PANTHER PROUD!
PANTHER STRONG!
PANTHER SAFE!
RETURN TO CAMPUS PROTOCOL
"We will continue to move forward with a deliberate and planned approach to continue with our mission to inspire hope, advance skills and transform lives."

Ava L. Parker, J.D., President, Palm Beach State College

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the President</td>
<td>2</td>
</tr>
<tr>
<td>Guiding Principles</td>
<td>3</td>
</tr>
<tr>
<td>Expectations &amp; Requirements for Returning to Campus</td>
<td>4</td>
</tr>
<tr>
<td>COVID-19 Exposure Protocol</td>
<td>5</td>
</tr>
<tr>
<td>COVID-19 Testing</td>
<td>7</td>
</tr>
<tr>
<td>Preparing Facilities/Campus Operations</td>
<td>8</td>
</tr>
<tr>
<td>Mental Health Assistance</td>
<td>11</td>
</tr>
<tr>
<td>Employee</td>
<td>11</td>
</tr>
<tr>
<td>Student</td>
<td>11</td>
</tr>
<tr>
<td>Phased Reopening</td>
<td>12</td>
</tr>
<tr>
<td>Academic Operations</td>
<td>13</td>
</tr>
<tr>
<td>Phase 1</td>
<td>14</td>
</tr>
<tr>
<td>Phase 2</td>
<td>17</td>
</tr>
<tr>
<td>Phase 3</td>
<td>19</td>
</tr>
<tr>
<td>Travel</td>
<td>21</td>
</tr>
<tr>
<td>Security &amp; Enforcement</td>
<td>21</td>
</tr>
<tr>
<td>Additional Student Support</td>
<td>22</td>
</tr>
<tr>
<td>Athletics</td>
<td>23</td>
</tr>
<tr>
<td>External Access/Facilities Rentals</td>
<td>26</td>
</tr>
<tr>
<td>Meetings and Events</td>
<td>26</td>
</tr>
<tr>
<td>Human Resources</td>
<td>27</td>
</tr>
<tr>
<td>Appendix</td>
<td>29</td>
</tr>
<tr>
<td>References</td>
<td>37</td>
</tr>
</tbody>
</table>
Dear Panther Community,

The health and safety of our students, faculty and staff remain paramount as decisions are made to effectively return to campus. We are committed to ensuring that we deliver a quality academic experience and outstanding student support services, whether our students are studying remotely, hybrid or face-to-face.

Due to the COVID-19 pandemic, the College has been working and providing instruction remotely since March 13, 2020. Despite the challenges, our faculty transitioned quickly to teaching virtually – many for the first time – and our students persevered and completed the spring term with success.

In order to define the “new normal” in the midst of COVID-19, a Return to Campus Task Force, composed of PBSC students, faculty and staff, was established to ensure information, thoughts and concerns were taken into consideration to determine how best to safely return home to PBSC.

In early June, the College held an external health care forum with experts to discuss the impact of the virus, the health care industry, testing, and how to mitigate risk. Much of the feedback from that event and campus forums have led to many of the recommendations included in this report.

It is important that the College remain flexible due to new information that is constantly being released regarding the virus and its effects. Therefore, this will remain a working document as recommendations from the CDC may change, which may influence how the College responds to each phase.

I want to thank you for your patience and understanding as we continue to move forward with a phased-in approach as we remain Panther Proud, Panther Strong, and Panther Safe!

Ava L. Parker, J.D.
President
Palm Beach State College will, in everything that we do, work to ensure the health, safety and well-being of everyone in our community.

This plan was formulated based upon the most up-to-date information available at the time. This plan is subject to revision based upon any new relevant data and conditions.

Proceed thoughtfully, carefully and deliberately in developing and implementing a comprehensive plan to reopen College campuses.

Emphasize social distancing, hygiene, staying home when sick, and the use of facial coverings.

Adhere to COVID-19 protocol to address exposures.

Plan for a sense of normalcy of operations.

Face-to-face operations such as Career Certificate Programs (CCP), courses with labs, clinical courses, and business services are developing program-specific reopening plans.

Communicate transparently, listen and survey regularly recognizing that there will be some anxiety in returning to campus.
EXPECTATIONS & REQUIREMENTS FOR RETURNING TO CAMPUS

In support of those returning to campus:

- Require students, faculty and staff to sign a PPE Use Requirement form.
- Require students, faculty and staff to watch a training video on COVID-19 prevention and workplace safety:
  - Video must be viewed and completed prior to coming back onto campus.
  - If video is not viewed, then email access will be restricted.
- Provide facial coverings to all employees:
  - Students shall provide their own cloth facial coverings.
  - Students will not be allowed on campus/in the classroom without a facial covering. If a student does not have one, the student can purchase one from the campus bookstore or vending machines, when available.
- Provide additional PPE to employees whose jobs require it.
- Enhance cleaning.
- Provide paper towels in restrooms.
- Provide additional cleaning supplies.
- Provide signage across each campus with information on mandatory facial coverings, social distancing requirements and hygiene measures.
- Provide guidance on how to improve workspace design.
- Adjust schedules, shifts and reporting requirements to help ensure flexibility and social distancing.
- Create and maintain altered work environments as needed.
- Enhance air ventilation and filtration.

GATHERINGS ON CAMPUS
The number of people allowed to gather in one place must comply with the latest state, local and CDC guidelines.
COVID-19 EXPOSURE PROTOCOL

Follow the latest PBSC Step-by-Step Protocol for Possible Exposure or Exposure to Coronavirus (COVID-19).

According to the CDC, exposure can be defined as an individual who has had close contact (less than 6 feet) for 15 minutes or more with a person with COVID-19 who has symptoms and/or a person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms.

Students must communicate with faculty and follow the Student Handbook www.palmbeachstate.edu/studenthandbook regarding absences related to COVID-19.

Section 1: Suspected Exposure

If you are a member of the PBSC community and suspect that you or someone you know has been exposed to COVID-19, please adhere to the following protocol:

Faculty/Staff:

1. Contact immediate supervisor.
2. Immediate supervisor will contact Safety and Risk Manager, who will make a detailed report to include locations, classes, employees, and/or students possibly exposed:
   a. The employee will be instructed to self-quarantine for five (5) days after exposure and then proceed on day six (6) to an approved facility for COVID-19 testing.
   b. During the 5-day self-quarantine, the affected employee will work remotely from home, if their job duties permit, with this assignment automatically being approved by their supervisor.
   c. The employee will provide COVID-19 test results to their supervisor and return to campus, if applicable, following a negative test result. If employee tests positive, follow protocol in Section 2 below.
3. Determination to close affected buildings and/or areas will be determined by provosts, executive deans or authorized authority.
4. Level 2 cleaning and disinfection of affected areas/buildings will be conducted by the approved service provider.
5. Employee will be advised to contact Human Resources benefits@palmbeachstate.edu for direction concerning the Families First Coronavirus Response Act www.palmbeachstate.edu/hr/benefits/leave-policies.aspx for any applicable COVID-19-related compensation.
Students:

1. Contact your specific Campus Student Dean:

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<th>Campus</th>
<th>Dean</th>
<th>Email</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Lake Worth</td>
<td>Mr. Van Williams</td>
<td><a href="mailto:williamv@palmbeachstate.edu">williamv@palmbeachstate.edu</a></td>
<td>(561) 868-3055</td>
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<tr>
<td>Boca Raton</td>
<td>Dr. Sheri Goldstein</td>
<td><a href="mailto:goldstse@palmbeachstate.edu">goldstse@palmbeachstate.edu</a></td>
<td>(561) 862-4310</td>
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<tr>
<td>PB Gardens</td>
<td>Dr. Tunjarnika Coleman-Ferrell</td>
<td><a href="mailto:ferrelln@palmbeachstate.edu">ferrelln@palmbeachstate.edu</a></td>
<td>(561) 207-5401</td>
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<tr>
<td>Belle Glade</td>
<td>Dr. LaTanya McNeal</td>
<td><a href="mailto:mcneall@palmbeachstate.edu">mcneall@palmbeachstate.edu</a></td>
<td>(561) 993-1128</td>
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<tr>
<td>Lox. Groves</td>
<td>Dr. LaTanya McNeal</td>
<td><a href="mailto:mcneall@palmbeachstate.edu">mcneall@palmbeachstate.edu</a></td>
<td>(561) 993-1128</td>
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2. The campus student dean in Figure 1.1 will contact the Safety and Risk manager or director of Security and Risk Management, who will make a detailed report of the situation to include locations, classes, employees, and students possibly exposed.

3. Procedures for lockdown and cleaning will be followed pursuant to section one of this protocol.

4. Students will be instructed to self-quarantine for five (5) days after exposure and then proceed on day six (6) to an approved facility for COVID-19 testing.
   a. If student is not tested, they will be instructed to self-quarantine for fourteen (14) days before returning to campus.

5. Test results must be provided to the campus student dean, and a negative test result is required prior to returning to campus unless student self-quarantines for fourteen (14) days and shows no symptoms following an exposure prior to returning to campus.

Section 2: Known Exposure

If a member of the PBSC community tests positive for COVID-19 follow these steps:

Faculty/Staff

1. The College will follow CDC Guidance for Institutions for Higher Education (IHE).
   a. See link above and/or Appendix A (below) for guidance from IHE regarding identified cases of COVID-19 in the community.
   b. The College is to coordinate the above protocols and the guidance with the local health department.
   c. The Safety and Risk Management team will be the primary liaison. The assistant director of Facilities, the Safety and Risk manager and the chief fire official have formed the Operations Emergency Response Task Force for this pandemic and will coordinate response activities.

2. Affected buildings or specific areas within buildings will be immediately locked down or blocked off.

3. Through approved contact tracing methods, the Safety and Risk manager will contact the affected employee or student to determine those areas occupied/affected.

4. Provosts and/or executive deans will work with the COVID-19 Task Force to assess risk and determine the final length or duration of closure for each building or area.

5. Signs reading “Restricted Area | Do Not Enter | Authorized Personnel Only” will be posted at all entries.

6. Cleaning procedures will be conducted by the approved service provider according to current guidelines.
   a. Level 2 cleaning can be performed after a six-day waiting period.
   b. Level 3 cleaning will be necessary if performed within six days of exposure.
      i. Level 3 cleaning definition: Findings by the National Institutes of Health (NIH) indicate that viable COVID-19 (SARS-COV-2) remained detectable up to three days on some surfaces. C&W Services has applied a safety factor of two times to this detectable timeframe as the basis for specifying a six-day time period, after which a contaminated zone may be cleaned/disinfected using their less restrictive Level 2 protocol.
      ii. Levels 1-3 are defined by the contracted cleaning provider.

7. The employee who is tested for COVID-19 must report and provide documentation of confirmed positive results to their supervisor and Human Resources.
8. Employees who are confirmed positive for COVID-19 will be instructed to self-quarantine for at least two weeks and will not be approved to return to work until approved by a physician and cleared through Human Resources; OR after five (5) days from the exposure, the employee tests negative prior to returning to campus.

9. Employees who have had direct exposure to the affected employee will be instructed to self-quarantine or work remotely as follows:
   a. For five (5) days and be tested on day six (6) at an approved facility and receive a negative test result before returning to work.
   b. For fourteen (14) days before returning to work without being tested and showing no symptoms.
   c. Employees will be advised to contact Human Resources for direction concerning the FFCRA or any applicable COVID-19-related compensation.

10. Human Resources has the right to require medical documentation in all COVID-19-related cases.

Students
If a student tests positive for COVID-19:
   1. Students who are tested for COVID-19 must report and provide documentation of confirmed positive results to their respective campus student dean, as provided in Figure 1.1.
   2. The campus student dean will notify the Safety and Risk manager or the director of Security and Risk Management.
   3. Procedures for lockdown and cleaning will be followed pursuant to the previous protocol. The student will be required to self-quarantine for at least fourteen (14) days and will not be allowed to return to campus until approved by a physician; or after five (5) days from the exposure, the student tests negative prior to returning to campus.

The campus student dean will notify other exposed students, faculty, and/or staff of a possible exposure.

This Emergency Protocol is in compliance with FS 287.057(3)(a) and Administration Code 6A-14.0734(3). District Facilities will assist the campus with procuring the required remediation, cleaning and disinfection.

Communication is very important, especially for people who may have come in contact with the affected student or staff member.

This interim guidance is based on what is currently known about the transmission and severity of COVID-19.

COVID-19 TESTING

The College will work with the Health Care District to provide onsite COVID-19 testing through their mobile unit for each campus once a month.

The College will continue to collaborate with other testing entities in the county to ensure the Panther community has access to testing.
PREPARING FACILITIES/CAMPUS OPERATIONS

As we continue to respond to the COVID-19 pandemic, the College will monitor and comply with all state and local emergency orders and guidelines from the Centers for Disease Control and Prevention (CDC), World Health Organization, and Florida Department of Health. The safety and well-being of the PBSC community is our highest priority, and we appreciate every Panther’s cooperation as plans change and evolve during the pandemic.

VISITORS COMING ONTO CAMPUS

Visitors must make an appointment in advance and answer a series of screening questions on the phone or through the PBSC mobile application ahead of the scheduled appointment. Visitors and guests are required to wear facial coverings and adhere to social distancing and hygiene guidelines when coming onto campus.

STUDENTS COMING ONTO CAMPUS

All students who are coming onto campus for reasons other than attending classes are encouraged to make an appointment, whether it is with advising, admissions, or meeting with faculty/staff members. Students must wear facial coverings and adhere to social distancing and hygiene guidelines when coming onto campus.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED ON CAMPUS

Every member of the Panther community must wear a facial covering at all times, unless working in their personal individual office or can be at least 6 feet or more (social distancing) from other people. They also must wash or sanitize hands each time, before and after, touching face or facial covering.

The College will provide disposable facial coverings (while supplies last) to employees. Students and visitors are asked to provide their own facial coverings.

MAINTAINING A SAFE DISTANCE (Social Distancing)

The 6-feet-apart rule is an important part of stopping the spread of the virus, and the College has taken steps to implement that rule, but assistance is needed.
Travel Ways in Buildings: Walking in travel lanes (similar to how we drive) will help facilitate safe passage in corridors and stairways. Maintaining the proper distance from those around you is a conscious decision and requires everyone’s cooperation.

