



Penn Pipeline Programs 2023 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

Division of Information Security

Division of Information Systems and Computing

Lesbian Gay Bisexual Transgender Center

PennCard Center

Penn Libraries

Division of Public Safety

Division of Recreation and Intercollegiate Athletics

Office of Risk Management and Insurance

Student Health Service

Division of University Life



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Penn Pipeline Program Resource Member List

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Division of Business Services – Hospitality Services - 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 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>

Division of Finance - 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 terms 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.

Social Media

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

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

Office of General Counsel

[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 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.

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

_____ Date _____

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

Signature of Parent/Legal Guardian

_____ Date _____

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.

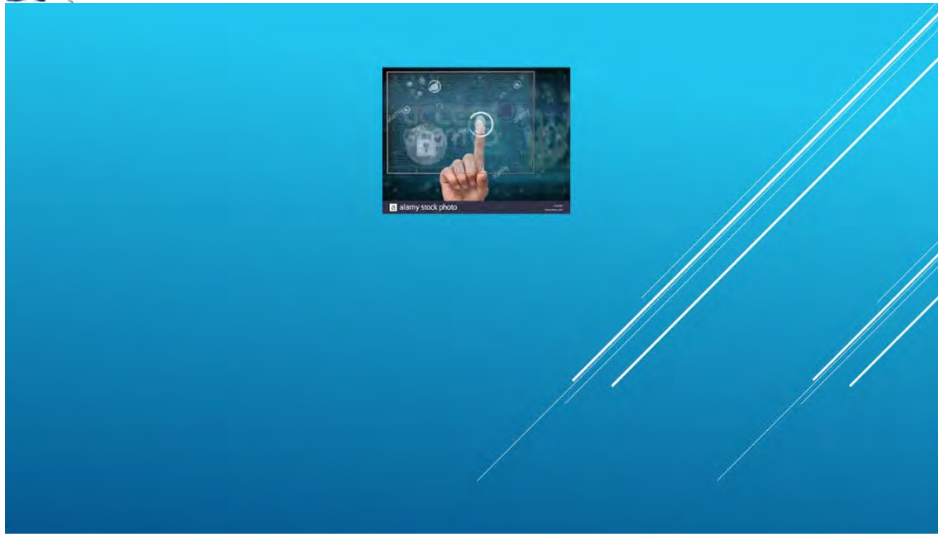
The foregoing constitutes a limited exception that will *expire* on December 31, 2020, or 60 days after the governor's emergency declaration has been lifted, whichever comes first; thus any individual who remains employed past such time may *not* have direct contact with minors unless and until the three-part 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).

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 Human Resources



FBI FINGERPRINT INSTRUCTIONS

University of Pennsylvania – Spring 2023
For Services Code:

Start Here:

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

FBI Instructions – Division of Student Engagement 2023

What you need to know

- These instructions will show you how to pre-register for a fingerprinting appointment
- After your fingerprinting, the FBI document will be emailed to you, within 48hrs
- The email containing the document is titled: **DHS-OCYE Applicant Letter Ready**
- When you receive this email do not open the email until you are able to download and save the file
- **You have only one time access to download this file and the email link is live for 48hrs**
- You will set a security question to access the file – remember your answer
- Please email a digital copy to FBI_Cri.8ii5pzlyxhdzqwq@u.box.com

Start here

1. Enter a fresh browser:
<http://uenroll.identogo.com>
2. Service Code: 1KG756





FBI Instructions –Division of Student Engagement 2023

Click- Schedule or Manage Appointment

Enter personal info



3

FBI Instructions –Division of Student Engagement 2023

Enter Penn-HR mailing address for employer

Enter Citizenship



4



FBI Instructions –Division of Student Engagement 2023

Click **YES** – please use the Authorization Code assigned to you by **Your program**

Enter personal info



5

FBI Instructions –Division of Student Engagement 2023

You will also receive a hard copy, please mail to your home - not an office building

