

Reading Area Community College
COVID-19
Re-entry Policy & Procedures
PA Green Phase

as of September 14, 2020



Introduction

This document is intended to convey RACC's operational policies and procedures during the COVID-19 pandemic to faculty, staff, and students. This remains an ever-evolving process – expect periodic, even daily, updates and procedural modifications as we receive additional guidance from state and local officials. Our goal is to provide the safest possible learning/working environment for our students, faculty and employees.

In preparing this policy, the college is following guidance and recommendations from the following organizations:

Center for Disease Control and Prevention - <https://www.cdc.gov/>

Pennsylvania Department of Health – <https://www.health.pa.gov>

Pennsylvania Department of Education – <https://education.pa.gov>

We encourage students, faculty and staff to visit these websites to learn more about the COVID-19 pandemic and the measures being taken to limit its spread in our community.

An eventual return to normal day-to-day operations still depends in large part on individual action to model best practices to mitigate the spread of the virus. As you return to campus, please:

- Avoid close contact with sick people.
- Cover coughs and sneezes with a tissue or your arm.
- Wear a face covering, especially when entering, exiting or walking within any building.
- Wash your hands frequently and thoroughly.
- Avoid touching your eyes, nose and mouth.
- Maintain strict social distancing where possible.
- Stay home if you become ill.

Under the current state guidelines, RACC may fully resume in-person instruction and routine operations. Non-instructional gatherings are limited to no more than 250 people. We must continue adhering to CDC, DOH and PDE guidance.

RACC has resumed in-person instruction and resume normal operations in phases, as follows:

- a. With the exception of certain programs in healthcare and in the Schmidt Training and Technology Center, all summer term classes will continue in on-line mode only.

- b. We anticipate that the fall terms will encompass a mix of traditional in-person instruction, on-line and hybrid learning.

Guidance for All:

Use of the Campus

Although RACC has historically made our campus available for a wide range of community activities, the college has taken a number of precautions aimed at limiting the spread of COVID-19 on campus and in the community. This includes temporarily refusing requests to use campus buildings and/or common areas for activities that are not directly related to student learning and success.

Isolation Recommendations

Isolate if you are sick - "Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected."

Who needs to isolate?

- People who have COVID-19
- People who have symptoms of COVID-19 and are able to recover at home
- People who have no symptoms (are asymptomatic) but have tested positive for infection with SARS-CoV-2

When you can be around others (ending home isolation) depends on different factors for different situations. CDC's recommendations for situations follow:

"I think or know I had COVID-19, and I had symptoms"

You can be with others after:

- At least 10 days since symptoms first appeared **and**
- At least 24 hours with no fever without fever-reducing medication **and**
- Symptoms have improved

"I tested positive for COVID-19 but had no symptoms"

If you continue to have no symptoms, you can be with others after:

- 10 days have passed since the date you had your positive test.

I recently traveled outside of Pennsylvania

COVID-19 guidelines for recent domestic travel outside of PA are available at:

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

COVID-19 guidelines for recent international travel are available at:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

Students who recently traveled outside of PA, including internationally, should contact the Dean of Student Affairs before returning to campus. Faculty/Staff who recently traveled outside of PA, including internationally, should contact Human Resources before returning to campus. RACC may require travelers to self-quarantine before they can return to campus.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

However, anyone who has had close contact with someone with COVID-19 and who:

- developed COVID-19 illness within the previous 3 months **and**
- has recovered **and**
- remains without COVID-19 symptoms (for example, cough, shortness of breath)

does not need to stay home.

Face Coverings:

RACC requires anyone entering campus to wear a face covering. Except in cases in which a medical condition precludes the wearing of a face covering, full-face shields are not an acceptable face covering. Employees who are unable to wear a face covering due to a medical condition should contact Human Resources before coming to campus. Students who are unable to wear a face covering due to a medical condition should contact the Dean of Student Services office before coming to campus.

If an individual is observed not wearing a facemask, cordially remind them that they need to wear a face-covering while on campus. If the person refuses to comply, notify Security. The security officer will first encourage the person to wear a mask. If the person still refuses to comply, they will be escorted out of the building and told to leave campus until they receive a call authorizing their return. Based on the security officer's incident report, the Dean of Student Services will follow-up with students and Human Resources will follow-up with faculty and staff. If the person in question was a vendor or contractor, the Business Office will follow-up with the individual or company.

Self-Screening

RACC is encouraging faculty, staff, administrators, and students to use the #CampusClear app for daily self-symptom screening before entering buildings on the campus.

You can access the #CampusClear app by downloading it from the Apple App Store <https://www.apple.com/ios/app-store> and/or Google Play <https://play.google.com/store>. The RACC community can begin using the app by registering for an account using your college email address.

If an individual does not have the #CampusClear app on a mobile device, or chooses not to use CampusClear, a security officer will utilize a series of screening questions to clear the person to enter the building.

