



# COVID-19 Health and Safety Plan

## Introduction

Walnut Hill College is an accredited, independent, degree-granting institution dedicated to educating those who wish to pursue careers in the hospitality industry. In the fight against COVID-19, Walnut Hill College brings many resources to the table: expertise in sanitation, a dedicated staff of hospitality professionals and a network of talented and experienced practitioners. As a College, we are determined in our fight against this pandemic. Walnut Hill College (WHC) is prepared to mitigate risks, provide a quality education and offer safe housing to our students. This plan outlines our approach to providing a safe work environment for Walnut Hill College employees, including staff and faculty.

## Purpose

This document is intended to prepare the Walnut Hill College community for a return to on-campus operations, which includes a safe environment for our students to learn and our employees to work. Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. We can assume that our operations must continue into the foreseeable future with a strong emphasis on public health measures such as wearing facial coverings, hand hygiene, health monitoring and physical distancing. Walnut Hill College will also be working with the Philadelphia Department of Public Health (PDPH) on tracking and containment measures to curb the risks inherent in this pandemic. Together, we will safeguard lives, safeguard WHC and continue to provide a quality education to our students.

## Scope

This Health and Safety plan pertains to spaces owned, occupied and controlled by Walnut Hill College. This plan applies to all campus activity beginning July 1, 2020 and will remain in place until such time as WHC leadership deems that COVID-19 is no longer a risk to our population.

## Authorities and References

Directives and guidance from public health professionals and local, state and federal government authorities will steer our planning for a gradual return to in-person campus operations. Walnut Hill College leadership will constantly review the guidelines and directives issued by the Pennsylvania Department of Education (PDE) along with information from the Center for

Disease Control (CDC). As we follow the guidance of our nation’s experts, we will be resilient throughout this crisis.

## Local Partnerships

Walnut Hill College is aligned with the Pennsylvania Department of Education along with the Philadelphia Department of Public Health in developing the protocols in identifying any close contacts of positive test results and plans for containment. The College’s goal is complete transparency between the College and our public health agencies.

## Walnut Hill College Health and Safety Committee

A Health and Safety committee was formed by the College’s leadership in March 2020. The team consists of eleven college administrators and has been consistently meeting to research, and develop best-practices and protocols related to the COVID-19 challenge. It is our intention to return to on-ground operations for the fall 2020 term utilizing a Hybrid Instruction model. The committee has been evaluating documentation, provided by authorities noted in previous sections, to develop new policies, communication strategies and action steps that will be described in detail in the following pages. In addition to creating policy the committee was charged with identifying alternate instructional models should on-ground operations need to be limited or cancelled. As noted above, Walnut Hill College intends to resume classes under the “On-Ground/On-Line” as listed below.

### On-Ground “New Normal”

- In-person classes
- Face Coverings
- Residents in RL
- Full Meal Plan
- Limit Mass Gatherings
- Social Distancing
- Cleaning/Sanitation
- Limited Class Size

### On-Ground/On-Line

- In-person classes (portion)
- Remote Courses (portion)
- Face Coverings
- Restricted Housing
- Altered Meal Plans
- On-Line and On-Ground Student Activities

### Remote Learning

- Remote Classes only
- Essential employees
- Housing Closed
- Meal Plans Cancelled
- Limited access to campus
- On-Line Student Activities

## The Walnut Hill College Community

The College’s leadership has identified the keys to controlling the challenges brought on by COVID-19 for our constituency. These keys are identification, prevention, education and communication. As members of the Walnut Hill College community, we must rely on one another to create a safe environment and protect those who are most at risk. The Walnut Hill College Health and Safety Committee have developed internal directives to mitigate risks based on four (4) public health pillars listed below. These standards will be the personal responsibility of each individual on our campus to minimize the spread of the novel coronavirus. All staff, faculty, students and visitors are expected to full comply with the policies, protocols and guidelines outlined in this document.

