

Luzerne County Community College

Re-Entry Plan
COVID-19

Last Updated: 9/03/20



Introduction

Luzerne County Community College is committed to the safety and well-being of its students and staff. COVID-19 has changed the ways Institutions of Higher Education must operate in order to provide both a safe and effective learning & working environment. The College is taking the necessary steps to properly address the safety of our College Community. This document provides details on the changes that will be made or have already taken place. As the College moves towards bringing both staff and students back to the campus, this document will serve as a guide to make sure safe practices are being communicated and adhered to. The situation with COVID-19 is very fluid and we will continue to update our staff, students, and this document as guidelines and recommended practices evolve. This document will also be updated regularly as decisions are made and more details become available.

The College will continue to follow the CDC guidelines as well as any state or federal mandated directives. For further details on the COVID-19 health and safety related guidelines or recommendations, please reference the following websites:

Center for Disease Control (CDC) – <https://www.cdc.gov>

Pennsylvania Department of Health - <https://www.health.pa.gov>

A task force was charged with developing plans for re-entry to campus and overseeing this plan. Staff are encouraged to contact the leaders of this task force which includes the Dean of Human Resources, Director of Public Safety and Security, and the Vice President of Operations if they have any questions or concerns related to COVID-19.

This plan applies to the Luzerne County Community College facilities including:

- **Main Campus, Nanticoke**
- **Berwick Center**
- **Greater Susquehanna Center**
- **Hazleton Center**
- **Pittston Center**
- **Scranton Center**
- **Shamokin Center**
- **Wilkes-Barre Center**

General Guidelines

Any Luzerne County Community student or staff member that believes they may be ill or are experiencing COVID-19 related symptoms should not enter any College facility.

Students & Staff members are required to wear facial coverings within any College facility or public areas. Commercially manufactured or homemade masks are acceptable. Masks with exhalation valves or vents should NOT be worn. Neck gaiters or bandanas are not considered acceptable replacements for face masks. Please see appendix A for more details regarding masks. Students or employees arriving to the College without facial coverings will not be allowed entry to campus buildings. Facial coverings must be worn at all times when in classrooms, common areas (such as the hallway) and in close proximity to others. Staff may remove masks when they are within the privacy of an office.

Students and staff should adhere to all COVID-19 related signage.

Students & staff must adhere to safe social distancing recommendations. The current recommendation calls for at least 6 feet apart from other individuals.

Frequent handwashing is strongly encouraged. It is recommended that staff wash hands with soap and water for at least 20 seconds and use hand sanitizer if hand washing is not feasible.

Frequently touched worksite surfaces should be cleaned multiple times during the workday. These surfaces include copy machines, computer keyboards and mice, work surfaces, office doorknobs and handles, bathroom doors, faucet handles, etc. Wipes will be made available and everyone is encouraged to help out with these recommended practices.

Staff are encouraged to contact the leaders of the Re-Entry Task Force which includes the Dean of Human Resources, Director of Public Safety and Security, and the Vice President of Operations if they have any questions or concerns related to COVID-19.

College Initiatives/Changes

The College will be utilizing and has placed many cough/sneeze shields throughout campus. This includes office areas and instructional spaces.

A detailed cleaning plan has been developed in order to properly and regularly disinfect College facilities according to CDC and PA Department of Health guidelines. Students and staff are strongly encouraged to help out by using the provided sanitizing wipes to disinfect their seating areas and personal spaces before classes begin.

Social distancing and other COVID-19 related signage has been placed throughout campus and will continue to be updated.

Signage is being placed throughout classroom buildings to help with the flow of student traffic in order to address social distancing.

Self-health monitoring for staff and students is strongly encouraged.

Sanitizing wipes and hand sanitizer are being placed throughout campus including building entrances, common areas, and all instructional areas. Students will be asked to use a provided sanitizing wipe to clean their seating area before the start of each class.

Changes to the operation of building HVAC systems are being made which includes changing filters more frequently.

Changes to the operation of service areas such as Food Services, the Fitness Center, the Bookstore are being made in order to comply with recommended CDC guidelines.

Restroom upgrades are being planned for in a couple of the College's older buildings on main campus.

Water fountains have been turned off and signage has been placed notifying students and staff of this change.

Large spaces within buildings that can be used for lecture spaces have been identified and are being temporarily re-purposed for lecture spaces.

Modifications have been made to some existing classrooms in order to create larger instructional spaces. This includes removing walls to combine classrooms.

Student and staff lounge areas, break rooms, and public meeting areas are being assessed and may be closed or modified to comply with CDC guidelines and best practices.

Recreation areas, game rooms, and athletic fields are temporarily closed.

Locations, availability, and configurations of open computer labs have been addressed.

