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8/2/20—PIMS COVID-19 HEALTH AND SAFETY PLAN

This policy, the COVID-19 Health and Safety Plan for the Pittsburgh Institute of Mortuary Science (PIMS), is updated from June 5, 2020 to consider the evolving situation of the COVID-19 pandemic and will be effective through December 31, 2020. In accordance with State and Federal advisement, **Michael Burns, Dean of Faculty and Students is the designated COVID-19 PANDEMIC OFFICER, thus he will be the first line of communication and contact for any questions or concerns.** Dean Burns will work in conjunction with the Program Director, Dr. Barry Lease, to monitor our preparedness to mitigate this situation and reduce risks to all involved. The Institute will use advisement from the State and Local Health Departments, State Department of Education, well as other State and Federal resources, including the CDC as an integral part of this plan.

While the pandemic officer and school administration will continue to monitor this ever-evolving situation, PIMS has been advised by State (Pennsylvania Department of Education—Private License Schools or PDE-PLS) and Federal agencies to develop contingency plans for both adherence to the December 31st date as well as continued extensions. Such plans also consider the possibility of a resurgence in the spread and subsequent movement in the Governor’s stoplight phase approach. Unfortunately, it is impossible to predict any kind of certainty during these unprecedented times, however, all decisions will be based on the guidelines put forth by the Governor’s stoplight model. The following is an overview of allowable instruction, operations, services, and activities at Postsecondary Institutions by phases as per the stoplight model:

PA Governor’s Stoplight Model to Guide Reopening and Operations

RED PHASE	YELLOW PHASE	GREEN PHASE
<ul style="list-style-type: none"> • Telework required for all non-essential staff. (Essential staff necessary to conduct business operations will continue to report following all safety guidelines set forth by the CDC and DOH.) • Virtual-only instruction permitted. • Clinical training and in-person instruction permitted for selected programs preparing individuals for licensure and that adhere to proper social distancing guidelines. • Large gatherings are prohibited. • Continue to adhere to CDC, DOH, and PDE guidance. • Monitor public health indicators and adjust plans as necessary. 	<ul style="list-style-type: none"> • Telework should continue for faculty and staff where feasible, especially for populations at higher risk for COVID-19. • Limited in-person instruction that adheres to proper social distancing guidelines is permitted. • Clinical training and field experience allowed for all individuals preparing for licensure and certification. • Restrict social gatherings of non-instructional activities to no more than 25 people. • Continue to adhere to CDC, DOH, and PDE guidance. • Monitor public health indicators and adjust plans as necessary. 	<ul style="list-style-type: none"> • Operations more fully resume. Institutions may more fully resume in-person instruction and other routine operations. • Restrict large, non-instructional gatherings to no more than 250 people. • Continue to adhere to CDC, DOH, and PDE guidance. • Monitor public health indicators and adjust plans as necessary.

The Institute is committed to offering an equitable and safe opportunity for all students to continue to make pace and progression towards completion of the program. As of this updated plan, the Institute will continue to offer three educational delivery models to campus students to assist them in making pace and progression; the models are intended to accommodate individuals with different needs and include:



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- In person instruction in accordance with all CDC and State requirements as per designation from the Governor’s stoplight model (green and yellow phase only except in clinical and practical learning requirements such as embalming and restorative art laboratory). In order to limit the number of students on campus at any given point, cohorting will be used and a modification of the typical block schedule for funeral service instruction may also be considered out of an abundance of caution. Students should be aware that changes may occur without notice depending upon the spread of virus. **Whereas the Institute is offering in-person instruction during the pandemic, students may choose for safety and health reasons to attend class remotely via Zoom conferencing. If a student chooses to attend class remotely, attendance requirements as per the designated schedule remain in place.**
- Alternative Delivery (AD) has been approved by the PDE-PLS and includes remote learning except for clinical and practical experiences. Alternative delivery focuses on synchronous remote learning using Zoom conference supplemented by asynchronous distance learning via the PIMS learning management system. AD has been approved by the State until December 31, 2020 at which time it will be reconsidered depending upon the evolving situation of the virus.
- A “blended” approach with some level of in person instruction supplemented by AD remote learning. This approach will continue to the end of 2020 as Alternative delivery has been approved by the State until December 31, 2020 at which time it will be reconsidered depending upon the evolving situation of the virus.
 - Disclaimer: It should be noted that PIMS OnLine will continue to offer the complete program in a virtual asynchronous manner. It should also be noted that while PIMS OnLine and Alternative Delivery instruction both use aspects of a virtual learning platform (e.g. itslearning), however, the key difference is the synchronous expectations of Alternative Delivery instruction. PIMS OnLine offers increased flexibility, yet, it is a more self-directed type of learning whereas Alternative Delivery is an attempt to simulate the in-person experience using virtual applications.

