Lackawanna College

Return to Campus 2020
ALL PLANS ARE SUBJECT TO REGULAR & FREQUENT CHANGES BASED UPON LATEST CDC & STATE GUIDELINES.
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Overview
Lackawanna College continues to follow local and state guidelines regarding physical operations for student and employee safety. The following serves as potential guidelines for reopening the College’s facilities and in-person operations. **This document will continue to be updated as guidance by appropriate medical and governmental authorities is given.** Separate college documents will be utilized for the Fall 2020 Academic Plan. This document will not outline classroom policy or curriculum delivery. All official communication on behalf of the College will be provided by Dr. Jill Murray.

Tentative return to campus dates are as follows:

- **June 8, 2020**
  Health Sciences students permitted to resume participation at their clinical sites.
- **June 22, 2020**
  Scranton Police Academy training resumes.
  Health Sciences Spring 2020 students return to complete clinical hours.
- **June 26, 2020**
  Hazleton Police Academy training resumes.
- **July 6, 2020**
  Admissions & Financial Aid offices at all locations open for student visitors.
- **August 31, 2020**
  Fall Semester begins with in-person instruction at all locations.

*Dates to be shared with the Department of Health as well as local law enforcement.*

Guiding Principles
Lackawanna College is committed to ensuring the safety of its faculty, staff, and students. In March, the College demonstrated this by making the difficult decision to close its campuses to all non-essential personnel, before mandated to do so. Since that time, we have been staying abreast of all updates and guidance regarding the COVID-19 pandemic, and have been developing policies and protocols that, when followed, will help minimize the risks when we are allowed to return.

The primary goals for Lackawanna College’s response to this pandemic are to protect the safety and well-being of our employees and students, protect the public health, and continue the institution’s vital missions of education and improving the community in which we live. Our actions will also be aligned and consistent with local orders and ordinances of the city, county and state reopening guidelines. We will follow recommendations from the federal government, Centers for Disease Control and Prevention, the Pennsylvania Department of Health, and the College’s internal task force.

When practiced, we believe the policies and protocols summarized within this resource will minimize the risk of an outbreak; however, we cannot eliminate the risk. Ensuring your safety, and the safety of our students, is a shared obligation. We must work together and hold each other and ourselves accountable for adhering to safety measures in place.

*Please note, our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.*
Pennsylvania Phase Guidelines

Figure 1. Overview of Allowable Instruction, Operations, Services, and Activities at Postsecondary Education Institutions and Adult Basic Education Programs by Phases Corresponding to Pennsylvania’s Phased Reopening Plan

PPE and Personal Hygiene Requirements

All staff, faculty, students, and visitors are expected to adhere to the following PPE expectations while on college property:

a. Personal Hygiene

Lackawanna College, in accordance with CDC and the Pennsylvania Department of Health, encourages all individuals and visitors to:

i. Wash hands often with soap and water for at least 20 seconds after public place exposure, after touching an item or surface that may be frequently touched by other people, after blowing your nose, coughing, or sneezing, and before preparing or eating food;

ii. Use an alcohol-based hand sanitizer that contains at least 60 percent alcohol when soap and water are not available;

iii. Use available hand sanitizers in all classrooms, labs, and public areas;

iv. Follow proper sneeze or cough etiquette by using a tissue or the inside of your elbow;

v. Be vigilant about practicing personal hygiene (don’t refill cups, don’t share utensils, tools/equipment, etc.);
vi. Clean and disinfect high-touch areas routinely in accordance with guidelines issued by the CDC.

Good hygiene practices will be communicated via email to employees and students and posted via different media outlets throughout our facilities. Recommendations for use of PPE will change as the intensity of the situation changes (Red, Yellow, and Green). With guidance from federal, state, and local agencies, the College will update and provide instruction/information to the campus community.

**Cover coughs and sneezes.**
If you are in a private setting and not wearing your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
When should I use?

**Soap and Water**
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

**Alcohol-Based Hand Sanitizer**
- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.

How should I use?

**Soap and Water**
- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

**Alcohol-Based Hand Sanitizer**
Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

**Note:** Do not rinse or wipe off the hand sanitizer before it’s dry; it may not work as well against germs.
b. Avoid Close Contact
   i. Avoid close contact with people who are sick, and put distance between yourself and others. Stay at least 6 feet (about 2 arms’ length) from other people. Remember that some people without symptoms may be able to spread the virus;
   ii. Avoid shaking hands;
   iii. Do not enter other employees’ personal workspaces;
   iv. Reduce high-touch exposures by propping open interior doors where feasible;
   v. Do not gather in groups.

c. Masks/Face Coverings
   i. Employees are required to wear masks while outside their personal workspaces or if a distance of 6 feet is not an option within their workspaces. Two cloth masks will be distributed to each employee and disposable masks will be available upon request. Faculty members will receive one face shield, which may be used while lecturing.
   ii. Students are required to wear masks outside of their dorm rooms (resident students) or cars (commuter students). Two cloth masks will be distributed to each student and disposable masks will be available upon request.
   iii. Visitors are required to wear masks while on campus.
   iv. Contractors must wear masks while on campus. Masks to be supplied by contractor.
   v. Masks can be disposable or reusable.
   vi. Disposable masks will also be placed in common areas.
   vii. Continue to keep at least 6 feet between yourself and others. The face covering is not a substitute for physical distancing.
   viii. Individuals are permitted to bring their own face coverings from home, if desired.
   ix. Do NOT use a facemask meant for a healthcare worker. N95 and similar respirators should be reserved for medical workers and employees in other areas with task-specific hazards.
   x. Face shields will be available upon request for populations not able to wear cloth/disposable masks.

