

EMERGENCY PREPAREDNESS



Walnut Hill College

Founded in 1974 as The Restaurant School

WALNUT HILL COLLEGE 4207 Walnut Street, Philadelphia, PA 19104



Emergency Response and Evacuation Procedure

The objective of this plan is to reduce the possibility of harm to the students, staff and visitors of Walnut Hill College in the event of an emergency.

The following should provide guidance for any emergency level. It will also show key staff members, plan ahead for safe building evacuations, effective emergency communications and for resuming normal functions after emergency conditions subside. The plan is available on the College's website. Students receive the information during orientation, staff and faculty during mandatory meetings.

Fire and Incendiary-based events

Each building on campus is assigned an Emergency Coordinator that is familiar with the physical facilities of that building, fire safety and emergency exits. All alarm systems and fire safety equipment is inspected annually. Each Emergency Coordinator has access to emergency contacts and supplies as they deem necessary for their assigned building. The emergency hotline (extension 3333), Schoology, website and email will be updated with any announcements or instructions.

A building evacuation is mandatory whenever a fire alarm sounds, and all building occupants will exit immediately. In some events (such as extended power outages), evacuations may not be necessary unless the incident has generated a hazardous situation.

The following tips can prevent emergencies from happening:

- ✓ Know the location of alarm stations and extinguishers. Know how to use them
- ✓ Leave fire doors closed at all times
- ✓ Clear obstructed hallways and room exits
- ✓ Use only grounded electrical plugs
- ✓ Limit use of extension cords and multiple outlets
- ✓ Do not overload power strips
- ✓ Do not use mechanical rooms or fire towers for storage
- ✓ No smoking in any of the buildings

- ✓ Know how and where to take cover during an earthquake
- ✓ Do not stack furniture
- ✓ Keep tall furniture away from exits
- ✓ Store heavy items at floor level
- ✓ Back up data or sensitive information should be stored off-site

The designated Emergency Assembly Point (EAP) in a campus wide evacuation is the southwest corner of 42nd and Walnut Streets.

Everyone in a college facility – students, staff and visitors – must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or the entire campus community. Immediately evacuate the building upon hearing an alarm, e-mail blast, notice to Schoology, voicemail broadcast or notification by an Emergency Coordinator, administrator or security.

Call and report the emergency immediately or as soon as it is safe to do so. If you do not have the number for security or one of the Vice Presidents, dial 911. Communicate clearly and succinctly. “We have a _____ emergency. Evacuate the building.” Keep calm and help others. Use communication tools that are appropriate – alarms, phone, voicemail broadcast. When you call to report an emergency to 911, tell the operator the type of emergency, if there are victims, the locations of the emergency, your name, location and phone number. Stay on the phone until the operator ends the call. If necessary, proceed to the EAP.

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. Be sure to check the hotline and the website for updates. The college community will be notified of a safe return through the administration and college-wide e-mail.

Weather Based Events

In the event of a weather emergency, the College may need to close. If the weather is predictable, such as a snow storm, the administration may close the College. This information is placed on the College Hotline at 215-222-4200 ext. 3333. The information is also sent through Schoology, email, and on the College website to all students and staff. In the case of resident students, the Culinary Operations Director will see to dining options.

Should an unforeseen weather emergency occur, the College will use the same practice to put in place a shelter and stay order until the College Administrators can issue an all clear.

Visitor Protocol/Active Shooter

The College has several retail outlets which are open to the public. Visitor's from the outside are often in the building.

Effective response to an Intruder requires effective planning and role reinforcement through training for personnel caught in the event, as well as for leaders and managers coordinating the response to the event. Personnel in the vicinity of an Intruder may need to evacuate or shelter in place depending upon circumstances unique to that event. The College's leadership and managers coordinating the response to an Intruder event need to be able to provide effective direction to personnel in the vicinity of the Intruder, provide clear situation information to first responders, and inform the public.

An Intruder is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, Intruders use firearms and there is no pattern or method to their selection of victims. Intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because Intruder situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an Intruder situation.