Select your government ID

- Your actual ID must be present at time of fingerprinting service
- Your ID must be valid (not expired)
- If you are on an F1 Visa, select the option Legal Alien – bring your foreign passport with visa to your appointment



6



FBI Instructions –Division of Student Engagement 2023

This must be completed in PA – enter the PA zip code that is most convenient for you

Enter your Authorization Code from **Your program**

Select whatever time works well for you

FBI Instructions –Division of Student Engagement 2023

Don't Forget These Final Steps

- The FBI document will be emailed to you, within 48hrs
- The email containing the document is titled: **DHS-OCYF Applicant Letter Ready**
- You have only one time access to download this file and the email link is live for 48hrs
- Please email a digital copy to FBI_Cri.8ii5pzlyhxdzqwq@u.box.com
- If you have questions, or did not receive a **DHS-OCYF Applicant Letter Ready** email, please reach out to our office – backgroundchecks@hr.upenn.edu



Frequently Asked Questions – Background Checks

What are the required searches to work with minors in Pennsylvania?

Pennsylvania State Criminal Search (PATCH),
Pennsylvania Child Abuse Search, and
FBI Criminal History Search.

Why do employees, faculty, staff, and students have to complete these searches?

The three-part clearance process is part of Pennsylvania's Child Protective Service Laws, known as PA-Act 153. This state statute requires all employees and volunteers with "a significant likelihood of regular contact with children, in the form of care, guidance, supervision or training" to be compliant with the three-part clearances. The University of Pennsylvania strictly enforces this statute.

Who is responsible for conducting my background checks?

As stated in the University of Pennsylvania policy [Protecting Minors on Campus Policy \(upenn.edu\)](https://www.upenn.edu/policies/protecting-minors-on-campus), all background checks, valid for the purpose of employment, must be issued by Central Human Resources. The university will not accept previously issued state searches (PATCH and PA Child Abuse Search). The FBI Criminal History Search is transferable for the purpose of employment at the university. The document must be approved by Central Human Resources. Background checks to work with minors are requested through The Central Human Resources website: [Protecting Minors on Campus \(upenn.edu\)](https://www.upenn.edu/policies/protecting-minors-on-campus)

What type of work am I doing for the university (volunteer or employment)?

If you are an employee, faculty, or staff member working with minors on-campus you are not a volunteer. If the interaction with the minor(s) is taking place during your workday, at your workstation, and while you are representing the university you must complete the three-part clearances with Central Human Resources.

Who is Hire Right and IDEMIA?

Hire Right is the background check vendor used by the university to conduct all background checks.

IDEMIA is the Commonwealth provider used to conduct all fingerprint-based searches.

How long does it take to be cleared?

It takes between 2- 6 weeks for an applicant to be cleared.

How long are clearances valid?



For programs regulated under PA – Department of Human Services, the documents are valid for 5 years.

Division of Information Security

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

Penn's Privacy Office can be reached at (215) 573-4492. Privacy Policies and related information can be found at www.upenn.edu/privacy

Penn's Office of Information Security can be reached at security@isc.upenn.edu. See also www.upenn.edu/computing/security

Penn's Office of the Provost can be reached at (215) 898-7227. See also www.upenn.edu/provost

Penn's Division of Human Resources can be reached at (215) 898-7281. See also www.hr.upenn.edu

Penn's Division of Public Safety can be reached at (215) 573-3333. See also www.publicsafety.upenn.edu

Penn's Office of University Communications can be reached at (215) 898-8721. See also 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 or 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>



