

PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL

COVID-19 RETURN TO CAMPUS HEALTH AND SAFETY PLAN

DEVELOPMENT OF THE RETURN TO CAMPUS HEALTH AND SAFETY PLAN

- All CDC, PA Department of Health, US Department of Education, and other Industry guidance was reviewed in development of this plan.
- School administration will be monitoring developments on COVID-19 on a daily basis.
- The purpose of this plan is to protect all students, staff, faculty and visitors and provide guidance on how we will implement the plan.
- School risk factors include person to person contact and contaminated surface contact. The procedures outlined below address these areas.
- Information on health and safety protocols will be provided to students, staff and faculty prior to returning to the building.
- ***This plan is in effect for the remainder of the spring quarter.*** Any updates/changes moving into the summer quarter will be provided to all students, staff and faculty, as necessary.

BUILDING PREPARATION

- Deep cleaning of building completed before student and staff permitted to return to campus. Janitorial staff on campus during normal business hours to continuously disinfect frequently touched and commonly contaminated surfaces in all areas of the building.
- Enhanced procedures around trash collections and disposable products.
- Water fountains are NOT in use during this time.
- Food services will NOT be provided when we return to campus. Please make arrangements for lunch breaks accordingly.
- Vending machines will be operational.
- Computer use within each computer lab will be designated with signage.
- Classrooms that are temporarily closed have been designated with signage.

ENTRANCE TO THE BUILDING - 4 STEP PROCESS: TEMPERATURE, MASK, SANITIZER, ATTESTATION

Please allow extra time for screening process

- There will be 1 dedicated entrance to the building (main entrance) and 1 dedicated exit to the building (side door by Big Lots).
- All students, staff, faculty and visitors will enter the building through the main entrance.
- Upon entrance of the building, each student, staff and faculty member, and visitor will have their temperature taken and as needed. If temperature is 100.4 or above the student/staff/visitor will be sent home and will be required to have COVID-19 testing done immediately. ***Documentation of two negative tests will be required to return to school.*** We will attempt to facilitate class sessions remotely; however, each situation will be reviewed on a case by case basis.
- ***Students, staff, faculty, and guests are required to wear a face mask (must cover mouth and nose) upon entry and must be worn at all times while in the building and participating in instruction.***
- Hand sanitizer will be used upon entrance to the building (when fobbing in and after entry). Additionally, there is hand sanitizer placed throughout the entire building including all classrooms and labs.

- Students and staff will complete and sign an attestation form weekly. Visitors will complete this form each visit. ***If anyone has been exposed or shown symptoms within the last 14 days, they will be asked to go home and self-quarantine for 14 days. Documentation of two negative tests will be required to return to school.*** If symptoms or exposure is beyond 14 days, testing is not required.

STUDENT/FACULTY SCHEDULES

- We will be using the hybrid approach, for some programs, until further notice. Courses that are primarily lecture/theory will continue remotely for the remainder of the spring quarter to limit the number of students, staff and faculty in the building at one time; students currently taking these courses will be notified.
- When we return to campus, the focus will be on lab time. Customized schedules have been created for those programs that need hands-on lab hours in the building. Customized schedules will be emailed prior to classes resuming on ground.
- If necessary, class sizes have been reduced to 10 or less to a Group A/Group B format to limit the number of students and instructors in a space at one time.
- Scheduled lunches will be staggered between the hours of 11:30am and 1:30.
- Disposable gloves are available in all labs/work areas as needed.
- All classrooms/work areas must be sanitized by faculty and students after each class session. There are either disinfectant wipes or disinfectant spray in each room.
- Each staff member in an office space will be required to clean and disinfect frequently touched surfaces such as desk, phone, compute, light switches, doorknob, etc.
- All school equipment must be wiped down/sanitized before and after each class by faculty and students.
- Student kits/tools/equipment should be sanitized after each use by students.

STAFF AND ADMINISTRATION SCHEDULES, MEETINGS, AND OTHER COMMUNICATION

- To limit the number of individuals in the building, designated staff will be divided into 2 teams (Team A and Team B). The teams will be in the building on alternate days. These adjusted office hours will be posted on each office door; however, each staff member is available via email every day.
- Only 1 faculty member in the classroom at a time.
- Rooms 305 and 307 will be the designated meeting spaces for staff and student meetings less than 10 people. Please avoid meetings in any small office space.
- All staff/faculty/student meetings larger than 10 people will take place using the Go To Meeting platform.

