

# Precision Manufacturing Institute

## Safe Open Plan

Covid-19 Response

May 26, 2020

The mission of Precision Manufacturing Institute 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 classes throughout all programs, 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 institute in a responsible and productive manner.

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, scheduling revisions, partitions and the use of distance education where possible.

Our plan is dynamic and therefore is open to revision as conditions change and information is uncovered. This Safe Open Plan will be continuously assessed for the effectiveness of the Safe Open Plan, and we will make improvements as necessary.

Note: This plan has been revised to reflect operational procedures under the state requirements. If the county were to revert back to the yellow phase, some of the procedures will be changed to reflect that change.

Also, the institute reserves the right to make changes in the plan to reflect modifications that may surface in the activities involved with the educational process. Any modifications will align with regulatory agency bodies for the safety and security of the staff and students of Precision Manufacturing Institute.

## 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. The entire PMI community should always be looking for ways to minimize risk. Suggestions for improvement can be reported to Ed Petrunak or Doug Nelson or 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. Everyone is expected to report any situation where they believe there is a safety risk. However, there must be no confrontations of any other individuals. The proper procedure is to report the potentially unsafe situation to a school official.

### 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 available through Ed Petrunak or Doug Nelson.

### C. COVID-19

The OSHA guideline defines Coronavirus Disease 2019 (COVID-19) as a respiratory disease caused by the SARS-CoV-2 virus. Infection with can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. Symptoms can appear anywhere from 2 to 14 days after exposure. The virus is thought to spread mainly through people who are in close contact with each other (6 feet), and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may also spread through touching surfaces or objects with the virus on it, then proceeding to touch your mouth, nose, or even eyes.

### D. School Risk Factors

Students, faculty, and staff are required to stay at home if sick. For the purpose of the Schools Health and Safety Plan “sick” includes:

- Runny nose
- Watery eyes
- Excessive sneezing
- Coughing
- Fever (100.4 Fahrenheit)
- Intestinal discomfort
- Lack of smell or taste

## General Management

Governor Wolf lifted the stay-at-home order once Crawford County was able to meet the guidelines for Green status. Thus PMI will reopen; unfortunately, it will not be business as usual. Here is our safety plan:

- We will educate our students and staff about our safety plan. PMI's administration will communicate regularly with our employees. Faculty will need to communicate regularly with our student population. Signage regarding COVID-19 will be placed in all classrooms, elevators, lounges, work areas, etc.
- We will reinforce good hygiene practices and take related safety precautions. Anyone who enters PMI will be required to wear a facemask. It is legal (EEOC (4.23.20) for PMI to ask both employees and students if they have symptoms of COVID-19 (cough, SOB, etc.). We will be taking body temperatures when anyone entering the building appears to be sick or when they report that they have recently been sick.
- PMI will actively encourage both staff and students who are sick, to stay home! We will immediately send sick staff and students home.
- Although PMI lab classes are relatively small, we will ensure that the number is safe and complies with all policies to ensure safety for the instructor and students.
- All current workstations for employees are acceptable, as they have appropriate distance between them.

## Facility, Safety, Cleaning and Egress

### A. PPE and Cleaning Supplies:

1. Purchased or on-order supplies include: disposable masks, fabric face coverings, disposable gloves, hand sanitizer, surface cleaner, disinfectant wipes, and other typical cleaning materials.
2. Anyone entering the building will be required to wear a mask covering their mouth and nose. The 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 mask due to health reasons should provide documentation of their condition to either the School Director or Admission Director and accommodations will be made.
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 the institute will provide. Face coverings must completely cover an individual's mouth and nose. Any reasonable face covering may be acceptable, but the institute reserves the right to identify inappropriate coverings.

### B. Intensified Cleaning Activities:

1. Door handles and other frequently touched surfaces will be wiped with disinfectant at least 2 times per day.
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 daily.
3. Lab equipment surfaces, which are touched by hands, will be wiped with disinfectant at least daily.

4. Restroom surfaces, water fountains and sinks will be cleaned with disinfectant at least 2 times per day.

#### C. Egress Safety

1. Hand sanitizer will be 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. Disposable masks will be available for guests at the front entrance. Masks for students will be available from your instructor.
4. All students, faculty and staff will be asked to self-certify adherence to the following conditions: free of Covid-19 infection, no virus induced fever over 100.4F degrees, no contact with an infected person in the past 14 days.