Division of Information Systems and Computing

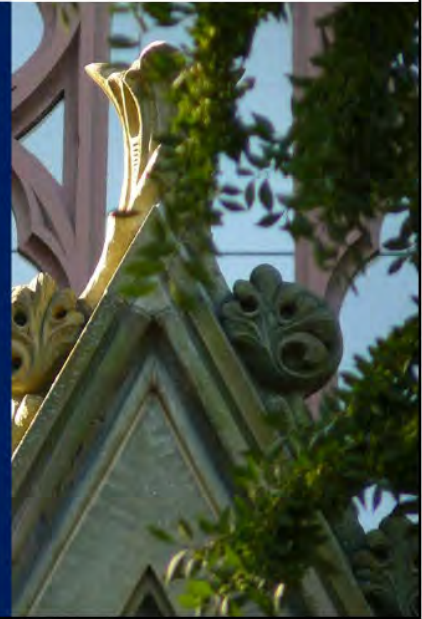


Workday@Penn

Workday Learning Update

Vice Provost for Student Engagement
Pipeline Program Directors Group
February 23, 2023

Stephanie Riley
IT Learning Solutions



What is Workday Learning?

**Go-Live
March 6, 2023**

Workday Learning is a learning management system (LMS) that houses, delivers, and tracks the University's administrative training content.

- **Replacing Knowledge Link**
- **Redesigning the assignment process to replace Penn Profiler**
- **Deploying a new learning portal to ease the experience of dual users of UPHS's Knowledge Link and the University's Workday**

**Integration
with Workday
Functionalities**

- | | |
|---------------------------------------|--|
| ✓ Core Human Capital Management (HCM) | ✓ Time/Attendance |
| ✓ Academic Unit | ✓ Absence |
| ✓ Payroll | ✓ Recruiting |
| ✓ Benefits | ✓ Onboarding |
| ✓ Compensation | ✓ Talent/Performance (Rollout of features and functionality began July 2022) |



Workday@Penn

2



Learning Home Page

Workday@Penn

MENU Penn

Learning

- Learning Home
- My Learning
- Discover
- Links
 - Browse Learning Content
 - My Learning History
 - Learner Schedule Calendar
 - Workday@Penn Toolbox

What will you learn today?

From Your Learning Team

Browse Catalog
The Learning Catalog is only one click away! Access Browse Learning here!
[Read More](#) → 89 days ago

Access your Learning History here!
Looking for your learning history? You can access it right here in this announcement! (click Read More) It is also
[Read More](#) → 216 days ago

Required for You [View All \(5\)](#)

- Laugh While You Learn**
NOT STARTED
iContent: Driving Introduction
Course - 1 lesson
Wed, May 4, 2022
- Chainsaws**
0 of 1 mandatory lessons completed
Tue, Jul 5, 2022
- Express Interest Test**
0 of 1 mandatory lessons completed
Wed, Sep 28, 2022
- Workday Costing Allocations Analyst...**
NOT STARTED
Course - 1 lesson
Sat, Oct 1, 2022
- Penn Bookst Card - 2 Year**
NOT STARTED
Program - 1 lesson
Sat, Sep 2, 2022

Support Model

Workday@Penn

Online Self Service	<ul style="list-style-type: none"> Tip sheets published on www.workday.upenn.edu on Feb. 27 (PennKey required) WD learning guide on www.workday.upenn.edu (PennKey required) now available Knowledgebase on Solution Center Freshdesk portal FAQs on Your Workday www.workday.upenn.edu (Public)
In Workday	<ul style="list-style-type: none"> LMS Support App (see next slide) * Future functionality in Workday Chatbot
Penn Employee Solution Center	<ul style="list-style-type: none"> Phone, email, and Freshdesk online portal Available through the LMS Support App
University Local Support Providers	<ul style="list-style-type: none"> Series of email before go-live
Learner Demo on Zoom (Recorded for later access)	<ul style="list-style-type: none"> Wednesday, March 8, Noon - 1:00 p.m. ET

4



New Learning Support App

Workday@Penn

1

2

3

What will you learn today?

Required for You

Request Learning Support

What area of Workday Learning is your support request related to?

