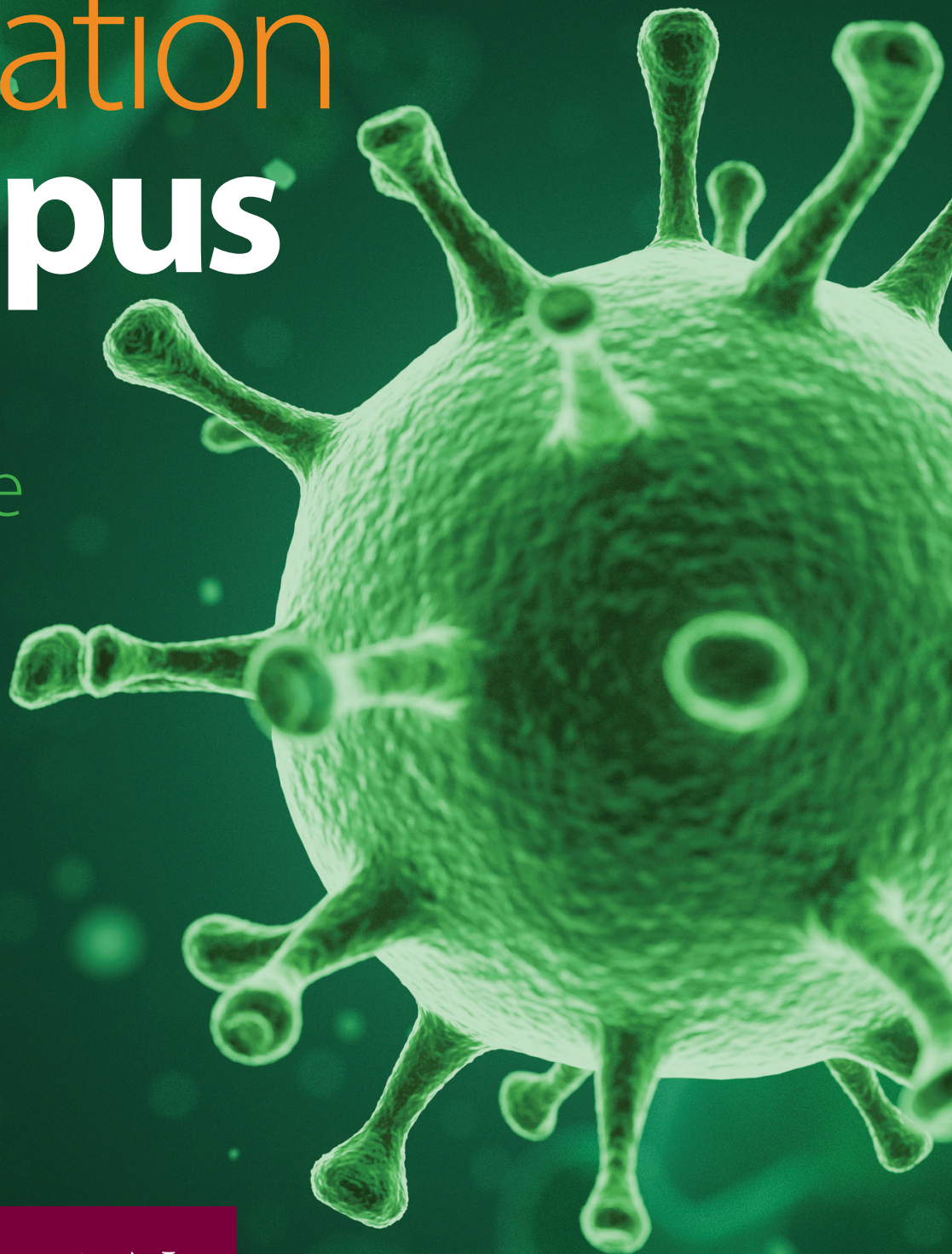


Continuing Operation Campus Plan

Green Phase

Fall Edition

Issued October 2020



CENTRAL PENN
COLLEGE



TABLE OF CONTENTS

Green Phase Continuing Operation Campus Plan	3
Academic Affairs – Instruction during COVID-19	4
Student Services Center for Student Success	10
Center for Equity and Multicultural Affairs	11
Center for Student Engagement	12
Health Services	14
Knight & Day Café and Food Services.....	14
Facilities	15
Monitoring Plan and Communication of Information.....	16
Communicating Information.....	17
Prevention Protocols.....	19

Green Phase Continuing Operation Campus Plan

Introduction

As of October 2020, the Summerdale campus of Central Penn College located in Cumberland County and the Lancaster Center located in Lancaster County are open and operating under the Green Phase requirements of the Office of the Governor of the Commonwealth of Pennsylvania.

