

CCAC COVID–19 Health & Safety Plan

The following plan outlines the steps CCAC is taking to keep students, employees, visitors and others within the college community safe when entering college grounds and facilities.

As per Pennsylvania Department of Education guidance, postsecondary education institutions choosing to resume any in-person operations permitted during the various phases of Pennsylvania’s reopening plan are required to create their own Health and Safety Plan, or its equivalent, and make that plan available to the public before proceeding to resume in-person instruction, operations, services, and activities. The Health and Safety Plan must also be communicated to CCAC students, employees, visitors and others within the college community. This is that plan.

The Pennsylvania Department of Education states that the institution’s plan should address, at minimum, the following set of strategies.

A strategy on how the institution will coordinate with local public health officials, or the equivalent: CCAC works in close coordination with the Allegheny County Health Department and will continue deferring to the public health agency regarding disclosure of positive test results and related information. Public health officials will advise CCAC if additional disclosure measures are necessary. CCAC has employed a contact tracer to assist in notifying anyone who may have been in close contact with a positive case while on-site at a CCAC location. All COVID-19 case investigation and contact tracing is done in coordination with state and federal public health authorities and in accordance with local requirements and guidance, as well as any applicable federal, state, or local privacy laws.

A strategy to safely resume in-person instruction: Phase I of the CCAC COVID–19 Reopening College Facilities Plan addressed modifications to CCAC facilities. This included facility readiness, designated entry and exit points, signage, equipment sanitization, classroom/lab preparation, availability of face-to-face staff, return to campus procedures, and risk management action items. College personnel have established appropriate classroom, office, restroom and other campus facility capacities, which adhere to physical distancing. It is the responsibility of all who enter CCAC facilities to follow the provided guidance and signage to mitigate the spread of the virus.

A strategy to monitor health conditions on the campus community:

All CCAC students, employees, contractors, visitors and guests are required to review the CCAC Self-Screening Questionnaire and conduct symptom monitoring every day before entering CCAC buildings and facilities. Individuals who answer “yes” to any of the questions on the self-screening questionnaire, or who otherwise feel sick or suspect that they may have been exposed to COVID-19 should stay home and are not permitted to come to campus and are to complete the [COVID-19 reporting form](#).

A strategy to mitigate and contain the spread of the virus on campus, and to inform the Department of Health (DOH) in the event that transmission occurs at the institution: Phase III of the CCAC COVID–19 Reopening College Facilities Plan speaks directly to strategies and tactics associated with assessment, evacuation, space/building closure, disinfecting, return to campus guidelines and communications to the college community and the Department of Health.

A strategy to communicate accurate and timely information to students, faculty, staff, and the communities the college serves: Phase II of the CCAC COVID–19 Reopening College Facilities Plan outlines multiple means that the college intends to use to consistently engage and inform the stakeholders it serves. This includes self-screening and reporting, training and a COVID-19 information resource page.

Anchoring these activities is a COVID-19 Mitigation Committee established by the college that meets weekly to receive, review and respond to student and employee complaints, concerns and suggestions regarding building or room access issues, inability to follow physical/social distancing rules (maintaining a physical distance of at least six feet between yourself and other individuals), lack of face coverings, gloves, gowns and sanitizers, needs for additional signage, and means of improving the overall experience for the CCAC community. The Mitigation Committee also reviews internal and external event/activity requests.

The COVID-19 Mitigation Committee consists of the following: Regional Presidents, Executive Assistant to the President & Board of Trustees, Vice President & Chief Facilities Officer, Assistant Vice President of Facilities, Director of Risk Management and Insurance, Executive Director of Emergency Management, Vice President for Human Resources, Provost & Executive Vice President, Associate Provost for Student Affairs and the Associate Vice President for Enrollment Management.

In advance of the reopening of the college’s facilities, and throughout the following semesters, CCAC distributed a series of communications designed to inform the college and wider communities as to CCAC’s health and safety protocols and procedures in regards to COVID-19. These communications included:

- Updated COVID-19 information on the CCAC website detailing health and safety protocol and procedures, especially in regards to steps all individuals will need to take prior to coming onto any CCAC property
- Social media messaging informing students and visitors the steps they will need to take prior to arriving on- site at any CCAC location
- College-wide and department specific emails outlining the college’s expectations of employees, including steps employees will need to take prior to returning on-site.
- Information distributed to the region’s TV, radio and print media outlining CCAC’s plans for re- opening college facilities and welcoming students back to campus.
- Signage posted at the entrances to all CCAC locations, as well as throughout the college’s facilities, detailing physical distancing and health and safety requirements, traffic flow information, and course delivery and access information.
- Updated COVID-19 information distributed to students via the CCAC portal/email detailing health and safety protocol and procedures, including the steps students will need to take prior to arriving on-site at any CCAC location; security and student services staff will greet students at CCAC entrances to address any questions and/or concerns students may have regarding COVID- 19 safety protocol

Additionally, the Pennsylvania Department of Education states that the institution's plan should further address the following public health and safety measures.

