











Wharton
UNIVERSITY *of* PENNSYLVANIA

Limited Hybrid Model: Student Planning Guide

Information to help MBA students understand the proposed Spring limited hybrid model experience

Updated February 5, 2021

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Executive Summary



The success of the limited hybrid model is dependent upon the set of decisions that we collectively make as a community.



City/State/National updates affecting the [University Alert Levels](#) will be communicated directly to MBA students by the dean's office via email.



The University will provide COVID testing for all Penn students at [multiple locations](#). A valid PennCard and use of PennOpen Pass is required. MBAs are required to get tested once a week.



The seat assignment process will be managed with a [seat management application](#).



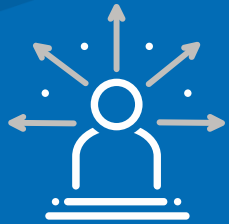
All MBA in person interactions will be held in Jon M. Huntsman Hall (JMHH).



All Penn buildings are maintained, cleansed, and disinfected in accordance with CDC guidelines.



Co-curricular activities will be scheduled on M-Th at 4:30pm – 6:00pm.



Student Roles and Responsibilities



Student Roles and Responsibilities

At Wharton, the faculty, staff, and students are one community that must care for each other. The success of the limited hybrid model is dependent upon the set of decisions that we collectively make as a community, as is the possibility of the expansion of limited hybrid to allow additional in-person opportunities over the course of the semester. Your role as MBAs is to remain attentive and committed to the following responsibilities:

- MBAs are responsible for adhering to the [Student Campus Compact](#).
- MBAs are responsible as they prepare to arrive on campus to self-quarantine, participate in COVID [gateway testing](#), and get a flu shot if you have not already done so.
- MBAs are responsible to adhere to all communicated federal, state, and local guidelines.
- MBAs are responsible for maintaining their own health info through [PennOpen Pass](#).
- MBAs are responsible for [scheduling](#), attending and reporting results of their weekly testing.
- MBAs are responsible to only be in JMHH on days that they have an assigned seat or confirmed attendance to a co-curricular event.
- MBAs are responsible for following the guidelines and protocols for access to, and usage of, JMHH, and guidelines posted in classrooms and around the building.

Wharton Guiding Principles & On-Going Communication Plans

Wharton Guiding Principles & On-Going Communication

OVERVIEW:

The [principles](#) that guided the School Fall planning remain at the heart of our planning and implementation for the Spring semester.

This guide will live on the [MBA Spring Planning '21 website](#) and [Wharton HQ](#) and be updated as new information is available.

WHARTON'S GUIDING PRINCIPLES FOR FALL 2020 AND BEYOND

- ✓ **Maintain** safety and well-being
- ✓ **Facilitate** access to coursework
- ✓ **Ensure** academic and co-curricular content is student-centric
- ✓ **Execute** with operational excellence that aligns with values



[University Alert Levels](#)

Given the University's governance over all on-campus matters, **these levels should be considered the authority on Penn – and Wharton's – ability to conduct in-person activities or provide access to campus**, and thereby Wharton will adopt these as formal pivot criteria, [replacing those outlined in the fall](#).

Wharton Guiding Principles & On-Going Communication Cont'd

DETAILS

- City/State/National updates affecting the [University Alert Levels](#) will be communicated directly to students by the dean's office via email.
- An email from the MBA Program Office will go to students to inform them of any changes to this guide, which will also prompt them to visit [Wharton HQ](#) or the [MBA Spring Planning website](#) for details of said updates.
- The deck will denote the most recent update date on the cover page.
- Students should post questions in [Wharton HQ](#). Responses will be made within 24 hours of the post by the appropriate staff resource during business hours. If you are having trouble accessing Wharton HQ, please complete this [form](#).



