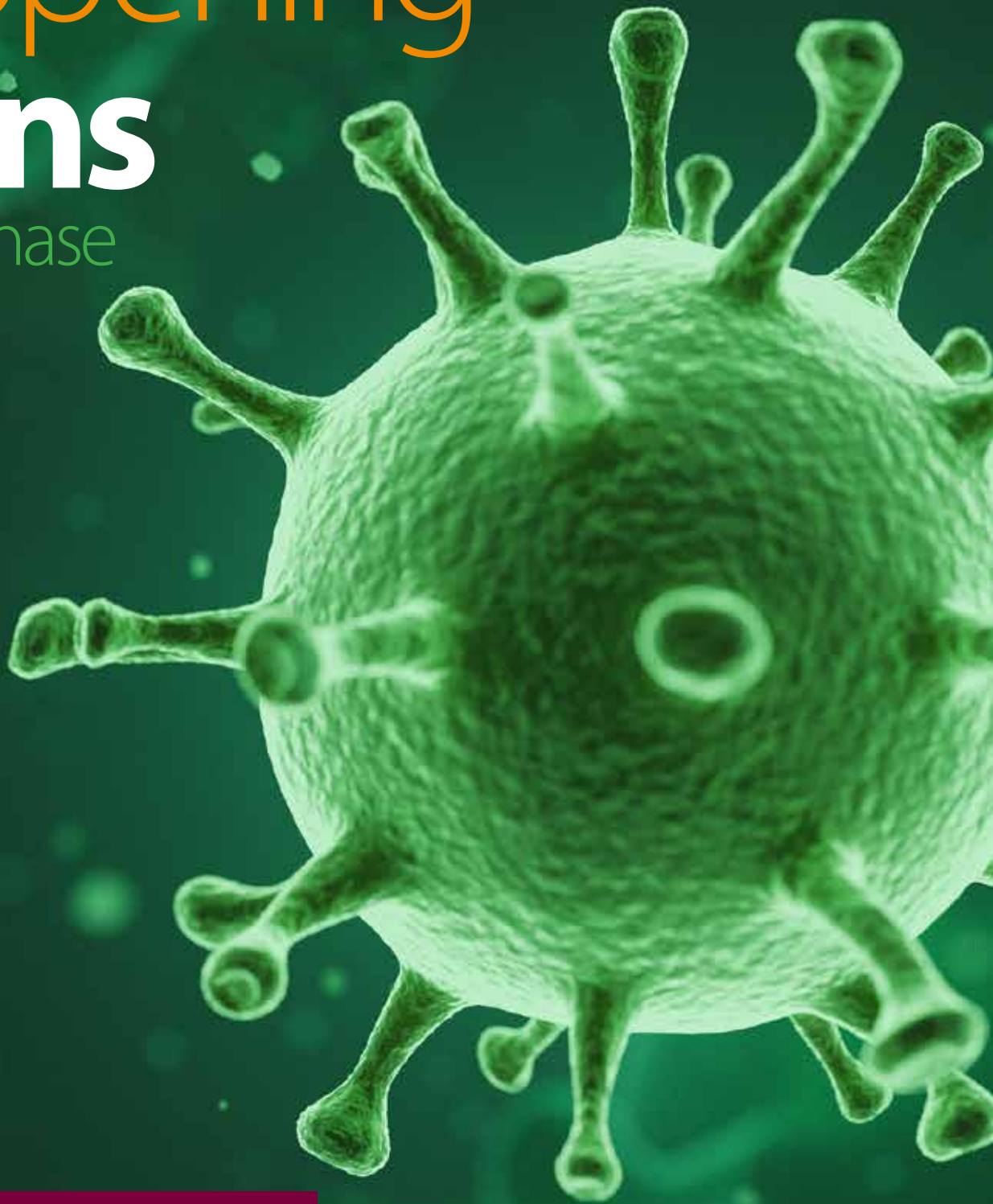


Reopening Plans

Green Phase
Addendum



CENTRAL PENN
COLLEGE



TABLE OF CONTENTS

Our Return to Campus Plan	3
Academic Affairs On-Campus Instruction COVID-19 Strategy	5
Library Green Phase	13
Student Services Green Phase Plan – Updated	15
Center For Student Success	18
Center For Equity And Multicultural Affairs	19
Residence Halls	20
Knight & Day Café and Food Services	20
Health Care/ Quarantine (Isolation)	21
Facilities	22
Communications	23

Our Return to Campus Plan

Green Phase Addendum

Central Penn College will closely monitor official and credible media and government accounts for information, guidance and directives. We will monitor recommendations from the Centers for Disease Control and Prevention (CDC), the Governor of the Commonwealth of Pennsylvania, Pennsylvania Department of Health (PA DOH) and the Pennsylvania Department of Education (PDE) for official guidance. The College will share and provide context to that information regularly with employees and students. Decisions regarding whether or not the College will offer courses face-to-face or remotely will be based on the latest and best guidance available at the time of the decision.

