

King's College Health and Safety Plan



Returning to Campus

General Information

King's College has developed guidance for safely resuming in-person instruction. The guidance includes general considerations to support healthy, safe, and inclusive learning environments when resuming in-person instruction, operations, services, and activities. Each person should carefully review this guidance and determine the best strategies and action items needed to ensure their campus experience is healthy and safe.

Shared Commitment – We all have a shared responsibility to behave in a way that is safe for ourselves, our coworkers and students. Please join us and **make the commitment** to keep our campus safe. We encourage all faculty, staff and students to please be mindful about exposing yourself to unnecessary risks that may affect others. It may take some time, effort and education to become accustomed to new routines and behaviors. If you see something you believe to be unsafe, please respectfully correct the situation or report it to our pandemic safety officer pandemicofficer@kings.edu

Stigma – Do not allow stigma to encroach our campus. We must work together and stop stigma in its tracks. Covid-19 does not discriminate, and no employee, student or guest should hesitate to come forward if they have concerns about the virus or suspect they have the virus. To help combat stigma, we have placed signs throughout the campus to remind everyone of the support available to combat stigma.

Coordination with Local Public Health Officials

We Are Coordinating with Public Health Officials – Representatives from our Student Health Center (SHC), Facilities and senior leadership have established relationships with the Wilkes-Barre City Department of Health (DOH) which is the local office for the PA Department of Health (PA DOH). In the event of a positive case determined on campus, our SHC will notify the Wilkes-Barre City DOH. Likewise, for outside tested positive cases, the Wilkes-Barre City DOH will notify King's College. In collaboration with the DOH, our mitigation plan of action for patient isolation, decontamination, contact tracing and self-quarantine recommendations, and safe return to class or work will ensue. The Wilkes-Barre City DOH may be reached at 570-208-4286. The PA DOH can also be contacted at 1-877-PAHEALTH. (1-877-724-3258). The coordination of efforts with public health officials provides guidance and support to keep our college community safe.

Academic Matters

Our Revised Academic Calendar – We have revised our Fall 2020 Academic schedule to reflect a shortened period on campus. It is our belief this calendar mitigates health risks to students, faculty and staff and maximizes the likelihood of a successful return to in-person instruction.

- Classes begin one-week earlier (Monday, August 24 instead of Monday, August 31). Resident students could begin moving in on Monday, August 17.
- There are no breaks (Breaks for Labor Day, Fall Break are eliminated).
- In-person classes end on Wednesday, November 25, the day prior to Thanksgiving.
- Final Exams are administered in take-home or online formats. Such assessments should be administered by faculty or submitted by students, between Monday, November 30th and Saturday, December 5th.

For additional details on the academic calendar click here: <https://www.kings.edu/calendar>

Strategy for Safely Resuming In-Person Instruction

- **Entrances and Exits to Buildings:** Wherever possible the College will try to help control and direct the flow of pedestrian traffic in to and out of designated building entrances and exits to reduce congestion in high traffic areas. We ask the campus community to follow the instructions that will be provided for utilizing designated paths of travel across campus and within elevators, stairwells, and hallway corridors within College facilities.
- **Personal Protective Equipment (PPE):** The College will provide the required Personal Protective Equipment for staff and faculty who are working on campus. To help facilitate this process there will be a centralized purchasing team accountable for acquisition of COVID19-related PPE supplies that include but are not limited to reusable cloth face masks, disposable face masks, gloves, hand sanitizer, disinfectant wipes, safety barriers, and other required supplies and equipment.
- **Class Size and Limits on capacity:** The King's College Facilities Department has physically surveyed classrooms throughout our building facilities to help determine the maximum capacity that could be achieved while safely maintaining the CDC recommended social distancing guidelines. Based on these CDC social distancing guidelines, in most cases our revised classroom seating capacity has been reduced to about one third of the original room seating capacity. In addition to updated seating capacity of our existing classrooms, we are repurposing and reassigning some of our larger conference rooms and assembly area locations to serve as new temporary classrooms in order to help safely accommodate larger groups of individuals where social distancing clearances are physically possible. Desks, chairs, and floor locations will be marked to clearly indicate safe designated seating locations within each classroom. We ask that our faculty and students follow the physical spacing guidelines that have been carefully prepared for each of these locations.

