



WESTMORELAND OPERATING PLAN

COVID-19

The Wolfpack Returns

Created by the College Operating Plan Stakeholders Group

January 26, 2022

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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 guidelines are followed for all 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

Spring 2022

- Spring credit schedule will include on-ground, remote and online class formats.
- Spring non-credit schedule will include on-ground, remote and online class formats.
- The College will primarily work remotely the week of January 3 - 7, with the exception of employees who prefer to work on campus and those who must be on-ground to perform their jobs.
 - If necessary, updates to the hybrid work schedule will be made weekly on Thursday afternoon
- The hybrid work schedule implemented in Fall 2021 will continue for the Spring 2022 semester.
- Please see the website for specifics on the hours of operation for 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 Spring.
- Travel for college business must be approved by a Cabinet member.
- The Vault will be open in Spring 2022 on Wednesdays and Thursdays for students and staff to assist with all your financial services.
- The Fitness Center will be open in Spring 2022. Check the website for details on times and guidelines.
- 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
- Students should request accommodations through Dr. Sydney Beeler, vice president, Enrollment Management at VPEnrollmentManagement@westmoreland.edu

Spring 2022 - UPDATE - Details for Monday, January 10 - Sunday, January 30, 2022

- We will implement remote learning for credit classes with several exceptions.
- Students in the Health Professions, Culinary Arts and Hospitality, and the ATC will continue as originally scheduled. This includes students in the Health Professions at the Latrobe and Indiana County educational centers.
- Employees who work to support on-ground classes and the maintenance/daily operations at each site will continue to work on-ground.
- 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. You will be contacted by your supervisor regarding any changes.
- All employees should continue to turn their cameras on when attending virtual meetings so that we can 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 continue to be delivered as it is currently.
- 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 schedules must support the needs of PSTC students.
- Police Academy classes will be on-ground. All employee schedules must support the needs of the Police Academy students.
- 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 vpenrollmentmanagement@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. No exceptions.
- Your supervisor will be reaching out to you to review these updates and answer questions.
- The [Westmoreland Operating Plan](#) is under review as guidelines around COVID-19 have changed. Each employee is responsible for understanding the plan. Please look for updates to be posted.
- If you are experiencing challenges, please keep in mind that the college has resources if you need them. Log into your my.westmoreland account. Then click on the MENU in the top left corner and select Human Resources. Scroll down the left column and click on EAP - Employee Assistance Program.
- We will continue to monitor the situation and communicate as needed.

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
- 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
- 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

Safety Steps

- **Hand sanitizing stations** - Stations are placed throughout buildings on the campus and all education centers in high traffic areas.
- **Disinfecting sprayers** - Sprayers are 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** - The mask policy, put into effect on August 18, continues. Everyone is required to wear a mask when indoors at all Westmoreland County Community College locations.

Policies and Procedures

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.
- Do not touch your face.
- Practice safe distancing and personal protection procedures when off campus to minimize risk to yourself and others. All people are 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:

- All people are 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.

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. Contact the Human Resources department at directorhumanresources@westmoreland.edu prior to returning to work. 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. Contact Dr. Sydney Beeler, vice president/Enrollment Management at VPErollmentManagement@westmoreland.edu prior to returning to the college. Please refer to the [Communicable Disease Student Policy](#).
- Individuals can utilize the [CDC's Self Checker](#) to assist in making decisions in regards to seeking medical care.
- If a faculty, staff, student, or vendor has been exposed, they should follow the protocol applicable to them under the exposure guidelines listed below.

Symptomatic Protocols

- Faculty, staff, and students exhibiting the following symptoms should report to the appropriate personnel noted below and self-isolate.
- The symptoms include:
 - Fever and 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 and also Human Resources via email at directorhumanresources@westmoreland.edu immediately if you are an employee.
 - If you are a student, notify the VP of Enrollment Management via email at VPEnrollmentManagement@westmoreland.edu.
 - Self-isolate, and take a COVID-19 test and send the test results to the appropriate personnel referenced above.
 - Continue to self-isolate until your symptoms have resolved.
 - Follow all recommended infection prevention and control practices.
- Not permitted to enter campus buildings, and can be asked to leave.
- Be tested for COVID-19
- Be symptom free before returning to in-person college activities, including work, class, clinical assignments, or college-sponsored or related activities.

