



Central Pennsylvania Diesel Institute (CPDI)

Covid-19 Response Plan

September, 2020

The mission of Central Pennsylvania Diesel Institute (CPDI) is centered around helping our students to be successful in their careers in the trades. Being successful encompasses a variety of skills, including technical know-how, communication, problem solving, and safety, among others. Safety is incorporated into the design of all our courses, because there is always some inherent risk in working with any kind of machinery. As we move forward into the new normal of incorporating Covid-19 pandemic response into our daily lives, it is imperative that skilled trades workers understand how to keep safe and healthy while working extensively with their hands.

It is the nature of skilled trades workers to want to stay busy. We like to work. We enjoy using our knowledge and effort to solve problems, to help others, to make a difference, and to make a living. So, because of the need to work combined with the need to stay safe, this Safe Open Plan is critically important to outline the enhanced safety procedures designed to help get our students and employees back to campus in a responsible and productive manner.

This response plan was chosen and incorporated by our institution for its commitment to best practices; gleaned from various outside sources including the CDC, Federal and PA Departments of Education, and other industry-related businesses. We expect this plan may be improved and updated at any time, based on new information or new conditions. The essence of this plan is to maximize productivity while minimizing risk. We have incorporated a variety of safety precautions in the way we expect to operate going forward. Specific procedures and details by functional area are described in the following pages. The changes include accommodating distance between people, cleaning procedures and the use of distance education as needed and whenever possible.

Our plan is dynamic and therefore is open to revision as conditions change and information is uncovered. Our teaching and administrative staff will be continuously assessing the effectiveness of our response and will make improvements as necessary.

Note: This plan has been revised to reflect operations procedures with Perry County under the Green Phase. If the county were to revert back to the Yellow Phase, some of these procedures will change to reflect that change.

TABLE OF CONTENTS

Introduction

1. Guiding Principles
2. Alignment with Regulatory Bodies

Section 1. General Facility, Safety, Cleaning and Egress

1. PPE and Cleaning Supplies
2. Intensified Cleaning Activities
3. Egress Safety
4. Illness

Section 2. Education

1. Overall
2. Tool Rooms & Equipment
3. Shop Instruction

Section 3. Student Services

1. Academic Support
2. Career Services

3. Events

Section 4. Administrative Areas

1. Lobby and offices

INTRODUCTION

A. Guiding Principles

1. Even though no set of safety precautions can ever be 100% foolproof in preventing every instance of possible contamination, having a set of robust safety procedures will be beneficial to our students, employees and guests. We do not need to be 100% perfect in order to make a positive difference!
2. Our procedures can, will and must evolve over time. Students are encouraged to look for ways to minimize risk. Suggestions for improvement can be made to any school official.
3. Respect for others is the unwavering standard. We will not dismiss the concerns of others, and we will respect others who may be either more or less safety conscious than ourselves.
4. Self-reporting of illness or symptoms is essential. We must protect the student or employee from feeling any sort of stigma associated with self-reporting a condition.
5. Everyone is expected to report any situation where they believe there is a safety risk. However, there must be no confrontations between students. Reports of any potentially unsafe conditions or situations can be made to any CPDI staff who is then obligated to report the matter to Alan Yoder, School Director.

B. Alignment with Regulatory Bodies

1. In any case where a governing body has a mandated safety policy that differs from the policy in this plan, we will follow the more restrictive parameters.
2. In any case where a governing body has suggested a safety policy that differs from the policy in this plan, we will follow the policy in this plan.

3. This plan will be continuously revised and improved over time. The currently updated policy will be made available online, in office and by request to the Student Services Director, Suli Goodlief.

