



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 on-site (i.e., face-to-face), on-line and remote (i.e., via Zoom) coursework is available for the Fall 2021 and Spring 2022 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.

Policies cited within this guide are subject to change. The college Changes or updates to this policy will be communicated by the college through our public website, employee intranet, course syllabi, student handbooks, RAVE Alert system, text messaging or signs posted in college buildings and facilities.

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 permit 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

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 2020 academic term, or conditions in our region or on our campuses otherwise necessitate the cessation of face-to-face instruction and activities prior to the conclusion of the Fall 2021 or Spring 2022 academic terms.

-

CCAC COVID-19 PROTOCOLS

VACCINATION

According to the CDC, vaccination is the leading prevention strategy to protect individuals from the COVID-19 disease. The College therefore strongly encourages all students, faculty, staff and partners to get one of the COVID-19 vaccines authorized for use in the United States prior to returning to on campus classes, work or activities. The College has and will continue to provide opportunities for all members of the College community to obtain the vaccine, at no cost, through both [on-campus clinics](#) and off-campus providers through the 2021-22 academic year. In addition, participation in certain athletic and extracurricular activities may be made contingent upon each participant providing proof of vaccination.

SYMPTOM SELF-SCREENING AND REPORTING REQUIREMENT

All students, employees, contractors, visitors and guests are required to review the CCAC Self-Screening

Questions prior to entering CCAC buildings and facilities. The [Self-Screening Questions](#) will be posted at building entrances and on the *myCCAC* portal and may be adjusted as circumstances require. Please review the most current guidance from the CDC to check your [symptoms](#).

If you cannot confidently answer “no” to the screening questions, do not come to campus. Any individual who, while on CCAC’s premises, exhibits symptoms commonly associated with COVID-19, or who otherwise provides information to College personnel which indicates that that individual may have been exposed to or contracted COVID-19, must complete a [COVID-19 Reporting Form](#) and leave the premises. Centers for Disease Control and Prevention (CDC) and Allegheny County Health Department (ACHD) current guidelines will be utilized to determine appropriate next steps and establish a return to campus plan for the individual. Employees should also contact the Office of Human Resources and students are to contact the local Dean of Students Office.

CLOSE CONTACT: Policies & Guidelines

The CDC defines [close contact](#) as “being within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period”. If you believe you have been in close contact with someone who is positive for COVID – 19 please complete [COVID-19 Reporting Form](#). Determination for isolation and quarantine will be made after you are contacted by a CCAC Administrator (Dean of Students or HR personnel). In general,

- **If vaccinated:** The [CDC recommends](#) testing 3-5 days after the exposure, wear a mask in public indoor settings for 14 days after exposure or until receive a negative test result. If test positive for COVID isolate for 10 days from first positive test.
- **If unvaccinated:** The [CDC recommends](#) quarantine for 14 days from the last contact with the COVID-19 positive person. During this time monitor symptoms. Quarantine can be shortened to 10 days if symptoms do not develop and 7 days if symptom-free and a negative test (policy subject to change).

TRAVEL PRACTICES

CCAC requires all students, faculty, staff and administrators to follow the CDC recommended guidelines for travel. The CDC provides information on both [Domestic](#) and [International Travel](#) for vaccinated and unvaccinated individuals. All community members are required to follow the CDC guidelines. It is required that a [COVID-19 Reporting Form is completed](#) if CDC guidelines indicate a need to quarantine or isolate due to exposure or travel.

Students whose travel results in the need to quarantine or isolation must complete a [COVID-19 Reporting Form](#). [There](#) is no guarantee that a student will not be penalized for missing class due to quarantine or isolation related to travel. It is recommended that students consult with their faculty prior to traveling and account for any missed classes or assignments.

MASKS AND FACE COVERINGS AND OTHER APPROVED PERSONAL PROTECTIVE EQUIPMENT

All persons (employees, students, visitors, vendors, service providers contactors) entering a CCAC building or facility, regardless of vaccination status, will be required to wear a mask or face covering that meets CDC guidelines at all times while indoors. This includes in laboratories, classrooms, any learning spaces and any non-private (single occupant) room or work location. In addition to these spaces, all persons must wear a mask while in areas in which the individual will, or is likely to be, in proximity to other individuals (common areas, lobbies, hallways, elevators, vehicles). Masks may be removed in designated foodservice and eating areas, in accordance with posted guidelines and physical distancing requirements. Masks will not be required in outdoor locations.

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](#).

Clinical and Lab spaces

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 facemask 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. Consult with supervising faculty for questions or clarification on policies for the specific clinical site.
- 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.

Acceptable Masks / Facial Coverings

The CDC standards for acceptable masks or facial coverings must be used. If a mask/facial covering does not meet these guidelines, individuals will be offered an appropriate disposable mask. For details regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the [CDC website](#). Masks with one-way valves or vents are not an acceptable form of facial covering. Students may 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.

