



Pittsburgh Theological Seminary Reopening Health and Safety Plan

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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 coordinate with local public health officials 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 regularly with our community regarding 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.

Vaccines: Pittsburgh Seminary will not mandate the COVID-19 vaccine for our students or employees. It is, however, expected that members of our community will be vaccinated. Please seriously consider getting the vaccine if you have been hesitant to this point. In general, we will follow all CDC guidelines. Getting vaccinated is a personal choice, and those choices might include medical, religious, or conscientious objection. We respect that personal choice and also must prioritize communal protections. PTS will not tolerate any sort of negative comments, shaming, or unkind behavior about people's vaccination status. All members of our campus community have been asked to share their vaccination status through MyPTS and upload proof of vaccination if applicable. We will facilitate appropriate contact tracing measures that may be necessary through the LiveSafe app when/if we have a positive case on campus.

During Phases 1 and 2, employees will telecommute unless otherwise determined by their supervisors. Classes are fully remote. Meetings should continue through online tools. Events and gatherings are expected to occur online. Each day that a person is on campus, they must complete the LiveSafe app questions about their health status and exposure to COVID-19. After receiving the green checkmark on the app, faculty, staff, and students may come and go from campus with permission. If a person receives a red X, they should contact their supervisor or the Associate Dean for Students and Formation. Due to the availability of vaccinations, Seminary-funded travel is now permitted during Phases 1 and 2. Please follow all CDC guidelines—for vaccinated or unvaccinated persons—when traveling: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. If you'll be traveling for Seminary purposes (professional development, fundraising events, recruiting events, etc.), please notify your supervisor. While on campus, everyone must follow the Seminary's current mask policies 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. See Appendix C for information that can be shared with visitors regarding this policy. During Phases 1 and 2, 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, though the Kadel Dining Hall will be open.

During Phase 3a, the campus is reopened more fully. Each day that a person is on campus, they must complete the LiveSafe app questions about their health status and exposure to COVID-19. After receiving the green checkmark on the app, faculty, staff, and students may come and go from campus. If a person receives a red X, they should contact their supervisor or the Associate Dean for Students and Formation. See Appendix B for more information about the LiveSafe app. Everyone must wear a mask when in common areas. All organizations, including PTS departments, must request space use and ordinarily not exceed 20 people. Permission will be granted on a case-by-case basis for meetings exceeding 20 people. PTS worship and classes are not subject to the same size limits. Employees are expected to work on campus Tuesday, Wednesday, and Thursday. For employees who are able, remote work can continue on Mondays and Fridays with their supervisors' permission. The Library is open for general services. Library rooms are scheduled by a reservation process. Likewise, the Museum welcomes visitors to tour and use the facility by appointment. Limited foodservice is available. Overnight housing is open for students and employees. Seminary-sponsored travel is permitted. 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. Masks are available for visitors. Persons inviting guests to campus are expected to greet the visitor at Reception and lead them to the meeting location. See Appendix C for information that can be shared with visitors regarding this policy. The Cabinet continues to be mindful of local, state, and CDC guidelines and adjusts protocols as needed.

During Phase 3b, staff, faculty, students, and visitors complete the LiveSafe app each time they're on campus. Depending on virus transmission levels, masks may be required. Room capacity is 100 percent. Events with 20+ people need prior Cabinet approval and may be subject to specific masking guidance depending on risk factors to the community. Community groups may use campus facilities with prior Cabinet approval.

Note that in all phases the Cabinet will continue to monitor local case counts plus CDC and Allegheny County Health Department guidelines, and will adjust our protocols as needed as we learn to live with this endemic disease.

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

In Phase 1, the campus is closed. During this time, online learning and telework are required. Meetings continue via online tools. When on campus, employees with "essential access" can 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. Those without "essential access" must request prior permission before visiting campus. All persons on campus must complete the LiveSafe app each time they're on campus. Anyone who is feeling unwell is asked to not come onto campus. Seminary-sponsored public events are online. The Museum is closed. Barbour Library resources are available to faculty, staff, and students (those enrolled in master's/certificate courses, DMin, and AIM) through pickup. Masking policies are in place. Weekly testing may be required for persons on campus.

Phase 2

In Phase 2, the campus is be open to faculty, staff, and students. During this time, instruction will take place online. Telework is encouraged unless your supervisor has determined you should report to campus. Employees can come and go from campus as needed without permission/contacting security. All persons on campus must complete the LiveSafe app each time they're on campus. Anyone who is feeling unwell is asked to not come onto campus. 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 host in-person gatherings but must do so in spaces allowing for adequate social distancing. Until otherwise determined, Seminary-sponsored events occur online. The Museum is closed. Barbour Library resources are available for pick up by current PTS faculty, staff, and students only; the 24/7 space is accessible to the PTS community via badge entry; and staff are available by e-mail (reference@pts.edu) and reference chat (<https://libraryanswers.pts.edu/>) to answer research questions. Please see the Barbour Library Operational Level 3, found in the Appendix, for more information.

