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Summary
Pittsburgh Seminary is committed to the health and wellbeing of our community—students, staff, faculty, and neighbors. To that end and in accordance with the Pennsylvania Department of Education, the Seminary has developed a set of protocols, which constitute our COVID-19 health and safety plan.

The Seminary will reopen in phases (Phase 1: Aug. 12, Phase 2: Aug. 26, Phase 3: TBD). Before students, faculty, and staff can return to the campus for the first time, they must complete an online health-screening questionnaire and watch a short video about updated health and safety protocols. Both can be found online: https://www.pts.edu/pts-covid19-visitor-questionnaire. The Seminary will clean and disinfect high-touch and common areas at least once per day in accordance with CDC guidance.

While on campus, all persons must wear a face covering and abide by social distancing guidelines. Additionally, a PTS ID badge must be visibly worn, and all exterior entrance doors will require key card access. Visitors to campus—including those persons visiting tenant organizations—must enter through the front entrance of Long Hall and proceed to the Reception Office to complete the health-screening questionnaire and obtain a visitor ID badge. Persons inviting guests to campus are expected to greet the visitor at Reception and lead them to the meeting location.

During Phases 1 and 2, employees will continue telecommuting unless otherwise determined by their supervisors. The fall semester will include a mix of on-campus and remote instruction. When meeting on campus, classes will gather in spaces allowing for proper social distancing, and students and faculty must wear face coverings. Meetings should continue through online tools. Events and gatherings are expected to occur online. Seminary-sponsored travel is prohibited at this time.

The Museum remains closed. Barbour Library will be open to the PTS community to varying degrees during this time. Additional details are in the plan that follows in Appendix A. Food service will not be available this fall though the Kadel Dining Hall will be open.

The Seminary will coordinate with local public health officials to inform the Pennsylvania Department of Health in the event that transmission of COVID-19 occurs at the institution. We will monitor health conditions of our community and, if needed, implement our strategy to mitigate and contain the spread of the virus on campus.

Tenant organizations on campus must follow the Seminary’s health and safety plan.

The Seminary will continue to communicate with our community at least weekly with updates about how we are addressing the pandemic and working to keep our faculty, staff, students, and neighbors safe while continuing our core mission of educating students.
Introduction
Pittsburgh Seminary is committed to the health and wellbeing of our community—students, staff, faculty, and neighbors. To that end and in accordance with the Pennsylvania Department of Education, the Seminary has outlined the following protocols which constitute our COVID-19 health and safety plan. This document provides guidance regarding the Seminary’s Phased Reopening Plan, Campus Safety—Physical and Operations; Human Resources and Work Policies; Health Monitoring and Support; Academic Programs; Tenants; Groups, Meetings, Gatherings and Events; Food Service; and Communications. Additional information is included in the appendices.

Phased Reopening Plan
Pittsburgh Seminary intends to reopen the campus and associated operations using a phased process. Each phase is described below.

Note, during Phases 1 and 2, the Seminary’s main entrances will be accessible by keycard only. Be sure to have your Seminary ID card with you at all times! Visitors must enter through the front doors of Long Hall and proceed to the Reception Desk to sign in and out and answer health-screening questions. Also note, at any time during these phases, the Seminary may need to close the campus and return to full remote operations. PTS will consult state, federal, and health guidelines in making these decisions. Following any required closures, we would reopen campus likely using a phased approach.

Phase 1: Aug. 12, 2020
In Phase 1, the campus will reopen to faculty, staff, and summer students (those enrolled in summer courses, plus DMin and Church Planting and Revitalization students). During this time, online learning will continue and telework is required. Meetings should continue via online tools. When on campus, employees with “essential access” may come and go as needed and are encouraged to work in their offices (as opposed to public lounges, the library, Kadel Dining Room, classrooms, etc.) and refrain from gathering in groups. All persons on campus must wear a mask while present in community spaces and socially distance from others. Anyone who is feeling unwell should not come onto campus. Seminary-sponsored public events will occur online. The Museum will remain closed. Barbour Library resources will be available to faculty and summer students (those enrolled in summer course, DMin, and CP&R) through pickup. Please see the Barbour Library Operational Level 2, found in the Appendix, for more information. The Seminary’s previously communicated access policy is no longer valid. When returning to campus for the first time, all students, faculty, and staff must complete an online health screening form and watch a short video detailing updated health and safety protocols.

