



# WESTMORELAND OPERATING PLAN

## COVID-19

*The Wolfpack Returns*

Created by the College Operating Plan Stakeholders Group

December 16, 2020

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## Welcome back Westmoreland Faculty, Staff and Students

Our first priority remains the health, safety and security of our faculty, staff and students as we return to our classrooms, offices, labs and community spaces. We sincerely appreciate your patience and understanding during the COVID-19 outbreak. Since our move to remote teaching, we have been focused on following the expertise of organizations using science and data. We are also using those organizations to guide our reentry plan. We continue to use our [website](#) to post updates so please continue to check it regularly.

Our College Operating Plan is a comprehensive plan that outlines the best practices for maintaining the health and well-being of our college community. The plan will also be subject to change as information becomes available and best practices are enhanced by the PA Department of Health (PA DOH) and the Center of Disease Control (CDC).

As we look to the future, we will continue to be the AMBITIOUS institution that we have always been. Our college was started by a few that knew the importance of a community college and worked tirelessly to make it a reality. Over the last 50 years, many have spent decades building Westmoreland into the college it is today. As we look to the next 50 years, we will continue the legacy of working hard and dedicating ourselves to our students and the community.

# Stakeholders Group

At the request of the president and the Westmoreland County Community College Board of Trustees, the College's Cabinet, faculty and staff organized a plan to return to the Youngwood campus and education centers. The group includes:

- Tuesday Stanley, president/Westmoreland County Community College
- Greg Rose, vice president/Administrative Services in cooperation with the Departments of Security and Facilities
- Sydney Beeler, vice president/Enrollment Management
- Kristy Bishop, vice president/Academic Affairs
- David Pistner, vice president/Continuing Education, Workforce & Community Development
- Steve Budny, director/Information Technology
- Lauren Farrell, director/Human Resources & Assistant to the President
- Janet Corrinne Harvey, executive director/Marketing and Communications
- Debra Williams, director/Grants
- Debra Woods, executive director/Foundation
- Deans and Faculty
- Staff

# General Overview

## Purpose

The College Operating Plan is intended to provide clear guidance to mitigate the spread of the pandemic virus SARS-CoV-2, commonly referred to as coronavirus COVID-19.

## Scope

The College Operating Plan applies to all faculty, staff, students of both credit and noncredit programs, as well as all vendors and visitors of Westmoreland County Community College in addition to all college education centers located in the counties of Westmoreland, Fayette, and Indiana, Pennsylvania.

## Points of Contact

Primary oversight and supervision of the College Operating Plan

- Greg Rose, vice president/Administrative Services in cooperation with the Departments of Security and Facilities
- roseg@westmoreland.edu

Faculty and staff issues or concerns about personnel matters should be directed to:

- Lauren Farrell, director/Human Resources & Assistant to the President
- farrelll@westmoreland.edu

Student issues or concerns should be directed to:

- Sydney Beeler, vice president/Enrollment Management
- vpenrollmentmanagement@westmoreland.edu

## Objectives

- Protect the health and safety of the college community
- Manage on-site instructional, student support and administrative services
- Ensure appropriate resumption of additional college-wide activities

# Mission, Vision and Values

## Mission

Westmoreland County Community College improves the quality of life in the communities we serve through education, training and cultural enrichment.

## Vision

Westmoreland County Community College is recognized as a premier institution of higher learning focused on student success, workforce development, economic growth and cultural experiences.

## Values

**Teaching and Learning:** We are committed to excellent instruction and lifelong learning.

**Innovation and Creativity:** We are committed to creativity, new ideas and the advancement of art, culture and technology.

**Equity and Inclusion:** We are committed to an educational and workplace environment where all are treated with dignity and respect.

**Collaboration and Teamwork:** We are committed to cooperation within our college and to strong relationships with employers, school districts and other community partners.

**Accountability and Integrity:** We are committed to high, ethical educational standards.

**Social Responsibility and Stewardship:** We are committed to principles of service and good citizenship.

# Phased College Operating Plan

## June

- Teach online or remotely for the summer session, except for labs and/or clinicals needed to complete the spring semester; these can resume during the summer session. Labs and clinicals can also take place for the summer session in predetermined programs/courses. Faculty and students in these programs/courses will be communicated with individually.
- Police academy, medical noncredit training and certifications and public safety training can take place on-ground.
- Outdoor facilities are available for rent.
- Essential personnel continue to be allowed on college property.