Phase 3a

During Phase 3a, the campus is reopened more fully. Each day that a person is on campus, they must complete the LiveSafe app questions about their health status and exposure to COVID-19. After receiving the green checkmark on the app, faculty, staff, and students may come and go from campus. If a person receives a red X, they should contact their supervisor or the Associate Dean for Students and Formation. See Appendix B for more information about the LiveSafe app. Everyone must wear a mask when in common areas. All organizations, including PTS departments, must request space use and

ordinarily not exceed 20 people. Permission will be granted on a case-by-case basis for meetings exceeding 20 people. PTS worship and classes are not subject to the same size limits. Employees are expected to work on campus Tuesday, Wednesday, and Thursday. For employees who are able, remote work can continue on Mondays and Fridays with their supervisors' permission. The Library is open for general services. Library rooms are scheduled by a reservation process. Likewise, the Museum welcomes visitors to tour and use the facility by appointment. Limited foodservice is available. Overnight housing is open for students and employees. Seminary-sponsored travel is permitted. 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. Masks are available for visitors. Persons inviting guests to campus are expected to greet the visitor at Reception and lead them to the meeting location. See Appendix C for information that can be shared with visitors regarding this policy. The Cabinet continues to be mindful of local, state, and CDC guidelines and adjusts protocols as needed.

Phase 3b

During Phase 3b, staff, faculty, students, and visitors complete the LiveSafe app each time they're on campus. Depending on virus transmission levels, masks may be required. Room capacity is 100 percent. Events with 20+ people need prior Cabinet approval and may be subject to specific masking guidance depending on risk factors to the community. Community groups may use campus facilities with prior Cabinet approval.

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 reminding 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 regularly clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects or surfaces not ordinarily cleaned on a regular basis (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.
- 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 3 to 6 feet of social distancing when using restrooms.

Face Coverings on Campus

- During certain phases, face coverings may be required for both vaccinated and unvaccinated persons. We strongly encourage surgical, KN95, or N95 masks on campus. Masking guidelines will change in accordance with CDC recommendations.

Social Distancing

- In accordance with CDC guidelines, social distancing of at least 3 to 6 feet is encouraged for all employees, students, and visitors.

Testing

- During Phases 1-3a, weekly testing is required for unvaccinated active students who wish to come to campus and employees. Reasons for coming to campus include but are not limited to class and work, social gatherings, use of the library, worship, dining, and other aspects of community life.
- The cost of testing is covered by the Seminary and is self-administered. Trained test monitors are available.
- Refer to the Seminary's testing policies for employees and students in Appendix G.

Gatherings or Congregation in Communal Spaces

- Based on the Seminary's operational phase, when large gatherings (20+) occur on campus, additional masking or distancing may be required.
- For all groups wishing to gather with 20 or more people, the event organizer must request permission from the Cabinet to use campus space. Permission will be granted on a case-by-case basis and will be based on county case count, density of other events on campus, and priority will be given to the PTS community, with instructional programs at the top of the list.

Limit Number of Students in the Classroom

- During Phases 2 and 3a, class size to limited to 75 percent occupancy.
- The updated occupancy limits will be posted outside each room where classes may be held.

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.
- During Phase 3a and 3b, main entrances will be unlocked during business hours. Visitors are still asked to enter through the front of Long Hall and proceed to the Reception Desk.

Fulton and Calian Halls

- We will frequently clean and disinfect common areas.
- Residents are encouraged to practice social distancing and may be required to wear face coverings in any public shared spaces.
- Do not congregate in communal areas.
- Please observe occupancy limits when posted in common areas.

- 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 continue to 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 with respect to frequent hand washing; avoiding touching your eyes, nose, or mouth; social distancing; and mask wearing.

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 as you are able.
- Pay attention to your symptoms, as typical COVID-19 symptoms may include fever, cough, and shortness of breath. With each new strain comes new symptoms. [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 the Appendix D (and more information below).

Employee with Confirmed COVID-19 Case

- For all medically confirmed cases of COVID-19, PTS will offer measures to ease the impact of COVID-19 upon our employees and their families. Employees are strongly encouraged to speak with the HR director 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. HR has more information about these options.

Telecommuting During Phases 3a and 3b

The Seminary's mission and vision is to prepare students for ministry. As an organization, we believe this work is best accomplished in person. This policy was developed with the entire institution in mind and is what is best for the student, faculty, and staff populations. This policy is effective when the Seminary is in Phases 3a and 3b only. Telework may be required for most or all employees during Phase 1 or 2.

- In realizing the effectiveness of employees working from home while continuing to meet our mission of educating students for ministry familiar and yet to be formed and in an effort to give employees the opportunity to continue benefiting from the flexibility of telework, the Seminary is instituting telework optional days and set days in the office. This arrangement coincides with

the academic schedule, enables in-person opportunities for building relationships and trust so necessary for work life together, and still gives some employees the opportunity to telework on a regular basis.