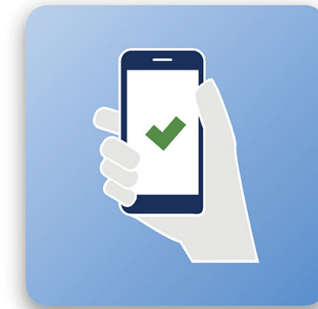
Testing and PennOpen Pass



Testing and PennOpen Pass

OVERVIEW:

All Penn grad and professional students (including MBAs) attending in-person classes or engaged in activities on campus are **required to be tested once per week**. Everyone who comes to campus will also be required to enroll in [PennOpen Pass](#). PennOpen Pass is part of Penn's strategy to reduce the risk of COVID-19 spreading within the Penn community through contact tracing and is not set up to be punitive. MBA students coming to campus are also required to get a flu shot before returning to campus.



PennOpen | Pass

Testing and PennOpen Pass – Details



Penn Cares Testing (Who, What, Where, When) and Quarantining

- All University students participating in any on-campus activities are required to participate in the on-campus [Penn Cares testing program](#) – including “Day of Arrival” and (Ongoing) screening tests. Testing helps to minimize the likelihood that persons arriving on campus can transmit infection, and provides a statistical baseline for tracking positivity rates.
- All students arriving to Philadelphia from outside the Commonwealth of Pennsylvania should schedule a test immediately upon arriving to campus. This is now referred to as “Day of Arrival” testing (previously referred to as Gateway Testing until Jan. 18)
- The University requires students coming from outside Pennsylvania to [complete a 14-day precautionary travel quarantine](#) upon arriving in the city.
- Results of this first test do not change the requirement to quarantine for 14 days. One cannot test out of quarantine.
- MBA students wishing to come to campus are [required to be tested](#) once (and only once) a week. Additional testing within the 7-day period is not required unless you are symptomatic.
 - [Schedule a COVID Test \(PennCares\)](#)
 - [Current Testing Sites and Hours](#)

**[Penn Cares](#)
[COVID-19](#)
[Student](#)
[FAQs](#)
**answers
around
vaccinations,
testing,
tracing and
quarantine.****

Testing and PennOpen Pass - Details



PennOpen Pass

- [PennOpen Pass](#) is a daily symptom tracker designed to reduce the risk of COVID-19 spreading within the Penn community. [PennOpen Pass FAQ - General Information](#)
- You are encouraged to enroll in the [PennOpen Pass Program](#) as soon as you can, but enrollment is required if you want to participate in any in-person classes or activities. Before coming to campus, students, faculty, and staff are required to perform daily symptom checks on PennOpen Pass.
- Everyone must show their [Green Pass](#) to enter University buildings or board Penn Transit.
- A [Red Pass](#) means you are “not cleared” for the day. Users who receive a Red Pass will be asked to answer additional questions which allow follow up to be tailored to their individual needs. It is important to read the instructions provided on your Red Pass carefully and follow them right away.
- [FAQs for a Red Pass Due to Non-Compliance](#)

**[PennOpen Pass FAQs](#)
answers
around usage,
pass status,
access, and
privacy**



Testing and PennOpen Pass - Details

Positive Tests and Vaccines

- Those who have had a positive COVID-19 test in the past 90 days are exempt from testing and should not schedule a screening test. Individuals should use [PennOpen Pass](#) every day in case new symptoms or exposures arise during the 90-day period. ([Student Testing Resources](#))
- If a test result is positive, the participant will get a Red Pass in PennOpen Pass with instructions for next steps. Campus Health will reach out to those who receive a positive result. [Learn about testing positive for COVID-19](#).
- If you test positive for COVID-19 Campus Health will work with you to determine when you can return to work/class in-person. Your return date will depend on a number of factors. If you have a COVID-19 test done outside of Penn Medicine, please be ready to provide documentation of your test result to Campus Health. ([PennOpen Pass FAQs](#))
- We are requiring continued screening testing for University members who have been vaccinated against COVID-19 and meet the testing criteria. While vaccines protect individuals from developing serious illness, it remains unknown whether vaccination will prevent them from transmitting the virus should they be exposed. ([Penn – Coronavirus – Student FAQs](#))

[Positive for COVID-19 \(Students\)](#) includes information around test notification, contact tracing, quarantine and isolation.