## Four Public Health Pillars



1. **Face Coverings:** Face coverings that cover the mouth and nose, which may be homemade or commercially available, must be worn while on campus in building entrances, lobbies, hallways, classrooms, common areas. You are expected to bring your own face covering. Face coverings will be available for sale in the College's Pastry Shop and College Store for anyone who may have forgotten one. Outdoors, face coverings should be worn in any location where physical distancing cannot be maintained. Further guidelines will be posted on Schoology for the Walnut Hill College Community.
2. **Physical/Social Distancing:** Keep a minimum of six feet apart, or two arms' lengths, from others at all times to minimize the chance of exposure from another person.
3. **Hand Hygiene:** Wash hands at least hourly with soap and warm water for at least 20 to 30 seconds. In between hand washings, use hand sanitizer. Dispensers are available throughout campus in common areas, lobbies and retail outlets. The entire community must take care to avoid handshakes, touching one's face, and touching common surfaces as much as possible.
4. **Health Monitoring:** It is imperative that each member of the Walnut Hill College community, their guests, visitors and vendors have an understanding of their own health prior to entering campus. It is also important that each of these constituencies know the signs and symptoms of COVID-19. Check your temperature before reporting to the College each day. If you are an employee and have a temperature of 100.4 or greater, or any other symptoms of COVID-19, please report this to your supervisor and do not report to work. If you are a student, contact Ms. Meghan Bloome via phone at 267-295-2376 or email [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu) for an assessment and do not report to class or any other activities. Ms. Bloome is Walnut Hill College's Health Monitoring Coordinator.

## Walnut Hill College Campus – The New Normal

In conjunction with our four public health pillars, the College is developing new capabilities or resources to contain and mitigate risks due to COVID-19 exposure, infection and potential

spread. Our facilities management professionals have created a plan for enhancing building safety in many ways. You will notice items such as plexi-glass placed at all retail outlets and reception areas, hand sanitizer dispensers in numerous locations and signage throughout the campus promoting Health and Safety. Enhanced cleaning and disinfection is a key feature of all protocols. Regardless of where you are on campus, there is a new regime for creating a healthy and safe environment for our community.

## WHC Housing and Residential Life

Remaining dedicated to our mission of cultivating responsible community members by developing inclusive living and learning environments, the residential learning team are positioned to respond dynamically to the needs of our students, staff and family. Understanding the risk of community spread of COVID-19, Walnut Hill College has restricted the number of students in our residence halls by reconfiguring rooms and suites to accommodate a maximum of 2 students per bedroom. Staff have been performing advanced maintenance and deep cleaning in all rooms and building within the residential learning community. We are in the process of creating a new fall move-in procedure and commencing with in-depth staff training and preparedness, and revisions to the conduct policy regarding behavior and guests. The focus on existing services such as reliable in-hall Wi-Fi, professional and student staff accessibility, manager on duty rotation, and dedicated housekeeping and maintenance staff remain critical in responding to any scenario.

A commitment to Walnut Hill College's curricular approach ensures that the residential experience remains a place for students to develop outside the classroom in the areas of self-exploration, relationship development, and social and cultural awareness. Walnut Hill College has focused on these existing elements that make the residential experience unique to the Walnut Hill Campus, adapting engagement plans, bolstering student and professional staff training, and ensuring an approach that still allows students to fully integrate into their community, while maintaining safety, security and wellness.

Isolation and Quarantine – Providing safe and supportive on-campus housing for our students is a crucial part of our mission. Those who test positive for COVID-19 in College resident halls will be separated from the population until they can return home to self-quarantine for 14 days. Students will be permitted to return to campus upon receipt of a physician's note verifying that the student is no longer a risk to the WHC community. All student communication related to COVID-19 should be forwarded to Ms. Meghan Bloome at [health@walnuthillcollege.edu](mailto:health@walnuthillcollege.edu)

## Attendance and Absentee Policy

Walnut Hill College places a high priority on class attendance and participation. The college's Student Handbook outlines class attendance and absentee policies. Students should refer to the Student Handbook for details related to these college policies. Due to the circumstances related to the Coronavirus pandemic, the following addendum to these policies has been developed and implemented.