- Recognizing that COVID-19 conditions may change, the Seminary's telework policy may need to be adjusted. Personal situations including child and elder care, family health, and efforts to mitigate the spread of the virus may periodically necessitate adjustments on a case-by-case basis.
- While the Seminary's business hours have not changed, in Phases 3a and 3b, staff are expected to work from their offices Tuesday, Wednesday, and Thursday. Some staff may be able to telecommute on Mondays and Fridays. The option to telecommute typically assumes 1) you hold a position that can be done effectively remotely and 2) you have your supervisor's permission. If the staff and supervisor disagree on the staff working from home, HR will need to be consulted. If a dispute arises between the needs of the department and the individual staff member's comfort with being on campus for health reasons, the employees will work with HR to resolve the issue.
 - As determined by supervisors, offices that will need to be staffed during core hours (8:30 a.m.-4:30 p.m. Monday-Friday) include: Reception, Facilities, Mailroom, Information Technology, and Library (hours will vary).
 - Within these departments, supervisors will determine if work responsibilities can be accomplished with fewer staff in the office at the same time, therefore allowing staff in those departments to still telework though less frequently.
 - Staff may choose to work from the office five days per week.
- Telework is a privilege. If employees are unable to satisfactorily perform their duties through telework, they will be required to work from campus. The Seminary may revoke a telecommuting arrangement at any time depending on the needs of the organization, performance of the employee, or any other condition. See the Seminary's performance policy for complete information.
- For employees who are able to work from home on Mondays and Fridays, there may be times when you must work on-campus (i.e. prospective student visits, Board meetings, graduation, special events, etc.) at the discretion of your supervisor.
- Manager training will be provided to encourage an effective work environment.
- Employees who telecommute must be willing and able physically to report for work at the Seminary as requested.
- Ordinarily, telecommuting is not intended as an alternative to childcare, and any employee who is telecommuting must work in a quiet atmosphere with limited distractions. When telework and online school were a necessity, we accommodated parents working from home and minding the virtual classroom. Going forward, and if it is a choice, childcare should be arranged accordingly.
- 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.

Core Hours

- The Seminary's core hours of operation are Monday through Friday, 8:30 a.m.-4:30 p.m.
- During these core hours, employees are expected to be accessible by phone and/or e-mail regardless of working location.
- Recognizing work and non-work hours can be blurred, employees are encouraged to send and respond to e-mails during these core hours. Although e-mails may be sent outside of core hours, employees are not required to respond during off hours. Sending an e-mail after hours is for the convenience of the sender but does not—absent an emergency—mean a responsibility for the recipient to reply. Emergencies may override this policy.

Meetings

- Meeting organizers should determine the mode of meeting (in-person versus Zoom, etc.) based on the schedule of attendees. Please limit the number of Hyflex meetings (some attendees in-person and some attendees joining remotely) as these use IT resources allocated for classes. HyFlex meetings are likely not an option during class time both because of limited rooms with HyFlex capabilities and because of limited IT resources. The Director of IT will determine if support is available for a meeting.
- On Tuesdays, Wednesdays, and Thursdays, we encourage meeting organizers to anticipate meeting in person (not HyFlex). On Mondays and Fridays, we encourage meeting organizers to anticipate meeting via Zoom, though HyFlex may be supported. Every meeting is different in terms of size, content, and best delivery method. Use your best judgment to ensure the meeting is conducted through the most effective method.

IT Assistance when Teleworking

- IT has the ability to remotely support employees when teleworking, as most issues can be addressed over the phone, via e-mail, Zoom, or remote administration utilities. Hardware issues may require bringing the equipment onsite for diagnostics.
- In the event of an extended Internet outage, one lasting longer than one hour, telework individuals should either travel to campus or find alternative Internet access.
- Depending on how you telework, your bandwidth needs may differ (VPN, RDS/RDP). Please discuss your personal situation with IT.
- VPN users should connect to the VPN or physically connect to their dock at least once per week for backups and updates.
- While personal equipment is the responsibility of the individual, IT will provide reasonable limited assistance on such equipment.
- IT has various equipment and services that can be borrowed as needed. This should be considered a temporary solution and returned as soon as possible.
- Printers, paper, ink, and toner are the responsibility of the individual and part of the costs associated with setting up a home office.
- Printing is strongly encouraged to occur on campus, where supplies, higher-end equipment, and lower cost per page options are available.
- IT encourages all employees to leverage Zoom and Zoom Chat for quick communications/screen sharing/meetings.

- Employees should also leverage OneDrive for large file transfers (send or receive) and/or sharing to external parties. Use direct share to an e-mail address as opposed to public links when possible. Internal file shares should still occur via the “P:\” drive.

Vulnerable Populations

- The needs of vulnerable populations and the mental health of personnel are of highest importance.
- If someone in your household is considered to be in the vulnerable population and is not eligible for the vaccine, discuss additional telework options with your supervisor and HR.
- 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 HR Director 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 Health Monitoring and Support section below.