Classrooms: Student stations will be modified to provide the required space among students and instructor. Furniture typically will be left in the room and signage used to indicate which stations are closed.

Office Areas: Open office areas will be modified as required to provide safe distance. Wellness shields may be used between offices to provide an aerosol barrier. Staggered work shifts will also be used as appropriate.

Transaction Areas: Wellness shields will be installed to provide an aerosol barrier.

Student Engagement Areas (Dining, Bookstore, Student Activities): These high-traffic areas will have phased openings and will employ all of the required components to help provide a safe distance. Staggered times to control the flow of people will also be used.

Elevators: Signage will be provided to describe the proper etiquette if more than one person is riding at the same time.

SIGNAGE TO HELP NAVIGATE DURING A PANDEMIC
Appropriate COVID-19 signage will be posted in all facilities. It is provided to assist with hand hygiene, respiratory etiquette (when coughing or sneezing), riding elevators, and maintaining a safe distance, as well as identifies quarantined areas. Examples of signage are provided in the Appendix.

CLASSROOM OCCUPANCY
Facilities will work with Academic Affairs and Student Services to complete a space utilization audit to determine classroom maximum occupancy to ensure CDC social distancing guidelines are maintained.

PLEXIGLASS
Plexiglass will be placed in high-traffic areas, such as Advising and Admissions.

HAND HYGIENE
Frequent handwashing with soap and water for at least 20 seconds is vital for your health and the mitigation of the spread of the virus.

All restrooms will be adequately supplied and frequently visited by custodial day porters for cleaning and disinfection. Please enter a Facility Work Order if you notice any issues, and they will be addressed as soon as possible.

Hand drying, initially, will be accomplished by both air dryers and paper towels. Air dryers are considered a high-touch surface and will be cleaned and disinfected frequently. The College will be adding paper towel dispensers as soon as available.

In areas where soap and water are not readily available, hand sanitizer stations containing at least 60% alcohol can be used and will be provided by the College.
CLEANING AND DISINFECTION
The Facilities custodial team is ready to provide enhanced cleaning and disinfection of high-touch areas throughout the day. This includes door handles, stair rails, elevator buttons, etc. Staff will need to enter a Facility Work Order if any issues are noticed. Each work order request will be addressed as soon as possible.

Disinfectant wipes, spray bottle disinfectant and paper towels will be provided to departments for use in areas with frequent turnover of users, such as classrooms, computer stations with keyboards, testing centers, libraries, and office suites. Facilities will ensure that each classroom has disinfectant and paper towels, as students will be responsible for wiping down their classroom workspaces.

BUILDING AIR FILTRATION AND AIR CIRCULATION
In order to provide safe indoor air quality, increased air filtration along with increased air changes are required.

Facilities is providing enhanced air filtration by increasing the Minimum Efficiency Reporting Value (MERV) of the air filters from MERV 8 to MERV 13. The higher the MERV number, the smaller the contaminate particle that is captured.

The outside air volume will also be increased and closely monitored to balance air changes with humidity and temperature control.

COVID-19 HVAC OPERATIONS PROTOCOLS
The objective of these protocols is to provide a safe and comfortable learning environment for the faculty and students returning to campus. It is the goal of the College to implement best practices in our operations and thereby meet or exceed the guidelines set forth by the CDC, as well as follow the recommendations of the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRE) to the greatest extent possible. Specific recommendations, procedures and protocols are provided in the Appendix.
MENTAL HEALTH ASSISTANCE

EMPLOYEES:

Many of our faculty and staff are experiencing stress, anxiety and fear as a result of the COVID-19 pandemic. The College remains sensitive to concerns about exposure and will continue to monitor the evolving COVID-19 outbreak. It is important for the College community to know the mental health resources that are available to PBSC employees during this time of concern.

- **Florida Blue** – Waiving copays and deductibles related to medical testing for the virus for members. Members should consult their health care provider if they are experiencing symptoms linked to the coronavirus, such as mild to severe respiratory symptoms, a cough and difficulty breathing, and a fever. If testing is needed, Florida Blue supports the work of providers, the Florida Department of Health and the Centers for Disease Control and Prevention to ensure COVID-19 testing is available. The tests are provided at no cost by state and federal health authorities and may soon be available at other laboratories.

- **Florida Blue** will increase access to prescription medications by waiving early medication refill limits on 30-day prescription maintenance medications (consistent with member’s benefit plan) and/or encouraging members to use the 90-day mail order benefit. Florida Blue will also ensure formulary flexibility if there are shortages or access issues. In the event of shortages or access issues, members will not be liable for the additional charges that stem from obtaining a nonpreferred medication. Additional information can be found at [www.Floridablue.com](http://www.Floridablue.com) or by calling 1-800-352-2583.

- **New Directions EAP** - Regular full- and part-time faculty and staff members and their household members can talk to specially trained behavioral health counselors at no cost via a 24/7 toll-free help line at 833-848-1762. Additional information on the virus and precautions to take are available on their website at [www.ndbh.com](http://www.ndbh.com).

- **Teledoc** – Members are strongly encouraged to take advantage of virtual care options in their plans for less serious medical issues. Seeking in-person care may lead to further spreading of the coronavirus. Please visit [www.Teledoc.com](http://www.Teledoc.com) or call 1-800-Teledoc.

- **Florida Department of Health** – FDOH provides resources on what you need to know and FAQs as well as locations for all Community Health Centers. Please visit [www.floridahealth.gov](http://www.floridahealth.gov). FDOH has opened a COVID-19 call center at 1-866-779-6121. Agents will answer questions Monday through Friday, 8 a.m. to 5 p.m.

If you have questions or need clarification regarding benefits, please feel free to contact the benefits team at benefits@palmbeachstate.edu.

Round Tables or “Support Groups” are currently being planned and will be posted online: [www.palmbeachstate.edu/CounselingCenter](http://www.palmbeachstate.edu/CounselingCenter)

Additional community resources: **Dial 2-1-1** from a phone or log onto 211palmbeach.org

STUDENTS:

The College understands that anxiety and fear and other emotions are being experienced as a result of the impact of the COVID-19 pandemic. Counseling is available to students virtually for all five campuses. Bilingual counselors are available, and the College offers a variety of support groups to meet student needs.

- To schedule an appointment with a counselor:
  - Phone: 561-868-3980
  - Email: studentcounselingcenter@palmbeachstate.edu

- Additional information: [www.palmbeachstate.edu/CounselingCenter](http://www.palmbeachstate.edu/CounselingCenter)

- A student may also dial **2-1-1** from any phone to talk to someone 24 hours/7 days a week/365 days a year or log onto 211palmbeach.org
PBSC will ease restrictions depending on certain criteria and the prevalence of COVID-19 geographically in South Florida. The purpose of **Phase 1** is to bring departments back onto campus in a limited capacity. This will assist in increasing on campus operations and allow the departments to make the appropriate adjustments as the College transitions to returning to campus.

In **Phase 2**, supervisors will continue to work with essential staff and identify volunteers who will be coming onto campus on a staggered schedule and those who will continue to work remotely, as to minimize access to common areas and consider special accommodations for vulnerable populations.

