

Butler County Community College Health and Safety Plan

Fall of 2020

Butler County Community College (BC3) states as a goal its commitment to maintaining a safe, secure, accessible and welcoming environment for students, faculty, staff and visitors at all BC3 locations.

The BC3 Health and Safety Plan outlines strategies to safely resume in-person instruction, operations, services and activities for the College community and aligns with [Pennsylvania's Reopening and Recovery Plan](#).

Pennsylvania's plan is based on the designation of three phases -- Red, Yellow and Green -- that consider the number of new cases, availability of testing, monitoring infrastructure, health-care capacity and supply of personal protective equipment (PPE).

The College's instruction, operations, services and activities will adapt to the changing phases of the counties BC3 serves as new guidance becomes available from regulatory agencies.

The BC3 Health and Safety Plan adheres to current guidance set forth by [the Commonwealth of Pennsylvania](#), the [Pennsylvania Department of Health](#), the [Pennsylvania Department of Education](#) and the national [Centers for Disease Control and Prevention](#). Other consulting entities include the [Pennsylvania Commission for Community Colleges](#), [Butler County Emergency Services](#) and [Butler Health System](#).

Guidance from federal, state and local agencies may change as new information becomes available. The College will evaluate its Health and Safety Plan accordingly and prepare for the possibility of transitioning between phases.

The BC3 Health and Safety Plan should be followed by the entire College community to support healthy, safe and inclusive learning environments and to mitigate potential risk.

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Applying Pennsylvania’s Reopening and Recovery Plan to Operations and Instruction at BC3

Current Phase: Green

All BC3 locations, listed below, are currently operating under the Green Phase and will continue to do so until further notice:

- BC3 Main Campus in Butler County
- BC3 @ Cranberry in Butler County
- BC3 @ Armstrong in Armstrong County
- BC3 @ Brockway in Jefferson County
- BC3 @ Lawrence Crossing in Lawrence County
- BC3 @ LindenPointe in Mercer County

The Pennsylvania Department of Education has provided an [overview of allowable instruction](#), operations, services and activities for Postsecondary Education Institutions and Adult Basic Education Programs under the Red, Yellow and Green phases corresponding with Pennsylvania’s Reopening and Recovery Plan. See Figure 1.