Travel

- In Phases 3a and 3b, employees and students are permitted to travel for Seminary purposes.
- During these operational phases, it is not necessary to report personal travel.

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 (one person on campus gets the virus from another person on campus) occurs at the institution

- The CDC defines close contact as being within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from two days before illness onset [or, for asymptomatic patients, two days prior to test specimen collection] until the time the patient is isolated—with the infected person.

What to Do If You’ve Tested Positive

If you’ve tested positive for COVID-19:

- Alert Dean Teter (students) or your supervisor (employees);
- Stay home for at least 5 days after your first symptoms or your positive test, whichever is earlier;
- Wear a mask for 5 days upon returning to campus.

What to Do if You've Been Exposed

If you've been exposed to someone who has tested positive for COVID-19,

- And you've been *fully vaccinated* and show no symptoms you should,
 - Wear a mask indoors in public for 5 days following exposure or until a negative test result.
 - Get tested 5-7 days after close contact with someone with suspected or confirmed COVID-19.
 - Get tested and isolate immediately if experiencing COVID-19 symptoms.
- And if you're *unvaccinated*, you should
 - Quarantine for 5 days after your last exposure to the person.
 - Wear a mask for 5 days upon returning to campus.
- For the time being, persons in close contact will get a red X when completing the LiveSafe app. Please contact Dean Teter (students) or your supervisor (employees) to discuss your specific situation and next steps before coming to campus.

A strategy to monitor health conditions on its campus community

Monitoring and Voluntary Reporting

- When conditions warrant (including PTS, city, and county), 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 HR Director and/or their supervisor. Vice Presidents should inform the President.
 - If a student, faculty, or staff member has been exposed, they are asked to self-quarantine (on campus, if possible, or at home) for 10 days and to follow additional [State guidance](#).

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

Mitigation and Containment Protocols

- The Seminary will use the app LiveSafe to monitor daily health conditions. Those who receive a green checkmark can freely come and go from campus. Users will get a daily reminder to complete the check. Visitors to campus can complete the form when checking in at the front desk.
- At times, people may be required to wear a mask while indoors.
- Whether indoors or outdoors, practice physical distancing by keeping at least 3 to 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 E), 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

- We encourage anyone who tests positive to notify the Seminary and to tell those who they have been in close contact with. The Seminary will use the LiveSafe app to conduct contact tracing if necessary.
- We will determine if a temporary suspension (2-5 days) of in-person instruction is warranted.
 - We will 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.

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:
 - Asian Americans
 - African Americans

- Emergency responders and healthcare workers
- Individuals with underlying health conditions that cause a cough
- People living in congregate or group settings such as the homeless population
- 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 includes:
 - 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.
 - 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 HR Director.
- 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 Center for Adaptive and Innovative Ministry 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 points, 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 physical distancing. Classroom capacities will be reduced to meet physical distancing guidelines. (See Appendix F for adjusted space capacities.) Masks will be required for unvaccinated persons.

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 when health conditions permit.

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. We ask that all students also notify PTS and field education and/or internship locations about exposure.

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

Phases 1 and 2

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 and 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 F); and
- Social distancing and masking 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.

Event exceptions must be brought to your supervisor's attention and may be approved by the area VP or Cabinet.

Phases 3a and 3b

All organizations, including PTS departments, must request space use and ordinarily not exceed 20 people for indoor gatherings. Permission will be granted on a case-by-case basis for meetings exceeding 20 people. Requests must be made at least two weeks in advance. Worship and classes are not subject to the same size limits. There are no maximum capacity limits for outdoor gatherings.

Food Service

Metz will provide limited food service during Phase 3a and 3b. These services may shift without prior notice. Metz will not cater gatherings or events. A list of suggested caterers is available from the Reception Office.

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 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

Library Action	Faculty	Summer Students	Fall Students	PTS Staff	General Public	Notes
Building Access						
Library materials pickup						N/A
Library spaces - limited						N/A
Library spaces - all						N/A
Collection Access						
Electronic	X	X	X	X		* Ebooks, database articles, ILL articles
Scans: bk chapters/jrnl articles	X					* Up 10% or 1000 words from print books; articles from our print journal collection
Stacks/Reference Room						N/A
Print interlibrary loan						N/A
All collections						N/A
Research Assistance						
Chat/Email/Phone /LibGuides	X	X	X	X	X	* Defined hours for chat reference/phone; email requests processed during work day * All guides (including course guides) available
Face-to-Face						N/A
Library instruction	X	X				* Can provide instruction on finding/using electronic resources (class Zoom sessions, or one-on-one Zoom sessions)
Library						
Staffing	* Library Director only staff member allowed in building: <ul style="list-style-type: none"> - Scan materials for faculty - Retrieve and process mail - Water plants - Check in books from mail and book drop - Shelve books 					