**Phase 3** is the “returning to the new normal” phase with the goal of 50% staff returning to campus daily, with exceptions for those who have received approval from their supervisor and Human Resources to continue to work remotely. Departments may resume unrestricted staffing. The goal is to start Phase 3 in August. Data may support a different decision as we aspire to these dates.

The College will continue to watch the data and advice from local health authorities as we decide to move forward.
ACADEMIC OPERATIONS

Student success remains a pivotal part of the operations of the College.

- For all programs that have not been approved to resume on-campus, face-to-face instruction, they will continue to be conducted through virtual instruction.

- Online courses, as designated, will continue to be operated as a fully online course.

- Associate deans and department chairs will discuss the Hybrid/Blended Learning Instruction Model for their respective programs with an emphasis on face-to-face labs where possible for fall 2020.

- The Hybrid/Blended Learning Instruction Model will be designed with a focus on limited seating for on-campus instruction.

- If requested, faculty who are designated as vulnerable/high-risk, will be provided with the option to continue to teach virtually, if their instruction can be conducted virtually, with supervisor approval.
PHASE 1

Phase 1: May 1 – July 12

Staff whose job responsibilities did not transfer to remote work will return to their respective campuses. Priorities include positions that are needed for campus safety or reopening, and jobs that cannot be effectively completed from home and are critical to ongoing operations. Employees who volunteer to come back onto campus may do so with supervisor approval, as supervisors will need to ensure workspaces can be utilized with the number of employees returning with minimal co-worker exposure and are equipped with necessary sanitizing/cleaning items. Faculty will remain teaching virtually, except for those programs that have been approved by President’s Cabinet for returning to campus in order to provide face-to-face instruction, as certain competencies cannot be taught via virtual instruction. Employees and students will adhere to social distancing guidelines as provided by the CDC. Most employees will continue remote work.

The following units have approval for limited staffing on campus in Phase 1. Leaders in each area are working on their unit’s plan with the health of employees and the community in mind.

**Administration**
- Business Services
  - Finance
  - Human Resources
  - Procurement
    - Warehouse and Mail Services
  - Facilities Services
  - Theaters
  - Security
  - Emergency Operations Center

**Information Technology**
- PC support personnel
- Technology personnel

**Student Affairs**
- Personnel, as required

All other administrative and academic units should continue remote work, but supervisors may request an exception for some employees to return to campus if they meet certain criteria.

There will be no nonessential in-person training or travel for the College during Phases 1 and 2.

**Staffing**

The Phase 1 priority is to return staff whose roles are essential to safety and preparing campus for fall as well as those who cannot effectively perform their roles from home and are critical to ongoing operations.

Those in vulnerable populations whose job functions have transferred remotely should remain off campus. Supervisors need to be flexible to accommodate.

[www.palmbeachstate.edu/safety/covid-19/default.aspx](http://www.palmbeachstate.edu/safety/covid-19/default.aspx)
Academics

Academic and Workforce Programs that have reconvened instruction during Phase 1 and their program start dates:

- Fire Academy Day cohort: May 4
- Fire Academy Night cohort: May 9
- Law Enforcement BLE 205: May 18
- EMS - EMT and Paramedic: June 1
- Dental Assisting: June 1
- Transportation Service Technology: May 26
- Cosmetology: June 1
- Electrical: June 1
- Manufacturing: June 1
- Radiography: June 1
- Sonography: June 1
- Medical Assisting: June 20
- Welding Evening: June 29
- 2020 Summer Youth Arts Program Workshops: July 6

Specific program reopening plans are available on the College’s COVID-19 Updates webpage.

Hygiene

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands often for at least 20 seconds.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily.
- **Common areas.** Keep common areas closed.
- **Facial coverings.** MANDATORY when on campus, inside businesses or any building where the public has a right to access, and outside when social distancing is not possible. Exemptions include the following:
  - Sitting in your office or at your personal workstation alone
• Working outside and at least 6 feet away from others
• Persons prohibited from wearing facial coverings by federal or state safety or health regulations
• Persons who have a medical condition that makes the wearing of a facial covering unsafe such as, but not limited to, asthma, COPD, and/or other conditions that reduce breathing or lung capacity. (Documentation must be provided by a medical professional.)

Innovation
• Remote Work. Remote work should continue for most employees.
• Innovative/Diffuse Density. Consider staggered days and hours to limit the number of people in workspaces.
  • Supervisors will designate their staff who are returning to campus in groups. These groups will alternate weeks or days on campus, as determined by the supervisor, to limit the number of employees in a workspace. When an employee is not on campus, their work will continue remotely.
• Workspaces. Consider changes in layout and design to create natural separation.
• Processes. Identify and digitize paper processes.
• Gatherings. Use technology, such as Zoom, to limit gatherings.

Monitoring
• Temperature checks. Employees will be asked to check their temperatures before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
• Screenings. Employees will confirm to their supervisor each day that they have not knowingly been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
  • Symptom Checker. A brief checklist of questions shall be provided to students, faculty, staff and visitors to self-screen before coming to campus. The Symptom Checker is created using the CDC Symptoms of Coronavirus.
  • Self-Evaluation. If the employee displays COVID-19 symptoms, and/or if they feel ill, the recommendation is for the employee to stay home and seek medical care as needed. Coming to work sick puts the Panther community at risk.
• Self-isolation. Those who are self-isolating will notify their supervisor, Security and Human Resources.
• Managers and faculty will assist in enforcing the use of facial coverings when an individual is not practicing social distancing of at least 6 feet. An individual is not required to have a facial covering when in an office by his/herself or when outside and practicing social distancing.
PHASE 2

Phase 2: Begins on July 13, 2020, which aligns with the start of Summer Term B.

The goal is to bring back personnel to 30% on-campus capacity to increase functionality as needed. Departments should continue to work with Facilities and review and develop plans for bringing additional staff back onto campus. This includes evaluating workspaces to ensure social distancing is maintained.

**Staffing**

The Phase 2 priority is to bring back, as necessary, additional staff to increase capacity of the department.

Supervisors will continue to work with essential staff and identify volunteers who will be coming onto campus on a staggered schedule and those who will continue to work remotely, as to minimize access to common areas and consider special accommodations for vulnerable populations.

Supervisors need to be flexible to accommodate those in vulnerable populations whose job functions have been performed remotely.

**Academics**

Academic and Workforce Programs that have reconvened face-to-face instruction during Phase 2 and their program start dates:

- **Dental Hygiene – July 13**

Specific program reopening plans are available on the College’s COVID-19 Updates webpage.

**Hygiene**

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands often for at least 20 seconds.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily.
• **Common areas.** Keep common areas closed

• **Facial coverings.** MANDATORY when on campus, inside businesses or any building where the public has a right to access, and outside when social distancing is not possible. Exemptions include the following:
  - Sitting in your office or at your personal workstation alone
  - Working outside and at least 6 feet away from others
  - Persons prohibited from wearing facial coverings by federal or state safety or health regulations
  - Persons who have a medical condition that makes the wearing of a facial covering unsafe such as, but not limited to, asthma, COPD, and/or other conditions that reduce breathing or lung capacity. (Documentation must be provided by a medical professional.)