- **Who should NOT use cloth face coverings:** children under age 2, or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance
- **Cloth face coverings are NOT surgical masks or N-95 respirators.** Surgical masks and N-95 respirators must be reserved for healthcare workers and other medical first responders, as recommended in CDC guidance.
Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, wash your hands

Follow Everyday Health Habits

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available
Take Off Your Cloth Face Covering Carefully, When You’re Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about how to wash cloth face coverings)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

How to clean

**Washing machine**

- You can include your face covering with your regular laundry.
- Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.

**Washing by hand**

- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
  - 4 teaspoons household bleach per quart of room temperature water
- Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- Soak the face covering in the bleach solution for 5 minutes.
- Rinse thoroughly with cool or room temperature water.
d. Gloves

i. Facilities, Custodial and Residence Life employees should wear gloves while working in high touch areas and when entering students’ rooms/residence halls.

ii. Disposable gloves will be placed in common areas.

iii. Contractors must wear gloves while on campus property. Gloves to be supplied by contractor.

Symptom Monitoring

Students, staff, and faculty who have been permitted to return to campus must conduct symptom monitoring every day before reporting to campus. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance to be eligible to report to campus.

According to the CDC, symptoms of COVID-19 can include:

- Fever;
- 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.

Symptoms may appear in as few as two days or as long as 14 days after exposure.

- Individuals who develop these symptoms on campus should either leave campus or isolate themselves immediately.
- Individuals who develop these symptoms while away from campus should stay home.
- Individuals should contact their personal health-care provider for assessment for COVID-19.
- Individuals should follow the guidance provided by their health-care provider.
Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:

- Cough
- Fever
- Chills
- Muscle pain
- Shortness of breath or difficulty breathing*
- Sore throat
- New loss of taste or smell

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

*Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Inability to wake or stay awake
- Persistent pain or pressure in the chest
- Bluish lips or face
- New confusion

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

cdc.gov/coronavirus
Síntomas del coronavirus (COVID-19)

Conozca los síntomas del COVID-19, que pueden incluir:

- Tos
- Fiebre
- Escalofríos
- Dolor muscular
- Dificultad para respirar
- Dolor de garganta
- Pérdida reciente del olfato o el gusto

Los síntomas pueden ser de leves a graves, y aparecer de 2 a 14 días después de la exposición al virus que causa COVID-19.

*Busque atención médica de inmediato si alguien tiene signos de advertencia de emergencia del COVID-19.

- Dificultad para respirar
- Dolor o presión persistente en el pecho
- Confusión de aparición reciente
- Dificultad para despertarse o mantenerse despertado
- Color azulado en los labios o el rostro

*Esta lista no incluye todos los síntomas posibles. Llame a su proveedor de servicios médicos por cualquier otro síntoma grave o que le preocupe.
Returning to Campus

To help reduce the spread of COVID-19, staff, faculty, and students are encouraged to adhere to the following guidelines:

a. Prior to returning to campus, students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) are to follow CDC guidance to self-isolate or stay home.

b. Individuals exhibiting symptoms:
   i. Will not be permitted to enter any campus or center building.
   ii. Students must self-quarantine on campus, if possible, or return home.
   iii. Must not report to work, class or clinical assignments.
   iv. Must not participate in any institution-sponsored event or activity.
   v. Should consult with their medical provider about options for testing and necessary treatment.

c. Students, faculty, and staff are expected to follow CDC guidelines after returning to campus. Individuals should not return to campus after testing positive for COVID-19. Anyone who is sick or has recently had close contact with a person with COVID-19 should stay at home and away from other students.
   i. Commuter students should stay home and self-isolate. Students will not be penalized academically.
   ii. Resident students should follow “Resident Students Isolation Guidelines” outlined separately. Students will not be penalized academically.
   iii. Staff and faculty should self-isolate and alert Human Resources, who will review absence and/or leave related options.
Feeling Sick?
Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:

- FEVER
- COUGH
- SHORTNESS OF BREATH

¿Se siente enfermo?
¡Quédese en casa si está enfermo!

Si no se siente bien o tiene alguno de estos síntomas,
por favor, salga del edificio y comuníquese con su
proveedor de atención médica.
Luego, póngase en contacto con su supervisor.

NO ENTRE si tiene:

- FIEBRE
- TOS
- DIFICULTAD PARA RESPIRAR

[Links: cdc.gov/CORONAVIRUS, cdc.gov/CORONAVIRUS-ES]
Temperature Screening

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. The following locations, at a minimum, will be available for temperature screening:
   - Angeli Hall – Scranton – 7 a.m. to 7 p.m.
   - Student Parking Lot Entrance - Rear of Building along N. Washington Ave.
     - *This entrance to Angeli hall requires the use of several steps.*
     - *Appropriate ADA accommodations can be made by informing Public Safety prior to your arrival or at the time of screening.*
   - Satellite Centers – 7 a.m. to 7 p.m.
     - Locations will be determined by satellite center.

b. Employees should report to their designated parking areas and remain in their vehicles until their scheduled time to begin their shift. Lackawanna College ID badges will be required for screening. Public Safety will be provided with a daily schedule of employees authorized to work on site and pre-approved by their department Vice President.

c. Commuter students should report to their designated parking area 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:
   - Monday – Orange
   - Tuesday – Blue
   - Wednesday – Red
   - Thursday – Purple
   - Friday – Yellow
   - Saturday – Silver
   - Sunday – Gold

e. Wristbands must remain on and visible from within 6 feet. Wristbands must be removed and discarded immediately upon leaving campus each day.

