Wallace Community College-Dothan (WCCD)

Fall College Operations Plan

July 8, 2020 (Revised November 16, 2020)

Per Chancellor Baker's June 18, 2020, *MEMO 2020-EXE-059* and Governor Ivey's *Safer at Home* Order, Wallace Community College-Dothan (WCCD) provides notification for the Fall *College Operations Plan* detailed below. **The *Plan* is conditional and is based on the published guidance phases issued by 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.**

Fall Semester 2020 begins at WCCD on August 19, and the College will be operating on the Modified Access, or Yellow phase as identified in *MEMO-EXE-059*. No in-person instruction will occur following the Thanksgiving Break.

Health and Safety

Overview

Proper social distancing requirements will be in place, and **it is a requirement that social distancing is followed**. Departments will identify and implement appropriate protocols for their areas if necessary. At this time, the College will not take temperatures; however, should a directive be issued, the College is prepared to implement a temperature protocol. In addition, the following **overall procedures** will be put in place to ensure safety:

- The College will follow all directives provided by the Chancellor's Office regarding returning to work guidelines and all reporting protocols.
- 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 (masks); **and gloves**, **if appropriate, for health science classes**).
- 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 or class sizes will be reduced to ensure 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.
- The elevators will limit the numbers of passengers to ensure social distancing. Signs listing requirements will be placed on every elevator.
- Maintenance will thoroughly sanitize instructional areas daily to promote a healthy environment. * (See information on page 2.)
- Areas where high-traffic occurs will also be thoroughly sanitized twice daily.
- Plexi-glass partitions will be in high-traffic areas such as Admissions and Financial Aid and other identified areas.
- Masks will be required in compliance with the July 15, 2020, *Safer at Home Order*.

Education for Faculty, Staff, and Students on Safety Measures

All employees will receive a link to the Fall Operations Plan once approved by the System Office. Additionally, informational sessions will occur during Fall 2020 professional development activities.

All students will be provided with the Fall 2020 safety measures through student email and through course information.

Fall 2020 safety measures will also be posted on the College's COVID-19 webpage located on the WCCD website. https://www.wallace.edu/about_wcc/coronavirus_information.aspx

Policy for Disinfecting Classrooms, Shared Spaces, and Facilities

- 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.
- If special instructional equipment that is delicate or not subject to any moisture is in place, these items will be sanitized by the instructors due to liability.

* The fogging Chemicals are located on the CDC website under Approved Disinfectants against COVID-19 as EPA REG. No. 10324-93 and 1839-83-5741

Posted Signage/Building Access/Entrances

- All buildings with multiple entrances on both campuses will have at least two main entries/exits to the building; other buildings will have one entrance.
- 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 using CDC language.
- 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 will maintain signage indicating 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.

Maximum Size for Gatherings

- Maximum sizes for gatherings will be determined by the size of the classroom, lab, or meeting space.

- Classroom size will dictate how many students can use the rooms. Most classroom occupancy will be approximately 10-12 students and an instructor for each class.
- Social distancing guidelines will be followed when determining maximum capacity.

Faculty, Staff, and Students are required to adhere to social distancing guidelines and follow strict hand hygiene protocols. Masks will be worn if social distancing cannot be ensured.

- 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 classrooms allow for the College to meet social distancing requirements of minimum of 6 feet between persons; 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.
- 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.
- 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.

Masks

All employees, students, and visitors will be required to wear a mask in compliance with the July 15, 2020, *Safer at Home Order*. Signs will be posted on all entry doors stating that masks are required at the College.

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 while in all buildings and in communal spaces.
- Cleaning supplies will be distributed to employees for use if needed.

Students
- If students would like a washable face mask, they can pick one up in the courtyard areas of both campuses.
- These will be available in the courtyards of both campuses starting August 19, 2020-August 21, 2020.

- Any student that needs a mask after this date can request a mask at the book store 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 while in all buildings and in communal spaces.
- Instructors will have disposable masks for students who come to class/lab without a mask.
- Students should stay 6 feet apart in all common areas on campus at all times.

Health Precautions

Employees and students should self-assess their health DAILY using the *COVID-19 Active Screening Questionnaire* provided with the June 18, 2020, *MEMO 2020-EXE-059.*

- 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 (but not received results), 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 (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 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 contact tracing protocols if an employee with a positive COVID-19 test has been on campus. Student Affairs is responsible for implementing contact tracing protocols if a student with a positive COVID-19 test has been on campus.
- The College will follow protocols listed in *Memo EXE-065*.

- Employees/students with COVID-19 symptoms will be asked to leave and consult with a healthcare provider before returning to campus. See the following for specific details:

Persons WITH Positive COVID-19 test results returning to campus/work:

Employee/Student is EXPOSED to someone with a second POSITIVE COVID-19 test within three months of the initial COVID test AND the EXPOSED individual does NOT have signs/symptoms of COVID-19:

- The individual should self-monitor for signs/symptoms of COVID-19, self-isolation is not necessary.

