

Wallace Community College-Dothan (WCCD)
Summer College Operations Plan
April 22, 2020

Per Chancellor Baker’s April 17, 2020, MEMO-EXE-027, Wallace Community College-Dothan (WCCD) provides notification for the *Summer College Operations Plan* detailed below. **The Plan is conditional and is based on the published guidance phases issued by the White House, CDC, Governor 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 College will follow social distancing, PPE, and sanitizing recommendations during all parts of the Plan. (See page 2 for additional details.)

Overview

Summer Semester 2020 begins at WCCD on May 26. The College will continue with its current operational plan of remote work until June 8.

The College will be offering online instruction for academic classes during the summer (May 26-August 4). Health science and career technical classes will offer the theory portions of courses online during the first part of the semester (May 26-June 29). Beginning on June 8, instructors will schedule individual appointments with spring 2020 students who need to complete coursework. In addition, instructors may schedule individual appointments with summer 2020 students to begin skills testing and lab requirements. **The College will resume “normal operations” on June 30.** The in-person skills testing and lab portions of courses will begin on June 30, and off-site clinicals will begin as the College is granted access to the partner facilities. Also, if any in-person academic classes are added to the schedule, these classes will begin on June 30. Correctional instruction will resume as approved by wardens and in compliance with guidelines.

Summer Plan Key Dates

Date	Action	Safety Protocols
May 26	Summer Semester Begins	Remote work, online instruction only, no students on campus
June 8	Scheduled lab/skills appointments for spring and summer 2020 students begin, specific workforce development classes begin	Guidelines followed including social distancing, PPE as needed, plexi-glass in high-traffic areas, sanitizer stations, limited group numbers, rotating schedules for faculty and staff as appropriate, students on campus by appointment only
June 15	All faculty and staff return to work, testing begins, normal office hours/operations resume	Guidelines followed including social distancing, PPE as needed, plexi-glass in high-traffic areas, sanitizer stations, limited group numbers, rotating schedules for faculty and staff as appropriate, students on campus by appointment only
June 30	Students return to campus for the second mini semester, adult education classes begin	Guidelines followed including social distancing, PPE as needed, plexi-glass in high-traffic areas, sanitizer stations, limited group sizes
August 4	Summer semester ends	TBD based on guidance in August 2020

Safety Protocols

Proper social distancing requirements will be in place for each on-campus meeting. Departments will identify and implement appropriate protocols for their areas. In addition, the following overall procedures will be put in place to ensure safety:

- The elevators will limit the numbers of passengers to ensure social distancing. Signs listing requirements will be placed on every elevator.
- Hand sanitizing stations will be placed at the entrance of each building and at every elevator. Students AND faculty AND staff will be required to use the stations upon entering the building as well as before and after entering the elevators.
- Students will be issued the proper PPE upon entering the building (mask and gloves, if appropriate).
- Labs and classrooms will be marked with tape showing where students can sit or stand as each room will be measured and marked to ensure the proper social distancing.
- Lines for office areas will be marked with tape showing where students can sit or stand as each area will be measured and marked to ensure the proper social distancing.
- Maintenance will thoroughly sanitize instructional areas regularly to promote a healthy environment.
- Areas where high-traffic occurs will also be thoroughly sanitized regularly.
- Plexi-glass partitions will be in high-traffic areas such as Admissions and Financial Aid and other identified areas.
- CDC and White House guidelines will be in followed.
https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>