Exposure Protocols

All exposures must be IMMEDIATELY reported to the appropriate entity.

- Faculty and staff should contact the Human Resources department at directorhumanresources@westmoreland.edu prior to returning to work.

- Students should contact Dr. Sydney Beeler, vice president/Enrollment Management at VPErollmentManagement@westmoreland.edu prior to returning to the college.
- Vendors and visitors should contact the Human Resources Department at directorhumanresources@westmoreland.edu prior to visiting/working at the college.

Notice for Health Professionals:

- 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 should follow the below exposure protocols. Once they have completed their exposure protocol and are symptom free, they may return to on-ground and in-person college activities.

SCENARIO	PROTOCOL
<p>If you have received a full series of Pfizer or Moderna in the last six months and are two weeks post your final shot (vaccination card must be presented)</p> <p style="text-align: center;">- or -</p> <p>If you have received the primary series of J&J vaccine within the last 2 months (vaccination card must be presented)</p> <p style="text-align: center;">- or -</p> <p>If you have received your booster shot (any series, and vaccination must be presented)</p>	<p>No self-isolation is necessary- you may continue with in-person activities</p> <p>Adhere to strict mask-wearing guidelines at all times (including not eating or drinking when around others).</p> <ul style="list-style-type: none"> ○ You must continue to follow the mask policy at all Westmoreland County Community College locations. <p>Take a Rapid Test on Day Five (If you cannot rapid test on day five, you may opt for a PCR after five days).</p> <ul style="list-style-type: none"> ○ You must provide the results to the VP, Enrollment Management (students) or Human Resources (employees and vendors). <p>If you become symptomatic, please self-isolate and refer to the above personnel.</p>

SCENARIO	PROTOCOL
<p>Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted (vaccination card should be presented)</p> <p style="text-align: center;">- or -</p> <p>Completed the primary series of J&J over 2 months ago and are not boosted (vaccination card should be presented)</p> <p style="text-align: center;">- or -</p> <p>Are unvaccinated</p>	<p>Isolate for five days (day 0 is your first day of exposure)</p> <p>Take a Rapid Test on Day Five (If you cannot rapid test on day five, you may opt for a PCR after five days).</p> <ul style="list-style-type: none"> ○ You must provide the results to the VP, Enrollment Management (students) or Human Resources (employees and vendors). <p>If test negative and asymptomatic, you may return to in-person activity with strict mask-wearing</p>

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 24 hours 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.
- Communicate with the individual who is positive and inform them that they are to:
 - Isolate for 5 days and if they are asymptomatic or their symptoms are resolving and without fever for 24 hours, then they may be released to in-person activities.
 - Day zero is the day that you receive your positive test results- self-isolation follows for five days after.
 - Then, follow those 5 days by 5 days of following strict mask-wearing guidelines at all times (including not eating or drinking when around others).
 - After the five days of strict mask wearing, you must continue with wearing your mask at all Westmoreland County Community College locations.
- 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.

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 working diligently to decrease the spread of COVID-19. In the event that an employee and/or student tests positive for COVID-19 or reports that they have been exposed to someone who has tested positive for COVID-19, the college will perform additional steps to identify and notify individuals who may be exposed to an individual who tests positive for COVID-19.

The college will only inquire about an individual's vaccination in the event that the employee may have been exposed to someone who tests positive for COVID-19. Employees and students are requested to observe social distance guidelines to decrease the risk of spreading COVID-19.

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 position allows for remote working and who choose to do so, can work remotely two days a week under the college's current hybrid working medium and retain Wednesday as an all-college on-ground work day.

All other time (outside of time that is worked remotely for self-isolation) must be covered using sick, personal or vacation days.

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

A: If an employee is exposed to someone who tests positive for COVID-19, the employee is required to contact his/her immediate supervisor and Human Resources (via email) at directorhumanresources@westmoreland.edu immediately. The Human Resources department will provide further guidance on what will be required next.