Employees:

- Report the incident:
 - If possible, call **911** or facility/organizational security.
- Evacuate if possible
 - Determine an escape route based on where an Intruder may be located.
 - Leave your belongings behind. Keep your hands empty and visible at all times.
 - Help others evacuate, if possible, but do not attempt to move the wounded. Evacuate even if others do not agree to follow.
 - Move quickly to a safe place far from the shooter and take cover. Remain there until police arrive and give instructions.
 - Remain calm. Avoid screaming or yelling as you evacuate.
 - Follow all instructions of law enforcement.
- Shelter if necessary
 - Go to the nearest room or office and lock the door(s). If the door does not lock, wedge the door shut or use heavy furniture to barricade it.
 - Identify an escape route in the event you are directed to evacuate.
 - Close blinds, turn off lights, and cover windows.

- Silence all noise, including cell phones, radios, and computers.
 - Have one person call 911, if it is safe to do so. Be prepared to answer the dispatcher's questions.
 - If it is not safe to talk, keep the phone on so it can be monitored by the dispatcher.
 - Stay out of sight and take cover behind large, thick items or furniture.
 - Do not open the door until the person can provide an identification badge.
 - Remain under cover until law enforcement advises it is safe to evacuate.
 - Positively verify the identity of law enforcement as an unfamiliar voice may be the shooter attempting to lure victims from a safe place.
- Take action, if you must
 - If there is no opportunity for escape or hiding, as a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the Intruder.
 - Respond Appropriately When Law Enforcement Arrives
 - Remain calm and follow officers' instructions.
 - Raise your hands, spread your fingers, and keep hands visible at all times.
 - Do not run when police enter the vicinity. Drop to the floor, if you are told to do so, or move calmly out of the area or building.
 - Do not make quick moves toward officers or hold on to them for safety.
 - Avoid pointing, screaming, or yelling.
 - Do not stop officers to ask for help or directions. Evacuate the building in the direction the officers arrived while keeping your hands above your head.
 - For your own safety, do not get upset or argue if an officer questions whether you are a shooter or a victim. Do not resist, even if you are handcuffed and searched.

Remember ***ALICE***

A – Alert
L – Lockdown
I – Inform
C – Counter
E – Evacuate

Medical Emergencies

In the event of a serious medical emergency, call 911 immediately.

In the event of a non-serious emergency, contact a Vice President or Director and the Director of Facilities. Once the emergency is addressed and determined non-serious or not in need of 911, the following steps can be used:

- Make the injured party comfortable as possible.
- Get transportation to emergency if needed.
- Contact parent or the injured party's contact preference.

If the injured party wishes to be removed from the premises, take them to an area to relax and either wait for them to compose themselves or wait for assistance.

Cyber Threats

The College uses Mimecast for email protection. Mimecast safeguards employee communication and reduces risk with targeted threat protection, **data leak prevention**, and enforced email security controls. Office 365 requires an added layer of protection. More than 17,000 Office 365 customers worldwide rely on Mimecast for pervasive email security across three distinct zones: at the email perimeter, inside the network and the organization, and beyond the perimeter.

For all other computer use, the College has installed CB Defense.

Cyberattackers are innovating faster than traditional defenses can keep up. CBDefense uses advanced predictive models to analyze complete endpoint data and uncover malicious behavior to stop all types of attacks before they compromise your system.

- Stop malware, ransomware, and non-malware attacks
- Prevent attacks automatically, online and offline
- Block emerging, never-before-seen attacks that other solutions may miss

Acts of Violence

It is the policy of the College and the responsibility of its managers and all of its employees to maintain a workplace free from threats and acts of violence. The College will work to provide a safe workplace for employee, students, and visitors to the workplace. Everyone in our community deserves to be treated with courtesy and respect. The College does not tolerate any type of workplace violence committed by or against employees, students, and visitors. Examples would be:

- Causing physical injury to another person.
- Making threatening remarks.

