

PENN COMMERCIAL BUSINESS/TECHNICAL SCHOOL

COVID-19 CAMPUS HEALTH AND SAFETY PLAN UPDATE

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 indefinitely or until updated.***
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INSTRUCTIONAL INFORMATION

- There is one (1) dedicated entrance to the building (main entrance) and one (1) dedicated exit to the building (side door by Big Lots).
- Students, staff, faculty, and visitors are required to wear a face covering (must cover mouth and nose) upon entry and must be worn at all times while in the building and participating in instruction either inside or outside of the building. This includes the CDL trucks.
- Upon entrance of the building, each student, staff, faculty member, and visitor will have their temperature taken. If temperature is 100.4 or above the student/staff/faculty/visitor will be sent home and should follow the instructions on the attached ***PA Department of Health Resource Page***.
- 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, you should follow the instructions on the attached ***PA Department of Health Resource Page***.
- 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.
- 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.
- 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 is set up with 10 tables/2 chairs for each table to allow for a break area and will limit the number of people in the space at one time.
- The outdoor patio is open, and we expect students/staff to follow social distancing in this area.
- Food service is temporarily suspended.

*There are additional regulations for the Cosmetology and Esthetics programs per Pennsylvania State Board of Cosmetology. Please see Program Director for more information.

IF YOU ARE FEELING SICK, STAY HOME!

BACKGROUND

COVID-19 is a new disease. We know that it mainly spreads between people who are in close contact with one another (within about six feet for about 10 consecutive minutes), other times called person-to-person transmission. It is important to remember that we are still learning how this virus spreads, how severe it is and how it may spread in the United States.

After getting tested for COVID-19, you will receive your results from your healthcare provider anywhere between one to seven days after testing. This time may take longer depending on the testing volume and the laboratory doing the testing.

WHAT SHOULD I DO WHILE I WAIT FOR MY RESULT?

- Self-isolate to your home.
- If you live with others, self-isolate in a private room and use a private bathroom if possible.
- Whoever else lives in your home should also stay at home.
- Make a list of close contacts you have had from two days before you became sick until you isolated. Close contacts are people who have been within 6 feet of you for a period of 10 minutes or more.
- Wear a mask when you enter general living areas. Interact with others as little as possible.
- If you develop additional symptoms or if your symptoms get worse, notify your healthcare provider for instructions.

WHAT SHOULD I DO IF I TEST POSITIVE?

- Notify your close contacts and let them know they should quarantine at home for 14 days. This includes your family members.
- Self-isolate in your home until each of the following conditions are met:
 1. At least 3 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).
 2. At least 10 days have passed since symptoms first appeared.
- If your symptoms get worse or if you require hospitalization, notify your healthcare provider immediately and follow instructions about wearing a mask when you arrive at the facility.
- If you do not need hospitalization, continue to self-isolate at home.

WHAT DO I DO IF MY TEST IS NEGATIVE?

- If you had a **known exposure** to a confirmed case, continue to quarantine until 14 days after your exposure.
- If you were tested but had **no known exposure** to a confirmed case, and you are **asymptomatic**, you can stop your self-quarantine.
- If you were tested but had **no known exposure** to a confirmed case, and you are symptomatic, you may have another respiratory pathogen that is circulating in the community. Avoid work and group settings until three days after the last day of your respiratory symptoms and fever.

RESOURCES FOR MORE INFORMATION

For more information, visit <https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx>

The latest information on the coronavirus in the U.S. and worldwide can be found on the [CDC website](#).

Additional information from the CDC on what to do if you are sick can be found [here](#).

Help is available, contact the Crisis Text Line by texting **PA to 741-741**.