### Innovation

- **Remote Work.** Remote work should continue for some employees.
- **Diffuse Density.** Consider staggered days and hours to limit the number of people in workspaces.
  - Supervisors will designate their staff who are returning to campus in groups. These groups will alternate weeks or days on campus, as determined by the supervisor, to limit the number of employees in a workspace. When an employee is not on campus, their work will continue remotely.
- **Workspaces.** Consider changes in layout and design to create natural separation.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings.

### Monitoring

- **Temperature checks.** Employees will be asked to check their temperatures before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- **Screenings.** Employees will confirm to their supervisor each day that they have not knowingly been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
  - **Symptom Checker.** A brief checklist of questions shall be provided to students, faculty, staff and visitors to self-screen before coming to campus. The Symptom Checker is created using the CDC Symptoms of Coronavirus.
  - **Self-Evaluation.** If the employee displays COVID-19 symptoms, and/or if they feel ill, the recommendation is for the employee to stay home and seek medical care as needed. Coming to work sick puts the Panther community at risk.
- **Self-isolation.** Those who are self-isolating will notify their supervisor, Security and Human Resources.
- Managers and faculty will assist in enforcing the use of facial coverings when an individual is not practicing social distancing of at least 6 feet. An individual is not required to have a facial covering when in an office by his/herself or when outside and practicing social distancing.

[www.palmbeachstate.edu/safety/covid-19/default.aspx](http://www.palmbeachstate.edu/safety/covid-19/default.aspx)
PHASE 3

Phase 3: August – December 2020

Return to “new normal” with a goal of 50% staff returning to campus daily, with exceptions for those who have received approval from their supervisor and Human Resources to continue to work remotely. All guidelines and requirements for Phases 1 and 2 will continue to apply to ensure the health and safety of students, faculty, staff and visitors. The College will continue to monitor and utilize Department of Health data to make decisions on the capacity of the College (i.e., new cases, death rate, hospital rates, etc.).

College will continue to use daily symptom checker for employee self-screening.

Departments will continue using staggered shifts (1 week on campus/1 week at home or alternate days; extended department hours).

Facial shields will be provided to faculty or staff, as requested.

Staffing

The Phase 3 priority is to return remaining staff to operate under the new normal, continuing to be flexible to encourage social distancing.

Those in vulnerable populations may return to campus. Supervisors need to be flexible to accommodate.

Academics

Academic and Workforce Programs that have reconvened face-to-face instruction during Phase 3 and their program start dates:

<table>
<thead>
<tr>
<th>August 31</th>
<th>Culinary CCE courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 31</td>
<td>Hospitality CCE courses</td>
</tr>
</tbody>
</table>

Specific program reopening plans are available on the College’s COVID-19 Updates webpage. [www.palmbeachstate.edu/safety/covid-19/default.aspx]
Hygiene

- **Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.
- **Handwashing.** Wash hands often for at least 20 seconds.
- **Cleaning.** Clean and disinfect frequently touched surfaces daily.
- **Common areas.** Common areas may be opened while adhering to social distancing.
- **Facial coverings.** MANDATORY when on campus, inside businesses or any building where the public has a right to access, and outside when social distancing is not possible. Exemptions include the following:
  - Sitting in your office or at your personal workstation alone
  - Working outside and at least 6 feet away from others
  - Persons prohibited from wearing facial coverings by federal or state safety or health regulations
  - Persons who have a medical condition that makes the wearing of a facial covering unsafe such as, but not limited to, asthma, COPD, and/or other conditions that reduce breathing or lung capacity. (Documentation must be provided by a medical professional.)

Innovation

- **Remote Work.** Remote work may continue for some employees, as needed. Remote work must be approved by supervisor and Human Resources.
- **Diffuse Density.** Consider staggered days and hours to limit the number of people in workspaces, as needed.
  - Supervisors will designate their staff who are returning to campus. These groups will alternate weeks or days on campus, as determined by the supervisor, to limit the number of employees in a workspace. When an employee is not on campus, their work will continue remotely.
- **Workspaces.** Evaluate whether changes in layout and design to create natural separation should continue.
- **Processes.** Identify and digitize paper processes.
- **Gatherings.** Use technology to limit gatherings.

Monitoring

- **Temperature checks.** Employees will be asked to check their temperatures before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.
- **Screenings.** Employees will confirm to their supervisor each day that they have not knowingly been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms.
  - **Symptom Checker.** A brief checklist of questions shall be provided to students, faculty, staff and visitors to self-screen before coming to campus. The Symptom Checker is created using the CDC Symptoms of Coronavirus.
  - **Self-Evaluation.** If the employee displays COVID-19 symptoms, and/or if they feel ill, the recommendation is for the employee to stay home and seek medical care as needed. Coming to work sick puts the Panther community at risk.
- **Self-isolation.** Those who are self-isolating will notify their supervisor, Security and Human Resources.
- Managers and faculty will assist in enforcing the use facial coverings when an individual is not practicing social distancing of at least 6 feet. An individual is not required to have a facial covering when in an office by his/herself or when outside and practicing social distancing.
TRAVEL

• **Work-related travel** (any work-related travel outside of Palm Beach County) will be suspended through December 2020, unless specifically approved by the president.

• **Employees.** All international travel needs to be reported to your supervisor in order to determine whether a quarantine is necessary prior to returning to campus.

SECURITY & ENFORCEMENT

The nature of their work requires that PBSC security officers be vigilant and take reasonable precautions to protect themselves, their colleagues, and those they serve.

Security officers are and will be primary players in preventing and responding to COVID-19. As the phased reopening of campuses has begun, PBSC Security Department’s role in the reopening plan will not be physical or confrontational enforcement of protocols. Instead, the Security Department’s role will be Prevention and Protection, Education and Awareness, Documentation and Reporting, and Assistance during calls for service.

A. Prevention and Protection

PBSC security officers will make it a personal priority to reduce exposure and risk to themselves and to protect others. Exposure can come from someone in the College community who is asymptomatic. Security officers will be encouraged and/or required to abide by all CDC and health care district guidelines as well as PBSC policies as it relates to the prevention of COVID 19. In addition, security officers will abide by all laws, ordinances and emergency orders relating to the COVID 19 pandemic. Security Officers will be issued specific protocols and guidelines to help in preventing the spread and exposure to the COVID 19 when dealing with members of the campus community and responding to calls for service.

B. Documentation, Information and Reporting

1. Security officers will routinely check updates and other information published by the CDC, WHO, the Palm Beach County Health District, and the College.

2. Report the suspicious and unusual. Recognize that in a health crisis, the smallest or most innocuous piece of information may prove incredibly valuable.

3. The Security Department in conjunction with the Safety and Risk manager will prepare all incident reports related to COVID-19 issues to include contact tracing. The security officer will gather all pertinent information which may be invaluable to campus and public health officials in tracing sources and containing exposure.

C. Education and Awareness

4. Security officers will be prepared to answer questions. They will know the PBSC COVID 19 response protocol and referral services and be prepared to provide people with accurate and timely information on how and where to get answers to their questions about COVID-19. If available, carry brochures, fact sheets, and web and social media contact information to provide to the College community.

5. Speak to the facts and guide others to do the same. Avoid participating in and fostering rumor, misperception and myth.

