

STRATEGY TO RESUME IN-PERSON INSTRUCTION

Adequacy of personal protective equipment (PPE) and sanitation supplies

All members of the Penn College community have a moral and ethical responsibility to protect the well-being of everyone.

Employees are expected to maintain the sanitation of their work areas and offices, and students are expected to maintain the sanitation of their living spaces and any work area that is specifically assigned to them. In the interest of ensuring safety, all members of the campus community should assume any space they are entering has not been sanitized and are directed to wipe down surfaces and equipment prior to use. Information Technology Services has conducted training for its staff on the safe cleaning and disinfecting of keyboards and related IT equipment.

Students and employees are expected to have and use their own face masks, and supplemental PPE will be provided in cases where a mask is lost or damaged, or when a higher grade of PPE is required for a specific setting. General Services is receiving ongoing training on sanitation procedures and instituting enhanced cleaning protocols campus-wide. In addition, it is providing cleaning supplies that will be available throughout campus for common areas and offices, including classrooms, for community use. The College has confirmed adequate PPE and cleaning supplies to safely open and maintain operations throughout the fall semester and will continually source and purchase supplies to ensure adequate stock throughout the academic year and beyond. Every public learning space on campus will have a cleaning supply station.

Social distancing – limiting large gatherings, limiting number of students in classroom

Penn College will continue to follow all guidance on social distancing provided by the Centers for Disease Control and Prevention (CDC) and the Commonwealth. This includes requiring mask use in compliance with all current Executive Orders and other guidance.

All planning for the 2020-21 academic year includes provisions to ensure that no gatherings or events exceed the limitations established by the Commonwealth. Conference and meeting room capacities have been reduced in response to guidance related to square footage,

and modes and schedules of instruction are being adjusted to maximize social distancing in classrooms wherever possible. While most lab spaces are large, the average class size at Penn College is only 16. As assigned seating will be encouraged, so, too, will assigned lab spaces so that students are using the same work spaces daily. Where possible, classes have been moved to larger classrooms.

Administrative, student support, and faculty office hours are commonly employing a hybrid model of operation, using virtual appointments when feasible and supplementing with face-to-face interactions while practicing social distancing and mask-wearing. Advance appointments are encouraged in most areas to ensure that waiting rooms do not become crowded, and appointment times within offices are being staggered to further ensure that social distancing can be maintained; several offices with multiple entrances have also implemented “one-way” traffic flow.

Facility modifications

All building ventilation has been examined. New antimicrobial filters have been installed in HVAC systems where appropriate, and all systems have maximized the flow of outside air. The College has elected not to designate “one-way” hallways or staircases but will revisit this decision if the guidance is revised to reconsider such planning.

Campus signage has been created to focus on social-distancing cues on floors where lines form, signs indicate to visitors and guests where to wait when entering offices, and plastic partitions have been installed at counters and public spaces where social distancing can be challenging without explicit cues. Bathroom and shower facilities are also modified to ensure spacing as necessary.

Tables and chairs have been removed from common areas to ensure at least 6 feet of space between users. Computer labs and other spaces with redundant equipment will have chairs and equipment removed to ensure adequate spacing, mobile furniture has been removed, and social spaces have had seating reduced or eliminated to avoid any tendency to congregate. In some cases where furniture cannot be removed, use of such furniture has been restricted with signage to ensure social distancing.

ADA compliance

All facility modifications and use of media follow Americans with Disabilities Act (ADA) standards to ensure that all members of the campus community have full access to all services and instruction. Penn College's Accessibility in Information Technology committee and the College's Assistive Technology Facilitators are providing training and support to ensure that all media are accessible, and General Services is overseeing compliance of any modifications to physical spaces.

Residence halls

At all times, Residence Life strives to ensure that students remain healthy and safe in residence halls. Governmental and health agency guidelines, procedures, and practices are being reviewed carefully to provide an optimal living and learning environment for every resident student. Students moving into the residence halls will be temperature screened at move-in.

While certain adjustments will be made in terms of an extended move-in process, masking, cleaning protocols, and visitation, the College is not planning to reduce occupancy levels within the residence halls. If students believe their current housing assignments place them at increased risk given a medical issue, they are asked to contact Residence Life to explore alternative arrangements. In conjunction with Disability Services, all requests will be reviewed, and an appropriate determination and/or accommodation will be made based on student health needs.

Residence hall programming will be adjusted to ensure appropriate social distancing, and virtual community events will supplement in-person experiences as needed.

In the event of a positive case, protocols have been developed and designated space set aside for isolation purposes. Mitigation and containment details are outlined below. All custodial staff have been trained in decontamination procedures.

Dining units

Dining Services remains committed to providing the Penn College community with healthy, affordable, and nutritious food options while also following best practices and guidance from the CDC. To accomplish this, dining units have undergone modifications of both physical space and operations, and staff have been trained in the most current protocols in safe food preparation and handling.

Contactless point-of-sale readers were purchased for all dining units, and plastic barriers were installed to protect

service areas and cashier stations. In addition, signage has been applied to all serveries and check-out areas to identify proper social distancing and provide clear direction on how to move through the areas. Seating capacity has been reduced to maximize distance between those eating.