Another key metric that will be considered regarding which operational posture the Institute will employ is the level of mitigation strategies needed by level of community transmission and community characteristics as advised by local, state, and federal health department agencies. The following table provided by the CDC offers this metric:

CDC Description of Transmissibility and Mitigation Efforts Needed

LEVEL OF COMMUNITY TRANSMISSION	COMMUNITY CHARACTERISTICS AND DESCRIPTION	LEVEL OF MITIGATION
Substantial, uncontrolled transmission	Large scale, uncontrolled community transmission, including communal settings (e.g., schools, workplaces)	Shelter in place
Substantial, controlled transmission	Large scale, uncontrolled community transmission, including communal settings (e.g., schools, workplaces)	Significant mitigation
Minimal to moderate community transmission	Sustained transmission with high likelihood or confirmed exposure within communal settings and potential for rapid increase in cases	Moderate mitigation
No to minimal community transmission	Evidence of isolated cases or limited community transmission, case investigations underway; no evidence of exposure in large communal setting	Low mitigation

Therefore, the Governor’s stoplight model and the community transmission assessment metric, along with advisement from local, state, and federal resources, will guide the Institute in making decisions regarding operational postures during the pandemic. It should be noted that all decisions will be made out of an abundance of



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caution for the staff and students at the Institute. It should also be noted that while the Governor’s stoplight model may indicate the region at a particular level, the Institute may choose to operate in a more conservative posture--for example, if the stoplight model rates Pittsburgh/Allegheny County in the green phase, the Institute may choose to operate in a more cautious posture consistent with the yellow phase. Once again, all decisions will be made to offer every student a fair and equitable path to make pace and progression in the program while maintaining the safety and health of students and staff.

Accordingly, the PIMS COVID Safety and Health plan features the following strategies proposed by the Pennsylvania Department of Education for planning and resuming in person education and can be viewed at <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/HigherEd/Pages/default.aspx>. These strategies are intended for the health and safety of the campus and specifically consider how the Institute will:

1. **Plan to help students continue making pace and progression.**
2. **Safely resume in-person instruction and monitor health conditions on campus.**
3. **Coordinate with local public health officials, or the equivalent of--inform the DOH in the event that transmission occurs at the institution.**
4. **Communicate accurate and timely information to students, faculty, staff, and the communities served by the Institute.**

1. Plan to help students continue making pace and progression.

As previously mentioned in this plan, the Governor’s stoplight phase model, the CDC community transmission and mitigation assessment, as well as advisement from local, State, and Federal resources will guide the level of operations designated appropriate by the Institute. The following PIMS Operational Framework in Response to the COVID-19 Pandemic will propose appropriate postures consistent with a level of operations the Institute will employ as per the evolving situation of the virus. Some level of risk is assumed at any operation posture:

PIMS Operational Risk Framework in Response to the COVID-19 Pandemic

MAXIMUM LEVEL OF RISK	SUBSTANTIAL LEVEL OF RISK	MEASURED LEVEL OF RISK	MINIMUM LEVEL OF RISK
<ul style="list-style-type: none"> • The phase of operations meets the standards of the Governor’s RED phase in the stoplight model. • It presumes a substantial, uncontrolled community transmission with a need for shelter in place mitigation efforts. • AD instruction is the only option for classroom work throughout December 31, 2020 as approved by PDE-PLS. Small group clinical and 	<ul style="list-style-type: none"> • The phase of operations meets the standards of the Governor’s YELLOW phase in the stoplight model. • It presumes a minimal or even substantial community transmission that is controlled promoting a need for significant mitigation efforts. • Limited in person instruction for funeral service core classes, clinical and practical training. In person instruction will be at 	<ul style="list-style-type: none"> • The phase of operations is most consistent with the Governor’s GREEN phase in the stoplight model. • It presumes low levels or no indications of community transmission requiring low levels of mitigation efforts. Please note this does not relate to a Pre-COVID era as safety protocols are still required to mitigate any potential spread. • Operations more fully resume with considerations still on 	<ul style="list-style-type: none"> • This phase of operations would presume the COVID pandemic has been significantly mitigated as in the case of a vaccine or other development such as the approval of a reliable COVID-19 treatment, which