Personnel Conduct

- **Reinforcing Practices of Good Hygiene** – CDC and PA Department of Health guidelines for maintaining safety and properly practicing personal hygiene have been posted throughout various locations across campus which include but are not limited to main building entrances, common area spaces, and restroom facilities. In addition, where reasonable access to standard soap and water hand washing facilities are not readily available, additional provisions have been made for installation of hand sanitizer stations in our classrooms and other common area spaces within each building.
- **Social Distancing**- Safety signage regarding COVID-19 symptoms, required use of face coverings, hand-washing procedures, and social distance practices have been posted in various locations throughout campus reminding our King's community about the importance of maintaining CDC and PA Department of Health recommended safety measures. In addition to these safety communication program materials, arrangements have also been made for physically reconfiguring furniture stations, office spaces, food service venues, and common area gathering locations across campus. Directional traffic signage, safe distance floor markings, and clear barrier shields will be deployed in key locations across campus to help encourage and reinforce the importance of safe social distancing.
- **Face Coverings**- As one of the most important personal safety practices recommended by the CDC and PA Department of Health experts, the College will be expecting regular use of face coverings or masks by faculty, staff, and students when interacting with others on campus. The regular and proper use of face coverings will be required in all social settings where 2 or more individuals are gathered on campus. Provisions have been made to supply all employees with appropriate face coverings to be used while working on campus.
- **Making appointments vs. Drop-In Meetings**- We will continue to strongly encourage the use of virtual meetings whenever possible. As a practice we must avoid drop-in meetings and pre-schedule in person meetings when necessary. Please utilize [King's Directory](#) to call or email ahead of time to ensure the availability of those you wish to meet with. Additionally, you may utilize email and outlook calendars to schedule appointments when needed. For a quick 2-minute tutorial on how to schedule a meeting and see participant availability in Outlook, [click here](#).

Facilities – Comprehensive Practices

- **Sanitation Practices** To help prevent the spread of COVID-19, procedures and supplies will be in place to encourage proper hand and respiratory hygiene as well as routine cleaning and special disinfection of high-risk and high-traffic campus locations. Prior to the start of the scheduled work shift, all Facilities staff will have their temperatures screened and a health survey checklist completed before being cleared to start their work shifts. At a minimum, Facilities staff will be required to utilize face coverings and protective gloves when performing their cleaning duties as well as any additional PPE that may be required depending on the specific job task and hazards involved. In addition, all Facilities employees will be asked to follow normal preventative measures such as frequent handwashing, regular use of hand sanitizer, and avoiding touching of eyes, nose, & mouth.

To help maintain a safe and healthy physical campus environment, our Facilities team will follow a three-stage process to deliver a comprehensive preventative cleaning program.

- **STAGE 1:** Our standard cleaning protocols will include frequent cleaning of high contact work surfaces, vacuuming floors, removing trash, spot cleaning walls & carpets, and cleaning restroom facilities. Use of EPA-registered cleaners and disinfectants will be utilized according to manufacturer's recommendations for concentrations, contact dwell time and drying.
- **STAGE 2:** After these standard cleaning methods have been completed, each area will then be revisited by janitorial services staff to complete an electrostatic spray treatment using a hospital grade disinfectant. Horizontal and vertical room surfaces can be efficiently and effectively reached with this manner of electrostatic spray application in order to achieve the most complete coverage and disinfection of the classroom and workspaces.
- **STAGE 3:** In addition to the standard routine cleaning methods and the electrostatic disinfectant spraying treatments in classrooms, labs, study rooms, and common area spaces, handheld UVC light disinfecting wands will be used to further sanitize door handles and push bars, light switches, restroom fixtures, towel dispensers, and other community shared equipment such as break room appliances and computer stations.
- Restroom supplies and handwashing stations will be checked daily and re-supplied as needed. Trash receptacles will be emptied daily from offices, classrooms, labs, and common areas during the second shift operation after classes and labs have ended or sooner if the need dictates.

Monitoring Health Conditions on Campus

King's Human Resources Director (Regina Corchado) and Director of Student Health Services (JoAnn Kosik) are partnering to monitor health conditions on campus. All students and employees are required to submit their body temperature and a screening questionnaire daily. No touch thermometers are available at various locations across campus for anyone who needs access. Students and employees exhibiting signs and symptoms of illness are encouraged to stay away from campus to slow the spread of all illnesses.

Student and Employee Self-Check Health Screening Form:

<https://portal.publicsafetycloud.net/manage-self-assessment/kings-college>

As a practice, the HR Director and Director of Student Health will meet regularly to discuss the number of illnesses we are made aware of on campus and make a recommendation to senior staff in the event a surge of virus or infection happens.

Support for Vulnerable Populations

The CDC has provided guidance to certain populations who are at greater risk for severe illness. King's is committed to assisting people who need to take extra precautions to ensure everyone stays healthy. If you identify yourself to be part of one of the [higher risk groups](#), and would like to request an accommodation, please contact Human Resources. We will research and work with you and your manager on how we can best support your needs when returning to campus.