Fresh fruit and desserts are pre-wrapped or bagged. Takeout and mobile-ordering options have been expanded, and use of disposable takeout containers, paper products, and use of plastic (pre-wrapped) silverware has expanded to decrease opportunity for virus spread on high-touch areas/surfaces. While self-serve beverage stations are open, self-serve buffets and salad bars are not, and items will be prepared behind barriers and served by employees. Condiments are being served as single-serve packets.

Face masks are required throughout the dining units unless individuals are seated and eating. All Dining Services employees wear face masks and follow strict sanitation procedures to include frequent hand-washing and changing of gloves. Tables and chairs are sanitized after each guest's use. Staff are discouraged from taking breaks together.

Access to health services and counseling

Penn College offers a complement of urgent care, preventive, and emergency services through College Health Services. Students can visit College Health Services free of charge and may receive lab work and prescription medications at a nominal cost. College Health Services is open during the College's regular operating hours, and services are supplemented through a Quick Response Service that is available on a 24/7 basis to respond to emergent needs in coordination with Lycoming County EMS.

College Health Services will facilitate COVID-19 testing and contact tracing on campus following training from UPMC Susquehanna. UPMC will provide test kits and training to staff in College Health Services, as well as training and resources to conduct contact tracing. A dedicated space for COVID-19 testing and related services has been created.

Counseling Services provides free and confidential counseling services to all enrolled students. Five full-time, licensed counselors are available during regular operating hours, and services are supplemented by College Police after hours. Employees have 24/7 access to the College's Employee Assistance Program at no charge. Both Counseling Services and the EAP currently provide support via telehealth.

Countering stigma

Penn College views efforts to combat the virus as an extension of one of our core values, a Community of Respect; this includes having all members of the community follow all prescribed preventive measures, conduct a personal daily health screening, and report symptoms in a timely manner. All members of the community are expected to participate in making their commitment to ensuring the safety of our campus explicit by participating in *Our Commitment to a Healthy Campus* campaign. We believe that presenting prevention, screening, and reporting behaviors as part of our “new normal” and part of our collective expectations for members of the community will deter a sense of stigma and support positive health behaviors across the community.

Any issues related to bias, discrimination, or other inappropriate behaviors will be addressed through the Student Code of Conduct or through Human Resources as appropriate. All of the awareness campaigns will focus on the science of the virus and place strong emphasis on Penn College as a caring community that looks out for one another.

Student guidelines for attendance, absenteeism, and travel

Faculty are encouraged to be flexible with attendance policies and dealing with absenteeism to help ensure that students will disclose if they are sick, have been exposed, or have other needs stemming from COVID-19.

Global Experiences (study abroad) for students have been suspended for 2020-21. Travel for both employees and students is discouraged and limited to only necessary domestic travel. All travel guidelines issued by the Commonwealth, the CDC, or Department of Health will be

followed, as well as any guidelines associated with the travel destination. Academic-related travel, both for faculty and students, must be approved by the Vice President for Academic Affairs & Provost. Other student travel must be approved by the Vice President for Student Affairs, and other non-academic employee travel must be approved through the employee’s area vice president. All travel requests must document the destination of the trip and its purpose, rationale for why the objectives of the trip cannot be accomplished virtually, and assurance that the destination is following all local guidance related to COVID-19 and is as safe as possible for those traveling.

Adapting to changing conditions (course modalities, schedules, academic calendars)

Penn College recognizes the uncertainties that underlie current plans. In the event changing circumstances require the institution to pivot to alternative solutions, the lessons learned during the Spring 2020 closures will be applied. The shift to online instruction in March 2020 was successful, and the responsiveness of the faculty under exceptional circumstances led to innovative solutions for completing lab, clinical, and field work that continue to inform our planning.

Faculty and staff have used the closure and the time following it to plan contingencies for instruction and services if the College should be similarly challenged again. While Penn College programs are delivered best through hands-on experiences, this extensive planning will ensure adequate transitions, if circumstances require them. Penn College has a comprehensive history of adapting quickly and effectively and will use the collective expertise to adapt again, when necessary. The College is also prepared to explore options within the academic calendar, if appropriate, if a closure occurs.

MONITORING, SURVEILLANCE AND VOLUNTARY REPORTING

Coordination with local public health officials or equivalent

Penn College is coordinating COVID-19 testing and reporting to the Pennsylvania Department of Health through UPMC Susquehanna. Staff from the Infectious Disease Unit at UPMC Susquehanna are training College Health Services staff in testing and tracing protocols and will serve as a source of support and referral as needed.

The ability to supplement patient recall in contact tracing through the use of data derived from swipe cards and campus logins will create opportunities for timely and thorough identification and notification of anyone who may have been exposed to ensure prompt quarantine and support for these individuals.

Mitigation and containment plan

All members of the Penn College community are expected to follow all prescribed preventive measures, conduct a personal daily health screening, and report symptoms in a timely manner as part of *Our Commitment to a Healthy Campus*. In addition, measures such as cohort screening within academic programs and residence halls will supplement individual screenings to provide additional monitoring of potential symptoms across the population.

