

LACKAWANNA ♦ COLLEGE

RETURN TO CAMPUS 2020

SATELLITE CENTERS ADDENDUM



JUNE 18, 2020

VI

**ALL PLANS ARE SUBJECT TO REGULAR &
FREQUENT CHANGES BASED UPON LATEST
CDC & STATE GUIDELINES.**

Lake Region Center

Entering:

- A. All staff, faculty, students, and visitors will enter the building using the main entrances. Once inside the doors, you will proceed to the second floor via the stairs on the left. Please walk up the stairs using the right-side of the staircase. Once on the second floor, you will stop at the desk to sign in and get your temperature taken. When you are cleared and receive your colored wristband, you will proceed up to the third floor following the directional arrows and staying to the right side of the staircase, in order to maintain social distancing.
- B. Directional arrows will be placed throughout the Lake Region Center to guide staff, faculty, students and visitors of the areas where they are able to travel in order to maintain social distancing.
- C. If you are unable to use the stairs, please proceed to the elevator. Take the elevator to the second floor, and proceed to the screening desk. Once you are cleared, and receive your colored wristband, you may proceed to the third floor. Please maintain social distancing when using the elevator. Only use the elevator if it is absolutely necessary!
- D. Once on the third floor, please move to your office, classroom, or lab, and follow all directional arrows.
- E. If you need to use the computer lab, please sign up for a designated time (via App). Students will only be able to use the lab for an hour to ensure all student have an equal opportunity to complete their work.

Exiting:

- F. All staff, faculty, students, and visitors will exit the building using the main staircase by using the left side of the staircase to ensure social distancing requirements. Please follow directional arrows when exiting.
- G. If you need to use the elevator, please maintain social distancing. A marker will be placed on the floor of the elevator for your safety. If the elevator is occupied with more than four people, please either wait for the next one or please use the stairs.

Hazleton Center

All staff, faculty, students, and visitors on campus are required to participate in daily temperature screenings. The following guidelines should be adhered to:

- A. The Hazleton Center will be locked at all times. Only staff members will be permitted to let in students. All staff will enter the building through the Mine Street entrance and will be temperature screened by another staff member. All staff members will be trained in temperature screening. Any student entering the building will be temperature screened at the predetermined location.
- B. Only certain employees will be present on a specific day. This schedule will rotate and be made available to Scranton supervision. All staff will need to be temperature screened first before they screen their classes. Public safety will be provided with employee schedules by department.
- C. All Program staff will be trained to temperature screen their students. They will determine at which entrance to meet their students every day of entering the center. Temperatures are required to be checked daily prior to entering a campus building. Additional symptom posters will be created and displayed at screening locations.
- D. All staff, faculty, students and visitors who are screened and cleared (no fever) will be given color coded wristbands. By accepting a wristband for that day, individuals are acknowledging that they are not experiencing any additional symptoms as indicated on posted signage. A different color will be distributed daily. Wristbands must remain on and visible from within 6 feet.
- E. All Admissions appointments will be pre-scheduled. All perspective students and their one guest will be met at the Broad Street entrance and their temperature will be screened by trained staff. They will then be escorted through the building on the tour and during their admissions' interview. They will then exit using the Broad Street door.
- F. Police Academy will screen their students at the Wyoming Street entrance at 8 a.m.
- G. Police Academy Cadets will be screened at the Wyoming Street entrance and will travel to the basement for class. All students are asked to bring their own lunches so they are not leaving the facility. Police Academy Cadets will exit through the stairwell in the BBNT building and exit through the Mine Street exit.
- H. ESL- Customer Service MOS instructors will temperature screen their students at the Mine Street entrance at 9 a.m. and 5 p.m.

- I. ESL- Customer Service students will be screened at the Mine Street entrance and travel to their classroom 206 (for the day section) and 201 (for the night section). All students will be in the class for the entire time. They will only leave the facility when directed to. ESL-Customer Service students will exit using the Traders Bank Wyoming Street exit.
- J. Program faculty are required to check for wristbands prior to beginning each class.
- K. Staff and students may anonymously report individuals without wristband.
- L. Students, faculty, or staff who present with a higher than normal temperature will be separated from the general population. Faculty and staff members – and students who are able to do so – will be sent home and referred to their medical providers.
- M. Staff, faculty, and students who have recovered from recent symptoms may return to campus after supplying a negative COVID-19 test result to Human Resources (for staff) or the Center Director.

