

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

Student Expectations and Guidelines for Returning to On-Site Courses

The Community College of Allegheny County (CCAC) has taken great care to establish an environment where limited on-site coursework in a face-to-face environment is available for the summer 2020, fall 2020 and spring 2021 semesters. To help maintain the health and safety of the entire college community, all students are expected to comply with the protocols and guidelines outlined in this document. Failure to do so may result in disciplinary action. More to the point, failure to do so may put others at risk.

SPECIAL NOTE: Students should be aware that the college has a contingency plan in place to shift classroom instruction to remote instruction in the event that federal, state or local authorities order the closure of college buildings and facilities, as occurred during the Spring academic term, or conditions in our region or on our campuses otherwise necessitate the cessation of face-to-face instructional activities prior to the conclusion of the Fall academic term.

MASKS AND FACE COVERINGS

All CCAC students and visitors are required to wear a mask or face covering that meets Centers for Disease Control and Prevention (CDC) guidelines at all times when inside CCAC facilities. Students who do not want to wear a mask or face covering are encouraged to schedule classes and appointments remotely.

Students in clinical assignments will be required to comply with the rules and procedures in effect at the site of the clinical placement.

Goggles/face shields are not required as part of general activity on campus for students. However, some departments may expect students to wear face shields as appropriate.

A supply of approved disposable masks will be available on a first-come, first-served basis in the Security office at each college facility. Hand sanitizer dispensers will be located at the designated building entries, in each classroom and laboratory, and in other specified areas.

SECURITY LOCATIONS:

- **Allegheny Campus:** The Security office is located just inside the main entrance of the Physical Education Building. The main phone number is **412.237.2662**. The office is staffed 24 hours a day, seven days a week.
- **Boyce Campus:** The Security office is located just inside and to the left of the main (south) entrance. The main phone number is **724.325.6653**. The office is staffed from 7:00 a.m. to 11:00 p.m., seven days a week.
- **Braddock Hills Center:** The Security desk is located at the front entrance door. The main phone number is **412.501.0022**. The desk is staffed from 8:00 a.m. to 4:30 p.m. Monday through Friday. Staffing is subject to change depending on staff office hours and class scheduling.
- **Homewood-Brushton Center:** The Security center is located immediately to the left as you enter the building on the main floor. The telephone number is **412.371.1138**. When classes are in session, the desk is staffed from 7:00 a.m. to 10:00 p.m. Monday through Friday.

- **North Campus:** The Security office is located just inside the main entrance, hallway on right. The main phone number is **412.369.4100**. The office is staffed from 7:00 a.m. to 11:00 p.m., seven days a week.
- **South Campus:** The Security office is located in B Building (level 3) across from the Information Desk. The main phone number is **412.469.6260**. The office is staffed 24 hours a day, seven days a week.
- **Washington Crown Center:** The Security desk is located to the right of the main entrance door. The main phone number is **724.223.1050**. The desk will be staffed from 10:30 a.m. to 7:00 p.m. beginning with the fall 2020 semester. Staffing is subject to change depending on staff office hours and class scheduling.
- **West Hills Center:** The Security Office is located immediately to the right at the south entrance. The main phone number is **412.788.7370**. The office is staffed from 7:00 a.m. to midnight Monday through Friday and Saturdays when classes are in session.

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

Students who cannot wear a mask due to a disability or other medical condition are required to contact the college's [Office of Supportive Services](#) to request an accommodation and evaluate potential alternatives.

PROTOCOL FOR REQUESTING A FACE MASK ALTERNATIVE DUE TO A DOCUMENTED DISABILITY OR MEDICAL CONDITION

2

- Students must self-identify this need.
- Students will be referred to the Office of Supportive Services for Students with Disabilities at their home campus.
- Students will be required to provide medical documentation from a certified physician or mental health professional. The documentation should identify the functional limitations of wearing a face mask due to a disability or medical condition.
- The Directors of Supportive Services will convene as a team to assess the documentation and identify appropriate accommodations.
- A determination will be made promptly after receipt of the medical documentation.
- **Students will not be permitted to attend on-site classes without a face mask until a final determination is made.**
- An example of an accommodation is providing the student with a face shield, which is not as constrictive as a face mask.
- Students who cannot be accommodated to continue on-site will be recommended to enroll in one of the many course options available at CCAC through online or remote delivery.

TRAVEL PRACTICES

Under the guidance of the Allegheny County Health Department, CCAC is recommending a 14-day quarantine for individuals who have traveled out of state to a known area with increasing cases – also termed a ‘hotspot.’ Students are encouraged to report this travel to the Dean of Students. Additional guidance on travel is available through the [Allegheny County Health Department](#). If you are worried about exposure or have begun feeling symptoms, you should get tested. Free testing locations can be found by using this [tool](#).

SYMPTOM MONITORING REQUIREMENT

Students who are enrolled in on-site courses must conduct symptom monitoring every day before reporting to school. Students exhibiting COVID–19 symptoms, or whose health screening indicates potential symptoms of or exposure to COVID19, are not permitted to come to campus and will be sent home if on campus. Anyone with symptoms of COVID-19, even mild ones such as a sore throat, should get tested. Please stay home and limit your contact with others while you wait for your test results. Students must be free of ANY symptoms and/or exposures potentially related to COVID–19 to be eligible to report to on-site instruction. Students can access COVID–19 testing through [Federally Qualified Health Centers](#) or through their health care providers.