Reinforce practices related to hygiene, sanitation, and face coverings on campus: Phase I of the CCAC COVID-19 Reopening College Facilities Plan addresses the strategies and programs that will be in place to reinforce these health and safety practices, including the creation of an employee manual, training for returning employees, and establishing a single COVID-19 information resource on return protocols. Face masks or cloth face coverings that meet Centers for Disease Control and Prevention (CDC) guidelines are **REQUIRED** to be worn by all CCAC students, college employees, contractors, visitors, and other service providers **whether fully, partially, or not vaccinated** at all times indoors in any non-private (i.e., more than one occupant) room or other CCAC work location. Face masks are also mandatory in places where the individual will, or is likely to be, in proximity to other individuals (e.g., common areas, lobbies, hallways, elevators, vehicles, etc.) Masks may be removed in designated food service and eating areas, in accordance with posted guidelines and physical distancing requirements that remain in place at all CCAC facilities. Masks are not required in outdoor locations. A supply of approved disposable masks will be available in the Security Office at each college facility that is open to students and employees. Hand sanitizer dispensers will be located at designated entries, in each classroom/laboratory and at other specified areas.

Appropriate use of face masks or coverings is critical in minimizing risks to others around you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for physical distancing.

Masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, the CDC does not recommend using masks for source control if they have an exhalation valve or vent.

Public health recommendations for vaccinated persons - At this time, **vaccinated persons** should continue to follow current guidance to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, following CDC travel guidance, and following any applicable workplace or school guidance, including guidance related to personal protective equipment use or SARS-CoV-2 testing.

Accommodations for CCAC students – students who cannot wear a mask due to a disability are required to contact the college's Office of Supportive Services to request an accommodation and evaluate potential alternatives.

Accommodations for CCAC employees – employees who cannot wear a mask due to a disability are required to contact the college's Human Resources department to discuss potential accommodations. Where an employee with a disability needs a related reasonable accommodation under the ADA (e.g., non-latex gloves, modified face masks for interpreters or others who communicate with an employee who uses lip reading, or gowns designed for individuals who use wheelchairs), or a religious accommodation under Title VII (such as modified equipment due to religious attire), the employer should discuss the request and provide the modification or an alternative, if feasible and not an undue hardship on the operation of the employer's business, under the ADA or Title VII.

Implement social distancing interventions and make the necessary modifications to facilities that may create an environment conducive to healthy, safe, and inclusive learning:

A plan has been developed, effective June 29, 2020, through the conclusion of the 2021–22 academic year, that is applicable to all CCAC students, employees, visitors, others within the college community, and any individual who enters CCAC buildings and facilities to attend classes, study, receive services, work or otherwise conduct business with or at the college.

This plan includes elements that will amend and supplement, as applicable, the CCAC Student Code of Behavioral Conduct, the CCAC Employee Manual, and the CCAC Administrative Regulations Manual, and shall have the force and effect of the same for the duration that its terms remain in effect.

CCAC social/physical distancing: All individuals entering CCAC buildings and facilities are required to comply with social/physical distancing instructions and guidelines in place in that building or facility, or as otherwise communicated by the college through its public website, employee intranet, course syllabi, student handbooks, RAVE alert system, or signs posted in college buildings and facilities. This requirement includes, but is not limited to, complying with posted capacity limitations for elevators, restrooms, classrooms and other work and learning spaces; entering and leaving CCAC buildings and facilities through designated entrances; adhering to the general requirement to maintain six feet of distance between individuals to the fullest extent possible; wearing a mask or face covering where and when required; regularly washing hands; coughing or sneezing into the elbow; utilizing provided hand sanitizers; and using provided sanitizing wipes to wipe down equipment and surfaces that may be used or touched by others.

The college has to the fullest extent possible, marked off areas in common spaces, lobbies, classrooms and other frequently utilized locations where individuals should stand or wait in order to maintain six feet of distance. Desks, study carrels, lounge/eating areas, computer stations, open lab equipment and other study and learning spaces have also been moved, taped off or marked for non-use in order to maintain appropriate physical distancing. Modification or removal of physical distancing signs, tape and markings, as well as the alteration or movement of seating or working areas is prohibited. As conditions warrant or are required by applicable authorities, CCAC may conduct temperature or other health screenings of individuals prior to entering CCAC buildings and facilities. Individuals who do not consent to such screenings will not be permitted entrance and will be required to leave the premises.