f. Campus facilities with significant pedestrian traffic may have entrance screening. For example, specific entrances will be identified and accessible in Angeli Hall. A second level of wristband screening may be located at these entrances. Individuals who do not have the proper wristbands will be redirected to a screening checkpoint. Department managers are encouraged to monitor staff’s wristbands. Faculty are required to check for wristbands prior to beginning each class.

g. Staff and students may anonymously report individuals without wristbands by clicking [here](#)

h. Students, faculty, or staff who present with a temperature of 100.4 F or higher will be separated from the general population.
a. Faculty and staff members – and students who are able to do so – will be sent home and referred to their medical providers.
   i. Faculty and staff should reach out to Human Resources upon leaving campus.
   ii. Commuter students should reach out to the Student Success department for assistance.

b. Resident students will be redirected to work with the Director of Student Life & Housing

i. Signage will be posted within screening areas reminding individuals of other symptoms and regulations. Students, faculty, or staff who acknowledge they have had close contact with an individual who has COVID-19 symptoms or who has received positive test results will not be approved for campus access. The individual should return home and self-isolate. Details on self-isolation and close contact are provided in this document.

j. Staff, faculty, and students who have recovered from recent symptoms may return to campus after:
   - 3 days with no fever; and
   - Symptoms improved; and
   - 10 days since symptoms first appeared.

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

Exposure or Confirmed Case of COVID-19

If Lackawanna College learns that an individual has been exposed to a person who is a probable or confirmed case of COVID-19 (“Positive Individual”), Lackawanna College will take the following steps:

1. Close off areas visited by the individual, and open outside doors and windows and use ventilation fans to increase air circulation in the area. Wait a minimum of 24 hours, if practical, before beginning cleaning and disinfection. Cleaning staff will then clean and disinfect all areas such as classrooms, dorm rooms, restrooms, water fountains, resident hall common areas, dining facilities, shared electronic equipment like tablets, touch screens, keyboards, and remote controls used by the individual, focusing especially on frequently touched areas.

2. Identify individuals who were in close contact (within about 6 feet for about 10 minutes) with the individual from the period 48 hours before symptom onset to the time at which the individual isolated:
a. If exposed individuals remain asymptomatic, they should follow the practices outlined in the CDC’s then-current guidance regarding COVID-19 safety practices for those who may have had exposure to a person with suspected or confirmed COVID-19.

b. Promptly notify students/faculty/staff who were close contacts of any known exposure to COVID-19, consistent with applicable confidentiality laws.

c. Full “close contact” details outlined below in self-Isolation section.

3. Lackawanna College will send individuals home immediately if they become sick at work or have a fever. All individuals will be required to practice social distancing while waiting to have temperatures screened.

4. Any resident student who has symptoms of COVID-19 (defined above) should notify the Director of Student Life & Housing. Commuter students should notify the Student Success department.

5. Any staff/faculty who has symptoms of COVID-19 (defined above) should notify Human Resources.

6. Any individual who has symptoms of COVID-19 should follow CDC-recommended steps. Individuals should not return to campus until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.

Lackawanna College has relaxed attendance procedures for students who are absent from class for reasons related to COVID-19. Human Resources will work with employees to provide further guidance on employee sick time available and potential leave options. No individual should risk their health or the health of anyone else on campus. Individuals with a weakened immune system due to a health condition or medication may need to stay home for longer than 10 days and should talk to their healthcare provider for more information.

**Self-Isolation**

**A. Overview**

- Once back on campus, students, faculty and staff, are expected to stay home or self-isolate in their living quarters if they are at risk of spreading COVID-19.
  - Students, faculty, and staff should stay home when they have tested positive for or are showing symptoms of COVID-19.
    - Virtual Learning options will be available in most scenarios.
    - Staff and faculty will have options for remote work.
  - Students, faculty, and staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health.
o To encourage students to self-isolate when appropriate, there will be no academic penalty enforced because of missed classes.

o Staff and faculty are encouraged to stay at home or self-isolate when appropriate. Lack of “allotted sick time” should not influence their decision. Appropriate accommodations will be handled by Human Resources.

B. Close Contact

An individual who has had close contact is defined as being within six feet for ten minutes or more with either a:

a. Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness).

b. Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).

The following recommended precautions for the public have been issued by the CDC:

a. Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times;

b. Self-monitor for symptoms;
   a. Check temperature twice a day;
   b. Watch for fever*, cough, or shortness of breath, or other symptoms of COVID-19;

c. Avoid contact with people at higher risk for severe illness from COVID-19;

d. Follow CDC guidance if symptoms develop.

*For the purpose of this guidance, fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F (38°C) or higher. Note that fever may be intermittent or may not be present in some people, such as those who are elderly, immunocompromised, or taking certain fever-reducing medications (e.g., nonsteroidal anti-inflammatory drugs [NSAIDS]).

C. Return to Campus

a. You can be with others after:
   - 3 days with no fever; and
   - Symptoms improved; and
   - 10 days since symptoms first appeared.

Depending on your healthcare provider’s advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others
when you have no fever, symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

b. Staff and faculty should be cleared by Human Resources before returning to campus.

c. Resident students should be cleared by the Director of Student Engagement & Housing before leaving isolation/quarantine.

d. Commuter students should be cleared by the Dean of Student Success prior to returning to campus.
COVID-19 PATIENT INSTRUCTIONS FOR SELF-ISOLATION WHILE AWAITING LABORATORY RESULTS

BACKGROUND

COVID-19 is a new disease. We know that it mainly spreads between people who are in close contact with one another (within about six feet for about 10 consecutive minutes), other times called person-to-person transmission. It is important to remember that we are still learning how this virus spreads, how severe it is and how it may spread in the United States.

