

# Phased Plan: Safety, Facilities and Cleaning Protocols

| Phase 1   | Personnel   | Safety Measures / Facilities   |
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| <p><a href="#">Phase 1</a></p> <p>Campuses are closed</p> <p>All classes are taught only in remote and online format.</p> | <p>Only essential personnel are authorized to be on campus.</p> <p>Personnel who can work remotely will do so.</p> <p>Students will attend classes remotely.</p> <p><a href="#">Vendors, tenants and partners</a> on campus only as authorized.</p> | <p>Campus facilities closed, except for essential functions to maintain building safety standards set by governor’s orders.</p> <p><u>Cleaning Protocols</u>: Disinfecting procedures, as <a href="#">per governor’s orders</a> and <a href="#">CDC Recommendations</a> to maintain building and employee safety, where occupied.</p> <p><u>Required Personal Protective Equipment (PPE)</u>: Masks are required for anyone on campus and must cover the mouth and nose. Gloves are required for task-specific protocols like cleaning. CDC guidelines should be followed regarding <a href="#">proper glove removal</a> and disposal.</p> <p><u>Social distancing</u> is also required, maintaining at least 6 feet of distance from individuals.</p> <p><u>Screening Protocols and Training</u>: Screening Protocols will be administered to essential employees working on campus at the start of each day.</p> <p>If an essential employee is experiencing any symptoms, they will:</p> <ul style="list-style-type: none"> <li>● Observe the COVID-19 stay-at-home order</li> <li>● Notify their supervisor of the sick day</li> <li>● Check with their primary health care provider</li> <li>● Self-isolate to meet <a href="#">PA Department of Health and CDC Requirements</a></li> <li>● Notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a></li> </ul> <p><u>Traffic Management</u>: Campuses closed for public access.</p> <p><u>Building Usage</u>: Campus buildings remain closed for public access. Building systems are being monitored both remotely and visually through on-campus weekly inspections.</p> <p><u>External Events</u> are not permitted on campus during Phase 1.</p> |

| Phase 2   | Personnel   | Safety Measures / Facilities  |
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| <p><a href="#">Phase 2</a></p> <p>Campuses remain closed.</p> <p>Classes are taught in remote and online formats. Only the hands-on components of governor-approved programs are authorized to be taught on campus (or a designated off-site location). In these exceptions, class size may be limited or enrollments may be capped, based on the governor’s recommendations.</p> <p>The College may revert to Phase 1 at the direction of the president’s Cabinet or by state mandate.</p> | <p>Only essential personnel or employees involved in the programs granted an exception by the governor may return to campus.</p> <p>Personnel who can work remotely will do so.</p> <p>Students will attend on-site class components only for exceptions approved by the governor.</p> <p><a href="#">Vendors, tenants and partners</a> on campus only as authorized.</p> | <p><u>Cleaning Protocols</u>: Disinfecting procedures, as <a href="#">per governor’s orders</a> and <a href="#">CDC recommendations</a> to maintain building and employee safety, where occupied. Deep clean and disinfecting protocols are used in the classrooms, offices and common areas used by on-campus programming and departments.</p> <p><u>Required Personal Protective Equipment (PPE)</u>: Masks are required for anyone on campus and must cover the mouth and nose. Gloves are required for task-specific protocols (Examples: cleaning, involvement in hand-on components of specific programs, etc.). CDC guidelines should be followed regarding <a href="#">proper glove removal</a> and disposal.</p> <p><u>Social distancing</u> is also required, maintaining at least 6 feet of distance from other individuals.</p> <p><u>Screening Protocols and Training</u>: Screening Protocols will be administered by HACC employees in the governor-approved programs at the start of each day.</p> <p>If anyone has symptoms of the flu or COVID-19 (fever, cough, rash, etc.) or shows signs of symptoms during the screening process, they are to:</p> <ul style="list-style-type: none"> <li>● Refrain from coming to campus or return home if already on campus</li> <li>● Contact their supervisor or instructor to make alternate arrangements</li> <li>● Check with their primary health care provider</li> <li>● Notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a></li> <li>● Self-isolate to meet <a href="#">PA Department of Health and CDC Requirements</a></li> </ul> <p><u>Traffic Management</u>: Campus maps for entrances into and exits from parking lots have been developed and shared with students and employees for the buildings that are occupied.</p> <p><u>Building Usage</u>: Approved sections of the buildings are open only to students and employees in the governor-approved programs. Limited essential staff are also permitted. No visitors or public will be admitted. All occupied classrooms and training areas have been redesigned to maintain the 6-foot physical distance requirements. Appropriate signage has been installed in building</p> |