## July

- More essential personnel to be on college property on July 1 for training and to conduct preparedness for faculty, staff, students and visitors. These additional essential personnel will be notified individually. Exceptions (per day or less time) are to be approved by the area vice president/cabinet member.
- The teaching plan for summer continues.
- Continuing education on-ground classes can be conducted starting July 15.
- Events by outside entities (some exceptions apply) can be conducted starting July 15.

## August

- Work remotely thru August 2, except for essential personnel who will be notified. Exceptions (per day or less time) are to be approved by the area vice president/cabinet member.
- Faculty, staff, students and visitors are welcomed back on college property at Youngwood campus, ATC, PSTC, Fayette, Indiana, Latrobe, Murrysville and New Kensington Education centers on August 3 following CDC, PA DOH and college guidelines and policies.

- Teaching for fall will be remote, online and on-ground, with further details, in consultation with the deans and faculty, forthcoming.
- Check with the Growing Tree childcare center directly for questions about their hours of operation and protocols.
- Athletics will resume per the [NJCAA guidelines](#).

## **Spring 2021**

- Spring credit schedule will include a mix of on-ground, remote and online classes. Work with your dean to determine what, when and in what modality courses are taught.
- Spring non-credit schedule will include a mix of on-ground, remote and online classes
- We will continue to work remotely through the end of the Spring semester, returning to in-person work on Monday, May 10, 2021.
- Employees who work to support on-ground classes and the maintenance/daily operations at each site will work on-ground.
- Employees not designated to be on-ground will continue to work remotely through the end of the Spring semester. They will be required to attend meetings, activities and other responsibilities of the position. This could include being on-ground at our sites or other sites at any time. Employees will be asked to utilize their camera when attending meetings via ZOOM so that we can continue to stay connected. If you need help with technology, please contact your supervisor.
- Contract training will be on-ground at our locations and off-site as well as remote and on-line.
- Spring Public Safety Training Center (PSTC) classes will be on-ground at our locations and off-site as well as remote and on-line.
- Spring Police Academy classes will be on-ground.
- The new Event Center and boardroom on the Youngwood campus will be open. Events that meet all CDC Guidelines and state guidance at the time of the event, can be held on-ground. Events at other college sites are permissible within CDC guidelines and state guidance.
- Commencement is planned for on-ground on May 7. If changes are needed, they will be announced at a later date.
- The centers will have individual schedules posted to the website under the ABOUT/Locations tab.
- Travel for college business must be local and approved by a Cabinet member.



- The Fulfillment Center will remain open on-ground and continue to accept mail and deliveries. Please plan to pick up your mail in the Fulfillment Center.
- If you are contacted by a student regarding COVID-19, you must refer the student to Dr. Sydney Beeler via email at [ypenrollmentmanagement@westmoreland.edu](mailto:ypenrollmentmanagement@westmoreland.edu). No exceptions.
- If you are contacted by an employee regarding COVID-19, you must refer the employee to Lauren Farrell via email at [farrell@westmoreland.edu](mailto:farrell@westmoreland.edu). No exceptions.

## Safety Steps

- **Hand sanitizing stations** - Stations will be placed throughout buildings on the campus and all education centers in high traffic areas.
- **Disinfecting sprayers** - Sprayers will be used by trained facilities staff members.
- **Sanitizing wipes dispensers** - Dispensers will be available throughout the campus and education centers in areas such as computer labs, single student study cubes, classrooms, etc.
- **Plexiglass installation** - Plexiglass will be installed in areas that require close contact in a less than 6 ft. distance or the inability to mark the floors with signage.
- **Masks** - Masks will be provided to all faculty and staff. Students will have the ability to use their own masks or purchase a mask in the College Store.
- **Air Hand Dryers** - All air hand dryers will be restricted from use. Paper towel dispensers have been added in areas that formerly utilized air hand dryers.
- **Signage** - Signage will be created and posted to inform as necessary.

# Policies and Procedures

In addition to managing occupancy and monitoring the conditions within the region of the campus and education centers, a set of policies and procedures will be adhered to while under COVID-19 conditions. These policies and procedures align with guidelines from the CDC, the PA DOH and local guidance. All faculty, staff, students and visitors on college property are expected to adhere to the most recent guidance.