After getting tested for COVID-19, you will receive your results from your healthcare provider anywhere between one to seven days after testing. This time may take longer depending on the testing volume and the laboratory doing the testing.

WHAT SHOULD I DO WHILE I WAIT FOR MY RESULT?

- Self-isolate to your home.
- If you live with others, self-isolate in a private room and use a private bathroom if possible.
- Whoever else lives in your home should also stay at home.
- Make a list of close contacts you have had from two days before you became sick until you isolated. Close contacts are people who have been within 6 feet of you for a period of 10 minutes or more.
- Wear a mask when you enter general living areas. Interact with others as little as possible.
- If you develop additional symptoms or if your symptoms get worse, notify your healthcare provider for instructions.

WHAT SHOULD I DO IF I TEST POSITIVE?

- Notify your close contacts and let them know they should quarantine at home for 14 days. This includes your family members.
- Self-isolate in your home until each of the following conditions are met:
  1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).
  2. At least 10 days have passed since symptoms first appeared.
- If your symptoms get worse or if you require hospitalization, notify your healthcare provider immediately and follow instructions about wearing a mask when you arrive at the facility.
- If you do not need hospitalization, continue to self-isolate at home.

WHAT DO I DO IF MY TEST IS NEGATIVE?

- If you had a known exposure to a confirmed case, continue to quarantine until 14 days after your exposure.
- If you were tested but had no known exposure to a confirmed case, and you are asymptomatic, you can stop your self-quarantine.
- If you were tested but had no known exposure to a confirmed case, and you are symptomatic, you may have another respiratory pathogen that is circulating in the community. Avoid work and group settings until three days after the last day of your respiratory symptoms and fever.

RESOURCES FOR MORE INFORMATION

For more information, visit https://www.health.pa.gov/topics/disease/Pages/Coronavirus.aspx

The latest information on the coronavirus in the U.S. and worldwide can be found on the CDC website.

Additional information from the CDC on what to do if you are sick can be found here.

Help is available, contact the Crisis Text Line by texting PA to 741-741.

Date Created: 3/31/2022

Date Updated: 5/14/2020
COVID-19 Testing

At the current time, there is no requirement in place for testing to be conducted prior to arriving on campus. The College continues to work with local and state officials, NJCAA, and local healthcare providers to determine long-term needs.

Individuals should work with their medical provider to determine if testing is needed. Two local resources are identified below:

**CVS**
Drug store · 509 Davis St · (570) 341-3790

- COVID-19 testing center
- Appointment required · Referral not required
- Tests limited to certain patients · Drive-through

Instructions: CVS Health is conducting drive-up coronavirus testing (COVID-19). Limited appointments are available to patients who...

- More

**Careworks Urgent Care**

Urgent care center · 3 W Olive St · (570) 207-4054

- COVID-19 testing center
- Appointment required · Referral required
- Testing for all patients

Instructions: We strongly recommend you to call the clinic ahead of the time to schedule and verify that they still do COVID-19 testing...

- More

**Protocol for a Confirmed Case on Campus**

a. In accordance with applicable federal, state, and local laws and regulations, the College will notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA, and/or other applicable laws and regulations.

b. A determination will be made if a temporary suspension (2 to 5 days) of in-person instruction is warranted.

c. All areas will be cleaned and disinfected as outlined in this document.
d. Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

e. Communication of exposure information will be provided to all staff, faculty, and students.

f. The continuity of education plan will be enacted to limit interruption of academic programs due to temporary suspension of in-person operations.

g. The College will ensure safe housing is provided for all affected resident students.

h. The College will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

i. The College will work with local officials to enact appropriate contact tracing strategies.

j. College officials will work with public health officials to determine when routine operations can resume on campus.

k. Updates will be provided via email as well as posts made on the College’s website, www.lackawanna.edu

Students Overview

A. Yellow Phase

The majority of college instruction will continue to be delivered remotely. All credit bearing traditional courses scheduled in Summer I or II will delivered online. The bulk of certificate or continuing education courses continue to be offered in an online format.

Several programs identified by the College and following state guidelines have been approved to begin in-person instruction in the yellow phase. Currently, those programs are:

i. Police Academy Training (Scranton & Hazleton)

ii. Health Sciences Degree Programs – clinical hours required from Spring 2020 semester.

These programs fall into the essential services exception granted by Governor Wolf. Approval to start additional programs that fall into similar exception may only be granted by Dr. Jill Murray.

B. Social Distancing Protocols – Student Specific

a. Students are expected to adhere to all posted social distancing guidelines on campus property.

b. Refer to the Pedestrian Traffic Restrictions outlined in this document for further guidance.

c. Students are not permitted to bring visitors to campus unless approved in advance by a college official.

d. Students should focus on maintaining a minimum distance of 6 feet from other individuals while on campus.
C. Student Expectations
   a. Students are encouraged to stay at home or in their dorm rooms when sick. Students will not be penalized for missing class.
   b. Resident students are encouraged to be mindful of their personal spaces and limit their interactions in other students’ rooms. Regular cleaning and wiping of surfaces are encouraged.
   c. Resident students should wear masks within their residence halls when physical distancing of 6 feet is not possible, except with their assigned roommate(s).
   d. Resident students are not permitted to have guests in the residential community.
   e. Resident students are only permitted within their own residence halls.
   f. Students are required to adhere to all screening and PPE expectations as outlined prior.
   g. No student should bring guests to any campus facility without a scheduled appointment through an official college office.
   h. Students are expected to adhere to physical distancing expectations when around other students, faculty or staff.
   i. Student IDs should be visible at all times.
   j. Any student violating these requirements faces disciplinary actions.