☒ Course Specific

☐ General

☐ Not related to Workday Learning

Please select the option that best describes the issue:

☐ The wrong course is assigned to me

☐ Credit not given for completing a course

☐ Technical problem with a specific course

☐ Question about scheduling or enrolling in an instructor-led course

☐ Other

New Learning Assigning Process

Workday@Penn

Automatic Assignments	<ul style="list-style-type: none"> Workday can trigger assignments for staff, postdocs, faculty, temps, and student workers on job roles and responsibilities based on the worker's record in Workday. Workday can also trigger assignments for those individuals who are not workers but need access to training. These individuals are referred to as Extended Enterprise Learners. They include students who are not workers, affiliates, service providers, and other non-Penn individuals.
Learner Groups	<ul style="list-style-type: none"> Workday can trigger assignments based on the selection of learner groups by self-selection or by the manager. The Workday user experience for searching for learner groups is concise and easily viewed within Workday. More information, demos, and tip sheets will be available soon. Available to both workers (in Workday HCM) and Extended Enterprise learners.
Mass Upload	<ul style="list-style-type: none"> Mass learning needs can be assigned in bulk via file upload by Workday Learning Leads*/training providers. <p>*Learning Lead is a new Workday security role. This role closely resembles that of Knowledge Link administrator.</p>
Training Content Owners	<ul style="list-style-type: none"> Some Penn Profiler branches are taking the opportunity to take direct control of the learning assignment process because they have evolved other tools and systems to identify who requires training. These include: <ul style="list-style-type: none"> Clinical Care - training will be assigned by UPHS in the future Development and Alumni Relations (DAR) Environmental Health & Radiation Safety (EHRS): Workplace Safety More information will be provided by the training provider/content owner.

6



Questions



The screenshot shows the Workday@Penn website. The header includes the Workday@Penn logo, navigation links (About, Your Workday, Toolbox, Training, News, Learning and Talent), and a Workday@Penn Login button. The main content area is titled "Workday Learning Guide" and includes a "Home: Toolbox Learning" link. The page features a sidebar with various links such as "Change Job", "Data Audit and Governance", "Forms and Templates", "Learning", "Mobile App", "Penn Community", "Penn Employee Solution Center", "Performance Management", "Reports and Dashboards", "Security Guide", "Work Location", "Workday Accounting", and "Workday Policies". The main content area contains a "Workday Learning Guide" section with a paragraph about the launch of Workday Learning on March 6, 2023, and a "Page Contents" section with links to "Demonstrations", "Workday Tip Sheets", "Workday Video Tutorials", "Workday Training for Learning Leads and Instructors", "UPHS and Knowledge Link", "Prepare for 'Cutover Weekends' March 3-6, 2023", and "New Learning Assignment Model". A "Last Updated: 2/22/2023" note is at the bottom.

Stephanie Riley

sdriley@upenn.edu

workday-announcement@upenn.edu

Workday Learning Guide

<https://www.workday.upenn.edu/home/toolbox/learning>

Flyer and Digital Signage Available on the Communications Go-Live Toolkit
<https://upenn.box.com/s/17grqam1q8fot9m87zrgh6rcsa1v3p24>





Lesbian Gay Bisexual Transgender Center Non-Discrimination Policy

The Policy of Equal Opportunity, Affirmative Action and Nondiscrimination At the University of Pennsylvania states “The University of Pennsylvania prohibits unlawful discrimination based on race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class.” More information can be found in the [Affirmative Action and Equal Opportunity Programs website](#).

The federal [Title IX Policy](#) extends to trans students; it states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” More information can be found on the [Associate Vice President for Equity and Title IX Officer’s website](#).