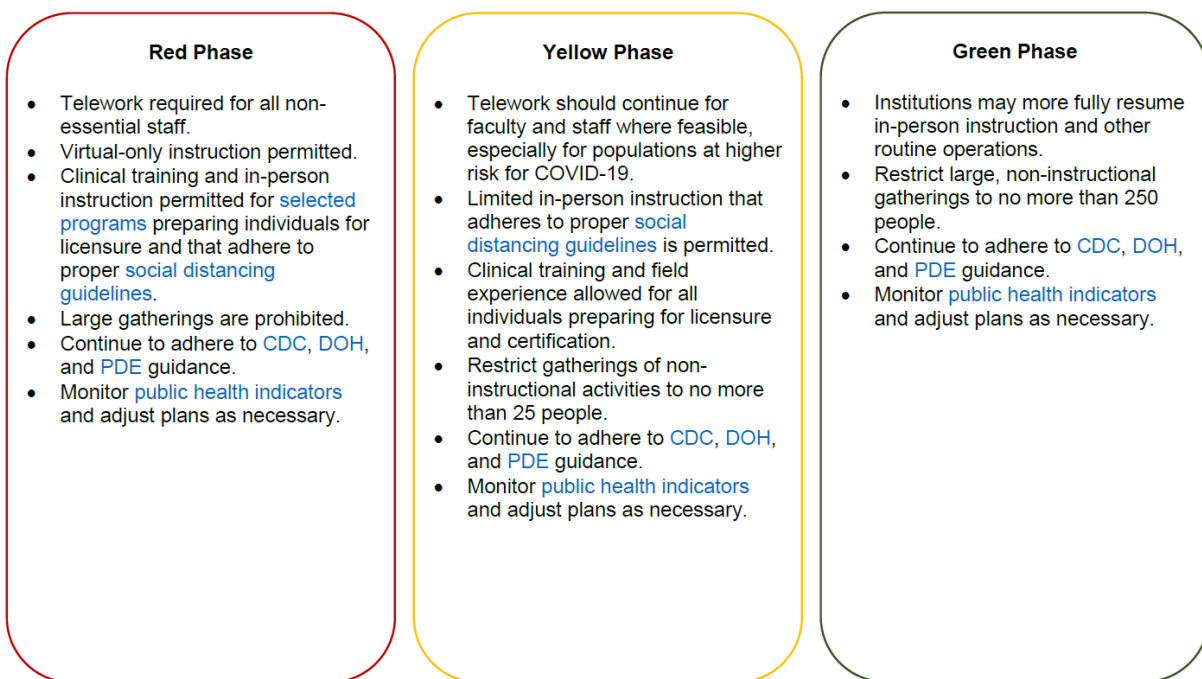


Figure 1

The BC3 Health and Safety Plan aligns with this guidance and incorporates specific protocols that correspond with each phase. See Figure 2.

Red Phase	Yellow Phase	Green Phase
<p>Access to all BC3 locations is closed to the public. All scheduled College and public events are canceled until further notice.</p> <p>All instruction is transitioned to a remote format. Clinical training and in-person instruction is permitted for selected programs preparing individuals for licensure and that adhere to proper social distancing guidelines.</p> <p>Telework is required for all nonessential staff. Only mission-critical responsibilities to be performed onsite for the continuity of College operations.</p> <p>Access is open to essential employees only between 8 a.m. and 11 a.m. Monday through Friday. Essential employees must have supervisor approval.</p> <p>Essential employees must adhere to social distancing guidelines and other current statewide orders, such as universal use of face coverings.</p> <p>Full Plan (PDF)</p>	<p>Access to all BC3 locations is closed to the public. All scheduled College and public events are canceled until further notice.</p> <p>In-person instruction is limited and adheres to social distancing guidelines and other current statewide orders, such as universal use of face coverings. Clinical training and field experience is permitted for all individuals preparing for licensure and certification. Public Safety training is allowed while following the guidance from appropriate regulating authorities.</p> <p>Telework should continue when feasible for all nonessential staff, especially for high-risk populations. Employees must have supervisor approval and coordinate access with Operations staff by calling 724-287-8711, ext. 8383.</p> <p>Access is open to employees between 8 a.m. and 4 p.m. Monday through Friday. Employees must enter buildings at designated entrances and sign in upon arrival.</p> <p>Access is limited to 50% maximum staffing levels in compliance with building occupancy guidelines. In-person meetings are discouraged.</p> <p>Employees must adhere to social distancing guidelines and other current statewide orders, such as universal use of face coverings.</p> <p>Full Plan (PDF)</p>	<p>Access to all BC3 locations is open to the public. Gatherings are limited to 25 people indoors or to 250 outdoors. All visitors must adhere to social distancing guidelines and other current statewide orders, such as universal use of face coverings.</p> <p>In-person instruction can resume at a 75% maximum occupancy and must adhere to social distancing guidelines and other current statewide orders, such as universal use of face coverings. Clinical training and field experience is permitted for all individuals preparing for licensure and certification. Public Safety training is allowed while following the guidance from appropriate regulating authorities.</p> <p>All departments and offices must be open and represented during core office hours of 8 a.m. and 4 p.m. Monday through Friday. Telework may continue when feasible as long as this requirement is met.</p> <p>Access is limited to 75% maximum staffing levels in compliance with building occupancy guidelines. In-person meetings should be limited to 10 employees.</p> <p>Employees must adhere to social distancing guidelines and other current statewide orders, such as universal use of face coverings.</p> <p>Full Plan (PDF)</p>

Figure 2

BC3 Phased-In Reopening Timeline:

Red Phase – Wednesday, March 11, 2020 – BC3 immediately suspended face-to-face instruction and restricted campus access to critical-essential employees only.

Yellow Phase – Monday, June 1, 2020 – BC3 moved to the Yellow Phase plan in response to Gov. Tom Wolf’s announcement on May 15.