D. Student Wellness Program

The mission of the Student Wellness Program is to engage, educate and empower students with the goal to promote the overall wellness and personal effectiveness of the individual as well as the collective College community.

Engage... We engage students to explore the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live.

Educate... We educate students on mental health issues, alcohol and other drug prevention, sexual misconduct awareness, as well as teach them about healthy lifestyle choices.

Empower... We empower students to enhance their social, emotional, physical, intellectual, and spiritual wellness to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College.

The college experience can be one of the most challenging transitions in a young person’s life. The Lackawanna College Student Wellness Program is dedicated to promoting healthy lifestyles, positive choices, and total wellness for all students. Students can get support to overcome the demands of adjusting to the social, emotional, and educational demands of college.

Students can gain access to local resources in order to overcome a number of issues including: relationship concerns, anxiety, depression, identity issues, stress management, substance abuse, and more.

All Student Wellness Program services are free and confidential for Lackawanna College students. Situations of a serious nature are referred out to community agencies or local hospitals with the support
and assistance from the Student Wellness Program. Emergency and crisis consultation is also available. For additional information, visit the Student Wellness Program page on the Portal.
MENTAL HEALTH RESOURCES

Need to Talk?
Warm line:
1(866)839-0445 or (570)270-6866

Feelings of Suicide?
National Suicide Prevention 24/7 Hotline
1-800-273-TALK (8255)
Crisis 24/7 Text Line
Text "HOME" to 741741

Helpline
(888) 829-1341 or (570) 829-1341 or call 211

RAINN National Sexual Assault Hotline
1-800-656-4673

NAMI (National Alliance on Mental Illness)
1-800-950-NAMI text "NAMI" to 741741
https://www.nami.org/Home

SAMHSA (The Substance Abuse and Mental Health Services Administration)
800-662-HELP (4357)
https://www.samhsa.gov/

Scranton Counseling Center
326 Adams Avenue, Scranton, PA 18503
570-348-6100

Scranton Primary Healthcare Center (Medical, Behavioral, Dental & Reproductive)
(570) 344-9684 / (570) 969-9662

For more resources visit our portal page:
https://portal.lackawanna.edu/ICS/Student_Services/Student_Wellness_Program/

MARSHA PIGGA
Executive Director of the Student Wellness Program, Title IX Coordinator
Angeli Hall, Office 102
(570) 955-1466 or (570) 677-7589
piggam@lackawanna.edu

TIERNY ULMER CRESSWELL
Student Wellness Program Coordinator
Angeli Hall, Office of Student Affairs
Suite 105A
(570) 955-1478 or (570) 904-9824
ulmer@lackawanna.edu

https://lackawanna.campuswell.com
Mental Health Services
All Student Wellness Program services are free and confidential for Lackawanna College students. Mental Health services and situations of a serious nature are referred out to community agencies or local hospitals with the support and assistance from the Student Wellness Program. Emergency and crisis consultation is also available.

Student Wellness Program Contacts
Marsha Pigga, Student Wellness Program Executive Director/
Title IX Coordinator
Angeli Hall Suite 102
(570) 955-1466 or (570) 677-7589 piggam@lackawanna.edu

Tierny U. Cresswell
Student Wellness Program Coordinator
Angeli Hall Suite 105A
(570) 955-1478 or (570) 904-9824 ulmert@lackawanna.edu

If a student would like to meet with the Student Wellness team please reach out to one of the above contacts. During remote learning, Student Wellness can provide services through Zoom, Google Hangouts, and by phone.

Clinical Health Services
Scranton Primary Health Care Center
Wyoming Ave, Scranton, PA 18509
Phone (570) 344-9684 / (570) 969-9662 | Fax (570) 344-6839 | Dental (570) 504-0882
E. Campus Events

Limitations will be placed on the size of events and gatherings in accordance with current guidance and recommendations from government and health officials. Physical distancing and
screening strategies will be implemented as appropriate. Priority for available space will be given to first meet the academic needs of the college.

In adherence to state guidelines, no on-campus or college-sponsored off-campus gatherings of 250 or more individuals will be permitted.

F. Student-Athletes
Athletic programs will be operating within NJCAA parameters and guidelines. See separate guidelines provided.

Faculty and Staff Overview – Returning to the workplace

A. Yellow Phase
As the counties begin to transition to the Yellow phase, the majority of College employees will continue to work remotely and will be expected to follow all applicable provisions of Lackawanna College’s Remote Work Policy. The College will utilize phases for in-person work and rotations as it brings employees back to work on campus.

Under the direction of vice presidents, supervisors and directors, the College will permit certain departments to return to work on-site. Those departments identified as essential and/or requiring employees to be physically present at the College’s main campus or centers on a regular or intermittent basis will be permitted to return.

In preparation for phased re-opening, the College will follow the safety guidelines recommended by the Commonwealth of Pennsylvania:


i. Staffing Options:
Employees who have been permitted to return to work on-site, will be required to adhere to the following options in order to maintain required social distancing measures and reduce population density within buildings and work spaces.

Remote Work:
Those who can work remotely to fulfill some or all of their position responsibilities will continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. Full or partial day/week schedules must receive prior approval by the employee’s immediate supervisor and vice president.
Alternating Days:
In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing: Staggering report and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements. (See Enter/Exit Controls for further details).

