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 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 2020 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 2020 or Spring 2021 academic terms.

SYMPTOM SELF-SCREENING AND REPORTING REQUIREMENT
Students who are enrolled in on-site courses must conduct symptom monitoring every day before reporting to school. Students who suspect that they may have been exposed to COVID–19 and can answer “yes” to any of the questions on the self-screening questionnaire, are not permitted to come to campus. Please see: Exceptions for Allied Health & Nursing Students with Possible Exposure to COVID-19 in a Healthcare Setting on page 5.

INDIVIDUALS SHOULD ONLY COME TO A CAMPUS/FACILITY IF THEY HAVE ANSWERED “NO” TO EVERY QUESTION.

- Within the last 14 days, have you had close contact (please reference page 2) with someone who is currently sick with suspected or confirmed COVID–19? CDC Update February 11, 2021: If you’ve been fully vaccinated against the disease within the last three months and show no symptoms, you are not required to quarantine.
- 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 specific activity such as physical exercise?
- Have you had any of the following additional symptoms in combination with the above, that you cannot attribute to another health condition or specific activity: chills, repeated shaking with chills, runny nose or new sinus congestion, fatigue, new GI symptoms, new loss of taste or smell?
Symptoms and guidance are changing often, review the most current guidance from the CDC to check your symptoms at: https://www.cdc.gov/coronavirus/2019-ncov/index.html

If you cannot confidently answer “no” to these questions, do not come to campus. By coming to class/work/campus, you are attesting that you confidently answered “no” to the above questions and have a very low risk of carrying or spreading COVID–19. Students who cannot answer “no” to the above questions should advise their Dean of Students to discuss options. Employees who cannot answer “no” to the above questions should contact Human Resources to discuss options.

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. Additional recommendations can be found at When You’ve Been Fully Vaccinated.

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.

Individuals 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.

If your symptoms are severe, you may need to contact your medical provider.
TESTING
If you are worried about exposure or have begun feeling symptoms, get tested. Free testing locations can be found by using this tool. Please use a local address when registering for a test. 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: 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.

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.

The Antigen test or rapid test will tell you if you have an active infection. This test for COVID-19 can sometimes produce results in minutes or hours. A person who receives a positive antigen test is considered probable but is not included in Allegheny County’s total count of individuals tested to determine positivity rates.

MASKS AND FACE COVERINGS
All CCAC students, college employees, contractors, visitors, and other service providers 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, private (including single occupant) room or work location and while in all indoor and outdoor public areas regardless of whether 6 feet distance can be maintained.

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.

Face masks/cloth face coverings: Face masks or cloth face coverings must be worn by students and all employees working on-site at the workplace when in the presence of others and in indoor and outdoor public settings regardless of whether distancing of 6 feet distance can be maintained. 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.

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.

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.

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.

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

You 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.

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

**USE AND CARE OF FACE COVERINGS**

**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.

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**

• Students must self-identify this need.

• 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 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
Please note: On March 1, 2021, the Wolf administration announced that it has rescinded its out-of-state travel restrictions. Travelers should still practice appropriate public health measures to slow the spread of COVID-19 such as masking, physical distancing, and hand hygiene.
https://www.alleghenycounty.us/Health-Department/Resources/COVID-19/Information-for-Residents/Travel-and-Outdoors-Activity.aspx
The CDC continues to recommend limiting travel and gatherings. CCAC will continue to follow CDC Guidelines regarding travel. Please plan accordingly as your travel choices could impact your ability to attend in person or clinical instruction.

DETERMINING CLOSE CONTACTS OF PERSONS WITH COVID-19
released 10/26/2020
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.

IF YOU ARE IDENTIFIED AS BEING A CLOSE CONTACT OF A COVID-19 CASE
The Pennsylvania Department of Health (DOH) strongly recommends that individuals identified as being a close contact of a COVID-19 case be tested for SARS-CoV-2 at least 2-3 days after the exposure, regardless of the presence of symptoms. Information about insurance coverage and COVID-19 testing can be found here. Results should be reported to DOH within 24 hours of the test’s completion. If you have questions about this guidance, please call your local health department or 1-877-PA-HEALTH (1-877-724-3258).
Consistent with the recent CDC guidance, the Health Department offers the following two methods to reduce the duration of quarantine. Please note that these alternatives do not apply to healthcare settings and congregate settings (please see Exceptions on page 4).

1. Quarantine can end after 10 days if no symptoms develop with careful daily monitoring. Monitoring should continue for a full 14 days, and if symptoms develop, quarantine should resume, and testing should be performed.

2. If there are sufficient local testing resources, quarantine can end after 7 days if the person does not develop symptoms with careful daily monitoring and tests negative for the virus. The test should be performed on the fifth day after the exposure or later. Quarantine cannot end before day 7.

The Health Department prefers that a PCR test be used to determine if a person can leave quarantine after 7 days.

- Priority for testing will be given to people with symptoms seeking testing to confirm an infection.

The CDC’s updated guidance regarding quarantine is intended for the community and does NOT apply to healthcare or congregate settings. Healthcare settings should follow PA-HAN-526 or its successor for treating patients and residents exposed to COVID-19. Healthcare staff exposed to COVID-19 while working in a healthcare setting should follow PA-HAN-510 or its successor.

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 (please reference page 2) with a person with CV-19 in the community; OR
- Providing direct patient care for a patient with CV-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 CV-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 CV-19 having not met criteria for high-risk exposure (e.g., brief interactions with CV-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.


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.

Any student or employee who may have been exposed and develops fever or symptoms consistent with COVID-19 should immediately self-isolate. Students should contact their Dean of Students and faculty/employees should contact Human Resources for further guidance.

If you become sick while in class or clinical or while working, you shall notify your instructor/supervisor and return home or seek medical advice immediately.

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)
- Chronic kidney disease being treated with dialysis
- People with HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- 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 physical 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 (please reference page 5) 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):

- The student has tested positive for and is undergoing treatment for COVID–19;
- 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;
- 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
- The student is needed to provide care for a family member with a COVID–19 related illness.

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

- Library - Campus libraries are open for printing and grab-and-go service, Monday through Thursday 11:00 am to 2:00 pm and Mondays from 3:00 pm to 7:00pm. Please 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.
- Starbucks - The Starbucks located on the Allegheny Campus is open Monday through Friday, 7:00 am to 2:00 pm.
- 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. To access services please refer to the !CCAC COVID 19 Weekly Schedule of Events found on the COVID-19 Student Resources page on my.ccac.edu.

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 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

**Allegheny County COVID-19 HOTLINE: 888-856-2774**

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