

PCC Student Information

COVID-19 Guidelines: Fall 2020

This document is to serve the students of Pitt Community College during Fall 2020 semester as we navigate the COVID-19 pandemic.

The protocols in this document are set for all PCC students and are based on the COVID-19 Operational Guidance Policy document which explains the standards for the entire campus. These protocols are applicable to all PCC students. Specific programs may have additional requirements to enhance the safety within a specific learning environment.

It is expected that every student in courses that have an on-campus component have read and understand the rules and protocols outlined in both this document. Specific questions should be asked of your instructor and additional information may be found in the PCC COVID-19 Operational Guidance Policy.

Honesty Policy

We are operating under the Honesty Policy regarding your possible exposure to COVID-19. We understand that you want to attend class. Please be honest in your exposure / non-exposure to COVID-19. It is important that all of us keep our campus community safe from exposure as we all have family, roommates, and coworkers we interact with on a daily basis.

It is also important to note that even if you have been placed on quarantine, you are still expected to attend class online and complete work. Exemption from coursework only applies if you test positive for COVID-19 with symptoms. At that point, you will work with your instructor to make up any missed coursework once you have been cleared to return to campus.

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Important for Students

Campus Requirements

Students are required to wear their mask at all times while on campus and in class and labs. If you feel that you are exempt from wearing a mask or face cover, PCC has protocols in place for accommodations. Accommodations may be requested by contacting PCC Accessibility Services. Proper documentation from Accessibility Services is required before any instructor can allow accommodations.

Masks must be a solid fabric only. *Masks with a "vent" or "breathing valve" are not allowed.* Any student not wearing a mask / face covering will not be permitted to enter class. Any student who removes their mask / face covering during class will be asked to leave class.

Every individual who enters an instructional space on PCC's campus will have their temperature taken. If you leave the building and return later that same day, your temperature may be taken again before you are allowed to enter. Social distancing of 6 feet or more is expected to be followed while in all hallways, restrooms, classrooms, and labs.

Food and Drink: Open food and drinks are not allowed in instructional area. Drinks in a sealable container are permitted, but may not be consumed in class.

General Rules for ALL Classrooms, computer labs and drafting labs: The classrooms and labs have been adjusted to meet the requirements of the PCC COVID-19 policy. These adjustments are to help maintain a social / physical distance of a 6 foot minimum. Students may not make adjustments to the layout of the spaces.

Instructor Responsibilities: To make sure every student is sitting or working in the appropriate space and not less than 6 feet from the nearest student whenever possible. Instructors have the authority to remove a student from class if found not wearing a mask or violating social distancing protocols.

Meeting with Instructors

From time to time you may need to meet with your Instructor, Department Chair, or Advisor. For the purposes of physical distancing, students are NOT allowed to enter any instructor's office. All meetings must be conducted in one of these methods: Phone Meeting, Online Video Conferencing through Webex, and / or Email. If face-to-face is needed, then a meeting may be scheduled in advance. This is decided at the discretion of the instructor. Signs are posted to each door with the instructor's Name, office phone number and work email address for contact. ***Please do not enter any office even if the door is open.***

Class Schedule

At this time there is not a location for students to socialize between classes. Students are NOT allowed to loiter in the hallway of any building or congregate in any parking lot on campus at this time. Students are expected to leave campus immediately after they are finished with classes for the day.

Current Operation Plan

Many courses are being offered entirely online. For courses with a physical component, these are being offered in a Blended Course mode. This means that most of the lecture portion of the class has been moved to an online format whenever possible. The lab portion of the class will remain in the traditional face-to-face format.

Modification Plan

In the event of a change due to COVID risks, there is a potential that PCC will be required to move all classes to an online format. All classes will operate using both Moodle and Webex as the online delivery system. Your instructor will provide details on how the course will be offered and if it will be asynchronous or synchronous.

Asynchronous courses will have required due dates for assignments and course milestones, but will not meet on a set schedule. Instructors will be available via email, telephone, and video conferencing during their office hours to answer questions.

Synchronous courses will meet on a schedule day and time. Your schedule will remain the same and you will log in to class online with your classmates at the same time class ran on campus. It is the expectation of the college that you will continue to attend class, complete assignments on-time, participate in class discussions, and manage yourself as you would in class. This means having respect for others, no phone use or other electronic devices while in class. If PCC is required to move to this format, you will receive further instructions from your instructors. If you are having trouble coming to class or completing the work for the class in this format, you are responsible for communicating that to your instructor as soon as possible.

Attendance Policy

Attendance and participation are required. This applies in both the current mode and if PCC migrates to a modified operational plan with alternative learning formats. Students who are unable to attend courses due to testing positive for COVID-19 or due to an exposure to COVID-19 are required to contact their instructors as soon as possible. Excessive absences due to COVID-19 may result in students being dropped or withdrawn from the course if an incomplete grade is not feasible.

Quarantine Policy

The requirements below are mandatory and while subject to change as additional information regarding COVID-19 becomes available, must be followed for the safety and wellbeing of PCC's students and employees. **Students who do not adhere to the return requirements are subject to disciplinary actions up to expulsion.**

Students Who Test Negative for COVID-19

If a student has symptoms of COVID-19 and tests negative, he/she may return to campus once symptoms have resolved for at least 48 hours. Fever must be resolved for at least 48 hours without the use of fever-reducing medications.

Students Diagnosed with COVID-19

If a student has been diagnosed with COVID-19, [per CDC recommendations](#), they may not return to campus until the following conditions are met:

- At least ten (10) days have passed since the first symptoms
- No fever for at least 48 hours (without the use of fever-reducing medicine)
- Other symptoms have improved (e.g., coughing, shortness of breath, etc.)