B. Social Distancing Protocols - Workplace
Lackawanna College expects employees to practice social distancing to the maximum extent possible, and has taken several steps to further these practices in its facilities:

1. Instituted staggered employee break times to reduce the number of employees on break at any given time so that appropriate social distancing of at least 6 feet may be followed.

2. Limited the number of persons in employee common areas (such as training or conference rooms) at any one time to the number of employees that can maintain a social distance of 6 feet.

3. Required meetings or training will be held virtually whenever possible. If the College determines that a meeting must be held in person, the meeting will be limited to the fewest number of employees possible, not to exceed 10 employees at one time, and all employees will be required to maintain a social distance of 6 feet.

In addition to the foregoing, Lackawanna College has prohibited non-essential visitors from entering Lackawanna College facilities.
C. Educate & Inform
The College will continue to educate employees and visitors about best practices including PPE, handwashing, and other health & safety requirements. Details about available training to managers will be made available by Human Resources.

Best Practices poster and reminders will posted on campus in high traffic locations.

D. Employee Mental Health Well-Being
The uncertainty we have all been dealing with and transitions we have been asked to make can take a toll on our mental health. If you are feeling anxious, please know you are not alone.

Below is information regarding helpful resources that are available to help alleviate some of the anxiety we are facing:

Employee Assistance Program
Lincoln Financial operates our Employee Assistance Program. Below is a link to the document on our portal, which gives you the option to speak with professionally-trained mental health staff 24 hours a day, 7 days a week by calling 888-628-484. This is a free service for all employees.

https://portal.lackawanna.edu/ICS/icsfs/Employee_Connect.pdf?target=8bab5f31-0f74-4f44-8dd2-4fa2ff4533ab
Other Services & Resources:

Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Distress Helpline:

- Call 1-800-985-5990 (TTY 1-800-846-8517)
- Text TalkWithUs to 66746

National Institute of Mental Health (NIMH) Find Help

- Visit www.nimh.nih.gov/findhelp

Free Mindfulness Exercises, Meditations & Courses

- www.MindfulnessExercises.com

Apps to De-Stress and Calm Anxiety

- Sanvello – Sanvello gives you tools to address anxiety based on Cognitive Behavioral Therapy, mindfulness, relaxation, and health. It’s a simple app that encourages you to track your daily activities and asks how they might relate to your stress.
- Happify – How you feel, matters. Whether you’re feeling stressed, anxious, depressed, or you’re dealing with constant negative thoughts, Happify brings practical tools to take control of emotional wellbeing (IPhone only).
- Headspace – Meditation made simple with guided meditations suitable for all levels of headspace. Meditation can help improve your focus, exercise, mindful awareness, and relieve anxiety and reduce stress.
- Calm – It can help you meditate, sleep, relax and much more. By downloading this tool, you’ll discover how meditation can improve your mood and your life.
IT’S OKAY TO ASK FOR HELP

If you or someone you know is experiencing a **mental health crisis**, contact the crisis text line by **texting PA to 741-741**.

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It’s Okay to Ask for Help
Mental Health Resources for Yourself and Your Friends

- **National Suicide Prevention Lifeline**
  1-800-273-TALK (8255)
  Veterans: Press 1

- **Crisis Text Line**
  Text TALK to 741741 to text with a trained counselor for free

- **The Trevor Project**
  TrevorLine: 1-866-488-7386
  TrevorText: Text TREVOR to 1-202-304-1800
  TrevorChat: Via thetrevorproject.org

- **RAINN**
  National Sexual Assault Hotline
  Lifeline: 1-800-656-4673
  Chat: Via hotline.rainn.org

- **TWLOHA**
  Connect to mental health resources in your community
  twloha.com/find-help

- **National Eating Disorders Association**
  Helpline: 1-800-931-2237
  Chat: Via myedna.org

- **Seize the Awkward**
  seizureawkward.org
  @seizetheawkward

- **My3 App**
  Define your network and your plan to stay safe
  my3app.org

afsp.org/resources
E. Business Travel

Business-related travel/in-person attendance at conferences/seminars not permitted.

F. Employee Expectations

All employees are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Failure to do so may result in corrective action.

Policies for Visitors to Campus

A. Student Visits

a. Student/prospective student visit guidelines:
   i. Student visits permitted for scheduled appointments only.
   ii. Student plus one guest will be permitted.
   iii. Staff and students will be required to wear face masks.
   iv. All students/prospective students are required to adhere to screening requirements and use the rear entrance of Angeli Hall (by N. Washington Avenue). Individuals must then remain in the lobby until identified and function is determined. **Public Safety to provide temperature screening upon entry.** *(Scranton Location Requirement – Similar plan required for center operations)* Facilities Department to distribute thermometers to all locations.
v. Additional reception may be conducted in the College’s main reception booth or ticket booth behind glass screen. *(Scranton Location Requirement – Similar plan required for center operations)*

vi. All visitors must remain in waiting area until identified and function is determined. College employees are required to safely escort all visitors.

vii. Visitors must be escorted by an on-staff college official at all times.

B. Vendors/Agencies/Business Meetings

All in person business meetings are currently suspended. Exceptions to this policy require a vice president’s approval.

C. Deliveries

Most deliveries will be directed to enter Angeli Hall through the loading dock door and must not go beyond that area unless permitted by Public Safety or Facilities staff. Some deliveries will be required to use the garage at the facilities building. *(Scranton Location Requirement – Similar plan required for center operations)* PPE is required for all deliveries.