Review and adjust attendance requirements, absentee policies and non-essential travel for students, individuals at high risk of COVID-19 and personnel:

CLASS ATTENDANCE REQUIREMENTS

All students are required to meet the attendance requirements established for each course in which they are enrolled, whether the course is delivered in an online, remote or on-campus instructional modality, or through a combination of remote and live instruction. However, in the event that a student is unable to meet the attendance requirements for a course due to a COVID-19 related reason after the published add/drop and/or withdrawal dates for the course in question, the student will be permitted to elect one of the following options:

1. The student may elect to develop a plan for completion of the course requirements, in collaboration with and subject to the approval of the student's instructor and the Department Head. If approved by the student's instructor and Department Head, the student will be issued an "I" (incomplete) grade in accordance with College policy so that the student may finish the course objectives at a later time without having to repay for the course; or
2. In the alternative, the student may elect to withdraw from the course for medical reasons, in accordance with the College's medical withdrawal policy as set forth in the *CCAC Student Handbook*. Medical withdrawals received before the end of the drop period will result in a drop of courses (no entry on the student's transcript). Medical withdrawals received after the drop deadline until the last day of classes will result in course entries with a "W" grade(s). Adjustment of tuition and fees follow the stated dates in the academic calendar.

For purposes of the foregoing, a "COVID-19 related reason" refers to any one or more of the following circumstances which causes the student to be unable to meet the attendance requirements of a particular course(s):

1. The student has tested positive for and is undergoing treatment for COVID-19;
2. The student has been advised or directed to self-quarantine or self-isolate by a health care professional or governmental authority as a result of a potential exposure to COVID-19;
3. The student is needed to provide care for their minor child who is unable to attend school due to a COVID-19 related closure or illness; and
4. The student is needed to provide care for a family member with a COVID-19 related illness.

CCAC Athletics: Approved sports will be offered pending no prohibiting resurgence of COVID 19 and assuming guidance and circumstances allow. Athletic coaches will continue to communicate with their athletes. NJCAA Region XX Athletics Covid-19 Policies and Best Practices will be implemented to monitor and protect our athletes. The Athletic Department continues to participate in discussions at the regional and conference level to help shape plans for our Athletic teams and Student Athletes.

CCAC Personnel: The college is providing employees who are in "high risk" categories with the option to request one of the following alternative work arrangements as an additional precaution to minimize their potential exposure to COVID-19:

1. **Remote Work Arrangement:** High risk employees may request to be approved for a remote work arrangement, under and pursuant to the college's Temporary Remote Work Policy. Requests will be approved if the employee is able to demonstrate the ability to effectively work from a remote location and comply with other requirements and conditions set forth in the college's Temporary Remote Work Policy. Employees approved to work remotely may still be required to report to college buildings and facilities, as needed, in order to (i) perform work or tasks that cannot be performed remotely; (ii) attend or participate in meetings or trainings that cannot be facilitated remotely; (iii) deliver or receive mail, faxes or other documents or correspondence necessary to perform their job duties; and (iv) deliver college-issued technology equipment to the ITS department for necessary maintenance, service, exchange or return.

2. **Alternative Work Schedule:** Employees that cannot work remotely may request an alternative work schedule and/or work location that will maximize their distance from and interaction with other employees, students and visitors. Adjustments in work schedule and/or work location will be approved at the discretion of the college, depending upon availability of physical space and equipment needed to facilitate the adjustment, and whether the employee's work can effectively be performed during alternative work hours and/or from an alternative location.
3. **Leave of Absence:** Employees that cannot work remotely or pursuant to an alternative work schedule or location may request a special unpaid leave of absence as provided under their applicable collective bargaining agreement (Article XXV(A(8)) of the full-time Faculty CBA; Section 17.10 of the SEIU CB) or, in the case of non-bargaining unit employees, as provided under Section 5.10.9 of the CCAC Employee Manual. Notice periods for requesting unpaid leave, as may be required under an applicable CBA, may be waived at the discretion of the college, so long as the employee has provided as much prior notice of the need for leave as reasonably possible under the circumstances. Employees who request and are approved for an unpaid leave of absence may substitute available paid leave, including paid leave available under the Family First Coronavirus Response Act, for a corresponding period of approved special unpaid leave.

All out-of-county business travel is suspended. Exceptions will be approved by the President's Council on a case-by- case basis, and shall be limited to travel necessary to comply with or maintain accreditation status or satisfy legal or regulatory obligations

Modify course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus: All students are required to meet the attendance requirements established for each course in which they are enrolled, whether the course is delivered in an online, remote or on-campus instructional modality, or through a combination of remote and live instruction. Students will be made aware that if there is a resurgence of COVID-19, on-site coursework will shift immediately to remote instruction.

2021–22 Academic Year

It is the college's intention that the requirements of our policies and plans, together with the other safety precautions and mitigation efforts being undertaken for the 2021–22 academic year, will promote a safe and healthy learning and working environment for those coming to the college's campuses and facilities. However, given the highly contagious nature of COVID-19, the college cannot guarantee that its safety and mitigation efforts will eliminate all risks of contracting COVID-19 for students attending classes or for employees working in college facilities. Students, employees, contractors, visitors and guests to CCAC's campuses and facilities who have concerns about contracting COVID-19 are therefore encouraged to contact their health care provider to discuss the risks of attending classes or working or visiting CCAC's campuses and facilities, as well as other businesses and areas generally open to the public, and make decisions that best meet their needs and those of their families.