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.
- Prior to employees' first day on campus, the COVID-19 Screening form must be submitted not more than 48 hours in advance of your return.
- Screening forms will be reviewed to determine if any person should be excluded from returning to campus. Any person excluded from returning to CPC campus will be notified not to come to campus via their Central Penn email.
- Once a screening form has been completed, it only needs to be repeated if the individual has been exposed to someone who is COVID-19 positive, develops a fever, or travels to a designated hot spot.
- All employees are expected to maintain social distancing guidelines issued by the CDC and PA Department of Health until such time such orders are rescinded or revised.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 the CDC or PA Department of Health guidelines are rescinded or revised.
- Masking may be expected to continue until the CDC or PA Department of Health guidelines are rescinded or revised.
- Anyone who has a known or potential exposure to a person with COVID-19, must report the exposure and is not allowed to be on campus property for 14 days from the date of the exposure.
- Anyone who develops any symptoms consistent with COVID-19 (fever, cough, severe sore throat, loss of taste or smell) while on campus will be sent home immediately and the work area cleaned in accordance with PA DOH guidelines.
- Anyone who becomes ill at home should not come to campus, and if you have a fever, do not return to campus until a period of 48 hours passes fever-free without the use of any fever-reducing medication.

- Employees will be asked to keep an accurate, organized personal contact tracing record. Employees should list the names of persons while at work who they spent more than 10 minutes with and were within 6 feet of during this time.

This log will only be examined by HR 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.

With the onset of the Summer term on July 6, 2020, the staff and faculty are all generally expected to have a presence on campus each week, although remote work will continue. Based upon social distancing requirements, each department will determine a schedule. Typically, those employees with offices will be able to return and those working in more open configurations will stagger on-campus work schedules.

Lancaster Center

Staff will be at the Lancaster Center Tuesday through Thursday from 9am–4pm for student needs. The center also will be open for PTA classes Monday through Thursday evenings.

Central Penn College is requiring the use of face masks for all employees, students, visitors and contractors. Employees may use their own masks; however, the college will supply one reusable mask which should be laundered at home. If you forget a mask, there will be supplies located throughout the Summerdale campus and at the Lancaster Center. Masks do not need to be worn when working at your desk, but must be donned when leaving the office. If you have a medical reason that you cannot safely wear a mask, see Human Resources so we can determine a solution.

In addition to masks, employees are encouraged to regularly wash their hands and/or use hand sanitizer. You are expected to maintain at least 6 feet of distance between you and others. This requires a sense of awareness when walking in hallways and entering class rooms, conference rooms, lunch rooms, rest rooms, etc. Signage will be placed throughout the building as a reminder.

In the event that a probable case of COVID-19 occurs on campus, we will need to do contract tracing to assure all people exposed can be informed. All employees should keep a daily log containing the name of anyone they were in close proximity to for more than 10 minutes. This can be a handwritten log or an Excel spreadsheet. Whatever method you use, keep in mind you need to be able to easily submit it to Human Resources upon request. Great care will be taken to maintain confidentiality.

If there is an exposure on campus, the college will be required to perform temperature screenings on anyone entering the campus for 14 days. Any person with a temperature of 100.4 or greater will not be allowed to enter campus property.

You will be notified if this process needs to be implemented.

ACADEMIC AFFAIRS

ON-CAMPUS INSTRUCTION COVID-19 STRATEGY

This document is intended to outline the action taken by the Office of Academic Affairs in response to the COVID-19 pandemic. This pandemic has significantly influenced our approach to education. The outlined plan is intended to help support faculty, their programs, and their students as they plan to return to in-person educational practices at Central Penn College. This plan is intended to be comprehensive to cover scenarios in both the Yellow and Green Phase of the Governors Reopening plan.

The Key Topics discussed in this plan are:

- 1. The Screening Plan for on-campus instruction**
- 2. Faculty Expectations as we transition to remote learning for Summer Term**
- 3. The Academic Plan for the Summer Term in both Yellow and Green Phases**
- 4. The Academic Plan for the Fall Term in both Yellow and Green Phases**
- 5. Attendance Plan for Summer and Fall Term**
- 6. Travel requirements**

This plan would apply to students, faculty and staff as applicable.