Additionally, our Facilities and Maintenance departments have been working to identify spaces that may need to be modified in order to ensure proper social distancing is attainable. Employees requesting a modification to their physical space should open a ticket using the [Facilities Tree](#) resource if you would like to request additional adjustments.

Students with disabilities requesting ADA accommodations should contact Sheri Yech at 570-208-5800 or sheryech@kings.edu

Employees with disabilities requesting ADA accommodations should contact Regina Corchado at 570-208-5968 or reginacorchado@kings.edu

Absences –King's Human Resources team has reviewed and updated all policies that relate to employee absences.

[Click here](#) to access our employee handbook with policies that address all types of absences. We are encouraging all employees who do not feel well to please remain off campus.

Travel Guidelines –

On Thursday, July 2, 2020 the Pennsylvania Department of Health released new guidelines on travel that could impact our timeline to return to campus if not followed appropriately. Please review and follow the travel guidelines outlined by the state. <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>
Please know that additional states could be added to this list at any time based on local conditions.

The CDC has provided guidance for travelers. If you are planning to travel, please consult the guidelines [HERE](#).

King's is committed to keep College travel to a minimum. Meetings, trainings and conferences are to be held virtually where possible. Students and employees who travel for leisure are encouraged to discuss their plans with their supervisor or Human Resources department if they feel self-isolation after travel would be recommended post travel.

Mitigation / Containment Efforts

Responding to a Positive Case

When King's receives confirmation that an individual has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken.

When evaluating the dissemination of information about a positive COVID-19 diagnosis, King's will follow the CDC (Centers for Disease Control) guidance that is endorsed by the EEOC (Equal Employment Opportunity Commission).

In addition, consideration will be given to whether coworkers, visitors, vendors and others who may have had close contact with the individual ought to be notified that they may have been exposed to ensure appropriate steps are taken.

King's has designated 31 safe spaces where a student can successfully self-isolate on campus.

We have coordinated meal delivery from our partners at Chartwells where necessary.

Below is King's specific response plan and timeline we will utilize when responding to a positive student or employee case:

Immediately

1. If the individual is currently in the facility, quickly determine a strategy for the individual to leave.
2. Consider how to handle this situation to avoid exposure to others, while protecting the dignity and privacy of the individual

1-2 hours

1. Meeting of individual's manager/supervisor, key executives, HR, or advisor
2. Assess whether to send all individuals home for the day/close the building where the person was located.
3. Identify a designated College representative to obtain additional information from infected individual and conduct telephone interview (assuming they are medically able to participate)
4. Develop list of individuals likely to have had close contact with the infected person within the past two days (i.e. within 6 feet of distance for 15 minutes)
5. Identify individual(s) responsible for communication plan for those who had close contact with infected individual and prepare plan
6. Prepare communication
7. Identify person to arrange for thorough cleaning/disinfecting per CDC Guidance
9. Assign individuals to implement response plan and action items

2-5 hours

1. Assess work impact of closure of facility
2. Determine whether remote work is possible and set up systems/equipment
3. Execute communication plan for others who had close contact with infected individual
4. Communicate with workforce about closure and anticipated return to work timing
5. King's will coordinate with state and local health officials so timely and accurate information can guide appropriate responses
6. Confirm arrangements for cleaning/disinfection of facility

24-48 hours

1. Conduct cleaning of facility to include:
 - a. Closing off areas used by an infected person and waiting as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
 - b. Opening outside doors and windows to increase air circulation in the area.
 - c. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - d. Follow CDC steps for enhanced cleaning.
2. Update OSHA 300 Log if all of the following are true:
 - a. The case is a confirmed case of COVID-19;
 - b. The case is work-related, meaning an event or exposure in the work environment either caused or contributed to the resulting condition, and
 - c. The case involves one or more of the general recording criteria set forth in 29 CFR 1904.7 (which includes injuries that will result in days away from work, injuries that require medical treatment, and injuries that will result in work restrictions)
3. Develop a plan to address potentially impacted essential employees:
 - a. If employees remain asymptomatic, the CDC recommends that employers:
 - i. Pre-screen employees by taking temperatures
 - ii. Regularly monitor employee symptoms
 - iii. Enforce masks and social distancing in the workplace
 - iv. Disinfect and clean workspaces regularly

b. If employees have symptoms, be prepared to send them home immediately and clean and disinfect their work areas.