Green Phase – Monday, July 6, 2020 – BC3 moved to the Green Phase plan in response to Gov. Wolf’s announcement on June 12.

Fall of 2020 – Monday, Aug. 24, 2020 – BC3 adopts the Health and Safety Plan through Dec. 31.

Coordinating with Local Public Health Officials

The College recognizes the importance of collaboration with federal, state and local entities to disseminate information, share resources and to ensure the health and safety of the BC3 community.

Butler Health System administrators have reviewed the BC3 Health and Safety Plan to ensure it meets expectations and guidelines supported by Butler County health officials.

The BC3 Health and Safety Plan was developed in accordance with guidelines set forth by the Commonwealth of Pennsylvania, the Pennsylvania Department of Health, the Pennsylvania Department of Education and the national Centers for Disease Control and Prevention.

The College will follow established protocols for reporting exposures, cases and outbreaks of COVID-19 to governing agencies and will seek guidance from local consulting entities, including Butler County Emergency Services and Butler Health System.

BC3 officials continue to monitor regional school districts and colleges and universities, and [Pennsylvania's COVID-19 Early Warning Monitoring System Dashboard](#), for possible changing conditions in the counties the College serves.

The College has designated a team of individuals to assist in the coordination of health and safety policies and procedures related to COVID-19 under the direction and oversight of the BC3 President's Cabinet.

Safely Resuming In-Person Operations and Classroom Instruction

Social Distancing and Facility Modifications

[Social distancing measures](#) will be enforced at all BC3 locations to maintain a safe environment. Proper social distancing requires the cooperation and participation of the entire College community. Students, faculty and staff should maintain a safe social distance of 6 feet apart where feasible. To further ensure social distancing, the College has made necessary modifications to all buildings and to indoor and outdoor facilities.

Signage has been placed to reinforce messaging related to social distancing, face coverings and handwashing. Personnel should adhere to the COVID-19 Safety Procedures for Businesses posted at designated entrances to all facilities. All faculty, staff and visitors must record their name, date and time of entering all buildings and by using their own writing utensil. Student attendance will be recorded by faculty in class. Students entering BC3 facilities in which they do not have a class must record their name, date and time of entering the facility and by using their own writing utensil.

All classroom spaces, labs and communal areas have been evaluated and reconfigured to accommodate social distancing measures that reduce the risk of transmission. Signage and floor decals have been placed to indicate designated seat locations that are 6 feet apart for individuals where feasible. In order to sustain regulatory guidance, classroom spaces, labs and communal areas should not be changed once reconfigured.

Acrylic partitions or barriers have been installed in areas that require close interaction to conduct business and where social distancing cannot be observed. Hand-sanitizing stations are available in hallways and communal areas of all buildings and facilities. Sanitizing wipes are available in high-touch areas, such as computer labs, to allow for disinfecting of commonly used equipment. Other high-touch areas, such as water fountains, have been disabled.

Hygiene, Face Coverings and PPE

On July 1, 2020, the [Pennsylvania Department of Health](#) provided direction about the required use of face coverings. [Face coverings](#) must be worn by all students, faculty, staff and visitors in shared spaces inside College facilities, including classrooms and communal spaces, and outdoors in areas where social distancing cannot be observed. Face coverings must [cover both the nose and mouth](#). Face masks are preferred, but face shields are acceptable.

Students, faculty, staff and visitors are encouraged to provide their own face covering. The Pennsylvania Department of Health has issued [guidance on how to make a homemade facemask](#). Those without a face covering should refer to signs at building entry points that indicate where a face covering can be obtained. Faculty will be provided with face shields to use at their discretion during instruction. Individuals who refuse to wear a face covering will be asked to leave College property, unless there is a medical exemption.

Individuals who claim a medical exemption must provide proper documentation from a medical professional. Students should submit documentation to the Coordinator of Access and Disability Resources. Faculty and staff should submit documentation to the Executive Director of Human Resources. Individuals unable to wear face coverings (a face mask or face shield) due to a medical exemption are encouraged to be extra cautious and required to observe social distancing guidelines and other preventative measures.

