

Reading Area Community College
Phase Green
COVID-19
Summer Terms
Re-entry Plan

Rev. 6.24.20



Introduction

This document is intended to provide guidance to faculty, staff, and students as Berks County and RACC transitions from the Yellow Phase to the Green Phase of the state-mandated COVID-19 precautions during the 2020 summer term. 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 and employees.

In preparing our re-entry guidelines, 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.

While movement to Green is encouraging, it is far from being “back to normal.” An eventual return to normal 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:

- Wear a face covering, especially when entering, exiting or walking within any building.
- Wash your hands frequently and thoroughly.
- Maintain strict social distancing where possible.
- Stay home if you become ill.

In the Green Phase, 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 will resume 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, but it is too early in the re-entry process to offer specifics.
- c. Faculty and staff will return in phases, with priority being given to admissions and student services. Employees will be informed that they are being called back to

campus by their immediate supervisor. Pending receipt of such notice, employees will continue working remotely.

Guidance for All:

COVID-19 Exposure – If you are exposed to a person who has tested positive for COVID-19, please notify your supervisor or instructor(s) and observe the CDC guidelines, available online, for self-isolation.

Illness – If you are ill or become ill, notify your supervisor or instructor(s). Do not come to campus until you are symptom-free or have been medically cleared by your physician.

Temperature Screening

At least initially, anyone entering a college building will have his or her temperature checked using the following procedure:

1. Screenings will occur near the security desk in each building.
2. The screening will be conducted by a security officer utilizing a “no contact” thermometer.
3. Security officers will be required to wear a face covering and gloves while performing temperature screening.
4. Screening will occur one person at a time. Employees awaiting screening should assemble behind the sign designating the queuing area for screening. Social distancing must be observed.
5. Anyone with a scanned temperature in excess of 100.5 F will be denied entry to the building.
 - a. If there is reason to believe that the reading is inaccurate due to recent exertion, or high ambient outdoor temperatures, the employee will be permitted to wait in an area that supports social distancing for rescreening in 5 minutes.
 - b. If the second scan is in excess of 100.5 F, entry will be denied.
6. Anyone who is denied entry due to a high temperature reading must leave campus promptly. Employees must notify their immediate supervisor.
7. The screener will log the denied entry using the temperature screening denial log.
8. Once entry has been denied due to a high temperature screening, a release from a medical professional will be required before they return to campus. The release must be provided to HR in advance of entry.

Returning to campus after dismissal - If a person has a temperature in excess of 100.5 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 three days (72 hours) have 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).

- c) 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 14 days.

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.

Elevators and stairwells – Stairways may be used without restriction. Please continue to practice social distancing when and where possible, e.g. wait on the landing for people walking opposite of you on the stairs to pass before proceeding. Elevator occupancy 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.

Masks: Everyone is required to provide and wear a face covering when entering, walking around, or leaving the building. You are encouraged to wear your face covering even while at your desk. A limited number of facemasks will be available at the security desks for visitors.

Cafeteria: The cafeteria will not be open this summer. Vending machine service will resume once the vendor(s) are able to restock the machines, which were emptied when the college closed.

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

All summer term instruction is being conducted online, with limited exceptions for health programs and programs in the STTC as noted above. Service areas for students will open on a priority basis. As students enter campus for those services, the instructor or advisor will be responsible for ensuring their compliance with these procedures and for arranging to meet them in an area that supports proper social distancing. If you need specific guidance, please consult with your immediate supervisor.

Students who are authorized to attend on-campus classes must be listed on the entry list for the building in question. Students will meet their instructor in the lobby of their building and will complete a screening process before proceeding to class. Entry requirements will vary according to program but participants will be made aware of all requirements for entry.

Bookstore – The RACC bookstore is currently closed to the public. Individual arrangements will be made to provide current students with the necessary books and materials needed to support their coursework.

Guidance for Faculty/Staff

Return to Campus: Your immediate Supervisor will advise you when to return to campus.

Dress Code: Until further notice, the dress code remains casual.

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 their immediate supervisor. 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.

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