Conference rooms and other larger spaces will be utilized for support services as needed to maintain appropriate social distancing.

Office waiting areas have been re-arranged or expanded as needed to maintain appropriate social distancing.

In addition to in-person services, remote services currently being provided will remain available for all students (chats, online and phone enrollment support, email services, online RSVP, etc.).

Face-to-face meetings amongst faculty, administrators and staff will be restricted to 25 people or less. Virtual meetings may be held using Blackboard Collaborate or Zoom.

Textbooks should be ordered online at <https://bookstore.luzerne.edu>. In store shopping will be available during the non-rush periods and must follow all CDC guidelines, including the use of masks and social distancing.

Instructional Spaces – Classrooms & Labs

All classroom spaces were recently surveyed at the main campus and dedicated centers in order to determine the maximum number of students that each room would accommodate when adhering to social distancing guidelines.

Changes to the fall schedule were made in order to offer additional on-line and hybrid classes. This will provide a variety of instructional alternatives for students.

6' distancing will continue to be the guideline and is being planned for between students and instructors within classrooms. Floor stickers and signs have been placed throughout College facilities to remind and guide the College community of this recommendation.

Students will be required to wear face masks as per CDC guidelines. Students must continue to wear face masks while seated in classrooms.

In some situations, wearing a mask may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives will be considered whenever possible to increase the feasibility of wearing a mask or to reduce the risk of COVID-19 spreading if it is not possible to wear one. Students should be directed to the College's office of accessibility to address mask alternatives.

If a student refuses to wear a mask within College facilities, they will be asked to leave and/or directed to the College's Safety & Security office.

Stickers will clearly identify where students are allowed to sit in order to maintain proper distancing. If a seating area is not marked with the appropriate sticker, it is not to be used by students.

Sanitizing wipes will be placed in all instructional spaces in order to sanitize seating areas prior to the start of classes and to wipe knobs.

A statement related to COVID-19 will be recommended to be included as part of the standard syllabus for every course.

Faculty will remind students at the start of each class about COVID-19 related information. A standard communication such as the following should be used:

Please remember to adhere to the College policies in place to maintain a safe and healthy environment according to the CDC and PA Department of Health. This includes wearing a mask, maintaining social distancing of 6 feet, washing hands frequently, not reporting to class and leaving campus immediately if you are feeling ill or experiencing what might be considered Covid-19 related symptoms. Students should pay attention to the COVID-19 related signage displayed throughout the college facilities.

Signage will be put in place where applicable to mark certain classroom and building doors for exit and entry in order to help with social distancing.

Specific plans for labs have been drafted by the appropriate departments and the reentry task force in order to comply with CDC guidelines. This includes planning for unique cleaning/sanitizing needs and lab specific personal protective equipment (PPE) requirements. These plans will be published on posted on College websites.

Specific plans for academic spaces that hold hands-on and/or equipment based instruction have been drafted by the appropriate academic departments and re-entry task force in order to comply with CDC guidelines. This includes planning for unique cleaning/sanitizing needs and lab specific personal protective equipment (PPE) requirements.

Instructors may choose to wear a face shield as an alternative to a face mask when they are able to maintain 6 foot social distancing. The face shields should wrap around the sides of the wearer's face and extend to below the chin. A mask must be worn when the instructor moves around the classroom or comes in contact with students in a manner in which they cannot maintain 6 foot social distancing.

Reentry Phases for Staff

On May 28th, 2020, a three-phased approach was announced for returning to campus as outlined below. Division leaders will be providing staff specific information related to their office or department as the College transitions through these phases.

Phase 1 – Begins June 1st

Although certain members of Leadership Team and Human Resource Office staff have been working on campus throughout, all members of these areas will be expected to work from campus daily.

Select office staff will continue to be assigned and be required to report daily.

Physical Plant staff will continue to be assigned and be required to report daily.

Phase 2 – Begins June 8th

Director and Department Leader positions will be required to report daily.

Additional select office staff as assigned will be required to report daily.

All Physical Plant staff will be required to report daily.

Phase 3 – Begins June 22nd

Remaining staff to be report to work as notified.

The campus will remain closed to visitors and students until further notice. Staff not assigned to work on campus daily must continue to request access through their division leaders to gain access to campus. Staff not reporting to campus in Phases 1 and 2 will continue to work remotely as assigned by their division leader and are reminded to continue to check their voicemail and email regularly.

Reentry Phases for Students

A three-phased approach will also be used related to students returning to campus as outlined below.

Phase 1 – Begins June 22th

Invited students will be allowed to return to campus to complete hands-on lab work from the Spring Semester.

Phase 2 – Begins July 25th

In-person student services such as registration, admission, testing, and advising resume.

