

Pennco Tech Blackwood Campus
Health and Safety Plan
Return to Campus
Procedures

5/3/2020

Revised 6/15/2020

8 AM

General Guidance:

We will educate our students and staff about our health and safety plan. Pennco Tech's administration will communicate regularly with our employees. Faculty will need to communicate regularly with our student population.

Signage regarding COVID-19 will be placed at ALL building entrances and exits, in all classrooms, lounges, work areas, etc.

We will be monitoring developments on COVID-19 on a daily basis. We will reinforce good hygiene practices and take related safety precautions.

Everyone who enters Pennco Tech will be required to wear a facemask; we will ask both employees and students if they have symptoms of COVID-19 (cough, SOB, etc.) and we will be taking temperatures when anyone enters the building (a temperature of 100.4 or higher will require the individual to leave campus and seek medical guidance).

Classrooms will have ONLY the recommended number of staff/students allowed in a classroom per guidance from CDC, NJ Health Dept., and local ordinances.

The front main lobby will have no more than 5 guests waiting to be seen at any one time.

The Admissions lobby will have no more than 6 guests waiting to be seen at any one time.

Instructors, students and staff moving about Campus to go to Labs or for other reasons will not be required to have their Temperature retaken through-out the day/evening school hours.

All visitors to Pennco Tech will be requested to enter Campus through the Front Lobby for screening. All visitors will be required to wear a mask. Visitors will be required to wear visitor badges. All visitors will be required to have their temperature taken.

Students will not be permitted to congregate in large numbers in the student lounge, hallways, and other public places where students would normally congregate.

This is a simple request; we ask ALL returning staff and students to bring your own writing implement (pen, pencil) to help reduce any possible spread of the COVID-19 virus.

Here is how our Health and Safety plan will be implemented:

Building Entrance/Exit:

Upon entrance each person will be issued a mask with a paper bag to store it in.

Each building will have designated Entrance Doors. All other building doors will be EXIT only. ALL designated entrance doors will be staffed from 7 am to 8 am daily and from 5:30 to 6:30 each evening to take staff/students temperatures.

ALL Blackwood Staff will enter the Campus through Building 1, **Door #3** Entrance to start their work day.

ALL late arrivals to Campus, after 8am or 6:30 pm will enter the Campus through Building 1, **Door #3** Entrance.

The Lobby Door will be the **ONLY** Entrance/Exit for visitors; all other doors will be EXIT only

Building 1 Medical and Pharmacy students will use **Door #3**. All other doors will be EXIT only

Building 1 Automotive, Auto Body and Diesel students will use **Door #9**. All other doors will be EXIT only

Building 2 HVAC&R & ELC students will use **Door #16**. All other doors will be EXIT only

On the first day of class each week upon entrance each person will be issued a mask with a bag to store it in.

An issued mask or your own nose/mouth face cover will be worn at all times while in buildings.

You may choose to make and wear your own mask,

Make your own mask video from CDC <https://youtu.be/tPx1yqvJgf4>

School issued face masks should be carefully folded so that the outer surface is held inward and against itself to reduce contact with the inner surface during storage. The folded mask can be stored between uses in a clean paper bag or breathable container.

If needed, a replacement mask can be obtained from the Education office.

Temperatures will be taken of every person entering a building at the start of the day OR when you first arrive on campus. If your temp is above 100.4 you will be asked to remain outside and either the DOE or the DSS will be called to discuss your options with you.

On the very first day of class when you report to your classroom, or your/office you will be asked to complete an attestation sheet to attest that you have not been out of the country or knowingly been exposed to anyone who has tested positive to COVID-19.

This will be done weekly on Monday or the first day you return for that week.

If you have been exposed, you will be asked to meet with the DOE/DSS to discuss the needed actions to be taken.

EVERYONE on campus will practice Social Distancing (6 feet) as much as is possible in all areas of the school, both inside and outside.

Gloves will be made available in all classrooms, labs and work areas as needed.

Building Preparations:

Hand sanitizer stations have been added throughout campus, signs have been posted in restrooms, hallways and classrooms to remind everyone about COVID-19 safety procedures.

Relocated furniture in the front Lobby to ensure no guests are sitting facing another person.

School staff, Maintenance-Instructors-staff personnel will clean/disinfect commonly contaminated surfaces in all areas of the campus/classroom/office to include desks, work stations chairs, computers, light switches, water fountains, eating areas and door handles on both sides of doors.

Restrictions on use of public water fountains-all water fountains will be turned off and covered

Cleaning will be done at the beginning and end of each day, as well as between classes, and cleaning logs will be kept to assure all necessary sanitation is maintained.