D. Yellow Phase Visitors

In addition to all other expectations in this document, the following apply to any official college visit occurring in the Pennsylvania county “Yellow Phase”:

a. The following departments would most benefit from a return to campus-based operations with prospective student interaction during the PA “Yellow Phase”:
   i. Admissions/Enrollment Specialists;
   ii. Financial Aid;
   iii. Police Academy.

b. All non-student (vendor/agencies, etc.) meetings remain suspended.

c. Angeli Hall will be permitted to host student visitors with appropriate restrictions outlined below. Visitors will not be permitted at any other Scranton Campus building.

d. Current individual office space would be open to staff only. Departments will have reserved classroom and large meeting rooms available to conduct individual student meetings. No student meetings will be permitted in individual offices. Campus facilities will determine appropriate classrooms/meeting spaces. Daily cleaning/disinfecting required.

e. Student/prospective student visit guidelines:
   i. Student visits permitted for scheduled appointments only.
   ii. Student plus one guest will be permitted.
   iii. Staff and students will be required to wear face masks.
   iv. All students/prospective students required to adhere to screening requirements and use rear entrance of Angeli Hall (by N. Washington Avenue). Individuals must then remain in the lobby until identified and function is determined. *Public Safety to provide temperature screening upon entry. (Scranton Location Requirement – Similar plan required for center operations)*

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Requirement – Similar plan required for center operations) Facilities Department to distribute thermometers to all locations.

v. All reception conducted in main college reception booth or ticket booth behind glass screen. (Scranton Location Requirement – Similar plan required for center operations)

vi. All visitors must remain in the main lobby until identified and function is determined. College employee are required to safely escort all visitors.

vii. Visitors must be escorted by an on-staff college official at all times.

E. Visitor Privileges

a. Unauthorized visitors (without appointments), guests, and pets are not allowed on worksites during this time.

b. Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Non-academic Programming/Facility Rentals

Non-academic-based programming including facility rentals and extra-curricular activities will remain suspended.

Operational Guidelines to Enforce Physical Distance

A. Residence Halls & Move-in/Move-Out Process

a. Students should not congregate in common areas.

b. Common areas that do not allow social distancing will be temporarily closed.

c. Students are only permitted to enter the residence hall in which they reside. Students are not permitted to visit other residence halls.

d. Visitors are not permitted outside of the move-in or move-out process.

e. Only one guest may accommodate a student during move-in or move-out.

f. Further details about the move-in process will be outlined in a separate document.

g. Non-essential staff will be limited in all residence halls.

h. Signage to be posted reminding students of the seriousness of COVID-10, social distancing, personal hygiene, and institutional protocols.

i. Masks/face coverings to be worn when a student is outside of their individual dorm room.

B. COVID-19 Quarantine and Isolation Housing

a. Students who recently had close contact with a person with COVID-19 will be relocated to appropriate quarantine accommodations.

b. Resident students who have been diagnosed with COVID-19, are awaiting test results or have an uncommon cough, fever, shortness of breath, or other uncommon symptoms of COVID-19, will be moved to Isolation accommodations.
C. Pedestrian Traffic Restrictions

i. Entrances/Exits
   a. Touchless entry/exits will be utilized as much as possible.
   b. Limited entry points will be identified without prohibiting access for student and staff with disabilities.
   c. All changes to building entrances will be communicated via the College’s website at www.lackawanna.edu and with posted signage.
   d. Specific exits will be identified to control social distancing. No exits will be entirely blocked off or locked in case of emergencies.

ii. Restrooms
   a. Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals.
   b. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.
   c. Specific visitor restrooms to be identified.

iii. Elevators
    Due to physical distancing requirements, no more than 1-2 people should be in an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers upon departing the elevator.

iv. Stairwells
    Stairwells will be marked and identified for one-way traffic. In the case of an emergency, the priority is to exit the building and employees should use the closest stairwell.

v. Meetings
    Convening in groups increases the risk of viral transmission. Meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Microsoft Teams, Zoom, telephone, etc.).

    In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support physical distancing practices among attendees. All attendees should wear masks or face coverings while sharing space in a common room.
    During your time on site, you are encouraged to communicate with your co-workers as needed by email, instant message, telephone or other available technology, rather than face-to-face.
vi. Maps
Angeli Hall

Welcome back to Lackawanna College!
We remain committed to the ongoing safety and security of our students, faculty and staff. As we continue to live through the COVID-19 pandemic, please observe the following changes to how you must travel through Angeli Hall. Note that certain stairwells are now designated for traveling upstairs or downstairs.

All members of the College community should only enter through the main doors of Angeli Hall. You may exit through any door EXCEPT THE MAIN ENTRANCE.
D. Non-Instructional Gatherings or Congregation in Communal Spaces
a. While large gatherings are prohibited in the red phase, non-instructional gatherings should not exceed more than 25 people in the yellow phase and 250 people in the green phase.
b. Common seating areas on campus, in classroom buildings (including the library), and in dining facilities will be reduced.
c. The College will actively control gathering sizes during periods of increasing or high community transmission, such as athletic games, socials, parades, homecoming activities, or festivals.
d. Student groups are to be advised to host remote group events, gatherings, or meetings, to the extent possible.
e. Use of common areas is limited. Stagger the use of gyms, game rooms, and lounges, and restrict the number of people allowed in at one time to ensure safe social distancing. Clean and disinfect between uses.