Phase 2: Aug. 26, 2020
In Phase 2, the campus will be open to faculty, staff, and students. During this time, instruction will take place through a mix of on-campus and remote instruction. Telework is expected unless your supervisor has determined you should report to campus. Employees with “essential access” may come and go as needed; those granted “frequent access” may be on campus 2-3 days/week and those with “infrequent access” may be on campus once every two weeks. Supervisors will communicate to employees their level of campus access. Meetings should continue via online tools. If on campus, employees are encouraged to work in their offices and refrain from gathering in groups. Students can resume in-person
gatherings but must do so in spaces allowing for adequate social distancing. All persons on campus must wear a mask while present in community spaces and socially distance from others. Anyone who is feeling unwell should not come onto campus. Until otherwise determined, Seminary-sponsored events will occur online. The Museum will remain closed. Barbour Library resources will be available for pick up by all faculty, staff, and students; the 24/7 space will be accessible to the PTS community; and staff will be available at the front desk to answer research questions. Please see the Barbour Library Operational Level 3, found in the Appendix, for more information.

Phase 3: Date TBD
In Phase 3, the Seminary is open to faculty, staff, students, and the wider public for in-person instruction and events. Masks and social distancing are no longer required. Phase 3 assumes a vaccination is available or the country/state has reached herd immunity. Additional details concerning Phase 3 will be developed in the fall of 2020.

Campus Safety – Physical and Operations
The health and safety of our community is our number one priority. For this reason, we will adhere to the following guidelines and procedures.

Hygiene and Sanitation Protocols
- Signs clearly posted around campus remind of the importance of good hand hygiene.
- An adequate supply of hand sanitizer, hand wipes, and hand soap is available to the community.
- We will continue to clean and disinfect regularly surfaces and objects that are frequently touched. This includes cleaning objects or surfaces not ordinarily cleaned regularly (e.g., doorknobs, light switches, countertops, etc.). Our disinfectant supplies meet EPA’s criteria for use against SARS-CoV-2 (COVID-19).
- Classrooms will be cleaned and disinfected each morning before classes begin. The rooms will be disinfected at least one additional time during the day.
- All restrooms will be cleaned and disinfected before staff arrive for the day. The restrooms will be cleaned and disinfected periodically throughout the day.
- Please maintain 6 feet of social distancing when using restrooms. Some fixtures may be out of service to promote proper social distancing.
- The Reception Office, Library front desk, Business Office counter, and Computer Lab will be cleaned and disinfected each morning.

Face Coverings on Campus
- Face coverings must be worn by all students, faculty, staff, and visitors in all classrooms, public shared spaces on campus, or in areas where social distancing cannot be observed.
- While we ask you to provide your own face covering, a supply will be available in the Reception Office for those times when you may not have one.
- Individuals unable to wear face coverings due to a health condition or disability are encouraged to be extra cautious about maintaining proper social distance and observing all other hygiene protocols.
Social Distancing

- Students, faculty, and staff should maintain a safe social distance of at least 6 feet apart when feasible. This includes offices, classrooms, hallways, restrooms, elevators, common areas, and outdoor spaces.
- Plastic partitions are currently in place where social distancing cannot be observed. These areas include the Reception Office, Business Office, and Library front desk.
- Visible floor markings reinforce social distancing.
- Students are asked to schedule appointments with faculty and staff when meeting in person for non-emergency issues. When possible, please use alternative methods of contact, such as e-mail and telephone calls.

Limit Large Non-Instructional Gatherings or Congregation in Communal Spaces

- The number of people who can gather will be in accordance with Pennsylvania Government guidelines according to the three identified phases of Red, Yellow, and Green for each county.
- While large gatherings are prohibited in the state-designated Red phase, non-instructional gatherings should not exceed more than 25 people in the Yellow phase (should be outdoors if possible) and 250 in the Green phase (must be outdoors). In-door gatherings during the Green Phases are limited to 80 based on the number of people who can gather safely in the Seminary’s largest space. Note that the State may further restrict gathering sizes even while in a particular phase.
- We have reduced common seating areas on campus, including Long Hall and Barbour Library.
- Student groups are advised to host remote group events, gatherings, or meetings, to the extent possible.
- The community is encouraged to stagger the use of the fitness center, lounges, and the laundry facilities in Calian and Fulton. Occupancy limits have been posted in these areas. We ask that you clean and disinfect equipment between uses.

Limit Number of Students in the Classroom

- We have limited class size to accommodate appropriate social distancing of 6 feet between individuals to reduce the risk of transmission between students in the classroom.
- We have taped off seats or rows to ensure social distancing. Furniture has been arranged to allow for social distancing. We ask that you not move the furniture around.
- We are holding smaller classes in larger spaces.
- The updated occupancy limits are posted outside each room where classes may be held.
- We are repurposing spaces as classrooms to facilitate social distancing.

Control Entrance and Exits to Buildings

- During Phases 1 and 2, the Seminary’s main entrances will be accessible by keycard only. Be sure to have your Seminary ID with you and visible at all times!
- Visitors must enter and exit Long Hall through the front doors facing Highland Avenue and proceed to the Reception Desk to sign in and answer health-screening questions and receive a
visitor’s badge. Guests are also asked to sign out when leaving campus. Please see the library plan for admittance details for that building.