Before coming to campus, answer the following questions on this checklist:

- Do you have a temperature at or above 100.4° or any reason to be concerned that you are developing a temperature (without having taken a fever-reducing medicine)?
- Have you experienced a new cough that you cannot attribute to another health condition?
- Have you experienced new shortness of breath that you cannot attribute to another health condition?
- Have you experienced a new sore throat that you cannot attribute to another health condition?
- Have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
- Within the last 14 days, have you had close contact with someone who is currently sick with suspected or confirmed COVID–19? (Note: the CDC defines [close contact](#) as being within 6 feet of an infected person, with or without a face covering, for at least 15 minutes.)
- Within the last 14 days, have you traveled internationally or to an area with increasing cases that has been deemed a Coronavirus hotspot? If viewing electronically, click [HERE](#) to check.

If you have any symptoms, you are encouraged to report this to your Dean of Students: Allegheny, 412.237.2520; Boyce, 724.325.6650; North, 412.369.3655; South, 412.469.6201. You should also contact your course instructor(s) to make alternative class arrangements.

Any individual who exhibits symptoms commonly associated with COVID–19, or who otherwise provides 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 and have had at least one symptom free day before being released.

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:

- Older adults (65 years of age or older)
- People with HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Although the college has developed a return to campus health and safety plan in accordance with state and federal guidelines, the college cannot guarantee that these mitigation efforts will eliminate all risks of contracting COVID-19 for those attending classes at college campuses and facilities. Students who have concerns about contracting COVID-19 are therefore encouraged to contact their health care provider to discuss the risks of attending classes at or visiting CCAC's campuses and facilities and make a decision, prior to enrolling, that best meets the needs of themselves and their families. Students who are pregnant, have underlying health conditions or who are otherwise considered to be in a high risk category relative to potential exposure to COVID-19 are further encouraged to consider enrolling in one of the many course options available through online or remote delivery.

SOCIAL/PHYSICAL DISTANCING

All individuals entering CCAC buildings and facilities are required to comply with social distancing instructions and guidelines (maintaining a social/physical distance of at least six feet between yourself and other individuals), 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, text messaging or signs posted in college buildings and facilities. This requirement includes, but is not limited to, the following:

- 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 yourself and other individuals to the fullest extent possible

HYGIENE & SANITATION

To reduce the spread of COVID–19, students are encouraged to:

- Wash your hands often with soap and water for at least 20 seconds—especially after you have been in a public place, or after blowing your nose, coughing or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid close contact with people who are sick—even at home—and put distance between yourself and others when on campus, staying at least six feet from other people.
- Cover coughs and sneezes with a tissue or use the inside of your elbow and do not spit. Throw used tissues away in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer containing at least 60% alcohol.
- Clean and disinfect frequently touched surfaces daily. This includes doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks. College facilities staff have received training regarding cleaning and disinfecting the college’s facilities; however, this is a shared responsibility of the whole college community.

MODIFICATIONS TO CAMPUS FACILITIES

The college has, to the fullest extent possible, marked off spaces in common areas, lobbies, classrooms and other frequently used locations to indicate where individuals should stand or wait in order to maintain six feet of distance. Desks, study carrels, lounge and eating areas, computer stations, open lab equipment, and other study and learning areas have also been moved, taped off or marked for non-use in order to maintain appropriate social/physical distancing (maintaining a social/physical distance of at least six feet between yourself and other individuals). Modification or removal of social/physical distancing signs, tape and markings, as well as the alteration or movement of seating or working areas, is prohibited. It is the responsibility of students to follow the provided guidance and signage to mitigate the spread of the virus.

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 may 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 follows 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.

PERSONAL SAFETY PRACTICES

Face masks/cloth face coverings must be worn by all students on campus when in the presence of others and in public settings where other social/physical distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, hallways, elevators, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near 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 social/physical distancing.

Reusable masks may be worn for one day and then must be washed prior to subsequent use. Disposable masks will be provided by CCAC, if needed. Disposable masks may only be worn for one day and then must be placed in the trash.

You may also wear a cloth face covering. The fabric design or pattern for cloth face coverings should be appropriate for the collegiate environment. Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering.

USE AND CARE OF FACE COVERINGS

For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the [CDC website](#).

- Putting on the face covering/disposable mask:
 - Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
 - Ensure the face covering/disposable mask fits over the nose and under the chin.
 - Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
 - Tie straps behind the head and neck or loop around the ears.
 - Throughout the process, avoid touching the front of the face covering/disposable mask.
- Taking off the face covering/disposable mask:
 - Do not touch your eyes, nose or mouth when removing the face covering/disposable mask.
 - When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
 - Wash hands immediately after removing.

PUBLIC TRANSPORTATION

If you must take public transportation, wear a mask before entering the bus, train, or light rail system (I) and avoid touching surfaces with your hands. Upon leaving, wash your hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol.

AVAILABLE SERVICES AND RESOURCES FOR STUDENTS

- Library—Campus library locations are closed. Please visit them [online](http://ccac.edu/library) at ccac.edu/library.
- Cafeteria—Campus cafeterias will not be operational during the summer months. Fall plans are still being developed, but groups will not be able to assemble in the dining areas.
- Bookstore—All bookstores continue to operate through online sales and will resume limited operating hours at all locations beginning August 2nd.
- Starbucks—The Starbucks located on the Allegheny Campus anticipates reopening in August 2020.
- Water fountains—Touchless water fountains will be available for students to refill water bottles; water fountains without the touchless function will be marked off and not available for use.

- Student Services—Limited face-to-face services will be available, but all services will be available online. Some online access points will be available on campus.

MOVING FORWARD

As conditions warrant or as 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, if required, will not be permitted entrance and will be required to leave the premises.

In the instance of a confirmed case of COVID–19 on a CCAC campus, the college will coordinate with local public health officials to establish:

- A strategy to safely resume in-person instruction
- A strategy to monitor the health conditions of its campus community
- A strategy to mitigate and contain the spread of the virus on campus, and to inform the Department of Health in the event that transmission occurs at the institution