Central Penn will continuously monitor and make adjustments as required in response to official and credible media and government accounts for information, guidance and directives. The College will adhere to recommendations from the Centers for Disease Control and Prevention (CDC), the Office of the Governor of the Commonwealth of Pennsylvania, Pennsylvania Department of Health (PA DOH) and the Pennsylvania Department of Education (PDE). 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.

Currently during the Green Phase, the following applies:

- All employees are able to return to work full-time at Summerdale or Lancaster, with schedule accommodations approved through Human Resources as requested.
- All students are able to return to campus for in-person classes and to live in on-campus housing.
- Employees, students, and visitors must complete the COVID-19 screening form within 24-48 hours of their first time returning to campus: www.centralpenn.edu/screening.
- Screening forms will be reviewed to determine if any person should be excluded from returning to campus. Any person excluded from returning will be notified not to come to campus.
- Employees and students are required to complete a daily pre-screening form via the Central Penn College App prior to coming to campus.
- A confidential contact tracing system was implemented in September. The college is using QR codes at entrances to rooms to monitor usage and exposure risk. The use of the QR codes while highly recommended is voluntary.
- Those who are unable to use the App (employees, students and visitors) must complete an online COVID-19 health screening form not more than 48 hours in advance of returning to campus and are required to keep a written and accurate personal contact tracing log. As per the CDC recommendations, the log should list the names of all persons (if known) while on campus who they spent more than 15 minutes with and were within six-feet of during this time. The log only will be examined when a person is suspected of being or confirmed as COVID-19 positive. Log records can be deleted or disposed of after 14 days.

- 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. Exposure can be reported using the Central Penn App, emailing COVIDinfo@centralpenn.edu, or by the screening form.
- Anyone who has symptoms consistent with COVID-19 (predominantly including a fever 100.4 or higher, cough, difficulty breathing, sore throat and potentially loss of taste or smell) should not come to campus, and should complete the Health Screening form on the Central Penn App immediately, then await next steps. If symptoms develop while on campus, the person should notify their supervisor or instructor and leave campus immediately. Upon receipt of a negative test result for COVID-19, you should not return to campus until a period of 48 hours passes without symptoms.
- All employees, students and visitors when at Summerdale or Lancaster are required to wear masks when inside buildings and outside, adhere to a six-foot social distancing, and wash hands and use hand sanitizer frequently.
- Faculty and students are required to wear masks or face coverings when in classrooms.
- Employees when sitting at their desks or workstations can remove their masks. Once they get up to move around, face masks are again required.
- When in meetings with appropriate social distancing, seated employees can remove their masks until they get up to move around. If students are in attendance, all participants should remain masked.
- Gatherings on campus are not allowed to exceed 25 people when inside a building and 250 when outside. Supplies are available to wipe down desks and workspace surfaces at the start and end of each workday, including desktops, keyboards, phones, computer mouse and others.

Offices at Summerdale in general, unless otherwise noted in this document, will be open and staffed Monday through Friday from 8 a.m. to 5 p.m. Offices at the Lancaster Center are staffed Monday through Friday from 9 a.m. to 5 p.m. All full-time employees—whether working on campus, remotely or a combination of both—are expected to work 40 hours a week and have their work schedules approved by their supervisors.

Should you observe an unsafe condition or have any questions or concerns about the College’s plan, please submit an e-mail to the College’s Pandemic Safety Officer Shawn Farr at COVIDinfo@centralpenn.edu.

Academic Affairs – Instruction during COVID-19

This document outlines the plans put in place and actions taken by the Office of Academic Affairs in response to the COVID-19 pandemic. This pandemic has significantly influenced the approach to instruction. The information applies to faculty, students and staff and is intended to serve as a guide as the College returns to in-person educational instruction. The screening requirements for employees, students and visitors are covered in the introduction section to this document.