E. Guidelines for Physical Distance and Cleanliness in Classrooms, Labs, and Libraries
a. Class sizes will be limited to accommodate appropriate social distancing of 6 feet between individuals when feasible.
b. Plexiglas teaching barriers will be installed in various rooms on campus where social distancing between instructors and students is more challenging.
c. Larger non-traditional spaces will be utilized as classrooms to allow more distance for larger groups.
d. Outdoor classrooms to be utilized as much as possible.
e. Students and instructors will not enter a classroom until the room is completely vacant. Students and instructors will wait 6 feet apart on the opposite side of the hallway – as indicated by foot traffic guides – while waiting for classrooms to become vacant.
f. Signs will be placed to remind students and faculty not to move chairs, tables, and desks.
g. Diagrams of physical distance for individual classrooms and large group spaces will be prepared according to available state and federal guidelines.
h. Hand sanitizer will be available by classroom doors and on instructor tables.
i. Students and instructors may wipe desks, keyboards, and computer mouse devices before using them. Used wipes should be immediately thrown into a trash can.
j. Eating in classrooms/labs will not be permitted; water will be permitted.
k. Trash cans will be cleared twice daily.
l. Door handles and knobs will be wiped twice daily. Where possible, doors should be propped open at beginning/end of class to reduce contact.

F. Offices
If you work in an open environment, be sure to maintain at least 6 feet of distance from co-workers. If possible, have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace/room.
Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and customers, such as:

- Place visual cues such as floor decals, colored tape or signs to indicate to visitors where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Designate specific stairways for up or down traffic if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).

Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel, and in break rooms, conference rooms, and other meeting locations.

**Cleaning Guidelines**

Clean AND disinfect frequently touched surfaces daily.

- College custodial staff will continue to use disinfectant spray daily on high touch surfaces. These areas include, but are not limited to, the following: entryway touchpoints, doorknobs, water fountains, elevator panels/call buttons, stairwell handrails and restroom fixtures (sinks, faucets, toilets, towel dispensers, etc.).

If surfaces are dirty, clean them with detergent or soap and water before disinfection. Then, use a household disinfectant. The U.S. Environmental Protection Agency has a list of products that meet its criteria for use against the virus that causes COVID-19. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours.
A. Classroom and Student Space

Classrooms will be sanitized at least 3 times a day. College facilities will be utilizing backpack sprayers that will allow for better and more efficient cleaning in every classroom. All classroom furniture will be sprayed and wiped down. This would happen early morning, mid-day and
evening. A full deep cleaning of all locations in use will occur every night. In addition to the regularly scheduled cleaning, every classroom will be provided proper disinfectant to use by faculty, staff, and students at will.

B. Office Spaces
Minimize the sharing of office equipment to the greatest extent possible. Supervisors should make cleaning and disinfecting supplies available to employees and ensure frequent wiping down of office common spaces, including countertops, conference tables and chairs, light switches, drawer handles, phones and copiers.

Individual employees should take care of any additional desired cleaning in their personal workspaces, including wiping down their desks, tables, phones, keyboards, light switches, etc.

C. Service for Areas with Suspected COVID-19
a. Areas used by a sick student, staff, faculty, or visitor will be closed and not available for use until cleaning and disinfecting has occurred.

b. A 24-hour “waiting period” will be used when possible prior to cleaning and disinfecting.

c. Facilities Department will ensure safe and correct use and storage of cleaning and disinfection products.

d. In accordance with applicable federal, state and local laws and regulations, the College will notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) external icon, FERPA, and/or other applicable laws and regulations.

D. Operation of Mechanical Systems Providing Fresh Air
Where possible, HVAC systems that introduce fresh air into the buildings will have the percent of outdoor air settings adjusted to maximize the amount of fresh air movement through the building. A minimum percent of fresh air by code is typically 10%-15% of the total output of the air handler. Under this procedure, the percent of fresh air will be adjusted to as high as 100% based on outdoor temperatures, humidity, and the capacity of the unit to heat/cool the desired percent of fresh air. The setting of each unit will be adjusted daily based upon weather conditions.

College Dining Services/Meals
On campus food service is scheduled to resume prior to the Fall 2020 semester. Additional details will be provided.

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining out, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another.
Employees are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. Students are encouraged to take food to their room, car, or outside.

All open dining facilities will be limited in occupancy with distancing of 6 feet or greater between tables. All self-serve options are removed.

Vulnerable Populations

a. COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People 65 years and older;
- People who live in a nursing home or long-term care facility.

People of all ages with underlying medical conditions, particularly if not well-controlled, including:

- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised;
  - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- People with severe obesity (body mass index [BMI] of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease.

b. Employees who are considered high risk/vulnerable should inform Human Resources.

c. Students who are considered high risk/vulnerable should review with Student Success.
What You Can do if You are at Higher Risk of Severe Illness from COVID-19

Are You at Higher Risk for Severe Illness?

Based on what we know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Here’s What You Can do to Help Protect Yourself

- Stay home if possible.
- Wash your hands often.
- Avoid close contact and stay at least 6 feet (about 2 arms’ length) from other people.
- Clean and disinfect frequently touched surfaces.
- Cover your mouth and nose with a cloth face cover when around others.
- Cover coughs and sneezes.

Call your healthcare provider if you are sick.
For more information on steps you can take to protect yourself, see CDC’s webpage on How to Protect Yourself

cdc.gov/coronavirus
Campus Security/Parking

a. All buildings will continue to be secured to limit entry to employees only until further notice.

b. Lackawanna College ID badges will be required for entry.

c. Parking permits are required for all on-campus parking lots. Individuals should only park in lots they are assigned. Loitering or extended gathering is not permitted.

Pandemic Safety Officer

Brian Costanzo  
Vice President for College Advancement  
Lackawanna College  
570 961 7841 (Office)  
570 241 2105 (Cell)  
877 346 3552  
costanzob@lackawanna.edu