11/2/22

Bldg No	Building Name	Address	Room
5	Anatomy Chemistry	3620 Hamilton Walk	309C, 309J, 408A
525	Addams Hall	200 South 36th Street	312, 313
15	Annenberg School	3620 Walnut Street	180A, 180B, 181A, 181B, 496A, 597A, 597B
27	Stellar Chance	422 Curie Boulevard	M3, M4, 384
30	Blockley Hall	423 Guardian Drive	301A, 305A, 307A, 309A, 311A, 315A, 317A, 319A, 409A, 412A, 424A, 502, 526, 616, 645, 716, 721, 806, 838, 906, 938, 1001B, 1005B, 1009B, 1013B, 1015B, 1017B, 1019B, 1101A, 1112A, 1201A, 1207A, 1312A, 1317A, 1407A, 1419
50	Caster Building	3701 Locust Walk - 6214	B16
55	Kelly Writers House	3805 Locust Walk	201, 207
65	Chemistry Labs 1958 Wing	231 South 34th Street	157
73	Walnut Street, 3101	3101 Walnut Street	A42H, A42J
75	ARCH	3601 Locust Walk	G06
95	College Hall	1 College Hall	107A, 107B, 220
100	Colonial Penn Center	3641 Locust Walk	G9, G11, 316, 416
120	Duhring Wing	236 South 34th Street	103, 105, 203, 303/403, 305/405, 503, 505
130	Grad Education Building	3700 Walnut Street	110, 213, 321, 422
160	Franklin Building	3451 Walnut Street	1st Floor Lobby, 2nd Floor
165	Franklin Field (Weiss)	233 South 33rd Street	111, 207
176	Pottruck	3701 Walnut St	LL15, LL20
185	Levine North	200 South 33rd. Street	265A, 265B
195	Greenfield Intercultural Ctr	3708 Chestnut Street	B6, 4, 20
215	Hayden Hall	3320 Smith Walk	103
230	McNeil Center EAS	3355 Woodland Walk	217
242	Levin Building, Stephen A.	425 South University Avenue	L16A, L17A
250	Hutchinson Gym	219 South 33rd Street	118, 122, 123, 127
253	Institute of Contemporary Art	118 South 36th Street	102, 310A
260	Johnson Pavilion, Robert Wood	3610 Hamilton Walk	G135
284	Lauder Institute	256 South 37th Street	411, 412
286	Tanenbaum Hall	3501 Sansom Street	T158, T326
288	Golkin Hall	3501 Sansom Street	246A, 246B
293	Levine Hall	3330 Walnut Street	L103
305	Silverman Hall	3501 Sansom Street	G95D, 254
310	Cohen Hall	249 South 36th Street	G13, G60
325	McNeil Building	3718 Locust Walk	155A
335	John Morgan Building	3620 Hamilton Walk	119, 317
345	Moore School Building	200 South 33rd Street	286
385	Fagin Hall	418 Curie Boulevard	M14, M15, 248, 318A, 429A, 2010



Automatic Zoom

Bldg No	Building Name	Address	Room
390	Robbins House	3537 Locust Walk	204, 304
395	Locust Walk, 3609	3609–3611 Locust Walk	107, 209, 306
405	Civic House	3914 Locust Walk	104
410	Spruce Street, 3905	3905 Spruce Street	110, 303
415	Jaffe History of Art	3405 Woodland Walk	212, 311
421	Smilow Center for Translational Research	3400 Civic Center Blvd	TRC08-150A, TRC08-150B
425	Walnut Street, 3933	3933 Walnut Street	110, 204, 302
456	Skirkanich Hall	210 South 33rd Street	201S, 202S, 501S, 502, 301S, 302S, 401S, 402S
460	LGBTC	3907 Spruce	103, 104, 212, 213
500	Richards Medical Research Labs	3700 Hamilton Walk	CB03, CB05
505	Penn Squash Center	223 South 33rd Street	22-A
510	David Rittenhouse Laboratory (DLR)	209 South 33rd Street	4N47
515	Hillel at Steinhardt Hall	215 South 39th Street	313
520	Rosenthal Building	3800 Spruce Street	418
545	Academic Research Building	265 S. 37th Street	116, 216
550	Stiteler Hall	208 South 37th Street	B6D
555	Platt Performing Arts	3702 Spruce Street	166
555	Stouffer Commons	3702 Spruce Street	315, 316
570	Towne Building	220 South 33rd Street	165A, B4A, B4B
575	Penn Museum	3260 South Street	188.V, 188.W, 188.X, 188.Y, 188.Z
580	Van Pelt Library	3420 Walnut Street	306.2, 306.3, 407, 408, 505
580	Dietrich Graduate Library	3420 Walnut Street	2nd Floor Lippincott Library [no room number], 312A & B, 313A & B, 316A & B, 317A & B, 412, 413, 415, 416, 510A & B, 511A & B
595	Ryan Veterinary Hospital	3850 Spruce Street	1211
605	Weightman Hall	235 South 33rd Street	112, 27
615	Dunning Coaches' Center	231 South 33rd Street	105, 106
617	Huntsman Hall	3730 Walnut Street	F07
650	Perelman Center for Political Science and Economics	133 South 36th Street	4A, 84B, 312 A/B, 313 A/B
2020	PCAM (Perelman Center for Advanced Medicine)	3400 Civic Center Boulevard	OT1
6176	Pennovation Center	3401 Grays Ferry Avenue	117A
7039	Walnut Street, 3809	3809 Walnut Street	104, 203
9835	Perry World House	3803 Locust Walk	010, 205, 206
9855	Graduate Student Center	3615 Locust Walk	207, 307
9883	Locust House	3643 Locust Walk	110, 204