Fulton and Calian Halls
• We will clean and disinfect common areas in accordance with CDC guidelines.
• Residents are encouraged to practice social distancing and wear face coverings in any public shared spaces.
• Do not congregate in communal areas.
• Please observe occupancy limits posted in common areas.
• Residents should limit the number of visitors to their unit and follow social distancing guidelines in the unit and in the building.
• In the event that a resident has symptoms of the virus, the resident is asked to self-isolate in her/his unit.

Ventilation
• We will ensure that ventilation and exhaust systems are properly operating and increase circulation of outdoor air as much as possible.

Human Resources/Work Policies
PTS places a high value on the health, safety, and welfare of each of our employees and students, as well as their family members. Our focus is to keep our workforce safe and to reduce the likelihood of getting sick or transmitting the virus to family members. Please follow all the CDC recommended guidance at all times, especially in regards to frequent hand washing; avoiding touching your eyes, nose, or mouth; and social distancing.

Sick Days
• In the event that you are sick or feeling ill, you must stay home. DO NOT COME TO WORK!
• If you are ill but feel well enough to work, stay home and work from there.
• Pay attention to your symptoms, as typical COVID-19 symptoms may include fever, cough, and shortness of breath. Please refer to the CDC guidance for the complete list of COVID-19 symptoms.
• If you are unable to work, the Seminary’s sick policy allows for up to 10 sick days a year with up to 90 days available in the sick bank beyond the current year award. For your reference, see Sick Leave policy in the appendix (and more information below).

Employee with Confirmed COVID-19 Case
• For all medically confirmed cases of COVID-19, PTS will offer employees up to 10 additional sick days or take other measures to ease the impact of COVID-19 upon our employees and their families. Employees are strongly encouraged to speak with the Acting HR Manager or their supervisor about any special or particular challenges that they are facing as a result of COVID-19.
• If anyone is suffering from complications, either physical or mental, from the disease or requires extended leave to recover, there are various leave options, including Short Term Disability Leave
up to 90 days at full pay, Long Term Disability at 60 percent pay up to a maximum of $5,000/month, Family Medical Leave up to 12 weeks of leave (see next bullet), and/or other discretionary medical leave. During the recovery process, supervisors are required to make reasonable accommodation as requested by the employee.

- The Families First Coronavirus Response Act (FFCRA) provides for expanded medical and family leave for COVID-19 related reasons. FFCRA provides for two weeks of sick leave at 100 percent pay and for 10 weeks of leave at two-thirds pay up to certain maximums depending on the underlying reasons for the leave. See the Acting HR Manager for more details if you are applying for this leave.

**Telecommute Work**

- Where possible and feasible, personnel must telecommute or combine telecommuting with on-campus presence. The goal is to only be on campus when absolutely necessary to perform your job.
- Even though in-person instruction, operations, services, and some activities can resume in the Seminary’s Phase 2, you must continue to telecommute during Phases 1 and 2.
- During this time of COVID-19, telecommuting privileges have been expanded. Supervisors are required to allow teleworking as much as possible. We are waiving the childcare and length of service restrictions outlined in our current policy. See the Telecommuting policy in the appendix for more details.
- Supervisors are required to provide flexible work schedules to accommodate employees when feasible.

**Vulnerable Populations**

- The needs of vulnerable populations and the mental health of personnel are of highest importance.
- If you self-identify as part of a vulnerable population, you are required to work remotely whenever possible. Typical vulnerable populations would include employees older than 65, employees with underlying health conditions, or employees who are experiencing a mental health crisis as a result of COVID-19.
- You should discuss your concerns (where appropriate) with your supervisor and request approval to work from home until the risks from COVID-19 have passed.
- Supervisors are expected to approve the telecommuting work plan unless there are extenuating circumstances preventing this approval. An appeal can be made to the Acting HR Manager if the plan is not approved.
- Accommodations for people with disabilities must be consistent with ADA laws and regulations.
- Please seek counseling or medical attention if you have mental health issues or concerns.
- Assistance can be provided through the medical plan or mental health counseling through our Employee Assistance Plan (EAP). A referral can also be made to Pittsburgh Pastoral Institute. See Healthcare section below.
Travel

- All Seminary-related travel is considered non-essential until otherwise indicated.
- If you must travel for seminary purposes, your supervisor must approve the travel in advance, or it will not be reimbursed.
  - If you travel internationally or to a domestic location designated by the Pennsylvania Health Department as an area where there are high amounts of COVID-19 cases, it is recommended that you self-quarantine for 14 days, and you will not be allowed on campus during that time. The current list of states requiring quarantine upon return can be found here: https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx. This list may change over time, so be sure to consult the current information before traveling.
- Avoid personal non-essential travel whenever possible.
  - If you travel internationally, take a cruise, or go to a domestic location designated by the Pennsylvania Health Department as an area where there are high amounts of COVID-19 cases, it is recommended that you self-quarantine for 14 days, and you will not be allowed on campus during that time. The current list of states requiring quarantine can be found here: https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx. This list may change over time, so be sure to consult the current information before traveling.
  - If you are unable to work from home during these 14 days, you may use sick leave during the quarantine period.
- You are required to report your travel both to international countries and domestic states where there are high amounts of COVID-19 cases and your returning quarantine to your supervisor.