Course Allocation and Seat Management



Course Allocation and Seat Management - Overview

OVERVIEW:

MBA students will use Course Match to view and select courses currently scheduled as part of the hybrid plan. Each course shows the supply of *in-person*, *streaming*, and *virtual* seats. The seat assignment process will be managed with a seat management application.



Course Allocation and Seat Management - Details



DETAILS

- **Before setting preferences, it is expected that all students will consult and follow all COVID-19 Testing Protocols and Quarantine Requirements.**
- The [Wharton Seat Management Application](#) (SMA) allows students to set their attendance preferences for classes which offer an in-person experience, either with the instructor and your peers in the classroom, or streaming together with your peers in the classroom and the instructor being remote.
- The application does not distinguish between these (in-person or streaming). MBA students should refer to [Course Match](#) to see which sections are delivered in-person and streaming, respectively. Course Match will be updated as soon as possible should an instructor change their mode of instruction.
- You can set your preferences in bulk or per class session. Each class preference must be set before 6:00 PM the night before the class is scheduled. The SMA algorithm runs daily allocating the available in-person seats based on a number of conditions.
- If you are unable to attend a course meeting, you can release a physical seat allocated to you in order to allow another student to reserve one. Requesting an in-person seat and not attending will count against you - you will have a smaller chance of getting an in-person seat next time you request one. **If you release the seat before 8:00 AM on the day of the class you chances for the next allocation will not be impacted**, and one of your classmates will get the opportunity to use that in person seat.
- Students can now request an in-person/streaming seat any day of the week using the Seat Management Application. “Cohort Days” are no longer applicable. **NEW**

Course Allocation and Seat Management - Details



DETAILS

- When you're allocated an in-person seat, the system looks at your enrollment and detects if you have a virtual class directly proceeding or following the in-person class and automatically assigns you a touchdown space for the appropriate timeframe if there is capacity available.
- Touchdown spaces are dedicated classrooms where students can stream their virtual classes together. These are shared spaces where multiple students from various classes will be attending individual virtual classes **using their own laptops and headphones**.
- The SMA automatically allocates a seat in a touchdown space to students when they have to attend a virtual class on either side of an in person class that they're allocated. These spaces are provided in case you don't have time to commute in between classes that are back-to-back.
- You can only be assigned a touchdown space in the adjacent time slots and not for the entire day. Touchdown spaces can't be individually reserved; they are automatically assigned by the Seat Management application.
- Students who have in-person classes from 10:30–noon **AND** 1:30–3:00 PM will be assigned touchdown space in JMHH for the noon-1:30 PM slot. **NEW**
- Wharton Computing has additional, detailed information in this [knowledge article](#).



Building Access



Building Access - Overview

OVERVIEW:

All MBA curricular and co-curricular activities will be held in [Jon M. Huntsman Hall \(JMHH\)](#). MBAs may enter Huntsman Hall only on those days when they have an in-person/streaming class or confirmation of participation in co-curricular offerings. Requirements for entry include a valid PennCard, Green PennOpen pass, and a properly worn face mask. Only MBA students will be given access to JMHH.





Building Access - Details

DETAILS

- The MBA program has been designated for student activity in JMHH only. The hours of operations are 8:00 AM – 6:00 PM, Monday-Thursday. All access to JMHH, entry and exit, will take place through the Locust Walk entrance only.
- Effective Monday, February 8, students will be able to request a seat in any in-person/streaming class any day of the week; “Cohort Days” are no longer applicable. **UPDATED 2.5.21**
- JMHH classrooms will be allocated to another academic program on Fridays, therefore Friday access will be very limited for MBAs.
- JMHH will not be available to students on weekends due to limited staffing to support COVID-19 cleaning/sanitizing protocols.
- MBAs may enter JMHH only when they have received an in-person/streaming seat assignment or are attending a co-curricular offering. Further, no MBA should be in JMHH if they do not have a seat assignment or co-curricular for that day.
- PennCard swipe access will be required for each MBA student to enter JMHH.



