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 and probable test results and related information. Public health officials will advise CCAC if additional disclosure measures are necessary. CCAC will work with the county on contact tracing and notifying anyone who may have been in close contact with a positive case. Please use a local address when registering for a test.

A strategy to safely resume in-person instruction: Phase I of the CCAC COVID–19 Reopening College Facilities Plan addresses modifications to CCAC facilities. This includes 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:

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.

REVISED QUARANTINE GUIDANCE

The Allegheny County Health Department, in concert with the Pennsylvania Department of Health, will follow revised guidance issued on February 11, 2021 from the Centers for Disease Control and Prevention regarding quarantine. The revised CDC guidance is available in full here: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
The Health Department, along with the CDC, recommends quarantining for at least 14 days for people who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.
- (3/17/21) People who have tested antibody positive within three months before an exposure and show no symptoms do not have to quarantine.

Individuals must be free of ANY symptoms and/or exposures potentially related to COVID-19 to be eligible to report to on-site instruction/work. Individuals at a location not meeting the above listed exclusions, who have had exposure and exhibit symptoms commonly associated with COVID-19, or who otherwise provide information to college personnel that indicates he or she may have been exposed to or contracted COVID-19, will be directed to leave the premises and not return until they have self-isolated for 10 days since symptoms first appeared, AND are fever free without the use of fever-reducing medication for 24 hours, AND symptoms have improved. Individuals can access COVID-19 testing through Federally Qualified Health Centers or through their health care providers.

DETERMINING CLOSE CONTACTS OF PERSONS WITH COVID-19

Identification and quarantine of close contacts associated with individuals infected with COVID-19 is critical to the public health response as it can help slow disease transmission.

- Transmission is most commonly spread when two people are in close contact with one another (within 6 feet, or 2 arm lengths).
- The nature and duration of contact also need to be considered when assessing close contacts.
  In general, time periods of 15 minutes or more appear to present the greatest risk.

On 10/21/2020 the definition of close contact was updated by the CDC to be “someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.” However, there are circumstances when someone should be considered a close contact of a case after being within 6 feet for fewer than 15 consecutive minutes. Additional Factors to Determine Close Contacts of Persons with COVID-19:

- Being in extremely close proximity (e.g., face to face).
- Having a prolonged exposure time.
- The infected person exhibiting symptoms.
- The infected person generating respiratory aerosols (e.g., coughing, singing, shouting).
- The presence of environmental conditions (e.g., crowding, inadequate ventilation, or being indoors).
These factors may result in a person being identified as a close contact even if contact time is less than 15 consecutive or cumulative minutes. In addition, individuals with numerous brief interactions totaling 15 minutes or more can be considered close contacts if this can easily be assessed operationally. Assessing the nature of the interaction in its entirety is important to determining the risk of transmission in that specific scenario.

**Exceptions for Allied Health & Nursing Students with Possible Exposure to COVID-19 in a Healthcare Setting**

Students who work in a clinical setting under the guidance of a clinical coordinator, or other faculty of the college, are required to follow all guidelines from the clinical settings where they work. The CDC has designated the following guidance for all paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients or their infectious secretions and materials.

**High risk exposure** –

- *Close contact* with a person with COVID-19 in the community; OR
- Providing direct patient care for a patient with COVID-19 (e.g., physical exam, nursing care, performing aerosol-generating procedures, specimen collection, radiologic testing) without using proper personal protective equipment (PPE) or not performing appropriate hand hygiene after these interactions; OR
- Having contact with the infectious secretions from a patient with COVID-19 or contaminated patient care environment, without using proper personal protective equipment (PPE) or not performing appropriate hand hygiene.

**Low risk exposure** – contact with a person with COVID-19 having not met criteria for high-risk exposure (e.g., brief interactions with COVID-19 patients in the hospital or in the community).

**Vaccination Update** (February 11, 2021): If student/staff has been fully vaccinated against the disease within the last three months and shows no symptoms, quarantine is not required.  

**CDC Update** (March 17, 2021): If student/staff test antibody positive within three months before an exposure and show no symptoms, quarantine is not required.  

If the student is exposed in a healthcare setting, they should do the following to be permitted to return to clinical or on-site instruction:

- Advise the clinical coordinator or faculty member immediately if they suspect that they may have been exposed to a patient who is COVID positive.
- Follow the direction of the clinical coordinator or faculty member.
- Follow all recommended infection prevention and control practices, including
  - wearing a facemask for source control while in class, clinical or at work
  - monitoring themselves for fever or symptoms consistent with COVID-19 (reference the CCAC Self-Screening Questionnaire found at the COVID Response page)
  - not reporting to class, clinical or work when ill
  - undergoing active screening for fever or symptoms consistent with COVID-19 at the beginning of their shift.
**Anyone** who feels they have been exposed and develops fever or symptoms consistent with COVID-19 should immediately self-isolate - **students** should contact their Dean of Student Development and **employees** should contact Human Resources for further guidance.

