



Coronavirus – COVID -19 Response Plan

March 11, 2020

I. Introduction

In late 2019, a novel coronavirus (COVID-19) was detected in China. Thousands became ill and hundreds died from the virus. During January and February, the virus spread worldwide; causing illness and death. Being a new virus, there is no treatment protocol or vaccine readily available. The presence of this virus has caused concern, fear, and in some cases panic. Recognizing the symptoms and self-isolation are the keys to containing the virus. Central Penn College officials have been communicating and meeting on a regular basis to prepare the campus community in the event of an exposure to COVID-19.

II. Guidance

Central Penn College shall adhere to CDC and PA DOH guidance concerning the novel coronavirus; including awareness, prevention, reporting, and care.

III. Definitions

The Virus – the novel coronavirus or COVID-19.

Positive – a medical test has confirmed the presence of the virus.

Negative – a medical test has confirmed the absence of the virus.

Infected Person – a person who has been tested, with a positive result.

Self-Quarantine – the process by which a person isolates themselves, to reduce the risk of exposing others to the virus.

Exposure – the process by which a person or people could contract the virus by known means.

Exposed Person – a person suspected of being exposed to the virus, but it is not yet known if that person has contracted the virus.

Campus Community – includes faculty, staff, students, visitors, and guests.

Travel/Exposure Questionnaire – a voluntary questionnaire provided to members of the campus community for the purpose of evaluating exposure risk.

Residential Student – a student who resides in campus housing.

Commuter Student – a student who commutes to Central Penn College.

Online Student – a student who participates in online classes only and may or may not visit campus.

Essential Personnel – members of the campus community deemed essential to ensure minimal continuity of operations.

IV. General Risk Mitigation – Central Penn College has taken the following steps in attempt to mitigate the risk of COVID-19 on campus:

1. Messaging to the campus community regarding personal protective measures, such as hand washing, avoiding sick people, and staying home if sick.
2. College leadership members have been proactive in meeting and discussing the response to a campus exposure.
3. College leadership members have attended a forum on the topic and continue to monitor the progress of the virus via CDC/PA DOH websites.
4. Facilities Department has ensured that hand washing stations are available and custodial crews are cleaning high traffic/contact areas.
5. Partnering with local agencies/resources in the event of a large scale outbreak.
6. Creation and distribution of a Screening Form to notify campus officials of an exposure/illness and/or travel information.
7. Continued messaging until the threat has expired.

V. RESPONSE - Progressive Tier System as follows:

TIER 1 – No Local Cases Identified

- Continued monitoring of the CDC and PA DOH information
- Ongoing communication with students, faculty and staff regarding situational awareness and updates
- Encourage good personal hygiene (handwashing)
- Encourage anyone with respiratory symptoms/fever to STAY HOME
- Complete and return the Screening Form if applicable
- Weekly meetings by college leadership to monitor status/decision making

TIER 2 – Local Case Identified (Counties of Cumberland, Dauphin, Lancaster, Lebanon, and Perry)

- Continue all Tier 1 actions
- Require anyone (students, faculty, and staff) who suspects they may have been exposed to community cases to notify CPC, follow CDC/PA DOH guidance and NOT return to campus
- Require anyone with respiratory symptoms/fever to STAY HOME (contact primary MD by phone if necessary)
- Complete and return the Screening Form if applicable
- Minimize attendance at large gatherings, social or professional

TIER 3 – Possible Campus Exposure (visitor, student, faculty, or staff,)

- Continue all Tier 2 actions
- Identify those with close contact with person and instruct to self-quarantine x14 days or until status known
 - Close contact defined as shaking hands, personal conversation, in same meeting space or classroom
- Eliminate large social gatherings, and determine what, if any gatherings could be managed virtually (i.e. meetings)
- Complete and return the Screening Form, if applicable

TIER 4 – Positive Case on Campus Confirmed

- Follow guidance from CDC/PA DOH
- Complete and return the Screening Form, if applicable
- Campus closure (except essential personnel). All business functions move to remote operations.
- All academic instruction moves online via Blackboard
- Residential students are sent home
- Cancel ALL activities
- Follow disinfecting protocol
- Monitor for new cases during closure

VI. Continuity of Operations

- Essential personnel ONLY report to campus
- Weekly meetings by college leadership to monitor status/decision making
- Decision to reopen the campus, based on current conditions

VII. Tracking

- CCRT/COVID Branch shall be the clearinghouse for tracking all ill, infected, and exposed persons of the campus community.
- A folder for each at risk person shall be created
- A spreadsheet for each subtype shall be created and updated
- A historical log of all activity shall be created and maintained to memorialize timelines and actions instituted

Based on circumstances, this plan may require modification on short notice.