



Thaddeus Stevens College of Technology Covid-
19 Pandemic
Health and Safety/Reopening Plan

Academic Year 2020-2021

INTRODUCTION

TSCT Overview

Thaddeus Stevens College of Technology educates students in a very different context from most, if not all, colleges. Its mission is two-fold. First, to provide the opportunity for individuals who are under-represented and under-resourced to change the circumstances of their lives by obtaining a college degree resulting in an in-demand job at a family-sustaining wage in one or two years, to break the cycle of poverty many of our students have experienced, and to give back to the communities in which they live. Second, to support the critical technical, manufacturing and construction workforce needs in Pennsylvania.

Founded in 1905 by bequest from the will of Thaddeus Stevens, US Congressman, Pennsylvania attorney, and abolitionist, the College continues to provide no-cost education to under-resourced students, and is traditionally one of the lowest priced institutions in Pennsylvania for those who pay tuition. The College has one of the highest job placement rates in the state with an overall placement of 99% for the Class of 2019.

While the mission of the College has not changed since its inception, the trajectory of student success continues to arc upwards. The result is an ever-increasing demand for an education at TSCT by students and an equally urgent demand by industry to hire TSCT graduates.

The realization of a highly infectious COVID-19 outbreak at our College would be detrimental to the entire Lancaster community, especially to the TSCT student population, their families and our employees. Unlike most other community colleges in our region, TSCT provides housing as part of our mission, so this Health and Safety/Preparedness Plan gives considerable weight to the safety of communal living for our students.

Notable in our decision making for Fall 2020 is that a decision to hold even minimal in lab/shop learning will require the provision of campus housing based on our student demographics and our mission to serve individuals across the Commonwealth. Distance learning, while admittedly challenging to students and faculty, can be accessed by all students; whereas if students are required to be on-site for lab/shop learning, the College must provide safe housing for its students, or accept that students outside of a commutable distance, or who are transportation-challenged, will be denied equitable access to an education at TSCT this Fall.

This plan was developed at the direction of the PA Department of Education, but is internalized to the College as a demonstration of our commitment to provide a safe and healthy learning environment, and to reducing the risk of miscommunications that may encompass the chaotic nature of an outbreak of any highly contagious, lethal virus.

This plan outlines TSCT's strategy in preparing for, responding to, and recovering from a pandemic, specifically COVID-19, in a collective, community approach. It serves as a guide for the safe reopening of College locations, and the resumption of learning at TSCT.

This is a fluid document, based on local, state and federal guidelines, that will continue to develop over time.

This document contains supplemental information from the Pennsylvania Department of Health (DOH), the Center for Disease Control (CDC), the US Department of Education, the Pennsylvania Department of Education (PDE), and Middle States Commission on Higher Education.

Purpose of Health and Safety/Preparedness Reopening Plan

The intent of this Health and Safety Plan is to provide guidelines for the re-opening of all TSCT programs and activities. The plan will achieve the following goals:

- Maximize the protection of lives while minimizing educational and social disruption;
- Enable Thaddeus Stevens College of Technology to continue to safely operate and provide services as normally and effectively as possible with minimal academic and economic losses;
- Align re-opening and mitigation strategies with the Pennsylvania Department of Health and the Pennsylvania Department of Education's direction and guidance.
This plan coordinates federal, state, and local agencies;
- Continue the essential core operations of Thaddeus Stevens College of Technology in the event of increased staff/student absences and/or isolation or quarantine due to exposure to Coronavirus;
- Establish and maintain a coordinated command system to enable effective, timely, and sensitive decision making regarding continuity of student learning needs to remain the core value and focal point;
- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding TSCT Coronavirus strategies, and mitigation and self-care strategies;
- Prepare and provide resources for mental health/crisis service needs of faculty, staff, students and families.

Assumptions

Our current situation is unpredictable; however, we believe that there are some likely realities that our students, faculty, staff and their families can anticipate. Some of those will help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone to work from same foundation about what we assume to be likely so we can focus most of our effort on those circumstances, while still ensuring that we plan for the various “what if” scenarios.

This plan is based on the following assumptions:

- 1. The virus will not disappear by September; its pattern of spread may change, resulting in localized hotspots across the Commonwealth.** Coronavirus will be present in our community and across the Commonwealth throughout the summer and fall, and most likely well into the Summer of 2021. TSCT, by charter, serves residents of Pennsylvania only (with the exception of US veterans from across the country). The size and localization of a COVID-19 outbreak will be determined by factors including testing, tracing, and adherence to CDC guidelines as businesses and communities reopen. The College is committed to closely monitoring the spread of the virus, and adjusting its approach to operations based on fact.
- 2. The availability of COVID-19 testing will improve, and reliable coronavirus and COVID-19 antibody testing will be available. Contact tracing will be in place for TSCT.** The state’s capacity for Covid-19 testing is improving by the week and broader, reliable testing efforts may be available on demand by September. However, it is unclear how frequently re-testing can occur, or when a reliable, cost-effective antibody test will be available at scale. This plan also assumes effective contact tracing and assumes a robust community healthcare infrastructure to support a potential outbreak in the Lancaster community (critical care beds/access to ventilators).
- 3. Colleges will be open per the Department of Education guidelines for higher education. In-person learning is the preferred scenario for students and instructors from the standpoint of achieving course-learning objectives, especially for TSCT since nearly all TSCT programs are hands-on technical/trade majors.** Thaddeus Stevens College will put forward several scenarios for the Fall that address student and faculty health and safety as foundational, with scenarios including a mix of on-line and hands-on learning through full distance learning. It is likely, however, that schedules, lab/shop spaces, and day-to-day operations will be adjusted to allow for social distancing and smaller groupings. Clear criteria for moving between levels of operation will be included in this plan.

Health and Safety/Preparedness Plan: Thaddeus Stevens College of Technology (TSCT)

Scope

The scope of this Health and Safety Plan covers the College reopening as it pertains to COVID-19 (Coronavirus).

Coronavirus/COVID-19

The following link to the CDC provides up to date information related to Coronavirus, the virus that causes COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>.

According to the CDC, Coronavirus is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet). COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in many affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- 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
- Diarrhea

This list does not include all possible symptoms. The CDC continues to update this list as new facts and guidelines are available related to COVID-19. TSCT will continue to monitor this list and other information as the CDC posts updates.

TSCT Reopening Team

As TSCT considers its options for operation the Fall 2020, all decision-makers should be mindful that there are cases of COVID-19 in the community, and that there are no strategies that can completely eliminate transmission risk within a population. Testing and tracing is evolving and improving, and is an important strategy across all scenarios. The goal is to keep transmission as low as possible through the implementation of mitigation efforts outlined by the CDC, and to keep our students, faculty and staff, and their families, as safe and healthy as possible through this time.

Re-opening Team Leader – Mrs. Betty Tompos, Interim President, TSCT

Roles and Responsibilities of team members:

- **Health and Safety Plan Development (HSP):** Individual will play a role in drafting the Health and Safety Plan;
- **Crisis Response Team (Crisis):** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among faculty, staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Betty Tompos	Interim President/VP Finance & Administration	Both
Dr. Timothy Bianchi	Vice President, Academic Affairs	Both
Michael DeGroft	Dean, Academic Affairs	Both
Melissa Wisniewski	Dean, Enrollment	Both
Dr. Chris Metzler	Dean, Student Services	Both
Greg Seitz	Director, Information Technology	Both
Cheryl Lutz	Director, Assessment & Accountability	Both
Sheri Wright	Director, Academic Center	Both
Ann Valuch	Director, Public Information	Both

TSCT Reopening Options

The TSCT Coronavirus Reopening Team has identified three broad Levels of operation for academic year 2020-2021, including sub-plans within the Level II plan. The Levels do not directly correspond to the red, yellow, green phases of operations set by the Governor of Pennsylvania. However, the plan will indicate with phases apply to each level.

Level	Overview	Applicable to Red/Yellow/Green Phase
Level 1 - All Distance Learning	Fall - College is open/campus & locations are closed. Fall instruction – all distance education with minimal housing per mission; Spring – Campus housing fully open & call classes are on campus within CDC guidelines.	Red/Yellow/Green
Level 2 – Hybrid	Fall - College is open/campus & locations are closed with the exception of identified hands-on learning (shops/labs) & housing. Strategy options offer alterations to the academic calendar to provide access to hands-on labs/shops, minimize interaction among students/faculty. Spring – Campus housing fully open & all classes are on campus within CDC guidelines	Yellow/Green
Level 2 – Hybrid Strategy Detail – Mix of Distance Learning and Hands-On Labs/Shops critical to Learning Objectives	<ul style="list-style-type: none"> ▪ 100% Distance Education for 7 technical program freshmen cohorts (i.e. ARCH, BUAD, CNSA, CSET, ECADT, GRPH, and MET); ▪ 100% Distance Education for 6 technical program sophomore cohorts (i.e. ARCH, BUAD, CNSA, CSET, ECADT, and GRPH); ▪ 100% Distance Education for Premajor students; ▪ 100% Distance Education for General Education classes; ▪ Mix of Hands-on (~60%) and distance education (~40%) for 18 technical programs (i.e. AUTO, CABM, CARP, CORT, CIM, ECM, ELEC, ELME, EET, HVAC, 	

