



## **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. 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. 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 should otherwise necessitate the cessation of face-to-face instruction and activities prior to the conclusion of the Spring 2022 academic term.**

### **CCAC COVID-19 PROTOCOLS**

#### **VACCINATION**

While the situation is evolving, the CDC continues to stress that vaccines remain the best protection from COVID-19. In addition to being highly effective at preventing severe illness, hospitalizations, and death, they slow transmission and reduce the likelihood of new variants emerging. As a result, the CDC recommends that everyone 5 years and older protect themselves from COVID-19 by getting fully vaccinated and that everyone aged 18 years and older should get a booster shot at least two months after their initial J&J/Janssen vaccine or six months after completing their primary COVID-19 vaccination series of Pfizer-BioNTech or Moderna. 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.

**SPECIAL NOTE: Students in Nursing and Allied Health programs are required to follow the protocols as established by their program and clinical sites.**

## **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 are posted at building entrances and on the *myCCAC* portal and may be adjusted as circumstances require. 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 an individual may have been exposed to or contracted COVID-19, must complete the [COVID-19 Reporting Form](#) and leave the premises. **Employees** should also contact the Office of Human Resources and **Students** are to contact the local Dean of Students Office. 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. **SPECIAL NOTE: Students in Nursing and Allied Health programs are required to follow the protocols as established by their program and clinical sites.**

**Individuals should only come to a campus/facility if they have answered “no” to every question.**

- Have you had [close contact](#) with someone who is currently sick with suspected or confirmed COVID19 and are you experiencing symptoms?
- 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, please review the most current guidance from the CDC to check your symptoms at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**If your symptoms are severe, you may need to contact your medical provider.**

If you cannot confidently answer “no” to the above 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.

CCAC will follow [CDC](#) and [ACHD](#) Guidance for individuals who test positive or are exposed to someone who tests positive. **If you test positive, have a known exposure or are experiencing symptoms that could be attributed to COVID do not come to campus - complete a [COVID 19 Report!](#)**

P O S I T I V E	<p><b>If you HAVE SYMPTOMS &amp; TEST POSITIVE, regardless of vaccination status, you must ISOLATE</b> and may return <u>onsite</u> to work/class after <b>all</b> of the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. You have completed at least five days of isolation starting from the day your symptoms began, which is day 0.</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>2. You are 24 hours free of fever (without the use of medication)</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>3. Your symptoms are improving</li> </ol> <p><b>If your symptoms are not improving AND/OR if you are still running a fever</b> (without the use of medication) isolation is to be extended beyond five days. *You must be fever-free for at least 24 hours and your symptoms need to be improving.</p> <p><b>If you were hospitalized for COVID-19, your isolation may be up to 20 days.</b> *Discuss this with your health care provider.</p> <p><b>If you NEVER HAD SYMPTOMS &amp; TEST POSITIVE,</b> you can return <u>onsite</u> to work/class five days after the date your positive test sample was taken which is day 0.</p> <p><b>Do NOT</b> get another PCR test for COVID-19 for the next 90 days unless you develop new symptoms. *It is common for a PCR test to remain positive for up to a couple of months, even though you are no longer able to spread the virus.</p>					
	E X P O S E D	<p><b>If you have been EXPOSED to someone who tested positive for COVID-19 and you:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <p>Have received your <b>BOOSTER</b> <b>OR</b> Completed the primary series of Pfizer or Moderna in the last 6 months <b>OR</b> Completed the primary series of J&amp;J within the last 2 months</p> </td> <td style="padding: 5px; text-align: center;"> <p>Quarantine is not required <b>unless symptoms develop.</b></p> </td> </tr> <tr> <td style="padding: 5px;"> <p>If you are <b>UNVACCINATED</b> <b>OR</b> more than six months out from your second mRNA dose <b>OR</b> more than two months out from a J&amp;J vaccine <b>AND not yet boosted</b></p> </td> <td style="padding: 5px; text-align: center;"> <p>Quarantine for five days &amp; if possible, get tested on the fifth day after exposure.</p> </td> </tr> </table> <p>*<b>If symptoms develop, regardless of vaccination status,</b> quarantine until you are fever-free for at least 24 hours (without the use of medication) and your symptoms are improving. If possible, get tested on the fifth day after exposure.</p>		<p>Have received your <b>BOOSTER</b> <b>OR</b> Completed the primary series of Pfizer or Moderna in the last 6 months <b>OR</b> Completed the primary series of J&amp;J within the last 2 months</p>	<p>Quarantine is not required <b>unless symptoms develop.</b></p>	<p>If you are <b>UNVACCINATED</b> <b>OR</b> more than six months out from your second mRNA dose <b>OR</b> more than two months out from a J&amp;J vaccine <b>AND not yet boosted</b></p>
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<p><b>The five day quarantine is to be followed with wearing a well-fitted mask.</b> This will minimize the possible risk of spreading the virus to others.</p>						
SYMPTOMATIC	<p><b>If you are SYMPTOMATIC but feel you haven't been exposed and you are unable to test, follow the guidance above for individuals who have been exposed.</b></p>					
<p>Students should contact a Dean of Students and Employees should contact the Office of Human Resources to address any questions and/or concerns related to CCAC's COVID-19 testing protocols and reporting. More information regarding COVID-19 mitigation measures is available via the <a href="#">CDC</a> and <a href="#">ACHD</a> websites.</p>						

**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.

**TESTING** - [CDC recommends](#) that anyone with any signs or [symptoms of COVID-19](#) get tested, regardless of vaccination status or prior infection. If you get tested because you have symptoms or were potentially exposed to the virus, you should stay away from others pending test results and follow the advice of your health care provider or a public health professional. Visit this site to schedule testing: <https://book.curative.com/search#10/40.4467/-79.9533>

### **MASKS AND FACE COVERINGS AND OTHER APPROVED PERSONAL PROTECTIVE EQUIPMENT**

*All persons* (employees, students, visitors, vendors, service providers and contractors) 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 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](mailto: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](mailto: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.

- 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 "P" (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
- 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):

- The student has tested positive for and is undergoing treatment for COVID-19;
- 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;
- The student is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, 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;

- The student is needed to provide care for a family member with a COVID-19 related illness; or
- 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:

- 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.
- 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.
- 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*.

## **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 Monday through Thursday 8:00 am to 4:30 pm and Friday 8:00 am to 12:00 noon, check the schedule at: <https://ccac.libcal.com/>. You can also visit them [online](#) at [ccac.edu/library](http://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. 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.



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