



Lehigh Carbon
COMMUNITY COLLEGE

COVID-19 Health and Safety Plan

LEHIGH CARBON COMMUNITY COLLEGE

COVID-19 Health and Safety Plan

Table of Contents

Personal Protection Steps – page 2

Social Distancing – Guidance for Specific Workplace Scenarios – page 3

Facility Protection Steps – page 3

Exposure to COVID-19 on Campus – page 4

Human Resources – page 5

Business Continuity – page 6

Communications, Signage and Posters – page 6

Campus Hours of Operation – page 7

LCCC Campus Buildings and Instruction – page 7

COVID-19 Health and Safety Plan

The purpose of the COVID-19 Health and Safety Plan is to provide written guiding principles and practices for how Lehigh Carbon Community College, incorporating guidance from federal, state and local authorities, will re-open and operate the college. We continue to work on defining our internal protocols as new information becomes available to help reduce the spread of infection at the college. In addition, counties may transition in and out of the red, yellow and green phases. Updated information is available on the college's COVID-19 website, www.LCCC.edu/COVID19.

I. Personal Protection Steps

- Monitor your temperature daily - if sick, stay home and notify supervisor.
- Report if you have visited an area of high prevalence in the last 14 days or if you have been exposed to anyone who has tested positive for COVID-19.
- Use Personal Protective Equipment (PPE) including rubber gloves (ex: custodial staff), if required in your department. Non-medical masks are to be worn at all times during working hours, during class and during classroom/lab activities and during all visits to college offices for assistance. If you are unable to wear any type of PPE please contact Human Resources to provide medical documentation. Masks are available at the Department of Public Safety, Operations and Maintenance Department, and Office of Human Resources. Distribution of PPE equipment is based on limited quantities and will be distributed based on our supply. See below for protocol for refusing to wear PPE.
- Individuals unable to wear face coverings due to a health condition or disability are encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.
- Employees should wear a visible college identification badge.
- Employees should continue to use the Employee Absentee Report Form located on the LCCC website under COVID-19 information and contact your supervisor.
- Employees with issues related to the return to campus must contact HR. (medical, family, waivers to PPE, etc.).
- Students with questions related to the return to campus should contact the ombudsman.
- Wash hands with soap and water for at least 20 seconds as frequently as possible. Hand sanitizer is provided throughout main campus and at the sites.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Do not touch your face.
- Practice safe distancing and personal protection steps off campus to minimize risk to yourself and others.
- Flyers are displayed in all restrooms to remind people of the best way to prevent the spread of germs.

Protocol for Refusal to Wear PPE

LCCC Employees

- An employee shall wear a mask, including during in-person instruction. If an employee does not comply, supervisor, public safety officer or human resources will ask individual to wear one or ask employee if any type of accommodation is needed. If employee states yes, employee will be sent to Human Resources.
- If an employee does not need an accommodation and still does not comply, supervisor or public safety will send individual home and inform Human Resources.
- Human Resources will contact employee to see if individual will return to work with mask. If not, individual will be asked to use any paid accrued vacation time or personal choice time.
- If employee does not want to use accrued leave time, employee will be asked to report back to work with a mask; one will be provided if needed.
- If employee refuses to return to work, termination for insubordination will take place.

LCCC Students

- Students shall wear masks while on campus, including visiting offices and during in-person instruction.
 - If a student refuses to wear a mask and requests an accommodation student must contact the Office of Disability Support Services by phone at 610-799-1156 or email dss@lccc.edu.
 - Individuals unable to wear face coverings due to a health condition or disability are encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.
 - If student does not need an accommodation, instructor will ask student to leave the class and instructor report the student to either their Academic Dean, the Dean of Student Support and Success, or Public Safety. This process will be followed at service offices.
 - Student will be withdrawn from class, if unwilling or unable to receive accommodation or alternative.
- Staff are to be vigilant about frequently cleaning surfaces, keyboards, desktops in computer commons and labs, and other commonly touched items within their daily work area.
 - Training regarding COVID-19 will be offered to provide a general overview of the virus and college specific practices.
 - Review the LCCC COVID-19 website regularly.