All faculty, students and staff at Summerdale and Lancaster are required to wear masks when inside buildings and outside, adhere to a six-foot social distancing, and wash hands and use hand sanitizer frequently. Masks are required in classrooms, including during periods of instruction.

Academic Affairs Hours of Service

- The Office of Academic Affairs will be open Monday through Friday from 8 a.m. to 4:30 p.m.
- The Registrar's Office will be open from 8 00 a.m. to 5 p.m. Monday through Friday.
- The Library will be open from 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday.
- The Director of Institutional Effectiveness will be available on Monday through Thursday 8 a.m. to 5 p.m. and remote on Friday from 10 a.m. to 5 p.m.

The sections outlined in this plan are:

Faculty Expectations
Classrooms and Lab Operations
Fall Term – Starting Oct. 5
Attendance Expectations
Travel and Transit
Library

Faculty Expectations

Faculty are expected to continue to improve and add to their online courses to increase student engagement throughout the summer and fall terms. These improvements will continue to be implemented through professional development, suggestions for delivery and course observations.

Professional Development:

- The faculty have been given professional development opportunities on ways that they can remove barriers to students' learning by providing not just materials and assessments, but personally curated videos, outside resources and clear expectations each week.
- Faculty were required to complete one professional development course provided by the Center for Teaching Excellence (CTE) prior to the start of the summer term. Course completion was monitored by the Academic Dean of each School. A list of courses was provided by Academic Affairs to be chosen from Go2Knowledge and Inside Higher Education.
- Recommendations were made to review the Online Course Certification course in Blackboard to refresh the excellent tips and training contained within the course.

Suggestions for Delivery during a Virtual Course

- For faculty instructing daytime and evening courses as a virtual course, there is an expectation that faculty still are interacting with students synchronously and asynchronously as appropriate. When classes are held virtually, it does not mean that daytime and evening courses are instructed as traditional online courses.
- Examples of where faculty can utilize synchronous and asynchronous interactions in their daytime and evening courses were provided by Academic Affairs in a separate memorandum.

- Students who cannot attend during synchronous sessions will have Collaborate sessions made available to them. These synchronous sessions may be held during the scheduled class time and made available asynchronously by uploading and embedding the sessions as videos within their courses.
- Tips on how to create original course content is outlined in Module 4.1–4.3 of the Online Certification Course in Blackboard.
- The CTE is available to support the faculty and to provide answers, training and solutions.

Course Observations

- Some faculty who have accommodations will be working partially remote throughout the fall term. However, faculty will have their office hours listed on their syllabus, posted on their office door, and will communicate directly with their students. All Schools will have faculty representation on campus each week. Faculty will be responsible for communicating their availability to their students within their individual classes and will be monitoring email daily.
- Faculty are expected to maintain regular office hours on campus and/or virtually. If they are not on campus for some reason, then office hours will be held virtually.

Office Hours:

- Some faculty who have accommodations will be working partially remote throughout the fall term. However, faculty will have their office hours listed on their syllabus, posted on their office door, and will communicate directly with their students. All Schools will have faculty representation on campus each week. Faculty will be responsible for communicating their availability to their students within their individual classes and will be monitoring email daily.
- Faculty are expected to maintain regular office hours on campus and/or virtually. If they are not on campus for some reason, then office hours will be held virtually.

Strategies for Increased Student Engagement

- Clubs on campus will hold in-person and virtual meetings as appropriate and continue to plan and hold events.
- Experiential Learning opportunities will be made available to students throughout the summer and fall terms.
- Faculty have been asked to gather equipment needs that will foster student engagement and report it to Academic Affairs and the Office of Advancement. CARES Act funding to the extent available will be used to provide additional materials and supplies.

Instruction

- For the fall term, the Summerdale campus and Lancaster Center are planned to be fully open for in-person instruction.