Students in Close Contact to Someone Diagnosed with COVID-19

If a student has been in close contact with someone who has tested positive for COVID-19 and is at high risk for exposure, [per CDC recommendations](#), they may not return to campus until the following conditions are met:

- At least 14 days have passed since the exposure
- He/she has no symptoms of COVID-19 (e.g., coughing, shortness of breath, etc.)

Students who have recently returned from vacation

If a student has traveled to an area considered a "hotspot" within the last 14 days, per [CDC guidelines](#), may not come to campus for 14 days, and should stay home.

- Areas that are considered "hotspots" are subject to change.
- To calculate the time you need to stay home, take the date you returned home from the hotspot, and add 14 days. This is the date you may return to campus if you are not exhibiting COVID-19 symptoms.
- An up-to-date map of locations with surges in COVID-19 cases is available at the following link: <https://www.cdc.gov/covid-data-tracker/index.html#cases>

Computer Lab Protocols

Student Responsibilities: Students are expected to follow the protocols established in the PCC COVID-19 Policy which includes that masks must be worn AT ALL TIMES while on campus and in class and a minimum of 6 feet must be maintained between individuals whenever possible.

Entering the computer lab involves a cleaning routine:

1. Students must first sanitize hands with the provided hand sanitizer.
2. Wipes will be available in each classroom / computer lab.
3. Upon entering, students are expected to sanitize their area including but not limited to the keyboard, mouse, CPU (lightly so liquid chemicals from the wipes does not seep into the computer and damage the mechanics), table top or desk space and seat (hard surfaces only) using the wipes provided.
4. All wipes must be discarded into the trash.
5. After sanitizing your work station, please use hand sanitizer again to disinfect your hands before returning to your seat.

Breaks (classroom breaks, bathroom breaks, etc) involving leaving the classroom requires students to re-sanitize their hands with the provided hand sanitizer before returning to their seat.

Classroom Protocols

Student Responsibilities: Students are expected to follow the protocols established in the PCC COVID-19 Policy which includes that masks must be worn AT ALL TIMES while on campus and in class. If you are found to not be wearing your mask, then you may be asked to leave class.

Entering the classroom involves a cleaning routine:

1. Students must first sanitize hands with the provided hand sanitizer.
2. Wipes will be available in each classroom.
3. Upon entering, students are expected to sanitize their area including but not limited to the table top or desk space and seat (hard surfaces only) using the wipes provided.
4. All wipes must be discarded into the trash.
5. After sanitizing your work station, please use hand sanitizer again to disinfect your hands before returning to your seat.

Breaks (classroom breaks, bathroom breaks, etc) involving leaving the classroom requires students to re-sanitize their hands with the provided hand sanitizer before returning to their seat.

Construction Shops / Labs

Student Responsibilities: Students are expected to follow the protocols established in the PCC COVID-19 Policy which includes that masks must be worn AT ALL TIMES while on campus and in class. If you are found to not be wearing your mask, then you may be asked to leave class.

Students are expected to wear their mask as well as standard PPE including safety glasses. Only CLEAR safety glasses are allowed to be worn while in the construction shops. Students must use their own tools, equipment and PPE. Sharing of tools and PPE is not allowed.

Entering the construction shops involve a cleaning routine:

1. Students must first sanitize hands with the provided hand sanitizer.
2. Wipes will be available in each shop.
3. Upon entering, students are expected to sanitize their area including but not limited to the table top or desk space, tools and equipment using the wipes provided and / or the sanitizing spray.
4. Student's personal gear including tool belt, tools, and equipment must be sanitized daily at the beginning of the class.
5. Students are **NOT** allowed to store their gear in the shops.
6. All wipes must be discarded into the trash.
7. After sanitizing your work station, please use hand sanitizer again to disinfect your hands before returning to your seat or work area.

Physical Distancing:

1. Students are expected to maintain a 6 foot distance from your classmate whenever possible. It is important to note that there are some situations where students need to work in a closer proximity. This is where masks are extremely important because they serve as a protection backup.

Breaks (classroom breaks, bathroom breaks, etc) involving leaving the classroom requires students to re-sanitize their hands with the provided hand sanitizer before returning to their workstation.

Instructor Responsibilities: To make sure every student is working in the appropriate space and not less than 6 feet from the nearest student whenever possible. Has the authority to remove a student from class if found not wearing a mask. Make sure the wipes are available.

Proper Handwashing Guidelines

Why Is Hand Washing So Important?

Hand washing has always been the best way to keep from getting sick. But with the coronavirus (COVID-19) outbreaks, hand washing matters more than ever.

Coronavirus spreads easily. Hand washing prevents the spread of [germs](#), including coronavirus.

When you wash your hands, you protect yourself from germs. You also protect people in your family. And with the coronavirus, when you stop the spread of germs at home, you protect people in the community too.

What's the Best Way to Wash Hands?

1. **Wet your hands** with clean, running water (warm or cold). Make sure the water isn't too hot.
2. **Use soap.** Lather up for about 20 seconds. (Sing the ABD's) Any soap works. It doesn't have to be antibacterial.
3. Make sure you **wash between your fingers**, on the backs of your hands, and under your nails where germs like to hang out. Don't forget your wrists!
4. **Rinse and dry** well with a clean towel.
5. **Use that towel to turn off your water faucet and open the door to exit the restroom.**
6. **Do not touch** the area of the towel used to turn off the faucet and touch the door handle
7. Properly discard the paper towels in the provided trash cans.

When Should I Wash My Hands?

Make a habit of regular hand washing. It's most important:

- before eating and cooking
- after using the bathroom
- after cleaning around the house
- after touching pets and other animals
- before and after visiting or taking care of sick people
- after blowing your nose, coughing, or sneezing
- after being outside
- after handling mail or packages