Health Monitoring and Support

A strategy on how the institution will coordinate with local public health officials, or the equivalent of, and to inform the Pennsylvania Department of Health in the event that transmission occurs at the institution

- As the Seminary becomes aware of confirmed cases of COVID-19 on our campus, we will report to and coordinate with the Allegheny County Health Department to initiate contract tracing for anyone who has been in contact—defined by the CDC as within 6 feet for more than 15 minutes—with the infected person. Those in contact will be asked to monitor their symptoms and get tested as needed.

A strategy to monitor health conditions on its campus community

Monitoring, Surveillance, and Voluntary Reporting

- Students, faculty, and staff should report if they have visited an area of high prevalence (domestic or international) in the previous 14 days.
  - Students should inform the Associate Dean for Students and Formation; faculty should inform the Dean of Faculty; staff should inform the Acting HR Manager. Vice Presidents should inform the President.
Students, faculty, and staff should report if they know they have been exposed to anyone who has tested positive for COVID-19.

- Students should inform the Associate Dean for Students and Formation; faculty should inform the Dean of Faculty; staff should inform the Acting HR Manager. Vice Presidents should inform the President.

When conditions warrant, the Seminary will screen for symptoms of COVID-19 (including temperature checks—via temperature monitoring strips provided by PTS to residential students—and health questionnaires where high volumes of students reside and where prior COVID-19 exposure has occurred, or when levels of community spread increase). Individuals exhibiting symptoms:

- Should consult with their medical provider about options for testing and necessary treatment.
  - Individuals can utilize the CDC’s “Self-Checker” to assist in making decisions in regards to seeking medical care.
  - Individuals can find local testing sites through the Pennsylvania Viral Testing website.
- Are not permitted to enter campus buildings except for where they live.
- Must self-quarantine on campus, if possible, or at home if a positive test result is received.
- Must not report to work, work-support, or class.
- May not participate in any institution-sponsored events or activities.
- Should inform the Seminary that they are experiencing symptoms and/or have received a positive diagnosis.
  - Students should inform the Associate Dean for Students and Formation; faculty should inform the Dean of Faculty; staff should inform the Acting HR Manager. Vice Presidents should inform the President.
- If a student, faculty, or staff has been exposed, they are asked to self-quarantine (on campus, if possible, or at home) for 14 days and to follow additional State guidance.

A strategy to mitigate and contain the spread of the virus on campus

**Mitigation and Containment Protocols**

- Wear your face covering when in public spaces.
- Whether indoors or outdoors, practice physical distancing by keeping at least 6 feet of distance between yourself and others whenever possible.
- Wash your hands thoroughly and often and use a hand sanitizer that’s at least 70 percent alcohol.
- If you need to cough or sneeze, do so in a disposable tissue or your bended elbow even if wearing a mask.
- Frequently clean high-touch surfaces within your area, like your desk and office doorknob using the supplied materials.
- Try to use your elbow on high-touch public surfaces, like elevator buttons or push-open doors.
- Limit socializing time when in small spaces like bathrooms when physical distancing is not possible.
• PTS will follow a risk assessment matrix (see appendix), which includes modes of delivery, levels of activity, and openness of campus in accordance with state and local guidelines.

Protocol for a Confirmed Case on Campus
• The Seminary will notify ACHD officials and emergency management personnel.
• We will determine if a temporary suspension (2-5 days) of in-person instruction is warranted.
  • We work with local public health officials, if possible, to determine when routine operations can resume on campus.
• We will clean and disinfect all areas thoroughly per CDC guidance.
• We will communicate case or exposure information with students, staff, and faculty.
• We will ensure continuity of education for all those impacted by any temporary suspension of in-person operations.
• If individuals were in close contact with someone who became infected with the disease (within 6 feet for at least 15 minutes), they should self-quarantine regardless of whether they are asymptomatic.

Counter Stigma
• Self-reporting of symptoms and exposure by students, faculty, and staff is imperative to contain an outbreak of COVID-19 on campus, and stigma can discourage self-reporting and self-quarantining.
• Stigmatization can occur in the following populations:
  o Asian Americans
  o African Americans
  o Emergency responders and healthcare workers
  o Individuals with underlying health conditions that cause a cough
  o People living in congregate or group settings such as the homeless population
  o Individuals who were recently diagnosed with COVID-19
• To counter the stigma of getting the virus and self-quarantining, the Seminary will communicate regularly ways to respect and value the humanity of our community members.
• Support for self-quarantine and mitigating any negative impact of quarantine on student or employee status include:
  o Students requiring isolation due to positive COVID-19 test results or in quarantine due to being in contact with someone who tested positively should seek academic accommodations if the burden of isolation and quarantine affects the ability to perform.
  o Faculty and staff should refer to the Human Resources/Work Policies section above for more information about how the Seminary safeguards against the pandemic affecting their job performance.