Screening plan

See the guidelines above which apply to all faculty and staff.

Lab Recommendations:

- **Groups are limited to a maximum of 25, must wear masks and maintain social distancing to the extent possible.**
- **Gloves should be worn for person-to-person contact as appropriate.**
- **Frequent handwashing is essential to preventing the spread of COVID-19.**
- **Any equipment used must be disinfected prior to any other individual using the equipment.**
- **Practice/Competency partners should be assigned to minimize interactions with others.**

Classroom Recommendations:

- **Groups are limited to 25 individuals (including faculty and students) and social distancing must be maintained.**
- **Masks must be worn.**
- **Students and faculty are strongly encouraged to wash or sanitize hands before and after class time.**
- **It is imperative that faculty keep accurate attendance records if there would be an exposure or a person who develops COVID-19.**
- **Classroom equipment used (computers, white board markers/erasers, podiums, tables) should be disinfected between classes.**

Spring Term - Beginning June 8th

On May 28, 2020, the college received notification that it was able to resume face-to-face instruction by the Pennsylvania Department of Education. Medical, nursing and allied health training programs located in counties designated as Yellow and Green in the Governor's Process to Reopen Pennsylvania may resume in-person classroom instruction. The college also received notification on June 2, 2020, that all students were able to return to campus after a detailed plan was established and approved by the Board of Directors. The College decided on a phased re-entry approach and is beginning that approach with the students in the Health Sciences.

Instruction of Students in the Health Sciences is in the first phase of re-entry for the college. Such instruction of these students shall employ physical distancing measures, universal masking and applicable DOH and CDC guidelines. As per the guidelines, during the Yellow and Green Phases, class size is limited to 25 or fewer students for in-person instruction. However, Central Penn will be following the maximum occupancy per classroom, recommendations set forth by the college that is described in detail later in this document.

Instruction for the Health Sciences will begin June 10 in a hybrid format with only hands-on instruction occurring on campus. Students will be instructed through the first week of the Summer Term to make up the hours of lab time that were missed during the Spring Term. Housing will only be available to students who need to complete coursework for the Spring term who live more than 50 miles (1 hour) away or who do not have access to transportation. There are 22 spaces available in the apartments. The Health Sciences Department, along with Student Services, has identified and contacted the students who require housing.

Office Hours:

- **Cumberland County is in the Yellow or Green Phase of reopening and a limited number of students are permitted on campus**
 - **Beginning June 8, all Schools will have faculty representation on campus each week. Faculty will rotate their availability to be an on-campus presence for their programs throughout the summer term. The Office of Academic Affairs will maintain a calendar indicating which faculty will be representing each Academic Department.**

- Faculty will be responsible for communicating their availability to their students within their individual classes.
- Faculty will continue to hold regular office hours using a Virtual Office when not on campus.
- On August 24, 2020, Faculty will return to campus full-time and host normal office hours and attend online trainings.
- Faculty who are at high risk will consult with HR prior to returning to campus.
- The Registrar's Office will be open from 9 am to 12 pm Monday through Thursday and remote on Fridays.
- The Library will be open for students from 2–6 pm Monday through Thursday and Friday 11–3 for summer term.
- The Office of Academic Affairs will be open Monday through Friday from 8 am to 4:30 pm.

Instruction

- During the Yellow and Green Phase for Cumberland County or Lancaster County during the summer term, all instructional duties remain fully remote for the campus, except for Health Sciences.
 - Since the waiver was approved for Health Sciences to return to campus, hands-on instruction will occur in a hybrid format during the remainder of the Spring Term and over the two-week break. All Health Science faculty will follow the CDC and PA Department of Health's social distancing and face-covering guidelines. 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.
 - Facilities has provided a maximum occupancy per classroom, assuming a minimum distance of six feet between individuals.

Health Sciences Specific plan

- Students will receive incompletes for the Spring term until all lab components are completed. All components are slated to be completed by the second week of the Summer term. Faculty will complete the Incomplete forms for the courses that require additional testing and contact the Registrar's Office when completed.
- Incompletes from the winter term will be completed as a priority. There are 51 students who require testing in PTA 245 for the Summerdale and Lancaster PTA program and the MA program. This is scheduled to be completed the week of June 8, 2020.
 - Students will gather with less than 10 per room and will be scheduled to be on campus during designated times by the lead faculty of the course.
 - Students have been contacted by their primary professor for a time to sign up to be on campus.
 - Students are scheduled two at a time with one instructor per two students. The students will remain partners for all lab activities to limit student exposure throughout the summer term and for all testing.
 - Students will sign-in to each room that they enter for their testing and instruction and sign out when leaving the room. The lead faculty member of each course will maintain a copy of the sign-in for their records. This will be used for contact tracing methods in the future.