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<p>practical training would continue with appropriate safety and health guidelines outlined in this policy.</p> <ul style="list-style-type: none"> To adequately provide such AD, PIMS would strictly adhere to the stated precepts of PDE-PLS Memo #84: “to communicate to students through one of several types of technology, and instructors must initiate substantive communication with students, either individually or collectively, on a regular basis, in accordance with 34 CFR §600.2. In other words, an instructor could use email to provide instructional materials to students enrolled in his or her class, use chat features to communicate with students, set up conference calls to facilitate group conversations, engage in email exchanges or require students to submit work electronically that the instructor will evaluate. The modalities that may be involved regarding the statement above include but are not limited: Zoom or other virtual class conferencing, email, Sonis Admin database, snail mail of materials or “curbside” pickup by students, 	<p>the choice of the student with acknowledgement of the risks and precautions designated. If the student does not wish to attend on campus he/she needs to attend the AD (see below)</p> <ul style="list-style-type: none"> In person instruction for funeral service core curriculum may include accommodations to limit class sizes including scheduling adjustments, time changes, different classroom assignments, and appropriate safety and health guidelines outlined in this policy. Class cohorting will be used to minimize the number of people in the school. AD instruction, as approved by PDE-PLS would continue in this phase for funeral service core curriculum throughout December 31, 2020 for students not choosing to attend the campus version of class as well as a supplement to those who attend in-person instruction ASB specific courses would employ AD instruction in this phase throughout December 31, 2020 to help limit the number of students on campus and mitigate the 	<p>limiting the size of gatherings to mitigate transmissibility or spread for funeral service core classes, clinical and practical training with appropriate safety and health guidelines outlined in this policy.</p> <ul style="list-style-type: none"> Schedule changes and time changes from typical modular scheduling will be adhered to as well as appropriate safety and health guidelines outlined in this policy. Class cohorting will continue to minimize the number of people in the school. AD instruction, as approved by PDE-PLS may continue in this phase for funeral service core curriculum throughout December 31, 2020 for students not choosing to attend the campus version of class as well as a supplement to those who attend in-person instruction ASB specific courses may employ AD instruction in this phase throughout December 31, 2020 to help limit the number of student s on campus and mitigate the spread. Please see the Maximum level policies for providing AD instruction consistent with PDE-PLS Memo #84. Also see the Maximum 	<p>mitigates the severity of the illness or some other remarkable event.</p> <ul style="list-style-type: none"> The phase of operation would be upon the advisement by State, local, and Federal resources indicating low or no mitigation efforts necessary. This phase of operations would also be employed if/when alternative delivery was no longer approved by the State because it was no longer needed for safety and health precautions. Campus based operations would be prescribed to consider any potential spread or mitigation efforts required. Cohorting and other scheduling changes may continue with appropriate
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<p>teleconferencing, itslearning LMS where applicable.</p> <ul style="list-style-type: none"> • Class schedules and academic calendars may be adjusted to help students continue towards completion of the program. • Absentee polices (see below) would be reconsidered for COVID-19 specific incidents to assist students continue to make pace and progression. • No Social gatherings will be permitted. • Specific communication regarding accurate and timely information will be coordinated through the COVID Pandemic Officer • Essential PIMS personnel will report to maintain business operations pursuant to DOH safe operating health protocols, but all others will work remotely 	<p>spread.</p> <ul style="list-style-type: none"> • Please see the Maximum level policies for providing AD instruction consistent with PDE-PLS Memo #84. • Also see the Maximum level for specific details on the use of modalities, scheduling, and absentee policies to assist students continue to make pace and progression towards completion of the program. • Non-instructional and/or social gathering, as defined by the State in the PIMS 7-22-20 update, may proceed with limited number of people not to exceed 25. • Specific communication regarding accurate and timely information will be coordinated through the COVID Pandemic Officer. • Essential PIMS personnel will report to maintain business operations and instructors agreeing to provide in person instruction (with appropriate risk acknowledgement) will also report pursuant to DOH safe operating health protocols, • Instructor availability may also impact the offering of in-person 	<p>level for specific details on the use of modalities, scheduling, and absentee policies to assist students continue to make pace and progression towards completion of the program.</p> <ul style="list-style-type: none"> • Non-instructional and/or social gathering, as defined by the State in the PIMS 7-22-20 update, may proceed with appropriate limitations based on the venue and event. • Specific communication regarding accurate and timely information will be coordinated through the COVID Pandemic Officer. • Essential PIMS personnel will report to maintain business operations and instructors agreeing to provide in person instruction (with appropriate risk acknowledgement) will also report pursuant to DOH safe operating health protocols, • Instructor availability may also impact the offering of in-person instruction in this posture. 	<p>approvals.</p> <ul style="list-style-type: none"> • While a pre-COVID operational posture may not be a reality, this “low risk” posture would be as close to that situation as possible.
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	instruction in this posture.		
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Other ways for students to continue making pace and progression, regardless of the phase that PIMS is operation under include:

- I. Adjustments to PIMS attendance requirements specifically for COVID-19 situations:
 - a. It should be noted that missed time for COVID symptoms or COVID related situations will not disqualify an individual from pace and progression in the program as previous attendance policies have indicated.
 - b. The Institute will attempt to assist a student to make up all missed assignments, exams, assessments and provide materials virtually, however, a student is still responsible to perform this make up work. One is NOT exempted due to COVID-19. Therefore, it should also be noted that if a student must miss significant time due to COVID-19 and feels he/she cannot make up the work, he/she should consult the Dean of Faculty and Students (who will consult the Registrar and Financial Aid Administrator) about options. If withdrawal and retaking the term is a consideration, he/she will work out a plan with the Registrar (if you are receiving Financial Aid, you might also want to reach out to Mrs. Elachko). Every attempt will be made to help a student continue making pace and progress towards completion of the program, however, due to the unpredictability of the virus and this situation in general, accommodations made cannot be guaranteed.
- II. A new policy was recently presented and approved by the ABFSE in conjunction with Federal policies. If a campus-based student decides he/she does not wish to return to campus, when a school is permitted to return to in-person instruction during the COVID-19 crisis, he/she has approved status for acceptance into the distance education program presented by a school. That said, the student will abide by the enrollment protocols, schedules, fees, and policies of becoming a DE student as per the institution, but he/she will not be “left behind.” However, in the post COVID-19 timeframe, the student would be expected return to his/her campus-based program unless he/she decides to transfer permanently to the online learning environment. Once again, a school is NOT obligated to convert campus schedules into distance educational opportunities (as in the temporary case of alternative delivery), however, a student can decide to make pace/progression in a school’s online program. It should be noted that PIMS Online is a different pace, increased tuition costs, and requires certain technology to succeed. It should also be noted that a campus student “moving to DE” for the interim may not get the scheduled classes he/she needs—to consider this option, a student should reach out to Registrar Karen Rocco who will consider each situation on a case by case basis (if you are receiving Financial Aid, you might also want to reach out to Mrs. Elachko).
- III. The pandemic conditions have also caused the ABFSE to reevaluate completion of embalming and practical requirements prior to graduation. Because PIMS operates an embalming center, students should engage this opportunity to complete all clinical case requirements. With regard to funeral service practicum requirements, students are asked to secure a practicum site and obtain all practicum tasks. However, because the Institute does not operate as a funeral home, if normal timelines are interrupted due to the inability to practicum on-site, alternative methods may be considered to assist a student continue making pace and progression. While all students should attempt to fulfill the required clinical and practicum experiences, the conditions of the pandemic have been considered regarding interruptions to pace and progression.
- IV. Finally, the ABFSE has also stated that students choosing not to return to their campus-based program, when the school is approved to return to in-person instruction during the COVID-19 outbreak, may seek out other mortuary schools to earn credits at their campus or online. For example, if you live near Community College of Baltimore County and do not want to return to Pittsburgh, you might consider inquiring with CCBC about their available classes. If approved by PIMS, you could continue your PIMS education by supplementing a few courses at CCBC, BUT YOU MUST GET PRE-APPROVAL



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OF THE COURSES FROM PIMS PRIOR TO ENROLLING. In other words, please do not go to CCBC or any other school and come back with a Funeral Law course that is not the same as the one we offer—it will be denied. A strong recommendation would be for you to contact our Registrar in advance for such special scheduling (if you are receiving Financial Aid, you might also want to reach out to Mrs. Elachko)

2. Safely resume in-person instruction and monitor health conditions on campus.

Please note: By offering in-person instruction, it is still the student's choice to attend the on-campus classes continue via Zoom conferencing. Whatever the student decision, attendance is required using either modality.