NOTE: following the three-month mark of the initial POSITIVE COVID-19 test, any individual exhibiting signs/symptoms of COVID or those who are exposed to someone with an initial test should fall into the exposure category outlined in numbers 1 or 2 above

1. **Persons who received a second positive COVID-19 test within three months** of the initial positive test and who have not had any symptoms may return to work/campus under the following conditions:

    - At least 10 days have passed *since symptoms first appeared*, **and**

    - At least 1 day (24 hours) has 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**

    - The individual has received clearance from a healthcare provider (e.g. physician or mid-level provider) that he/she may return to work/campus.

    NOTE:
    - *CDC data shows that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within three months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19.*
    - *Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.* (ADPH, CDC, September 2020)

2. **Persons with 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 in 1 (above) should be used.

Persons with EXPOSURE to laboratory-certified positive COVID-19

DEFINITIONS:

Exposure is defined as *close contact.*

Close Contact is defined as within 6 feet of a person with COVID-19 for a cumulative total of 15-minutes or more over a 24-hour period without an N-95 mask and includes household contacts, intimate partners, and in-home caregivers, starting 2 days before symptoms appeared or specimen collection date (whichever was earlier). Distance could be longer and time shorter, depending on the exposure level and setting.

1. **Employee/Student is EXPOSED to someone with a POSITIVE COVID-19 Test AND the exposed individual has signs/symptoms of COVID-19**

   - The person will be asked to leave campus and consult a healthcare provider before returning to campus/work.
   - If the person is positive for COVID-19, the following steps will be in place for persons with positive COVID-testing.
     - The person may return when at least 10 days have passed *since symptoms first appeared **and** once 1 day (24 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).

2. **Employee/Student is EXPOSED to someone with a POSITIVE COVID-19 test AND the exposed individual does NOT have signs/symptoms of COVID-19:**

   - The individual is asked to self-quarantine for 14 days following the last exposure to the positive case, even if the individual obtains a negative test result (Viral or Antibody) or does not obtain testing at all. A negative test does not necessarily mean the person is negative or will remain negative. These individuals must complete the full 14-day quarantine period. If the individual tests positive during the 14-day quarantine period, the guidance above for persons with positive COVID-19 results would apply.

This above guidance is based on the most recent updates from the Center for Disease Control (CDC) and/or Alabama Department of Public Health (ADPH).

- The College will notify the System Office of a COVID-19 positive employee/student.

Covid-19 positive cases and direct exposures will be reported to ACCS using the established notification processes and will follow *MEMO 2020-EXE-065* regarding return to work/campus guidelines.

COVID-19 Liability Waiver

Students and on-campus participants in activities shall sign waivers indemnifying the College of any legal action as a result of participating in in-person instruction (including labs, clinicals, testing, etc. both on and at off-campus sites). Students who voluntarily decide not to participate in in-person labs/clinicals during this public health emergency will not face any disciplinary action.

The College's policies and procedures regarding make-up work, course completion, and resolution of Incomplete (I) grades will stand.

Instructional Services

Delivery of Instruction

1. **What are your procedures for ending in-person on-campus instruction and labs by Thanksgiving?**

   Students will be notified at the beginning of the semester through their LMS (Blackboard) courses, and in their face-to-face classes that all on-campus instruction will end on Friday, November 20, 2020, and the remainder of the term, including final exams, (December 2 – December 13, 2020) will be completed remotely.

2. **If remaining career-technical education and health program competencies exist, how will you deliver those remotely after Thanksgiving?**

   All hands-on lab competencies in the career-technical education courses will be completed by Friday, November 20, 2020. The remaining theory and final exams will be delivered in an online format.
   Health programs – The required in-person clinical and lab experiences will be completed by Friday, November 20, 2020. Any remaining hours will be completed by remote simulation. Specific health program required comprehensive examinations will be completed through approved proctoring resources.

3. **How will academic, career and technical education, and health programs courses be delivered (e.g., online synchronous, online asynchronous, hybrid, in person on campus)?**

   Academic – courses will be delivered in various formats that include on-line (synchronous and asynchronous), hybrid, virtual, and face to face.
   Career-Technical – courses will be delivered in various formats that include on-line (synchronous and asynchronous), hybrid, and face to face.
   Health programs – courses will be delivered in various formats that include synchronous online, hybrid, and face to face.

Meeting Health Program and Clinical Requirements

   The health programs will focus on health care facility provided experiences at the beginning of the semester to meet the minimum requirements of program accreditation agencies. In the event of denied access at the end of the semester, or where applicable after November 20, 2020, simulated clinical experiences will be used to complete course contact hours.