- Students will be in identified rooms. An additional room has been added for extra time to practice in ATEC 204 and HSB403. Sign-in sheets will be maintained and monitored by the HS faculty.
 - Students will be permitted to use the computer lab in ATEC300 as well as the computer lab in HSB to print required material or to access their BB courses while on campus.
 - Students are not permitted on campus when the lead faculty is not present.
- Health Science courses will be structured in a hybrid format. The lecture material will be online and the labs will be held in-person. Only labs, assessments and instructional activities that must be conducted face-to-face will occur on-campus.
 - On June 2, 2020, students were permitted to return to clinical rotations if the sites were in agreement. In order to fully inform the students of the risks involved with returning to clinical sites, the faculty developed a “Return to Clinic Clinical Instructor Statement of Understanding” and a “Return to Clinic Student Attestation” form. These forms explain the risks associated with a return to clinical experiences in these times where the coronavirus, COVID-19, is still highly contagious and continuing to spread. Students have the option to not return to their clinical rotation until they feel comfortable. Students will receive an Incomplete until the clinical rotation is completed.



The following table outlines the requirements for Spring Completion.

Requirements for Spring Completion

Program	Course	Number of Comps	Number of Students	Number of Days Needed	Time of Day / Room
Medical Assisting	ALH310 WI	1 venipuncture	16	Depending when the students can come to campus 20 minutes/student	scheduled per student MA Lab in ATEC
	ALH208 WI	3 competencies/student	3	1 evening	scheduled per student MA Lab in ATEC
	ALH210 SP – Clinical Techniques-	25 competencies per student	3	3 evenings	scheduled per student Wed. evening MA lab in ATEC
	CPR in ALH350		7	1 evening	June 2 rescheduled for July
	ALH350 Medical Seminar	10	5	2-3 classroom sessions	Tuesday evening MA Lab in ATEC
	ALH145 Allied Health Procedures 1	10	9	3-4 Classroom sessions (4 hours/evening)	Thursday evening MA Lab in ATEC
OTA	ALH120	Hand washing Sterile Field	18	Completing online	
	OTA200	Standardized Assessment Comp	14	One day for lab/one day for comp	8:00-10:00 am T/W/TH HSB405 OTA lab
	OTA110	MMT/Goni	14	1-2 days for lab/1-2 days for comp	1:00-3:00pm Tues-Friday HSB405 OTA lab
	OTA210	Dressing Bed Mobility Transfers Func. Mobility	10	1-3 days for review/ practice 2 days for comp	10:20-12:20 Tues-Friday HSB405 OTA lab

Program	Course	Number of Comps	Number of Students	Number of Days Needed	Time of Day / Room
PTA	ALH130	VS Comps	21 Lanc 18	-3 days 3 days	8-10 M/W PM
	PTA155	Comps: Bed Mo- bility/Transfers, Ambulation, Limb Wrapping, Massage, Final Cum. Comp	18	At least 8 lab sessions for practice, then 5 days for comps	1:00-3:00 PTA Lab West 22 (Acute care lab)
	PTA255	At least one comp, need time to practice beforehand	22	4 days for lab practice, 2 days for comps Will need an additional 4 days for other labs 10 days total	10:20-12:20 PTA Lab West 22 (Acute care lab)
	PTA265	8 labs	18	8 days for practice and 2 days for competencies	8:00-10:00 PTA Lab West 22 (Acute care lab)
HS	CHM200	4 labs	2		Tuesday evening HSB lab
PTA - Lanc	PTA255 - Spring Lancaster	8 labs	15	4 days for practice and 1 day for competencies	5:30-9:30pm (only 10 people per 2-hour slot)

Detailed Plan for Classes:

Summer Term – Beginning July 6

During the Yellow and Green Phase for Cumberland County and/or Lancaster County, all instructional duties will remain fully remote and instruction will be virtual except for Health Science courses with a lab component. Classes will be conducted both synchronously and asynchronously and will be determined by the faculty member for each class. Specific faculty expectations have been put in place to ensure increased student engagement and success during this remote learning period.

Fall Term – Beginning October 5

The Fall term will return to our regular offerings of face-to-face, online and hybrid classes. Class sizes will be limited to 15 students per class to allow for social distancing. The College will follow the CDC and PA Department of Health's social distancing and face-covering guidelines. Records and Registration has assigned 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.

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.