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 self isolation period?

A: In the event that an employee (faculty) is exposed to someone who tests positive for COVID-19, but their position will allow for remote work and the employee chooses to work remotely, the employee can work remotely for up to two days a week. All other time for self-isolation must be covered using sick, personal or vacation days.

Additionally, 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 (Family & Medical Leave Act), they should contact the Human Resources department

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 position allows for remote working and who choose to do so, can work remotely two days a week under the college's current hybrid working medium and retain Wednesday as an all-college on-ground work day.

All other time for self-isolation must be covered using sick, personal or vacation days.

If the employee is a faculty member, 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 (Family & Medical Leave Act), they should contact the Human Resources department.

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 position allows for remote working and who choose to do so, can

work remotely two days a week under the college's current hybrid working medium and retain Wednesday as an all-college on-ground work day.

All other time for self-isolation must be covered using sick, personal, vacation days, or unpaid leave.

Additionally, if the employee is a faculty member, 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 (Family & Medical Leave Act), they should contact the Human Resources department.

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 position allows for remote working and who choose to do so, can work remotely two days a week under the college's current hybrid working medium and retain Wednesday as an all-college on-ground work day.

All other time for self-isolation must be covered using sick, personal, vacation days, or unpaid leave.

Additionally, if the employee is a faculty member, 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 (Family & Medical Leave Act), they should contact the Human Resources department.

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

A: Faculty members who have questions about the medium in which they would like to conduct their classes should contact their dean. Deans are responsible for making decisions in regard to teaching modality.

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

A: Information about if the campus will remain open, closed, or delayed will be made via the college website and other communication mediums.

Additionally, essential personnel will receive guidance on if they will be required to report to campus.

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 position allows for remote working and who choose to do so, can work remotely up to two days a week under the college's current hybrid working medium and retain Wednesday as an all-college on-ground work day.

All other time for self-isolation must be covered using sick, personal, vacation days, or unpaid leave.

Additionally, if the employee is a faculty member, 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 (Family & Medical Leave Act), they should contact the Human Resources department.

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 position allows for remote working and who choose to do so, can work remotely two days a week under the college's current hybrid working medium and retain Wednesday as an all-college on-ground work day.

All other time for self-isolation must be covered using sick, personal, vacation days, or unpaid leave.

Additionally, if the employee is a faculty member, 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 (Family & Medical Leave Act), they should contact the Human Resources department.

Moreover, on a case-by-case basis and based upon a business need, the college can make a different decision about working remotely.

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

A: Employees are not allowed to return to any college site until they have completed the self-isolation period and are symptom free or produce a negative COVID-19 test to the Office of Human Resources. COVID- 19 test results can be emailed to the Office of Human Resources at directorhumanresources@westmoreland.edu.

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 and Boosted** - If the employee can provide a valid vaccination card and are symptom free, they do not need to self-isolate and can resume work as usual wearing a mask for ten days.

Additionally, the employee will need to get tested for COVID- 19, five (5) days after exposure and produce a negative test result to the Office of Human Resources via email at directorhumanresources@westmoreland.edu.

Vaccinated but not boosted or unvaccinated - Employees are not allowed on any college site until they have self isolated for five (5) days and are symptom free. After five (5) days, if they are asymptomatic they may resume in-person activities whilst wearing a mask. They must test on day five (5) and provide test results to the Office of Human Resources via email at directorhumanresources@westmoreland.edu.

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.

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

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

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.

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

A: Please logon to the college portal at 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.

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 Office of Human Resources by telephone at 724-925-4143 or by email at 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 with username: 11800 and password: confidential help.

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](#)**

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.

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”.

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.

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."

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.

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.

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.

Q: Is training available?

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

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

A: No

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

A: No

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 Dr. Sydney Beeler, vice president/Enrollment Management by email at vpenrollmentmanagement@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:
 - o Remain calm and listen.
 - o Do not raise your voice.
 - o Be respectful.
 - o Acknowledge what the individual is saying and try to assist in resolving the situation.
 - o 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.

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