A comprehensive mitigation and containment plan has been developed in the event of a positive case on campus. This plan involves holding dedicated residence hall spaces for isolation and quarantine that include private rooms for those who test positive for COVID-19. Individuals who test

positive will be moved to a single room until they have met the [CDC criteria](#) for being removed from isolation. Those awaiting results of testing will be similarly isolated pending the results. College Health Services will conduct contact tracing for anyone who tests positive. Based on information provided by the individual who tests positive, College Health Services will reach out to any individuals who were exposed to COVID-19. This includes anyone who was in close contact with the infected person (defined as those who have been closer than 6 feet from the affected individual without a mask for a period of greater than 15 minutes). Those notified of their exposure through contact tracing are required to quarantine for 14 days.

Individuals isolating or in quarantine will be provided meals to their rooms through coordination with Dining Services, regular health checks through College Health Services, and self-care and cleaning resources provided by Health Services and General Services. Counseling Services will also provide support to students as needed through telehealth visits.

Student Affairs will adapt its existing faculty notification process in the event of COVID-19-related student absences, including isolation and quarantine, and will assist in coordinating continuity of instruction as appropriate in collaboration with Academic Affairs.

COMMUNICATION PLAN

Prevention/wellness information

The entire Penn College community will pledge its support for a healthy community in the time of COVID-19 and will also pledge to conduct daily self-checks as prescribed by the CDC as part of *Our Commitment to a Healthy Campus*. This message will be reinforced as an extension of the College's Community of Respect statement, and faculty are encouraged to include the commitment in coordination with their expectations for conduct within the classroom, including mask-wearing, social distancing, and other safety protocols as appropriate. Faculty are also encouraged to have students sign an acknowledgement that they have read and agree to all terms within the syllabus, including the commitment.

The College is preparing a comprehensive awareness campaign focusing on healthy behaviors and respect for others. Signage will focus on the importance of proper mask-wearing, hand-washing, and social distancing, and on the role of community in staying healthy. Signs and symptoms of illness will also be highlighted with a paired message that focuses on reporting symptoms to College Health Services immediately if any signs are present.

Reinforcement of practices related to hygiene, sanitation, and face coverings

Routine messaging across a variety of media, including indoor and outdoor signage, social media, and official College communications, will reinforce expectations related to requirements for masks and social distancing while also encouraging frequent hand-washing and sanitation. Areas of campus that frequently receive guests will have increased messaging, pairing a welcome to campus with directions about campus practices related to community health and our expectations for masking and social distancing while on campus.

Resident Assistants and other student leaders will play a central role in modeling safe behaviors including mask-wearing and social distancing and will be trained to engage their peers proactively and educationally. Student athletes will follow all prescribed protocols for safe practice and play and will be similarly called upon to role model for their peers. The use of peer leaders in this capacity will reinforce the new social norms expected on campus and create a culture of collective responsibility.

Updates and Information

In Spring 2020, Penn College developed a COVID-19 website that provides updates related to College operations and news updates. This site will continue to be the central source of communication for the public. The campus community will be made aware of any significant developments or changes in operation via the College's portal. In an urgent circumstance, the PCT Alerts system, which sends text and/or voice and email messages to all enrolled users and deploys updates through networked media across campus, would be activated.

Notification of a positive case

The College will follow the Clery Act requirement of issuing a Timely Warning through student and employee AdminWire at the time of a first case. Following the first positive case, the campus community will be notified of any subsequent cases through a daily notification (Monday-Friday) that will direct users to a dashboard on the College's public COVID-19 Information web page. Any results received over a weekend will be reported in Monday's data. The dashboard will contain the number of cases, the number of those tested through College Health Services, and the number recovered.

ADDITIONAL PUBLIC HEALTH AND SAFETY MEASURES

Social distancing interventions

As a community, the College will strive to gain compliance and support for the adoption of all guidelines including social distancing, mask-wearing, and hand-washing. By promoting a culture of respect that includes these behaviors, we anticipate that the vast majority of the community will follow protocols.

All members of the community are encouraged to advocate for themselves and others when they see individuals who are not following the letter and spirit of the guidelines, and strategies for effective intervention will be included in the College's bystander education messaging. Faculty and staff are empowered to enforce expectations within their classrooms, labs, and office spaces.

As personal responsibility and community expectations should drive positive behaviors, calling College Police should be a last resort, but this is an option that can be exercised when all other avenues have been exhausted or the individual is being disruptive in his or her refusal.

Students and employees who fail to comply with reasonable requests within the guidelines can be denied access to classrooms, labs, and other facilities and/or denied service in dining units, the Madigan Library, etc. In egregious circumstances, individuals can be subject to violations under the Student Code of Conduct or through personnel policies. Students for whom masking is medically contraindicated will be expected to mitigate risk through some form of PPE and social distancing.

Addressing those at elevated risk (employees and students)

Disability Services will be the point of contact for any student requesting accommodations as a result of COVID-19, and Human Resources will be the point of contact for employee needs. All accommodations will follow ADA requirements and will also be responsive to COVID-19-specific guidance related to accommodating individuals who are at elevated risk or who live with, or care for, others who are at elevated risk.

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