6. During the COVID-19 pandemic, PBSC security officers are on the frontline and will serve as a resource and be the extended eyes, ears, messengers, and problem-solvers on behalf of the College community. PBSC security officers are the first-on-the-scene “public health interventionists.”

D. Calls for Service and Assistance

7. Security officers will know the protocols related to calls for service and other situations that may involve people who are ill or infected with COVID-19.

8. Drive with windows open (at least partially) to ventilate the patrol vehicles.

9. Wear protective gloves in any situation that involves touching another person. If a call for service specifically cites
involvement of a person with acute infectious respiratory symptoms, notify fire/EMS and approach with protective gear (approved mask and gloves).

10. When arriving at a call for service, and if the circumstances allow, make an initial inquiry about whether anyone in the room or area is ill.

11. Ask follow-up questions. When handling calls for service, campus security officers may encounter people who appear ill or know others who are ill. They often are willing to provide details about their contacts, travels and experiences. Inquire, but do not assume the person has COVID. Minimize exposure (time and distance) to people who exhibit flu-like symptoms. If the situation allows, practice social distancing pursuant to CDC guidelines.

12. Security officers will assist in managing special events and other situations that may involve groups or crowds, especially if the number of people allowed to congregate has been set administratively or by law for buildings and open areas.

13. If a member of the College community or visitor violates College protocol, policies, rules or orders relating to the COVID-19 response or otherwise becomes irate or aggressive, security officers will proceed as follows:
   - Respond to the scene immediately and notify the dean of student services if a student, or the immediate supervisor if staff or faculty.
   - If a visitor, the security officer will notify a superior officer or the Lieutenant of Security.
   - The officer will use his/her skills in negotiation to seek voluntary compliance.
   - Deans or immediate supervisors will be asked to assist using the leverage of the Student Code of Conduct or condition of employment measures to gain compliance.
   - Under no circumstance will security officers use physical force, intimidation or confrontation to address noncompliance issues.
   - As a last resort, depending on the severity of the situation and with approval of campus authority, law enforcement may be called in to assist.

### ADDITIONAL STUDENT SUPPORT

The College will continue to survey students and reach out to identify their needs. Below are some areas that have been identified to assist students during this pandemic:

**Student Code of Conduct** [www.palmbeachstate.edu/studenthandbook](http://www.palmbeachstate.edu/studenthandbook)

- **Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds.** Dollars were and are being distributed directly to eligible students who applied and were enrolled in the spring term and eligible students who applied and enrolled in the summer term.

- **Panther True (To the Relief of Urgent Emergencies) Fund.** This fund is used to provide much needed assistance and relief for students who have been impacted by the COVID-19 pandemic.

- **Student Services.** Advising, tutoring, librarian support, career center services, Help Desk and other services will continue to be provided remotely. Once staff return to campus, students will have access to in-person support by appointment only.

- **Panther’s Pantry.** Staff is working on alternative ways to provide food and hygiene products in a safe manner to students in need.
ATHLETICS

Resume Activities & Return Plan

Changes and constant re-evaluation will be made to the plan as mandated by recommendations and guidelines established by the College, city, state, and national governing entities. According to the American College Health Association (ACHA) recommendations, resumption of activities will be gradual and phased based on local public health conditions as well as institutional capacity. Return to an active on-campus environment will depend upon widespread testing, contact tracing, and isolation/quarantine of ill and exposed individuals both on campus and in the community.

Important Fall Timeline dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>Volleyball fall practice start date / scrimmages</td>
</tr>
<tr>
<td>August 10</td>
<td>Fall baseball may resume</td>
</tr>
<tr>
<td>August 20</td>
<td>Volleyball/Baseball may begin playing season games</td>
</tr>
<tr>
<td>August 31</td>
<td>School begins</td>
</tr>
<tr>
<td>October 1</td>
<td>M/W Basketball practice start date / scrimmages</td>
</tr>
<tr>
<td>October 30</td>
<td>M/W Basketball may begin playing season games</td>
</tr>
</tbody>
</table>

Plan includes:

- Testing & Prevention
- Proper Cleaning Training (Identify high-touch surfaces/common areas and define cleaning frequency.)
- Housing
- Communication (Parents and Players)
- Game and Practice Protocols
- Travel Protocols
- Positive Test Protocol (Isolation Plan)
Regular sports season for the fall

Preparedness
- Remove all resident’s items left behind from spring 2020 (Coaches)
- Change locks (Resident Assistant to coordinate)
- Inventory furniture in need of replacement (Coaches)
- Clean furniture (Coaches/RA’s)
- Clean and sanitize (Image Cleaning)
- Evaluate furniture arrangements to meet social distancing guidelines (Facilities)
- Investigate and fabricate physical barriers for sleeping areas (Facilities)
- Wi-Fi access
  - Athletes are informed to pay for service

Resident Return
Decision for return to be made by July 2, 2020. This will allow for students to make travel plans if necessary.
- Units cleaned and sanitized
- Negative test result dated no more than three days prior to the student-athlete coming to PBSC
- COVID-19 Testing for all athletes and staff on their return – COVID-19 Testing Sites
- Second COVID-19 testing a week later after first test result and third test another week later
- Move-in scheduled over multiple days and residents assigned/sign up for move-in times; 14-day quarantine for people traveling from other countries and the following states: NY, NJ and CT. Target move-in date is August 23, 2020.
  FloridaHealthCovid19.gov/Travelers
- Masks are required in common areas when social distancing is not possible.
- Instruction/Training to coaches and student-athletes about hygiene and cleaning
  - Training by Safety and Risk Management
  - Temperature readings with a witness and documented on a tracking form for practices
  - Resident Assistant will conduct weekly supervision of student-athletes cleaning their units
  - Weekly inspection of all units by coaching staff
  - Volleyball move-in to begin on July 31
  - All others move-in on a staggered schedule beginning Aug. 15 to Sept. 21

Move-In Schedule
A staggered move-in schedule has been established to accommodate a 14-day quarantine of student athletes.

Practices, Competition and Training Services

Competition
PBSC will conduct all games in accordance with FCSAA Guidelines for the sport and adapted below:

Home Games
Fall games hosted by PBSC may be without fans (per upcoming FCSAA guidelines).
FCSAA Guidelines are anticipated to include temperature checks of visiting and home teams when they arrive, before the match. If a team member fails the temperature check, the game may be cancelled. This function should be conducted by a non-athletics person, possibly a security officer.

Away Games
PBSC vehicles will be cleaned before and after each trip and temperature checks will be done before teams load the vehicles
No player or coach may practice, workout or play if showing any COVID-19 symptoms or has a temperature of 100.4 degrees Fahrenheit.
PBSC Athletics Facilities

PBSC Gym

The challenge with the gym is that it will be used by several teams including Volleyball, Men’s Basketball and Women’s Basketball. General procedures for the gym include:

- The doors will remain locked, not keyed or propped open at any time. (Coaches’ role)
- Everyone will undergo a temperature check, to be recorded in a logbook, before entering the gym. We will follow CDC recommendations and every individual that has a temperature reading of 100.4 degrees Fahrenheit or higher will not be granted access. (Coaches responsible for teams, all others will report to Athletic Director’s (AD) office.)
- Teams will always be kept separate to eliminate cross-contamination. Practice times will be scheduled to leave the gym empty between practices. (Cleaning by coaches/players)
- Teams will sanitize all items used in practice before every practice - includes balls, carts, cones, equipment, ladders, etc. (Coaches/Players)
- Tables and chairs will be stored and not available for use/contamination. (This includes bleachers.)