- CDC [Covid-19](#)
- [Considerations for Institutes of Higher Education](#)
- PA Department of [Health](#)
- Responding to COVID-19 in [Pennsylvania](#)
- [College Student Communicable Disease Policy](#)
- [Travel Policy](#)
- College Employee Communicable Disease Policy for faculty and staff

## Personal Protection Procedures:

- You are expected to monitor your own temperature daily - if you determine you are sick, stay home and notify your supervisor.
- Wash hands with soap and water for at least 20 seconds as frequently as possible. Hand sanitizer is also available in areas throughout each college property.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Do not touch your face.
- Practice safe distancing and personal protection procedures when off campus to minimize risk to yourself and others.
- Enter and exit buildings through designated doorways in order to minimize crowding. Designated entries and exits by building are as follows:

- Westmoreland: Advanced Technology Center
  - Main Entrance

- Westmoreland: Fayette
  - Main Entrance
- Westmoreland: Indiana
  - Main/Front Entrance
- Westmoreland: Latrobe
  - Entrance off the Parking Lot
- Westmoreland: New Kensington
  - Main Entrance
- Westmoreland: Murrysville
  - Main/Front Entrance
- Westmoreland: Youngwood - Student Achievement Center (SAC)
  - Front Entrance
  - South Entrance
- Westmoreland: Youngwood – Health & Culinary Center (HCC)
  - Front Entrance
- Westmoreland: Youngwood - Science Innovation Center (SIC)
  - SIC Entrance
  - Theatre Entrance
- Westmoreland: Youngwood- Business and Industry Center (BIC)
  - Front Entrance
- Adhere to any traffic flow markings in hallways and common areas.
- Masks that cover your nose and mouth are required to be worn by all faculty, staff, students and visitors on any college property. This adheres with the guidelines from the CDC, the PA DOH and local guidance. If you have a medical condition that prohibits you from wearing a mask, you do not need to wear a mask. Also, while in an office by yourself, you do not need to wear a mask.
- Each faculty and staff will be given six (6) washable face masks upon return to work.

- Students are expected to use their own face masks. Some students in certain programs will be provided specific Personal Protection Equipment (PPE) by the college. This is a one-time accommodation. Information on how to make a mask is provided [here](#).

### **Social Distancing Procedures:**

- Maintain six (6) feet of distance, where possible, and if not possible, in addition to a mask, plexiglass should be in place for separation. This adheres with the guidelines from the CDC, the PA DOH and local guidance.
- Limit the number of people congregating for meetings or events. Number will be based on current [guidelines](#) issued by the Commonwealth of Pennsylvania.
- Meetings via Zoom are strongly encouraged in lieu of face-to-face gatherings.
- All visitors, contractors, and vendors are to adhere to safety requirements established by the college. Signage will reflect college requirements.
- Refer to the college policies for faculty, staff and students around [communicable diseases](#)
- Elevator passengers are to practice social distancing. All are encouraged to use stairs wherever possible.
- College related travel outside any of the college locations is to be evaluated by a vice president or cabinet member with written permission given before taking place. This includes the use of personal or college vehicles as well as flight travel.
- Refer to the college [travel policy](#) for personal travel.

### **Facility Protection Procedures:**

- Due to the extended period of not having full capacity at college sites, all water systems are being flushed.
- HVAC systems are in use and are circulating outside air to ensure the atmosphere is safe.
- Custodial staff are being trained to use PPE and recommended cleaning and disinfecting practices.
- Custodial staff are cleaning and disinfecting buildings per CDC guidelines, especially high touch areas.

- All cleaning products meet Environmental Protection Agency (EPA) criteria for use against SARS-CoV-2, the virus that causes COVID-19.
- Cleaning wipes are provided if faculty, staff and students would like to clean their work areas.
- Classrooms are sanitized between classes.
- Signage is posted in bathrooms, elevators, in offices, and in open spaces to remind faculty, staff, students and visitors of the requirements.
- Doors are to be propped open when possible to minimize exposure on handles and maximize air flow; security will be considered and this does not pertain to college main doors.