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|  |  | <p>entryways, hallways, bathrooms and at PPE stations. Campus building systems are monitored for proper airflow. Filters have been upgraded and changed to adhere to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (<a href="#">ASHRAE COVID-19 Resource Recommendations</a>).</p> <p><u>External Events</u> are not permitted on campus during Phase 2.</p> |
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| Phase 3   | Personnel  | Safety Measures / Facilities  |
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| <p><a href="#">Phase 3</a></p> <p>Only credit and Workforce Development programs with required hands-on/experiential components to meet learning outcomes will be permitted to hold on-campus classes. This may involve dividing class sections into smaller groups, either in two different classrooms or on two different days.</p> <p>The College may revert to an earlier phase at the direction of the president's</p> | <p>Only essential personnel or employees involved in the programs with required hands-on components may return to campus.</p> <p>Personnel who can work remotely will do so.</p> <p>Students will attend classes remotely, with the exception of approved credit and workforce classes with required hands-on/ experiential components.</p> <p><a href="#">Vendors, tenants and partners</a> on campus only as authorized.</p> | <p><u>Cleaning Protocols</u>: Disinfecting procedures, as <a href="#">per governor's orders</a> and <a href="#">CDC recommendations</a> to maintain building and employee safety, where occupied. Deep clean and disinfecting protocols are used in the classrooms, offices and common areas used by on-campus programming and departments.</p> <p><u>Required Personal Protective Equipment (PPE)</u>: Masks are required for anyone on campus and must cover the mouth and nose. Gloves are required for task-specific protocols (Examples: cleaning, involvement in hand-on components of specific programs, etc.). CDC guidelines should be followed regarding <a href="#">proper glove removal</a> and disposal.</p> <p><u>Social distancing</u> is also required, maintaining at least 6 feet of distance between individuals.</p> <p><u>Screening Protocols and Training</u>: Screening Protocols will be administered by HACC staff in the approved programs at the start of each day.</p> <p>If anyone has symptoms of the flu or COVID-19 (fever, cough, rash, etc.) or shows signs of symptoms during the screening process, they are to:</p> <ul style="list-style-type: none"> <li>● Refrain from coming to campus or return home if already on campus</li> <li>● Contact their supervisor or instructor to make alternate arrangements</li> <li>● Check with their primary health care provider</li> <li>● Notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a></li> </ul> |

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| <p>Cabinet or by state mandate.</p> |  | <ul style="list-style-type: none"> <li>• Self-isolate to meet <a href="#">PA Department of Health and CDC Requirements</a></li> </ul> <p><u>Traffic Management</u>: Campus maps for entrances into and exits from parking lots have been developed and shared with students and employees for the buildings that are occupied.</p> <p><u>Building Usage</u>: Sections of buildings are open only to students and employees involved in the programs approved to have hands-on components completed on campus. Limited essential staff are also permitted. No visitors or public will be admitted. All occupied classrooms and training areas have been redesigned to maintain the 6-foot physical distance requirements. Appropriate signage has been installed in building entryways, hallways, bathrooms and at PPE stations. Campus building systems are monitored for proper airflow. Filters have been upgraded and changed to adhere to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (<a href="#">ASHRAE</a>) <a href="#">COVID-19 Resource Recommendations</a>.</p> <p><u>External Events</u> are limited to special exceptions approved by Cabinet.</p> |
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| <b>Phase 4</b>  | <b>Personnel</b>  | <b>Safety Measures / Facilities</b>  |
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| <p><a href="#">Phase 4</a></p> <p>Campuses open to staff, students and the community.</p> <p>Return to offering a variety of classes on all campuses.</p> <p>Some remote classes and services will remain.</p> <p>The College may revert to an earlier phase at the direction</p> | <p>Employees and students return to campus.</p> <p>Vendors, tenants and partners are permitted on campus.</p> | <p><u>Cleaning Protocols</u>: Disinfecting procedures will continue to maintain building and employee safety, where occupied. The College will continue using products purchased during the COVID-19 outbreak for cleaning protocol and will continue to follow and <a href="#">CDC recommendations</a>.</p> <p><u>Required Personal Protective Equipment (PPE)</u>: PPE will be optional.</p> <p><u>Screening Protocols</u>: There will be no screening processes in place. However, if anyone has symptoms of the flu or COVID-19 (fever, cough, rash, etc.), they are to:</p> <ul style="list-style-type: none"> <li>• Refrain from coming to campus</li> <li>• Contact their supervisor or instructor to make alternate arrangements</li> <li>• Check with their primary health care provider</li> <li>• Notify the College by emailing <a href="mailto:corona@hacc.edu">corona@hacc.edu</a></li> <li>• Self-isolate to meet <a href="#">PA Department of Health and CDC Requirements</a></li> </ul> <p><u>Traffic Management</u> will return to normal.</p> |

of the president's  
Cabinet or by state  
mandate.

Building Usage will return to normal. New signage will remain for physical-distancing and hand-washing reminders. Building systems maintenance protocols will remain in the stepped-up phase. Upgraded HVAC and building systems will be considered for all new renovations to improve the quality of health for those occupying the building.

External Events and athletic events are permitted on campus during Phase 4.