- a. It should be noted that the guidelines provided by the Pennsylvania Department of Education for Resuming In Person Instruction for Post-Secondary Schools have been the foundation for this strategic concern in the policy. Complete details can be found at:
<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/HigherEd/Section2/Pages/default.aspx#5>
- b. All students and staff are advised that if they are not feeling well on a given day, and, having respiratory symptoms and fever, they should STAY HOME and isolate.
 - i. In conjunction with this advisement, sick leaves and absentee policies are flexible and consistent with public health guidelines.
 - For students, every effort will be made to help them continue on pace and progression and when it is determined by the student he/she cannot keep up with pace and progression by alternative measures, the refund/withdrawal policy will be prorated to the exact date of last attendance on campus. This revised policy will continue throughout December 31, 2020 and be reevaluated at that time.
 - For full-time employees, PIMS will follow the guidelines provided by the Families First Coronavirus Act. Employees can access this by clicking <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>.
 - For part-time employees, PIMS will provide a substitute for the missed hours until the employee can return healthy and safely.
- c. Social distancing will continue in the building at six feet or “two arm’s length” from other individuals. If anyone violates these social distancing guidelines, he/she may be asked to leave the building.
- d. Classrooms have been redesigned to create this “two arms-length” social isolation workspace from another individual. These spaces have been designed on the second and fourth floor classrooms.
- e. Cohorting has been implemented at PIMS to keep groups as small and consistent as possible.
- f. Class schedules have been reconfigured (with no loss of contact hours) to bring students in at different times and create limitations on the number of students (even in the green phase in order to mitigate transmissibility and spread). The use of AD throughout December 31, 2020 will also help in limiting the number of people on campus at any point.
- g. Students are provided with personal sanitation and hygiene supplies to maintain their space daily.
- h. Universal masking will continue until otherwise advised. If students do not have a face covering, one will be provided.
- i. Signage from the CDC site hand washing, hygiene protocols, sanitation, social distancing, and universal masking are throughout the building including restrooms.
- j. Students and others must move in the controlled setting of the building as follows:
 - i. Individuals must use front stairwell to move UP the building.
 - ii. Individuals must use the fire stairwell to move DOWN the building.
 - iii. Proper social distancing should be maintained on stairwells and in hallways.
 - iv. Additionally, arrows mark the entrance and exit into classrooms. Taking breaks in the hallways is permitted but students must observe social distancing guidelines—this will be monitored by proctors.