- Acting out in an aggressive or hostile manner that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging property
- Possessing a weapon while on the College campus or while on College business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Any potentially dangerous situations must be reported immediately to your supervisor, Director or a Vice President. Reports of violence may be made anonymously and investigated accordingly. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be advised and the results of investigations will be discussed with them. The College will take appropriate action at any indication of a potentially hostile or violent situation.

While the College does not expect staff and faculty to be skilled at identifying potentially dangerous persons, they are expected to exercise good judgment and to inform the Administration if any employee, student, customer or vendor exhibits behavior which could lead to a potentially dangerous situation. Such behavior includes, but is not limited to, the following:

- Discussing dangerous weapons and/or bringing such weapons into the workplace.
- Displaying overt signs or extreme stress, resentment, hostility, or anger.
- Making threatening remarks.
- Exhibiting sudden or significant deterioration of performance.
- Displaying irrational or inappropriate behavior.

COVID-19 Health and Safety Plan

Pandemic

The College campus closed as of March 13, 2020 to students due to the Covid-19 pandemic. On-line instruction was instituted effective March 23, 2020 through to July 1, 2020. Classes on ground are began as of September 2, 2020. Effective November 20, 2020, the City of Philadelphia closed all schools/colleges. Remote learning was still in effect. On ground classes resumed January 18, 2021. General Education courses were still remote. As of the February 20, 2021 term, hands-on and demo held on-ground.

The following protocols for the Covid-19 virus have been put in place in the case of a staff, faculty, or student if they have the virus or have been in contact with someone with the virus effective January 18, 2021:

Introduction

Walnut Hill College is an accredited, independent, degree-granting institution dedicated to education 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 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 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, 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 terms. 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 New Normal” as listed below.

On-Ground “New Normal”

- In-person classes
- Face Coverings
- Residents in RL
- Full Meal Plan
- Limit Mass Gatherings
- Social Distancing
- Cleaning/Sanitization

Hybrid Term

- In-person classes (portion)
- Face Coverings on Campus
- On-Line Courses (portion)
- Restricted Housing
- Altered Meal

Remote Learning

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

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, which may be homemade or commercially available, must be worn while on campus in building entrances, lobbies, hallways, classrooms, common areas, and in any and all locations where physical distancing of six feet cannot be maintained. You are expected to bring your own face covering. Face coverings may 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 Health at health@walnuthillcollege.edu an assessment and do not report to class or any other activities.

Emergency Preparedness Covid Addendum



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Introduction

Important notice to all members of the Walnut Hill College “college community” which includes our returning students, incoming freshmen, the immediate family members of students, college faculty, staff, administrators, and visitors to the campus.

The information included in this document is meant to assist all readers in understanding the college’s protocol and requirements regarding appropriate measures to help manage the COVID-19 challenge. These protocols and requirements will most likely change as further research and news regarding COVID-19 is updated. It is necessary that all students, incoming freshmen, the immediate family members of students, college faculty, staff, administrators, and visitors to the campus keep fully informed of all changes and updates.

The information included in this document is in no way meant to substitute professional medical care by a licensed doctor. As well, these protocols and requirements do not give specific medical directives to students, incoming freshmen, immediate family members of students, faculty, staff, administrators, and visitors.

All readers of this document must review this information carefully, be certain to update themselves with additional information published by Walnut Hill College as well as suggested and reliable government agencies. These agencies are Center for Disease Control (CDC), the Department of Public Health for the City of Philadelphia, and the Pennsylvania Department of Health.

In March 2020 Walnut Hill established a “Health and Safety Team”. This team has 11 members of the college’s administrative staff. The college is in no way suggesting that this team can make specific medical determinations or diagnosis. The efforts of the team are to closely monitor government research, recommendations and directives. As well, the team meets weekly to best determine practical methods to help limit the effects of COVID-19 on the campus and amongst the full college-community.

The headings of each section of this protocol and requirement document are not meant to be all-inclusive of the concepts and directives found within each section. It is important that all readers review each section very carefully to gain the best possible understanding.

Campus Health and Safety

Walnut Hill College recognizes that the worldwide pandemic is a fluid and rapidly changing situation. The college is committed to carefully monitoring and responding to new information about COVID-19 and its effects. Given that news and directives regarding COVID-19 are ever-changing, the college will adjust these protocols and requirements. Adjustments to these protocols and requirements will be sent to all members of the college community. You are expected to keep track of any important changes.

