

# **Indiana County Technology Center's Guidance for Resuming In-Person Instruction for Adult Education Programs**

## **Introduction**

The Indiana County Technology Center will resume in-person instruction for all adult programs. While returning to in-person instruction students, staff and visitors will follow guidelines provided by the Pennsylvania Department of Health (DOH), the Centers for Disease Control (CDC), the Pennsylvania Department of Education (PDE). The following guidelines outline the ICTC's plan to safely resume in-person instruction as well as operate adult education programs.

## **Monitoring, Surveillance, and Voluntary Reporting**

Students, faculty, and staff should report if they have visited an area of high prevalence (domestic or international) in the previous 14 days.

Students, faculty, and staff should report if they know they have been exposed to anyone who has tested positive for COVID-19.

Individuals exhibiting symptoms:

- Will not be permitted to enter campus buildings.
- Should consult with their medical provider about options for testing and necessary treatment.
- Should self-quarantine for a period of 14 days.
- May not report to class or clinical assignments.
- May not participate in any institution-sponsored events or activities.

If a student, faculty, or staff has been exposed, they self-quarantine for 14 days and follow additional state guidance.

If a student, faculty member or staff member would like to self-check their temperature, they can do so by visiting the ICTC main office, Adult Education office or Practical Nursing Suite.

## **Social Distancing**

Students, faculty, and staff should maintain a safe social distance of at least 6 feet apart when feasible. This includes offices, classrooms, laboratories, hallways, restrooms, common areas, and outdoor spaces.

Plastic partitions or barriers may be installed in places where social distancing cannot be observed (e.g., student service counters, cash registers, office desks, etc.).

Limit appointments with offices to single individuals or scheduled appointments for non-emergency issues.

## **Hygiene, Sanitation Protocols**

Frequent hand washing is encouraged. There are hand sanitizing stations located all entrances and throughout the hallways.

Hand sanitizer, disinfectant wipes, and/or hand soap is available in all program areas.

Clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects or surfaces not ordinarily cleaned regularly (e.g., doorknobs, light switches, classroom sink handles, countertops, tools, desks, keyboards, etc.)

## **Face Coverings and Personal Protective Equipment (PPE)**

Face coverings are to be worn by all students, faculty, staff, and visitors upon entering the building and in common areas, and in areas where social distancing cannot be observed.

Students and visitors are expected to provide their own masks.

Individuals unable to wear face coverings due to a health condition or disability should be encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.

When warranted, personal protective materials, such as masks, face shields, or gloves required for a specific program may be required to be worn.

## **Limit Large Non-Instructional Gatherings or Congregation in Communal Spaces**

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 in the green phase.

ICTC's class sizes are small, however, to accommodate appropriate social distancing of 6 feet between individuals classrooms or work spaces may be taped off seats or rowed to ensure social distancing.

Classes may be held in larger spaces or outside areas

## **Controlled Entrance to the Building**

ICTC faculty, staff and students have remote access to the building. All visitors must use the main entrance and screened by office staff prior to entering the building.

## **Bathroom Facilities**

Practice 6 feet of social distancing, or other physical distancing strategies, when using bathroom facilities, including sinks, toilets, and urinals.

Restrooms will be cleaned regularly.

Wash hands thoroughly before leaving the restroom.

## **Protocol for a Confirmed Case on Campus**

In the event there is a confirmed CoVid-19 case on campus, the ICTC will:

Notify DOH or local health officials and emergency management personnel.

Determine if a temporary suspension of in-person instruction is warranted as per CDC guidelines.

Clean and disinfect all areas thoroughly per CDC guidance.

Communicate case or exposure information with students, staff, and faculty.

Ensure continuity of education and research for all those impacted by any temporary suspension of in-person operations.