Continued on next page

Student Housing

Bldg No	Building Name	Address	Room
90	Class of 1925 (Gregory)	3941 Irving Street	20, 124
115	DuBois	3900 Walnut Street	106A
205	Harnwell	3820 Locust Walk	195
210	Harrison	3910 Irving Street	105
217	New College House	211 S. 40th Street	103, 104, 105 (public access); 111A–111G, 207A, 207B (resident access)
225	Hill House	3333 Walnut Street	A111, A112, A113, A114, A235, A330, A340
320	Mayer	3817 Spruce Street	119A
247	Lauder College House	3335 Woodland Walk	113
220	Rodin	3901 Locust Walk	100
380	Sansom Place East	3600 Chestnut Street	B8
585	Van Pelt	3909 Spruce Street	113



PennCard Center

PennCard Information for Summer Program Coordinators

INTERNAL USE

FOR SUMMER PROGRAM DIRECTORS AND OTHER PENN PERSONNEL

Introduction

The PennCard Center is ready to assist with the needs of your guests to have an identification card on campus. We expect to print 4,400 cards over four weeks to support Summer Programs. For perspective, we print about 6,500 cards over 8-10 weeks to prepare for Fall Crush. Because of the fast pace and tight delivery schedules, your adherence to the advice presented here will help ensure a smoother onboarding experience for your participants.

Our Partner: Hospitality Services

Our mutual partner for Summer Program requests for PennCards is Hospitality Services, coordinated by Jeff Barta (215-573-8626 / bartaj@upenn.edu). The team at Hospitality Services will facilitate the issuance of PennCards for your guests.

Participant Information

Each program participant must be entered into Penn's systems of record for an identification card to be issued. Information for incoming Penn students and others participating in credit-bearing programs should be entered into Pennant. Information for others must be submitted to Hospitality Services in the template format that they will provide.

Lead Time

To ensure your guests a smooth arrival on campus, it is strongly recommended that all requested information about participants, including any required photos, be submitted to Hospitality Services **no later than three weeks** prior to the arrival of your participants.

Network Access

In cases where program participants will need access to network resources, a PennKey Setup Code will be sent to them by email in advance of the program or will be distributed with their identification card.

Building & Space Access

It is important to note that Hospitality Services cannot add, remove, or verify the access privileges of any person to campus spaces other than residential housing and dining facilities. To ensure that your students have a smooth experience, program coordinators are obliged to ensure that arrangements have been made with the appropriate building managers for access to spaces.

In cases where buildings are locked during the summer program, coordinators need to provide the building managers with a list of the Penn IDs for program participants so that the building administrator can send a request for access to Penn's Department of Public Safety in advance of the program.



Guests On Campus for Nine Days or Less: Conference Cards

Generally, guests who stay on campus for 9 days or less are provided with a Conference Card. Conference cards are non-photo cards. Each Conference Card is encoded with an 8-digit Penn ID number unique to a given card. These cards are assigned and provided to guests by Hospitality Services.