When considering changes to our protocols and requirements, college administrators will primarily rely on research, recommendations and directives from the Center for Disease Control (CDC), the Department of Public Health for the City of Philadelphia, and the Pennsylvania Department of Health. As well, college administrators will consult other government health and education agencies.

The college requires that all students, staff, and visitors to the campus without regards to the reason for their visit, adhere, at a minimum, to the following:

- ✓ wearing appropriate facemask that covers their nose and mouth
- ✓ keeping distant whenever possible
- ✓ following any physical directives such as entry and exit through select doors, and following directions on posted signs
- ✓ continually using Walnut Hill College's adopted handwashing technique
- ✓ staying home if you feel sick
- ✓ contacting your doctor immediately if you feel sick
- ✓ cooperating with any new protocols and requirements established by the college

Contact Tracing

The CDC explains that contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease and their contacts (people who may have been exposed). For COVID-19, a close contact is defined as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Faculty, staff and students should maintain a list of locations they visit, and any contacts they have had. If you test positive, you will be required to work with the state's Department of Health to support their contact tracing requirements. The Department of Health can use that log to trace your contacts should you become ill or contract the virus. You will not be required to share this information with anyone else and will not be asked to share the information unless you become symptomatic.

Covid-19 Suspected Illness or Official Diagnoses

Students and staff members who believe they might have COVID-19 due to exhibiting [symptoms of COVID-19](#), or have been officially diagnosed with COVID-19 must do the following immediately:

- **Do not report to class or any other in-person college activity**

- **Send an email immediately** to health@walnuthillcollege.edu, who is a member of the college's Health and Safety Team
- All information will be kept in strict confidence and reviewed by a limited number of select college administrators
- The email must include the following:
 - ✓ Name of the student or staff member
 - ✓ Cell phone number
 - ✓ Email address
 - ✓ Students should include:
 - Degree program or Major
 - Current term and school year [i.e. freshman, sophomore, junior, senior]
 - Identify if you live in a campus dorm or are a commuter student
 - Dorm students should provide the building name and room number
 - ✓ Detail the symptoms of the illness
 - ✓ State whether an official COVID-19 test was given
 - ✓ State the date and location of the COVID-19 test
 - ✓ Clarify whether the results of the test are available
 - ✓ If possible, forward a copy of the test results
 - ✓ State whether a doctor has been consulted

In accordance with the Health Insurance Portability and Accountability Act of 1996; most often referred to as HIPAA and the Family Educational Rights and Privacy Act; often referred to as FERPA, Walnut Hill College will keep all information about a specific individual confidential. Only required college administrators will have access to a person's medical information. Although, the college, as a place of employment, is required to disclose if someone on campus has the virus, names will never be disclosed.

In order to return to campus/classes, students who have experienced [symptoms of COVID-19](#), have been officially diagnosed with COVID-19, or who have been in close proximity to individuals who have tested positive for Covid-19 must either:

- Provide verifiable evidence of a negative Covid-19 test result;
- Provide written documentation from a doctor that they have been seen by the doctor and are permitted to return to class/campus, and/or;
- Provide an attestation or evidence that they have remained under self-quarantine for a period of at least 10 days as required by the CDC and the Philadelphia Department of Health.

Covid-19 Testing

Worldwide, doctors and scientists agree that broad-based testing will be one of the most effective methods of managing COVID-19. The wonderful news is that the United States has finally caught up with other parts of the world in terms of the availability and the numbers of tests. As of August 10, 2020 it's reported that there just over 900,000 tests completed in the United States each day. As of August 9, 2020 nearly 62 million Americans have been tested. The number of tests completed each day in the United States will grow exponentially.

The report by “Our World Data” also notes that the United States now has “open public testing which includes asymptomatic conditions”. This is a meaningful improvement. Walnut Hill College is located in the heart of the University City section of Philadelphia. Therefore, we are neighbors with world-class hospitals and medical centers including the University of Pennsylvania and Penn Presbyterian Medical Center, among others.