Classrooms and Lab Operations

Classrooms and Labs have been configured to provide for appropriate social distancing. Depending on the space, capacity will not exceed 25 students, plus an instructor or instructors. Faculty and students are requested to wash or sanitize their hands before and after each class or lab session. Students will use the App to sign-in to each class or lab session to provide a record to be used for contact tracing if required. Classroom and lab equipment used (computers, white board markers/erasers, podiums, tables) will be wiped down and disinfected after each class or lab.

Fall Term – Beginning October 5

The fall term will return to regular offerings of in-person, online and hybrid classes. Class sizes will be limited to maximum occupancy levels as recommended by the Facilities Department to provide for six-foot social distancing. Records and Registration will use these levels when assigning classrooms and maximum enrollment for each class.

As classes reach their maximum enrollment, either an additional section of the same class will be opened up or the class will be offered in a hybrid format. If the course is offered as a hybrid course, the faculty will be responsible for emailing the students within the courses to assign the students a cohort. All instructional material (didactic work) will be online, and students will be divided into two cohorts.

Students will be assigned either a Tuesday/Thursday live face-to-face session or a Wednesday/Friday live face-to-face session. Information will be provided by the professor prior to the first day of the course. There will be a few courses that also will be offered in a Hyflex format 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. 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 can watch the course remotely and participate live from home. Students will be notified by their professor if this is an option for their course.

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 information, deans and chairs will identify faculty (full-time or part-time) to teach each course. Please refer to a separate document identifying classes and their location for the fall term. The document notes the platform, faculty member, maximum number of students per course and other pertinent information.

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 will 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 recommended maximum occupancy for the space.

Faculty must prepare for intentional fluid teaching, so that they can adapt to provide a useful learning experience regardless of the instructional mode. Fluid teaching rests on the assumption that the instructional mode is unknown—online, in-person, hybrid, starting online and moving to in-person, starting in-person and moving to online, or some other combination. As such, effective instruction relies on a detailed course map that identifies learning objectives and assessments.

The Office of Academic Affairs is working with the CTE to develop this framework with the faculty. The teaching is designed around instructional modules with primary and secondary strategies for content delivery, engagement and student feedback. Students will be informed of the instructional mode of delivery prior to the start of the fall term via their Central Penn e-mail.

Attendance Expectations

Beginning in the fall term, all faculty will return to campus. Faculty will report to campus and hold class as usual and will meet with students for office hours and other college-related meetings. Faculty who are at high risk or who have concerns with returning to campus have consulted with HR prior to returning to campus and have taken the appropriate measures to begin the fall term.

Faculty will be cognizant of the possibility that students may be absent from class due to COVID-19-related issues. The following expectations and procedures apply to attendance for the summer and fall terms.

- 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 in-person courses, students 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 instructors on a consistent basis.
 - 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 fall term.
 - Faculty will ensure that all in-person sections for the fall term must have the same content in their online version of their courses that their in-person sections have. Weekly interactions between the faculty member 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 don't 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 students are administratively withdrawn from their courses before Sunday of week 7 of the term, this will result in grades of 'W' on students' transcripts. If students are administratively withdrawn after Sunday of week 7, this will result in grades of 'F' on students' transcripts. Students who don't attend a particular course during the first two weeks of the term will be administratively unregistered from that course.



MASK ZONE



This Is A Mask-On Zone
You may enter **ONLY** if you're...

- WEARING YOUR MASK
- SYMPTOM FREE
- STAY 6 FEET APART

 CENTRAL PENN COLLEGE

Travel and Transit

- Faculty will have returned to campus full-time for the fall term.
- Travel to clinical sites will be limited in the fall term and will only be conducted if a student issue or concern arises. All other monitoring will occur via telephone or Skype.
- Faculty, students and staff are encouraged to use forms of transportation that minimize close contact with others and follow CDC guidelines on how to protect themselves when using transportation.

Library

Starting with the fall term, the Library will be open for services during the following hours: 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday.

STUDENT SERVICES

CENTER FOR STUDENT SUCCESS

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 – If a student needs to use a computer during his or her appointment to register for classes or complete another online task, the student is advised to bring and use his or her own laptop if possible. If students don't have access to a laptop or forget to bring it to their appointment, the success coach will send a follow-up email to them with directions on what to do when they have access to a computer.

Programming – The 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. Meetings and programs won't be held in the physical Center, as the office is too small to preserve social distancing protocols.

