

Reopening Plans



CENTRAL PENN
COLLEGE



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our Return to Campus Plan

Executive Summary

The pages that follow outline a systematic approach to returning our faculty, staff, and students to Central Penn College. We recognize that 100 percent remote operations and learning is challenging. We are making every effort to return our operations and instruction to our offices and centers in Cumberland County and Lancaster County, Pennsylvania.

By order of the Governor, all Pennsylvania business operations and activities deemed non-essential have been closed. This included Central Penn College campus, which was closed to students and staff on March 20, 2020. The College has continued to offer classes and instruction during the spring term using its online capacity. Student housing remains vacated.

As defined by the Office of the Governor, Cumberland County and the surrounding counties in central Pennsylvania currently are designated as being in the Red Phase. At some point to be determined, the Governor will move Cumberland County into the Yellow Phase. When the move from the Red to Yellow Phase occurs, the College intends to have some staff return to campus under specific conditions and restrictions. Students are not permitted to return to campus when Cumberland County is in the Yellow Phase.

When the County is moved to the Green Phase by the Governor, the College campus may reopen its facilities to students. Reopening means students will be allowed back into housing and on ground instruction may resume. We expect there will be operating restrictions as mandated by the PA Department of Health and the CDC when under the Green Phase as well.

The following plan describes the anticipated restrictions and how the College will operate in order to safely reopen in the Yellow Phase and prepare for eventually reopening to students and instruction in Green Phase.

To be clear, Central Penn College will not be returning to full operating status while in the Yellow Phase. The majority of employees will continue to work remotely off site. The goal is to protect the health and safety of employees that do work on campus. This starts with placing a maximum focus on preventing the virus from entering the campus environment and spreading in buildings and from employee to employee.

In addition to this plan and specified protocols, the College and its employees will strive to comply with the current orders and guidance issued by the Pennsylvania Office of the Governor and Department of Health, as well as the federal Center for Disease Control (CDC).

COMMUNICATIONS PLAN



Communication Plan

All communications about COVID-19 actions and responses to key constituencies - students, parents, and employees - will be coordinated directly with the Office of the President and involve the Central Penn College Marketing & Communications Department. The Marketing & Communications Department will be responsible for vetting all communication and ensure its effectiveness and alignment with overall messaging, facts, and strategies.

Approaches to effective and regular communications from any Office at the College may include the following:

- **Direct or blast email**
- **Central Station**
- **Student Central**
- **Knightway, podcast and other approved video communication**
- **Electronic Newsletters**
- **The Central Penn App**
- **U.S. mail communications**
- **Microsoft Teams**
- **Live question and open forum sessions with leadership teams**

To be effective, our communications need to be timely, clear, accurate, and transparent while respecting the privacy of our students and employees. We will not indicate by name in mass communications any person(s) suspected or confirmed to have contracted COVID-19 that are part of our community. As much as possible and responsible, as well as consistent with CDC and PA Department of Health guidelines, we will protect the identities of those who have contracted the disease. At the same time, we will also balancing the needs of employees to protect their own health and have information in order to deliver the most thoughtful, caring, and effective response required by the facts on the ground.

OPERATIONAL PLAN

Assumptions

RED PHASE

- All remote work continues. Only essential employees are permitted on campus, unless provided specific permission to return to campus to retrieve equipment or materials.
- Maintenance and Public Safety staff continues to provide baseline campus operations, monitoring, and support for resident students and staff.

YELLOW PHASE

- Pennsylvania Governor Tom Wolf moves Cumberland County to Yellow Phase, allowing Central Penn College employees to return to Summerdale Campus for limited duties and at limited capacity.
- Remote work will continue to be the base expectation for employees throughout the Yellow Phase. Employees are instructed to limit unnecessary time on campus.
 - All faculty and staff assigned to offices in Yellow Phase counties will continue to work remotely whenever possible. If coming to an office in the Yellow Phase, employees will be expected to work in their own assigned office space and limit contact and face to face meetings with coworkers, students, and visitors.
- Our goal is to maintain 50 percent or less employees on campus at any time.
 - The President, Vice Presidents, or the CIO will update Public Safety with specific dates employees are planning to be on the Summerdale Campus on a weekly basis. This practice will continue throughout the Yellow Phase. If more than 50 percent of the workforce is planning to be on campus on a single day, Public Safety will notify the Office of the President who will direct the Cabinet to make necessary scheduling adjustments to reduce employee numbers on campus.
 - Vice Presidents and Directors will coordinate schedules to ensure no more than five (5) employees are in any one office space at any time.
- When Lancaster County enters the Yellow Phase, the Lancaster Center of Central Penn College will fall under the same framework as the Summerdale Campus.
- Employees will be provided guidelines and supplies for safely wiping down personal workspace surfaces at the start and end of each workday, including desktops, keyboards, phones, computer mouse, and others.
- Handwashing or hand sanitization will be expected at least hourly while on campus or at a Center. Whenever possible, Central Penn College will provide sanitization and cleaning supplies to limit employee movement around campus.
- Staff will be required to observe proper mask guidelines when in proximity of coworkers indoors or unable to maintain a safe minimum distance of six feet. When an employee is unable to supply their own mask, one may be provided by Central Penn College.
- Employees will be asked to keep an accurate, organized personal contact tracing record. Employees should list the names of persons while at work that fit either of the following criteria:
 - Spent more than 10 minutes in their presence
 - Came into physical contact with the person

