

Prevention Plan for Higher Education Programs

Staying safe while offering indoor instruction or programs

Program Information

Name of Higher Education Program:

Wharton MBA Program for Executives, University of Pennsylvania

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Link to online copy: <https://www.wharton.upenn.edu/wp-content/uploads/2021/04/Prevention-Plan-for-Higher-Education-Programs-Wharton-MBA-Program-for-Executives.pdf>

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19. The decision by the Health Officer to allow institutions of higher education and other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19. Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health of others in their household. You should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

Summer 2021 Courses offered indoors and remotely:

ACCT 613: Financial and Managerial Accounting
FNCE 613: Corporate Finance
LGST 611: Responsibility in Global Management
MGEC 611/612: Microeconomics for Managers
MGMT 610: Teamwork and Leadership
MGMT 613: Managing the Enterprise
OIDD 612: Business Analytics
OIDD 615: Operations Strategy

Section 1 – Limiting Contact

Evaluate the facility to determine the number of people (including students, instructors, and other personnel) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by the Stay-Safer-at-Home Order, including the requirement that all students remain at least six-feet from each other at all times.

of people allowed inside simultaneously: **86 students + staff**

Provide notes in the space below for any areas with specific occupancy limits and requirements (eg. specific classrooms, workspaces, offices and common areas):

- Classrooms limited to the lesser of 50% of capacity or the number of people which allows for at least 6 feet distancing between participants; between 24 and 38 students each per a social distancing study
- Private offices limited to 1 person
- Study rooms limited to 1 - 3 persons depending on size
- Copy room limited to 2 persons
- Conference rooms limited to 2 - 8 persons depending on size
- Dining room limited to 24 persons

Provide notes in the space below for how you will ensure social distancing protocol is followed in frequently used public areas such as restrooms, elevators and hallways:

- Students will be greeted outside and permitted access via stairwell or elevator as available
- Elevators limited to 2 persons
- Hallways marked "One-way only, Maintain 6 feet of Distance, No Congregating"
- Floor markers noting six feet where lines may form
- Stairwells marked "Stay to the Right, Maintain 6 feet of Distance (8 steps apart)"
- Restrooms limited to 2 persons

If you are implementing a program for your students to maintain distinct and stable cohorts, describe it in the space below:

- Students in Core courses (all students through August 2021) are assigned to one of two sections of 50 and do not have class with students in the other section of 50.
- Professors will move between rooms so that students may stay in the same room, in the same seat during a day.
- For “Block Week” courses, only one group of students (maximum of 38) are on campus at any time.

Describe any other measures your organization will undertake to minimize the risk of virus transmission:

Every student signs an agreement ([Penn Student Compact](#)) requiring them to adhere to physical distancing and public behavior guidelines. Violations of the agreement will be reviewed by the Penn Compact Review Panel and may be forwarded to the Office of Student Conduct for disciplinary review and action per the Disciplinary Charter of the University of Pennsylvania. We expect all students to follow public health guidelines for wearing masks, physical distancing, and hand washing. Penn has created many new services and safety nets to help keep the members of our community safe. Among these is PennOpen Pass, which is a daily symptom check program offering easy access to clinical advice and/or COVID19 testing. The program will also require students to have a negative COVID19 test within 72 hours of arrival or a positive test and proof of recovery within 90 days of arrival.

Section 2 – Cleaning Measures

Describe protocols for airing out and cleaning classroom spaces and equipment:

- Portable HEPA air filters in each classroom plus the entryway
 - Cleaning and disinfecting of classrooms after each class
 - Housekeeping staff trained in CDC guidelines on-site throughout the day, disinfecting common area door handles and surfaces every hour
- See the Cleaning and Ventilation Protocols Questionnaire in this document

Describe any additional sanitary measures or practices that will be adopted to ensure that the risk of virus transmission is mitigated:

- No eating in classrooms. Drinking permitted in a classroom through a straw under a mask.
- Students will have the option to eat boxed lunch outside, in a single occupant office, or in our reduced capacity dining space where 10' of distance is mandated and 1 person max per table.

Section 3 – Individual Protective Measures

Provide a description of your program’s plan for educating students about COVID-19 risks and mitigation strategies:

The invitation to campus will include a description of the risks of COVID-19, how it spreads and the steps the School is taking and requiring of the students. The language will include the following:

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze.

People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols.”

COVID-19 can also spread if a person touches their eyes, nose, or mouth after touching a contaminated surface (also known as a fomite); however, this is less common.

Do your part to contain the spread of COVID-19 through the following measures:

- Wash your hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- Avoid Close Contact. To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- Wear a Face Covering. Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- Routinely clean and disinfect frequently touched surfaces, at least once daily.

