

Wallace Community College
Dothan-Eufaula
Summer Health and Safety Operations Plan
June 4, 2020 (2nd Revision)

Per Chancellor Jimmy Baker's May 22, 2020, *MEMO-EXE-045*, Wallace Community College Dothan (WCCD) will begin transitioning full-time employees back to work and implement health and safety policies to minimize the spread of COVID-19. These policies are detailed below. **The *Plan* is conditional and is based on the published guidance phases issued by the White House, CDC, Governor Kay Ivey, and Chancellor Baker. If guidance changes, the *Plan* will be adapted to be in compliance with new guidelines and to ensure the health, safety, and well-being of our students, faculty and staff.**

The standard guidelines that the College will implement are as follows:

- All employees will be provided a washable face mask and are strongly encouraged to use the mask as much as possible.
- All building entrances will be posted with signage that identify them as entry/exit points or as "No Entry" so the College can control foot traffic.
- All entry/exit doors of facilities used for in-person instruction will be cleaned twice daily.
- Any equipment, desks, chairs, tables, or other items used during instruction should be sanitized after each use.
- Employees will be encouraged to maintain 6 feet physical distance from others in the workplace. Please do not meet with individuals in office areas that do not offer adequate space for social distancing.
- Students will be encouraged to maintain 6 feet physical distance from others in classrooms and labs.
- Employees should not come to work with a fever or other symptoms of illness. Please contact your supervisor immediately of any COVID-19 symptoms, illness, or exposure.
- Students should not come to the College with a fever or other symptoms of illness.
- Hand sanitation areas will be located in all buildings at the main entrance. Wash your hands frequently and keep them away from your face.
- Work tools such as keyboards, telephones, writing instruments, etc., should not be shared.
- All employees and students should self-assess daily to ensure they have no symptoms indicative of Covid-19.

MASKS

Employees

- The business office will issue washable face masks to full-time and part-time employees during normal business hours.
- All employees will have to sign for their masks and will only be issued one.
- If the employee loses the mask, it will be his/her responsibility to replace the mask.
- Disposal masks will be available if masks are lost or forgotten.
- Employees will wear a mask when interacting with other individuals or in communal spaces.

Students

- If students would like a washable/surgical mask, they can pick one up in the courtyard areas of both campuses.
- These will be available in the courtyards of both campuses starting June 30, 2020-July 3, 2020.
- Any student that needs a mask after this date can request a mask at the book stores on each campus.
- Tables will be staffed by employees from all divisions.
- Sign-in sheets will be emailed to all employees to sign up for days/times to work at the tables.
- Students will wear a mask when interacting with other individuals or in communal spaces.
- Instructors will have disposable masks for students who come to class/lab without a mask.

BUILDING ENTRANCES/ACCESS

- All buildings on both campuses will have at least two main entry/exits to the building.
- At least one entry will be ADA accessible so that all students will have access to the building.
- Signage will be placed at all approved entrances.
- Students should only enter buildings through the approved entrances marked with orange signage that says "Enter."
- Faculty and staff may enter through any entrance as long as they have keys to the doors.
- Buildings with stairwells will have directional signage that identify which staircases go up and the ones that go down.
- Elevators should only have one person riding at a time due to the six-foot social distancing requirement.
- As the students and employees enter the buildings, a hand sanitation area will be located at the entrances.
- As stated above, it is recommended that all students and employees wash their hands frequently and keep them away from their face.

SOCIAL DISTANCING

- All Wallace Community College employees and students are encouraged not to meet with individuals in any confined area.
- Virtual meetings will be used when possible.
- Larger rooms are better ventilated and less likely for anyone to contract any illnesses; therefore, meetings/classes will be scheduled in larger rooms when possible.
- It is suggested all meetings take place by appointment, and when available, use classrooms or other large rooms.
- Signage will be placed in classrooms and labs that direct students where to sit to help with social distancing.
- Students will still have the ability to use the Wallace Community College open Hot Spots in front of Grimsley Hall on the Wallace Campus and the A Building on the Sparks Campus.
 - Parking spaces on each side of the lot will be reserved for students that need to use this service.

- Security will be on campus to help monitor students so all social distancing directives are followed.
- All classrooms, conference rooms, and offices will be cleaned and sanitized after usage.

SANITATION

- The Dothan and Sparks Campuses will be sanitized and disinfected by the Maintenance Department along with our contracted janitorial service.
- All doors and handles are cleaned at least twice daily.
- Bathrooms will be cleaned twice daily.
- Classrooms, computer labs, hallways, and high traffic areas will be cleaned after each class use.
- Additionally, at night these high-traffic areas will be fogged to ensure that all surfaces are free of pathogens. For some time, the College has been in possession of chemicals used for fogging.
- During designated testing, the computer labs will be fogged in between the testing.
- There will be one hour in between testing times to allow for the room to be fogged.

HEALTH PRECAUTIONS

- **Employees and students should self-assess their health DAILY.**
<https://www.mayoclinic.org/covid-19-self-assessment-tool>
- Members of the College community, employees and students, should check their temperatures before reporting to campus.
- Members of the campus community should **NOT** come to campus if they
 - Have a fever of 100.4 degrees or above;
 - Are experiencing any of the **other symptoms of COVID-19** (these include shortness of breath, chills, sore throat, new loss of taste or smell); or
 - Have been exposed to someone diagnosed with COVID-19, tested for COVID-19, or with symptoms of COVID-19.
 - Employees should notify their supervisors immediately of any symptoms or exposure.
 - Notified supervisors will contact HR.
 - Employees who are approved to travel should take all necessary precautions during and after travel.
- Personnel in the College community with influence over others (administrators, supervisors, faculty, advisors, etc.) should ensure the following through direct communication, monitoring, and documentation:
 - All of those over whom they have influence follow social distancing guidelines when in their office, lab, or other College space;
 - Those with symptoms of COVID-19 know they should not come to campus for fourteen (14) days;
 - If any symptoms are apparent at work, send the individual home immediately; and
 - Students with significant concerns regarding their own health do not feel coerced into coming to campus.
 - All concerns should be reported to direct supervisors.

**CONTRACT TRACING
PROCEDURES FOR STUDENTS AND EMPLOYEES WITH COVID-19
SYMPTOMS/POSITIVE TEST RESULTS**

- Human Resources (HR) is responsible for implementing contract tracing protocols if an individual with a positive COVID-19 test has been on campus.
- The College will follow protocols listed in *Memo EXE-047*.
- Employees/students with COVID-19 symptoms will be asked to leave and consult with a healthcare provider before returning to campus.
- Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation upon the following conditions:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath); and,
 - At least 10 days have passed since symptoms first appeared.
- Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above should be used.
- The College will notify the System Office of a COVID-19 positive employee.
- For employees/students in potential contact with an employee/student with a positive COVID-19 test, HR will conduct contact tracing to determine if any individuals were in contact with the individual using the "**6-15-48 rule.**"
 - The Centers for Disease Control and Prevention (CDC) has determined that COVID-19 exposure risk begins when someone is within 6 feet of the infected person for 15 minutes or more. The agency also notes that infected people can spread the virus 48 hours before the onset of symptoms.
 - Employees and students will use the symptom-based strategy listed above.

****NOTE****

STUDENTS ARE REQUIRED TO MAINTAIN SOCIAL DISTANCING AT ALL TIMES