This log will only be examined by the Human Resources Department when an employee is suspected or confirmed to have contracted COVID-19 in order to determine others to move into isolation. Each entry can be destroyed or deleted by the employee after 10 days.

OPERATIONAL PLAN

GREEN PHASE

When a county of location of a campus or center of Central Penn College is moved to Green Phase by the Governor of the Commonwealth, the following applies:

- All employees may return to full-time work on campus.
- Some remote assignments and duties may continue at the direction of supervisors.
- All employees are expected to maintain social distancing guidelines issued by CDC and PA Department of Health until such time such orders are rescinded or revised.
- No office or meeting may contain more than 25 persons. Employees will be provided guidelines and supplies for safely wiping down personal workspace surfaces at the start and end of each workday, including desktops, keyboards, phones, computer mouse, and others.
- Handwashing or hand sanitization may be expected to continue until CDC or PA Department of Health guidelines are rescinded or revised.
- Masking may be expected to continue until CDC or PA Department of Health guidelines are rescinded or revised.
- Employees will be asked to keep an accurate, organized personal contact tracing record. Employees should list the names of persons while at work that fit either of the following criteria:
 - Spent more than 10 minutes in their presence
 - Came into physical contact with the person

This log will only be examined by the Human Resources Department when an employee is suspected or confirmed to have contracted COVID-19 in order to determine others to move into isolation. Each entry can be destroyed or deleted by the employee after 10 days.

RETURN TO CAMPUS OF STAFF

Each Office and Department has developed a plan for the return of specific staff with anticipated schedules. Most staff will continue to work remotely if they are able to do so effectively. Consideration is given to employees with school age or younger children at home, along with employees in high risk categories, including age 65 or older, compromised immune systems, or significant health issues.

For staff that return to campus on a regular, part-time or limited basis, specific protocols are being put in place for the health and safety of each employee, as well as co-workers. The protocols start before an employee comes to campus.

At least 24 hours before returning to campus but not more than 48 hours, an employee must complete an [online screening form www.centralpenn.edu/covidscreening](http://www.centralpenn.edu/covidscreening). The form will be reviewed to determine if the employee can return to campus. Employees not allowed to return will be notified by e-mail.

Preparing to Come to Campus

Every employee before coming to campus for any amount of time is expected to work to ensure they are free of the COVID-19 virus by following specific protocols as follows.

- Every employee should monitor their temperature when not on campus. If an employee has a temperature of 100.4 degrees Fahrenheit or greater at any time, they should inform their supervisor and not come to campus under any circumstance that day and for seven days in total. After conferring with their supervisor, the employee may work from a remote location if feeling well enough to do so or take a PTO day. The employee may return after seven days if they have had not fever for at least 48 hours without taking any fever reducing medication during that time. If there is any doubt, then do not come to campus and instead work remotely.
- If an employee is sick, has flu like symptoms, or otherwise is not feeling well regardless of temperature, they should inform their supervisor and not come to campus under any circumstance that day. After conferring with their supervisor, the employee may work from home if feeling well enough to do so or take a PTO day. Employees should not come to campus until they are feeling better and not exhibiting any systems of illness. After conferring with their supervisor, they can continue to work remotely. If there is any doubt, then do not come to campus and instead work remotely.
- Clothes worn should be washed beforehand if having been possibly exposed to the COVID-19 virus.
- Employees should wash their hands for at least 20 seconds with hot water and soap right before leaving their residence.
- When leaving their residence to go to the campus, employees should bring a mask of some form to cover their mouth and nose when outside and at work as necessary. Masks should be stored in a sealed plastic bag or paper bag when not in use.

