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, signage, equipment sanitization, classroom/lab preparation, availability of face-to-face staff, return to campus procedures, and risk management action items. It is the responsibility of all who enter CCAC facilities to follow the provided guidance 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 will meet monthly to receive, review and respond to student and employee complaints, concerns and suggestions regarding building or room access issues, 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, Executive Director of Emergency Management, Vice President for Human Resources, Associate Vice President of Enrollment Management, Associate Provost for Student Affairs, Vice President for Facilities Management, Assistant Vice President for Facilities, Director of Risk Management and Insurance, and the Executive Assistant to the President and Board of Trustees.

In advance of and throughout the reopening of college 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.
- 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:**
Effective June 1, 2022, all CCAC employees, students, contractors, vendors and visitors will be required to wear a mask at all times indoors in any non-private (i.e., more than one occupant) room or other CCAC work location. This applies to everyone, regardless of vaccination status. Face masks are also required 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. Should you need a mask, stop by a campus or center security desk or see any security officer to get a mask. Masks are not required in outdoor locations.

**Implement social distancing interventions and make the necessary modifications to facilities that may create an environment conducive to healthy, safe, and inclusive learning:**
Effective 3.3.2022, physical distancing is no longer required. Physical distancing is optional for all employees, students, and guests, but is strongly encouraged.
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.

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.
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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 2021–2022 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.