- There are many walk up and drive through testing centers located nearby. Information on testing and the options changes daily.
- As well, there are several hundred testing centers located in the tristate area of Pennsylvania, New Jersey and Delaware.
- Here are two resources. Carefully check to make sure that you are reading the most current list of testing sites:
 - Department of Public Health; city of Philadelphia - <https://www.phila.gov/covid-testing-sites/#/>.
 - University of Pennsylvania health system - <https://www.pennmedicine.org/coronavirus/drive-thru-testing-sites>

Face Coverings Are Required on Campus

As part of the college’s focus on health and safety, ***all students, staff, faculty and visitors to campus are required to wear a face covering when on campus***. 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 as well as outdoors. Students, staff and guests are expected to supply their own face covering. Students, faculty and staff, in accordance with the college’s existing dress code policies may only wear plain or patterned face coverings while campus. Face coverings that are deemed to be inappropriate by the college administration may not be worn. The staff will require a student who is wearing an unapproved mask to purchase a plain or patterned mask, available in the College Store or Pastry Shop, so that they meet the college’s professional casual standard.

Hand Washing

Students, staff and guests are strongly encouraged to wash their hands at least hourly with soap and warm water. The college embraces the model of hand washing for at least 33 seconds and includes vigorous washing of fingers, finger nails, hands, wrists and forearms. During all kitchen, dining room, and bar courses that are hands-on in nature, students will be required to thoroughly wash their hands every 30 minutes, or more frequently as appropriate. Although not a replacement for hand washing, in between hand washings, use of hand sanitizer is strongly encouraged.

Illness or Symptoms Will Require Evaluation by a Doctor

Students who are sick should not come to campus, attend classes or engage in any other in person college activities. If you have a temperature of 100.4 degrees Fahrenheit or greater, or any other [symptoms of COVID-19](#), you must email to health@walnuthillcollege.edu for direction.

In order to return to campus/classes, students who have experienced [symptoms of COVID-19](#), have been officially diagnosed with COVID-19, or who have been in close proximity to individuals who have tested positive for Covid-19 must either:

- Provide verifiable evidence of a negative Covid-19 test result;
- Provide written documentation from a doctor that they have been seen by the doctor and are permitted to return to class/campus, and/or;
- Provide an attestation or evidence that they have remained under self-quarantine for a period of at least 10 days as required by the CDC and the Philadelphia Department of Health.

Social Distancing

Classrooms and common spaces have been organized to allow for a minimum of six feet between individuals, wherever possible. Students, staff and visitors must make every effort to remain six feet, or two arms' lengths, from others at all times to minimize the chance of exposure from another person.

Classes

Academic Calendar

The college's Academic Calendar is available on the college website. The Academic Calendar is subject to change at any time. Students will be notified of changes to the Academic Calendar via Schoology Messages. Students should check and review all Schoology messages at least daily.

Classes: Times, Breaks, Entering and Exiting

Students entering Allison Mansion or the Center for Hospitality Studies for class must go directly to the designated kitchen or classroom. Students are not to congregate in hallways before class and should limit gathering outside of the buildings unless social distancing is practiced and masks are worn.

We ask that students do not enter either building and/or make their way to class more than 15 minutes before the start of class.

The following protocols have been initiated to support social distancing initiatives as it relates to getting to, and from classes:

- Class times have been staggered.
- Students may only enter a building in which their class is being held 5 minutes prior to the start of the class.
- Students who arrive early should appropriately socially distance outside the building while wearing an appropriate face covering.
- Students may not congregate in hallways and other communal areas before or after class, nor while on break.

- Faculty will provide students with scheduled breaks during class. This time should be used by the students to take care of any personal needs, otherwise, they must remain in the classroom.
- Students are not permitted to use any class space including kitchens and dining areas to move between or enter into their classes.
 - To enter kitchen classes, students must use the door adjacent to the Purchasing Center to enter all kitchen classrooms.

