



# WESTMORELAND OPERATING PLAN

## COVID-19

*The Wolfpack Returns*

Created by the College Operating Plan Stakeholders Group

September 29, 2021

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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
- 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:

- Human Resources Department
- directorhumanresources@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

## Summer 2021

- Summer 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.
- Summer 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 Summer semester, returning to in-person work on August 2, 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 Summer 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.
- Summer Public Safety Training Center (PSTC) classes will be on-ground at our locations and off-site as well as remote and on-line.
- 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.

## **Fall 2021**

- Fall credit schedule will include on-ground, remote and online class formats.
- Fall non-credit schedule will include on-ground, remote and online class formats.
- All staff will return to the Youngwood campus on August 2. Faculty will return on August 11 and 12 for Faculty Development. All the educational centers will open for in-person services on August 11.
- Hours of operation will return to normal. Please see the website for specifics on the College Store, Westly's, Up and Atom Cafe and all other student services and departments.
- The Den is now a lounge and home to the new College Store. Students are welcome to relax in the lounge and stop by the store for all their official Wolfpack gear. The cafeteria will not be open this Fall.
- Travel for college business must be approved by a Cabinet member.
- The Vault will be open in Fall 2021 for students and staff to assist with all your financial services.
- The Fitness Center will be open in Fall 2021. Check the website for details on times and guidelines.

## **Fall 2021 (REVISED July 28, 2021)**

- Fall credit and non-credit schedules will include a mix of on-ground, remote and online classes.
- All employees will work on-ground beginning August 2 through September 6, 2021.
- Beginning Tuesday, September 7, 2021, we will pilot a hybrid work schedule. Employees not designated to be on-ground will work a minimum of three (3) days each week in the office. Each Wednesday will be a mandatory on-ground work day for all employees. Supervisors will be outlining schedules and all schedules will require Cabinet level approval.



- Employees that have an option for a hybrid schedule may work fully on-ground.
- Employees who work to support on-ground classes and the maintenance/daily operations at each site will continue to work on-ground.
- All offices must remain open during standard work hours and be appropriately staffed.
- Employees will be required to attend meetings, activities and other responsibilities of their position when working on-ground or remotely. This could include being on-ground at our sites or other sites at any time. This means that if you are scheduled to work remotely, but are needed on-ground, your supervisor has the ability to change your hybrid schedule.
- All employees will be asked to turn their cameras on when attending virtual meetings so that we can continue to stay connected. If you need help with technology, please contact your supervisor.
- The Fulfillment Center will remain open on-ground and continue to accept mail and deliveries. Mail will be delivered as it was in the beginning of the Spring 2020 semester. When the new mail system is completed, updates will be placed in the Westmoreland Weekly.
- Contract training will be on-ground at our locations and off-site as well as remote and on-line. All employee schedules must support the needs of each contract.
- Public Safety Training Center (PSTC) classes will be on-ground at our locations and off-site as well as remote and online. All employee hybrid schedules must support the needs of each PSTC student.
- Fall Police Academy classes will be on-ground. All employee schedules must support the needs of each Police Academy student.
- Travel for college business must be approved by their supervisor and their Cabinet member.

- If you are contacted by a student regarding COVID-19, you must refer the student to Dr. Sydney Beeler via email at [vp enrollmentmanagement@westmoreland.edu](mailto:vp enrollmentmanagement@westmoreland.edu). No exceptions.
- If you are contacted by an employee regarding COVID-19, you must refer the employee to the Human Resources Department via email at [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu). No exceptions.
- Your supervisor will be reaching out to you to review these updates and answer questions.
- Refer to the Westmoreland Operating Plan for updates. Each employee is responsible for understanding the plan.

### **Fall 2021 (REVISED August 18, 2021)**

- Masks are to be worn indoors at all times on College property or at College activities
- If employees or students feel that they have medical reasons for not wearing a mask, they should submit a request for accommodations and supporting documentation. Accommodations for a face mask or face coverings, i.e. shields. Requests for accommodations should be made to the following:
  - Employees should request accommodations through the Human Resources Department at [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu)
  - Students should request accommodations through Dr. Sydney Beeler, vice president, Enrollment Management at [VPE nrollmentManagement@westmoreland.edu](mailto:VPE nrollmentManagement@westmoreland.edu)

### **Mask Protocol- What to Do if Students are Not Wearing a Mask in Class**

- Faculty/Instructor asks student to put on mask (masks are available at the Enrollment Center or main area of the building)
- If student does not comply, then faculty member can ask them to leave class

- Please notify [VPErollmentManagement@westmoreland.edu](mailto:VPErollmentManagement@westmoreland.edu)
- If student will not leave, call Park Police/Centurion to remove student from indoor facility
  - Park Police- de-escalate, and refer to VP, Enrollment Management
  - If at Center location, refer student to Center Director to refer to VP, Enrollment Management.