II. Social Distancing – Guidance for Specific Workplace Scenarios

- Maintain a minimum of six feet distance between yourself and others at all times.
- Enter and exit building through designated doorways in order to minimize crowding.
- Adhere to any traffic flow markings in hallways and common areas.
- Office and class size will be restricted to less than 50% of room capacity with a minimum of six feet between each work station.
- Indoor common areas and break rooms will be restricted to 50% of capacity to minimize contact in groups and maintain safe distancing from others. Seating at tables will be restricted to one side with seating safely spaced apart.
- Only students and their related instructors and/or administrators are permitted into the classrooms, labs and common areas during the program to limit numbers in any space.
- Non-essential vendors and other third parties are not permitted on campus. All deliveries should be directed to the shipping/receiving dock in Science Hall. Essential third parties must have appointments, maintain social distancing and wear masks.
- Using Elevators – No more than one person may enter an elevator at a time; please use stairs whenever possible. If using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer upon departing the elevator.
- Bathroom capacity will be restricted. Exercise social distancing at all times.
- Meetings – All staff and faculty meetings will be conducted via video conferencing based upon guidelines unless social distancing can be ensured.
 - Students will be encouraged to use the option of virtual services first.
 - Students who must come onto campus for visits will be asked to arrive alone and to wear PPE based upon guidelines.
- To the extent possible all paper forms will be offered electronically for completion and submission.
- No large-scale events (defined by guidelines) will be scheduled at any college sites through December 2020.
- College facilities will not be available for community events through December 2020. The college will evaluate campus access for the spring semester later in the year based upon guidelines.
- Meals – Before and after eating, you should wash your hands thoroughly. If you are eating in your work environment (breakroom, office, etc.) maintain six feet distance between each employee. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

III. Facility Protection Steps

- College maintenance and contracted cleaning companies for site locations will follow PA Department of Health cleaning guidelines.
- Sanitation sprays and wipes will be available for individuals to clean and disinfect high-touch areas such as equipment and shared electronic devices within their daily work area.

- Conference Rooms - Table surfaces and seating areas will be sanitized by staff before new groups enter.
- Doors will be propped open when possible to minimize exposure on handles and maximize air flow.
- Heavy cleaning and decontamination of restrooms, hallways, common areas and classrooms will be conducted nightly by college facility staff and contracted cleaning companies for site locations.
- Individuals accessing the building will be restricted to those approved college employees and students practicing personal protection steps and at no time will exceed 50% of maximum capacity.
- COVID-19 Safety Procedures for Businesses – Signs will be posted throughout campus departments and buildings to remind everyone of essential safety procedures and will include contact information for the LCCC Pandemic Safety Officer, Director of Facilities Management.
- In the event of exposure to a probable or confirmed case of COVID-19, the college will implement its COVID-19 Mitigation and Communication Plan.
- Plexiglas barriers at high-visited areas such as reception desks and check-in points have been installed.
- Signage is posted at entrances indicating how to proceed.
- Safety concerns should be reported to the COVID-19 hotline at 610-799-1012. Leave a message and someone will contact you within 24 hours. If there is a safety emergency that needs immediate attention, call Human Resources at 610-799-1107.
- Additional protocols will be developed to encompass specific circumstances in classrooms, labs, etc. Those specific plans will be posted with classroom resources and made available to impacted students.