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 (SupportiveServices@ccac.edu) to request an accommodation and evaluate potential alternatives. The protocol for requesting a face mask alternative is as follows:

- Students must self-identify this need by contacting Supportive Services.
- 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.
- 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 an alternative mask type that is not as constrictive as other face masks.
- 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.

Employees who cannot wear a mask due to a disability or other medical condition are required to contact the College's Human Resources Department, humanresources@ccac.edu or 412.237.3110 to discuss potential accommodations.

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 options indicated below. Contact the [Dean of Students](#) if you need assistance with this process.

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):

- a) The student has tested positive for and is undergoing treatment for COVID-19;
- b) The student has been advised or directed to self-quarantine by a health care professional or governmental authority as a result of a potential exposure to COVID-19;
- c) The student is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19;
- d) 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;
- e) The student is needed to provide care for a family member with a COVID-19 related illness; or
- f) The student is obtaining immunization related to COVID-19 or recovering from any injury, disability, illness, or condition related to such immunization.

STANDARDS OF CONDUCT FOR COURSES CONDUCTED VIA ZOOM AND OTHER REMOTE LEARNING TECHNOLOGIES

In addition to live classroom instruction, CCAC utilizes a variety of remote learning technologies, including Blackboard, Zoom and videoconferencing platforms, and lecture-capture technologies to deliver instructional content. Courses that are taught, in whole or in part, through remote learning technologies are subject to the following rules and requirements:

1. Students are prohibited from recording classroom lectures or activities conducted on Zoom or other livestreaming or videoconferencing technologies unless permission is obtained from the instructor or the student has a documented disability. Students are further prohibited from sharing, distributing or disclosing recordings made available to them by the instructor to any third party not enrolled in the course.
2. Students enrolled or participating in a course conducted in whole or in part through Zoom or other livestreaming or videoconferencing technology will be subject to the requirements and expectations set forth in the course syllabus, including arriving for class on time, meeting attendance requirements, and complying with appropriate classroom behavior and decorum. Students are further expected to be professional and respectful when attending classes conducted in these formats.
3. Students attending a class on Zoom or other videoconferencing technology will be required to sign in using their full name as it appears on the class roster. Use of a nickname or pseudonym is prohibited. Students who choose to use a preferred name that might not be reflected in the official class roster should review and follow the "Chosen First Name Procedure" set forth in the *CCAC Student Handbook*.

The rules and requirements set forth in the *CCAC Student Handbook*, the *CCAC Student Code of Behavioral Conduct*, and the CCAC Board Policy VII.01 - *Acceptable Use of Information Technology Resources*, shall apply to all courses conducted, in whole or in part, through Zoom, livestreaming, videoconferencing and/or other forms of remote or online instruction. Students that fail to comply with the requirements of these

policies may be removed from an individual class or course section, as well as subject to disciplinary action under the *Student Code of Behavioral Conduct*.

TESTING

If you are worried about exposure or have begun feeling symptoms, get tested. Free testing locations can be found by using the [HRSA Data Warehouse](#), [Curative Mobile Testing](#) and [Allegheny County Testing](#) site. Please use a local address when registering for a test.

INDIVIDUALS WITH HIGHER RISK

According to the CDC, individuals with [certain conditions](#) may be at higher risk for COVID–19 infection. 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 physical distancing instructions and guidelines outlined by the CDC (maintaining a social/physical distance of at least six feet between yourself and other individuals). 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/exits.
- 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. 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.

PUBLIC TRANSPORTATION

If you must take public transportation, wear a mask before entering the bus, train, or light rail system (T) 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

There are a number of services available to students both on and off campus. For information related to services, please visit the [COVID-19 Student Resources](#) on the My.CCAC portal for more information. Some face to face services may be limited to by appointment only and online access points will be available on campus in the event that face to face services are not available. To access services please refer to the ICCAC COVID 19 Weekly Schedule of Events found on the [COVID-19 Student Resources](#) page on my.ccac.edu.

- Food Service – The Allegheny Campus Cafeteria and Starbucks locations are currently operating
- Library - Campus libraries are scheduled to be open for Monday through Thursday 8:00 am to 4:30 pm and Friday 8:00 am to 12:00 noon. You can also visit them [online](#) at ccac.edu/library.
- Bookstore - All bookstores continue to operate through online sales and have resumed limited [operating hours](#) at all locations.
- Water fountains - Water fountains will be available for students to refill water bottles; facilities will treat as a high touch surface and clean frequently.

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.

The Allegheny County Health Department, provides information on the available testing known as a viral test (referred to as PCR), and an antigen test (sometimes referred to as a rapid test). A viral test or PCR test, will tell you if you have a current infection. The results of a PCR test can take 48 hours or longer for a person to learn the result. This is the most common COVID-19 test. Viral tests are the only tests used by the Allegheny County Department and the PA Department of Health to determine positivity rates.

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., Monday through Friday, Saturday hours are dependent upon class offerings.
- **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.