Within 72 Hours

Prepare a plan for the diagnosed individual to return to campus. Human Resources will contact employee cases and communicate guidelines on staying away from campus and paid time off. The Director of Student Health Services will contact students to discuss their return timeline.

We will review and update CDC guidelines periodically for guidance on returning to campus. Symptomatic individuals with a positive COVID-19 diagnosis:

- Can be excluded from campus until at least 3 days have passed since recovery (no fever without the use of fever reducing medication and improvement of respiratory symptoms); and
- At least 10 days have passed since symptoms first appeared.

Asymptomatic individuals with a positive COVID-19 diagnosis:

- Can be excluded from campus until 10 days have passed since the date of their first positive test.
- Individuals returning to campus must:
 - Wear face mask;
 - Minimize contact with others
 - Self-monitor for symptoms

Communication Plan

In the event that a King's College student is diagnosed with a reportable communicable disease, including COVID-19, the Director of Student Health Services should be notified by the individual at 570-208-5852. The Director will provide guidance and then make the appropriate report/s.

The Director will notify the Associate Vice President for Student Affairs and Dean of Students and the Vice President for Student Affairs. The Vice President for Student Affairs will notify the college President and other appropriate members of Senior Staff.

Residence Life will be notified by the Director of Student Health Services or the Associate Vice President for Student Affairs and Dean of Students. It will be up to the diagnosing provider and public health guidelines whether the student should return home, be housed on or off campus, or transferred to the hospital.

Should a public statement or press release be necessary, it must be coordinated through the Senior Staff.

In the event a King's employee is diagnosed, the employee must notify the Director of Human Resources at 570-266-3060. The Director of Human Resources will contact the impacted employee to discuss time off, working away from campus, and discuss what necessary notifications must occur.

Employees will seek guidance and treatment options from their healthcare provider. Employees will need to provide a release to work from their healthcare provider in order to return to campus.

Below is a sample workforce notification the College may utilize.

SAMPLE NOTIFICATION TO WORKFORCE

The health and safety of our employees is a top priority, and in these unprecedented times, this priority continues to guide our business decisions. Today, we learned that one of our employees in the (enter facility here) facility tested positive for COVID-19. After making sure that this individual is not in the workplace and suggesting they receive care, we want to make sure that our workforce understands the steps we are taking to ensure your health and safety, including anyone who may have had close contact with this individual.

Facility Closure and Disinfection

We are closing the facility, effective (enter date here), and sending all employees home while we undertake thorough cleaning and disinfection the facility. These steps will be taken in accordance with the Centers for Disease Control and Prevention's (CDC) Environmental Cleaning and Disinfection Recommendations. We anticipate that these steps will be completed by (enter date here), and that all employees will return to work on (enter date here) . Until then, only personnel with prior authorization will be permitted access to the facility.

Continued Attention to Heightened Hygiene

Upon return to work, we will continue our heightened environmental cleaning regimen in accordance with CDC recommendations, including routine cleaning of all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs. We advise all employees to continue their personal regimens related to reducing transmission of the COVID-19 virus.

Potential Exposure

We have notified those employees and others who potentially have been exposed to the infected individual through close contact at work. According to the CDC, close contact means being within approximately six feet of a person with a symptomatic laboratory-confirmed COVID-19 case for a period of 15 minutes.

The CDC categorizes such exposure as a Medium Risk, which means the exposed individual, if asymptomatic, should remain at home, practice social distancing, and actively monitor for symptoms.

We understand that you may have questions and concerns, and we will update you as we move forward. We reiterate our commitment to the health and safety of our workforce. This is new territory for all of us, and we welcome your feedback and suggestions as we move forward together.

Thank you for your understanding during this challenging time. Should you have any questions please see your supervisor or Human Resources.

Guidelines on Gatherings-

We will utilize the CDC guidelines when considering [events and gatherings](#).

Class sizes will be limited and we have made some space modifications to ensure proper social distancing is attainable. Based on these CDC social distancing guidelines, in most cases our revised classroom seating capacity has been reduced to about one third of the original room seating capacity. We have also modified larger spaces and conference rooms to accommodate larger classes.

Internal meetings are limited to no more than 25 employees. Masks must always be worn and a minimum of 6 feet must be maintained if gathering in the same space.

Local officials have requested we notify them of all gatherings. If you would like to consider hosting a gathering on campus, please first reach out to our pandemicofficer@kings.edu for the most up to date guidelines and approvals required.

Acknowledgement:

Please [CLICK HERE](#) to sign off on the acknowledgement that you have read our Health and Safety plan. All staff and faculty must read and acknowledge prior to returning to campus in August.

Thank you!

Human Resources