

PENNCO TECH
Blackwood 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 include 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

Level 2: Possible Threat-Not in our local area

Response Team

Action Recommended

School Director

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

Education Director

1. Ensure instructors in all programs have consumables ordered for current Term, i.e. MAA medical supplies and ABPT masks for use in Labs
2. Begin review of offering course content to students through school portal or other methods so that in the event of partial or full closure of the Campus we can support student studies with course material

Maintenance Director

1. Review on-hand cleaning supplies, add to stock of water; start an elevated cleaning effort of all common areas (break areas, library)

Level 3: Heightened awareness in local community or possible threat-in our local area

Response Team

Action Recommended

School Director

1. Continue all actions of Level 2 and add the following
2. Inform all staff that we have moved to Level 3 of plan
3. Assess the need to implement the reduction of student gathering in common areas on Campus
4. Limit or eliminate guest speakers and other non-curriculum events on Campus
5. Increase monitoring and plan for staff 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 have a doctors slip stating they can return to school when they return
6. Staff who become sick should be sent home as soon as possible and advised to stay home until medically cleared
7. Alert local health officials about large increases in student, staff and faculty absenteeism

Education Director/IT Director

1. 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

Education Team

1. Increase monitoring and plan for student 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 have a doctors slip stating they can return to school when they return
2. Students who become or are sick should be sent home as soon as possible

Maintenance Director

1. Elevate cleaning in all areas on Campus
2. Review stock and order additional cleaning supplies as needed

All Departments

1. Assist in limiting the spread of germs in your area by cleaning door handles, light switches and other surfaces with wipes daily

Level 4: Higher threat levels for local area - NO on campus infected staff/students

Response Team

Action Recommended

School Director

1. Continue all actions of Level 2 & 3 and add the following
2. Inform Vice President of potential risk levels
3. Provide notification to students/staff by use of school portal
4. Increase interaction and information flow between Directors to ensure transparency of all information-Tuesday and Friday briefings and as situation warrants

Education Director/IT Director/
Registrar

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

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

All Departments

1. Prep for possible campus closure
2. Limit travel between campuses

Level 5: Campus Activity is temporarily suspended – Short Term (COVID-19 on Campus)

<u>Response Team</u>	<u>Action Recommended</u>
School Director/Vice President	1. Inform Directors of potential need to close campus for cleaning 2. Gain approval from senior staff and advise NJDOL/ACCSC of needed action 3. Direct posting of information on School Portal and send e2campus notification
Education Director/Registrar	1. Build a rescheduling of clock hours missed to ensure term clock hours are offered to students
Maintenance Director	1. 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)
All Departments	1. 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 employee/student with COVID-19) or DOLNJ mandated closure of all schools

<u>Response Team</u>	<u>Action Recommended</u>
School Director/Vice President	1. Who continues to work on campus?
Education Director/IT Director/Registrar	1. Implement instructors/students class content plan 2. 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
Maintenance Director	1. How do we clean total campus-staff or Serve Pro?

Post-Pandemic Period - Return to normal operations

<u>Response Team</u>	<u>Action Recommended</u>
School Director	1. Hold meeting with all directors and evaluate actions taken and recommended changes to plan to improve next needed use;

*School Director has printed guidance from CDC for cleaning of a contaminated COVID-19 area