Guests on Campus for More than Nine Days: PennCards

Guests staying on campus an appreciable length of time are required to carry a PennCard that includes a photo of the program participant.

Persons who are incoming Penn students or are registered for a credit-bearing program should complete the PennCard application at Campus Express (www.campusexpress.upenn.edu). Guests who are not Penn students but who have been issued a PennKey should also use Campus Express to submit their photo. Participants will log in to Campus Express with their PennKey username and password, select PennCard from the menu, and upload a photo.

Guests who are unable to access Campus Express should have their photos collected as part of your guest onboarding for submission to Hospitality Services. Photos must be submitted to Hospitality Services at the same time as your list of participants.

Note: Groups Forgoing Pre-Made Cards

Coordinators for smaller programs, who choose not to have identification cards pre-made, must make an appointment to bring their group into the PennCard office during regular business hours to have participants' photos taken and cards issued. Please arrange this date and time at least two weeks prior to your group's arrival. Note that all participant information must be entered into Penn's system of record in advance of your appointment. A PennCard Request Form for each participant may also be required. Contact the PennCard Center at penncard@upenn.edu for details or to make an appointment.

Photo Submission Policy

Per University policy, each of your guests staying on campus longer than 9 days must carry a PennCard that includes an up-to-date photograph.

Incoming Penn students and other participants provisioned with a PennKey should upload their photo to Campus Express (www.campusexpress.upenn.edu) as soon as they can do so.

Programs with participants unable to use Campus Express should submit photos to their summer program coordinator(s). These photos will be submitted along with your list of participants three weeks in advance of the start of your program. Photos must be in the .jpg/.jpeg format.

Program participants who do not submit a photo in advance will not have a PennCard printed prior to arrival. Participants who, for whatever reason, do not or cannot submit a photo in advance may visit the PennCard Center to have a card made upon arrival. We suggest you coordinate any students with this need with our office (penncard@upenn.edu). This solution should only be used rarely, in cases where a photo is not forthcoming, bearing in mind that this time of year is the busiest for PennCard's in-office traffic and that the office is open only on weekdays during regular business hours (M-F, 8:30am-5:00pm).

Lost, Damaged, and Stolen Card Policies

Any lost, damaged, or stolen non-photo Conference Cards should be reported to Hospitality Services for replacement. Please do not send program participants who have lost a Conference Card to the PennCard office.



Participants who hold a photo-bearing PennCard are obliged to treat it with the same care as any Penn student or employee. Lost cards may be replaced for a fee.

Damaged PennCards should be brought into the office to be triaged; a determination will be made on site on whether a fee will apply.

Stolen PennCards are replaced free of charge when accompanied by a police report number.

Further information about PennCard policies may be found at the PennCard website. (See

<https://penncard.business-services.upenn.edu/penncard-policies-and-practices> and

<https://penncard.business-services.upenn.edu/lost-or-stolen-penncard>.)

PAC

A PAC (Personal Access Code) 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 (www.upenn.edu/PAC).

What To Do If...

Contact info helpful for program coordinators and participants:

- A PennCard is lost during normal University business hours, contact the PennCard Center at 215-417-2273. If the card is lost outside of business hours, contact Penn Public Safety at 215-573-3333 or call 511 from an on-campus phone.
- You cannot gain access to a residence hall, please call Hospitality Services at 215-898-9319.
- You do not know or remember your PAC, go to www.upenn.edu/PAC.
- You cannot gain access to the dining hall, please call Hospitality Services at 215-898-9319.
- You want to add more Conference Dollars onto your card, please call Dining Services at 215-898-7585.
- You want to add PennCash to a card, please contact the PennCard Center at 215-898-2646.
- You need access to a building or interior space; you can find the contact info for the Building Manager at this directory: <https://www.facilities.upenn.edu/contacts/building> (Please note that PennCard cannot add, remove, or verify the access privileges of any person to campus spaces.)
- A participant's PennCard must be deactivated before the expiration date: contact the PennCard Center at 215-417-2273 during business hours; outside of business hours, contact Penn Public Safety at 215-573-3333 or call 511 from an on-campus phone.