- Monitor Your Health Daily. Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home.

Other steps you can take are:

- Get a COVID-19 vaccine if you are eligible.
- Consider getting a flu vaccine. This helps keep workers and communities healthy and reduces the strain on our healthcare and testing.
- Limit the number of people you gather with indoors and the time spent indoors.

Refer to the [Spring 2021 Campus Compact](#) for the behaviors Penn expects you to adhere to.

Further, pre-arrival materials will explain the PennOpen Pass, COVID testing, masking and social distancing requirements as well as how the space in the building will be set up to assist in social distancing and safety.

Detail your organization's policies around facial coverings, consulting the [San Francisco Department of Health guidelines](#):

Surgical-style face coverings are a preferable face covering as they provide a lower breathing resistance than cotton face coverings. Surgical-style face coverings are constructed in a similar manner as surgical face coverings but are not manufactured for clinical use nor do they carry FDA approval.

- Two-ply cloth face coverings made with tightly-woven 100% cotton fabric of at least 185 grams per square meter (gsm) — excluding the loops and edging materials — are acceptable. Masks consisting of three layers of 150 gsm (or higher) tightly-woven cotton are also acceptable.
- Face coverings should:
 - Fit snugly but comfortably against the side of the face.
 - Be large enough to cover the wearer's face from nose to chin.
 - Be secured with ties or ear loops (bandanas, scarves, and neck gaiters do not meet this requirement).
 - Reusable cotton cloth face coverings should also washable.

No respirators with exhalation valves, including N95 or KN95 respirators, will be accepted. Their design does not meet the requirements of Penn's Universal Face Covering Policy because the exhalation valve allows unfiltered exhaled air to be released.

This directive is based on the CDC's recent guidance that the use of face coverings may be effective in preventing the transmission of COVID-19 from an individual who is infected but asymptomatic (seems well even though they carry the virus).

Temporarily Removing Face Coverings

When removing a used face covering, individuals should be careful not to touch their eyes, nose, and mouth and wash hands immediately after removing.

- Masks should only be temporarily removed when eating.
- Any time a mask is removed, it should be stored in a storage bag.
- Do NOT place masks on counters, computers, etc.
- Avoid touching the outer surface while removing the mask.
- Perform hand hygiene (wash with soap and water or use hand sanitizer) after handling mask.

Detail your organization's policies around health screening and attendance policies for students or personnel who exhibit symptoms or may have been exposed to COVID-19:

Faculty, students, and staff returning to campus are required to complete daily symptom checks using PennOpen Pass.

Symptom checks must be completed before the start of each day to reduce the risk that any COVID-19 case could lead to an outbreak. Daily symptom tracking enables PennOpen Pass to act as an early warning system of potential COVID-19 infections on campus. If COVID-19 cases are diagnosed, clinical staff and contact tracers will respond quickly to contain spread and connect individuals at risk to care in an expedited manner. For persons working or learning remotely 100% of the time, PennOpen Pass still provides access to expedited clinical guidance should a need arise.

Students, faculty and staff must have a green PennOpen Pass to enter the building.

Provide a statement of how violations of COVID-19 safety protocols by students or personnel will be addressed:

All students must abide by the [Spring 2021 Student Compact](#). Once a violation is reported to the Compact Review Panel, the panel or its delegate will determine whether the behavior jeopardized the health and safety of others in the community. The student may receive a directive that restricts participation in on-campus activities, prohibits/limits access to campus buildings, and/or deactivates the student's PennCard for a period of time. The Panel or its delegate may also determine that a disciplinary review by the Office of Student Conduct (OSC) is required. If the OSC determines disciplinary action is appropriate, it may include a permanent disciplinary record and that in the most serious of cases, a student could be suspended or expelled from the university.

Personnel who commit violations will be subject to written warnings which could result in termination.

Section 4 – Testing & Emergency Protocol

Review the “Preliminary Guidance for Institutions of Higher Education and Other Adult Education Programs for In-Person Instruction” at www.sfdcdp.org/highereducation and prepare a proposal for PCR COVID-19 surveillance testing of students and staff who will be present in the facility, or an explanation of why no testing is necessary in the specific circumstances:

Students will be required to show negative results from a COVID19 test taken within 72 hours of arrival on campus or a positive COVID19 result within 90 days of arrival on campus and proof of recovery.

Faculty and staff will not be required to show a negative test result unless they have experienced symptoms or have been in close contact with a COVID case. Testing for asymptomatic faculty and staff not required under orange tier.

Detail specific protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines (for more details, see: <http://www.sfdcdp.org/covid19-positive-workplace>):

If a COVID case is confirmed, all students and staff will be notified and sent home immediately. Recommended testing for all who visited campus that day.