	<p>MASN, MET (Sophomores Only), MFWT, MTMM, PLBG, RMDL, WET, and WELD)</p> <ul style="list-style-type: none"> ▪ Academic Calendar: Monday, Aug. 24 through Wednesday, Dec. 16, 2020 ▪ Hands-On Labs & On-Campus residency ends prior to Thanksgiving; ▪ Post-Thanksgiving break all instruction is 100% distance education ▪ On-Campus groups divided into two groups: <ul style="list-style-type: none"> o Sophomores and Freshmen in CARP W (Noel), & ELEC (Jacobs): On-Campus First 6.4 weeks (32 Days): Monday, Aug. 24 thru Tuesday, Oct. 6; On-Line 9.4 weeks (47 Days): Wednesday, Oct. 7 thru Wednesday, Dec. 16 o Move Out/Clean/Move In Week (4 days), Wednesday, Oct. 7 thru Sunday, Oct. 11 @~200 students o Freshmen and Sophomores in ELEC B (Kochan): On-Line First 7 weeks (35 days) Monday, Aug. 24 thru Friday, Oct. 9 & Last 2.4 weeks (12 days): Tuesday, Dec. 1 thru Wednesday, Dec. 16; On-Campus 6.4 weeks (32 days) Prior to Thanksgiving (32 Days); Monday, Oct. 12 thru Tuesday, Nov. 24 	
Level 3 – All on campus, “New Normal” with accommodations	<p>Fall – Housing is open within CDC guidelines; all classes are on campus including Gen Eds (some Ged Eds may be offered remotely); Spring - Campus housing fully open & all classes are on campus within CDC guidelines</p>	Green

For reference, the phases of operation as currently defined by the Governor of the Commonwealth of Pennsylvania as they relate to the provision of education are:

- **The Red Phase** – Telework for all non-essential staff; virtual-only instruction; clinical training and in-person instruction for selected programs for licensure with proper social distancing; large gatherings prohibited; adhere to CDC, DOH and PDE guidance. Monitor public health indicators & adjust plans as necessary.
- **The Yellow Phase** – Telework continues for faculty and staff where feasible, especially for populations at higher risk for COVID-19; limited in-person instruction that adheres to proper social distancing; clinical training and field experience in preparation for

licensure & certification; restrict gathering of noon-instructional activities to no more than 25 people; monitor public health indicators & adjust plans as necessary;

- **The Green Phase** – Institutions may more fully resume in-person instruction and other routine operations; restrict large, non-instructional gathers to no more than 250 people; continue to adhere to CDC, DOH and PDE guidance; monitor public health indicators & adjust plans as necessary.

All College activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#), which advises that based on Lancaster County's current designation (i.e., red, yellow, green) and the best interests of our community, we are to indicate the type of re-opening we have selected. The remainder of the document will detail our plan for Fall 2020 semester, and indicate how we will communicate our re-opening plans with all stakeholders. Our final plan will also indicate our process for continued monitoring of local health data to assess implications for College operations and potential adjustments throughout the academic year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that our plan must account for changing conditions in our Health and Safety/Preparedness Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Questions for Selected Re-opening Option (per PA Department of Education):

Step 1: Determine TSCT's Preparedness to Mitigate and Manage Risks:

- Is the decision to resume in-person instruction consistent with state and local orders;
- Have you developed a plan consistent with the minimum requirements and expectations put forth by PDE;
- Have you begun to coordinate with local public health or emergency management officials;
- Do you have a strategy for monitoring health conditions on your campus;
- Are you able to communicate accurate and timely information on COVID-19 related developments to staff, faculty and students;
- Does your plan include a strategy for quarantine and isolation in the event transmission occurs on your campus or the county is designated as being in the red phase?

IF YES to all, the PA Department of Education considers our institution prepared to consider resuming in-person instruction and other related operations as permitted by the Governor's orders.

Step 2: Determine TSCT's capacity to resume in-person instruction:

- Do you have a plan and adequate supplies to reinforce practices related to hygiene, sanitation and face coverings on campus;
- Have you begun to implement necessary social distancing interventions needed to safely resume in-person instruction and other related operations on campus;
- Have you made the necessary modifications to your facilities to help create an environment conducive to healthy, safety, and inclusive learning;
- Have you reviewed and made adjustments to attendance requirements, absentee policies, and non-essential travel for students, individuals at high risk for COVID-19 and personnel;
- Have you modified course modalities, schedules, and academic calendars to adapt to the changing transmission levels and community spread of the virus?

If YES to all, the PA Department of Education considers TSCT prepared to make determinations about the provision of in-person instruction and the possible number of students you can accommodate on your campus.

Recommended reopening plan: Level II – Hybrid mix of online and on-campus learning

Resident move-in: Sunday, August 23, 2020

Classes resume: Monday, August 24, 2020

Thaddeus Stevens College of Technology
Return to Campus
Guidelines for Health and Safety

The health and well-being of our community is our priority and the standards we are putting in place should be read carefully and followed by all on campus. The following outlines important updates for students return-to-campus in August. Information will be added and updated as the pandemic continues to evolve and new guidance is received.