If an individual obtains a medical exemption that states he or she is unable to wear a face covering (a face mask or face shield), adjustments may be made to a classroom to provide proper accommodation. Adaptations may include designating a specific seating location for the individual to allow for increased distancing from others and installing a Plexiglas or other type of shield, depending on space, to add further separation.

Faculty and students are expected to disinfect their personal space before and after use with College-provided supplies. Classroom kits containing face coverings and gloves for faculty and student use will be available if needed in each classroom.

Signage reinforcing messaging related to face coverings has been placed in classrooms and communal spaces. Handwashing signage has been placed in restrooms to encourage proper hygiene.

Sanitizing, Disinfecting and Ventilation

Custodial shifts, equipment, supplies and procedures have been reviewed and adjusted to address sanitizing and disinfecting processes that are consistent with national [Centers for Disease Control and Prevention guidance](#) and that meet [Environmental Protection Agency criteria for use against SARS-CoV-2 \(COVID-19\)](#).

The College has attained the necessary levels of supplies for the immediate and foreseeable future. BC3 has positioned itself on supply waiting lists for items that are immediately unavailable or in short supply. The College is working with vendors listed on the [Pennsylvania COVID-19 PPE & Supplies Business-2-Business \(B2B\) Interchange Directory](#).

Building occupancy is monitored to focus on disinfecting specific classrooms and offices, along with communal spaces and high-touch areas, such as doorknobs, light switches and countertops. Custodians will remain on daylight shifts indefinitely to allow for the availability to clean during operating hours. The College has modified custodial contracts for its additional locations to provide necessary additional coverage during the day.

Custodial staff will continue to train as new products and techniques become available and will assist with communicating appropriate procedures to others as needed.

Air filtration in heating, ventilation and air conditioning (HVAC) systems is part of an overall risk mitigation approach. Building HVAC systems will be upgraded with air filtration rated at MERV-13 and outdoor air volumes will be increased to provide higher concentrations of fresh air.

Instructional Formats and Capacity

BC3 will offer a [flexible Fall 2020 semester](#) delivering credit-course instruction through face-to-face, remote, blended/hybrid or online formats. Various formats will be implemented to give faculty and students options to accommodate higher-risk individuals depending on their specific situation or preference.

Courses to be delivered in a face-to-face format have been limited to less than 50% of the total number of class sections. As of mid-August, the College has 697 class sections scheduled for the Fall 2020 semester: 263 (38%) are face-to-face, 193 (28%) are remote, 140 (20%) are blended/hybrid, and 101 (14%) are online.

Maximum enrollment per class section has also been reduced to accommodate social distancing and to limit the number of students in a classroom. Classroom spaces and labs have been evaluated and reconfigured to accommodate reduced physical occupancy. Signage has been placed to indicate designated seat locations that are 6 feet apart for individuals where feasible. Larger spaces -- such as Founders Hall and the Succop Theater -- will be reserved and repurposed to accommodate courses with higher enrollment numbers.

In order to sustain regulatory guidance, classroom spaces, labs and communal areas should not be changed once reconfigured.

Access is limited to 75% maximum staffing levels in compliance with building occupancy guidelines. College buildings were staffed at a 35% level as of mid-August.

Academic Calendar and Attendance

The Fall 2020 academic calendar has been adjusted to transition all face-to-face and blended/hybrid instructional formats to remote instruction on Monday, Nov. 23 through the end of the semester to account for changing transmission levels of COVID-19 during normal flu season.

Classroom policies should support self-quarantine by students, if needed, to mitigate any negative impact on assignments and grades based on attendance. Faculty may consider directing students to review the BC3 Health and Safety Plan.

Student Services and Athletics

All student services (i.e. registration, financial aid, tutoring, etc.) have transitioned to offer students remote options such as video meetings, phone discussions, emails, text-messages and additional online platforms.

Student groups will be advised to hold meetings and other gatherings remotely when possible. Advisers and presidents of clubs and organizations will have access to GoToMeeting accounts to schedule online meetings.