### **Monitoring, Surveillance and Voluntary Reporting:**

- Faculty, staff and students should report to human resources and their supervisor if they have visited an area with a high COVID-19 outbreak (domestic or international) in the previous 14 days.
- Faculty, staff and students should report if they know they have been exposed to anyone who has tested positive for COVID-19.
  - Faculty and staff should report issues to their supervisor who will contact Lauren Farrell, director/Human Resources & Assistant to the President.
  - Student issues or concerns should be directed to Sydney Beeler, vice president/Enrollment Management. Please refer to the [Communicable Disease Student Procedure](#) and the [Student Protocol](#).
- Faculty, staff and students exhibiting COVID-19 symptoms such as:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache

- New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- Are not permitted to enter campus buildings.
- Are to self-isolate and refrain from in-person college activities.
- Should not report to work, class, clinical assignments.
- Are not permitted to participate in any institution-sponsored events or activities.
- Should consult with their medical provider about options for testing and necessary treatment. Individuals can utilize the [CDC's Self Checker](#) to assist in making decisions in regards to seeking medical care.
- Individuals can utilize the [CDC's Self Checker](#) to assist in making decisions in regards to seeking medical care.
- If a faculty, staff or student has been exposed, they need to self-isolate and refrain from any in-person student/work activities for 14 days and follow all additional state guidance. Exceptions will be considered under the following circumstances:
  - If a faculty, staff, or student has been exposed through working as a healthcare professional.
  - AND, if the faculty, staff, or student is required to wear PPE during the course of their work/school hours. PPE must include ALL of the following at minimum:
    - KN95 or N95 mask
    - Gloves
    - Face shield/eye protection
    - Protective gown.
  - AND, if the faculty, staff or student can provide written documentation (this can include email) that they were wearing ALL required PPE when exposed. Only written, signed, documentation from an employer or supervisor/colleague present at time of verified

exposure will be verification will be accepted by their employer or fellow faculty that were present during the identified exposure. Verification requires a letter from a supervisor or the faculty member that was present during the exposure.

- AND, if the faculty, staff, or student exhibit NO symptoms as defined in this plan.
- After confirmation, and 14 days of self-isolation and refraining from in-person student/work activities, the faculty, staff, student, vendor or visitor will not be allowed back on-ground at the college until they have a medical release, are symptom free and/or a negative test stating that they have been confirmed negative.
  - Faculty and staff should submit the medical release and/or a negative test to Lauren Farrell, director/Human Resources & Assistant to the President prior returning to work.
  - Students should submit the medical release and/or a negative test to Sydney Beeler, vice president/Enrollment Management at [VPErollmentManagement@westmoreland.edu](mailto:VPErollmentManagement@westmoreland.edu) prior to returning to the college.
  - Vendors and visitors should give their medical release and/or negative test to Lauren Farrell, director/Human Resources & Assistant to the President prior to visiting/working at the college.

### **Protocol for a Confirmed Case on College Property**

The college will:

- Determine if a temporary suspension (2-5 days) of in-person activities at the impacted area are warranted.
- Clean and disinfect all areas thoroughly per CDC guidance.
- Communicate case or exposure information with faculty, staff and students.
- Ensure continuity of education and work 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, you are expected to follow CDC guidance.



- If you have been in close contact with someone who has been infected with the disease look for the following symptoms. Symptoms may appear 2-14 days after exposure to the virus and could include the following:
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- If you exhibit these symptoms the following is guidance from the CDC
  - Inform your supervisor.
  - Follow all recommended infection prevention and control practices.

### **COVID-19 Exposure Procedures:**

- If a faculty, staff or student is confirmed to have COVID-19 and less than 7 days have passed since the sick faculty, staff or student has been on college property, any areas of prolonged use by the faculty, staff and students will be closed off for 24 hours prior to cleaning and disinfecting taking place.
- If a COVID-19 case is confirmed, additional screening measures will be put into place at that location.

# Faculty and Staff Resources

## Faculty and Staff Resources

- National Distress Hotline: 1-800-985-5990 or text TalkWithUs to 66746: [COVID-19: Managing Anxiety and Stress](#)
- CDC [Covid-19](#)
- [Considerations for Institutes of Higher Education](#)
- PA Department of [Health](#)
- Responding to COVID-19 in [Pennsylvania](#)
- COVID Alert App - Westmoreland continues to keep the students, staff and faculty updated through our Westmoreland Operating Plan, the Wolfpack Returns. Our plan is always under review so that it remains current. In recent days, the Pennsylvania Department of Health (DOH) launched a COVID Alert PA app. The app is free and is designed to help reduce the spread of the disease. It is an alert system that can quickly notify people who may have been in contact with a person who has tested positive for COVID-19.