OTHER SAFETY AND SOCIAL DISTANCING INFORMATION

- ***Face masks must be worn at all times while in the building (must cover mouth and nose).***
- Classrooms and labs have been modified by spreading out classroom seating, chair spacing, workstations and other means to ensure proper distancing.
- Students and staff will practice social distancing (6 ft) as much as possible in all areas of the school. This includes all classrooms, labs, hallways, restrooms and common areas.
- Wash your hands with soap often and for at least 20 seconds. Reminder posters are located in each restroom and throughout the building. If soap is unavailable, use the hand sanitizer located in your classroom. Avoid touching your eyes, nose and mouth with unwashed hands.
- Please limit what you bring into the school from the outside. Please only bring the required materials for the day.
- The Student Center will be set up with 10 tables/2 chairs for each table to allow for a break area.
- The outdoor patio will be open, and we expect students/staff to follow social distancing in this area.

ADMISSION AND FINANCIAL AID APPOINTMENTS

- We encourage virtual appointments as often as possible.
- All visitors will be advised that if they are visiting the school, they are required to follow the entry screening process as outlined above (temperature, mask, sanitizer, attestation). All interviews and appointments conducted in an office space will be limited to 2 individuals at the same time.
- Entrance testing will be conducted in a safe manner for both the potential applicant and the test administrator. Alternatively, entrance testing may also be administered online via Wonderlic online platform until further notice.

STAY AT HOME IF YOU ARE SICK

- Most people with COVID-19 have mild symptoms and can recover at home without medical care. ***If you are feeling sick, stay home!*** Do not leave your home and potentially expose others, except to get medical care. For the propose of this plan, symptoms include but are not limited to: runny nose, watery eyes, excessive sneezing, coughing, fever, shortness of breath, intestinal discomfort, and/or lack of smell or taste.
- We will attempt to facilitate class sessions remotely; however, each situation will be reviewed on a case by case basis.
- Students who are quarantined must stay in contact with their instructors. Staff and faculty who are quarantined must stay in contact with their director supervisor.

DEPARTMENTAL SAFETY PROTOCOLS

Heating, Ventilation, Air Conditioning and Refrigeration- In addition to the above general school safety procedures, the HVAC department will:

- Continue with remote learning for all non-core HVAC courses for the remainder of the spring quarter.
- Limit the number of students and instructors within each lab to no more than 10 based on the square footage (Rooms 611, 705, and 900).
- Utilize a customized schedule for lab time – schedule has been created and distributed to all students and instructors.

Electrician - In addition to the above general school safety procedures, the Electrician department will:

- Continue with remote learning for all non-core ELECT courses for the remainder of the spring quarter.
- Limit the number of students and instructors within each lab, dividing into Team A and Team B (Rooms 300, 611, 700, and 840).
- Utilize a customized schedule for lab time – schedule has been created and distributed to all students and instructors.

Commercial Driver's License - In addition to the above general school safety procedures, the CDL department will:

- All students and staff meet in the lobby daily for screening process before leaving on the truck.
- Face masks (must cover mouth and nose) must be worn during all class/driving time by students and instructors.
- Thorough wipe down of the interior of the truck at entry, throughout the day and upon exit using provided sanitizing wipes or spray.
- Hand sanitizer and gloves are located in each truck and must be used throughout the day.
- Classroom time scheduled in Room 402 only.

Welding Technology - In addition to the above general school safety procedures, the Welding department will:

- Limit the number of students and instructors within the lab to no more than 11 (Room 830).

- Upon return, welding students (Q2 and Q3) will be completing makeup lab hours from winter and spring schedules until they are officially scheduled for new courses mid-summer quarter. Makeup hours will be Monday through Friday 8:00 am to 3:30 pm in the lab.
- Students will exit the welding booth so the instructor can enter to perform an inspection of work.

Computer Aided Drafting and Design - In addition to the above general school safety procedures, the CADD department will:

- Continue with remote learning for all non-core CADD courses for the remainder of the spring quarter.
- Limit the number of students/faculty within each lab (Room 607 and 609).
- Utilize a customized schedule for lab time – schedule has been created and distributed to all students and instructors.

Medical Assistant/Medical Assisting - In addition to the above general school safety procedures, the MA department will:

- Continue with remote learning for all non-core medical courses for the remainder of the spring quarter.
- Limit the number of students/faculty within each lab to no more than 8 based on square footage (Room 506/508).
- Utilize a customized schedule for lab time – schedule has been created and distributed to all students and instructors.
- Use additional PPE as needed, per instructor's direction.