Arrival at Campus

When arriving at campus, employees should park in an available space as close as possible to their designated workspace. Employees should wear an appropriate mask or face covering when walking from their car to their workspace. For employees that request, the College will provide a face covering to be used while at work. Masks will be available at the reception desk in ATEC, in the Public Safety Department, and in the Department of Human Resources.

Upon arrival at campus and before going to their designated workspace, employees should wash their hands for at least 20 seconds with hot water and soap. After that, they should go directly to their workspace.

While at Campus

Employees should stay in their designated workspace as much as possible and maintain social distancing of six feet or more from other employees and any visitors at all times.

Employees should wear an appropriate mask or face covering any time that they are not at their workspace.

Employees should wash their hands for at least 20 seconds with hot water and soap on a regular basis (at least once every hour) while on campus. Anytime an employee leaves their designated workspace for any reason, they should wash their hands before returning to their space.

Visitors and Meetings

While the College is operating under the Yellow Phase, non-employee visitors to campus should be very limited. This is to protect the health of all employees and the visitors themselves. Visitors need to be informed of and follow the College's protocols while on campus.

Face to face meetings should be limited as well, with no more than 10 people on campus in a meeting. The room used for a meeting must be large enough to provide a minimum of six-foot social distancing for the number of onsite participants in the meeting.

If you will have a visitor on campus, please notify the Department of Public Safety and Health and Department of Facilities in advance, so they are aware of who is on campus and where during the Yellow Phase.

If you have a meeting of more than 4 people in a room, please notify the Department of Facilities, so that they can have the room deep cleaned before another meeting occurs in the room.

Cleaning

Employees should clean their personal workspace, including high touch items (such as computer, keyboard, mice, desktop, drawer handles, door handles), using disinfectant spray or wipes daily upon arrival at work and upon departure. Employees can bring personal cleaning supplies if desired. The Department of Facilities will provide cleaning materials to employees if requested to the extent that the materials can be procured.

Illness When at Campus

As noted previously, if an employee is not feeling well, they should not come to campus and should work remotely for seven days or until they feel better as appropriate. This is very important. If there is any doubt, then do not come to campus.

If an employee begins to feel ill while on campus through increased temperature or otherwise, they should immediately leave campus and proceed home to work remotely or take PTO time as appropriate. The employee should immediately notify their supervisor, who will be responsible for notifying the Department of Public Safety and Health, the Department of Facilities, and the Department of Human Resources. They also should provide their contact tracing log or at least a list of all contacts with people that they had on campus that day and the five days before the symptoms onset to Human Resources. All employees in the same work and office area will need to leave the campus at the same time as the ill employee and work remotely.