The COVID Alert PA app protects your privacy and personal information.

Pennsylvanians are encouraged to use the app but it is voluntary. The app will not collect, transmit, or store your personal information. The app uses the Exposure Notifications System created by Google and Apple to help fight COVID-19 pandemic.

For more information or to download the app, click [here](#). The DOH also has a [video](#) on their website about the COVID Alert PA app.

## Frequently Asked Questions

**Q. What if I need to reference any Human Resources related information?**

A. Please logon to the college portal at [my.westmoreland.edu](http://my.westmoreland.edu) select "Human Resources from the "Menu" tab and use the links on the left hand side of the Human Resources home page to find Human Resources related information. If you are in need of additional assistance, please contact the Human Resources department at extension 724.925.4143.

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**Q. How do I contact *Back on Track*, the college's Employee Assistance Program (EAP)?**

A. During these challenging times, if you feel that you are struggling, please contact Lauren Farrell in the Human Resources department by telephone at extension 4079 or by email at [farrelll@westmoreland.edu](mailto:farrelll@westmoreland.edu) with questions or concerns. You can also utilize the confidential services provided by Back on Track EAP, 24/7 at 1-800-566-5933 or by visiting [www.backontrackeap.com](http://www.backontrackeap.com) with username: 11800 and password: confidential help

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**Q. Who can I contact if I might need additional human support services?**

A. You can reach out to the local PA 2-1-1 hotline and website for additional health and human services for everyday needs and crisis situations. Help is available 24/7 by calling 2-1-1 (or 1-888-886-5778) or by visiting [pa211sw.org](http://pa211sw.org)

**Q. If I should have questions about temporary Expanded Family and Medical Leave (EFML) under the Families First Coronavirus Response Act (FFCRA), who should I contact?**

A. You can review the Families First Coronavirus Response Act (FFCRA) poster on the Human Resources section of the college portal by visiting [my.westmoreland.edu](http://my.westmoreland.edu); select "Human Resources from the "Menu" tab and click on the Families First Coronavirus Response Act link. Please contact Lauren Farrell in the Human Resources department by telephone at 724.925.4079 or by email at [farrelll@westmoreland.edu](mailto:farrelll@westmoreland.edu) with questions.

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**Q. What if I have questions about COVID-19?**

A. We encourage all faculty and staff to reference the college website, which contains helpful links/resources such as the Centers for Disease Control (CDC) Coronavirus website as well as the PA Department of Health Coronavirus webpage. Please visit [westmoreland.edu/resources/coronavirus.html](http://westmoreland.edu/resources/coronavirus.html)

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**Q. What if I have been exposed or exhibiting symptoms of COVID-19?**

A. Please refer to the College’s Operating Plan section titled “Monitoring, Surveillance and Voluntary Reporting”.

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**Q. What if I have a sick family member at home with COVID-19?**

A. You should immediately notify your supervisor and follow CDC recommended precautions.

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**Q. What if I have been exposed to a positive case of COVID-19?**

A. Please refer to the College’s Operating Plan section titled “Monitoring, Surveillance and Voluntary Reporting”.

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**Q. Do I need to do anything if I have visited a “COVID-19 hotspot” area?**

A. Here is a link to [Covid-19 hotspots](#). If you have visited one of these hot spot areas, Please follow the College [Travel Policy](#).

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**Q. Will temperature be checked daily?**

A. Faculty and staff are responsible for checking their temperatures daily. Please refer to the College’s Operating Plan section titled “Monitoring, Surveillance and Voluntary Reporting.”

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**Q. What are the personal protection steps and social distancing guidelines required by the college when faculty and staff return to work onsite?**

A. Please refer to the College's Operating Plan sections titled "Personal Protection Procedures" and "Social Distance Guidance" for detailed information.

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**Q. What should I do when a student, faculty, staff or visitor verbally discloses that they have a health condition and are not able to wear a face mask?**

A. If they verbally disclose this to you, they do not have to provide medical documentation to you and do not have to wear a face mask while on college property.

