



Lehigh Carbon
COMMUNITY COLLEGE

COVID-19 Health and Safety Plan

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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 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. Updated information is available on the college's COVID-19 website, www.LCCC.edu/COVID19. The college will comply with all updated Governor's Office and Pennsylvania Department of Health's orders as applicable, including any updated travel, quarantine and face covering orders. The college reserves the right to take steps as deemed appropriate to protect the health and safety of all employees and students.

I. Personal Protection Steps

- Monitor your temperature daily - if sick, stay home and notify supervisor.
- Follow CDC requirements and recommendations before, during and after travel.
- 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.
- 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 working on 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.

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 Development, Equity and Inclusion, 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.

- Review the LCCC COVID-19 website regularly.

II. 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.
- 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.
- Safety concerns should be reported to the COVID-19 safety 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.

III. Exposure to COVID-19 on Campus

- Secure and decontaminate the affected areas by following CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.
- Any student or employee who has been exposed to someone with COVID-19 must inform the Director of Human Resources by calling 610-657-1877 or emailing Dwilliams@lccc.edu. Or notify the Assistant Director of Human Resources at 570-423-5394 or email Kbelcher@lccc.edu.

IV. Human Resources

- 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 any illness need to report their absence by completing the online [Google form](#).

- Mental and Emotional Well Being – 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](#).
- To report any safety concern, call the COVID-19 safety hotline: 610-799-1012. Leave your first and last name, and details of your concern.
- Process for Positive COVID-19 Test Result or Exposure to Positive COVID -19 Individual:
 - If an employee or student tests positive, he or she must notify the Director of Human Resources by calling 610-657-1877 or emailing Dwilliams@lccc.edu. Or notify the Assistant Director of Human Resources at 570-423-5394 or email Kbelcher@lccc.edu.
 - If the employee or student is on campus he/she will be informed to leave campus by Human Resources and to isolate following CDC guidelines.
 - Any person who could be considered a possible exposure on campus by the COVID-19 positive employee or student will be notified by Human Resources.
 - Any employee or student who is fully vaccinated will follow the CDC guidelines for fully vaccinated people. If not vaccinated, the employee or student will have to quarantine per CDC guidelines.
 - Room and surrounding restrooms, lounges, etc., would be disinfected.

V. **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

VI. 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
- The Office of Public Safety participates in meetings as needed 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.

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

Schnecksville	8 a.m. to 10 p.m.
Allentown	8 a.m. to 10 p.m.
Tamaqua	8 a.m. to 10 p.m.

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 are subject to change)

VIII. 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. All facilities are open.

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