Guidance for a Potential Second Wave

   Students will be notified through Wallace Alert, student e-mail, Blackboard announcements, and social media if the colleges are required to close. All courses will move to either a synchronous or asynchronous online delivery. Information

regarding this possibility and the directions to move to remote will be shared in each course via Blackboard announcement and an addition to each course syllabus. Information will be shared regarding the technology needs for moving to remote instruction as well as the location of college "hot spots" for those students who do not have internet access at home.

Provision of Professional Development Opportunities for Faculty to Incorporate Student Engagement in On-line Courses

Professional development sessions on student engagement in online courses were held for all faculty teaching summer courses May 5 – 7, 2020. The topics included the following:
Content and Assignments
Quizzes/Tests/Exams
Student Engagement: Using Discussion Board, Groups, Journals, Blogs, and Wikis
Feedback: Using the Grade Center
Creating Content Using Relay
Student Engagement: Using Microsoft Teams.

Recordings of the presentations as well as handouts and question and answer sheets are available online for faculty to review at any time.

In addition, there will be professional development sessions offered August 12 – 14, 2020, that will address engagement strategies as well as refresher trainings on the proctoring software the College used for online courses in the summer and Blackboard Collaborate.

Finally, all faculty were invited to participate the two day online summit (July 13 – 14, 2020) on designing and delivering engaging experiences for online learning provided by Arizona State University.

Description of In-Person Instruction

Will you provide in-person on-campus instruction? ***Yes***

Courses/Programs

Career-Technical Programs

Air Conditioning and Refrigeration
Applied Engineering Technology
Child Development (limited)
Criminal Justice (limited)
Electrical Technology

Esthetics Technology
Engineering Graphics (Limited)
Salon and Spa Management
(Cosmetology)
Welding Technology

Health Sciences Programs

Associate Degree Nursing
Emergency Medical Services

Medical Assisting
Physical Therapist Assistant   Radiography Technology
Practical Nursing   Respiratory Therapist
Surgical Technology

Dual Enrollment (DE) Classes

Students registered for classes on campus will follow the instructional mode of the class they are enrolled in (online or hybrid). If an academic dual enrollment course is taught at a high school, the DE instructor will transition the course to an online format following the guidelines outlined by the department chair.

CTE dual enrollment courses taught at area high schools will be addressed upon receipt of the local LEA's fall enrollment plan. The College is in communication with all high schools in our service area and discussions are not final at this time.

Correctional Education

The College is in contact with the wardens at both correctional education sites (Easterling and Ventress) and will follow the safety protocols administered by each correctional site.

Academic Courses: – All academic courses will be offered in an online, hybrid, or face-to-face format. There will be a limited number of academic courses offered in a traditional, face-to-face format. Consideration was given to those courses whose student learning outcomes could not be achieved remotely to include: Art, Music, Physics, and Theatre. In addition, there will be limited sections of traditional and development English and math courses in order to help students that have difficulty learning in a remote setting. These sections will have limited group sizes in order to follow the guidelines of proper social distancing.

Description of Safety Protocols for In-Person Instruction

All students

- All students will be provided a washable face mask.
- Students will wear a mask when interacting with other individuals or in communal spaces.
- Buildings with stairwells will have directional signage that identify which staircases go up and the ones that go down.
- Elevators will only have one person riding at a time to ensure the six-foot social distancing requirement.
- A hand sanitizing area will be located at the designated entrances of each building. Signage regarding hand hygiene, signs/symptoms of COVID-19, and social distancing reminders will be posted on the exterior doors and in the hallways and classrooms of each building.
- Class size in classrooms, instructional, and computer labs are reduced to ensure proper social distancing.
- Laminated stickers are placed on desks/chairs in classrooms and computer labs designating where students can sit.
- Classrooms, labs, and computer labs will be cleaned after each group of students.

- Social distancing will be practiced by faculty, staff, and students in all situations possible.

Career and Technical Programs

- Specific programs will require face masks to be worn by administration, faculty, and students.
- Specific programs will require face shields be worn by faculty, staff, and students at appropriate times.
- Specific programs will require gloves to be worn when necessary by administration, faculty, and students.
- Cleaning beyond that provided by the College will be conducted as needed.

Health Programs

- When activities require interactions within six foot distances, appropriate PPE will be in place and short durations of less than 15 minutes targeted.
- Face masks to be worn by administration, faculty, and students when in communal space of hallways, classrooms, laboratories, restrooms, etc.
- Gloves to be worn by administration, faculty, and students when personal contact is required in learning laboratories or when simulation of appropriate healthcare facility activities is required.
- Cleaning of task trainers and equipment between student usage will be conducted by students and faculty beyond the periodic room sanitization provided by the College.
- Sanitization of computer labs used for scheduled student testing and classes will be performed by College personnel between use by classes of students.
- During participation in facility-based clinical experiences, students will abide by individual facility requirements, including masks, gloves, eye protection, and/or gowns, etc.