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- k. All communal areas have been closed. This includes the lunchroom, the library, the computer lab and the third floor. Students are asked to “break” outside maintaining proper social distancing or remain at their social space in the classroom. For longer or lunch breaks students should consider driving or walking off campus for the break period.
- l. Physical barriers have been installed in some high contact offices (Registrar or Financial Aid) but this does not mean social distancing or wearing PPE is waived.
- m. Special instructions regarding how to communicate or contact a staff member or administrator or faculty have been posted on the doors at the school; no party shall walk in on a PIMS staff member or faculty UNANNOUNCED.
- n. In fact, the preferred method to meet with anyone would be that you contact the individual via email and set up an appropriate time to meet. This allows the individual to consider a) Zoom conference or b) scheduling the meeting in an appropriate area TBD that maintains proper social distancing.
- o. Restrooms now have door locks and signage indicating that **ONLY ONE PERSON AT A TIME MAY USE THE FACILITY AND THE DOOR SHOULD BE LOCKED WHEN IN USE.**
- p. The Elevator should be used **ONLY ONE PASSENGER AT A TIME** and sanitation wipes have been provided for you to use after touching the buttons (please consider wiping down the elevator board).
- q. High contact areas will be maintained, as per the schedule in the PIMS COVID-19 CLEANING AND SANITATION LOG, with the purchase of hospital grade disinfectant wipes. This cleaning log will be a matter of record demonstrating the sanitation and cleaning activities maintained by the Institute to mitigate any potential spread. It should be noted that not only will the full-time staff diligently work on these areas, but the pandemic officer is going to impress upon the students and part-time faculty the need to be a part of this effort
- r. The daily sanitation efforts put forth by the PIMS staff will be followed up by a professional cleaning service (Checklist Cleaners) at the end of each day and/or prior to resuming campus classes for the next day. This custodial contractor will provide thorough cleaning of all open floors daily in accordance with CDC guidelines listed at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
- s. Social gathering and events, as defined by the state and listed in the PIMS COVID 7_22_20 update may be considered depending upon which posture is assumed by the Institute. Such gathering include: but are not limited to: events, field trips, seminars, and outside presenters, but this will be on a case by case basis.
- t. In an effort to support the pre-screening and contact tracing initiatives proposed by the CDC, the PA and Allegheny County Department of Health, PIMS has adopted the procedure of wellness checks for all staff, faculty, administrators, students and guests upon entering the building. The wellness check will include taking your temperature using a temporal thermometer and record the results. The wellness check will also include the following list of questions:
 - i. Do you have any symptoms of being ill, such as:
 - Sore throat, uncontrolled cough that causes difficulty breathing (for students with chronic allergic/ asthmatic cough, a change in their cough from baseline), diarrhea, vomiting, or abdominal pain, severe headache, or any fever higher than 1000 Fahrenheit (37.7 O Celsius)
 - If NO, initial by your name
 - If YES, see the Dean (Do not proceed to the classroom)
 - ii. Have you been exposed to anyone who has shown symptoms such as the following?
 - Sore throat, uncontrolled cough that causes difficulty breathing (for individuals with chronic allergic/ asthmatic cough, a change in their cough from baseline), diarrhea, vomiting, or abdominal pain, severe headache, or any fever higher than 1000 Fahrenheit (37.7 O Celsius).
 - If NO, initial by your name
 - If YES, see the Dean (Do not proceed to the classroom)



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- iii. Have you had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-2?
 - o If NO, initial by your name
 - o If YES, see the Dean (Do not proceed to the classroom)
- iv. Have you traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases or live in areas of high community transmission?
 - o If NO, initial by your name
 - o If YES, see the Dean (Do not proceed to the classroom)
- v. The above wellness check is consistent with CDC protocols for reopening schools and will be acknowledged daily.
- vi. These results will be a matter of record for State and Federal auditors if requested. Based on the reading, the following actions will occur:
 - If an individual's temperature is normal, he/she will be admitted to the building considering all other precautions.
 - If an individual's temperature is high, additional readings will be taken. If the individual's temperature remains high, he/she will not be admitted to class. Accommodations will be made to allow the student to remotely attend the class or make up the class. The individual will be advised to consider contacting a health care professional or the Allegheny County Health Department at 412-687-ACHD (2243) or online at <https://www.alleghenycounty.us/Health-Department/COVID-Form.aspx>.
- vii. While recording temperature is one definitive way for the Institute to protect all individuals (with a fever present in 83-99% of the COVID cases, the CDC also recommends that a person should stay home if feeling sick with symptoms the include, but are not limited to: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, GI symptoms, nausea, vomiting, diarrhea and also notably a **sudden loss of taste or smell (this symptom has been noted in 70% of COVID-19 cases)**. If an individual manifests any of these symptoms, he/she should consult medical advisement. Additionally, if a person has been exposed to anyone who tested positive or manifests any of the above symptoms, he/she should advise the Institute to help the County with "contact tracing." For more information from the CDC about COVID-19, please click the following link: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- viii. PIMS cannot provide medical advisement and is not responsible to provide COVID-19 testing, however, the Institute can take actions to protect the safety and health of those on campus.
- u. For detailed information on COVID-19 and how to protect yourself from getting sick please click: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- v. For detailed information on COVID-19 and what to do if you are sick please click: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- w. It is important to identify that, according to the CDC guidelines, certain individuals may be more vulnerable and higher risk for severe illness from COVID-19. Such individuals include but may not be limited to:
 - i. People at Higher Risk for Severe Illness
 - ii. People Who Are Immunocompromised
 - iii. Older Adults
 - iv. People with Asthma
 - v. People with HIV
 - vi. People with Liver Disease