Any student who is absent from class for documented reasons directly related to Coronavirus-19 will be excused from attending class. To be excused from class, students must:

- Provide written documentation of a doctor's order to adhere to a quarantine or self-isolation program due to a confirmed exposure to COVID-19, or,
- Provide written documentation of positive test results for COVID-19, or,
- Be adhering to a college mandated quarantine or self-isolation program due to an exposure to COVID-19.

Students who fulfill one of the above will be excused from the class without penalty to his or her grade and without being subject to the course withdrawal penalties outlined in the Student Handbook. These students must contact the colleges COVID Coordinator as well as his or her instructors and Student Success advisor for support. As is already expected of students who are absent, students who are healthy enough to complete remote coursework will be expected to:

- a) Contact the instructor to inform them of the absence and to verify assignments for the week.
- b) Access and interface with the week's lesson reviewing the materials covered via Schoology.
- c) Complete the between class assignments for the week.
- d) Complete any missed assignments and/or assessments as directed by the instructor.
- e) Schedule one-on-one Zoom sessions during the instructor's office hours as needed.
- f) Contact a Student Success Advisor to schedule tutoring via Zoom as needed.

Students who provide medical documentation of a positive COVID test will be afforded additional time to complete missed coursework if required, however they are strongly encouraged to keep pace with the course via Schoology.

Upon presentation of medical documentation of a negative COVID test result to the colleges COVID Coordinator, the student should resume classes and:

- a) Complete all missed assignments and assessments with no penalty within 3 weeks of his or her return or as directed by the instructor.
- b) Review all missed course materials on the course Schoology page.
- c) Contact a Student Success Advisor to schedule tutoring and/or additional kitchen lab time.

In cases where a negative test result is not acquired during the current term of study, students will be given a grade of 'Incomplete' (I) for the term and be permitted to complete the course in the same manner outlined above.

The college places high levels of importance on Experiential Learning providing students with experience in open to the public kitchens and dining rooms. These courses, labeled as Production and Operations courses, are most effective when taught on-ground in a hospitality operation. Should a student be medically required to self-isolate, quarantine, or test positive for Covid-19, missed Production and Operations classes will be considered excused absences.

Students should follow the above outlined procedures for all COVID related absences. However, for Production and Operations courses students will be permitted the opportunity to make up any missed class days following a negative COVID test and his or her return to on-ground classes. Students are strongly encouraged to make up all missed Production and Operations class days. Students should contact the instructor directly to schedule make-up days as outlined in the Student Handbook.

## Course Schedules, Modality and Instruction

The college will be resuming on-ground instruction for many of its courses beginning with the August, 2020 course schedule which will be available to students in early August, 2020.

Although the college is prepared to instruct courses only remotely if warranted, the nature of the college programming is such that on-ground instruction is strongly preferred. Walnut Hill College offers four types of courses:

1. Lecture Based General Education
2. Lecture and Demonstration Based Major Specific
3. Supervised Lab
4. Production and Operations (Experiential)

Lecture based and Lecture and demonstration courses are held in the college's Center for Hospitality Studies (CHS) building which also houses the college store and several faculty and administrator offices. Supervised Lab as well as Production and Operations courses are completed in the college's kitchens and dining rooms in the Allison Mansion building.

As a part of the college's efforts to maintain a safe and healthy campus, all Lecture Based General Education courses for returning students will be instructed remotely. This will be clearly marked on each student's schedule. All courses for our incoming first year freshman students will be instructed on-ground.

The college has taken several steps to ensure proper social distancing, face coverings, and adequate time for cleaning and sanitizing is in place for all its on-ground courses.

- **Staggered Class Schedule**
  - Class start and finish times have been scheduled to reduce the flow into, and out of the buildings and classrooms.
  - Standardized break times have been identified for each course to reduce the flow of traffic in the common areas.
  - Time between classes will permit for proper cleaning and sanitizing of used spaces.
- **Learning Space Capacity and Organization**
  - All learning spaces have been configured to allow for 6 feet between each student and faculty.
- **Cohort Scheduling Model**
  - All students will be placed in a cohort based on their program of study.
  - Students will remain in this cohort for the duration of the term, and in nearly all cases, throughout the students program of study.
  - Whenever possible, the cohorts are scheduled in the same learning spaces throughout each learning day.
- **Face Coverings**
  - All students and faculty are required to wear proper face and nose coverings while on campus including during class.

