

Butler County Community College Health and Safety Plan

Fall of 2021

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 hold in-person instruction, operations, services and activities for the College community with regard to COVID-19. The College will evaluate its Health and Safety Plan and adapt as new information and guidance become available from regulatory agencies.

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

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College Access & Hours

Beginning Thursday, Aug. 19, for the Fall 2021 semester:

- Access to all BC3 locations and facilities is open to employees, students and the public during operating hours.
- Employees must adhere to standard operating hours. All offices must be open between 8 a.m. and 4 p.m. Monday through Friday. BC3 will follow the current, board-approved teleworking policy.
- BC3-related in-person meetings, gatherings and events are permitted. Work-related, [in-state and out-of-state travel](#) are permitted with supervisor approval.
- External in-person meetings and public events are not permitted.

Face Coverings & Physical Distancing

Because of an increase in community transmission levels of COVID-19 in the counties the College serves, BC3 will temporarily require face coverings to be worn indoors beginning Thursday, Aug. 19, at all BC3 locations. Face coverings must be worn by all students, faculty, staff and visitors in shared spaces inside College facilities, including classrooms and communal spaces, regardless of vaccination status. Face coverings are not required outdoors.

Face coverings must [cover both the nose and mouth](#). Face masks are preferred, but face shields are acceptable. Signage reinforcing messaging related to face coverings has been placed in classrooms and communal spaces.

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 Assistant Director of Student Access and Success. Faculty and staff should submit documentation to the Executive Director of Human Resources. Visitors should submit documentation to campus police. Individuals unable to wear face coverings (a face mask or face shield) because of a medical exemption are encouraged to be extra cautious.

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 distancing from others and installing a Plexiglas or other type of shield, depending on space, to add further separation.

Acrylic partitions or barriers have been installed in areas that require close interaction to conduct business.

Face coverings may be removed indoors when eating and drinking only in the Pioneer Café and Logan Café, including the top level of the Heaton Family Learning Commons on BC3 main campus, and at designated areas at other BC3 locations.

College facilities will have traditional seating arrangements this semester. Physical distancing is encouraged, but not required, when in a space that can accommodate six feet between individuals.

Vaccination

Although BC3 will not require the COVID-19 vaccination for students, faculty and staff, vaccination is encouraged. Personal health care decisions should be made under consultation with a medical professional.

Students and faculty in BC3's credit and noncredit health care programs who attend clinical experiences at health care facilities may be required by the facilities to be fully vaccinated.

According to the national Centers for Disease Control and Prevention:

- COVID-19 vaccines are safe and effective at preventing COVID-19 symptoms, especially severe illness, and death.
- COVID-19 vaccines reduce the risk of people spreading the virus that causes COVID-19.

Being vaccinated may exempt you from quarantining if you are identified as a close contact to someone who has tested positive for COVID-19.

During the Fall 2021 semester, the College will host several voluntary vaccination clinics facilitated by Butler Health System. Pre-registration is required. Visit bc3.edu/covid for scheduled dates, times and locations.

Sanitizing & Cleaning

Hand-sanitizing stations are available in hallways and communal areas of all buildings and facilities. [Handwashing](#) signage is posted in restrooms to encourage proper hygiene.

Sanitizing wipes are available in classrooms and high-touch areas, such as computer labs, to allow for disinfecting of commonly used spaces and equipment. Classroom kits containing face coverings and gloves for faculty and student use will be available if needed in each classroom.

Custodial shifts, equipment, supplies and procedures will continue to address [sanitizing and disinfecting processes](#) consistent with national Centers for Disease Control and Prevention guidance.

In-Person Events & Facility Use

BC3-related in-person meetings, gatherings and events are permitted. External in-person meetings and public events are not permitted for the Fall 2021 semester. An in-person meeting or event is defined as any indoor or outdoor gathering in which any portion of the meeting or event is held at any BC3 location and in which 12 or more individuals are in attendance. For more information, contact [BC3 Event Management](#).

All BC3 main campus facilities are open for the Fall 2021 semester, including:

- Amy Wise Children's Creative Learning Center
- Logan Café
- Pioneer Café (with limited menu)
- Pioneer Fitness Center

The Succop Theater will continue to be reserved to accommodate courses with higher enrollment numbers.

Instruction & Attendance

The Fall 2021 semester begins Monday, Aug. 23. BC3 will offer credit-course instruction through face-to-face, remote, online, hybrid and iTV formats. Clinical training and field experience are permitted off-site.

Noncredit programming and public safety training will be offered in-person, online and through hybrid formats.

For face-to-face and hybrid formats, seat count per course section is increased to full capacity to accommodate enrollment. Faculty will record student class attendance to support contact-tracing processes.

While self-reporting a positive test for COVID-19 and close contact to students, faculty and staff is imperative to contain an outbreak in the College community, [stigma can discourage self-reporting and self-quarantining](#). Classroom policies should support self-quarantine and isolation by students, if needed, to mitigate any negative impact on assignments and grades based on attendance.

Student Services & Athletics

Student services (i.e. registration, financial aid, tutoring, etc.) will offer prospective and current students remote options such as video meetings, phone discussions, emails, text-messages and other remote formats, in addition to in-person appointments.

Intercollegiate athletics are following regularly scheduled practices and competition and teams are permitted to travel. BC3 will adhere to National Junior College Athletic Association Region

XX athletics policies and best practices. Athletes and coaches must comply with terms of BC3 athletics programs for Fall 2021, which include routine testing for COVID-19 in order to maintain their eligibility or position.

Supporting Mental Health

The continued impact of 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](#).

Screening, Testing & Reporting

All students, faculty and staff should [self-screen](#) 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 exhibiting symptoms](#) should stay home and seek medical advice, including options for testing and treatment. Students should call the COVID-19 hotline at 724-287-8711, ext. 8119 or email bc3.covid-19@bc3.edu. Faculty and staff should contact 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 CDC guidance](#).

During the Fall 2021 semester, the College will host voluntary drive-up COVID-19 testing facilitated by Primary Health Network. A telehealth evaluation is required before scheduling an appointment. Visit bc3.edu/covid for scheduled dates, times and locations.

Students, faculty and staff should report a positive test for COVID-19. Students should call the COVID-19 hotline at 724-287-8711, ext. 8119 or email bc3.covid-19@bc3.edu. Faculty and staff should contact the Executive Director of Human Resources.

Anyone who tests positive for COVID-19 should isolate, seek medical advice and [follow CDC guidance](#).

Contact Tracing

BC3 will adhere to [contact-tracing processes](#) as set forth by the national Centers for Disease Control and Prevention. Contact-tracing processes will remain confidential and include interviewing the infected individual to identify anyone in the BC3 community 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 close contacts with services they may need during the self-quarantine period.

Additional Information

The College will provide current information on the [BC3 COVID-19 website](#), and inform students, faculty and staff of updates and developments via collegewide email, social media platforms and BC3's mass notification system if necessary.

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.

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