	<ul style="list-style-type: none"> * Library staff continue to work from home when not at the library - Research assistance - Creating/updating LibGuides - Cataloging (ebooks) - Professional development - Fall semester planning - Position training - Library staff meetings via Zoom * No student/PT staffing
Operations	* Due dates should be considered and extended as needed
Other	* Shared surfaces cleaned daily

**Operational Level 2:
Very Limited Staffing/Collection Borrowing/Space Use for PTS Community Only**

Library Action	PTS Faculty	PTS Students	PTS Staff	General Public	Notes
Building Access					
Library materials pickup	X	X	X		<p>* Library staff needed to pull books for PTS faculty, staff, and students only – will pull books, check them out, and put them in bags</p> <p>* The bags will be left in the 24/7 area for pickup – security must be contacted to let PTS community members into the building</p>
Library spaces – 24/7 spaces only	X	X	X		<p>* Library staff allowed in offices and library – one staff per day of the week</p> <p>* PTS community allowed in building to use copiers, computer lab, and other spaces in the 24/7 area – must contact security to be let into the building and not stay long</p> <p>* Computer lab – only one person may use at any given time</p>
Library spaces - all					N/A
Collection Access					
Electronic (including ILL)	X	X	X		* Ebooks, database articles, ILL articles
Scans: bk chapters/jrnl articles	X	X	X		* Up 10% or 1000 words from print books; articles from our print journal collection
Stacks/Reference Room/Special Coll.	X	X	X		<p>* Only accessible to library staff</p> <p>* Print books from stacks only can be checked out and picked up in 24/7 space</p> <p>* Limited access to reference books and special coll. materials by arrangement with Library Director</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
Research Assistance					
Chat/Email/Phone /LibGuides	X	X	X	X	* Defined hours for chat reference/phone; email requests processed during work day * All guides (including course guides) available
Face-to-Face					N/A
Library instruction	X	X	X		* Can provide online library instruction (class Zoom sessions, or one-on-one Zoom sessions) * Development of new guides/tutorials
Library					
Staffing	<p>* Library staff allowed to come into the library to perform job responsibilities – only one at any given time for a limited number of hours:</p> <ul style="list-style-type: none"> - Cataloging print books - Processing print books/journals/periodicals - Interlibrary loan of print materials - Retrieve and process mail - Invoice processing - Scans for faculty and students - Checking in and shelving books from book drop and mail <p>* Library staff continue to work from home when not at the library</p> <ul style="list-style-type: none"> - Research assistance - Creating/updating LibGuides - Cataloging - Professional development - Semester planning - Position training - Sirsi implementation/cleanup/training - Library staff meetings via Zoom <p>* Limited student/PT staffing allowed if it can be scheduled with FT staff * Masks required and social distancing observed w/ any interaction</p>				
Operations	<p>* Due dates should be considered and extended as needed * Books pulled for patron checkout and pickup on Mondays and Thursdays * Research assistance provided via email and scheduled reference chat hours * Quarantine books when turned back in</p>				
Other	* Shared surfaces should be disinfected before using, and hands should be washed frequently				

**Operational Level 3:
Somewhat Limited Staffing/Collection Borrowing/Space Use for PTS Community Only**

Library Action	PTS Faculty	PTS Students	PTS Staff	General Public	Notes
Building Access					
Library materials pickup	X	X	X		<ul style="list-style-type: none"> * Library staff needed to pull books for PTS faculty, staff, and students only – will pull books, check them out, and put them in bags * The bags will be left in the 24/7 area for pickup – PTS community may use their badges for entry and pick up items 24/7
Library spaces – 24/7 spaces only	X	X	X		<ul style="list-style-type: none"> * PTS community allowed in building to use copiers, computer lab, and other spaces in the 24/7 area – may use badges for entry (rather than calling security) * Library users may stay for longer periods of time, but gatherings are not allowed * Unvaccinated people required to wear masks, and everyone should observe 3-6 feet social distancing * Computer lab – limited # of computers available * 25Live reservations allowed for Meeting Room 105
Collection Access					
Electronic (including ILL)	X	X	X		* Ebooks, database articles, ILL articles
Scans: journal articles	X	X	X		* Up 10% or 1000 words from print books; articles from our print journal collection
Stacks/Reference Room/Special Coll.	X	X	X		<ul style="list-style-type: none"> * Only accessible to library staff * Print books from stacks only can be checked out and picked up in 24/7 area * Limited access to reference books and special coll. materials by arrangement with Library Director
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
Research Assistance					
Chat/Email/Phone/LibGuides	X	X	X	X	* Defined hours for chat reference/phone; email requests processed during work day * All guides (including course guides) available
Face-to-Face					N/A
Library instruction	X	X	X		* Can provide online library instruction (class Zoom sessions, or one-on-one Zoom sessions) * Development of new guides/tutorials
Library					
Staffing	<ul style="list-style-type: none"> * 2-3 library staff allowed to come into the library to perform job responsibilities at any given time; those in enclosed offices work with doors shut; those in cubicles use masks when outside of cubicles; masks required and social distancing observed w/ any interaction: * Library staff continues to work remotely when not at the library * Limited student/PT staffing allowed if it can be scheduled with FT staff * Masks required for unvaccinated people and social distancing observed w/ any interaction (3-6 feet) 				
Operations	<ul style="list-style-type: none"> * Due dates should be considered and extended as needed * Books pulled for patron checkout and pickup on Mondays and Thursdays * Research assistance provided via email and scheduled reference chat hours 				
Other	* LiveSafe health check starts July 6 th				