**Mask Protocol- What to Do if Students are Not Wearing a Mask Indoors at the College or College Activities**

- College Employee asks student to put on mask (masks are available at the Enrollment Center or main area of the building)
- If student does not comply, then College Employee can ask them to leave
  - Please notify [VPErollmentManagement@westmoreland.edu](mailto:VPErollmentManagement@westmoreland.edu)
- If student will not leave, call Park Police/Centurion to remove student from indoor facility
  - Park Police- de-escalate, and refer to VP, Enrollment Management
  - If at Center location, refer student to Center Director to refer to VP, Enrollment Management.

**Mask Protocol- What to Do if Employees are Not Wearing a Mask**

- Remind employees of the mask mandate effective August 18.
- If an employee does not comply
  - Please notify the Human Resources Department at [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu)

## 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, water stations, classrooms, etc.
- **Plexiglass installation** - Plexiglass will be installed upon request. Please see your supervisor for details.
- **Masks** - Effective Wednesday, August 18, everyone will be required to wear a mask when indoors at all Westmoreland County Community College locations.

## 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](#)
- [College Employee Communicable Disease Policy](#)

### 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.
- Avoid shaking hands if you are not vaccinated.
- Do not touch your face.
- Practice safe distancing and personal protection procedures when off campus to minimize risk to yourself and others. Effective Wednesday, August 18, everyone will be required to wear a mask when indoors at any Westmoreland County Community College location.
- Students are expected to use their own face masks.

- Students in certain programs will be provided specific Personal Protection Equipment (PPE) by the college. This is a one-time accommodation. PPE is necessary in certain programs for academically related activities. Faculty will notify students of PPE requirements.

### **Social Distancing Procedures:**

- Effective Wednesday, August 18, everyone will be required to wear a mask when indoors at any Westmoreland County Community College location.
- 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.
- Travel for college business must be approved by their supervisor and their Cabinet member.

### **Facility Protection Procedures:**

- HVAC systems are in use and are circulating outside air to ensure the atmosphere is safe.
- Custodial staff have been trained to use PPE and recommended cleaning and disinfecting practices. All future custodial staff new hires will also be trained in the proper use of PPE and all 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.
- 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.

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- Cleaning wipes are provided if faculty, staff and students would like to clean their work areas.
- 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 if they know they have been exposed to anyone who has tested positive for COVID-19.
- Faculty and staff should report directly to the Human Resources Department. If you are vaccinated, you will need to show proof of vaccination to the Human Resources Department. For additional details, please refer to the [Employee Communicable Disease policy](#).
- Student issues or concerns should be directed to Dr. Sydney Beeler, vice president/Enrollment Management. Students will need to show proof of vaccination to Dr. Sydney Beeler. Please refer to the [Communicable Disease Student Policy](#).
- 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, and can be asked to leave.
  - Should be tested for COVID-19
  - Should be symptom free before returning to in-person college activities, including work, class, clinical assignments, or college-sponsored or related activities.
- 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 10 days, unless they have been fully vaccinated. If one has been fully vaccinated, please refer to the Vaccinated Section for guidance.



- If a faculty, staff, or student has been exposed through working as a healthcare professional and is required to wear PPE during the course of their work/school hours, PPE must include ALL of the following at minimum:
  - Fit-tested 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 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.
- And, faculty, staff, students, vendors or visitors who have self-isolated for 10 days and are symptom free or have been fully vaccinated (defined as persons who are 14 days/2 weeks post the final shot of the series) can return to on-ground and in-person college activities.
- Faculty and staff should contact the Human Resources department prior to returning to work.
- Students should contact Dr. Sydney Beeler, vice president/Enrollment Management at [VPErollmentManagement@westmoreland.edu](mailto:VPErollmentManagement@westmoreland.edu) prior to returning to the college.
- Vendors and visitors should contact the Human Resources Department at [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu) prior to visiting/working at the college.

## **Vaccinations - (Fully vaccinated persons are defined as 14 days/2 weeks post the final shot of the series)**

Vaccinated persons are allowed to:

- Resume daily activities without social distancing
- Resume daily activities at any college location wearing a mask.
- Travel in the United States without self-isolating. Refer to the CDC guidelines for international travel.

Vaccinated persons with an exposure to COVID-19 are not required to self-isolate if they meet the following criteria:

- They must have received the full series of the vaccination and are at least two weeks post their final series.
- They should get tested 3-5 days after their exposure and produce a negative test result, even if they don't have symptoms.
- If the test result is positive, then they should self isolate for 10 days.
- They should continue to wear their mask indoors in all college locations.
- A vaccination certificate must be presented with the completion of the series.

