

CPI Plan for Resuming In-Person Postsecondary Instruction

"PDE has developed guidance for safely resuming in-person instruction at colleges, universities, seminaries, trade schools, and adult basic education programs across PA. It considers the diversity of providers in the postsecondary sector and allows local, institution-led response teams to develop and coordinate each institution's unique path forward. The guidance includes general considerations to support healthy, safe, and inclusive learning environments when resuming in-person instruction, operations, services, and activities." (PDE Guidelines 6.3.20)

*Based on PDE guidelines from
June 3, 2020; Version 1*

Considerations for Resuming In-Person Instruction and Other Operations at Postsecondary Institutions

These considerations are informed by guidance provided by the [Pennsylvania Department of Health](#) (DOH) and [Centers for Disease Control and Prevention](#) (CDC) and organized around a set of general considerations related to:

- Reinforcing practices related to hygiene, sanitation, and face coverings on campus;
- Implementing social distancing interventions and the necessary modifications to facilities to create an environment conducive to healthy, safe, and inclusive learning;
- Reviewing and adjusting attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk for COVID-19, and personnel;
- Modifying course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus; and
- Establishing mitigation and containment protocols to reduce the spread of the virus if transmission occurs on campus.

Hygiene and Sanitation Protocols

- When students return, they will watch a short video with hygiene information CDC information will be posted in places with high student traffic on campus.
- Signs have been posted in key areas and reminders in restroom facilities to encourage hand washing.
- Appropriate hand sanitizer and hand soap has been provided for students, staff, and visitors.
- Instructors will maintain personal white board markers and erasers and not share them.
- Computers for projecting curriculum will have plastic coverings that will be changed between instructor use if they are used by more than one person.
- Custodial staff and instructors will conduct regular cleaning and disinfecting of surfaces and objects that are frequently touched. This includes cleaning objects or surfaces not ordinarily cleaned regularly (e.g., doorknobs, light switches, classroom sink handles, countertops, etc.).

- Administrators will be regularly monitoring each program area for compliance with PDE and CDC guidelines.

CPI Program Specific Protocols

- CDL students will disinfect trucks between each driver, and there will be no more than 1 student and 1 instructor in the truck at a time.
 - 3rd party testing will be confined to one particular truck. 3rd party testers will pay over the phone rather than in person.
 - Whenever possible, instructors will utilize EVOC pad whenever possible to allow for social distancing.
- Cosmetology will only have 4 students in the classroom at a time, and only practical work will be done in the classroom--all bookwork will be done at home.
 - When salons open, students will be allowed to gain hours by shadowing at a salon and writing about their experience.
 - Students will use their own supplies and take them home each night to disinfect.
- Students in EE & I will attend by appointment to complete competencies.
- HEO students will use one machine per day.
 - Simulator use will be 2 students at a time to maintain social distancing.
 - Additional grease guns have been ordered so each student will be assigned to one.
- MA students will complete admin competencies at their desks while individual students will be called back to lab area to perform clinical competencies.
- NGC instructor will mark off 6 feet around each machine so students will know where they can stand when watching demonstrations.
- Nursing classes will be moved to 150/151 so there is adequate space for social distancing.
 - Lab use will occur in small groups rather than full class to maintain social distancing.
 - Part-Time Nursing instructors will screen students as they arrive, as their class takes place in the evenings.
- Financial Aid will limit people in the office to one appointment at a time and will operate on an appointment-only basis.

Face Coverings and Personal Protective Equipment (PPE)

- Face coverings will be worn by all students, faculty, and staff in all classrooms, public shared spaces on campus, or in areas where social distancing cannot be observed.
- Students will provide their own face coverings, which can be a fabric mask.
- Individuals unable to wear face coverings due to a health condition or disability will be encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.
- In the initial instructional video on hygiene, students will see a demonstration of how to properly wear and clear masks.

Social Distancing

- Students, faculty, and staff will maintain a safe social distance of at least 6 feet apart when feasible. This includes offices, classrooms, laboratories, hallways, restrooms, common areas, and outdoor spaces.
- Instructors will provide guidance such as tape on floors of classrooms and labs to enforce social distancing.
- Appointments with student service offices (e.g., financial aid, registrar, etc.) will be limited to scheduled appointments for non-emergency issues.
- Alternative methods of contact such as email, chat, and telephone calls will be encouraged, especially for staff who can complete their work from home.

Limit Large Non-Instructional Gatherings or Congregation in Communal Spaces

- Large gatherings will currently not be occurring at all at CPI, regardless of the county phase.
- Common areas such as student lounges and vending areas will be closed.
- Student groups will be advised to host remote group events or meetings, to the extent possible.

Limit Number of Students in the Classroom

- Class size is currently below 12 in all areas except nursing, which will be moved to rooms 150/151 to accommodate social distancing of 6 feet between individuals.
- Instructors will tape off seats or rows to ensure social distancing.
- Consider holding smaller classes in larger spaces.
- When possible, instructors will consider holding classes outside.

Control Entrance and Exits to Buildings

- There will be designating limited entrance points without prohibiting access for students and staff with disabilities.
- Students will be emailed, and information about entrances will be posted and communicated regarding changes to building entrance procedures.

Space Accommodations

- Limited occupancy in buildings will be considered, especially with staff and instructors who can work/grade from home to enable social distancing.
- Students will eat lunch at their desks, and microwaves and refrigerators will not be provided. If they prefer to leave campus for lunch, that is acceptable.
- All space accommodations will follow ADA laws and regulations.

Ventilation

- Ventilation and exhaust systems are properly operating and custodial staff will increase circulation of outdoor air as much as possible using fans.

