuttle West from a West Philadelphia location call 215-898-RIDE (7433) during service hours. (See instructions on how to use our on-call shuttle service.). You can also catch the Penn Shuttle at West at the transit stops listed below during service hours and tell the driver the address to which you wish to go.

**Penn Shuttle East**

Penn Shuttle East provides transportation free of charge to and from Transit Stops and Center City within defined boundaries for faculty, staff and students from Penn, the University of the Sciences and the University of Pennsylvania Health System (UPHS). Passengers need to show their institutional ID to board the shuttles. Penn Shuttles run in the evening, seven days a week, year round except for Penn-recognized holidays.

To use the Penn Shuttle East from a Center City location call 215-898-RIDE (7433) during service hours. (See instructions on how to use our on-call shuttle service.) You can also catch the Penn Shuttle at East at the transit stops listed below during service hours and tell the driver the location to which you wish to go.

**FMC Shuttle**

Penn Transit Services currently operates a pilot program providing free transportation between the FMC Tower and designated transit stops on campus. This service is available to valid PennCard holders and provides a convenient option for those needing to travel between the Penn offices at the FMC Tower and campus.

The FMC Shuttle runs from 8:45 a.m. until 5:15 p.m.; Monday - Friday. It departs from the FMC Tower stop at 30th and Walnut Streets on the half-hour and takes between 15 and 25 minutes to complete its route.

**(LUCY®)**

LUCY-Loop through University City, operated by SEPTA, makes multiple stops between Penn's Campus and 30th Street Station, Monday - Friday, excluding major holidays, from 6:10 a.m. to 7 p.m. LUCY® is free of charge to PennCard holders. Visit [www.universitycity.org](http://www.universitycity.org) for information about routes and schedules. This shuttle service is managed by the University City District, and is free for students, faculty and staff at University of Pennsylvania, University of Pennsylvania Health System (UPHS), University City Science Center and Children's Hospital of Philadelphia who present their institutional ID cards. All others can ride LUCY with standard SEPTA fare

## **Using the Different Evening On-Call Shuttle Services**

### **How to use an on-call shuttle from off campus to campus**

#### **Step 1.**

Request an on-call evening shuttle

Request service by calling (215) 898-RIDE/7433. Provide the dispatcher with your name, exact location, and destination.

Note: Penn Shuttles can hold up to 14 passengers. For large groups, please alert the dispatcher to the number. Shuttles will be dispatched to accommodate the group as soon as possible.

#### **Step 2.**

Wait inside for shuttle's arrival

Wait inside the building if possible. You can expect your shuttle within 20 minutes. Have your ID ready to present to the driver. Your shuttle will arrive 15 to 20 minutes after your call. It will wait three minutes outside of your location and will use a horn if requested.

#### **Step 3.**

The shuttle will take you to campus

Have your PennCard ready to show the driver and confirm your destination with the driver upon boarding the shuttle. If you are traveling to campus, the shuttle will drop you off at a Campus Transit Stop.

#### **Step 4.**

Use a Walking Escort if needed

Call Penn Walking Escort Service at (215) 898-WALK/9225 or 8-WALK/9225 if you would like an escort to your final destination after drop-off at a Campus Transit Stop.

### **How to use an on-call shuttle from off campus to another off campus location (available only in West Philadelphia).**

#### **Step 1.**

Request an on-call evening shuttle

Request service by calling (215) 898-RIDE/7433. Provide the dispatcher with your name, exact location, and destination.

#### **Step 2.**

Wait inside for shuttle's arrival

Wait inside the building if possible. You can expect your shuttle within 20 minutes.

Have your ID ready to present to the driver.



**Step 3.**

Your travel plan will depend on your destination

If you are traveling to an off-campus location within the same shuttle area the shuttle will take you to your destination.

If you are traveling to an off-campus location within a different shuttle area, the shuttle will take you to a campus transit stop where you can then transfer to a shuttle serving your destination. (For example, if you are in the West Shuttle area but your final destination is in the East Shuttle area).

**Travel to Destinations North of Market Street (On-Call Shuttle)**

Passengers may use the Penn North On-Call Shuttle to travel to destinations north of campus (Spring Garden to Market 43rd to 31st) seven days a week from 6 p.m. to 3 a.m. Ride requests for the on-call shuttle service can be made from both on and off-campus locations. Follow the steps outlined above.

**Travel to 30th Street Station (On-Call Shuttle)**

Passengers may use the Penn North On-Call Shuttle to travel to 30th Street Station seven days a week from 7 p.m. to 3 a.m., Monday through Friday and 6 p.m. to 3 a.m. Saturday and Sunday. Ride requests for the on-call shuttle service can be made from both on and off-campus locations. Follow the steps outlined above. Please note: riders may also use LUCY service to get to 30th Street station from 6 a.m. to 7 p.m. Monday through Friday.

**Early Morning Service**

A limited on-call service provides safe transportation from Campus Transit Stops only to off-campus locations within the published Penn Transit Service Area from 3 a.m. to 7 a.m. Follow the steps outlined above.

Note: Services are not provided after 3 a.m. to 30th Street Station.

<https://cms.business-services.upenn.edu/transportation/schedules/evening-on-call-shuttle-service.html>