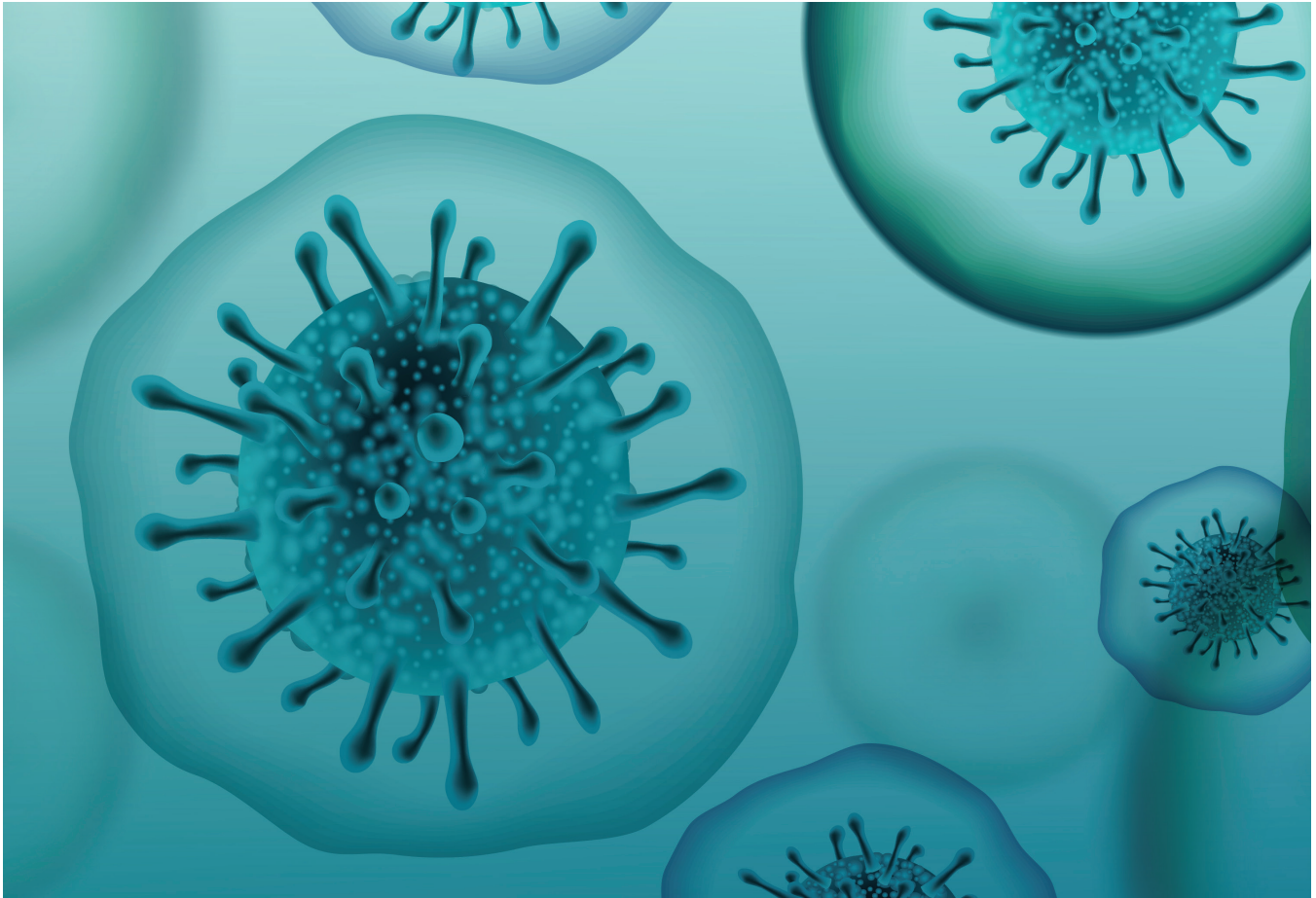
The workspace and office area occupied by the employee and other employees will be taken offline and not available for access by any employee. The space will be left unoccupied for a minimum of 24 hours, at which time the space will be deep cleaned and disinfected.

Contact with COVID-19 Person

If an employee is notified that they were in contact with a person that has been confirmed or is suspected of being COVID-19 positive, they must self-quarantine and work remotely for 14 days since the first date of possible exposure. They immediately should notify their supervisor, who will be responsible for notifying the Department of Public Safety and Health, the Department of Facilities, and the Department of Human Resources.

Confirmed Case of COVID-19 on Campus

Regardless of the diligence and effort put forth by employees, it is possible that a person who has been on-campus will be confirmed or suspected of being COVID-19 positive. In this case, the affected person should provide their contact tracing log or at least a list of all contacts with people they had on campus that day and



the five days before the symptom's onset to Human Resources. All employees in the same work and office area will be notified. They will need to leave the campus at the same time as the ill employee and work remotely. At that time we will assess who should remain remote for a period of a minimum of 14 days since first date of possible exposure while monitoring for fever and other symptoms. Should they have symptoms or test positive for COVID-19, they should notify the Human Resources Department.

Action will be taken to deep clean and disinfect space as appropriate. Depending on the circumstances, space may be taken offline, and employees requested to work remotely. In extreme circumstances, the whole campus may be closed for a period of time.

If a confirmed case of COVID-19 is among our resident student population, steps outlined in our Mitigation and Isolation Plan will be followed at that time.

Temperature Monitoring

It may become necessary at some point for the College to monitor the temperature of employees when entering the campus. If this occurs, additional protocols will be developed and issued.

Evaluation and Additional Protocols

The effectiveness of the protocols in the Yellow Phase will be evaluated and modified and expanded as necessary. In advance of limited students returning to campus for labs or demonstration of competencies as may be required, additional protocols will be developed and issued.

OFFICE OF ACADEMIC AFFAIRS



Instructional Plan

During Red Phase and Yellow Phase of Cumberland County or Lancaster County, all instructional duties remain fully remote.

Regardless of school specific plans below, if the Summerdale Campus enters Green Phase and is permitted to open for instruction and students are permitted on campus, faculty will report to campus to meet with students for office hours and meetings.