### **Procedure:**

#### **Vaccinated**

- If notified of exposure by the VP of Enrollment Management or the Human Resources Department, a student or employee should respond via email to the respective party with a photo or copy of their vaccination certificate.
- The VP of Enrollment Management, the Human Resources Department, or designee will notate it in reference to the specific exposure and provide a release to in-person activities with an agreement to wear a mask indoors and be tested for COVID-19.
  - The student or employee will need to provide the results of the COVID-19 test taken within the three to five day window.

- If another exposure occurs, students and/or employees should expect to follow this procedure every time.

### **Not Vaccinated**

- Persons with an exposure to COVID-19 and who do not want to be tested are required to self-isolate for 10 days and be asymptomatic before returning to in-person activities.
- Or, persons may reduce their self-isolation period to 7 days by obtaining and sharing a negative COVID test five days after exposure.
- The VP of Enrollment Management, the Human Resources Department, or designee will notate it in reference to the specific exposure and provide a release to in-person activities.

### **90 Day Post COVID Confirmation**

- Someone who tested positive for COVID-19 with a viral test within the previous 90 days and has subsequently recovered and remains without COVID-19 symptoms does not need to self-isolate. However, if you are in contact with a person, who was confirmed positive for COVID-19 in the last 90 days, you should:
  - Wear a mask indoors, when in any public setting for 14 days after exposure.
  - Monitor for COVID 19 symptoms and isolate immediately if symptoms develop.
  - Consult with a healthcare professional for testing recommendations if new symptoms develop.

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

The college will:

- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- Communicate case or exposure information to those who are impacted.
- If individuals were in close contact with someone who became infected with the disease, you are expected to follow CDC guidance.
  - [Close contact](#) is defined as coming into contact within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.
- 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 - 10 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 or, if you are a student, the VP of Enrollment Management. Get tested.
  - Follow all recommended infection prevention and control practices.

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

- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on [certain conditions](#) or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

# 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. The Pennsylvania Department of Health (DOH) also has 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: An employee believes someone is not vaccinated and they are concerned about being around them, what do they do?**

A: The college is not asking employees or students about being vaccinated unless they have been exposed to someone who is COVID positive, so please do not assume. If you need plexiglass, please contact facilities and if you would like to wear a mask and need one, please contact Human Resources.

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**Q: An employee is exposed to someone who is COVID positive, they are unvaccinated and need to self-isolate. Will they need to use sick, personal or vacation days?**

A: Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days.

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**Q: An employee is exposed to someone who is COVID positive, they are vaccinated. What do they do?**

A: The employee should contact their supervisor and the director of human resources. If the employee produces a valid vaccination card to the director of human resources and is symptom free, they do not need to self-isolate and can resume work as usual. They will however, need to get tested for COVID 3-5 days after exposure and produce a negative test result.

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**Q: An employee is exposed to someone who is COVID positive, they are unvaccinated and need to self-isolate. Can they work/teach remotely during the selfisolation period?**

A: Employees whose positions allow it and who choose to do so, can work remotely

two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change. If the employee believes they are eligible for FMLA, contact Human Resources.

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**Q: An employee has a child/parent who has been exposed to someone who is COVID positive and they need to self-isolate. Can the employee work/teach remotely or have the college cover their time off so they don't have to use sick, personal or vacation days?**

A: Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change. If the employee believes they are eligible for FMLA, contact Human Resources.

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**Q: An employee tests positive for COVID. Does the employee have to use sick days, personal or vacation days and/or can they work/teach remotely?**

A: Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change. If the employee believes they are eligible for FMLA, contact Human Resources.

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**Q: An employee has an issue that is not COVID related - sick child, they are sick, need surgery or other medical procedure etc. Can the employee work/teach remotely?**

A: Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time needed must be covered



using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change. If the employee believes they are eligible for FMLA, contact Human Resources.

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**Q: Can a faculty member teach all of their courses online/remote?**

A: The dean determines if this is suitable for their program/courses, based upon student need and data. However, the full-time faculty member is still required to conduct their full-time responsibilities outside of the classroom in-person, when necessary, such as attending on-campus events and participating in meetings on campus.

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**Q: What if there is inclement weather or another reason that in-person activities at the college sites are not being held.**

A: An announcement will be made via the college website and other communication mediums that details if remote work and classes are enacted. Also, essential personnel will receive directions if they are needed on-site. Refer to the college procedure for more details.

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**Q: An employee who has been vaccinated has now tested positive for COVID. Does the employee have to use sick, personal or vacation and/or can they teach/work remotely?**

A: Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change. If the employee believes they are eligible for FMLA, contact Human Resources.