SECTION 1. GENERAL FACILITY, SAFETY, CLEANING AND EGRESS

A. PPE and Cleaning Supplies:

1. Supplies on site include: face shields, disposable gloves, hand sanitizer, surface cleaner, disinfectant wipes, and other typical cleaning materials.
2. Anyone entering the building will be required to wear a face shield or mask which cover their mouth and nose. The shield/mask must be worn when in the presence of other people inside the building, allowing for reasonable exceptions. Any individual who is unable to wear a shield or mask due to a disability or health condition must sign a self-certification document and agree to be extra cautious about maintaining proper safe distancing and observing all other hygiene protocols. No medical documentation will be required. Extra cautious safe distancing may include assigned seats in classrooms.
3. Exceptions to face covering may be allowed for communication purposes and eating and drinking where appropriate. Individuals may choose to use their own PPE (face coverings or gloves), or they may choose to use items PPE provided by CPDI. Face coverings must completely cover or block potential contaminants through emission via an individual's mouth and nose. Any reasonable face covering may be acceptable, but the college reserves the right to identify inappropriate coverings.

B. Intensified Cleaning Activities:

Considering the relatively small class size and short duration of CPDI classes:

1. Door handles and other frequently touched surfaces will be wiped with disinfectant at least twice daily.
2. Furniture that comes in contact with more than 1 person, and any other such shared hard surfaces, must be wiped with disinfectant at least twice daily.

3. Shop and lab equipment surfaces which are touched by hands will be wiped with disinfectant on a daily basis.
4. Restroom surfaces, sinks and vending machines will be cleaned with disinfectant at twice daily.

C. Egress Safety

1. Hand sanitizer is available at all entrances and exit doors.
2. Student entrance doors will be unlocked during normal entry and exit hours and during normal break times, otherwise they will be locked. Exit doors will be always accessible to leave the buildings.
3. Garage doors will often be open in order to promote ventilation and air circulation.
4. Face shields have been provided to all students. Visitors and guests may not access the building without a face covering; as posted at all building entrances.
5. All students will have their temperature checked upon reporting for class. A daily log of each students' temperature will be noted on a weekly Covid-19 Questionnaire sheet for each student in which they self-certify (with signature and date) that do not have, show symptoms or been knowingly exposed to the virus within the preceding 14 days. Additionally, they certify not having traveled to a state which requires self-quarantine upon return.

D. Illness

1. Any individual exhibiting symptoms of viral illness (i.e. coughing, fever) should stay off campus or will be asked to leave.
2. Any student with a temperature above 100.4 or who becomes ill while on campus will be sent home immediately and will need a written release from a doctor, a negative Covid-19 test or asked to self-quarantine for 14 days in order to come back. The college will be as lenient as possible for time missed due to Covid-19.
3. School Director, Alan Yoder, must notified of any individual who is or has been on campus while infected with Covid-19

4. Any areas on campus visited by an infected person will be closed off and ventilated. After the recommended 24 hour waiting period, the area will be comprehensively cleaned and disinfected.
5. Individuals suspected or found to be ill with Covid-19 or any communicable viral disease while on campus (but whom are unable to leave the building immediately) will be quarantined in a private room until arrangements are made for them to leave campus.
6. Persons who had come in contact with an infected person while on campus, within 6 feet for at least 10 minutes, will be notified of possible exposure and asked to remain off campus until tested as virus-free, cleared by their doctor, or are symptom free for 14 days.
7. We will coordinate with local public health officials to communicate necessary information about any Covid-19 activity on campus.

SECTION 2. EDUCATION

A. Overall

1. While most classes will be conducted on campus, the school may continue to use distance education when necessary, when possible. In the event that the PA Department of Education closes public learning institutions for in-person instruction, courses that do not require hands-on instruction or practice may be held on a virtual platform as found pertinent to the program and feasible to participants.
2. Students receive tuition-covered iPads at the commencement of classes for remote use and (when necessary) distance instruction
3. Once back on campus, groups of students will be limited in size where possible.
4. Safe distancing between students will be implemented. Classroom furniture will be set up in such a way to keep a separation between student desks and chairs in the classroom. Larger classes may be moved to larger rooms to accommodate the proper distancing. The recommendation of 6 feet separation will be observed in most cases, though some exceptions may be allowed.
5. School supplied face shields will be worn in all classroom group settings. Exceptions are allowed for eating and drinking where appropriate. Individuals may choose to use their own PPE (face coverings/gloves), or they may choose to use items CPDI

provides. Face coverings must completely cover or block an individual's mouth and nose from potential airborne viral emissions. Any reasonable face covering may be acceptable.