**Operational Level 4:
Library Open to All with Some Limitations**

Library Action	Faculty	All Students	PTS Staff	General Public	Notes
Library materials checkout	X	X	X	X	<ul style="list-style-type: none"> * PTS faculty, staff, students, and community allowed to check out materials * At least one library staff at front desk for checkout, information, LiveSafe check-in * PPE required for all unvaccinated library users
Library spaces – all	X	X	X	X	<ul style="list-style-type: none"> * PTS faculty, staff, students, and community allowed throughout building * 75% use of all spaces * Social distancing – 3 to 6 feet
Collection Access					
Electronic (including ILL)	X	X	X	X	<ul style="list-style-type: none"> * Ebooks, database articles, ILL articles * Electronic resources available to non-PTS library users in building only
Scans					* For ILL and Jenzabar course pages only
Stacks/Reference Room	X	X	X	X	<ul style="list-style-type: none"> * Shelf browsing allowed * Reference Room browsing/study allowed
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	X	X	X	X	* All collections available for use or checkout
Research Assistance					
Chat/Email/Phone/LibGuides	X	X	X	X	<ul style="list-style-type: none"> * All electronic modes of assistance still available * All guides (including course guides) available
Face-to-Face	X	X	X	X	* Scheduled hours at reference desk
Library instruction	X	X			* Can provide instruction on finding/using electronic resources (class Zoom sessions, or one-on-one Zoom sessions)

					<ul style="list-style-type: none"> * In-class instruction possible for on-campus classes * Development of new guides/tutorials
Library					
Staffing	<ul style="list-style-type: none"> * Library staff work regular shifts/perform usual responsibilities: <ul style="list-style-type: none"> - those in enclosed offices work with doors shut - those in cubicles use masks when outside of cubicles - social distancing observed (3-6 feet) - remote working for tech services staff (1 day/week) * Front desk staffing 				
Operations	<ul style="list-style-type: none"> * Front desk staffed and social distancing floor signage * Regular due dates implemented * Limited hours of operation if reduced staff 				
Other	<ul style="list-style-type: none"> * Clear instructional and/or social distancing signage throughout library * LiveSafe health check procedures implemented 				

Appendix B: LiveSafe App

Pittsburgh Theological Seminary will use the LiveSafe app for two reasons 1) as a mitigation tool—as required to receive Higher Education Emergency Relief Funds, Part III—and 2) and as a way to conduct contact tracing should it become necessary. The Seminary expects students, staff, and faculty to download the LiveSafe app, create an account, and complete the health check before coming to campus each day. Please answer the questions as it relates to your personal overall health in the context of COVID-19. If you are not on campus, you do not need to complete the daily check. For those users without a smartphone, a web link will be provided to complete the same set of questions. Once receiving the green checkmark on the app, you are welcome to come and go from campus for the day. If a person receives a red X, they should contact their supervisor or Associate Dean for Students and Formation. People on campus may be asked to show their green checkmark.

Limited users on campus have access to the securely stored response data and include HR, VP for Finance and Administration, Associate Dean for Students and Formation, and IT. The Seminary will use the information to conduct contact tracing in addition to alerting the Allegheny County Health Department about a positive case on campus.

Visitors to campus can either download and use the app or follow a website link and complete the form online. Visitors such as delivery persons are not expected to complete the daily check because their own companies have mitigation tools in place and/or are able to conduct their own contact tracing if necessary (through route and delivery records, etc.).

This tool replaces the Seminary's previously used health screening questionnaire.



Complete a Simple Health Survey

Answer all survey questions every day before you come to work to make sure you are well enough to return safely.



Get LiveSafe

Download "LiveSafe" from the App Store or Google Play. Register and fill out your profile. Search for & select your organization. You're set!

Ask Questions or Share Concerns

Communicate securely and discreetly with the appropriate department about any questions or concerns you may have related to coronavirus.

Access COVID-19 Resources

One-touch access to CDC resources about COVID-19 policies and procedures.

SafeWalk

Allow friends and family to virtually escort you to your intended destination and notify them when you arrive.

Global 911

Communicate with local emergency services – no matter where you are in the world.