The [National Junior Collegiate Athletic Association \(NJCAA\)](#) has shifted Fall 2020 sports to the Spring 2021 semester beginning in January. Limited practice schedules may be held during the Fall 2020 semester, but will be modified to minimize contact and interaction.

BC3 will follow NJCAA Region XX athletics policies and best practices related to COVID-19, such as using preventative screening checklists, checking temperatures, limiting practices to small groups and sanitizing equipment regularly. Baseball, softball and golf teams will practice outdoors. Basketball and volleyball teams will practice in the Field House and at staggered times.

External Events and Facility Use

External events and facility rentals are limited to 25 people indoors or to 250 outdoors. Events and rentals will be scheduled on a case-by-case basis only through the end of the 2020 calendar year to mitigate the risk of exposure and to allow for the availability of larger spaces for academic use.

The following facilities will be closed for the Fall semester and until further notice: the Pioneer Café, the Field House, the Pioneer Fitness Center, the Amy Wise Children's Creative Learning Center and the Succop Theater.

The Heaton Family Learning Commons and the outdoor Shaffer Walking Trail will remain open for College and for public use. The Logan Café in the Heaton Family Learning Commons will remain open for limited food service.

Teleworking and Travel

Telework for nonessential employees corresponds with guidance indicated in the current operating phase.

College-related domestic and international travel is suspended through the end of the Fall 2020 semester. Travel between BC3 locations is permitted.

Employees who for personal reasons [travel to a domestic or international area of high prevalence](#) or where quarantines are recommended may be required to quarantine for 14 days before entering any College facility. Employees should contact their direct supervisor to discuss next steps.

Monitoring Health Conditions of the College Community

Self-Screening and Voluntary Reporting

All students, faculty and staff should [self-screen](#) as recommended by the national Centers for Disease Control and Prevention each day prior to coming to any BC3 location.

Individuals [exhibiting symptoms](#) should NOT: enter facilities at any BC3 location; report to work, class or clinical assignments; or participate in any institution-sponsored events or activities. Individuals who experience symptoms while at any BC3 location should leave immediately.

Individuals exhibiting symptoms should self-quarantine and seek medical advice, including options for testing and treatment.

Individuals requiring immediate medical assistance should contact the Campus Police Department at 724-287-8711, ext. 8394 or dial 911 in the event of an emergency.

Counter Stigma and Support Mental Health

While self-reporting of symptoms and reporting exposure to students, faculty and staff is imperative to contain an outbreak of COVID-19 in the College community, stigma can discourage self-reporting and self-quarantining. Information will be disseminated to the College community via email and on social media platforms that [counters stigma](#).

The COVID-19 pandemic may cause stress and anxiety for students, faculty and staff. Members of the College community are encouraged to support their physical, emotional and mental health, including eating healthy, exercising, getting adequate sleep, finding time to unwind, and taking a break from the news when feeling overwhelmed.

Faculty and staff can access mental health services through their health-care provider. Lytle EAP Partners provides members of the Allegheny County Schools Health Insurance Consortium (ACSHIC) with [resources related to COVID-19](#). This Employee Assistance Program provides employees and family members with free and confidential help in dealing with any kind of problem affecting personal well-being and job performance.

The [BC3 CARE Team](#) (Campus Assessment Response & Evaluation) may assist in providing guidance and support to students who are demonstrating certain concerning behaviors. The CARE Team can be contacted via email or through a [confidential online form](#).

Mitigating and Containing the Spread of COVID-19 on Campus

Monitoring Exposure

Students, faculty and staff should report their having [visited a domestic or international area of high prevalence](#) in the previous 14 days. Students should report to the Vice President for Student Affairs and Enrollment Management. Faculty and staff should report to the Executive Director of Human Resources.

Students, faculty or staff members who may have been exposed to anyone with a suspected or confirmed case of COVID-19 should follow [current guidance based on community-related exposure](#).