All faculty must follow the CDC and PA Department of Health's social distancing and face covering guidelines. Facilities has provided a maximum occupancy per classroom, assuming a minimum distance of six feet between individuals. Records and Registration is assigning fall classes to classrooms and setting a maximum student enrollment for each class. As classes reach their maximum enrollment, an additional section of the same class will be opened. Deans and chairs will use previous enrollment data, input from Records and Registration, and input from Admissions to anticipate how many additional sections of specific courses will be required. Using this data, deans and chairs will identify faculty (full-time or part-time) to teach each course.

In addition to reducing the number of students in each section, selected courses will be conducted using a combination of a flipped classroom approach combined with blended modality. Classes that meet two days a week or have a lecture and lab components will have the lecture and instruction conducted online while the on-campus portion would be used for discussion, experiential learning, application, lab instruction etc. Classes would be able to be filled to the normal class size, however, on-campus sessions would be limited to the maximum occupancy as recommended by Facilities to comply with CDC and PA Department of Health's for social distancing.

Summer Term – Starting on July 6th

School of Humanities and School of Business and Professional Studies

All classes offered by the School of Humanities and the School of Business and Professional Studies will be conducted fully online. Classes scheduled to be taught on-ground will continue to be coded in Nexus as on-campus classes, however all classes will be conducted fully online. Classes will be conducted both synchronous and asynchronous, this will be determined by the faculty member for each class. .

School of Health Sciences

A list of courses that require some on-campus instruction has been generated. On-campus instruction will take place either when Cumberland County enters the green phase of the Governor's Commonwealth reopening plan or if an exception for on-campus instruction has been given for Health Science programs.

As with the Spring term, all Health Science courses will be structured to offer as much lecture content as possible online. Only labs, assessments, and instructional activities that must be conducted face-to-face will be conducted on-campus. Academic Affairs will follow Facilities' recommendations for maximum room occupancy to ensure students and faculty are following the CDC and PA Department of Health's social distancing guidelines.

Fall Term – Starting on October 5th

Academic Affairs is assuming that Cumberland County will be in the Governor's green phase and instruction will be allowed to be conducted on-campus. If the College is not allowed to conduct instruction on-campus, the strategy utilized for the Summer term will be used.

Maximum Number of Students per Course Fall 2020 Term

Classroom	Maximum Students for Distancing	Course	Maximum Students under Normal Conditions
Bollinger 50	12	ACC300 Intermediate Accounting II – D1	
		COM140 Media Writing – D1	
		LGS210 Evidence – EB1	
Bollinger 51	11	BUS200 Finance I – D1	
		LGS110 Foundations in Law – D1	
		LGS415 Advanced Alternative Dispute Resolution – EB1	
		PTA255 Therapeutic Exercise – D1	
Bollinger 41	9		
Bollinger 48	6	LGS230 Civil Litigation II – D1	
		LGS230 Civil Litigation II – E1	
		LGS280 Legal Research and Writing II – D1	
		LGS280 Legal Research and Writing II – E1	

Milano 13	10	ACC100 Accounting I – D1	
		ACC100 Accounting I – EB1	
		ACC200 Managerial Accounting – D1	
		ACC320 Cost Accounting – EB1	
Milano 14	18	BUS265 Business Ethics – EB1	
		BUS335 Insurance – EB1	
		BUS435 Personal Financial Management – D1	
		BUS470 Business Seminar – D1	
		CRI100 Criminal Justice – D1	
Milano 17	15	BUS100 Introduction to Business – D1	
		BUS100 Introduction to Business – EB1	
		BUS200 Finance I – EB1	
		BUS210 Macroeconomics – D1	
		BUS230 Principles of Marketing – D1	
		BUS260 International Business – D1	
		BUS260 International Business – EB1	
		BUS365 Organizational Behavior – D1	
		BUS405 Business Marketing – D1	
West Wing 21	5	DEV605 Organizational Development and Change – EB1	
Milano 24	14	CRI395 Essential Criminal Justice Research – D1	
		HSM215 Emergency Management – D1	
		HSM430 Data Mining & Predictive Analysis – D1	
		PTA160 Pathophysiology for the Physical Therapist Assistant 1 – D1	
		PTA265 Neurological Rehabilitation – D1	
Milano 25	16	ALH280 Professional Behaviors for the Allied Health Professional – D1	
		IDS101 CPC Foundations – D1	
		IDS101 CPC Foundations – D1	
Health Sciences 401	12	CHM400 Biochemistry – D1	