Procedure in the event of a confirmed case of COVID-19 is identified on campus

Upon discovery that the college has been exposed to a person who is has tested positive for COVID-19, the following measures will be implemented:

- a) Close off the room or area visited by the person with a confirmed case of COVID-19. Open outside doors and windows if possible and/or consider using ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, or as long as practical, before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas including but not limited to employee break rooms, conference or training rooms and dining facilities, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines used by the ill person, focusing especially on frequently touched areas;
- b) If the exposure occurred in an instructional setting, the Dean of Instruction will review the circumstances of the exposure to determine if a current or subsequent class needs to be relocated to another room. If requested by Co-County Wellness, Berks County's contact tracer, the Dean of Instruction will identify students enrolled in the course who may have been exposed to COVID-19.
- c) If screening is not already in place, implement temperature screening before an employee enters the business, prior to the start of each shift or, for employees who do not work shifts, before the employee starts work, and send employees home that have an elevated temperature or fever of 100.4 degrees Fahrenheit or higher. Provide floor markings to insure that employees practice social distancing while waiting to have temperatures screened;
- d) Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.

Returning to campus after dismissal - If a person has a temperature in excess of 100.4 F or is symptomatic and as a result was sent home, the following criteria must be followed before the person will be allowed to return. Either strategy is acceptable:

a) Symptom-based strategy:

At least one day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath) and at least 10 days have passed since symptoms first appeared.

b) Test-based strategy:

1. Resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath), **and** Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)[1]. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV).

REMINDER - If a person knows an exposure to COVID-19 occurred (sick roommate, friend or family member who lives in the same house), the participant must notify their immediate supervisor or instructor immediately. The person will be asked to self-quarantine and will not be allowed to return to campus for 10 days.

Classroom and Zoom Preparations for fall 2020 - with the return of students to campus for in-person instruction, we have taken a number of measure related to classroom safety:

Classrooms/Labs:

1. Each classroom/lab has been capped at a reduced number so social distancing (6') can be maintained.
2. In the classrooms, signs will be posted on the backs and seats of the chairs to prevent students from sitting too close to one another.
3. There will be circles placed on the floor in front of the teacher's station to indicate a safe distance from the instructor.

4. Wipes will be available in large tubs for all to use to wipe down their desk and/or chair as they enter.

Zoom Rooms:

1. The Yocum Library 4th floor and Weitz Hall lounge area (2nd floor) will be setup for students to Zoom remote classes. Laptops will be set up and desks/chairs will be at a safe distance, thus 36 seats will be available in Yocum and 28 seats in Weitz.

Keyboards will have covers, so they can be sanitized between uses. Sanitizing wipes will be available. We will be supplying earbuds for those who forget to bring them. If demand exceeds the supply, we will set up additional areas, so please let us know if your students are not able to find a space. Students may also use their cell phones to Zoom and find a quiet spot on campus including the Yocum Library 3rd floor.

2. Zoom spaces will be available for fulltime faculty/adjuncts and will be assigned by the Associate Dean. Fulltime faculty please let your AD know if you cannot use your office for a remote class and a space will be assigned to you. We are requesting that you turn in your fall schedule including office hours by August 3rd, so we can plan accordingly.

Please refer to [COIVD-19 updates](#) and [FAQs](#) on the RACC webpage for additional information.

Entry to the Building: To assure entry control and accountability, access points to buildings will be limited. Restrictions will vary from building to building. Authorized entries/exits will be designated by signage.

RACC ID Badges – ID badges must always be worn and visible.

Stairways/Elevators - Certain buildings will have stairway directional restrictions as follows:

Berks Hall – the north stairway will be posted for “down” traffic only. The south stairway will be reserved for “up” traffic. The middle stairway may be used to go up or down but reminders of the need for social distancing will be posted.

Weitz Hall - the north stairway will be posted for “up” traffic only. The south stairway will be reserved for “down” traffic.

Kratz Hall – the stairway near the Security desk will be reserved for “up” traffic. The opposite stairway will be reserved for “down” traffic.

STTC – stairways will have signs encouraging social distancing.

Miller Center for the Arts – no restrictions.

There are no restriction on the emergency exit stairs in Yocum Library since they are reserved for emergency use. The stairway from the lobby to the second floor and the stairway from the second floor to the third floor are not restricted.

Elevator occupancy in all buildings is restricted to two people – please observe the spacing indicate by the floor stickers and stand facing away from the other occupant.

Hand sanitizer: Hand sanitizer has been placed throughout each building, including elevators and rest rooms. Please remember that proper hand washing is still the best precaution when available.

Cafeteria: The cafeteria is currently closed. Vending machine service is available..

Cleaning: Our maintenance staff and cleaning contractor are cleaning and disinfecting all buildings on a regular basis using approved disinfectants. High traffic/high touch areas are being cleaned and disinfected multiple times a day.

Guidance for Students

Summer term instruction is being conducted online, with limited exceptions for health programs and programs in the STTC.

If you are in need of assistance from Financial Aid, the Registrar, Student Services or other campus offices, we encourage you to use email or phone for your initial contact. Zoom and in-person appointments are available and will be scheduled as needed.

Bookstore – Please see the link to the Bookstore hours:

<https://www.racc.edu/news/racc-bookstore-fall-hours>

Guidance for Faculty/Staff

RACC Laptops – Employees who received a RACC laptop should keep them for now in the event that Berks County moves back to the Red Phase. When you return to campus, further instructions will be given. In many cases, you will use your laptop as your means of technology on campus.

Individual Hardships: Anyone who feels they cannot return to work should notify Human Resources. In addition, and as a reminder, you may use personal or vacation time with supervisory approval.

As always, if you have any questions, issues or suggestions, please consult your immediate supervisor or instructor.

COVID-19 Re-entry Policy and Procedures as of 8-28-20