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 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 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 stuhreb@upenn.edu 215-898-5999



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 or (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

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, sends real-time vehicle location information directly to mobile devices or computers.



Visit 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



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 12th 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.

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 for the latest news in campus safety.

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:

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/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

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



Division of Recreation and Intercollegiate Athletics

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 Campus Recreation reserves the right to shut down/deny access to any or all of its facilities for preventative maintenance or emergency repairs. Operating hours may change permanently or temporarily if deemed necessary by management for operational, emergency, or weather related reasons.
4. A valid Penn ID, activated with a current Penn Campus Recreation membership, is required to access all Penn Campus Recreation Facilities. Failure to comply will result in denied access. Other form of valid ID may be accepted in Penn Campus Recreation's sole discretion.
5. Certain activities require a minimum level of health and fitness ability. Recreational users warrant being physically fit to use facilities and participate in any activities undertaken, and understand a choice to participate brings with it the voluntary assumption of risks, injury, or illness (including the risk of contracting communicable disease), which may arise from participation in these activities and/or use of recreational facilities.
6. Recreational users agree that the University of Pennsylvania, its employees, and agents shall not be liable for personal injury or damages to personal property arising from, or in any way resulting from the use of facilities and/or users' participation in activities, and agree to waive such claims, including claims for negligence, 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 Campus 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 and Locker Agreement.

NAME _____

SIGNATURE _____

DATE _____



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 Hours @ Pottruck

Monday-Friday 6am-10pm
Saturday 8am-8pm
Sunday 9am-8pm

Rates & Additional Fees

- 1 week: \$60
- 2 weeks: \$90
- 3 weeks: \$120
- 4 weeks: \$150
- 5-9 weeks: \$175
- 10-12 weeks: \$225

Age Requirements & Waivers

- 14 & Under: Not allowed in Facility
- 15-17: Parental Approval & Assumption of Risk Waiver Required
- 18 & Older: Assumption of Risk Waiver for 18+ Required

**Premium group exercise classes, Pilates, and personal training services are available at an additional fee.*

Minors are not eligible for these

services.

Procedure for Group Requests

Disregard this information if you are working with Hospitality Services for Gym Access

- Program Manager will collect waivers from Group Participants
- Program Manager will compile participant First/Last Name, Penn ID#, Age, and Program Length into an Excel Spreadsheet
- The spreadsheet along with the department budget code and waivers will be sent to Tyler Snyder via email, Secure Share, or Penn Box.
- Tyler Snyder will provide access to Pottruck in advance of the program start date – must receive compiled information 2-3 Business Days in advance.
- A completed invoice will be sent to DRIA Finance and Program Manager will be copied.

Procedure for Individual Requests

(can only be arranged for Student 18 years+)

- Individuals can enroll in the Working Student Summer Membership at Membership Services.
- PennCard, University ID from the Student's home institution, and payment are required at the time of enrollment.

Recreation no longer accepts Cash as payment.
Visa and MasterCard are accepted.

Membership Services Hours of Operation

Monday – Friday: 9:00 am to 5:00 pm
Saturday – Sunday: Closed

Contact Information

Tyler Snyder: 215-898-6100 tysnyder@upenn.edu



Student Health Service

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/>

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 ($>102^{\circ}$) 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.
 - For Emergency Care, arrange for the participant to be evaluated in the hospital Emergency Room.
 - 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.
 - 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.
 - 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.
 - 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:
 - myDoc Urgent Care University City 3717 Chestnut St. (215) 921-8294
 - Vybe Urgent Care University City 3550 Market St. (215) 405-0701



4. Planning for care at Student Health
 - A staff member from your program must accompany the program participant to Student Health and must be available to escort them back afterward.
 - Please bring all necessary documents for the participant (see below). Also bring any information about the participant's medical history.
 - 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.
 - 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: _____

E-mail 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).