Clinical Health Services
• The Seminary encourages faculty and staff to access health services with their health care provider.
Mental Health Services

- This pandemic has been stressful for all of us; we have had to make lifestyle adjustments. It is common to feel anxious or overwhelmed. Here are some tips to consider:
  - Maintain physical activity or exercising.
  - Eat healthy meals.
  - Practice mindfulness.
  - Volunteer in your spare time.
  - Use the Swart Fund for student financial distress.
  - Laugh.
  - Remember to take breaks from watching, reading, or listening to news stories.
- Students, counselors are available through PPI and pts.thrivingcampus.com.
  - Services are offered by the Pittsburgh Pastoral Institute onsite at the Seminary as part of a cooperative counseling ministry arrangement. Throughout the academic year, PPI will provide clinical consultation and ongoing services to students.
    - To schedule an appointment, contact the intake coordinator at 412-661-1239 x 216.
  - The student tab of My.PTS.edu contains more information about Thriving Campus, which provides a database of health care professionals in the area. Students are able to organize their search by insurance provider, location, gender, religious affiliation, and more.
- Non-Board of Pensions employees can access mental health professionals through the Seminary’s insurance provider.
- If employees need assistance accessing mental health services, contact the Acting HR Manager.
- If students need assistance accessing mental health services, contact the Associate Dean for Students and Formation.
- Additionally, you can contact the national distress hotline at 1-800-985-5990 or text TalkWithUs to 66746.

Academic Programs

A strategy to safely resume in-person instruction

PTS will offer all the coursework needed for students to continue to complete their degree and certificate programs. We will do so using our standard academic terms (fall semester, January term, spring semester, summer semesters, and January/June/September terms for Doctor of Ministry and Church Planting Certificate courses), but with adjusted delivery methods, as necessary. When pandemic conditions prevent or limit in-person instruction, the following options will be available for coursework:

- **Fully online** – Should conditions prevent coursework from being able to be completed in-person, instruction will be offered fully remotely.

- **Hybrid with in-person instruction when feasible** – We value in-person instruction and will plan to offer it as much as possible and to replicate its aims and benefits when not possible. During periods when it is
likely that conditions will necessitate times of remote instruction, all classes will be planned with online elements. This scenario will allow us to transition to remote instruction more quickly when required and will reduce the density of people on campus by staggering in-person class meetings throughout the week.

In-person gatherings – During times when pandemic related restrictions are in place, full classes and/or class sessions will meet in person only when face-to-face gatherings are permitted, and only in sizes and spaces permitted by health restrictions. Though PTS class sizes are small (8-35 students) and overall building density at any time is relatively low, any in-person sessions will be scheduled to limit the number of faculty and staff on campus during any one class period to accommodate adequate spacing at entry point, public spaces, hallways, and restrooms (e.g., two classes scheduled simultaneously on Tuesday/Thursday will be staggered to meet in person and online on alternating days). In periods that permit in-person instruction, sessions will be offered in classrooms and other campus venues that accommodate required physical distancing. Classroom capacities will be reduced to meet physical distancing guidelines. (See Appendix for adjusted space capacities.) Masks will be required for instructors and students.

Students who have concerns about attending in-person classes or extracurricular activities should contact the Academic Dean or Associate Dean for Students and Formation so that proper accommodations can be made as needed.

Students engaged in Field Education placements must follow all health requirements in place for the setting (county, congregation/other placement) in which they are placed and should contact the Associate Dean for Academic Programs, Assessment, and Field Education with any questions or concerns about placement related health and safety.

Remote instruction will be offered in a variety of synchronous and asynchronous formats that best meet course objectives and the desire for student formation and learning. When restrictions of any sort are in place, some classes may be held fully online when instructional and pedagogical considerations make an online experience preferential to a socially distanced on-campus experience. Pedagogical and technological support is available for all instructors through the Associate Dean for Academic Programs, Assessment, and Field Education and the Director of Information Technology.

Traditional (non-restricted) in-person instruction will resume for all classes only when all pandemic related restrictions are lifted.

During Fall 2020, most PTS classes will be held via remote learning and any class with an in-person component will be accessible via live remote connection for students who want or need to limit potential exposure. Thus, most students will have limited or no contact on campus and all students will be able to take regular coursework in a way that avoids contact and exposure at PTS. For students with field education or internship components, exposure, and thus procedures, may vary. If after experiencing COVID-19 symptoms or receiving a confirmed diagnosis, students whose field education or internships require it, must provide confirmation from their physician that they are illness free before returning to the field education or internship site. While we assume County contract tracing efforts will
inform PTS and any field education or internship locations of student exposures, we ask that all students also notify PTS and field education and/or internship locations about exposure. PTS will hold a flu shot clinic on campus Sept. 30, 2020. All students enrolled in FE or internship placements are encouraged to get the flu vaccine at that time or via another provider. Some student internship locations may require the flu vaccinations, and those students will need to comply with all internship site requirements, including providing documentation of vaccination.