Addendum to Syllabi-Remote Instruction Clause

In the event Wallace Community College – Dothan should experience the need for all in-person classes to transition to remote instruction due to the pandemic or any other event, an addendum to this syllabus will be provided. The addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this, please contact the course instructor at (instructor information will be inserted).

Reduction of Students in Labs

Social distancing will be required in all lab settings. Labs may be staggered to accommodate social distancing requirements.

Faculty Office Hours

Faculty will continue to implement virtual hours. Both virtual and actual office hours will be implemented as dictated by individual student and/or faculty needs.

Provision of Library Services

Hours

The tentative hours for the LRC on the Wallace Campus are Monday – Thursday from 7:30 am – 7:00 pm and Friday from 7:30 am – noon. The tentative hours for the LRC on the Sparks Campus are Monday and Wednesday from 7:30 am – 7:00 pm, Tuesday and Thursday from 7:30 am – 4:30 pm, and on Friday from 7:30 am – noon. Hours may change due to evening enrollment numbers.

On-Site Services

- In person services will be provided on the Wallace and Sparks Campuses.
- Signage will be place at approved entrances.
- Hand sanitizing stations will be placed at each entrance.
- The number of students allowed in each campus library will be limited to comply with social distancing recommendations.
- Laminated signs and stickers are placed at each table or computer stations to ensure proper social distancing.
- Students and staff will wear a mask when interacting with other individuals or in communal spaces.
- The stacks will be closed to students; however, students may reserve a book for check out using the online library catalog as found on the college website. Staff will pull the books and have them available at the front desk or for curbside pickup.
- Returned items will be placed in quarantine for one week before they are available for student use.
- Study rooms will be available for single users by appointment.
- Curbside services will be the only library service available for book loans after November 20, 2020.
- All campus libraries will be closed for community public use. Interlibrary loans will continue to be honored to cooperating libraries.

Virtual Services

- Online library orientation is available for students on the college website.
- Reference assistance will be provided through the "Ask a Librarian" link on the college website
- Students may request resources using the online library catalog as found on the college website.
- Information regarding library services will be provided in each course through Blackboard.
- Curbside services will be available for all students. Students will call the library once they are on campus and a library employee will take the items to the student's vehicle and/or accept returned items.
- Study rooms will be available for single users by appointment.

Cleaning

- Staff will clean tables and keyboards after a student leaves the area.
- Both libraries will close from 1:00 – 2:00 pm Monday – Thursday for sanitizing (fogging).

Student Services

The operational plan for Student Services is presented in the table format with each department identified. Departmental procedures, protocols, communication plans, and accommodations are provided. Table 1 follows:

Table 1: Student Services Operational Plan

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
Counseling and Advising		
– Use available resources to serve students via virtual appointments using TEAMS, phone call, email, text messages and even continue the use of live chat features located on the College website. – Continue the delivery of services either from the office or from a remote site. With limited interaction with students in the office, staff will meet students face to face only for personal counseling or escalated issues referred by instructors. – Practice staggered schedule of staff personnel to minimize ongoing contact.	– Practice social distancing within the department by both students and staff. – Exercise 6-15-48 rule with students (6 feet apart from the other individual, only 15 minutes of contact with the individual, and the individual must acknowledge that he or she has remained free of anyone who has symptoms of COVID-19 within the last 48 hours.) – Before a face to face meeting occurs with any student, the staff will request student to conduct a self-assessment using the guidelines specified by the Mayo Clinic. COVID -19 Self-Assessment Tool – Staff will meet students in designated areas. These areas will receive scheduled deep cleaning after students leave. – Students will have access to masks and hand sanitizer within these designated areas. – Maintenance staff will mark lines for office areas with a designated sign showing where students can sit or stand to emphasis the proper social distancing when waiting or receiving service from staff. – Staff will wear a mask while encouraging the students to wear his/her mask when receiving services.	– Continue to promote the health and safety of staff and students as a paramount concern for administrators. – Strategically, advertise virtual appointments for students via social media, texting, flyers, announcements, and other platform used by students. – Promote face-to-face meeting as a last resort to accommodate students with no internet or no access to smart devices. – Erect signage emphasizing virtual appointments as the best means to contact staff. – Create QR Code that will enable students to access virtual appointments using their smart devices – Create short links like www.edu/stuemail for easier access to the different communication platforms like emails and videoconferencing using TEAMS from the students' online browsers. – Provide access under Quick Links to virtual appointments as the primary tool for students to contact staff. Book A Reservation – College website will provide updates with the latest COVID guidance for staff to direct students. – Continue to provide online videos that promote the health and welfare of both students and staff during this pandemic. – Conduct another student survey in the fall to gather information to adjust accommodations and/or ways to meet students' needs.