Student Loan Information

The college received confirmation from PHEAA that ALL students will receive the same PA State Grant amount for 2021 academic year. This means that regardless of how many online vs classrooms courses a student takes they qualify for the same amount of funding. The 2021 academic year is fall 2020 through spring 2021. The amount of funding for 2021 also is increasing; it is predicted to go up by \$123 per term for a full-time award. Students must attend at least one of their scheduled courses within a 14-day window in order to not be dropped.

Attendance Expectations for Faculty and Students.

During the Yellow and Green Phase for Cumberland County and/or Lancaster County, all instructional duties will remain fully remote and instruction will be virtual except for Health Science courses with a lab component. Classes will be conducted both synchronously and asynchronously and will be determined by the faculty member for each class. Specific faculty expectations have been put in place to ensure increased student engagement and success during this remote learning period.

- Regular class attendance is essential to the proper academic progress and is expected. At Central Penn College, satisfactory attendance is a vital part of each student's performance. Excessive absences for a course or program can result in a lowered achievement rating and an undesirable course grade. Absences in excess of 20% of class hours, for any subject, may cause a student to fail that course.
- During COVID-19 when an emergency causes a student to be absent, it is the student's responsibility to plan with the instructor how to complete missed work. Incompletes will be assigned on a case-by-case basis.
- Absences will be considered excused if the student can provide verifiable documentation for the absence in a timely manner as determined by the College.
 - Excused absence(s) allow a student to make up coursework or other classroom assignments.
 - Students must continuously participate in their courses to satisfy the attendance requirement. For face-to-face courses, a student will be marked present for attendance if they either attend the course or participate via remote technology if they are unable to attend due to complications secondary to COVID-19. Students must establish communication with their professors on a consistent basis.
 - It will be at the discretion of the faculty member to establish realistic deadlines for projects during the remote learning phase of the summer term. Individual work completion plans will be developed for students who have difficulties with class participation due to COVID-19. Clear documentation will be kept by the faculty member documenting the extenuating circumstance in the summer and fall term.
 - Faculty will ensure that all face-to-face sections for the summer and fall term must have the same content in their online version of their courses that their face-to-face sections have. Weekly interactions between the professor and the student as well as assignments must be maintained in Blackboard for all courses, so that triggers will capture attendance. If there are no weekly assignments for the course, it is the faculty member's responsibility to enter attendance for the students manually.
 - Students can maintain attendance by physically attending the course, attending via remote technology, or by submitting an academic-related assignment via blackboard.
 - Students who do not attend their courses for 14 consecutive days will be administratively withdrawn from their courses for the remainder of the term. Constant communication between students and faculty is imperative during this time. If a student is administratively withdrawn from their courses before Sunday of week 7 of the term, this will result in grades of 'W' on students' transcripts. If a student is administratively withdrawn after Sunday of week 7, this will result in grades of 'F' on students' transcripts. Students who do not attend a particular course during the first two weeks of the term will be administratively unregistered from that course.

LIBRARY GREEN PHASE

Phase 1 – July 5 through August 1: Health Sciences students. Continued Telework Strongly Encouraged & social distancing still in place (6')

- Library building hours M-TH 2-5pm; F 11am-3pm See table below
 - Inner door propped open [we cannot do separate entrance/exit because only 1 door ADA accessible]
 - Plexiglass shields by circulation desk and Sam's desk
 - signage & tape on floor for where patrons are to stand for circulation and questions (6')
 - 1 library 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 48 hours. All must wear mask and gloves while handling quarantined materials.
 - Normal circulation rules resume. Establish and communicate due dates for items that were due under stay at home orders. Renewals for active students only.
 - Increased cleaning procedures¹ to include area students have been working. Staff cleans area they have been working.
- Instruction remains online only
- Reference services online (as we're doing currently) M-Th 8am -10pm, F 8am-5pm. Or F2F during building hours (following building rules)
- Programming online (Book Club)

Phase 2 – August 2 through August 22 – In-season student athletes (soccer) in addition to Health Sciences students, Continued Telework Strongly Encouraged & social distancing still in place (6')

- Library building hours M-TH 2-5; F 1-3 See table below
- All other measures above still in place

Phase 3 – August 23 – end of Summer term Returning and New students in addition to in-season student athletes (soccer) and Health Sciences students. Social distancing still in place (6')

- Library building return to normal hours as required by CPC

Phase 4 – Fall term – all students – all F2F classes F2F

Assuming no regression, normal operating hours with additional social distancing and cleaning procedures still in place.

- Librarians would stagger schedules.
- Face to face instruction, reference services, and programming would resume

If classes are online, will revisit.