## Course Modifications for Quarantine and Isolated Students Due to COVID-19

The college will make every effort to support any student who may test positive for Covid-19, or, any student who is mandated to self-isolate or quarantine at the directive of a doctor or the college itself. The faculty have spent countless hours over the summer to prepare for these scenarios by enhancing courses with culinary and pastry demonstrations, recorded lectures, enriched between class activities, small-batch recipes for at home practice, and improved learning tools for students. All of these features are being incorporated into each courses already robust materials in each course page on the colleges Learning Management System, Schoology accessible by any student with an internet connected device.

All students will have access to all materials covered in class each week.

## Non-Essential Travel

The Centers for Disease Control is strongly discouraging non-essential travel because it increases one's chances of getting infected and spreading COVID-19. Limiting travel and staying home is the best way to protect yourself and others from getting sick. Walnut Hill College has always, and will always, consider its dormitories as a student's 'home.' We have a robust Residential Life and Learning program that is designed to enhance all students, including our commuter and Extended Learning Program students, overall experience while attending Walnut Hill College.

Students, as well as faculty and staff, are strongly discouraged from engaging in non-essential travel prior to, and during the college school year. Any member of the college community who must travel should carefully review the CDC recommendations for travel found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>. Additionally, members of the college community who plan to engage in travel outside of the United States or out of the state of Pennsylvania to a location other than his or her home state should communicate travel plans to the college COVID Coordinator at least 3 weeks prior to travel for guidance.

## Communication Plan

The following communications plan has been developed by the Walnut Hill College Health & Safety Committee to address the dissemination of information regarding COVID-19 operating procedures and policies to students, staff, faculty, and guests who study, visit, or reside at the Walnut Hill College campus, its facilities, and/or its residential learning dormitories. Herein, we discuss the placement of such markers throughout the Walnut Hill College campus and the measures adopted by Walnut Hill College in order to communicate these efforts to its public at large.

Communication materials and signage have been sourced from the Center for Disease Control and Prevention (CDC) website, which has developed print-ready flyers to support their COVID-19 recommendations. In addition, signage has been sourced and/or created by the Walnut Hill College Health & Safety team in accordance with the CDC recommendations.

## **SIGNAGE LOCATIONS:**

### **I Residential Learning Dormitories**

1. Front Door Sign
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *All Above Taped to Each RL Hall Front Door*
2. Hallways
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *All Above Displayed On Bulletin Boards*
3. Restrooms Facilities
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *All Above Framed and attached to walls inside bathrooms*

### **II College Campus & Facilities**

1. Main Entrances
  - a. *11" x 17" WHC- Stay Safe - Social Distance - Mask On Signage*
    - i. *Standing Sign Holder outside of each entrance*
2. Hallways
  - b. *8.5" x 11" & 16:9 Various physical and digital signage promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *Bulletin Boards / Digital Reader Boards*
3. Restrooms Facilities
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *Framed and attached to walls inside bathrooms*
4. Public Spaces
  - a. *Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *All Above Either Framed and Attached to Walls or Displayed on Tables*



### **III Retail Operations**

- A. College Store
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *All Above Either Framed and Attached to Walls or Displayed on Tables*
- B. Pastry Shop
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
    - i. *All Above Either Framed and Attached to Walls or Displayed on Tables*
- C. Bistro Perrier and restaurants
  - a. *SMALL Table Tents – This space has been sanitized*
  - b. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*

### **IV Classrooms**

- A. General Education Classrooms
  - a. *4" x 4" WHC Stickers to indicate sanitized and socially distant seating*
  - b. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
- B. Kitchen Classrooms
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*

### **V Faculty & Staff Offices**

- C. Staff Individual Offices
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*
  - b.
- D. Staff Common Spaces
  - a. *8.5" x 11" Various signs promoting wearing masks, washing hands, staying socially distant, symptoms of COVID-19, and what to do if feeling sick.*

***The administration, staff and faculty are excited to be returning in September to provide our students an unparalleled educational experience while ensuring the health and safety of the entire college constituency.***