Bathroom Facilities

- Custodians have developed guidelines for the use and cleaning of bathrooms consistent with [CDC guidance](#).
- Practice 6 feet of social distancing, or other physical distancing strategies, when using bathroom facilities, including showers, sinks, toilets, and urinals.
- Students will be encouraged to use every other sink or stall in use. Additionally, only one student per area may leave to use the bathroom at once.
- All programs have been assigned to bathrooms and other facilities by zones.

Clinical Health Services

- Campus health personnel and administrators have established a protocol for reporting exposures, cases, and outbreaks of COVID-19 on campus to DOH.
- Faculty and staff have been encouraged to access health services with their health care provider.
- COVID-19 specific protocols have been shared with employees and posted on campus.

Mental Health Services

- Students have access to county mental health services. Faculty and staff have been encouraged to access mental health services through their health care provider.
- All staff will complete training before returning to instruction on campus.
- We will provide reminders of Employee Assistance Program (EAP) benefits for faculty and staff or consider signs for the national distress hotline: 1-800-985-5990 or text TalkWithUs to 66746.
- Reminders about wellness strategies have been shared to ensure all individuals on campus have opportunities to support their physical, emotional, and mental health, including eating healthy, exercising, getting sleep, and finding time to unwind and relax.
- Additionally, everyone has been encouraged to take breaks from watching, reading, or listening to news stories, including social media, when they are feeling overwhelmed.

Counter Stigma

- As part of the returning welcome back video, students, faculty, and staff will be reminded that there is no stigma in self-reporting of symptoms and exposure to contain an outbreak of COVID-19 on campus.
- Reminders by faculty in classes and electronic communication will reinforce the importance of following guidelines and self-reporting symptoms.
- New policies based on ACCSC and PDE information support self-quarantine and mitigate any negative impact of quarantine on grades, tenure, promotion, or employment status.

Vulnerable Populations

- CPI will provide accommodations for individuals at higher risk of COVID-19 and individuals with disabilities.
- Any accommodations for people with disabilities will be consistent with ADA laws and regulations.
- By allowing staff opportunities to telework, those over 60, employees with underlying health conditions, or employees experiencing a mental health crisis as a result of COVID-19 will be able to still work from home when necessary.

Teleworking

- CPI staff will telework whenever possible, even when in-person instruction, operations, services activities continue.
- A rotating schedule of employees on campus will limit the number of personnel in the building(s) at one time.
- Flexible attendance and leave policies are currently under consideration.
- Students and employees have been asked to avoid non-essential travel.

Phased Return to Campus

- CPI has established a phased-in return to campus for students, faculty, and staff to meet the educational needs of students based on cohort and length of time left in each course.

Course Modifications and Adaptations

- For the fall, CPI has identified course modifications and adaptations conducive to various learning modalities and remote platforms.
- Hybrid models of teaching will be considered and planned for over the summer as we evaluate needs for the fall.
- Our practicum, clinical, field experience, and other forms of applied learning have adapted to new opportunities with changing opportunities as a result of COVID-19, for example, student nurses can be screening arriving students as part of clinical hours.

Monitoring, Surveillance, and Voluntary Reporting

- When students, staff, and faculty arrive at CPI campus, they will be screened in their car, and answer a series of questions about visiting hot spots, exhibiting symptoms, and having temperature checks. This information will be recorded each day, and students will be given a "pass" indicating they have been screened in order to proceed to their respective classes. Instructors will keep those passes for attendance and documentation purposes. Anyone not passing the screening:
 - Will not be permitted to enter campus buildings.
 - Will self-quarantine at home.
 - Will not report to work, class, or clinical assignments.
 - Will not participate in any institution-sponsored events or activities.
 - Should consult with their medical provider about options for testing and necessary treatment.

Protocol for a Confirmed Case on Campus

- CPI will notify DOH or local health officials and emergency management personnel.
- CPI will determine if a temporary suspension (2-5 days) of in-person instruction is warranted.
- Clean and disinfect all areas thoroughly per [CDC guidance](#).
- Communicate case or exposure information with students, staff, and faculty.
- Ensure continuity of education and research for all those impacted by any temporary suspension of in-person operations.
- If individuals were in close contact with someone who became infected with the disease, follow [CDC guidance](#).
- Work with local public health officials, if possible, to determine when routine operations can resume on campus.
- [Access additional CDC guidance on dealing with confirmed cases on campus.](#)

Figure 1. Overview of Allowable Instruction, Operations, Services, and Activities at Postsecondary Education Institutions and Adult Basic Education Programs by Phases Corresponding to Pennsylvania’s Phased Reopening Plan

Red Phase

- Telework required for all non-essential staff.
- Virtual-only instruction permitted.
- Clinical training and in-person instruction permitted for **selected programs** preparing individuals for licensure and that adhere to proper **social distancing guidelines**.
- Large gatherings are prohibited.
- Continue to adhere to **CDC, DOH, and PDE** guidance.
- Monitor **public health indicators** and adjust plans as necessary.

Yellow Phase

- Telework should continue for faculty and staff where feasible, especially for populations at higher risk for COVID-19.
- Limited in-person instruction that adheres to proper **social distancing guidelines** is permitted.
- Clinical training and field experience allowed for all individuals preparing for licensure and certification.
- Restrict gatherings of non-instructional activities to no more than 25 people.
- Continue to adhere to **CDC, DOH, and PDE** guidance.
- Monitor **public health indicators** and adjust plans as necessary.

Green Phase

- Institutions may more fully resume in-person instruction and other routine operations.
- Restrict large, non-instructional gatherings to no more than 250 people.
- Continue to adhere to **CDC, DOH, and PDE** guidance.
- Monitor **public health indicators** and adjust plans as necessary.