Class Attendance Requirements

Students are required to self-monitor their health and make decisions that will help prevent illness, specifically Covid-19, from spreading to campus and amongst our college-community. The college will use a survey based on some suggestions from the CDC that students must complete before coming to campus, leaving the dormitories, or attending class or each day. **The completion of the survey will be a requirement for attending class.** Instructors will review the survey prior to allowing a student to attend class each day.

Students must check their temperature before reporting to the College each day. If you have a temperature of 100.4 degrees Fahrenheit or greater, or any other [symptoms of COVID-19](#), contact a member of the college's Health and Safety Team in writing by sending an email to health@walnuthillcollege.edu.

If a student or staff member has a temperature over 100.4°F they are not permitted to report to class or any other in person college activities.

Additionally, students must follow all college policies, including those that relate to the health and safety of the student, and the entire college community. In addition to monitoring your health daily, the CDC provides details on [how best to protect yourself and the community](#) that includes regular and proper hand washing, wearing appropriate face coverings, maintaining a distance of 6-feet from others when possible, cleaning and disinfecting frequently touched surfaces often, and other recommendations.

Covid-19 Related Absences

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 Handbook for details related to these college policies. Due to the circumstances related to the Covid-19 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 Covid-19-19 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 meet 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 a member of the college's Health and Safety Team in writing by sending an email to health@walnuthillcollege.edu 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-19 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-19 test result 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-19 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-19 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 Modalities

During the fall term all incoming freshman courses as well as all kitchen, dining room, bar, and major specific courses will be held on-ground. General Education courses for third term freshman and above will meet remotely at the scheduled time. Course locations are clearly marked on student schedules. Contact your Student Success Advisor should you have any questions regarding course meeting places.

Directions and Movement

Students, staff and guests must follow directional signs and one way halls and stairwells. Students are not permitted to enter any class space including kitchens and dining areas to move between or enter classes. Students must use the door adjacent to the Purchasing Center to enter all kitchen classrooms.

Face Coverings in Class

As part of the college's focus on health and safety, all students, staff and faculty are required to wear an approved plain or patterned face covering when on campus. Face coverings that cover the mouth and nose, which may be homemade or commercially available, must be worn while on campus and while in all classes at all times.

Handwashing in Class

Students taking classes in dining rooms, bars, and kitchens will be required to properly wash their hands at least every 30 minutes, however, food handlers commonly need to wash their hands more often.

Seating and Lab Stations

The college will have specific stations in kitchens and seating in classrooms identified for student use that will be clearly marked. Students should only use these stations and seats.

Social Distancing

Students, faculty, and guests are required to maintain a distance of 6-feet apart at all times whenever possible. When social distancing of 6-feet is not be possible, an appropriate face covering must be worn.

Cleaning and Sanitizing Requirements

Cleaning Requirements on Campus

Students, staff and faculty must oblige by the best-practices, public-laws, community expectations and our college's requirements to fully cooperate to best ensure everyone's health

and safety. Students will be required to maintain a clean and healthy living space. Students will be required to clean and sanitize any contact surfaces he or she used during a class with the provided cleaning materials.

Health Monitoring

Self-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](#). Students, faculty, staff, and guests are expected to self-monitor their own personal health status. All individuals attending or visiting the college are expected to follow the CDC recommendations for [preventing the spread of illness and protecting oneself and others](#). Students should check their temperature daily. If you have a temperature of 100.4 degrees Fahrenheit or greater, or any other [symptoms of COVID-19](#), you must contact a member of the college's Health and Safety Team by emailing health@walnuthillcollege.edu for an assessment and direction and ***do not report to class or any other in person college activities***.

Library and Resource Center

All students and staff will wear appropriate face coverings, wash hands, and maintain social distancing while in the library per the College's Covid-19 policies. Only select computers will be designated for use to help keep 6 feet distance between students, and room capacity limits will be posted and must be observed. Students will be required to clean and sanitize their computer, work area, and any contact surfaces they used while in the library with provided cleaning materials.