Building Access - Details

DETAILS

- To allow for ample time for queueing, MBAs should arrive at least 20-30 minutes prior to the class/activity they are registered to attend.
- A valid Penn ID is required to access JMHH. Any individual without a valid PennCard will not be allowed in the building, even if they are the guest of/accompanied by someone with a valid ID.
- Most first-year MBA students can pick up their PennCards at the SHS testing site in [Houston Hall, 3417 Spruce Street](#). If your PennCard is not available at Houston Hall, please refer to the [PennCard website](#) for information on how to obtain a card.
- MBAs also need to complete the [PennOpen Pass](#) screening prior to queueing for JMHH entry and be able to show a Green Pass for the day to gain building entry. MBAs receiving a Red Pass should follow the instructions found [here](#).
- To speed the check-in process, we recommend taking a screen shot of your Green Pass. [If you do not have a phone to show your status](#), your screening can be completed on a computer and printed to be shown at check in.
- If students wish to exit and re-enter JMHH, they can pick up a wristband in G95.
- Students should call 215.898.2575 or complete this [form](#) if they see inappropriate behavior in JMHH.



In-Class Experience



In-Class Experience - Overview

OVERVIEW:

The limited hybrid model has been built for a maximum number of 25 persons in the classroom including the faculty member and TAs. Seating will be designated with signage to allow appropriate social distancing. Masks are required for everyone in the classroom. Plastic shields are not permitted as replacements for face masks.



In-Class Experience - Details



DETAILS

- All information about the class content and student engagement will be communicated directly by the faculty member to students. Attendance will be taken in some form to fulfill normal class requirements.
- Only Wharton MBA students may enter JMHH; only students participating in an in-person/streaming class and/or co-curricular offerings are permitted in JMHH.
- JMHH will be staffed with individuals who will be on site to monitor building activity.
- MBAs should bring their laptop, a headset, valid PennCard, a Green (PennOpen) Pass, a mask, and course materials. Hand sanitizer is also recommended. Please review the [Preparing for and Arrival to Campus](#) handout for guidance.
- Information about the WIFI connection to [AirPennNet](#) is available here.
- Enhanced audio features have been added to rooms where hybrid sections will be scheduled to assist with remote student communication.
- Eating and drinking inside JMHH is prohibited at this time. There will be no selling or serving of food in JMHH. Students can drink using a straw that fits under a mask; no mask removal to drink. Students must bring their own straw and drinks. Water fountains are turned off.



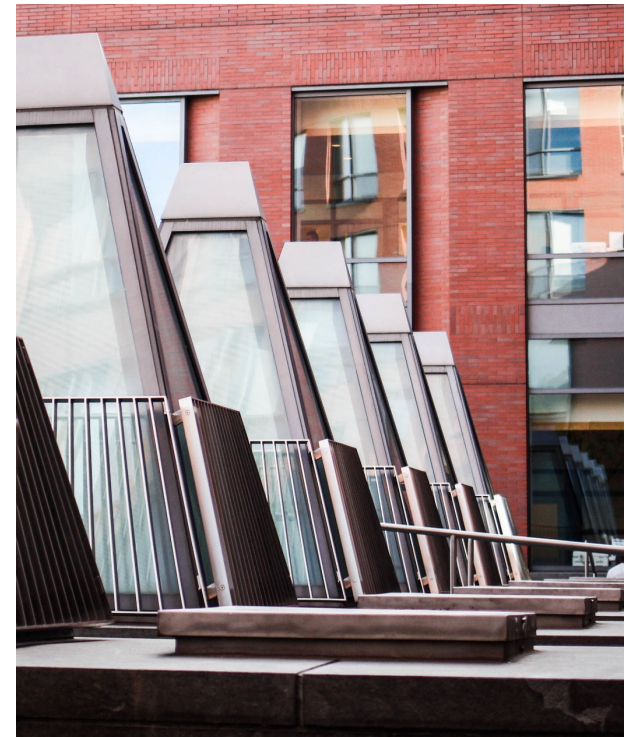
Between Class Time



Between Class Time: Overview

OVERVIEW:

When allocating space within Wharton facilities, academics and courses will be prioritized. The seat management application will assign students touchdown space if capacity allows for students to stay in JMHH between classes to do work. Access to your [Advising Support Network](#) is available virtually throughout the Spring semester.