Travel and Transit

- Faculty and Students will be attending campus on a limited basis throughout the summer term. Faculty will rotate their availability to be an on-campus presence for their programs. All instructional duties will remain fully remote and instruction will be virtual except for Health Science courses with a lab component. Classes will be conducted both synchronously and asynchronously and will be determined by the faculty member for each class.
- To limit travel and exposure, Health Science courses will be structured in a hybrid format. Classes will meet two days a week (Tuesday/Thursday and Wednesday/Friday) for lab. The lecture and instruction will be conducted online while the on-campus portion would be used for discussion, experiential learning, application and hands-on lab instruction. Only labs, assessments and instructional activities that must be conducted face-to-face will occur on-campus.
- For the Fall term, classes will be limited to the maximum occupancy as recommended by Facilities to comply with CDC and PA Department of Health's for social distancing. Therefore, classes will be conducted in a Hyflex manner to limit excessive travel requirements. Hyflex is when a course presents the components of hybrid learning in a flexible course structure that gives students the option of attending sessions in the classroom, participating online, or doing both. Students can change their mode of attendance weekly or by topic, according to need or preference. So the lecture will be given live and recorded during the live session (then the professor will post the video after the class) so that students can watch it later. Also while it is live students are able to watch the course remotely and participate live from home.
- Faculty and students will limit non-essential travel in accordance with state and local regulations and guidance.
- Travel to Clinical Sites will be limited in the summer and fall term and will only be conducted if a student issue or concern arises. All other monitoring will occur via telephone or Skype.
- Students who use public transportation or ride-sharing are encouraged to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
- Faculty and staff who use public transportation or ride-sharing are encouraged to follow CDC guidance on how to [protect yourself when using transportation](#). Faculty and staff also are encouraged to commute during less busy times and [clean their hands](#) as soon as possible after their trip.
- Designated COVID-19 Point of Contact: The COVID response team is designated as the responsible party for vetting COVID-19 concerns. The point of contact for this group is Shawn Farr, the VP of Administration and Finance. He can be contacted at COVIDinfo@centralpenn.edu.

STUDENT SERVICES

GREEN PHASE PLAN – UPDATED

CENTER FOR ENGAGEMENT 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.

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.

Laundry – The laundry room will be open for use. Capacity will be limited to two students at a time. Social distance must be maintained, and surface areas should be wiped down before leaving the space. ***Students will have a log to sign in and out at the entrance of the laundry, but will not need to contact Res Life staff to use the laundry room.*

Contact Tracing – Students who are on campus will be asked to keep a contact tracing record listing the names of anyone they spent more than 10 minutes with or who they came into physical contact with. This log will only be asked for when a student 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 student after 10 days.

Food Services - CulinArt will be providing tiered levels of service for our residential students throughout the summer term.

Beginning July 6

- CulinArt to provide boxed cold meals – sandwiches, salads, yogurt parfaits, fruit, etc.
- 7 days a week – Pick up during the window of 10 am – 2 pm.
- The number of trips to get food during this time will be limited and CulinArt will prepare grab-and-go meals, so students can take what they want.
- No pre-ordering for this group.
- Flat rate of \$300

Beginning August 3

- CulinArt to provide grab-and-go options – pre-made meals that can be heated up in rooms to eat, including chicken parm, pasta, burgers, etc.
- 7 days a week – Expected pre-orders to be coordinated by housing and cafe.
- Meal Plans begin

Beginning August 24

- Grab-and-go options to continue, options for expanding café services to be determined closer to that time.
- 7 days a week – Will review time window when we get closer
- Mean plans begin

Department of Athletics

Central Penn College will follow all United States Collegiate Athletic Association (USCAA) guidelines and mandates for sports programs. This includes game schedules, health and safety measures, medical requirements, and all other mandates sanctioned by the conference. The USCAA mandate of the continuation of conference sports is anticipated to be announced on July 1, 2020.

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

These guidelines will include:

1. Dean of Equity and Multicultural Affairs Megan Peterson will serve as the primary point of contact for all questions related to COVID-19, and all parents, athletes, officials and coaches must be provided the person's contact information.
2. All athletes, coaches, and officials must bring their own water and drinks to team activities. Team water coolers for sharing through disposable cups are not allowed. Fixed water fountains should not be used.
3. Coaching staff and other adult personnel should wear face coverings (masks or face shields) at all times, unless doing so jeopardizes their health.

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.

Fitness Center – The Fitness Center will be open for use. Capacity will be limited to two individuals at a time. All guests will need to social distance while in the fitness center, and thoroughly wipe down all equipment used before and after their workout.