**Practice Schedule** will be posted on the PBSC athletic calendar.

**Student-athletes** will only be allowed in the gym for scheduled practice. The gym is not available outside of practice times unless scheduled and coach is present. Individual workouts must not be conducted while another sport is practicing and may only be scheduled if there is enough time between for cleaning and any previous team has left. (New NJCAA Guidelines)

**Gym Cleaning Schedule** – to be determined in coordination with practice schedules. (Coaches/Athletics Specialist)

- **Specific Areas of the Gym**
- **Offices:** Coaches’ offices are limited to members of each coach’s team. Main athletic offices will require social distancing of all visitors, including coaches, student-athletes, and other visitors.
- **Meeting Room:** This space will not be used by any team to avoid cross-contamination and contamination by visiting teams during games.
- **Gym Floor:** No chairs, tables or other items will be out on the gym floor.
- **Locker rooms:** Locker rooms are limited to team members and can only be used in direct connection of a scheduled practice. (Nightly cleaning)
- **Training Room:** Social distancing will be required in the training rooms. Student-athletes and coaches will need to set appointments with the trainer. Training room will be wiped down and cleaned after each team. (Athletic Trainer)

**Positive Test Protocol**

All athletic personnel and student athletes shall follow the established PBSC COVID-19 exposure protocol as listed previously after notifying the athletic director.

**Positive-testing student-athlete in housing:**

- All players and coaches will be tested.
  - **COVID-19 positive players:**
    i. In-state players will be asked to return home.
    ii. International or out-of-state players will be quarantined in housing for 14 days.
    iii. Contact any schools PBSC may have played during incubation period.
    iv. May return to play after a negative test result.

- **Players that test negative:**
  i. In-state players may return home during the quarantine period.
  ii. International or out-of-state players will be temporarily housed in another teams’ unit or an established shelter on campus.
EXTERNAL ACCESS/RENTAL OF FACILITIES

- Restrict access from the external community through the summer, except for the theatres.
- Theatre use will be decided on a case-by-case basis.

MEETINGS AND EVENTS

- Virtual meetings shall be encouraged to continue until it is determined there is no additional risk for COVID-19 exposure.
- Where meetings in-person are necessary, social distancing guidelines must be followed and facial coverings required.
- Events on campus have been suspended until further notice unless approved by the president.
HUMAN RESOURCES

The College has remained flexible for our employees who are considered vulnerable or potential high-risk. Below is some guidance on how returning to work will be conducted through Human Resources as determined by the U.S. Equal Employment Opportunity Commission (EEOC).


On May 5, 2020, the Equal Employment Opportunity Commission (EEOC) issued updates to its COVID-19-related frequently asked questions guidance to address the return to work and accommodation of employees who may have underlying conditions that put them at greater risk of severe illness from COVID-19.

Accommodation Requested

If an employee has one of the medical conditions identified by the Centers for Disease Control and Prevention (CDC) that may put the employee at higher risk of severe illness from COVID-19, the EEOC advises that the employee, or a third party such as the employee’s doctor, notify the employer that the employee needs an accommodation for a reason related to an underlying medical condition. The request may be formal or informal and does not need to expressly refer to a “reasonable accommodation.” A request, in conversation or in writing, stating that a change is required to meet a medical need is sufficient to trigger the interactive process. In responding to the request, employers are free to ask questions and request medical documentation to determine whether the employee has a disability and if there is a reasonable accommodation that can be provided without undue hardship.

Accommodation Not Requested

If an employer knows that an employee has one of the medical conditions that the CDC says may put the employee at higher risk for severe illness from COVID-19, but the employee does not request an accommodation, the EEOC advises that the Americans with Disabilities Act of 1990 (ADA) does not mandate any action on the part of the employer. The EEOC warns employers that they are not allowed to exclude employees from the workplace, or take any other adverse action, solely because the employee has a disability that potentially places the employee at higher risk of severe illness from COVID-19. Employers may exclude those employees from the workplace only when the employee’s disability poses a “direct threat” to the employee’s health that cannot be eliminated or reduced by reasonable accommodation. To determine whether a direct threat exists, employers are to consider the duration of the risk, the nature and severity of the potential harm, the likelihood that the potential harm will occur, the imminence of the potential harm, and the potential for exposure to COVID-19 at the workplace. A determination of a direct threat does not end the inquiry. Employers still must determine whether there is a reasonable accommodation, absent undue hardship, that can be provided to reduce the risk to the employee. If not, then the employer may exclude the employee from the workplace.
Effective Accommodations
The EEOC suggests the following accommodations to eliminate or reduce the risks to employees with underlying medical conditions:

- Providing additional or enhanced personal protective equipment, including gowns, masks, gloves or other protective equipment
- Taking additional or enhanced protective measures, such as erecting physical barriers or increasing space between employees
- Eliminating "marginal" job functions (i.e., less critical or incidental job duties as distinguished from the "essential" functions of a position)
- Temporarily modifying work schedules to reduce contact with co-workers or relocating the employee's personal workspace to increase social distancing.
- Identifying an effective accommodation depends on many factors, including the employee’s job duties and the design of the workspace. Consequently, the EEOC encourages employers to discuss with employees the listed examples as well as other possible accommodations.

State and local legislative developments could impact the guidance provided by the EEOC.


- American with Disabilities Act Accommodation request form is located on the PBSC Human Resources: [www.palmbeachstate.edu/hr/FormsAndDocuments.aspx](http://www.palmbeachstate.edu/hr/FormsAndDocuments.aspx). Such requests should be completed and sent to the Associate Director of Human Resources and Equity Officer.
- Employee Rights under the Families First Coronavirus Response Act is located [www.palmbeachstate.edu/hr/benefits/leave-policies.aspx](http://www.palmbeachstate.edu/hr/benefits/leave-policies.aspx). Employees can apply for eligibility by submitting the request through workday.
APPENDIX

SIGNAGE

Panther Paw Print Floor Decal to Designate 6-feet distance
For Use in Testing Centers to Designate Seating

Please
DO NOT USE
SOCIAL DISTANCING
IN PRACTICE

For Use When a Location is Being Restricted for Cleaning/Disinfecting
Face Covering Do’s and Don’ts:
Their face covering protects you, your face covering protects them.
Staying 6 feet away protects both of you.

- Wear it on campus
- Make sure you can breathe through it
- Make sure it covers your nose and mouth
- Cloth face coverings are preferred, wash regularly
- Keep social distancing and washing your hands

- Refrain from touching your face
- Avoid shared surfaces and crowded settings
Infochannel slides developed from the CDC

1. Wash your hands often with soap and water for at least 20 seconds.
2. Clean and disinfect frequently touched objects and surfaces.
3. Avoid touching your eyes, nose, and mouth.
4. Avoid close contact with people who are sick.
5. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
6. Stay home when you are sick, except to get medical care.
Preventive Measures Against Coronavirus

ELEVATOR PROTOCOLS

PLEASE FOLLOW THESE GUIDELINES AND STAY SAFE.