Tenants
The Seminary licenses office and meeting space to a number of mission-aligned third-party organizations. These licensee organizations are required to follow the protocols outlined in this Health and Safety plan. Any violations noted should be reported to the Vice President for Finance and Administration and will be addressed with the offending organizations. Continued violations could result in the termination or non-renewal of the license agreement. Further, we have reviewed each organization’s plan and can make them available upon request where the size of the organization or events hosted by said organization(s) due to number of attendees, location, and duration dictate the need.

All visitors to tenant offices are required to enter campus through the Long Hall front doors and proceed to the Reception Office to complete a health-screening questionnaire. A representative from the tenant organization will greet the visitor at the Reception Desk and proceed to the office or meeting location.

Groups, Meetings, Gatherings, and Events
While the Seminary is in Phases 1 and 2, all events—regardless of expected attendance—are required to occur online. When the Seminary determines that in-person events are allowed, VP approval will be required and subject to attendance limitations (dependent on room size or if outside, 250 or fewer) subject to the following requirements:

- Onsite indoor events are limited to 80 people or fewer;
- Room size and occupancy limitations (as determined by the PTS facilities department—see Appendix); and
- Social distancing requirements.

When the Seminary determines that it’s safe to host in-person gatherings, event organizers are required to have online registration prior to the event to ensure events do not exceed maximum space requirements and to enable contact tracing should the need arise.

Event examples include meetings, Town Halls, worship, student group gatherings, etc.

Regardless of indoor or outdoor location, events cannot exceed 25 participants while in the State’s yellow phase and 250 in the State’s green phase. These limits are subject to change based on local and state guidelines. Events with more than 80 participants require Cabinet approval.
Event exceptions must be brought to your supervisor’s attention and may be approved by the area VP or Cabinet.

**Food Service**

The safest option for food is to eat the food you prepared at home. With this in mind, the Kadel Café will be closed until further notice. In the event that catering is required, only individually boxed meals or a buffet where all serving is performed by the catering staff or other personnel is allowed. Only bottled drinks or individually packaged drinks will be allowed. Any catering should be performed by restaurants or catering firms meeting all the Allegheny Health Department applicable certifications and inspection and who have previously successfully catered an event here. Restaurants utilized are expected to have a Green Status – inspected and permitted. Although we will not provide food service, the Kadel Dining Hall will be open for dining. Proper social distancing will be required, and masks much be worn while in the space and not eating or drinking.

**Communications**

* A strategy to communicate accurate and timely information to students, faculty, staff, and the communities it serves.

As has been the Seminary’s practice since February 2020—when we first began communicating about how COVID-19 would affect life on campus—we will continue to share updates at least weekly and more frequently as needed. These communications will occur via PTS e-mail and website. As needed, information also will be shared with the Seminary’s Board of Directors (e-mail) and the wider community (social media and website).
Appendices

Appendix A: Barbour Library Plan

Operational Level 1:
Very Limited Staffing / Electronic Collection Access for PTS Faculty, Students, and Staff

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<th>Summer Stdnts</th>
<th>Fall Stdnts</th>
<th>PTS Staff</th>
<th>General Public</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Access</td>
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<td></td>
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</tr>
<tr>
<td>Library materials pickup</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Library spaces - limited</td>
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<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Library spaces - all</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>N/A</td>
</tr>
<tr>
<td>Collection Access</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>* Ebooks, database articles, ILL articles</td>
</tr>
<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>* Up 10% or 1000 words from print books; articles from our print journal collection</td>
</tr>
<tr>
<td>Scans: bk chapters/jrnl articles</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Stacks/Reference Room</td>
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</tr>
<tr>
<td>Print interlibrary loan</td>
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<td>N/A</td>
</tr>
<tr>
<td>All collections</td>
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<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Research Assistance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>* Defined hours for chat reference/phone; email requests processed during work day * All guides (including course guides) available</td>
</tr>
<tr>
<td>Chat/Email/Phone/LibGuides</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Face-to-Face</td>
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<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Library instruction</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>* Can provide instruction on finding/using electronic resources (class Zoom sessions, or one-on-one Zoom sessions)</td>
</tr>
</tbody>
</table>
## Operational Level 2:
Limited Staffing / Limited Collection Borrowing for Faculty and Summer Students