Appendix C: Welcoming Visitors to Campus

As we welcome visitors back to campus, we must work to ensure our campus safety while balancing our desire for hospitality. To that end, we ask that all visitors to campus complete the LiveSafe app check each time they're on campus. If someone will be a repeat visitor, they may find it helpful to download the app and create an account. If a person is an infrequent visitor, they can follow the QR code and/or website link to complete the questionnaire. Here is suggested language you can shared with visitors:

We look forward to having you visit Pittsburgh Theological Seminary. To ensure the health and safety of the Seminary's students, staff, faculty, and the wider community, we ask that you complete a health check before arriving on campus. You'll need to complete this check each time you visit. If you plan to be on campus on a regular basis, please download the secure LiveSafe app, create an account, and complete the form. If you're visiting for the day, you're welcome to also download the app or you can simply follow the link <https://livesafe.jotform.com/211685051786158> to complete the check. After completing the health check, you'll receive a green checkmark. If instead you receive a red X, we ask that you contact the meeting or event organizer informing them of your status. You may be asked to display your green checkmark while visiting campus. Please note that collected data will also be used in the event that the Seminary needs to conduct contact tracing because of a positive COVID-19 case on campus. If you have questions about using the app, please contact David Middleton, director of IT, at dmiddleton@pts.edu or 412-924-1390.

Appendix D: 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 or
- 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.

While applicable, in the event there are no paid sick days available, the employee will be eligible for the City of Pittsburgh's 10 COVID Days, which are paid by PTS. These days cover time off for COVID-positive employees and for the care of dependents with COVID. Specific situations are to be reviewed with Human Resources to ensure paid coverage is provided by the best possible method.

Appendix E: Risk Assessment Matrix

The Seminary **uses** the following Risk Assessment Matrix to dictate how we navigate reclosing and reopening should the need arise based on State or health guidelines. This matrix was based on the CDC’s guidelines for when schools can safely reopen and is dependent on data for Allegheny County. Note that the situation for PTS may differ from the operational status of other educational institutions. Extended periods of 30 percent changes in weekly cases of COVID-19, positivity rate, and/or hospitalizations in Allegheny County will be the guiding factors for whether the Seminary shifts between operational phases.

Operational Posture	Students	Faculty and Staff
Elevated Risk (Phases 1 and 2) Substantial community transmission. Minimal protection for vulnerable populations	<ul style="list-style-type: none"> • Instruction is 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 	<ul style="list-style-type: none"> • Phase 1, Work from home is required with limited exceptions; Phase 2, Work from home is encouraged • Staff who are required to support campus housing or other essential tasks are permitted on campus
The Seminary is open, but campus is closed.		
Guarded Risk (Phase 3a and 3b) low community spread	<ul style="list-style-type: none"> • Health and Safety plan is operational • Instruction is online or hybrid • Housing open with virus mitigation in place • Shared spaces and gatherings function according to plan guidelines 	<ul style="list-style-type: none"> • Work from home still possible according to plan • People will be on campus and activities can occur in accordance with the Health and Safety plan phases
Some activities are in person, with virtual options and limited restrictions.		

Appendix F: Room Occupancy Limits (when applicable)

Hicks Chapel Auditorium – 334 with side walls open or 178 with side walls closed
Hicks Chapel Sanctuary – 300 or 60 with typical chapel set up on the floor
Kadel Dining Hall – 150 with tables
Knox Room – 60 with tables or 75 without tables (These numbers are for events, etc. The Knox Room may be used for classes throughout the academic year.)
Library Closed Carrels—1
Library Computer Lab – 9
Library Group Study Rooms – 5
Library Hansen Room – 10
Library Integrative Learning Space – 6
Library Kunkle Room – 8
Library Meeting Room 105 – 8
Library Truxall Classroom – 12
Long Hall Classroom 104 – 37
Long Hall Classroom 204 – 37
Long Hall Classroom 203 – 15
Long Hall Classroom 205 – 15
Long Hall Classroom 207 – 15
Long Hall Classroom 210 – 55
Long Hall Classroom 215 – 23
Long Hall Classroom 216 – 23
Long Hall Classroom 217 – 15
Shakarian Center—45 if using chairs or 36 if using tables and chairs

Basfield Dining Room – 15, doors must remain open
McNaugher Lounge – remains closed
President’s Dining Room – remains closed
Small Dining Room – remains closed
Starr Dining Room – 12, doors must remain open

Appendix G: COVID-19 Testing (when applicable)

Pittsburgh Theological Seminary

Non-Vaccinated Employee (Staff/Faculty) Test Procedures

If you are not vaccinated, when on campus you will need to wear a mask indoors at all times (except eating/drinking), maintain social distancing, and each week you will need to take a COVID Antigen test provided by the Seminary or another authorized provider/vendor to ensure that you are not an asymptomatic infected person.

Your department will **determine the date/time** that is best for you to regularly take the COVID Antigen (rapid test) at the workplace. Your department manager will be trained on directing you to personally administer these tests to yourself. You are only being observed to ensure that the test is administered correctly. After a period of monitoring you may be able to administer the test to yourself without monitoring or at home. Instructions will be provided at a later date for tests administered by another authorized provider.