Counseling Office

Visitation – The Counseling Office will operate under an appointment-only model. Students may request an appointment by contacting CPCounselor@centralpenn.edu. The Office 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.

Programming – The 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.

Physical Offices – Campus counselors will maintain separate offices on campus and will alternate office availability. No more than one counselor will be present during working hours in physical office space. Meetings and programs won't be held in the physical counseling center space, as the office is too small to preserve social distancing protocols.

Learning Center

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

Visitation – The 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. 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 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. The 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 may 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 may 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 four 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 won't be held in large scale. All annual events for fall 2020 will be deferred or cancelled to meet social distancing and safety guidelines.

CENTER FOR STUDENT ENGAGEMENT

Student Engagement

Activities Programming – On-ground activities programming will be offered at a reduced capacity and will be modified to meet 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.

Capital BlueCross Theatre

Programming – 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, events and programming offered in the theatre.

Athletics

The 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. Athletic training services will be provided by Select Medical for CPC sports teams and schedules.

Training and practice schedules will proceed when cleared by the USCAA. Athletic activities will adhere to safety and social distancing guidelines as follows.

- All student athletes, coaches, officials and spectators 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.
- Coaching staff and other adult personnel must wear face coverings (masks or face shields), unless doing so jeopardizes their health.
- The College will develop an athletic health and safety plan for resuming athletic activities. This includes a plan of action in the event an athlete, coach, or official falls ill or tests positive for COVID-19.
- Athletic Director Kasey Hicks will serve as the primary point of contact for all athletic-related COVID-19 questions for student athletes, coaches, officials and parents.

Student Housing and Residential Life

Schedule – Health Science students started moving back on campus into housing on July 5. This was followed by additional groups of students on Aug. 2 and Aug. 23. On Oct. 3, the remainder of continuing students and new students will start moving in for the fall term during New Knights Weekend. The student move-in procedures will adhere to appropriate social distancing.

Screening – All students 24 to 48 hours in advance of arriving on campus will need to electronically submit a health screening form found at www.centralpenn.edu/screening. When approved, the student can come to campus. Students traveling from states on the Pennsylvania Department of Health quarantine list will need to be isolated in individual housing for 14 days.

Room Assignments – In response to social distancing health and safety measures, the Department of Student Housing and Residential Life will adjust room assignments of students returning to campus to reduce occupancy of both suites and apartments. Initially, suites will have four students in individual rooms and Gale Hall apartments will be single occupancy per room. Occupancy of both suites and apartments will be increased depending on the number of students in housing for the fall term.

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

Common Areas – Students within residential facilities will need to practice proper social distancing when in and around their common spaces.

Cleaning Schedule – Residential students will follow a cleaning schedule that will be implemented by their Resident Assistant. They can sign out a cleaning bucket from Student Housing as needed. In addition, the Facilities department will implement protocols to maintain health and safety within the residential buildings. The Facilities department will utilize professional cleaning services on an as-needed basis.

Laundry – The laundry room in the suites area is open for use. Students will sign in when they enter the laundry room for contact tracing purposes. Capacity is limited to two students at a time. Students must maintain appropriate social distancing and wear masks. When finished, surface areas should be wiped down for the next students to use the room.

Guests – Guests won't be permitted in any residential unit during the fall term. This includes both daytime and overnight guests. If visitors have completed the required screening form 24-48 hours prior to their arrival, they are able to visit non-residential areas of the college. They are required to follow the masking and social distancing guidelines of the College at all times. Parents/guardians of residential students will need to notify the Department of Student Housing and Residential Life to review steps for their visit.

Contact Tracing – Students are requested to complete the daily pre-screening health status form found on the Central Penn App. In addition, students are requested to scan QR codes when entering rooms on campus. Students will be assigned random identifier numbers to protect their identity when scanning the QR codes. If a student chooses not to use the QR codes, then they are required to keep a daily record of the names of anyone they were in close contact with for more than 15 minutes outside of classrooms. This log only will be requested in situations where someone is suspected of or confirmed of being COVID-19 positive. The daily written record can be disposed of after 14 days.