The campus will be disinfected the same day through our housekeeping's "Reliable Response Team" which specializes in CDC guidelines around containing COVID outbreaks.

No classes would resume for at least 48 hours.

Create a statement from the operator of the Higher Education Program that recognizes the risks inherent in holding indoor classes and assumes responsibility for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible:

The University of Pennsylvania tracks data and follows the latest science to make decisions in the best interest of public health. The University, together with Penn Medicine, draws on the world-class expertise of its faculty, staff, researchers, and clinicians to develop policies and deploy strategies unique to Penn.

Actions by individuals remain our primary tools to minimize virus transmission:

- wearing a mask,
- staying physically distanced, especially when eating, indoors or outdoors
- hand washing,

- staying home when feeling sick, and
- completing daily PennOpen Pass symptom checker and exposure reporting. The use of PennOpen Pass is required for those on campus.

As part of Penn's comprehensive public-health program, hundreds of institutional actions complement these essential individual behaviors. Among them are:

- extra cleaning and ventilation checks in campus buildings – the Office of Environmental Health and Radiation Safety is responsible for a range of campus safety programs including those for COVID-19,
- screening and testing programs,
- contact tracing, isolation, and quarantine, and
- a student Campus Compact and Principles of Responsible Conduct for faculty and staff that remind us that we're all in this together.

Screening tests are a public health tool used to reduce the spread of the virus, identify infection quickly and allow contact tracing and isolation to be initiated before the virus spreads further.

Guided by our commitment to education and research and to the health and safety of our community, Penn supports innovative remote learning and work while inviting students back to campus to live and learn. Being vigilant about public health at Penn helps minimize the risks of exposure and helps preserve the health of our neighbors as well.

Cleaning and Ventilation Protocols Questionnaire

Name of Facility: The Wharton School

1) Fogger or powered sprayer applications may result in lingering airborne chemical aerosols. **If fogger or powered sprayer applications of cleaning and/or disinfection agents will be performed**, please answer the following:

a) Please identify when these units will be used.

Only if a COVID case is confirmed on campus

b) If students or faculty are present when the equipment is used please identify what safety measures will be used to prevent exposures.

Students and faculty will not be present

c) Please identify how employees operating equipment have/will be trained on safe use of the equipment and what PPE will be used.

- Cleaning crew trained on CDC guidelines for cleaning and disinfecting*
- PPE provided: coverall with boot/shoe covers, N95 or KN95 Mask (CDC and EPA approved), disposable gloves - Nitrile 2 pairs, splash resistant goggles*

2) If any of the following chemicals are used...

- Sodium hypochlorite (chlorine bleach) – respiratory tract irritant, asthma trigger*
- Sodium dichloroisocyanurate – can release a mixture of chlorine compounds people interpret as “chlorine gas”, respiratory tract irritant.*
- Thymol (powered spray or fogger applications only) – classified by some sources as anasthmagen.*

...please answer the following:

a) How will these chemicals be applied?

b) Will these chemicals be applied while student or faculty are present?

c) What measures will be taken to prevent exposures?

d) Have you considered alternate disinfectants?

3) If your building(s) have mechanical ventilation, please answer the following:

a) Have fans been set to operate continuously during occupied hours (plus 2 hours at the end of the day)? If not feasible, explain why.

Yes

b) Have ventilation systems been set to run on 100% outside (fresh) air? If not feasible, explain why.

Fresh air exchange rate will adjust during occupant hours based on atmospheric temperature changes with a minimum of 30% fresh air exchange. 2-hour pre- and post- purges at 100% exchange occur daily.

- c) What are the MERV ratings of ventilation system filters? If not MERV 13 or greater, why not?

MERV 15 filters

- d) Can the fans be adjusted to run continuously during occupied hours (plus 2 hrs after the end of the day)? Fan operation should **not** be based on temperature measurement.

Yes

- 4) **If ventilation is provided via windows and/or doors**, please answer the following:

- a) How will air exchange be maximized (examples: portable fans, push-pull systems, etc.)?
b) When the weather becomes more extreme (cold, rain) how will you continue to use windows and doors for ventilation?

- 5) **If Portable Air Cleaners (PACs) are going to be deployed**, please answer the following:

- a) How many air changes per hour do you anticipate the (PACs) will provide?
b) How was this value (number of air changes) derived (CADR, volumetric flow, etc)?
c) Can the PACs be operated for at least 2 hours after the space was occupied?

- 6) **If in the past month building occupancies have been less than 70% of planned student and staff levels**, please answer the following:

- a) Has the water system been flushed in the past week?

Yes

- b) How will you prevent out-of-service water fountains and sinks from becoming dead legs?

Weekly system flushes which are recorded and tracked.

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