In the event you miss your weekly test, you and your manager will determine the next available date for you to take the test. This will be determined on a specific situation basis. The tests will be conducted in the Shakarian Center on the ground floor of Long Hall. If you know you will not be able to take your scheduled test due to vacation, or holiday, discuss this with your manager to make alternative arrangements.

In the event you test positive on this COVID test, you will be sent home from work immediately in order to quarantine/isolation in accordance with the Human Resources/Work Policies detailed in the Reopening Health and Safety Plan and relisted here.

Do not leave quarantine/isolation until you have recovered or at least 5 days. The CDC and the Pennsylvania Department of Health define “recovery” as at least 5 days since you first developed symptoms, AND at least 24 hours of no fever without using fever reducing drugs, AND a substantial improvement in other symptoms (exception: loss of taste and smell, which does not need to return to be released from isolation). If you are experiencing any severe symptoms, please contact your doctor or another clinical provider to determine how to best care for you.

Any ill employee will be able to utilize their sick days available; once their annual sick days are exhausted they can utilize any time in their sick bank. While applicable, in the event there are no paid sick days available, the employee will be eligible for the City of Pittsburgh’s 10 COVID Days, which are paid by PTS. Specific situations are to be reviewed with Human Resources to ensure paid coverage is provided by the best possible method.

DO NOT RETURN TO WORK UNTIL THE END OF YOUR QUARANTINE PERIOD.

This is a policy of PTS and like all policies we as staff and faculty are called to live in community and adhere to them. PTS reserves the right to amend or change this policy to reflect the current COVID Pandemic Health Guidelines in accordance with the CDC and recommendations at any time.

Pittsburgh Theological Seminary
Non-Vaccinated Student Test Procedures

If you are not vaccinated, when on campus you will need to wear a mask indoors at all times (except eating/drinking), maintain social distancing, and each week you will need to take a COVID Antigen test provided by the Seminary or another authorized provider/vendor to ensure that you are not an asymptomatic infected person.

The **date/time** that is available to you to regularly take the COVID Antigen (rapid test) at the Seminary will be determined by the Associate Dean for Students and Formation Ayana Teter or her representative. Seminary staff have been trained on directing you to personally administer these tests to yourself. You are only being observed to ensure that the test is administered correctly. After a period of monitoring you may be able to administer the test to yourself without monitoring or at home. Instructions will be provided at a later date for tests administered by another authorized provider.

In the event you miss your weekly test, the Associate Dean of Students or her representative will determine the next available date for you to take the test. This will be determined on a specific situation basis. The tests will be conducted in the Shakarian Center on the ground floor of Long Hall. If you know you will not be able to take your scheduled test due to vacation, or holiday, discuss this with the Associate Dean to make alternative arrangements.

In the event you test positive on this COVID test, you will be sent home from the Seminary immediately in order to quarantine/isolation in accordance with the PTS Reopening Health and Safety Plan and relisted here. It is advised that you contact your doctor or another clinical provider to discuss your situation.

Do not leave quarantine/isolation until you have recovered or at least 5 days. The CDC and the Pennsylvania Department of Health define “recovery” as at least 5 days since you first developed symptoms, AND at least 24 hours of no fever without using fever reducing drugs, AND a substantial improvement in other symptoms (exception: loss of taste and smell, which does not need to return to be released from isolation). If you are experiencing any severe symptoms, please contact your doctor or another clinical provider to determine how to best care for you.

Any ill student may be able to participate in the classroom via the remote experience.

DO NOT RETURN TO CAMPUS UNTIL THE END OF YOUR QUARANTINE PERIOD.

This is a policy of PTS and like all policies we as students are called to live in community and adhere to them. PTS reserves the right to amend or change this policy to reflect the current COVID Pandemic Health Guidelines in accordance with the CDC and recommendations at any time.

Appendix H: Addendum

Aug. 21, 2020: 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.

Nov. 4, 2020: Language changed under Protocol for a Confirmed Case on Campus to update the definition of close contact as changed by the CDC. See page 11. Updated language throughout specific to Fall 2020 to include Fall 2020 and Spring 2021 as it relates to course delivery and food service.

June 29, 2021: Complete rewrite of most sections including Phase 3, quarantine protocols, work from home policy, mitigation protocols, etc. as the acute crisis of COVID-19 has passed for the time being.

Aug. 19, 2021: Updated Phase 3 to parse out Phase 3a and 3b. Added info about testing for COVID-19. Updated quarantine protocols in line with CDC guidelines.

Jan. 18, 2022: Updated throughout to bring the plan in line with current protocols announced since August 2021, including what to do if exposed to the coronavirus and/or tested positive for COVID-19.

March 21, 2022: Updated throughout to include Phase 3b and generalize all information as COVID-19 becomes endemic and shifting between phases by be necessary.

Aug. 22, 2022: Updated protocols for people who have been exposed to COVID-19 and eliminated protocols based on vaccination status.