Underground Lounge – The Underground Lounge will be open for use. Capacity will be limited to eight individuals at a time. Anyone using the space will need to social distance at all times, and thoroughly wipe down their areas before leaving.

Multipurpose room (MPR) – Use of the multipurpose room will follow the existing procedure. Students will need to reserve the space by contacting the Office of Housing and Residence Life. Students will be responsible for cleaning the MPR at the end of their reserved time and will be asked to maintain social distancing while in the space.

Knight Owl Computer Lab – The Knight Owl Lab will be open for use. Capacity will be limited based on social distancing protocols. Anyone using the space will need to social distance at all times, and thoroughly wipe down their areas before leaving. Students can access the lab 24/7 by utilizing the main entrance of Bollinger Hall.

Pool – The pool will be open for use. Anyone using the space will need to social distance at all times. A maximum number of 15 people are permitted in the pool area at one time. To access the pool, please contact Public Safety to have the gate unlocked.

CENTER FOR STUDENT SUCCESS

Student Success and Advising Center

Student Success and Advising Center Visitation – The Student Success and Advising Center will operate under an appointment-only model. Drop-in services will not be available in person. Students may request an appointment by contacting AdvisingCenter@centralpenn.edu.

There will be a maximum of two students allowed in the center offices at the Summerdale campus to allow for safe distancing between success coaches and student advisees. There will be a maximum of one student allowed in the center office at the Lancaster Center to allow for safe distancing between the success coach and student advisee.

Computer Usage in the Student Success and Advising Center – If a student needs to use a computer during their appointment to register for classes or complete another online task, the student is advised to bring and use their own laptop if possible. If the student does not have access to their own laptop or forgets to bring it for their appointment, the success coach will send a follow-up email to the student with directions on what to do when they have access to a computer.

Student Success and Advising Center Programming – The Student Success and Advising 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 and Advising 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. Students may request an appointment by contacting CPCounselor@centralpenn.edu. 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 initial Green Phase.

Counseling Center Programming – The 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 physical office space. Meetings and programs 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% 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. Students may schedule a session by contacting LearningCenter@centralpenn.edu.

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. Students may request an appointment by contacting Equity@centralpenn.edu.

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 Center – The Diversity Center in Bollinger 43 will remain open for student use. Per social distancing guidelines, no more than seven persons may occupy the main space at a time, and no more than five persons may occupy the meeting room.

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.

RESIDENCE HALLS

Schedule for residential students moving back to campus:

July 5 – Health Sciences Students who live more than 60 miles away or have transportation concerns.

Aug. 2 – In-Season Student Athletes (Soccer) who live more than 60 miles away or have transportation concerns.

Aug. 23 – Returning and New Students who are full-time during the summer term.

Oct. 3 – New Students will move in during New Knights Weekend. This schedule is still being reviewed to accommodate social distancing regulations and will be provided closer to the start of the fall term.

All students will need to submit a screening form 24–48 hours prior to arrival to campus. Once the form has been reviewed and approved, students can return to campus.

Majority of students will be moved into suites with a reduced capacity of four students in individual rooms in a suite with a capacity of seven students. All students will have their own bathroom. A few students at their selection will move into Gale Hall, with double occupancy per room.

The laundry room will be open for use. Capacity will be limited to 2 students at a time. Social distance must be maintained, and surface areas should be wiped down before leaving the space." ***Students will have a log to sign in and out at the entrance of the laundry, but will not need to contact Res Life staff to use the laundry room.*

Residents will be provided cleaning materials and disinfectant supplies and trained on how to clean high-touch areas on a regular schedule.

KNIGHT & DAY CAFÉ AND FOOD SERVICES

Food service for residential Health Science students will resume on a limited basis starting July 5. The food will be prepared by CulinArt staff and picked up by students in coordination with residential life staff. **Students will be charged a flat fee of \$300 for food for the month of July.** For that flat fee, students will receive three “grab-and-go” meals a day. However, meals will only be available for pickup once a day.

For July, the main dining areas will be posted as closed and students will eat in the lounge area with tables and seating at appropriate spacing for social distancing.

During July, the Knight & Day Café will be modified for social distancing and traffic flow. Plexi-glass will

be hung from the ceiling along the complete length of the serving line and at the check-out register. Tape will be placed along the traffic flow to identify and encourage six-foot social distancing.

On August 1, the Knight & Day Café as modified will be opened-up by CulinArt for residential students. Purchases will be charged against the meal plan. There will be a limited menu and the food items will be prepared and packaged for “grab and go.” The drink fountain will be closed for use. The main dining areas will continue to be closed and students will eat in the lounge area.