Cosmetology and Esthetics - In addition to the above general school safety procedures, the Cosmetology and Esthetics departments will:

- Cosmetology students will complete makeup hours, free of charge, the week of June 8, 2020. Class schedules will resume on June 15, 2020.
- Classrooms/Labs utilized (Rooms 208, 210, 302, 502, 505 (as needed), 507 (as needed), 600, 601, 602, 800, and 802).
- All instructors and students will complete additional safety and sanitation training through Barbicide and Milady.
- Time machine – hand sanitizer mounted next to the timer machine: sanitize, punch, sanitize again.
- No food or drink will be permitted in the classroom or clinic areas.
- To ensure safe distance, initially no clients will be scheduled.
- When it is determined safe to offer services to the public, only clients with scheduled appointments may enter; all others will need to remain in the car.
 - Appointments will be booked with adequate time to properly clean and disinfect.
 - Appointments will be staggered to avoid multiple people in the waiting area.
 - Clients will be taken to the workstation immediately after signing in.
- In classrooms, if 6 ft recommended distance is not feasible, seating will be distanced as much as possible
 - One student per station for practical (unless working with client or model).
 - Seating every other seat in classrooms.
- All students will be assigned a workstation in the Cosmetology, Nail, or Esthetics clinical areas, which will be kept at a distance of 6 ft.
- Each student will be responsible for sanitation of their station.
- Hard surfaces (mirrors, chairs, beds, tabletops, pedicure units) will be wiped with disinfectants.
- Tools in wet sanitizer that will be changed as directed.
- Disposable items placed in covered trash containers.
- Students will have set up workstation prior to opening with only sanitized implements and tools needed for service.
- Clean capes, wraps, robes, slippers, neck strips will be used on each client.
- All items will be laundered throughout the day.

- All soiled linens to be laundered will be kept in closed containers.
- Face shields will be worn by esthetics students while offering facial service.
- Proper hand hygiene will be performed regularly and will always be done after eating, smoking or using the bathroom.
- Hand sanitizers will be located at entry in addition to on each esthetic, nail and styling station for student use to sanitize continually.
- Retail items - Clients may look at items available. To view or purchase, the receptionist will take items from locked retail cabinets; Displayed products will be wiped at the end each day.
- All consumption products used in clinical areas are to be wiped after each use by student; Sanitize hands after.
- All magazines and unnecessary items removed from all clinical areas, breakrooms, bathrooms, and classrooms.
- Reception chairs separated to ensure social distancing.
- Gloves worn by Estheticians and Cosmetology students doing services must be changed each time they touch contaminated items and for each client. If gloves not worn sanitize with hand sanitizer and proper hand washing (20 sec min).
- End of each day:
 - Normal daily cleaning routines maintained.
 - Additional disinfection and sanitation of all common areas.
 - Swiffer wet wipes all floor areas.
 - All masks, capes, towels, aprons, robes, etc. laundered for next day use.
 - All face shields sanitized for next day use.

Always follow PA State Board of Cosmetology Laws /Rules and Regulations

Practical Nursing - In addition to the above general school safety procedures, the Practical Nursing departments will:

Clinical Sites

- Each person will have their temperature assessed upon arrival to the clinical site by their instructor. Students and faculty must wear a mask. This can be a medical or cloth mask. If an individual does not have their own mask, one will be provided. If the person presents with a temperature of 100.4 degrees Fahrenheit or higher, they will be asked to leave for the day. Students may not bring in any personal items to the clinical site. Only a stethoscope and pen are permitted. All regular rules for clinical will be observed. Upon entry into the clinical site, all requirements of the site must be followed.

Classroom/Lab

- Classrooms/Labs utilized (Rooms 304, 306, 504, 507 (as needed), and 510/512).
- Signs directing students to perform handwashing upon entry and exit to the classroom/lab will be posted. Where needed floor tape will be placed in lab station areas to designate 6 feet apart.
- The handwashing area will be prepped with gloves.
- All shared items pens, stethoscopes, headsets will be removed from the classroom/lab. No sharing of personal equipment will be permitted.
- After entering the classroom/ lab, all students and staff will wash hands minimally 20 seconds using [CDC handwashing guidelines](#) and monitored by a faculty member. Social distancing will be maintained as much as possible. For simulations, students may need to be less than 6 feet apart but should be at least 3 feet. For skills, students will have independent areas for practice that are six feet apart. A cloth mask may be worn if social distancing is maintained. Students, faculty and staff must wear a cloth or medical mask or face shield at all times while in the lab (even if they are six feet apart).
- The classroom and lab area and all equipment must be wiped down with disinfectant wipes when students enter/leave the classroom/lab. Areas of disinfection includes bed, monitor, light switches and touch screens and any other equipment. Manikins and monitors can be cleaned using soap and water, followed by disinfection with 70% isopropyl alcohol. Faculty and students will perform this disinfection while wearing appropriate PPE

(Supervised students may assist with cleaning activities). Disinfectant wipes and PPE will be supplied by Penn Commercial. **Do not use bleach solution on manikins, touch screens or monitors, and do not scrub manikin skin.**

- There can be no more than 8-10 persons in a laboratory area at one time. This includes laboratory faculty and personnel.
- Hand sanitizer will be readily available in all classroom/laboratory areas and must be used in between handwashing times. This included between procedures.
- Upon exiting the lab, all persons will dispose of PPE in designated area, and wash hands again.
- A cleaning log of the classroom/lab will be maintained at the beginning of the day and the end.

Always follow PA State Board of Nursing Laws /Rules and Regulations