		CHM400L Biochemistry Lab – E1	
Health Sciences 408	12		
Health Sciences 403	12	BIO430 Advanced Microbiology – D1	
		BIO430L Advanced Microbiology Lab – E1	
Health Sciences 412	18	OTA200 Developmental Occupational Therapy – D1	
Health Sciences 405	8	OTA110 Therapeutic Techniques II – D1	
		OTA210 Occupational Therapy in Physical Rehabilitation – D1	
		OTA220 Occupational Therapy in Geriatrics – D1	
ATEC 310	15	ENG101 College Composition I – D1	
		ENG101 College Composition I – D2	
		ENG102 College Composition II – D1	
		ENG425 Writing for Digital Media – EB1	
ATEC 309	12	MTH010 Basic Algebra – D1	
		MTH105 College Algebra – D1	
		MTH125 Quantitative Literacy – D1	
		MTH200 Statistics – D1	
		MTH200 Statistics – EB1	
ATEC 300	20		
ATEC 308	10		
ATEC 306	8	TEC120 Structured Programming – D1	
		TEC345 Internet Programming II – D1	
ATEC 303	8	TEC140 Microcomputer Systems – D1	
		TEC210 Discrete Logic – D1	
ATEC 210	20	ALH120 Anatomy & Physiology I – D1	
		ALH120L Anatomy & Physiology I Lab – D1	
		ALH130 Anatomy & Physiology II – D1	
		ALH130 Anatomy & Physiology II Lab – D1	

ATEC 211	10	ALH112 Essentials of Anatomy and Physiology I – D1	
		ALH145 Allied Health Procedures – E1	
		ALH 210 Clinical Techniques – E1	
		ALH350 Medical Seminar – E1	
ATEC 200	18	CRI225 Juvenile Justice: Alternatives to Incarceration – EB1	
		CRI285 Societal Changes in Victimology	
		CRI321 Police Operations – EB1	
		IDS101 CPC Foundations – D3	
		PHI300 Critical Thinking – D1	
		SCI220 Holistic Health – D1	
ATEC 202	18	IDS101 CPC Foundations – EB1	
		SOC100 Sociology – D1	
ATEC 204	16	COM101 Introduction to Human Communication – D1	
		COM101 Introduction to Human Communication – D2	
		COM101 Introduction to Human Communication – D3	
		COM101 Introduction to Human Communication – EB1	
		CRI365 Cyber Investigation – D1	
		OTA100 Fundamentals of Occupational Therapy – D1	
		SOC410 Race and Gender – EB1	
ATEC 208	11		
ATEC 206	16	HIS315 Martin Luther King – D1	
		HUM210 History of Popular Music – D1	
		PTA155 Physical Therapist Assistant Procedures – D1	
		SCI100 Basic Nutrition – EB1	



Library

- The Library building is closed – no physical materials are circulating. Electronic device circulation is being handled by IT.
- The Librarians work remotely online.
- Reference services remain being provided during normal library hours through email, chat, phone and text. Virtual appointments available thru Blackboard Collaborate.
- Instruction – virtual either through recorded Blackboard Collaborate sessions or thru previously recorded sessions
- Interlibrary Loan (ILL) - still accepting ILL requests. Physical materials are not circulating but materials available and obtained electronically can be emailed.
- Programming – all virtual. This includes book club, Research Exhibition
- Collections – acquisition and processing of physical materials suspended, to focus on electronic. Materials preferable to physical format will be listed for purchase at a later date. Donations not accepted.

Library Operations during Commonwealth's Yellow Phase

- Library building remains closed – no physical materials are circulating. Library Director discuss with IT Electronic device circulation.
- Librarians continue to work primarily remotely. Very limited on-campus hours campus (<5 hours/ week as needed for operations. Staggered so not in building at the same time) following increased cleaning procedures of work areas and entrance. Mask must be worn entire time on campus and while library materials are in possession.
- Reference services remain being provided during normal library hours through email, chat, phone and text. Virtual appointments available thru Blackboard Collaborate.
- Instruction – virtual either through recorded Blackboard Collaborate sessions or through previously recorded sessions.
- Interlibrary Loan (ILL) - still accepting ILL requests. Dependent on number of libraries that offer physical material circulation this might resume. Investigate returning currently borrowed material. Materials received would be quarantined for 72 hours following arrival in the library.
- Programming – all virtual. This includes book club, Research Exhibition, etc.
- Collection acquisition remains focused on electronic. Processing still on hold.
 - Retrieve materials and mail from mail room.
- Establish area and procedure for quarantining materials (bagging).
- Plan for social distancing during next phase. Determine number of people who can be in building at the same time/in the same areas. Plan for reducing available seating and blocking every other computer station. Purple chairs (soft surface) removed or blocked off. Create social distancing signage instructions.