On August 1, the Conference Center will reopen for events and catering. The maximum event capacity will be reduced from 250 to 125 (50%). Tables will be set up with appropriate social distancing at tables and between tables. Food and drinks will be served in prepared packing to eliminate multiple touching of food items.

On August 24, if conditions remain safe, the Knight & Day Café will be opened for use by all students, faculty, staff and visitors.

HEALTH CARE / QUARANTINE (ISOLATION)

The College is developing an agreement with UPMC to provide health care services for students, faculty and staff. Health care services will be available on campus for students.

The specifics are being developed, but UPMC staff will be onsite a set number of days per week and provide telehealth on other days and times.

In addition to general health care services, UPMC is being engaged to provide services specific to COVID-19 identification, monitoring and treatment.

Mandated Quarantine or Self-Isolation

When an employee or student is suspected to have been exposed to a confirmed case of COVID-19, it is the directive of Central Penn College that those affected employees or students self-isolate or quarantine until 14 days have passed with no fever or symptoms. There are no exceptions to this directive. No employee may return to a college office while under a self-isolation/quarantine directive.

When a residential student is deemed to be COVID-19 symptomatic or tests positive, he or she will be quarantined in a housing unit designated for isolation for 14 days and monitored. In coordination with faculty, their classes and course work will be converted to online. In addition, the students living in the same suite or apartment unit with the identified student will be placed in quarantine in their suite or apartment space for 14 days as well.

While in quarantine, food for students will be ordered and dropped to the student’s housing units.

No residential student may move freely on campus while under a self-isolation/quarantine order. To do so would lead to immediate removal from campus, and additional penalties could be weighed for failure to comply with the college’s directive. Non-residential students similarly may not return to campus until the 14-day window of self-isolation/quarantine has passed without symptoms or fever.

Any student mandated to self-isolate or quarantine will have full ability to complete coursework online, take a leave of absence, or apply for an incomplete grade in one or more courses until they are fully recovered and able to complete the coursework.

Any student mandated to self-isolate or quarantine will have full ability to complete coursework online, take a leave of absence, or apply for an incomplete grade in one or more courses until they are fully recovered and able to complete the coursework.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/>

Stay-at-Home Orders

Central Penn College insists that employees and students observe stay-at-home orders by the Governor. If there is a conflict between the status of Cumberland County (or Lancaster County) and the employee's county of residence, the employee is to observe the stay-at-home status of their county of employment. Telecommuting may return to some or all employees in Red and Yellow Phases should they return.

Central Penn College will communicate with students and employees when a change of status occurs, requiring a change in work and class assignments.

FACILITIES

Facilities are being reconfigured for lower occupancy levels (approximately 50%). Classrooms and computers labs have reconfigured for six-foot social distancing. The staffing of offices and general workspace during July and August will be scheduled for up to approximately 50% of capacity.

On August 24, the majority of faculty and staff are planned to return to campus full time. The College will develop a plan to address occupancy capacity and social distancing.

The College will provide cleaning supplies and disinfectant wipes for use by faculty, staff and students as needed. Masks will be provided for those in need of one. Hand sanitizer stations and spray bottles will be available throughout the campus.

Facilities will be cleaned and disinfected on a regular basis, including use of spraying using atomizers. When large meetings/gatherings are scheduled the space will be disinfected before and after.

Because of the limited space, the gym will be limited to no more than two people at a time, and the dance studio to no more than four people at a time.

Bathroom facilities will be cleaned and disinfected twice a day.

Student-facing offices (including financial aid, registrar, business office) will be reconfigured to limit the number of students in the space at any one time.

Building or Room Closures

Central Penn College may at its sole discretion or in consultation with PA Department of Health, temporarily close any room or building on campus for cleaning when a suspected case of COVID-19 is associated with that room or structure.

COMMUNICATIONS

Where to go for the latest COVID-19 Campus Information

Official news, updates and guidance issued by the President of the College will be posted on the following sources:

- **CentralPenn.edu/COVID**
- **Digital bulletin monitors in ATEC**
- **Signage across campus**
- **Central Penn College App**
- **Central Station emails**
- **Student Central emails**
- **Social media**

Term-by-Term Instructional Determination Communications

Following the guidance of the Governor of the Commonwealth, and consultation with Board of Directors, the President of the College will make determinations when to move classroom instruction to fully online modalities for a portion or entire term. These determinations will be communicated online and via email to the college community.

Pandemic Safety Officer

Shawn Farr

Vice President of Administration & Finance

covidinfo@centralpenn.edu

www.centralpenn.edu/covid



CENTRAL PENN
COLLEGE