Between Class Time - Details

DETAILS

- Due to COVID-19 distancing requirements, space is very limited within JMHH. Academic needs take priority, therefore students will not be able to reserve space in JMHH outside of the seat management application and approved co-curricular gatherings.
- You may be assigned a “[touchdown space](#)” from the Seat Management Application if you have to attend a virtual class on either side of an in-person/streaming class. You can only be assigned a touchdown space in the adjacent time slots and not for the entire day. Touchdown spaces can't be individually reserved, they are automatically assigned by the Seat Management application. Students who have in-person classes from 10:30 – noon **AND** 1:30 – 3:00 PM will be assigned touchdown space in JMHH for the noon-1:30 PM slot.
- **In-Person Academic Advising Appointments:** An Academic advisor will be available for in-person advising appointments and walk-in advising, Monday through Thursday in JMHH 304. Use the [Appointment Scheduler app](#) to schedule an appointment. Advisors will also be available in the MBA Program Office between 12:00 - 1:30 PM and 3:00 - 4:30 PM for walk-ins/drop-in advising – no appointments necessary. **NEW**
- It is recommended that frequent outdoor breaks be taken during the day.
- Sharing of equipment should be avoided.
- **Group Study Rooms (GSRs) and group workstations will not be available.**
- [Limited printing](#) is available in JMHH.



Housekeeping and Hygiene

Housekeeping and Hygiene



OVERVIEW:

All Penn buildings are maintained, cleansed, and disinfected in accordance with CDC guidelines.



Housekeeping and Hygiene Cont'd

DETAILS



- Hospital grade disinfectant is utilized when disinfecting buildings daily, and the Schools have implemented a fluorescent marking system to verify cleaning techniques.
- Wharton has multiple hand sanitizing stations through the facilities and wipe stations strategically located between classrooms for individuals to access and to wipe down surfaces. Students will be responsible for wiping their desk surfaces upon arrival to the classroom, wipes will be provided (outside of the classrooms) by Wharton Operations.
- The air MERV Filter 15 air filtration system is being used in JMHH. In addition, the classrooms in JMHH are controlled by a robust fresh air exchange management system that will flush each space with outside air as needed.
- JMHH Classrooms will be deep cleaned daily. Depending on schedule, classroom policing / high touch disinfecting will take place throughout the day.
- Restrooms will have reduced occupancy due to distancing requirements with signage posted outside of each location. Students may have to queue to use restrooms within the building.
- Eating and drinking inside buildings at this time is prohibited in Philadelphia. There will be no selling or serving of food in JMHH. Students can drink using a straw that fits under a mask; no mask removal to drink. Students must bring their own straw and drink to JMHH. Water foundations are turned off.

FUTURE UPDATES

- Allowable spaces to eat and drink will be communicated if conditions change – as needed.



Connections and Community Building

Connections and Community Building



OVERVIEW:

Our priority continues to be the creation of safe, student-focused experiences to help students build connection, community, and affinity with each other and Wharton. We plan to host in-person, co-curricular activities on campus during the 4:30pm timeslot on Monday – Thursday for students authorized in the building on those days.



Connections and Community Building Cont'd



DETAILS

- Full academic, career, leadership, and student life advising is available virtually. Refer to the [Advising Support Network \(ASN\)](#) for details.
- The timeslot for co-curricular activities is Monday – Thursday from 4:30 - 6:00 PM. The gathering group size will be 25 or less.
- Co-curricular activities will be sponsored by the McNulty Leadership Program and MBA Student Life and will be focused on community building and facilitated discussion. Student clubs and organizations will not be permitted to reserve meeting space in JMHH.

FUTURE UPDATES

- Announcements about scheduled co-curricular gatherings will continue to be made. Information will be posted in Wharton HQ.
- The Office of Student Life has announced participation in Co-Curricular events. During the weeks of **February 8th, March 22nd and April 19th**, we welcome you to come to Huntsman Hall from 4:30 - 6:00 PM and share a 60 Second Lecture. Space is limited and you must register via [Campus Groups](#) to participate!



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