Practice social distancing
Avoid facing each other

Wash your hands for 20 sec.
Use disinfectant alcohol after touching elevator buttons or handrails.

Avoid overcrowding

Refrain from talking

Do not lean on walls
COVID-19 HVAC OPERATIONS: RECOMMENDATIONS, PROCEDURES AND PROTOCOLS

Observations to Consider
With infectious diseases transmitted through aerosols, HVAC systems can have a major effect on the transmission from the primary host to secondary hosts. Decreasing exposure to secondary hosts is an important step in curtailing the spread of infectious diseases.

The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Executive Committee and Epidemic Task Force approved the following statements specific to the ongoing response to the COVID-19 pandemic. The two statements are included here due to the unique relationship between the statements and the protective design strategies discussed in this document:

Statement on airborne transmission of SARS-CoV-2: Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems can reduce airborne exposures.

Statement on operation of heating, ventilating, and air-conditioning systems to reduce SARS-CoV-2 transmission: Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.

Pathogen dissemination through the air occurs through droplets and aerosols typically generated by coughing, sneezing, shouting, breathing, etc. The majority of larger emitted droplets are drawn by gravity to land on surfaces within about 3–7 ft. General dilution ventilation and pressure differentials do not significantly influence short-range transmission. However, small aerosols (<10 μm) can stay airborne and infectious for extended periods (several minutes, hours or days) and thus can travel longer distances and infect secondary hosts who had no contact with the primary host.
ASHRAE RECOMMENDED VENTILATION AND AIR CLEANING STRATEGIES

The use of highly efficient particle filtration in centralized HVAC systems reduces the airborne load of infectious particles. This strategy reduces the transport of infectious agents from one area to another when these areas share the same central HVAC system through supply of recirculated air. Filtration will not eliminate all risk of transmission of airborne particulates because many other factors besides infectious aerosol concentration contribute to disease transmission.

The entire ultraviolet (UV) spectrum can kill or inactivate microorganisms, but UV-C energy (in the wavelengths from 200 to 280 nm) provides the most germicidal effect, with 265 nm being the optimum wavelength. While the ASHRAE Position Document on Filtration and Air Cleaning (2018) does not make a recommendation for or against the use of UV energy in air systems for minimizing the risks from infectious aerosols, the CDC has approved UVGI as an adjunct to filtration for reduction of tuberculosis risk and has published a guideline on its application (CDC 2005, 2009).

Controlling relative humidity (RH) reduces transmission of certain airborne infectious organisms, including some strains of influenza, this document encourages designers to consider temperature and RH. Scientific literature generally reflects the most unfavorable survival for microorganisms when the RH is between 40% and 60%. These studies showed that RH below 40% is associated with three factors that increase infections. First, infectious aerosols emitted from a primary host shrink rapidly to become droplet nuclei, and these dormant yet infectious pathogens remain suspended in the air and are capable of traveling great distances. When they encounter a hydrated secondary host, they rehydrate and can propagate the infection. Second, many viruses and bacteria are anhydrous resistant and have increased viability in low-RH conditions. And finally, immuno-biologists have now clarified the mechanisms through which ambient RH below 40% impairs mucus membrane barriers and other steps in immune system protection.

ASHRAE RECOMMENDATIONS FOR BUILDING OPERATION

Specific HVAC strategies supported by the evidence-based literature should be considered, including the following:

• Enhanced filtration
• Portable, free-standing high-efficiency particulate air (HEPA) filters
• Temperature and humidity control
• Increase outdoor air ventilation (disable demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions permit).
• Improve central air and other HVAC filtration to MERV-13
• Keep systems running longer hours (24/7 if possible).
• Add portable room air cleaners with HEPA or high-MERV filters with due consideration to the clean air delivery rate.
• Add duct- or air-handling-unit-mounted, upper room, and/or portable UVGI devices in connection to in-room fans in high-density spaces.

Palm Beach State College HVAC Operation Standards

In accordance with the ASHRAE recommendations from the ASHRAE Position Document on Infectious Aerosols listed above, Palm Beach State College will implement the following procedures districtwide:

• Temperature and humidity control goal of 60% RH.
• Increase outdoor air ventilation (disable demand-controlled ventilation and open outdoor air dampers to 100% as indoor and outdoor conditions permit).
• Improve central air and other HVAC filtration to MERV-13

In addition to these districtwide operations, the following items will be implemented under certain circumstances:

• Keep systems running longer hours.
• Add portable room air cleaners with HEPA or high-MERV filters.
• Add duct- or air-handling-unit-mounted, UVGI devices or equivalent in high-density spaces.

All information in this document is taken from the ASHRAE Position Document on Infectious Aerosols approved by the ASHRAE Board of Directors April 14, 2020.
PALM BEACH STATE COLLEGE COVID-19 HVAC MAINTENANCE PROCEDURES

According to best practices, all maintenance of air handling equipment shall be performed following the procedures outlined in this document.

- All maintenance performed on the equipment shall be performed with the unit OFF. The unit shall be de-energized and allowed to come to a complete stop before any panels or doors are opened.
- All work being performed on the equipment in the air stream shall be done while wearing proper PPE consisting of, at minimum, facial covering and gloves. Face shield is optional, unless it is known that there was a positive COVID-19 test result from someone in the area served.
- Filters shall be carefully removed and bagged inside the mechanical room or on the roof where applicable.
  - If the filter change is following a COVID-19 cleaning, the coil shall be treated with an appropriate disinfectant and new filters shall be installed.
  - If the unit is equipped with GPS Bi-Polar Ionization, turn off the power to the unit and clean the tips of electrodes per manufacturer guidelines.
  - Inspect air handling unit (AHU) interior for conditions that could promote viral or bacterial growth and clean accordingly using a disinfecting cleaner for that purpose.
  - Perform any other required maintenance procedures and close doors or panels before restoring power to the AHU and GPS.

GUIDELINES ASSOCIATED WITH COVID-19 CLEANING

As a part of the Palm Beach State College COVID-19 response plan, thorough cleaning of buildings that have been exposed to the virus is mandated. Such cleaning will take place before the all-clear will be issued to reoccupy the building. Following such cleaning and before the all-clear is issued, the above described maintenance shall be performed on the HVAC equipment.

Special caution should be exercised when performing a COVID-19 cleaning to not disturb particles that could be released into the airstream and distributed throughout the building. To ensure that nothing still viable remains following the service process, and in addition to the maintenance procedures listed above, coil and interior cabinet treatment with an appropriate disinfectant shall be performed regardless of the appearance of the equipment.
REFERENCES

CDC: https://coronavirus.gov

NIH: www.nih.gov/coronavirus

The Incubation Period of Coronavirus Disease 2019 (COVID-19) From Publicly Reported Confirmed Cases Estimation and Application:

EEOC COVID-19 Guidance: Potential High-Risk Employees – Return to Work and Accommodations:

Current guidance based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19:

Interim Guidance for Administrators of U.S. Institutions of Higher Education:

Public Health Guidance for Community-Related Exposure:

Florida Department of Health COVID-19 Data and Surveillance Dashboard:
https://experience.arcgis.com/experience/96dd742462124fa0b38dded9b25e429
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