<table>
<thead>
<tr>
<th>Library Action</th>
<th>Faculty</th>
<th>Summer Stdnts</th>
<th>Fall Stdnts</th>
<th>PTS Staff</th>
<th>General Public</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Building Access</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library materials pickup</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>* Library staff will pull books, check them out, and put them in bags * The bags will be taken to the mailroom for distribution</td>
</tr>
<tr>
<td>Library spaces - limited</td>
<td></td>
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<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Library spaces - all</td>
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<td>N/A</td>
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<tr>
<td><strong>Collection Access</strong></td>
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<tr>
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<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>* Ebooks, database articles, ILL articles</td>
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<tr>
<td>Scans: bk chapters/jrnl articles</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>* Up 10% or 1000 words from print books; articles from our print journal collection</td>
</tr>
<tr>
<td>Stacks/Reference Room/Special Coll.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>* Only accessible to library staff * Print books from collection can be checked out and picked up in mailroom * Limited access to reference books and special coll. materials</td>
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<tr>
<td>Print interlibrary loan</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>* Print books will be obtained from other institutions, and we will send print books/journal scans to other institutions</td>
</tr>
<tr>
<td>All collections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Research Assistance</strong></td>
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<td></td>
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</tr>
<tr>
<td>Chat/Email/Phone/LibGuides</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>* Defined hours for chat reference/phone; email requests processed during work day * All guides (including course guides) available</td>
</tr>
<tr>
<td>Face-to-Face</td>
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<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Library instruction</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>* Can provide instruction on finding/using electronic resources (class Zoom sessions, or one-on-one Zoom sessions)</td>
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<tr>
<td>Library Action</td>
<td>Faculty</td>
<td>Fall Students</td>
<td>PTS Staff</td>
<td>General Public</td>
<td>Notes</td>
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<tr>
<td><strong>Building Access</strong></td>
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</tbody>
</table>
| Library materials pickup             | X       | X             | X         |                | * Checkout and pickup system developed for 24/7 space  
* One library staff at front desk for book pickup oversight, information, etc. (behind Plexiglas divider w/ PPE) |
| Library spaces – 24/7 spaces only    | X       | X             | X         |                | * PTS community allowed in building via OneCard during limited hours/day – for book pickup and possibly limited use of spaces/computer lab/copiers  
* Limited number of people in building – masks required for entry  
* Floor and other signage to direct social distancing and safety measures  
* Computer lab – limited # of computers w/ social distancing  
* Lounge, café, and meeting room – available w/ social distancing observed  
* 25Live reservations allowed for Meeting Room 105 – # of people very limited for social distancing |
| Library spaces - All                 |         |               |           |                | N/A                                                                     |
| **Collection Access**                |         |               |           |                |                                                                         |
| Electronic (including ILL)           | X       | X             | X         |                | * Ebooks, database articles, ILL articles |
| Scans: journal articles             | X       | X             | X         |                | * Can request complete articles from our print journal collection |
| Stacks/Reference Room/ Special Coll. | X       | X             | X         |                | * Only accessible to library staff  
* Print books from collection can be checked out and picked up in 24/7 area  
* Limited access to reference books and special collection materials |
<p>| Print interlibrary loan             | X       | X             | X         |                | * Print books will be obtained from other institutions, and we will send print books/journal scans to other institutions |
| All collections                     |         |               |           |                | N/A                                                                     |
| <strong>Research Assistance</strong>             |         |               |           |                |                                                                         |
| Chat/Email/Phone/LibGuides          | X       | X             | X         | X              | * Defined hours for chat reference/phone; email requests processed during work day           |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Face-to-Face</strong></td>
<td>X</td>
<td>X</td>
<td>* All guides (including course guides) available</td>
</tr>
<tr>
<td><strong>Library instruction</strong></td>
<td>X</td>
<td>X</td>
<td>* Library staff available at front desk for research questions (behind Plexiglas w/ mask)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Can provide library instruction on finding/using catalog and electronic resources (class Zoom sessions, or one-on-one Zoom sessions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Development of new guides/tutorials</td>
</tr>
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</table>
Appendix B: Employee Sick Leave Policy

Upon hire, each full-time and part-time employee is awarded a number of sick days prorated on the basis of the employee’s start date and work status against the start of the fiscal year. Full-time employees then receive ten (10) sick days at the beginning of each fiscal year thereafter. At the start of the fiscal year immediately following their employment, regular part-time employees will receive a prorated amount of the ten (10) sick days awarded to full-time employees, proportionate to their regularly scheduled hours per week, and calculated and paid in the same manner as holiday pay. Unused sick days will be "banked" in the "sick bank." Sick days may be taken in full or half-day increments only. Up to ninety (90) sick days may be banked.

For medical and dental appointments which require time off of one-half work day or less, the employee may elect:

- to make up the time lost, in the same work week.
- charge as one-half sick day

Sick leave benefits are designed as an allowance in the event you are unable to work due to sickness or injury or you must care for a sick loved one. Sick days are not construed as time off for personal business or vacations. Sick days are not earned, but granted by the Seminary. Accordingly, there is no cash or compensatory time off claim for unused sick days and at termination of employment for any reason, unused sick days are forfeited and not paid out. Further, no compensation will be given for sick days taken beyond the benefits available.