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**Q. What should I do if a student comes in without a face mask and wants to go to class?**

A. Provide them with a disposable face mask unless they are not wearing a face mask due to a health condition and permit them to go to class.

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**Q. Is training available?**

A. Please refer to the College's Operating Plan section titled "Training" for detailed information.

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**Q. What do I do if a student reports that they are a contact or have a positive case?**

A. Please refer to the [Communicable Disease Student Procedure](#) and the [Student Protocol](#).

*If you should have any additional questions, please contact Lauren Farrell, director/Human Resources & Assistant to the President at 724.925.4079 or by email at [farrelll@westmoreland.edu](mailto:farrelll@westmoreland.edu).*

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## TRAINING

### Facilities Cleaning Training

1. All custodial staff to be trained in the proper use of PPE including masks and gloves.
2. All custodial staff will be trained in the proper use and/or dilutions of EPA approved cleaners and disinfectants.
3. All custodial staff will be trained in the use of electrostatic disinfectant sprayers to accomplish frequent sanitizing of high touch areas.

### Faculty and Staff Training

1. Faculty and staff will review to understand the content contained within the Westmoreland COVID-19 Operating Plan.
2. Following guidelines for entering/exiting and movement throughout college buildings. Please refer to the "Personal Protection Procedures" section for more detailed information.
3. Procedure for interacting with an individual who is not wearing a face mask when on a college site.
  - Please remind the individual it is the college policy to wear a face mask when on a college site. This adheres with the guidelines from the CDC, the PA DOH and local guidance.
  - If they do not have a face mask please offer them one.
  - Remind them that this procedure is in place to protect them and others from the spread of the virus.
  - If an employee/visitor/vendor does not want to wear a face mask, and if it is not for medical reasons, you should report the interaction to the Director/Human Resources & Assistant to the President.
  - If a student is not wearing a face mask, and if it is not for medical reasons in class, the faculty member should instruct the student to get a face mask. If the student does not comply with the request, the student will be referred to the Vice President/Enrollment Management.

- If an employee is not wearing a face mask, and it is not for medical reasons, they should be instructed that they need to wear a face mask while on college sites. This adheres with the guidelines from the CDC, the PA DOH and local guidance.

4. How to effectively [wash](#) your hands:

[Handwashing - Clean Hands Save Lives](#)

[Handwashing and Hand Sanitizer Use](#)

5. Understanding the importance of wearing a face [mask](#)

6. How to easily make a [COVID-19](#) face mask:

[COVID-19: How to make masks from home](#)

[Guidance on Homemade Masks during COVID-19](#)

7. Understanding what social [distancing](#) means:

[Surgeon General Social Distancing \(:60\)](#)

8. Communication and de-escalation techniques

**Here are tips for de-escalating conflict:**

1. **Remain calm** and listen.
2. Do not raise your voice.
3. Be respectful.
4. Acknowledge what the individual is saying and try to assist in resolving the situation.
5. If you are unable to resolve the matter then send student focused issues to the Vice President/Enrollment Management and employee/visitor/vendor focused issues to the Director/Human Resources & Assistant to the President.
  - Student focused issues – email [ypenrollmentmanagement@westmoreland.edu](mailto:ypenrollmentmanagement@westmoreland.edu)
  - Employee/visitor/vendor issues – email [farrell@westmoreland.edu](mailto:farrell@westmoreland.edu)

# Communication Plan

Our first priority always remains the health and safety of our faculty, staff and students. This plan outlines how we will communicate with faculty, staff and students in the event a case of COVID-19 has been confirmed at any of our sites. Please review and refer all questions to Janet Corrinne Harvey, executive director, Marketing and Communications at [corrinnej@westmoreland.edu](mailto:corrinnej@westmoreland.edu) or 724.925.4091.

## Audience/Communication Methods

### Faculty

Communications Methods - In communicating information and updates to faculty, we will utilize the following:

- Email - Your college email (@westmoreland.edu)
- Text - If you have signed up for Emergency Alerts, you will receive any emergency information via text. If you have not signed up and would like to sign up, please log into the Faculty Portal and click on Emergency Alerts.

### Staff

Communications Methods - In communicating information and updates to staff, we will utilize the following:

- Email - Your college email (@westmoreland.edu)
- Text - If you have signed up for Emergency Alerts, you will receive any emergency information via text. If you have not signed up and would like to sign up, please log into the Staff Portal and click on Emergency Alerts.