Residential Life: On Campus Housing

Outside Guests in Residential Life Buildings and Dorm Rooms

Outside visitors, members of the general public, family members of our residential learning students, graduates, and other visitors for any reason are not permitted to enter college residence halls and congregate on any part of the campus including porches, backyards, parking lots, and close to entrances of any college affiliated building until further notice.

Walnut Hill College Students as Guests in Residential Life Buildings and Dorm Rooms

Walnut Hill College students who are not actively part of the Residential Learning program are not permitted to enter any of the resident halls. Actively enrolled students of the college may visit with resident students on the front porches and outside areas.

Academic and Student Advising

Meeting with an Advisor

Student advising is available for all students with the college Student Success Advisors. All advising meetings with Mr. Pilch and Mr. Tumas will be **conducted by appointment only** and will be held remotely via ZOOM or telephone. Students may not visit SSA offices without prior approval from an advisor.

To schedule an appointment, students should message either Mr. Pilch or Mr. Tumas via Schoology or by email (epilch@walnuthillcollege.edu or rtumas@walnuthillcollege.edu) and provide specific details including:

- Days and times they are available to meet
- Topic of the meeting (general advising, schedule adjustment, retakes, transfer credits, etc...)
- Preferred meeting method.

The SSA will respond to the students with details that includes all meeting information including:

- Meeting day and time
- Meeting space and modality including room number, Zoom identification number or telephone number.

Students who are scheduled to meet with an advisor in person must wear an appropriate face covering, wash his or her hands prior to the meeting, and arrive promptly at the agreed upon scheduled time.

Tutoring

Students requesting a tutor should contact either Mr. Pilch or Mr. Tumas via Schoology or by email (epilch@walnuthillcollege.edu or rtumas@walnuthillcollege.edu). All tutoring will take place remotely with most sessions being held as group sessions. Students must provide specific details including:

- Reason for tutoring need
- Course(s) for which tutoring is required
- Days and times during which they are available
- Any additional specific details which can be provided to the tutor

Student Dining

Face Coverings

Student must wear an appropriate face covering when arriving to and leaving the student dining facilities, as well as if they leave their table to use a restroom.

Location

Student dining will take place in the colleges dining rooms located in Allison Mansion. Students must enter the dining facilities through the front door of Allison Mansion and may not enter the dining facilities via the kitchen spaces.

Ordering and Payment

In order to support social distancing, ordering for lunch may be done at the college store. Students placing an order in the store must go directly to the student dining area to pick up their order and/or sit and eat their meal. Students must keep their face coverings on and maintain an appropriate social distance of 6 feet at all times during the ordering process. Students may be required to wait outside the dining area before ordering as social distancing needs dictate. Payment can be made at any register, including the College Store, using the students WHCard.

Seating and Physical Barriers

Students will be seated at separate tables that are spaced 6 feet apart. Physical plexiglas barriers will be made available to students upon request. Students will be permitted to sit together in small groups (no more than 4) at the same table upon request.

Take Out Meals

Students may order take-out meals if they do not want to dine in the student dining facility. Orders for take-out meals can be placed in the dining facility, Pastry Shop, or College Store. Students must leave the dining facility immediately upon pick up of any take-out meals and may not remain in the dining area to eat their meal.

Student Life

Student Activities and Life and Learning Points

Student activities and organizations will take place both remotely and on campus. Adjustments may be made to help ensure everyone's health and safety. Students are still required to earn 5 SLL points per term.

Best Practices from the CDC

Walnut Hill College encourage you to take all precautions and best-practices to help ensure your health and safety. In addition to the CDC guidelines listed below we also recommend:

- Take your temperature at least every 10 hours

- Talk to your doctor about vitamin supplements to boost your immunity
- Get plenty of rest, which will boost your immunity
- See medical attention immediately if you feel ill or notice some symptoms
- Consider having a COVID-19 test
- Ask questions of your doctor for medical advice

If you have a question about college policies and plans regarding COVID-19 ask one of the Vice Presidents. All college Vice Presidents serve on the college's Health and Safety Team.

Know how it spreads

The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to [spread mainly from person-to-person](#).