Additionally, students, faculty or staff members directly exposed to anyone who has tested positive for COVID-19 should self-quarantine for 14 days and follow additional [guidance from the Pennsylvania Department of Health](#). Students should report to the Vice President for Student Affairs and Enrollment Management. Faculty and staff should report to the Executive Director of Human Resources.

Protocol for a Confirmed Case

Students, faculty and staff should report a positive test for COVID-19. Students should report to the Vice President for Student Affairs and Enrollment Management. Faculty and staff should report to the Executive Director of Human Resources. College officials will subsequently notify the Pennsylvania Department of Health and/or officials of Butler Health System and Butler County Emergency Services.

The College will determine whether a temporary suspension of in-person operations or instruction is warranted while ensuring the continuity of operations and instruction for all those impacted. If a temporary suspension is issued, the College will work with local public health officials, if possible, to determine when in-person operations and instruction can safely resume at any and all BC3 locations.

Students, faculty and staff will be notified of a confirmed case and exposure and required contact tracing processes will begin. Those in close contact with the individual whose case was confirmed will be asked to follow national Centers for Disease Control and Prevention guidance. Custodial staff will be deployed to thoroughly sanitize and disinfect exposed areas per national [Centers for Disease Control and Prevention guidance](#).

When prior exposure has occurred (i.e. an infected person has been at a BC3 location or in response to an increased prevalence in the community), the College may screen all students, faculty, staff and visitors for symptoms of COVID-19, such as a high temperature.

If recommended by the Pennsylvania Department of Health, a mandatory temperature checking station will be established at a designated exterior location at the appropriate BC3 location. In order to gain access to any BC3 location, individuals will be required to stop and have their temperature checked by Campus Police or by College staff. Individuals with a temperature

recorded at or above 100.4 degrees Fahrenheit will not be permitted to enter any facility on BC3 Main Campus or any BC3 location and should follow voluntary reporting protocol.

Contact Tracing

BC3 will adhere to contact tracing processes as set forth by the [Pennsylvania Department of Health](#) and by the national [Centers for Disease Control and Prevention](#). Contact tracing processes will remain confidential and include interviewing the infected individual to identify anyone with whom the individual has had recent close contact, notifying contacts of potential exposure, referring contacts to be tested and to monitor for signs and symptoms of COVID-19, and connecting contacts with services they may need during the self-quarantine period.

The College is researching a mobile app that would be available for voluntary use among all students, faculty and staff to assist with the contact-tracing process.

Communicating with Students, Faculty, Staff and the Community

BC3 is committed to providing accurate and timely information with regard to the COVID-19 pandemic. The College will provide current information to the public on BC3's website, and inform students, faculty and staff of updates and developments via college-wide email, social media platforms and BC3's mass notification system.

The [BC3 COVID-19 website](#) will provide a record of the College's response timeline and communications, address frequently asked questions and include the BC3 Health and Safety Plan, with links to pertinent information from federal, state and local governing agencies.

Should a BC3 location need to be evacuated because of COVID-19 exposure, BC3 will refer to its existing Emergency Response Plan. All necessary parties will be contacted via one or more communication means, including [BC3 Alerts](#), college-wide public address system, emails, text messages, voice messages, etc.

Stakeholders Group

The following individuals provide a broad representation of all College entities. Input from each of these areas has played a vital role in the College's planning and response efforts related to COVID-19.

- Dr. Nicholas Neupauer – President
- James Hrabosky – Vice President for Administration and Finance
- Dr. Belinda Richardson – Vice President for Academic Affairs, and Provost
- Dr. Case Willoughby – Vice President for Student Affairs and Enrollment Management
- Christina Fleeger – Executive Director of Human Resources/Equal Opportunity Compliance Officer
- Jessica Matonak – Executive Director of Communications and Marketing
- Brian Opitz – Executive Director of Operations
- Scott Campbell – Pandemic Safety Officer
- Mikayla Moretti – Facility Compliance
- Steve Newcaster – Facility Compliance
- The BC3 Board of Trustees

Contact Information

To report any safety-related concerns or to request information related to COVID-19, call 724-287-8711, ext. 8119 or email bc3.covid@bc3.edu.