Library Operations during Commonwealth's Green Phase

- Library building open with protections in place:
 - Inner door propped open [we cannot do separate entrance/exit because only one door ADA accessible].
 - Limited number of staff and ACTIVE enrolled students in building at a time following social distancing measures.
 - Masks worn by everyone in building.
 - Physical materials may circulate. Following check-in, materials will be quarantined. For Reserve materials, students must wear gloves. Headphones wiped down and quarantined.
 - Normal circulation rules resume. Establish and communicate due dates for items that were due under stay-at-home orders. Renewals for active students only.
 - Plexiglass sneeze shields recommended by OCL; instead, signage and tape on floor where patrons are to stand for circulation and questions (six-feet away).
 - Increased cleaning procedures to include area where students have been working.
- Librarians stagger on-campus work hours. Work Study students working in library following training on increased hygiene and cleaning procedures (hours are already staggered). Continue following increased cleaning procedures of work areas. Masks and gloves encouraged when working with students.
- Face-to-face reference services resume.
- Interlibrary Loan (ILL) – most likely will resume, dependent on number of libraries that offer physical material circulation. Materials received would be quarantined for 72 hours following arrival in the library*.
- Programming – all virtual. This includes book club, Research Exhibition, etc.
- Collection acquisition and processing resumes

STUDENT SERVICES PLAN

CENTER FOR STUDENT ENGAGEMENT

Department of Housing and Student Life

Room Assignments - In response to implementation of social distancing health and safety measures, the Department of Student Housing and Residential Life will adjust room assignments of students returning to campus suites and apartments.

Housing Programming - Housing programming will be limited to only Resident Assistant programming and all required social distancing protocols followed.

Residential Common Areas - Students within residential facilities will need to practice proper social distancing when in and around their common spaces. Use of the laundry room will be monitored to ensure proper social distancing.

Resident Cleaning Schedule - Residential students will adhere to daily cleaning schedules focused on their commonly shared areas. Additionally, the Facilities department will implement protocols to maintain health and safety within the residential buildings. The Facilities department on an as needed basis will utilize professional cleaning services.

Health Services - The College is working to ensure that access to healthcare is available to residential students, including education and preventative care.

Guests - Guests to campus including housing will follow the same masking and social distancing guidelines as guests to other facilities. Guests should limit their time and presence on campus to a limited number of space or locations. Central Penn College Public Safety will work to maintain a log of guests to campus.

Department of Student Engagement and Capital BlueCross Theatre:

Activities Programming – On-ground activities programming will be offered at a reduced capacity and will be modified to meet current safety protocols. On-ground activities will be held outdoors or in larger campus spaces. When warranted, participation may be limited in order to avoid large crowds and ensure that social distancing protocols are followed. Although on-ground activities will be reduced, consistent opportunities for engagement will be offered virtually.

Theatre Programming and Usage - Theatre programming to large groups and the external community will be restricted to maintain social distancing and health and safety protocols. Theatre programming will be offered virtually. Social distancing protocols will be followed by all involved in plays, programs, and programming offered in the theatre.



Department of Athletics

Depending on the determination set forth by the United States Collegiate Athletic Association (USCAA) there are two different scenarios that may occur and is planned to be announced by the USCAA on July 1, 2020:

- 1. Athletic Programming Contingency I:** USCAA conference mandate of continuation of conference sports - Central Penn College will follow all guidelines and mandates to sports programs instructed by USCAA. This includes game schedules, health and safety measures, medical requirements, and all other mandates sanctioned by the conference.

2. Athletic Programming Contingency II: USCAA conference mandate of cancellation of conference sports - Central Penn College will cancel all summer and fall collegiate programming per communication from conference. Central Penn College Athletics will explore an interim model of intramural sports offerings. Offerings will be minimal and offered in a structure that adheres to current social distancing and safety protocols.

ATC & Health Services - Athletic training services will continue to be provided by Select Medical for CPC sports teams and schedules. The college is also working to ensure that access to healthcare is available to students on campus in response to illness or emergency health needs, and including education and preventative care.