6. Any individual who is unable to wear a mask or face shield due to a disability or health condition must sign a self-certification document and agree to be extra cautious about maintaining proper safe distancing and observing all other hygiene protocols. No medical documentation will be required. Note: Extra cautious safe distancing may include assigned seats in classrooms.
7. Safe distancing will be used in shop and lab areas, to the extent possible. Students observing other students or instructors working on equipment should be kept a safe distance away. In some cases, students will need to get closer to see something relating to the equipment in order to facilitate the learning process, and these exceptions are allowable, but face shields/masks and safety glasses should be worn.
8. In the event of regulatory shut-down, CPDI will implement a conditional plan to reopen that may involve changes to class size, schedule or instructional platform at the sole discretion of the School Director, Alan Yoder.
9. Cleaning will include doors, furniture and other touched surfaces.
10. Classroom/shop doors will be propped open at normal start and end times.

B. Tool Rooms & Equipment

1. Tool rooms will be stocked with cleaning materials, and items must be wiped with disinfectant prior to being handed out and also upon return. Items include tools, safety glasses, bottles of fluid, and other items borrowed by students. Maintenance staff will sanitize the tool room and equipment at the end of each school day. Students are responsible for sanitizing their own tools and tool boxes.
2. Students will be able to obtain sanitizer from CPDI staff to use on equipment they will use in the shop if desired.

C. Shop Instruction

1. CDL vehicles and/or parts will be sanitized before the start and at the end of each session.

2. Instructors in these programs will have access to cleaning supplies, and we expect our instructors and students to assist the maintenance staff in helping to continuously disinfect certain lab equipment as necessary

SECTION 3. STUDENT SERVICES

A. Academic Services

1. We will continue to offer tutoring, study skills help, approved make-up work, and other academic services.
2. We will also make video and phone conferencing available to offer services in a safe manner where applicable.
3. Students adversely affected in their studies due to the Covid-19 situation may request additional academic support, and we will attempt to find a solution to help each individual student. Such services may include technological assistance for distance education, additional student advising, additional time to complete work if necessary and other considerations as applicable.

B. Career Services

1. We will continue to offer job placement and career planning services to all students and alumni. The Student Services office will be used primarily for any in person communications, though we may use other locations for larger meetings.
2. Student services and career counseling conversations will follow our general safety guidelines for the wearing of shields/masks and safe distancing.
3. We will also potentially use video and audio phone conferencing to assist with job placement of current students and graduates.

C. Student Events

1. Large student events (graduation ceremonies) will be postponed, modified or canceled while we are still under the pandemic threat. We will assess the situation and take guidance from our local, state and federal government, as well as the CDC and other resources, in order to determine when conditions are appropriate for large gatherings.

D. Education Outreach

1. Presently, CPDI recruiters are no longer traveling to high schools to speak with prospective students. We anticipate that visits to schools may resume in October 2020. When visits resume, our recruiters will comply with necessary safety guidelines in place at that time and for each school property they may be visiting.
2. We are currently developing the ability to do virtual tours and open house events via video conferencing and social media technology. While hosting a virtual tour or event, our staff will adhere to proper safety guidelines. CPDI administration will structure and schedule campus tours/events by reservation only as to avoid close contact with any other persons in the building.

SECTION 4. ADMINISTRATIVE AREAS

A. Lobby and Office Entrances

1. Any persons in school offices will adhere to safety procedures for the entire facility such as the wearing of shields/masks to cover the mouth and nose and safe distancing.
2. Safety items, including a sanitizer dispenser at the lobby door have been made available to students, employees and visitors
3. Lobby chairs are being rearranged to allow for safe distancing while in the waiting area.
4. Cleaning procedures for the Administrative areas are described in Section 1.B.
5. Face shields/masks will be worn during meetings between CPDI staff, students and visitors as necessary for safe communication.
6. We will use appointment setting for all outside guests to minimize the schools risk to exposure as well as the need for waiting in our lobby area.
7. Meetings with admissions and financial aid will be conducted via telephone whenever possible