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Wash your hands often

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your mask
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid Close Contact

- **Inside your home/dorm:**

- Avoid close contact with people who are sick.
- If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home/dorm:**
 - Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread virus.
 - [Stay at least 6 feet \(about 2 arms' length\) from other people.](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick.](#)

Cover Your Mouth and Nose when Around Others

- You could spread COVID-19 to others even if you do not feel sick.
- The mask is meant to protect other people in case you are infected.
- Everyone should wear a [mask](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
 - Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The mask is not a substitute for social distancing.

Cover Coughs and Sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and Disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household](#) will work.

Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms](#) of COVID-19.
 - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.

4100 Center for Hospitality Covid-19 Protocols

4100 Staff Hallway, Meetings by Appointment only

The 4100 Staff Hallway will be closed to students due to inadequate space to social distance. A sign will be placed at the entrance of the hallway asking students to please wait until a staff member is available or to contact the staff member via Schoology or email to schedule an appointment.

Staff members directing students to the 4100 building to meet with an instructor or academic team member regardless of reason should inform the student that an appointment is required and to contact the staff member via email or Schoology. The staff member can also call the specific instructor or academic team member to determine their availability before directing the student to the 4100 building.

Provisional Meetings

Provisional meetings will continue to be held over the phone or via zoom unless otherwise organized and agreed upon with an academic team member.

Classrooms

Instructors are responsible for monitoring students for college approved face coverings (plain or patterned only), sitting in designated seats for social distancing, and proper sanitation of all seats used including any demo and desk areas, computer equipment that has been touched, whiteboards and markers.

Instructors should also ensure that class breaks do not occur at the same time of other classes running at that time to maintain lower numbers in the hallway, using the bathrooms, and entering and leaving the building.

Study Rooms

Study rooms will be available for student use only as approved by the instructor and/or an academic team member. Students are not permitted to use the study room without approval.

The following protocols must be followed:

- The instructor must walk the student to the study room. Instructors should not simply permit the student to go to the study room as the hallway is closed to students.
- The instructor should inform a staff member in the hallway of the student's presence in the study room.
- The instructor is responsible for making sure the study room is properly sanitized after the student's use.
- Only 1 student is allowed in a study room at a time.

If possible, the instructor should provide advance notice to an academic team member prior to a student using a study room.

Resources and Websites

CDC symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Use the CDC's "Self Check". Go to their website and look at the "Self Check Symptoms" on the lower right-hand side. <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Review the CDC's "Support for Teens and Young Adults" - <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/stress-coping/young-adults.html>

CDC – PDF - How to Protect Yourself and Others - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

CDC – PDF -Symptoms of COVID-19 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

CDC – Back to College Tips - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/College-Poster-COVID-Tips-for-Students.pdf>

CDC Video – Latest Information on COVID-19 - <https://www.youtube.com/watch?v=kEhNyxKopsg>

CDC Video – Know Your Risk of Getting COVID-19 <https://www.youtube.com/watch?v=4-aloGTymIc>

CDC Video – Symptoms of COVID-19 <https://www.youtube.com/watch?v=F70BzSFAZfw>

CDC Video – Key Times to Wear a Mask https://www.youtube.com/watch?v=tnS9yC_bYHY

CDC Video – How to Wear a Face Mask <https://www.youtube.com/watch?v=vMCS6gT8SzQ>

CDC Video – COVID-19 Stops with Me <https://www.youtube.com/watch?v=P5RD-VK34XQ>

CDC Video – Protect Those Who Might BE at Higher Risk of COVID-19 <https://www.youtube.com/watch?v=i7387bbel5g>

CDC Video – Considerations for Bars and Restaurants <https://www.youtube.com/watch?v=B9D2RHaa68c>

CDC Video – Key Times to Practice Social Distancing

<https://www.youtube.com/watch?v=nOa8wIhQdzo>

CDC Video – Key Times to Wash Your Hands

<https://www.youtube.com/watch?v=B5AjlNz0oo>

CDC Video – Taking Care of Your Daily Health During COVID-19

<https://www.youtube.com/watch?v=OSie2SsVXqQ>