

PENNCO TECH
Bristol Campus

Pandemic Plan

REVISED 3/2020

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There are several characteristics of a pandemic that differentiate it from other educational health emergencies. It has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the healthcare system throughout the area jeopardizing essential community services and causing high levels of absenteeism.

The pandemic could last for several weeks or months as the virus infects and moves across the country and then returns in waves to infect those who had not acquired the illness previously. Because COVID-19 is highly contagious and can be transmitted by people who appear to be well, quarantine of exposed individuals will be a viable strategy for preventing the spread of the disease in the Pennco Tech community during the early stages of a pandemic.

The phases included in this plan address the pre-pandemic phase, the pandemic alert phase, the pandemic phase and the post-pandemic phase.

Level 1: No Threat

Normal operation for all departments on Campus

Review this plan yearly OR as needed based on Pandemic threat

Level 2: Possible Threat-NOT in our local Area

Individual Responsible

School Director

Action

Review this plan with Department Directors at weekly S/D meetings; Audit notices from County Health Dept./PA DOE- DOH/ACCSC/USDOE and advise Directors and/or post as needed;

DOE

Ensure instructors in all programs have consumables ordered for current Term, i.e. MAA medical supplies and ABPT masks for use in Labs:

DSS

Review Dorm students and provide list to all staff in Education Dept. with contact information, ensure

there is only one person per room if possible;

Maintenance

Review on-hand cleaning supplies and order items that we are low on before there is a mass run to buy; add to stock of water; start an elevated cleaning effort of all common areas- student break areas wipe down tables and in Library area that key boards and other items are cleaned;

Cafeteria Manager

Increase cleaning of all surfaces such as drink coolers, coffee pots and tables/counters;

Level 3: Heightened awareness in local community/Media OR Possible Threat-in our local Area

Continue all actions of Level 2 and add the following:

Individual Responsible

School Director

Action

Inform all staff that we have moved to Level 3 of this plan;

Assess the need to implement the reduction of student gathering in common areas on Campus- Cafeteria/Auditorium etc.;

Limit or eliminate quest speakers and other non-curriculum events on Campus;

Alert local health officials about large increases in student, staff and faculty absenteeism;

DOE

Have instructors collect current/correct email address on a copy of their Term sign in roster for each student in the class, make a copy for themselves and provide a copy to the Education Office for future use if needed;

To increase Social Distancing
change meal times by Program to
reduce the number of students in the
Cafeteria area at any one time, both
day and evening;

Post a note on the student portal
advising students to come to the
Education Department and report
any contact with someone that is
being test for a virus or has tested
positive;

DOE/IT

Begin the review of offering course
content to students through their
student portal or other methods so
that in the event of full closure of the
Campus we can support student
studies with course material if
possible;

DOE/EES/DSS

Increase monitoring and plan for
staff/students absenteeism and
contact them after two days-if out for
illness advise them to stay home as
long as they have a temperature of
100 degrees or higher AND to have a
doctors slip stating they can return to
work/school when they return;
Student, staff and faculty who
become or are sick should be sent to
their place of residence as soon as
possible;

As long as we remain without
COVID-19 cases- sick residents of
on-campus housing should avoid
contact with people who are healthy;
Continue to review inventory of
personal protection equipment and
order as needed;

Maintenance

Elevate cleaning in all areas on Campus;
Review stock and order additional cleaning supplies as needed;

All Departments

Assist in limiting the spread of germs in your area by cleaning door handles, light switches and other surfaces with wipes daily;
Develop your plan to support changes to times students would be on campus-staff scheduling for Level 4;

Level 4: Higher threat levels for local area (Social Distancing) – NO on campus infected staff/students

Continue all actions of Level 2 and 3 and add the following:

In the event this threat level is reached we should determine if there is a need to change our current delivery method of classes to the student body, both day and evening, to decrease the number of students on campus at any one time.

Day Classes; break down the number of students on campus by offering day class in two (2) shifts of four and a half hours each - one starting at 7:30 am and one starting at 12:30pm with only break time vs. a full lunch half hour

Evening Classes; teach four nights a week for five hours and break down the population by Program so that each class is held two nights giving the student 10 hours of class a week vs. 12 hours but ensuring they have what should be acceptable during this pandemic event

Individual Responsible

School Director

Action

Provide notification to students/staff by use of HR/Student Portals;
Increase interaction and information flow between directorates to ensure transparency of all information- Tuesday and Friday briefings and as situation warrants;

School Director/IT

Remote access to school IT data-

current access is limited to 10 users at any one time-with that said do we need to increase the number of users and who those users should be;

DOE/IT/Academic Processor

Introduce instructors/students to how classes will continue;
Who/how will we post students daily attendance-clock hours;

All Departments

Limit travel between Campuses;
Prep for possible campus closure;

Level 5: Classroom Activity is temporarily suspended – Short Term 24 to 48 hours
(employee/student possibly infected by COVID-19)

Individual Responsible
School Director

Action
Inform VPs/Directors of potential need to close campus for cleaning;
Before release of any students and staff gain approval from senior staff and advise PADOE/ACCSC of needed action;
Direct posting of information on HR/Student Portal and send e2campus notification;
Make formal notice to media that we have had to take this course of action;

DOE/AP/IT

Build a rescheduling of clock hours missed to ensure Term clock hours are offered to students

Maintenance

Cleaning of campus following CDC guidance* (this guidance recommends not starting cleaning for 24 hours after known exposure of area and then only with full safety clothing);

DSS

Meet with Dorm Students-they may remain on Campus BUT must limit their movement around Campus as we clean;
Build a plan for each student to move off of Campus should we have to move to Level 6;

All Departments

Develop your plan to support school activities and staff that will continue to come in IF we have to move to Level 6;

Level 6: Campus closure – Long Term (confirmed infection of employee/student with COVID-19 OR PADOE mandated closure of all schools)

Individual Responsible

School Director

Action

Who continues to come on campus and who does not;

DOE/IT/Academic Processor

Implement instructors/students class content plan; OR freeze TERM and when staff/students are allowed to return unfreeze and teach out the Term and adjust future start dates accordingly

DSS

Dorm Students must relocate off of Campus

Maintenance

How do we clean total campus-staff or Service Pro?

Post-Pandemic Period - Return to normal operations

Individual Responsible

School Director

Action

Hold meeting with all directors and evaluate actions taken and recommended changes to plan to improve next needed use;