Anyone who has been contacted by the Health Department and identified as a close contact of a known case of COVID-19 should get tested, even if they do not have symptoms. Free testing locations can be found by using this [tool](https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/McKeesport-Testing-Site.aspx). A community-based testing site has been established in McKeesport at RIDC Park (455 Industry Road, McKeesport, PA 15132) operational on September 15, 2020. For more information: [Allegheny County COVID-19 HOTLINE: 888-856-2774](https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/McKeesport-Testing-Site.aspx)

Allegheny County COVID-19 HOTLINE: 888-856-2774
The Allegheny County Health Department (ACHD) has partnered with United Way 2-1-1 to offer a 24/7 hotline to address questions and concerns about COVID-19. Language services are available.

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

In advance of the reopening of the college's facilities, CCAC will be distributing 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 include:

- 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 entering college buildings and facilities for work, instructional activities or other business when in the presence of others and in indoor and outdoor public settings regardless of whether physical distancing of 6 feet can be maintained. A supply of approved disposable masks will be available on a first-come, first-serve basis 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.

Use of masks and face coverings: A strengthened mask order was signed on November 17, 2020 by the PA Secretary of Health requiring:

- Masks to be worn indoors and outdoors if you are away from your home.
- When outdoors, a mask must be worn if you are not able to remain physically distant (at least 6 feet away from someone not in your household the entire time you are outdoors).
- When indoors, masks will now be required even if you are physically distant from members not in your household. This means that even if you are able to be 6 feet apart, you will need to wear a mask while inside if with people other than members of your household.
- This order applies to every indoor facility, including homes, retail establishments, gyms, doctor offices, public transportation and anywhere food is prepared, packaged or served.

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.

**CCAC faculty:** In order to facilitate clear communication of lecture content and instruction to all students, CCAC faculty members will have the option to use a mask or a clear face shield when providing instruction in a classroom or laboratory.

**CCAC students and visitors:** All CCAC students and visitors will be required to wear a mask or face covering that meets CDC guidelines at all times when inside CCAC buildings and facilities, including in laboratories, classrooms and other learning spaces. Students and visitors will also be required to wear a mask when meeting in person with advisors, counselors, supportive services personnel, registration and other college staff members. Students or visitors who do not want to wear a mask in order to meet with an advisor, counselor or other college representative may schedule a virtual appointment. Students in clinical assignments will be required to comply with the rules and procedures in effect at the site of the clinical placement.

Any student that needs to remove his or her face covering during a classroom or laboratory period for a personal reason, such as to take medication or drink water, will be required to leave the classroom or laboratory before removing his or her mask. Students in laboratories will be required to utilize and follow all sterile techniques as communicated by their instructor.

A supply of approved masks will be available on a first-come, first-served basis at the security desk of each college building or facility that is open to students and visitors, as well as in classrooms and laboratories that are open for student and faculty use.

**Accommodations:** 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. Employees who cannot wear a mask due to a disability are required to contact the college’s Human Resources department to discuss potential accommodations.

**Employee ADA 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 2020–21 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 is suspended through the fall semester. Spring sports will be offered pending no prohibiting resurgence of COVID 19. Spring sports may be permitted to begin practices on campus in mid- fall semester, assuming guidance and circumstances allow, however a final decision regarding Spring athletics has not yet been made. Athletic coaches will continue to communicate with their athletes and they will implement remote workouts until a return is possible. Upon return, the 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.

Individuals with higher risk: According to the CDC, individuals with certain conditions may be at higher risk for COVID-19 infection. These conditions may include:

1. Individuals who are age 65 or older;
2. Individuals who have one or more of the following underlying health conditions:
   - heart disease;
   - lung disease;
   - diabetes;
   - kidney disease;
   - compromised or weakened immune system;
   - currently undergoing chemotherapy, radiation therapy, immunotherapy or other similar treatments, or have received any such therapy within the last six months;
   - other conditions identified by the CDC as placing an individual at a heightened risk for developing severe health complications as a result of contracting COVID-19.
3. Individuals who live with or are caring for an immediate family member (e.g. spouse, parent, child, grandparent) with any of the conditions listed under no. 2 directly above.
4. Individuals, who have a disability that may limit their ability to understand, follow or practice physical distancing and other preventative safety measures in the workplace.

5. Individuals who are pregnant.

**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 continue or 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.

**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.
2020–21 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 2020–21 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.