Face masks: Face masks are required to be worn by all students, faculty and staff on all College campuses and locations, with the exception of a medically documented accommodation. This includes inside all College buildings, and outside when on the college campus and other locations. If a student is alone inside their residence hall room, it may be removed. Employees alone in their office may also remove their face covering. An exception will be made while eating. According to the CDC, appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could potentially spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not meant as a substitute for social distancing, and a face shield is not accepted as a substitute for a face mask. One face mask will be provided to all students. It is recommended that students also bring several other face coverings with them to campus.

Move-In: Sophomore residents who have confirmed housing for the first 7 weeks of the Fall semester (Monday, Aug. 24 thru Tuesday, Oct. 6) will move in on Sunday, August 23. Freshmen residents who have confirmed housing for the second 7 weeks of the Fall semester (Monday, October 12 through Tuesday, November 24) will move in Sunday, October 11. Dorm room assignments, move-in time and specific instructions for residents will be mailed to each resident student the week of August 3. There will be a limit of one individual permitted to assist with student move-in. All individuals will be screened upon entrance to the campus, and are expected to bring a mask for move-in day.

Housing: Students will remain in housing set-ups as they are accustomed to, with a limit of one resident per room. No guests will be permitted (either overnight or day visitors, including visitors from other residence halls). Social distance measures will be marked within the buildings including students reserving shower times both in the morning and evenings. There will be other housing guidelines that will be shared with students prior to their arrival on campus.

First Day of Classes: The first day of classes is Monday, August 24. Resident students are highly encouraged to stay on campus through the end of their term on campus. Following Thanksgiving break, all classes will be held remotely. Fall 2020 semester schedules are available on the My.Stevens portal.

Classroom Instruction: For the safety and well-being of our faculty and students, classrooms and other spaces on campus have been reconfigured to provide appropriate social distances within these spaces. This mitigation is based on a thorough review by Marotta/Main Architects in conjunction with faculty. A hybrid education model for fall 2020 has been developed to limit the number of students on campus and in shops at any one time while maximizing hands-on shop/lab learning. All general education and premajor programming, will be delivered on-line. Social distancing signage and markers will be in place throughout campus buildings.

Testing/Monitoring: All students returning to campus in the Fall will be tested for the Novel COVID-19 coronavirus prior to or upon their arrival. Further details will be provided. Additional testing will also be available after students arrive.

Regarding COVID-19 monitoring, daily COVID-19 screenings will occur at designated locations each day for students, faculty and staff who are on campus. When screened, a daily wrist band will be issued that should be worn through each day to indicate participation in the daily screening.

The College is collaborating with Lancaster General Health/Penn Medicine to provide healthcare support to our students, including telemedicine and on-site care. Further details will be provided.

Tracking: Any student testing positive for COVID-19 will not be publicly identified and the College will follow its FERPA and HIPPA requirements which guarantees privacy. With that said, notification of a positive test must be shared with local and state officials. Additionally, the campus community will be notified by email of any contact tracing information. The College will only report positive cases that are self-identified. Identification suspected and reported by another individual is prohibited.

Tracing: Tracing provides an additional layer of awareness and protection to our campus community. The College will require that all members of the community comply with tracing efforts. Tracing provides information to ensure that members of the community are made aware of potential interaction when someone is confirmed positive with the virus.

Education and Training: All students and employees will participate in safety and health training, including COVID-19 specific training, to educate and familiarize them with new campus standards.

Fall Athletics: All athletics for the fall 2020 semester have been suspended. Winter and spring athletics will be evaluated at a later date.

Travel: Resident students are highly encouraged to stay on campus during the term of their residency. Minimizing non-essential travel supports student safety by reducing potential exposure to the virus. College-sponsored travel is suspended.

Dining: Dining Services will be provided by Omni Dining. Omni is committed to offering high-quality dining services with a priority focus on health and safety. Meal plan options will include 5 day, 7 day or pay as you go. Grab and go meals will be available. Social distancing will be required and marked at all dining locations

Campus Safety Measures: New campus signage and safety markers will be installed to remind students, faculty and staff to social distance while on campus and to practice good personal hygiene habits such as frequent hand washing, coughing or sneezing into elbows instead of hands, longer periods in between classes, and hand-sanitizing stations. We also have instituted deep cleaning protocols across campus to support a safe environment.

A dedicated [web page](#) on our stevenscollege.edu website includes updates and an FAQ section to address the fall 2020 reopening plan. Please visit our website frequently to learn more. You may also email your questions to info@stevenscollege.edu. As always, our knowledge and understanding of the

COVID-19 virus will continue to evolve, and our policies and plans will be updated as more information becomes available.