#### D. Illness

1. Any individual exhibiting symptoms of contagious illness, including a fever above 100.4F or any other viral related symptom like shortness of breath or cough, must not come to the institute. Individuals who believe they have recently been in close contact with an infected person are urged to self-quarantine until confident of being free from illness themselves.
2. Any individual becoming ill while at the institute should excuse them selves' immediately and will be sent home. The institute will be as lenient as possible for time missed due to Covid-19.
3. Any individual who is or has been at the institute while infected with Covid-19 or any communicable disease needs to be reported to either Ed Petrunak or Doug Nelson with contact information as listed below in the following: [epetrunak@pmionline.edu](mailto:epetrunak@pmionline.edu) or 814.333.2415 and for Doug Nelson is [dnelson@pmionline.edu](mailto:dnelson@pmionline.edu) or 814.333.2415.
4. Any areas of the institute 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 found to be ill with Covid-19 or any communicable disease while at the institute but whom are unable to leave the building immediately for any reason will be quarantined in a private room until arrangements are made for them to leave the institute.
6. Persons who had come in contact with an infected person while at the institute, within 6 feet for at least 10 minutes, will be notified of possible exposure and asked to remain off the institute until tested as virus free, cleared by their doctor, or symptom free for 14 days.

#### E. Work Schedules

1. Where possible, the institute will support work-from-home activities. In certain administrative roles, it may be acceptable to spend some amount of time working remotely. This will be important both for the comfort level of the employee and also to help reduce the number of people at the institute.
2. Staggered shifts may also make sense for certain administrative areas as well. On a case by case basis, departments may choose to spread the work flow over a longer day in order to limit the number of staff members in the area at any one time.

## Education

### A. Overall

1. The institute will start to use hybrid/blended education where it makes sense. Theory classes for technical courses may be conducted using hybrid/blended education, as well as general education courses and any other activities that do not require hands-on instruction or practice.
2. Technology resources will be available for some student usage. We expect to be able to loan computers to students and assist with some home internet needs.
3. Once back at the institute, groups of students will be limited to no more than 25, including the instructor, per the PA Reopening guidelines under the Yellow Phase of implementation. (See PA guidelines: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>)
4. Safe distancing between students will be implemented. Classroom furniture will be set up in such a way to keep a 6 foot distance between student chairs in the classroom. Larger classes may be moved to larger rooms to accommodate the proper distancing.
5. Masks will be worn in classroom group settings, with reasonable exceptions allowed. For example, in order to be clearly understood, an instructor or a student may temporarily remove their mask to speak. Also, 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 the institute will provide. Face coverings must completely cover an individual's mouth and nose. Any reasonable face covering may be acceptable. Any individual who is unable to wear a mask due to health reasons should provide documentation of their condition to the School Director or Admission Director and accommodations will be made.
6. Safe distancing will be used in lab areas, to the extent possible. Students observing other students or instructors working on projects 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 masks and safety glasses should be worn.
7. The institute may implement a staggered schedule to help limit the number of people in the buildings. For example, students in one class may be asked to work remotely on one day while another class is in the lab, and then swap places on the following day. The institute will monitor the situation and make adjustments to this scheduling plan as necessary. Class hours may be modified in order to make sure students have enough time to practice skills and apply their learning in the hands-on environment.
8. Office equipment used by the Education and Student Services department such as copier machines and other business devices will be cleaned regularly by administrative personnel and our janitor or staff.
9. Classrooms will be cleaned daily. Cleaning will include doors, furniture and other touched surfaces.
10. Classroom/shop doors will be propped open at least at normal start, end and break times.

## B. Welding Program

1. Welding is likely the inherently safest of all of our programs. The welding students are in self-contained booths for the vast majority of the day. There is a professional ventilation system constantly exhausting air from the lab area. Students are typically wearing full hoods while in the welding lab, covering their facial area.
2. Instructors will wear facial coverings while in the student booth area to coach the students.
3. Classroom procedures will follow the guidelines written in Section 2.A. above.

## C. CNC Machinist and Electro-Mechanical Technology

1. Students in these programs will follow the general safety guidelines described in Section 2.A. above for classroom and lab areas, including safe distancing practices, possible schedule changes, and other considerations.
2. We will work with individual students to provide additional hands-on learning time, potentially before or after normal class hours, during our summer break, or other times.
3. 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.

## Students

1. There will be one dedicated entrance to the building.
2. Upon entrance each student will be required to wear a mask at all times.
3. A mask may be replaced if damaged. (see instructor).
4. The student may choose to wear their own mask.
5. Temperature may be taken daily upon entering the building and as needed.