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
Disabilities Services		
– ADA Coordinators will accept faxes/scans of documentation to reduce traffic in office areas. – ADA testing on campus by appointment only. – As much as possible, test students remotely using Proctorio software to minimize volume of students in the Testing Center.	Same as above	Same as above
Testing		
– Administer ACCUPLACER, TEAS, BIO103 Challenge Exam, CLEP, CIS146 Challenge Exam, and Ability-to-Benefit test by appointment.	– Testing lab will receive deep cleaning and/or fogging between testing sessions. – When conducting tests, staff will wear a mask while encouraging each student to wear his/her mask when testing in the lab. – Maximum numbers of students testing in the lab will reflect the 6-feet distancing. – Students will have access to masks and hand sanitizer within these designated areas.	– Continue to promote the health and safety of staff and students as a paramount concern for administrators. – Erect signage emphasizing social distancing of 6 feet as the best means when testing. – Inform students prior to the testing sessions about the wearing of a mask and social distancing of 6 feet when they arrive on campus.
Student Life		
– Conduct virtual educational workshops and webinars in lieu of on-campus student activities.	– Avoid face to face group meetings by conducting virtual meetings to maintain ongoing communication with clubs, etc.	– Erect signage emphasizing social distancing of 6 feet as the best means when testing. – Inform students prior to the test about the wearing of mask and social distancing of 6 feet.
Bookstore		
– Continue online ordering and curbside pickup of textbooks/course materials.	– Avoid face-to-face contact unless necessary. Ensure masks are worn by students and staff.	– Erect signage emphasizing social distancing of 6 feet as the best means when testing. – Inform students prior to the test about the wearing of mask and social distancing of 6 feet.
Athletics		
– Continue to follow the protocol and guidance set forth by NJCAA and ACCC.	– Continue to follow the NJCAA and ACCC guidelines.	– Erect signage emphasizing social distancing of 6 feet – Follow the NJCAA and ACCC guidelines
Financial Aid Department		
– Continue the delivery of services either from the office	-- Practice of 6-15-48 rule.	– Continue to promote the health and safety of staff and students as

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
or from a remote site. With limited interaction with students in the office, staff will meet students face to face as necessary. Continue to provide virtual services using Microsoft Teams. Students will schedule virtual appointments through Microsoft Bookings. Staff will continue serving students via phone and emails. If a student needs a face to face session, then the student will meet with staff in designated area outside of the staff office to allow for social distancing. – Practice staggered schedule of staff personnel to minimize ongoing contact.	– Students will have access to masks and hand sanitizer within these designated areas. – Lines for office areas will be marked with tape showing where students can sit or stand. Each area will be measured and marked to ensure proper social distancing guidelines. – Before a face to face meeting occurs with any student, the staff will request that the student to conduct a self-assessment using the guidelines specified by the Mayo Clinic. COVID -19 Self-Assessment Tool – Staff will meet students in designated areas. These areas will receive (deep) scheduled cleaning after students leave. – Students will have access to mask and to use hand sanitizer within these designated areas.	a paramount concern for administrators. – Strategically, advertise virtual appointments for students via social media, texting, flyers, announcements, and other platform used by students. – Promote face to face meeting as the lowest priority but it is durable as a last resort to accommodate students with no internet or no access to smart devices. – Erect signage emphasizing virtual appointment as the best means to contact staff. – Create QR Code that will enable students to access virtual appointments using their smart devices. – Create short links like www.edu/stuemail for easier access to the different communication platforms like emails and videoconferencing using TEAMS from the students' online browsers.
Admissions and Records		
– Continue the remote services to students via phone, email, and mail. – Continue the virtual services using Microsoft Teams. Students will schedule virtual appointments through Microsoft Bookings. Staff will continue serving students via phone and emails. If a student needs a one-on-one sessions, then the student will meet with staff in designated area outside of the staff office to allow for social distancing. – Continue the practice of staggered schedule for staff personnel to minimize ongoing contact. – Students have the ability to apply to the College online through the College's website.	– Practice of 6-15-48 rule. – Meet students in designated areas which are scheduled for deep cleaning regularly. – Students will have access to masks and hand sanitizer within these designated areas. – Lines for office areas will be marked with tape showing where students can sit or stand. Each area will be measured and marked to ensure proper social distancing guidelines.	– Continue to promote the health and safety of staff and students as a paramount concern for the administrators. – Strategically, advertise virtual appointments for students via social media, texting, flyers, announcements, and other platform used by students. – Promote face to face meeting as the lowest priority but it is durable as a last resort to accommodate students with no internet or no access to smart devices. – Erect signage emphasizing virtual appointment as the best means to contact staff. – Create QR Code that will enable students to access virtual appointments using their smart devices