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**Q: In the instance where an entire department needs to self-isolate or has tested positive for COVID, can they work remotely?**

A: Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change. On a case-by-case basis and based upon a business need, the college can make a different decision about working remotely.

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**Q: What happens when an employee is showing symptoms of COVID but is refusing to get tested for COVID?**

A: Employees are not allowed on any college site until they have self-isolated for 10 days, are symptom free or produce a negative COVID test to Human Resources. Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change.

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**Q: An employee has been exposed to a COVID positive child/family member at home. If the employee is vaccinated what do they need to do and if the employee is not vaccinated what do they need to do?**

A: **Vaccinated** - If they produce a valid vaccination card and are symptom free, they do not need to self isolate and can resume work as usual. They will however, need to get tested for COVID 3-5 days after exposure and produce a negative test result.

**Not vaccinated** - Employees are not allowed on any college site until they have self isolated for 10 days, are symptom free or produce a negative COVID test. Employees whose positions allow it and who choose to do so, can work remotely two days a week (starting September 7, 2021). All other time for self-isolation must be covered using

sick, personal or vacation days. Classes are to be held in the same (original) format all semester unless the college makes a change.

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**Q: What if there is an outbreak on campus and multiple employees are all confirmed COVID positive?**

A: The college will assess the impact on employees and college operations and determine and communicate next steps.

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**Q: What if employees are not comfortable working in a space with potentially unvaccinated people?**

A: A: Refer them to Human Resources. They can also request plexiglass in their workspace.

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**Q: What if employees are not comfortable being in a workspace where students can enter and can be potentially unvaccinated?**

A: Refer them to Human Resources. They can also request plexiglass in their workspace.

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**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 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 the Human Resources Department by telephone at 724-925-4143 or by email at [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@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 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](http://pa211sw.com)

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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.

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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".

**Q: Will my 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:** You cannot question someone who verbally discloses that they cannot wear a face mask. However, with only a few exceptions, the accommodations are to wear a face shield.

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**Q: If I have been vaccinated do I have to wear a face mask and social distance?**

**A:** Face masks are mandated indoors at all college sites and they are recommended in outdoor settings at all college sites.

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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: Will I be required to get vaccinated if I work at Westmoreland?**

**A: No**

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**Q: Will I be required to get vaccinated if I am a student at Westmoreland?**

**A: No**

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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](#).**

***If you should have any additional questions, please contact the Human Resources Department at 724-925-4143 or by email at [directorhumanresources@westmoreland.edu](mailto:directorhumanresources@westmoreland.edu).***

## 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. How to effectively [wash](#) your hands
  - [Handwashing - Clean Hands Save Lives](#)
  - [Handwashing and Hand Sanitizer Use](#)
3. Understanding the importance of wearing a face [mask](#)
4. Understanding what social [distancing](#) means.
5. [Surgeon General Social Distancing \(:60\)](#)
6. Communication and de-escalation techniques
7. Here are tips for de-escalating conflict:
  - Remain calm and listen.
  - Do not raise your voice.
  - Be respectful.
  - Acknowledge what the individual is saying and try to assist in resolving the situation.
  - 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.

# 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.
- We will update the college [Covid Tracker](#) and the [Covid 19 Information page](#) on the website.

### 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)
- Human Resources Department (Faculty and Staff)

## Timeline/Steps:

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

## Order of communications:

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

# What to Expect When You are at a Westmoreland County Community College Location

We are committed to providing a safe environment for our students and employees.

The following list includes the College's current plans.

- As of Wednesday, August 18, masks are required indoors at all Westmoreland County Community College locations.
- All break rooms will be open.
- Wipes and hand sanitizer will be available in common areas.
- Up and Atom and Westley' Cafe will be open. Please check the website for details on hours of operation.
- The DEN is now home to the College Store, The Vault and a new student lounge.
- In some cases, ZOOM meetings may still take place.
- In some areas, you will see that we have installed plexiglass to provide safe separation for staff and students. Plexiglass is installed by request only. Please see your supervisor for details.
- PSTC Operations overseen by the Pennsylvania State Fire Academy curriculum are subject to Office of the State Fire Commissioner (OSFC) requirements.
- Vending machines are available. Wipes will be available for cleaning the vending machine before and after use.
- Microwaves and refrigerators will be in use. Please wipe down surfaces before and after use.
- Wipes will be provided for storage cubbies located in the Tutoring and Learning Services Center. Students using the storage cubbies while in the TLSC may use the wipes to sanitize the space prior to and after use.

## Acronym Definitions

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

**AVI** - AVI Fresh is the food service provider for the 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

**TLS** - Tutoring and Learning Services

**WPCC** - Western Pennsylvania Collegiate Conference