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- vii. For specific information for people who may need to take extra precautions click on:
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>
 - x. Finally, it should be noted that on March 30, 2020 Bactronix Corporation, an industry leader in providing hospital grade disinfection for office buildings and schools, disinfected our entire building against bacteria, mold, yeast, spores, and viruses, including the full spectrum of coronaviruses.
- 3. Coordinate with local public health officials, or the equivalent of--inform the DOH in the event that transmission occurs at the institution.**
- a. PIMS will work with to monitor public health situations at the Institute with the County and State Departments of Health.
 - i. County--Questions or concerns regarding these matters will be directed to the Allegheny County Health Department at 412-687-ACHD (2243) or online at <https://www.alleghenycounty.us/Health-Department/COVID-Form.aspx>.
 - ii. State—Questions or concerns regarding these matters will be directed to the Pennsylvania Department of Health 1-877-724-3258 or <https://expressforms.pa.gov/apps/pa/health/contact-us>
 - b. In efforts coordinated with State and Local Health Departments, PIMS is committed to monitoring the spread of the virus, keep aware of the potential for resurgence, voluntary reporting should someone on campus become infected, and developing protocols to a) minimize the effects to others and b) assist health officials in contact tracing. The recommendations put forth by PDE for postsecondary institutions resuming in-person instruction and other related services listed below adhere to the following standards, practices, and guidelines for implementing mitigation efforts and containment protocols:
 - i. Monitoring, Surveillance, and Voluntary Reporting
 - Students, faculty, and staff should report to the COVID Pandemic Officer if they have visited an area of high prevalence (domestic or international) in the previous 14 days.
 - Students, faculty, and staff should report to the COVID Pandemic Officer if they know they have been exposed to anyone who has tested positive for COVID-19.
 - PIMS will conduct wellness checks daily, including temperature checks, prior to admission into the building. Please see the previous strategy for guidance on such wellness checks.
 - Individuals exhibiting symptoms:
 - Must not be permitted to enter campus buildings.
 - Must self-quarantine at home.
 - Must not report to work, class, clinical assignments.
 - May not participate in any institution-sponsored events or activities.
 - Should consult with their medical provider about options for testing and necessary treatment.
 - Individuals should consider using the CDC's "Self-Checker" (see: <https://www.cdc.gov/coronavirus/2019-ncov/testing/diagnostic-testing.html>) to assist in making decisions in regards to seeking medical care.
 - If a student, faculty, or staff has been exposed, they will be asked to self-quarantine at home for 14 days and to follow additional state guidance (see: <https://www.health.pa.gov/topics/Documents/HAN/COVID-19%20Patient%20Instructions%20for%20Self%20Isolation.pdf>).
 - ii. Protocol for a Confirmed Case on Campus
 - PIMS will notify DOH and local health officials and/or emergency management personnel.
 - Close down the campus for a period of 24 hours and then allow for cleaning and disinfection protocols as per CDC guidance (see: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)



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- Communicate case or exposure information with students, staff, and faculty.
 - Ensure continuity of education and research 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, follow CDC guidance (see: <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>)
 - Determine if a temporary suspension of in-person instruction is warranted.
 - Work with local public health officials, if possible, to determine when routine operations can resume on campus.
 - Access additional CDC guidance on dealing with confirmed cases on campus (see: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>)
- iii. The strategies listed in this section are directly from the PDE. More details can be found at: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/HigherEd/Section2/Pages/default.aspx#5>
- 4. Communicate accurate and timely information to students, faculty, staff, and the communities it serves.**
- a. During the COVID-19 situation, communications with all stakeholders will be coordinated using the email system and/or the Sonis Admin database.
 - b. Additionally, to inform the community at large information will be posted to the PIMS COVID-19 PROTOCOLS, POLICIES, AND PRECAUTIONS page on the website listed as: <https://pims.edu/covid-19-protocols-precautions-and-policies/>
 - c. If students or other stakeholders have questions, they should contact the following:
 - PIMS COVID-19 Pandemic Officer: Dean Michael Burns at mburns@pims.edu or 4123628500 ext. 119 or
 - PIMS Program Director: Dr. Barry T. Lease at blease@pims.edu or 4123628500 ext. 106
 - General questions may be forwarded to info@pims.edu

Due to the evolving nature of the COVID-19 pandemic, all will be advised when modification or adjustments are made to this plan. Once again it is our intent with this plan to maintain safety and health protocols on campus.

Revised 8/2/2020 BTL