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
– Once admitted, students will meet virtually with their assigned advisors and register for classes online.		– Create short links like www.edu/stuemail for easier access to the different communication platforms like emails and videoconferencing using TEAMS from the students' online browsers.
TRiO Student Support Services		
– Continue to provide virtual services using Microsoft Teams. Students will schedule virtual appointments through Microsoft Bookings. Staff will continue serving students via phone and emails. If a student needs a one-on-one sessions, then the student will meet with staff in designated area outside of the staff office to allow for social distancing. – Services such as campus tours to other colleges will consist of a virtual tour instead of physical visit due to travel restrictions.	– Practice of 6-15-48 rule. Meet students in designated areas which are scheduled for deep cleaning regularly. – Students will have access to masks and hand sanitizer within these designated areas. – Lines for office areas will be marked with tape showing where students can sit or stand. Each area will be measured and marked to ensure proper social distancing guidelines.	– Continue to promote the health and safety of staff and students as a paramount concern for the administrators. – Strategically, advertise virtual appointments for students via social media, texting, flyers, announcements, and other platform used by students. – Promote face to face meeting as the lowest priority but it is durable as a last resort to accommodate students with no internet or no access to smart devices. – Erect signage emphasizing virtual appointment as the best means to contact staff. – Create QR Code that will enable students to access virtual appointments using their smart devices – Create short links like www.edu/stuemail for easier access to the different communication platforms like emails and videoconferencing using TEAMS from the students' online browsers.
TRiO Upward Bound and Educational Talent Search programs		
– Since these programs work with high school students and their parents, the staff will continue to serve them virtually through Microsoft Teams, Zoom, or some other platforms feasible for these students. Students/parents will schedule virtual appointments through Microsoft Bookings, email, or phone. A sign will be placed on office doors. The sign will direct students/parents to Microsoft Bookings to schedule a virtual appointment. The staff's direct phone numbers will be listed on	– Practice of 6-15-48 rule. Meet students in designated areas which are scheduled for deep cleaning regularly. Students will have access to masks and hand sanitizer within these designated areas. – Lines for office areas will be marked with tape showing where students can sit or stand. Each area will be measured and marked to ensure proper social distancing guidelines.	– Strategically, advertise virtual appointments for students via social media, texting, flyers, announcements, and other platform used by students. – Promote face to face meeting as the lowest priority but it is durable as a last resort to accommodate students with no internet or no access to smart devices. – Erect signage emphasizing virtual appointment as the best means to contact staff.

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
the sign so that students/parents may call staff as well. – Services rendered virtually will include, but are not limited to: Academic Advising Academic Coaching Tutoring (already online available with TutorMe with 24/7 access) Student Success Workshops Virtual Campus Tours Parent workshops Motivational and Guest Speakers Student/Parent Intake Interviews *Other virtual activities as determined by the Directors* – In the event that students need to meet with the TRiO staff in person, a space outside of the office will be identified to allow for social distancing. If target schools allow, travel will be permitted to target schools. No trips are planned outside of the service area this fall due to travel restrictions.		

Modified Admission, Financial Aid, and Registration Processes for Students

Because of the COVID-19 Pandemic, the College has modified our admissions process while ensuring that barriers toward enrolling at Wallace Community College are removed. The following process is outlined for students on the College's website at
https://www.wallace.edu/admissions.aspx.

STEP 1. Apply for Admissions
Submit an Application for Admission. You may submit an application online or
a printed application by mail to the address below:

Admissions and Records - Wallace
Campus
Wallace Community College
1141 Wallace Drive
Dothan, AL 36303

OR

Admissions and Records - Sparks
Campus
Wallace Community College
P.O. Drawer 580
Eufaula, AL 36072-0580

STEP 2. Submit an Official Photo ID
We recommend that you take a picture of your driver's license and
email it to admissions@wallace.edu.

STEP 3a. Submit proof of high school graduation/GED completion
Acquire proof of high school graduation by requesting an official high school transcript which indicates the date of graduation or an official GED transcript. Have the high school or agency mail an official transcript to one of the above addresses.

STEP 3b. Submit college transcripts only if you attended another college
Request official transcripts from each college/university you have attended. All official transcripts must be sent directly to one of the above addresses.

STEP 4. Apply for Financial Aid (optional)
File your FASFA at www.fafsa.ed.gov using School Code 001018.

STEP 5. Select a virtual SOAR session prior to selecting your classes. Click the link to register for SOAR.
SOAR is the College's *Student Orientation, Advising, and Registration* event. You will receive information to transition to college, learn about resources, converse with various department personnel, meet your academic advisor, and register for classes.

STEP 6. Pay Tuition and Fees via online using a credit card or financial aid
All tuition and fees must be paid by the first day of classes. Registration is not complete without full payment.

STEP 7. Purchase Books and Supplies
You can purchase from the WCC Bookstore by submitting an online order form to jjames@wallace.edu. Our Bookstore staff will email you to confirm your order, as well as provide you with the next steps to arrange for pick up.