Quarantine/Isolation – When a residential student is deemed to be COVID-19 symptomatic or tests positive, he or she will be quarantined in a housing unit specifically designated for isolation for 14 days. The health of the student will be monitored daily. In coordination with faculty, his or her classes and course work will be converted to remote learning. In addition, the students living in the same suite or apartment unit with the identified student will be placed into a quarantine status for 14 days as well. While in quarantine, food for students will be ordered and delivered to the door of the isolation housing unit.

HEALTH SERVICES

The College has arranged for health services to be provided to students, faculty and staff through UPMC Pinnacle. A Campus Clinic recently opened in housing suite 127 at the corner of B Street and College Hill Road. Initially, the clinic is open on Monday and Thursday from 9 a.m. to 1 p.m. Telehealth services are available 9 a.m. to 9 p.m. Monday through Friday by appointment.

KNIGHT & DAY CAFÉ AND FOOD SERVICES

The College contracts with CulinArt to provide food services for residential students, commuter students, faculty, staff and visitors. CulinArt also is contracted to operate the Conference Center space in the ATEC Building.

With the start of the fall term on Monday, Oct. 5, the Knight & Day Café only will be available to residential students. A selection of hot and cold options will be available for breakfast, lunch and dinner on a touchless basis adhering to COVID-19 protocols. Food will be picked up and recorded on the student's meal plan in the Café. However, the Café will be closed for eating. Food can be consumed in the lounge area outside of the Café, outdoors or in the student's residence space.

The operation of food services will be evaluated during October for successful conformance with COVID-19 protocols and any governmental changes in operating requirements. The goal is for the Knight & Day Café to open up to all students, faculty, staff and visitors around the end of October.

The Conference Center is scheduled to remain closed for meetings, events and food service through Dec. 31, 2020. During fall 2020, the re-opening of the Conference Center as of Jan. 1, 2021, will be evaluated based upon the operating restrictions in place at that time.

FACILITIES

In adherence to COVID-19 protocols, College classrooms and computer labs at Summerdale and Lancaster have been reconfigured for lower occupancy levels of approximately 50% to provide for six-foot social distancing. In addition, office and workspace areas are being occupied at reduced levels depending on the capacity of the space. As a result, some staff for a portion of their work schedules are working remotely. The standard hours that Summerdale campus offices are open remain Monday through Friday, 8 a.m. to 5 p.m. Some offices are open longer hours. Lancaster Center's standard office hours are Monday through Friday, 9 a.m. to 5 p.m.

Hand sanitizer stations and disinfectant supplies are provided throughout campus buildings. Masks are available for individuals on campus that need one.

Facilities will be cleaned and disinfected on a regular basis, including use of spray atomizers. When larger meetings/gatherings are scheduled, the space will be disinfected before and after usage. Restrooms will be cleaned and disinfected twice a day.

Lancaster Center – The Lancaster Center is open for instruction and to meet the needs of students. The Center follows and adheres to the same COVID-19 protocols as the Summerdale campus, including wearing of masks and six-foot social distancing.

Multipurpose Room (MPR) – Use of the multipurpose room in Bollinger Hall will follow existing procedures with a gathering not to exceed a maximum of seven people. Masks need to be worn and six-foot social distancing maintained while the space is being used. At the end of use, the space needs to be wiped down with disinfectant. To reserve the space, send an email to MPR@centralpenn.edu.

Underground Lounge – The Underground Lounge is open for use. Capacity is limited to a maximum of eight individuals at a time. Masks need to be worn and six-foot social distancing maintained while the space is being used. At the end of use, the space needs to be wiped down with disinfectant.

Fitness Center – The Fitness Center is open for use. However, capacity is limited to a maximum of two individuals at a time. Masks need to be worn and six-foot social distancing maintained while the space is being used. At the end of use, all equipment used needs to be wiped down with disinfectant.

Dance Studio – The Dance Studio is open for use. However, capacity is limited to a maximum of four individuals at a time. Masks need to be worn and six-foot social distancing maintained while the space is being used. At the end of use, all surfaces touched and equipment used needs to be wiped down with disinfectant.