Phase 3 – Begins July 6th

The College begins a limited number of in-person classes for the Summer II Semester.

Monitoring, Surveillance, and Voluntary Reporting

The College has in place a protocol in place for monitoring, surveillance, and voluntary reporting.

- Faculty, staff, and students should not come to campus if they are sick.
- The security office should be notified if a faculty, staff member, or student becomes sick with COVID-19 symptoms, tests positive for COVID-19, or has been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- In accordance with federal, state, and local laws and regulations, the College will notify the PA Department of Health if/when cases arise. In addition, affected faculty, staff, and students will be notified of confirmed cases of COVID-19 while maintaining HIPPA laws and confidentiality.
- If cases become wide-spread, the College will determine if a temporary suspension of in-person instruction is warranted.
- If cases become wide-spread, the College will determine if a temporary suspension of a work area is warranted.
- Arrangements will be made to clean and disinfect any affected areas thoroughly per CDC and PA Department of Health guidelines after a 24 hour waiting period.
- The College will make every effort to ensure continuity of education and for all those impacted by any temporary suspension of in-person operations.
- If a suspension of in-person services is necessary, the College will consult with the PA Department of Health and/or local public health officials to determine when routine operations can resume on campus.
- Students, faculty, and staff who have tested positive and have been cleared of symptoms by a medical doctor must present a doctor's note upon returning to campus.

The College is recommending students and staff sign up for a free app that is used for self-screening purposes related to Covid-19. This app will help support the safe return of students and staff. Recent research has shown that daily self-reporting of symptoms used in combination with campus policies and procedures can have a meaningful impact on keeping populations safe. Self-screening is quick and easy. It takes less than 10 seconds to self-screen and end-user privacy is protected via encryption.

The College's Re-Entry Task Force was tasked with reviewing self-screening apps and has selected the CampusClear app. CampusClear was developed through a partnership initiative between Ivy.ai, Creighton University and Stony Brook University that formed to provide a technological solution to the challenge of self-screening (or self-surveying) as a foundational strategy of the return-to-campus initiative. We strongly encourage all students and staff to download and use this free app that has been customized for our College. The app will remind you each morning to self-screen and College personnel will regularly monitor the results.

The task force will continue to monitor the recommendations and updates being provided by the CDC, the PA Department of Health, and the PA Department of Education in order to make sure we are complying with the latest recommendations, guidelines, and directives.

Testing and Self-Quarantine Related to COVID-19

While following the current CDC Guidelines and recommendations from the Pennsylvania Department of Health:

Any person who does not feel well and is having potential COVID-19 symptoms as outlined by the CDC and/or has tested positive for COVID-19 shall quarantine for 14 days or until they are symptom free and MUST provide the College with COVID-19 negative test results before returning to campus.

If a person comes within six feet of someone who tested positive for COVID-19 for more than 10 minutes, they are considered a close contact. The person should begin to quarantine at home and away from others, only leave their home to go get tested, and monitor their symptoms. This quarantine shall last for 10 days or until the person tests negative for COVID-19.

It is recommended that any person who has traveled to the state(s) identified by the state's health department as an area with high coronavirus case counts (please reference current list on PA Department of Health website) should quarantine for 14 days when returning from the state and be tested for COVID-19 if they are having symptoms.

Any employee who fits within one or more of the above situations and is quarantining shall contact their supervisor and/or College's Human Resource Office in order to determine how to handle the time off.

Any student who fits within one or more of the above situations and is quarantining shall contact the College's Director of Safety and Security in order to determine how to handle returning to campus. The student should also contact their instructor(s) to determine how to handle coursework.

It should be understood that any person who is in quarantine as noted in the above situations shall not report to campus for any reason until their quarantine has been completed, or they have tested negative and provided the College with those results.

Appendix A

The CDC has provided the following details regarding facial coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

DO choose masks that	DO NOT choose masks that
 <p>Have two or more layers of washable, breathable fabric</p>	 <p>Are made of fabric that makes it hard to breathe, for example, vinyl</p>
 <p>Completely cover your nose and mouth</p>	 <p>Have exhalation valves or vents, which allow virus particles to escape</p>
 <p>Fit snugly against the sides of your face and don't have gaps</p>	 <p>Are intended for healthcare workers, including N95 respirators or surgical masks</p>

Caution: Gaiters & Face Shields	Special Situations: Children
 <p>Evaluation is on-going but effectiveness is unknown at this time</p>	 <p>If you are able, find a mask that is made for children</p>
 <p>Evaluation is on-going but effectiveness is unknown at this time</p>	 <p>If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin</p>
<h3 data-bbox="120 1528 630 1591">Special Situations: Glasses</h3>  <p>If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging</p>	 <p>Do NOT put on children younger than 2 years old</p>