IV. Exposure to COVID-19 on Campus

Securing and decontaminating the affected areas by:

- Closing off areas visited by the person who is a probable or confirmed case of COVID-19.
- Opening outside doors and windows and using ventilation fans to circulate air in the area.
- Waiting at least 24 hours, or as long as practical, before cleaning and disinfecting the affected area.
- Cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment (tablets, touch screens, keyboards, remote controls, copiers, printers) and ATM machines used by the sick person.
- Contact Tracing: Identifying employees and students who were in close contact, according to the CDC: within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset (or, for asymptomatic patients, two days prior to test specimen collection) until the time the patient is isolated.
- If any employee or student who was in close contact remains asymptomatic, these individuals should adhere to the practices set out by the CDC in its April 8, 2020, Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
- If the affected employee or student becomes sick during the workday, the person should be sent home immediately. Surfaces in the employee's or student's workspace should be cleaned and disinfected. Information about other employees or students who had contact with the ill individual during the time the ill individual had symptoms and 24 hours prior to symptoms should be compiled. Others at the college with close contact within six feet of the employee or student during this time are considered exposed.
- Promptly notify employees and students who were close contacts of any known exposure to COVID-19 at the business premises, consistent with applicable confidentiality laws.
- Promptly inform local health officials if a college employee or student has a possible exposure to COVID-19.
- Determine if a temporary suspension of in-person operations is warranted.
- Taking each employee's temperature before they enter the business and sending home those who have a temperature of 100.4 degrees Fahrenheit, or higher. Ensure employees practice social distancing while waiting to have temperatures screened.
 - Temperature(s) will be taken by a designated employee from the Office of Human Resources.
- Informing employees that if they have symptoms (i.e., fever, cough, or shortness of breath), they should notify their supervisor and stay home.
- Informing students that if they have symptoms, they should notify their instructor by email and stay home. Students should inform instructor when and where they were last on campus, if they were confirmed Covid-19 positive and when.

- Advising sick employees and students to follow CDC-recommended steps, including not returning to the college until the CDC criteria to discontinue home isolation are met, in consultation with health care providers and state and local health departments.
- LCCC will allow liberal paid time off for employees who do not return to work for the reasons set forth above.
- Faculty are encouraged to implement opportunities for students, if able, to work remotely on assignments and to determine possible make-up work or if withdrawal or incomplete grade(s) are needed. College services will be provided remotely as needed to the student.

V. Human Resources

- LCCC phased in a return of staff in a coordinated process combining telework with an on-campus presence to ensure appropriate social distancing and availability of PPE. Department supervisors worked with the staff to develop the plan for return, along with the Director of Facilities Management.
- If there is an absenteeism related to the pandemic with a rate of:
Up to 10% of the workforce the college anticipates remaining open for business
10 to 40% of the workforce the college anticipates operating at a limited capacity, maintaining most class schedules
40% or more of the workforce the college anticipates transitioning all classes to online or remote with identified essential staff working remotely

Additional criteria taken into consideration to close the college includes:
Positions, departments and assigned sites of absent employees
Whether the affected faculty are teaching remotely
Student absenteeism and type of course

Employees should work directly with Human Resources for any work related issues.

In order to determine the percentage of employees out ill, employees who are unable to come to work due to illness need to report their absence. There are two options:

- Fill out the online [Google form](#)
- Call the COVID-19 hotline: 610-799-1012. Leave your first and last name, and whether you are reporting off work due to coronavirus, unknown (for flu or cold like symptoms) or other.
- Mental and Emotional Wellbeing – The college has available to all faculty and staff an employee assistance program. Preferred EAP can be contacted at 610-433-8550 or www.preferreddeap.org. Students may request assistance from the Counseling Center at counselingcenter@lccc.edu, 610-799-1895 or to the Counseling Center [website](#).
- Human Resources has prepared a [question and answer sheet](#) to address employee questions.
- Process for Positive COVID-19 Test Result
If an employee tests positive, or has been in close contact with someone who has tested positive (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset, or for asymptomatic patients, two days prior to test specimen collection) or a household member who has COVID-19, he or she must call the Director of Human Resources at 610-657-1877. If the Director of Human Resources cannot be reached, the employee should call the Assistant Director of Human Resources at 570-423-5394. It is required that the employee calls, not send an email.
 - The following information is required:
 - Date of onset of COVID-19 symptoms
 - Date employee tested positive for COVID-19
 - Employee's department and office room number

