

Reading Area Community College

**Phase Yellow
COVID-19
Re-entry Plan**

As of June 16, 2020



Introduction

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

Success in resuming daily operations depends in part on individual action. 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.

As long as we comply with certain precautions, RACC is permitted to bring employees back to campus during the Yellow Phase of the recovery. However, since telework is still strongly encouraged, we expect that most employees will continue working remotely during the Yellow Phase.

On campus, face-to-face instruction will occur on a limited basis in the Yellow Phase. Under the PDE guidelines, clinical training and field experience is permitted for all individuals preparing for licensure and certification. Limited in-person instruction that adheres to proper social distancing guidelines is also permitted. Non-educational gatherings are limited to 25 or fewer participants.

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.

Returning to campus after dismissal - If a person is symptomatic and 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.
- d. To evaluate the potential risk to other people, a person who self-identifies as having symptoms of COVID is required to notify their immediate supervisor or instructor.
- e. A note from a health care provider must be submitted to the program director before a person can return to campus.

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.

Stay in Place: Our goal is for faculty, staff and students to remain on their respective floors as much as possible. Once they arrive, students, faculty and staff are strongly encouraged to remain on campus until the end of their workday. In-person meetings are discouraged. Ideally, meetings should be conducted remotely via phone, zoom, etc., until further notice. If you must meet in person, select a meeting location that will allow you to maintain appropriate social distancing.

Elevators: Please observe a limit of one person per elevator car for the time being. Feel free to use your arm or elbow to push the buttons, or, you may wash your hands and/or hand sanitize upon exiting the elevator. We will reassess this as needed. If you reside in the same household, you may ride the elevator together. If you are capable, using the stairs will eliminate long wait times for the elevator.

Stairwells: Other than arrival and departure from the office, there should be minimal use of the stairwells since we are making every effort to remain on our own floors. Please be mindful of others using the stairwells and wait on the landing to allow someone else to pass in the opposite direction. Although we discussed making each stairwell one-way, the challenges outweighed any potential benefit and the same effect can be achieved by being courteous and allowing someone to pass while waiting on the landing.

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.

Restrooms: For larger restrooms, please limit use to no more than two people at a time.

Cafeteria: The cafeteria is closed. As we are trying to limit movement in and out of buildings during the day, please consider packing your lunch.

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.

Visitors – Please make every effort to avoid having visitors come to campus. If an in-person visit is unavoidable, your area VP must approve the visit in advance. You must arrange to meet your visitor in the lobby of your building, ensure their compliance with these procedures and arrange to meet them in an area that supports proper social distancing. Conference rooms may be used for this purpose. Deliveries of critical supplies will be coordinated by Purchasing and distributed from a central point. Outside food deliveries are not permitted in Phase Yellow.

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

Start times: Supervisors may stagger reporting times for their direct reports to minimize overcrowding and encourage social distancing as people arrive at work.

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

Conference rooms: With a few exceptions, conference rooms will remain closed for now. Some may be temporarily repurposed as overflow office space as determined by Facilities and management.

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.

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.

The procedure for employees to enter campus during the Yellow Phase is unchanged:

1. Requests to enter a campus building will be submitted in advance by an area Vice President to the Senior Vice President of Finance & Admin Services/Treasurer for approval.
2. Unless specifically instructed otherwise, approved employees must sign-in and out at the table located in the lobby in front of the Security Desk in Berks Hall regardless of their eventual destination. Security will provide instructions/assistance in accessing other campus buildings.
3. Current open hours are M-F from 8:00 a.m. – 4:00 p.m. No off-hour access is permitted. Hours are subject to change.
4. Employees with an enhanced risk of infection who need to come to campus should make their immediate supervisor aware of their concerns so that the college can arrange an accommodation.

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

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