Failure to follow the reporting off procedures shall result in loss of sick pay. Abusing these sick leave benefits can constitute grounds for disciplinary action or dismissal.
Appendix C: Employee Telecommuting Policy

At the discretion of your direct supervisor, employees may be permitted the opportunity to work from an alternative location (e.g., a home-based office) for a limited and defined period of time in a telecommuting arrangement. Telecommuting is not permitted in all positions. Normally, an employee must have been a Seminary employee for at least one year and have a satisfactory job performance before telecommuting is permitted. Employees who telecommute must be willing and able physically to report for work at the Seminary as requested.

Telecommuting is not intended as an alternative to childcare, and any employee who is telecommuting must work in a quiet atmosphere with limited distractions. All costs associated with telecommuting, including setting up a home office and ensuring sufficient internet connectivity, are the responsibility of the employee unless the Seminary has agreed in writing and in advance to pay for any item related to telecommuting.

All employees must observe all Seminary policies while telecommuting. Those responsibilities include notifying your supervisor/manager and Human Resources Manager or the Vice President for Finance and Administration if you are injured during work time while you are telecommuting. For employees who have access to confidential information, the Seminary may require that the employee have special equipment in order to telecommute. Non-exempt employees must carefully track and report all time spent telecommuting.

Arrangements may change as needed to support the Seminary’s needs and operations. Telecommuting arrangements will be reviewed annually (or sooner if necessary) to ensure the arrangement still satisfy the needs of both the employee and the organization. The Seminary may rescind a telecommuting arrangement at any time depending on needs of the organization, performance of the employee, or any other condition.
Appendix D: Risk Assessment Matrix

The Seminary will use the following Risk Assessment Matrix to dictate how we navigate reclosing and reopening should the need arise based on State or health guidelines. The Health and Safety plan will be operational while Pennsylvania and surrounding counties are in the state-designated Green phase. During any Yellow or Red phases, the Seminary will be open but the campus will be closed. Note that the situation for PTS may differ from the operational status of other educational institutions.

<table>
<thead>
<tr>
<th>Operational Posture</th>
<th>Students</th>
<th>Faculty and Staff</th>
</tr>
</thead>
</table>
| **Guarded Risk**    | • Health and Safety plan is operational  
                      • Most instruction is online and can be hybrid  
                      • Housing open with virus mitigation in place  
                      • Shared spaces and gatherings function according to plan guidelines | • Work from home encouraged whenever possible  
                      • People will be on campus and activities can occur in accordance with the Health and Safety plan phases |
| Meets minimum standards of PA Green | Some activities are in person, with virtual options and limited restrictions. | |
| **Elevated Risk**   | • Instruction all virtual, except Field Education as approved  
                      • Housing open with virus mitigation  
                      • Shared spaces closed except for on-campus housing with occupancy restrictions  
                      • In-person campus life activities are permitted with advance permission and attendance will be capped | • Work from home is required with limited exceptions  
                      • Staff who are required to support campus housing or other essential tasks are permitted on campus |
| Meets minimum standards of PA Yellow | The Seminary is open, but campus is closed. | |
| **High Risk**       | • Instruction all virtual  
                      • Housing open with virus mitigation  
                      • Shared spaces closed except for on-campus housing with occupancy restrictions  
                      • In-person campus life activities not permitted | • Work from home is required with limited exceptions  
                      • Staff who are required to support campus housing or other essential tasks are permitted on campus |
| Meets minimum standards of PA Red | The Seminary is open, but campus is closed. | |
Appendix E: Room Occupancy Limits

Hicks Chapel Auditorium – 48 if using middle section and 82 if using sides
Hicks Chapel Sanctuary – 25
Kadel Dining Hall – 40 with tables
Knox Room – 16 with tables and 36 without tables
Library Computer Lab – 8
Library Meeting Room 105 – 4
Long Hall Classroom 104 – 9
Long Hall Classroom 204 – 9
Long Hall Classroom 203 – 8
Long Hall Classroom 205 – 8
Long Hall Classroom 207 – 8
Long Hall Classroom 210 – 16
Long Hall Classroom 215 – 12
Long Hall Classroom 216 – 20
Long Hall Classroom 217 – 8
Shakarian Center—20 if using chairs and 12 if using tables

Unavailable spaces include:
Basfield Dining Room
Hansen Room
Kunkle Room
Library Closed Carrels
Library Group Study Rooms
McNaugher Lounge
President’s Dining Room
Small Dining Room
Starr Dining Room
Truxall Classroom
Appendix F: Addendum

Aug. 21: Language changed under Academic Programs to reflect that students serving in in-person Field Education or internship placements must meet health and safety requirements of said institution. See page 13.