Knight Owl Computer Lab – The Knight Owl Computer Lab in Bollinger Hall is open for use 24 hours a day, seven days a week. Capacity will be limited based on social distancing protocols. Masks need to be worn and six-foot social distancing maintained while the space is being used. At the end of use, all surfaces touched and equipment used need to be wiped down with disinfectant.

Pool – The pool in the apartment complex area is open from approximately Memorial Day weekend through Labor Day weekend. A maximum number of 15 people are permitted in the pool area at one time. Masks need to be worn and six-foot social distancing maintained while not in the pool. To access the pool, contact Public Safety to have the gate unlocked.

MONITORING PLAN AND COMMUNICATION OF INFORMATION

Green Phase Work Group

The College has formed a Green Phase Work Group to monitor the plan and review and address issues that arise. The Group provides a forum to discuss issues and potential directions for the implementation of the Green Phase at Summerdale and Lancaster. The Work Group does not have final decision-making authority but can help inform and provide direction.

All communications about COVID-19 actions and responses to key constituencies—students, parents and employees—will be handled by the Vice President of Administration and Finance, who serves as the Pandemic Safety Officer. He is responsible for coordinating directly with the Communication Task Force and they will be responsible for vetting all communication.

Official Communications

Any official communication relative to COVID-19 will bear the insignia or logo of Central Penn College.

Privacy

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. As much as is 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 also will balance 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.



COMMUNICATING INFORMATION

Before a Case

Be proactive – 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 (Download via the Apple Store or Google Play Store)
- Central Station emails
- Student Central emails
- Social media channels

Communicate prevention measures – The College will visibly and frequently share information on the full catalog of measures it is taking to protect the health and safety of students, faculty, staff and visitors, including all measures contained in this document as well as the website: www.centralpenn.edu/covid.

Communicate the process – Through this plan and subsequent actions, the campus community will have clarity on personal and professional obligations to prevent cases, report symptoms and respond to confirmed cases among our community.

Monitor news, social media and health officials – The College will closely monitor official and credible media and government accounts for information, guidance and directives. We will monitor the Centers for Disease Control and Prevention (CDC), the Governor of the Commonwealth of Pennsylvania, Pennsylvania Department of Health and the Pennsylvania Department of Education 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.

Communicate plans for quarantine and isolation – The College will make it clear what measures and protections are available to a student or employee suspected or confirmed to have a COVID-19 positive diagnosis.

When a Case is Suspected

Assemble with urgency – When an employee, visitor or student on campus now or recently is suspected of contracting COVID-19, the Communication Task Force of the Green Phase Team will meet and set in motion communication plans.

Assess risks – Based on guidance from medical professionals and human resources, assess risks of alerting the community too early and risk over-reaction versus alerting employees, students, families and community members too late and adding individuals to possible exposure.

Monitor developments – The College will monitor developments relative to test results and contact tracing and use this communication plan to dictate next steps.

Prepare to activate – The College will prepare to activate the following departments to respond to a positive case on campus:

- Public Safety and Health
- Facilities
- Human Resources
- Student Housing and Residential Life
- Academic Affairs
- Marketing and Communications
- Registrar

After a Case is Confirmed

Communicate quickly and transparently – Be sure to use care, empathy and urgency in communications. Be consistent – Do not create communications on the fly. Instead, stick to the planned order and message of communications devised in this plan.

Prioritize information flow – Be certain employees and students with threat of exposure, as well as employees with responsibility to act to stop the spread, have regular and accurate updates from Central Penn College administrators.

Be responsive – Do not allow more than 24 hours to pass without a response to a question or request for clarification. Do not allow more than three hours to pass when communicating with parties affected by a case on campus or at a center.

Be clear – Do not use vague or calculating language.

PREVENTION PROTOCOLS

If you have been in close contact with someone who has a confirmed case of COVID-19, the CDC recommends staying home for 14 days after your last exposure. You should check your temperature twice a day and watch for symptoms of COVID-19. If possible, stay away from people who are at higher risk for getting very sick from COVID-19.

Here are your next immediate steps:

Employees

You are granted leave for the remainder of the workday. You will not need to use personal leave for this day. Please forward your personal contact tracing log for the past three (3) days to Human Resources immediately if you have not been using the contact tracing function of the Central Penn App.