- Contact Tracing: List of employees who were within 6 feet or less for more than 15 minutes without a mask within 48 hours of the onset of COVID-19 symptoms of the employee who tested positive
- Director of Human Resources or Assistant Director of Human Resources informs Pennsylvania Department of Health
- Director of Human Resources or Assistant Director of Human Resources informs Director of Facilities Management and College Relations
- College Relations will call a Critical Incident Team meeting

VI. Business Continuity Plan

The following are critical business functions that every effort will be made to maintain throughout a prolonged physical closure of the college:

- Academic Services
- Educational Support Services
- College Relations and Communications
- Enrollment Management
- Human Resources
- Facilities
- Finance/Business Office
- President's Office and Board of Trustees
- Public Safety and Security
- Information Technology
- Student Services

VII. Communications, Signage and Posters

- Communications Plan: The college will provide information for students, staff and the community regarding the Coronavirus or COVID-19 Health and Safety Plan on the college's COVID-19 web page. Students, faculty, staff and others using the college on a regular basis will be instructed to monitor information released by the Office of College Relations.
- Information sources include:
 - College Voice
 - Student weekly newsletter
 - Student portal
 - Employee portal
 - Mass email to all students and all employees
 - Omnilert emergency message system (voicemail, text, email)
 - Poster/flyer
 - Social media
 - Marquee sign (main campus)
 - News release sent to area media
 - Web announcement on Alerts page OR home page banner (as appropriate) OR complete take down of web and use of emergency information page
- Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas
- The Office of Public Safety participates in a weekly meeting with representatives from the Carbon Lehigh Intermediate Unit, area school districts, the State Department of Health, Allentown Bureau of Health and Lehigh County Emergency Management. Lehigh County Emergency Management also issues a

daily situation report that provides statistics and guidance. This regular contact assists the entities to coordinate efforts and provide an ongoing exchange of information.

VIII. Campus Hours of Operation (hours subject to change)

Schnecksville 8 a.m. to 10 p.m.
 Donley 8 a.m. to 10 p.m.
 Morgan 8 a.m. to 10 p.m.
 Jim Thorpe Closed Summer and Fall

Enrollment and Student Services Hours of Operation

8 a.m. to 6 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday (hours subject to change)

IX. LCCC Campus Buildings and Instruction

Credit and noncredit courses are offered in several formats, including face-to-face, remote, online and hybrid. Please refer to the course format section of the Course Search on www.LCCC.edu.

Building Name	Location	Building Open or Closed
Academic Resource Center	Schnecksville	Closed summer; open fall
Academic Resource Center – 2 nd Floor - Bookstore – Follett	Schnecksville	Bookstore open using rear entrance in summer; open fall
Academic Resource Center - Cafeteria - Culinart	Schnecksville	Closed until further notice
Alumni Center	Schnecksville	Open
Airport Site	Allentown	Closed in summer except for flight school instruction; open fall
Baum Art School	Allentown	Closed summer; open fall
Berrier Hall	Schnecksville	Closed fall 2020 and spring 2021 except for Cougar Pantry
Berrier Hall - Wellness Center	Schnecksville	Closed for fall 2020 and spring 2021
Community Service Center	Schnecksville	Open
Donley Center	Allentown	Open
Duplicating Center and Mail Room	Schnecksville	Open
Jim Thorpe Site	Jim Thorpe	Closed summer and fall
Library	Schnecksville	Open

Morgan Center	Tamaqua	Open
Red Pole Building (HVAC)	Schnecksville	Open
Student Services Center	Schnecksville	Open
Science Hall	Schnecksville	Open
Science Hall – Corner Cafe	Schnecksville	Open
Science Hall – Early Learning Center	Schnecksville	Closed fall.
Student Union	Schnecksville	Open
Technology Center	Schnecksville	Open
Vet Tech Barn	Schnecksville	Open
WXLV Media & Design Center	Schnecksville	Open
Other:		
LCCC Athletics		Cancelled for fall and spring
University Partnerships' Offices		Closed for fall

10/22/2020