### Student

Communications Methods - In communicating information and updates to students, we will utilize the following:

- Email - Your college email (@my.westmoreland.edu)



- Text - If you have signed up for Emergency Alerts, you will receive any emergency information via text. If you have not signed up and would like to sign up, please log into the Student Portal and click on Emergency Alerts.
- Website - We will post an announcement on the website via the Announcement option that appears on the website Homepage.

## Timing

In the event of a confirmed case of COVID-19, the following timelines should be followed.

Please note, a confirmed case can only be designated by one of the following:

- Dr. Tuesday Stanley, president
- Greg Rose, vice president/Administrative Services
- Dr. Sydney Beeler, vice president/Enrollment Management (Student)
- Lauren Farrell, director/Human Resources and Assistant to the President (Faculty and Staff)

### **Timeline/Steps:**

1. Confirm facts from one of the above mentioned sources.
2. Use the templates provided in this Communication plan.

Order of communications:

- Email
- Emergency Alerts
- Website/Update Coronavirus Page/Announcement Posted Linking to COVID-19 page

## What to Expect When We All Return

Things will look a little different when we all return from working and teaching remotely, but don't worry. We are prepared to provide a safe working environment for students, faculty and staff. The list below offers you a sneak peak at how things will look.

- Bathrooms will have changes. Every other stall will be blocked off. Every other sink will be taped off to prevent side-by-side use of sinks. All air dryers will not be operational. We will use only the towel dispensers. We are also asking that everyone avoid crowding in the bathrooms.
- Limit your time at the printer. We are asking that everyone limit their time at the printer to just picking up your paper and returning to your desk. Please do not socialize at the printer. Also, there will be wipes beside the printers so you can wipe off the keypads before and after use.
- Masks will be worn when on campus by students, faculty, staff and visitors. There will be signs indicating this requirement at the entrance to each building.
- Floor decals will be used to help everyone practice proper social distancing when in line at Westly's, dropping off items for print or mail at the Fulfillment Center, paying for items in the College Store, etc.
- Water fountains will be taped off and not available for use. Only the touchless water dispensers will be in use.
- All break rooms will be closed.
- Wipes and hand sanitizer will be available in common areas.
- AVI will open with the start of Fall classes on Monday, August 17. It will be a grab and go format. They will also offer coffee, drinks and other beverages. Please use AVI for all catering needs. Do not bring food to share and all potlucks events are prohibited.
- We will continue to do ZOOM meetings for large groups or meetings where face-to-face cannot meet social distancing standards.
- In some areas, you will see that we have installed plexiglass to provide safe separation for staff and students.

- Faculty that share work space will alter their time to eliminate both being present in the office at the same time.
- The entrance and exit for each building will be clearly identified to help maintain optimal traffic patterns.
- Some furniture will be rearranged to promote social distancing.
- Vending machines are available. Please wipe down surfaces before and after use.
- Microwaves and refrigerators will be in use. Please wipe down surfaces before and after use.
- Locker rooms are closed.
- Wipes will be provided for lockers located outside of the College Learning Center (CLC). Students using the lockers while in the CLC may use the wipes to sanitize the locker prior to and after they are used.
- When visiting other employees who are in their office, please stop at their door and don't enter. Schedule one-on-one meetings in large spaces, outside or via Zoom.

## Acronym Definitions

**ATC** - Advanced Technology Center of Westmoreland County Community College

**CARES** - Coronavirus Aid, Relief and Economic Security Act

**COVID-19** - Abbreviation for coronavirus disease 2019

**CDC** - Centers for Disease Control

**EAP** - Employee Assistance Program

**EFML** - Expanded Family and Medical Leave

**EPA** - Environmental Protection Agency

**FFCRA** - Families First Coronavirus Response Act

**HVAC** - Heating, Ventilation and Air Conditioning

**NJCAA** - National Junior College Athletic Association

**PA DOH** - Pennsylvania Department of Health

**PPE** - Personal Protective Equipment

**PSTC** - Public Safety Training Center of Westmoreland County Community College

**SARS-CoV-2** - Severe acute respiratory syndrome coronavirus 2, commonly referred to as coronavirus/COVID-19

**WPCC** - Western Pennsylvania Collegiate Conference