The College has also provided a Live Chat option for students from 8:00 a.m. - 4:00 p.m. Mondays-Thursdays and 8:00 a.m. - 2:00 p.m. on Fridays. Outside of these hours, students may email dss@wallace.edu for assistance.

Students may register for Fall 2020 beginning July 10, 2020 through the start of classes on August 19, 2020.

<u>**Workforce Development**</u>

Delivery and Proctoring of Assessments

1. GED testing: remote testing is available through GED.com, as well as in-person testing at the Gary Hall testing lab.
2. TABE/GED proctored virtually by trained WFD staff for Workforce Development students/participants
3. Workkeys testing: by appointment only
     a) Location: Sparks and Wallace Campus
     b) Maximum number of testers: 15 (social-distancing and masks required)
     c) Disinfection of computers pre and post test
     d) Workkeys is a standardized test by ACT and remote testing information is still pending
     e) Students will be required to sign a COVID-19 waiver release form

Delivery of Training

All individuals wishing to enroll in future Workforce Development courses/training must schedule an appointment with the appropriate individual by via email or telephone call until further notice.

Virtual Classrooms: WFD will utilize a combination of Microsoft Teams and Blackboard to facilitate online instruction when applicable.

Hybrid/Online courses
Wallace Community College's Workforce Development Department has transitioned the following courses to a hybrid/online format. The hybrid/online courses are listed below but will complete on campus instruction by Wednesday, November 25. All equipment utilized during training will be sanitized pre and post use as well as face mask(s) will be utilized when participants are closer than 6'.

1. Eye Care Assistant
2. Dental Assistant
3. Professional Medical Coding
4. Ready to Work

WFD will continue to utilize the following platforms in the courses:

1. Blackboard
2. Microsoft Teams

Face-to-Face Courses/Training

The following courses/training are scheduled to meet face-to-face during the fall term but will be completed by Wednesday, November 25. In the event face-to-face meetings are not allowed while following social distancing guidelines, the courses/training will be postponed. All equipment utilized during training will be sanitized pre and post use as well as face mask(s) will be utilized when participants are closer than 6'.

1. Wayne Farms, PLC training – Incumbent worker training
2. Johnston Outdoors Marine Electronics, PLC training - Incumbent worker training
3. Southeast Forest Products, PLC training - Incumbent worker training
4. Lewis M. Carter, Leadership and Maintenance training - Incumbent worker training
5. Introduction to Welding – Continuing Education
6. Industrial Welding – Fast-Track Career Course
7. Pre-apprentice Electrical Lineworker - Fast-Track Career Course
8. Train the Trainer – Continuing Education

Additional Guidance/Considerations

- o **Addendum to Enrollment Forms-**Remote instruction clause will be included in enrollment forms to inform participants of the potential to require a transition to remote instruction.
- o **Addendum to Contract for Training-**Contracts will include a clause to inform partners of the potential to require a transition to remote instruction.
- o **Virtual and/or Face-to-Face Office Hours-**

- o Office hours (prior to November 26, 2020): students, testers and business partners can schedule appointments with the office staff via email.
  - o After Thanksgiving and in the event students move to remote learning sooner than Thanksgiving, employees in Workforce Development and GED departments will continue to maintain regular on-campus office hours (M-Th 7:30 am - 4:30 pm, Friday 7:30 am – 2:00 pm).
- o **Reduction of Students in Labs-**Students will maintain social distancing in all classrooms and labs, and class numbers will be adjusted, if necessary, to ensure social distancing.
- o **Off Campus Locations-**The College will review all health and safety protocols of off-campus locations and will utilize the most stringent protocols.

Adult Education

Delivery and Proctoring of Assessments

Testing: Created using the Canvas LMS/ remote testing will continue to be available to students provided he/she has a webcam, microphone, and internet

- GED Testing: Remote testing is available through GED.com, as well as in-person testing in the Testing Lab at Gary Hall
- TABE/GED Ready/Northstar Digital Literacy tests: proctored virtually by trained AE staff for AE students and Workforce Development students.
- Workkeys Testing: By appointment only
  - o Location: Sparks and Wallace Campus
  - o Maximum number of testers: 5 (social-distancing and masks required)
  - o Disinfection of computers pre and post test
  - o Workkeys is a standardized test by ACT and remote testing information is still pending
  - o Students will be required to sign a COVID-19 waiver release form

Delivery of Instruction

Wallace Community College's Adult Education Department is in the process of creating hybrid and online courses for all teachers. Instructional delivery methods are as follows:

- Virtual Classrooms: The utilization of free Conference platforms such as Zoom, Microsoft Teams, Skype, Canvas, etc.
- Individualized tutoring over the phone
- Digital Work packets and "snail" mail work packet. Again, self-paced online line learning platforms through their smartphones (time on task is recorded by the programs. This allows us to capture their hours for data reporting).
- Self-Learning: out of date GED and ESL prep books are stacked in the AE lobby for students to pick up for personal use

Courses

Synchronous, asynchronous, and hybrid options will be available. Courses will be departmentalized by subject area. Offline access to Essential Education will be available to students in correctional facilities. Courses are being built and created using the Canvas LMS

system in the following areas of study (**Please note: Additional courses can be added on an "as needed" basis**):

- Math
- Reading and Language Arts
- Science
- Social Studies
- Employability/ Workplace Skills
- Digital Literacy
- Test Taking Strategies
- Academic Support in Reading and Math

AE will continue to utilize the following platforms:
1. Burlington English
2. Essential Education
3. Google Classroom
4. Canvas Classroom
5. Khan Academy
6. Rosetta Stone
7. Northstar Digital Literacy

Technical Support

- Adult Ed students can park in the AE parking lot and access Wi-Fi data through our AE Kajeet router. Students have been provided access information.
- Instructors have been made aware of the free internet access from area providers, and the fact that students can use their smartphones as a hotspot.
- Students will check out AE Chromebooks and laptops (must sign the ACCS designated liability form)

Additional Guidance/Considerations

- **Addendum to Enrollment Forms-**Remote instruction clause will be included in enrollment forms to inform participants of the potential to require a transition to remote instruction.
- **Addendum to Contract for Instruction-**Contracts will include a clause to inform partners of the potential to require a transition to remote instruction.
- **Virtual and/or Face-to-Face Office Hours-**
    - Office hours (prior to Thanksgiving): students and partners can schedule appointments with the office staff through Bookings powered by Microsoft Apps and will meet in classrooms to maintain 6-ft. distancing guidelines.
    - After Thanksgiving and in the event students move to remote learning sooner than Thanksgiving, all AE employees will continue to maintain regular on-campus office hours (M-Th 7:30 am - 4:30 pm, Friday 7:30 am – 2:00 pm).

- **Reduction of Students in Labs-**Students will maintain social distancing in all classrooms and labs, and class numbers will be adjusted, if necessary, to ensure social distancing.

- o **Off Campus Locations-**The College will review all health and safety protocols of off-campus locations and will utilize the most stringent protocols.

Communication

The College established a COVID-19 Response Team to develop and implement plans to address the Coronavirus outbreak and its impact on WCCD. This team meets as needed to modify the plan and ensure that it is appropriately communicated.

The College created Coronavirus webpage on our website, and this webpage is updated as needed. The webpage includes a *Frequently Asked Questions FAQ* link as well as relevant information and pertinent COVID-19 positive reporting requirements. https://www.wallace.edu/about_wcc/coronavirus_information.aspx

The College uses email to communicate with employees and students. Campus Cast and Blackboard are also used to communicate with students. In addition, social media (Facebook, Instagram, Twitter, etc.) will be utilized to share information with stakeholders.

The Director of PR and Marketing contacts media outlets as necessary (radio, print, television) with the most current updated information relating to the College's response to COVID-19 as mandated by the Alabama Community College System, State, and federal agencies.

Campus signage has been posted to inform the public and direct employees, students, and visitors regarding College services.

The College continues to employ virtual meeting opportunities as possible through WebEx, Microsoft Teams, and Zoom.

The College is currently in the process of redesigning our website and plans to include a virtual tour of both campuses.

Travel

The College will continue to monitor travel of staff. All travel at the College is limited to that which is essential. All Deans requesting travel for their staffs will be required to submit a justification explaining the need for the travel and an assurance that travel activities cannot be completed through virtual means.

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

WALLACE COMMUNITY COLLEGE-DOTHAN ("the College") has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **attending the College, participating in College-led classes, trainings, labs, or activities could increase** your risk of contracting COVID-19.

_____

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind), that I may experience or incur in connection with my attendance at the College or participation in College activities ("Claims"). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand

and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

_____

Signature of Student   **Date**

_____

Print Name of Student

Signature of Parent/Guardian (if Student is under 18)   **Date**

Print Name of Parent/Guardian (if Student is Under 18)

COVID-19

ACTIVE SCREENING QUESTIONNAIRE

Your health and well-being are of the upmost importance and we are taking measures to keep the college a safe environment for both students, employees, and the public. Therefore, anyone coming into the college dormitory will be screened and part of our screening process will include taking their temperature and asking the following questions.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?

      ___YES ___NO

2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?

      ___YES ___NO

3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?

      ___YES ___NO

4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?

   ___YES ___NO

5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?

   ___YES ___NO

6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?
(Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes)

   ___YES ___NO

If the individual answers YES to any of the questions, they will <u>not </u>be allowed entry, unless and until determined otherwise by a designated College official.