.If a student's temperature above 100.4 the student will be sent home. The Instructor will be notified ASAP so arrangements can be made for possible temporary hybrid learning.

6. The student will be required to have a Covid-19 test preform before returning to classes. Documentation of negative test will be required to return to school. Positive tests will follow quarantine guidelines.
7. Students will employ social distancing (6 feet) as much as is feasible in all areas of the institute. This includes all classrooms, hallways, restrooms and common areas.
8. Handwashing for at least 20 sec is encouraged throughout the day.
9. Disposable gloves are available in all classrooms/work areas
10. Ridership in the elevator will be limited to 2 people at a time.

## **Student Services**

### A. Academic Services

1. We will continue to offer tutoring, approved make-up work, and other academic services.
2. Furniture and computer stations will be adapted to meet our safe distancing requirements.
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, 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 Career Services Office will be used primarily for any in person communications, though we may use other locations for larger meetings.

2. Career Services conversations will follow our general safety guidelines for the wearing of masks and safe distancing.
3. We are looking into the possible opportunity to launch the online platform called “Handshake” to provide an electronic opportunity for students to interact with employers and find job opportunities.

#### C. Student Events

1. Large student events 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.
2. Some events that will be modified include upcoming Graduation Ceremony and the Summer Picnic. We are developing alternative ways to celebrate each of these events and other events - more details will come in the near future.
3. Student field trips will be suspended at least through June. We will continuously assess the safety of trips like this, and we expect to reopen the possibility for field trips in the future.
4. Employer visits to the institute will likely be modified to be virtual events, with video conferencing technology to help connect employers to our students.

### **Administrative Areas**

#### A. Reception Area

1. Any persons in the administrative areas will adhere to safety procedures for the entire facility such as the wearing of masks to cover the mouth and nose and safe distancing.
2. Safety items and PPE material will include, hand sanitizer will be located at the front reception door and other building entrances. We have moved the check-in process to the right of the front entrance area and left of the student entrance. Other items may be installed in the future.
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. Procedures will be adopted to eliminate the shared use of office items such as pens, pencils, and other supplies.
6. Copier machines and other business machines will be cleaned regularly by administrative personnel and our janitor or maintenance staff.

#### B. Financial Aid

1. We recognize that there is still a need for in-person financial aid meetings with students and their families. We will take several precautions in these cases. Masks will be worn during meetings, with exceptions allowed when necessary for safe communication. Pens, keyboards, furniture, and any other shared surface will be wiped with disinfectant prior to and after use.
2. Where possible, financial aid services may be offered via video or audio phone conferencing technology.
3. Procedures will be in place to eliminate the need for more than one current student to be waiting their turn for financial aid services. We will use appointment setting during busy periods to minimize the need for waiting in our lobby area.

4. The 3<sup>rd</sup> floor conference room will be available and set up to handle financial aid appointments requiring extra safe distancing. This may be used for larger groups and by request only.

C. Admissions

1. Admissions procedures will still occur at the institute. Video tours are able for new applicants to take a mini tour of the institute.
2. Admissions requirements for proof of high school graduation or equivalent have been revised during this time of pandemic. Per our accreditor, ACCSC, and the Federal Department of Education, we are able to use alternate means to demonstrate proof of graduation other than the official transcript that we typically require. The form of documentation can vary based on the individual situation, but in all cases must reasonably prove the completion of a high school program or equivalent.
3. Our Wonderlic general knowledge assessment will continue to used s our assessment instrument.
4. We recognize that there is a need for in-person admissions meetings with students and their families. We will take several precautions in these cases. Masks will be worn during meetings, with exceptions allowed when necessary for safe communication. Pens, keyboards, furniture, and any other shared surface will be wiped with disinfectant prior to and after use.
5. If safety glasses are loaned to guests for a tour, they must be disinfected before and after each use. New glasses taken from a factory sealed bag need not be cleaned prior to use.
6. We anticipate that future start dates will need to change due to our temporary suspension of on-school activities. A new institute calendar will be distributed shortly.
7. The 3<sup>rd</sup> floor small conference room or a classroom be available and set-up to handle admissions appointments requiring extra safe distancing. This will be for larger groups and by request.
8. All visitors to admissions will be advised that if they are visiting the institute, they will be required to wear a facemask during their time at PMI. Visitors will also be advised that in order to gain entry to the school, they may need to have their temperatures taken.
9. Any entrance testing will be conducted in a safe manner for both the potential applicant and test administrator.