Preventative Guidelines:

As stated, class size will be determined based on official guidance when we can return. Classroom location for breakdown of classes to maintain the correct class size will be made available to Instructors/Students prior to students return.

Based on that guidance we will build class schedules for students to ensure the correct class size is always maintained, both lecture and lab.

Limit events and meetings that require close contact.

If, and when a confirmed case has been on campus, regardless of community transmission Pennco Tech will follow CDC guidance as follows:

Any IHE in any community might need to implement short-term building closure procedures regardless of community spread **if an infected person has been on campus**. If this happens, CDC recommends the following procedures, regardless of level of community spread:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been on the campus, immediately reach out to local public health officials. These officials will help administrators determine a course of action for their IHE.

Work with local public health officials to determine cancellation of classes and closure of buildings and facilities. IHE administrators should work closely with their local health officials to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. In some cases, IHE administrators, working with local health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19. This initial short-term class suspension and event and activity (e.g., club meetings; on-campus sport, theater, and music events) cancellation allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the IHE. This allows the local health officials to help the IHE determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations should be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

- Discourage students, staff, and faculty from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local coffee shop.

Communicate with students, staff, and faculty. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the IHE community should align with the communication plan in the emergency operations plan.
- Plan to include messages to counter potential [stigma](#) and discrimination.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

Clean and disinfect thoroughly.

- Close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [herepdf iconexternal icon](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

Make decisions about extending the class suspension and event and activity

cancellation. Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities.

- When classes are suspended, IHE administrators should work closely with local public health officials to determine if some buildings and facilities may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes.
- **IHE administrators should work in close collaboration with local public health officials and the IHE's university system to make class suspension and large event and activity cancellation decisions.** IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when, and for how long to take these steps. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- Administrators should seek guidance from local health officials to determine when students, staff, and faculty should return to campus and what additional steps are needed for the IHE community. In addition, students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

Implement strategies to continue education and other related supports for students.

- **Ensure continuity of education and research.**
 - Review continuity plans, including plans for the continuity of teaching, learning, and research. Implement e-learning plans and distance learning options as feasible and appropriate.
 - Consider the following approaches:
 - Use of existing infrastructure and services (e.g., Microsoft Teams, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
 - Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
- IHE will need to determine, in consultation with their school system:
 - How to convert face-to-face lessons into online lessons and how to train faculty to do so.
 - How to triage technical issues if faced with limited IT support and staff.
 - How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
- **Consider if, and when, to stop, scale back, or modify other support services on campus.**
 - Consider alternatives for providing students with essential medical, social, and mental health services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
 - Identify other types of services provided to students, staff, and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.

We will make ANY changes required to this Health & Safety Plan needed to ensure compliance with guidance offered by outside authorities or any member of the Blackwood Campus Community.

Sincerely,

Gordon W. Ernst, Jr
School Director

Attached below is signage/forms to be
used throughout the Campus:



**ENTRANCE
ONLY**

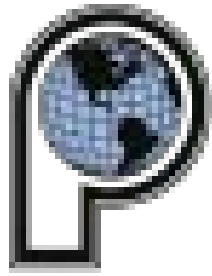
**THANK
YOU!**



ENTRANCE

**1st FLOOR
CLASSROOMS**

ONLY



**PENNCO
TECH**

**NO
ENTRANCE**

**EXIT
ONLY**



Pennco Tech Blackwood Return To School Affidavit

The following document is formed to ensure the safety of Pennco Tech and its students and staff. With the current global pandemic of COVID-19, it is required that questions are answered in true honesty to comply with the Return-to-school-guidelines.

Since Pennco Tech shut down operations on March 18, 2020 - Have you traveled outside of the continental United States? Yes / No

If yes, where and when exactly?

Have you been tested for COVID-19? Yes / No

Have you tested Positive or Negative? _____

Have you been in physical contact with anyone (family, friends, etc.) that tested positive for COVID-19? Yes / No

By signing this document, I acknowledge that I have answered the questions above with complete honesty.

Employee/Student Name (print): _____

Employee/Student Signature: _____

Date: _____

This computer
NOT in use,
Thank you for
helping support
Social
Distancing.

Bursar

line begins to
your left.

Thank you for
helping support
Social Distancing

Student Check In

Masks

Bags

Thermometers

Sign-In Clipboard

Visitor Check In

PLEASE PRACTICE SOCIAL DISTANCING

Protect yourself and others against infections

POR FAVOR PRACTICA LA DISTANCIA SOCIAL

Protégase y proteja a otros contra las infecciones



**MAINTAIN A
6' DISTANCE
FROM OTHERS**



**MANTENER UNA DISTANCIA DE 6 PIES
DE LAS DEMÁS PERSONAS**



**Wear face
mask**