Towanda Center

All staff, faculty, students, and visitors on campus are required to participate in daily temperature screenings. The following guidelines should be adhered to:

- A. Trained staff will be posted at the main entrance foyer in the back building for convenient access to students, staff, faculty, and visitors. Temperatures are required to be checked daily prior to entering a campus building. Additional symptom posters will be created and displayed at screening locations. The center will be available for temperature screening from 8 a.m. to 6 p.m. Entrance to the school will be in the main entrance. Foot traffic will be in one direction with the doors outside of the Continuing Education office designated as the exit.
- B. Employees should park in the parking lot and remain in their vehicles until their scheduled time to begin their shift. Lackawanna College ID badges will be required for screening. Employees must be approved by a vice president prior to coming. Public safety will be provided with employees' schedules by department.
- C. Students should park in the parking lot and remain in their vehicles until their first class. Lackawanna College ID badges will be required for screening.
- D. All staff, faculty, students, and visitors who are screened and cleared (no fever) will be given color coded wristbands. By accepting a wristband for that day, individuals are acknowledging that they are not experiencing any additional symptoms as indicated on posted signage. A different color will be distributed daily. Wristbands must remain on and visible from within 6 feet.
- E. Faculty are required to check for wristbands prior to beginning each class.
- F. Staff and students may anonymously report individuals without wristbands.
- G. Students, faculty, or staff who present with a higher than normal temperature will be separated from the general population. Faculty and staff members – and students who are able to do so – will be sent home and referred to their medical providers.
- H. Staff, faculty, and students who have recovered from recent symptoms may return to campus after supplying a negative COVID-19 test result to the Center Director. Faculty will work with these students online to complete lessons while out. This will also be true for students who test positive for COVID-19 until they can return to class after getting written approval from their medical provider.

Environmental Center

- A. The Director and/or the Ecological Educator of the Lackawanna College Environmental Education Center will administer temperature checks to individuals before they enter the building every day.
- B. Individuals will be asked a series of questions about symptoms or if they have been around anyone with COVID recently. If they have, they will not be permitted in the building.
- C. Students will be notified prior to keep a 6 foot minimum distance at all times.
- D. Students, faculty, or staff who present with a higher than normal temperature will be sent home and referred to their medical providers.
- E. Staff, faculty, and students who have recovered from recent symptoms may return to campus after supplying a negative COVID-19 test result to the Director of the Lackawanna College Environmental Education Center.
- F. The Center's doors will be remain locked and any visitor will also be temperature checked prior to entry.

Sunbury Center

All staff, faculty, students, and visitors on campus are required to participate in daily temperature screenings. The following guidelines should be adhered to:

- A. Trained staff will be posted at pre-determined locations on campus for convenient access to students, staff, faculty, and visitors. Temperatures are required to be checked daily prior to entering a campus building. Additional symptom posters will be created and displayed at screening locations.
- B. Employees should remain in their vehicles until their scheduled time to begin their shift. Lackawanna College ID badges will be required for screening.
- C. Commuter students should remain in their vehicles until their first class. Lackawanna College ID badges will be required for screening.
- D. All staff, faculty, students, and visitors who are screened and cleared (no fever) will be given color coded wristbands. By accepting a wristband for that day, individuals are acknowledging that they are not experiencing any additional symptoms as indicated on posted signage. A different color will be distributed daily. Wristbands must remain on and visible from within 6 feet.
- E. The front entrance at the Sunbury Center will be used as a gateway to control traffic. Temperature screenings will be located outside the front door prior to entry. The rear entry/exit, typically used for students who smoke, will only be allowed to be used by those who have been screened already. No additional entry is permitted through this door by anyone who was not screened or wearing a wristband.
- F. Staff and students may anonymously report individuals without wristbands by clicking here: ***clicking here***
- G. Students, faculty, or staff who present with a higher than normal temperature will be separated from the general population. Faculty and staff members – and students who are able to do so – will be sent home and referred to their medical providers.
- H. Staff, faculty, and students who have recovered from recent symptoms may return to campus after supplying a negative COVID-19 test result to Human Resources (for staff) or Student Engagement (for students.)

PNG Center

All staff, faculty, students, and visitors on campus are required to participate in daily temperature screenings. The following guidelines should be adhered to:

- A. Trained staff will be posted at the front entrance of Building #1 for convenient access to students, staff, faculty, and visitors. Temperatures are required to be checked daily prior to entering a campus building. Additional symptom posters will be created and displayed at screening locations. The center will be available for temperature screenings from 8 a.m. to 6 p.m. Lackawanna College ID badges will be required for screenings.
- B. Employees should park in the parking lot and remain in their vehicles until their scheduled time to begin their shift.
- C. Students should park in the parking lot and remain in their vehicles until their first class.
- D. All staff, faculty, students, and visitors who are screened and cleared (no fever) will be given color coded wristbands. By accepting a wristband for that day, individuals are acknowledging that they are not experiencing any additional symptoms as indicated on posted signage. A different color will be distributed daily. Wristbands must remain on and visible from within 6 feet.
- E. Faculty are required to check for wristbands prior to beginning each class.
- F. Staff and students may anonymously report individuals without wristbands.
- G. Students, faculty, or staff who present with a higher than normal temperature will be separated from the general population. Faculty and staff members – and students who are able to do so – will be sent home and referred to their medical providers.
- H. Staff, faculty, and students who have recovered from recent symptoms may return to campus after supplying a negative COVID-19 test result to the Center Director. Faculty will work with these students to complete lessons online while out. This will also be true for students who test positive for COVID-19 until they can return to class after getting written approval from their medical provider.
- I. All classrooms will be sanitized between each class and students cannot enter classrooms until their scheduled class time.