You are to leave campus immediately. Please refrain from interacting with any employees or students. Please take care to limit the number of surfaces you touch as you leave campus.

You must self-isolate at home for the next 14 days. Please report a fever over 100.4 degrees or coronavirus symptoms to COVIDinfo@centralpenn.edu should they arise. We encourage you to seek out a test for coronavirus during this time and relay the results of that test to COVIDinfo@centralpenn.edu. Symptoms for the coronavirus may include:

- Fever or chills Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting Diarrhea

To learn more about COVID-19 symptoms, visit the CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If at the end of 14 days no symptoms emerge, no fever is confirmed, and no positive test result is confirmed, you may return to work. Your supervisor will determine if that will be on campus or remotely or some combination thereof.

If during the 14-day period symptoms do emerge, please consult with your health care provider immediately. Please advise your supervisor of the need for personal leave, and focus on recovering and returning to health.

Students

You are granted excused absences from your courses for the remainder of the day. If you haven't been utilizing the contract tracing feature of the Central Penn App, please forward your personal contact tracing log to COVIDinfo@centralpenn.edu

Non-resident Student

You are to leave campus immediately. Please refrain from interacting with any employees or students. Please take care to limit the number of surfaces you touch as you leave campus.

You must self-isolate at home for the next 14 days. Please report a fever at 100.4 degrees or higher or coronavirus symptoms to COVIDinfo@centralpenn.edu should they arise. We encourage you to seek out a test for coronavirus during this time and relay the results of that test to COVIDinfo@centralpenn.edu.

If at the end of 14 days no symptoms emerge, no fever is confirmed, and no positive test result is confirmed, you may return to coursework.

If during the 14-day isolation period symptoms do emerge, please consult with your healthcare provider immediately. If you are unable to attend classes, please communicate with your professor(s) and your student success coach or advisor. They can help you devise a plan for making up any missed coursework.

Residential Student

You are to return to your apartment or suite immediately. Please refrain from interacting with any other students. Please take care to limit the number of surfaces you touch as you return to your housing.

You will be self-isolating in your apartment for the next 14 days. Please report any fever at 100.4 degrees or higher or coronavirus symptoms such as shortness of breath, diarrhea or body aches to COVIDinfo@centralpenn.edu should they arise. We encourage you to seek out a test for coronavirus during this time and relay the results of that test to COVIDinfo@centralpenn.edu.

If at the end of 14 days, no symptoms emerge, no fever is confirmed, and no positive test result is confirmed, you may return to classes and end self-isolation.

At any time, you may return home to your permanent residence. However, once you leave campus you may not return until 14 days following the onset of symptoms.

If during the 14-day isolation period symptoms do emerge and you remain on campus, you will continue to self-isolate. Please consult with your health care provider immediately. In addition, alert COVIDinfo@centralpenn.edu immediately about the onset of symptoms or fever.

Central Penn College will be in communication with the Pennsylvania Department of Health regarding a confirmed case. Consistent with Pennsylvania Department of Health guidelines, no personally identifiable information about the person will be shared with media.

Central Penn College continues to require social distancing and good personal hygiene practices among all visitors, students, and employees at our college. This includes temperature taking upon initial arrival to campus for move-in, masking, limiting inside gatherings to 25 or fewer persons, limiting class sizes, aggressive cleaning schedules, and more.

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 (Download via the Apple Store or Google Play Store)
- Central Station emails
- Student Central emails
- Social media channels

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. 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.

Term-by-Term Instructional Determination

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.

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.

Our Commitment to a Safe Campus Community

Central Penn College is committed to protecting the safety and health of our students, employees and visitors. We ask that you, as a member of the campus community, follow these updated guidelines and recommendations, including:

- Wearing a mask
- Maintaining proper social distancing
- Using the CPC App every day
- Scanning QR codes when entering classrooms
- Staying home if you feel sick or experience any symptoms

Remember, we're in this together. For the Summerdale campus and the Lancaster Center to hold in-person classes for the entire term, it depends on us all to follow the safety guidelines. Let's do our best to keep Central Penn College COVID-free!

Pandemic Safety Officer

Shawn Farr

Vice President of Administration & Finance

COVIDinfo@centralpenn.edu

www.centralpenn.edu/covid



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