Athletic Training and Practice - No training or practice schedules may proceed until clearance from the USCAA has been received, and even then, we will insist that activities maintain safety and social distancing guidelines.

Department of Activities and Theatre Green Phase:

Activities Programming - Activities programming will be offered at minimal capacity and will be modified to meet social distancing and safety guidelines. All physical activities programming will be facilitated in larger campus facilities or outdoor areas where social distancing and safety mandates can be implemented.

Common Areas - Students participating in modified activities programming will not engage in large gatherings in common spaces such as quad, grounds, and open facilities. Activities will implement participation of approved programming to 25 or fewer students per program.

Theatre Programming and Usage - Theatre programming to large groups and external community will be restricted to maintain social distancing and health and safety protocols. Theatre programming will be offered online through technology. Theatre participation will meet all social distancing protocols and will be followed by students engaged in plays, programs, and programming offered in theater to students.

CENTER FOR STUDENT SUCCESS

Student Success and Advising Department

Success Center Visitation - The Student Success Center will operate under an appointment only model. Walk in services will not be allowed inside the center. There will be a maximum of 2 students allowed in the center offices to allow for safe distancing between success coaches and student advisees.

Success Center Programming - The Student Success Center will offer most of its programming such as workshops, etc. online. Large scale programming efforts such as drop in advising sessions will not be facilitated in person to maintain safety and health protocols, but assistance will still be available online or in-person via appointment only.

Success Coach Office Hours - Student Success Coaches will maintain separate offices upon return to campus. Meetings and programs will not be held in the physical Student Success Center as the office is too small to preserve social distancing protocols.

Department of Counseling

Counseling Office Visitation - The counseling office will operate under an appointment only model. The counseling center will continue to offer telehealth services to expand modality for students to access and utilize counseling services. No walk-in services will be permitted for students during the initial green status phase.

Counseling Center Programming - The students counseling office will scale its programming to online offerings. Workshops, training sessions and programs must be facilitated via blackboard or through other use of technology. Large scale programs will not be facilitated to maintain safety and health protocols.

Counselor Physical Office - Campus counselors will maintain separate offices upon return to campus and will alternate office availability. No more than one counselor will be present during working hours in the physical office space. Meetings and program will not be held in the physical counseling center space as the office is too small to preserve social distancing protocols.

Learning Center

Learning Center Operations - The Learning Center will operate at 50 percent capacity. The center will only allow for up to 10 students at a time to be able to safely maintain social distance protocols. The center will staff the director and one or two tutors at a time to maintain a maximum of 13 individuals in the center (one at each of the 10 tables, two at computers, one at the desk).

Learning Center Visitation - The Learning Center will allow for walk-in services, but priority will be given to students who schedule ahead of time, and the maximum of 10 students will not be exceeded. The center will continue to offer online services to students as it has during the remote time.

CENTER FOR EQUITY AND MULTICULTURAL AFFAIRS

Disability Support Services

Disability Support Services will be available via phone, email, virtual meetings, or through appointment-only in-person meetings. Accommodation Request Packets are available electronically on Blackboard, the college website, or by request through Disability Support Services. Accommodations appointments will practice safety protocols of safe distancing and will allow one student at a time for scheduled appointments.

Title IX

Title IX processes will operate as normal in case of occurrence. Students must continue same process for Title IX related matters. Dean of Equity and Multicultural Affairs will continue to facilitate the resolution of any reports that fall under the scope of Title IX. In cases that require face-to-face meetings, safety and health protocols will be followed. Hearings will be conducted remotely.

Student Rights and Responsibilities

Student conduct concerns will continue to be adjudicated through the established Judicial Process. In cases that require face-to-face meetings, safety and health protocols will be followed. Hearings will be conducted remotely. Student Grievances should be submitted electronically for review.

Multicultural Affairs

Diversity Programming - Multicultural programs and activities will be offered online and via small group engagement. Events scheduled for multicultural programming will not be held in large scale. All annual events for Fall 2020 will be deferred or cancelled to meet social distancing and safety guidelines.

CONCLUSION

Central Penn College remains committed to delivering on its mission to open opportunities for students from a variety of academic backgrounds by providing the education needed for employment and advancement in their fields. The COVID-19 pandemic has presented the College with challenges no member of our community has ever faced before. This Return to Campus Plan demonstrates how we will return to work.

What follows next is a strategic examination of the issues that are likely to arise until a vaccine is proven effective. We outline not only anticipated issues, but the potential solutions and opportunities to grow and adapt our programs for the long term as a result of this crisis.

