Wallace Community College-Dothan (WCCD)

Spring College Operations Plan

February 25, 2021

Wallace Community College-Dothan (WCCD) provides notification for the Spring *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.**

Spring Semester 2021 begins at WCCD on January 11, and the College will be operating on the Modified Access, or Yellow phase as identified in *MEMO-EXE-059*. Per ACCS Chancellor Jimmy Baker, all employees will physically return to their full on-campus schedules by February 8, 2021.

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.
- Contracted janitorial services will 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 *Safer at Home Order*.

Education for Faculty, Staff, and Students on Safety Measures

All employees will receive a link to the Spring Operations Plan.

All students will be provided with the Spring 2021 safety measures through student email and through course information.

Spring 2021 safety measures will also be posted on the College's COVID-19 webpage located on the WCCD website.

https://www.wallace.edu/campus-life-resources/covid-19-information/

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 sanitized after each class use.
- Additionally, at night these high-traffic areas will be fogged to ensure that all surfaces are free of pathogens. 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. 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.
- It is recommended that all students and employees wash their hands frequently and keep them away from their face. (There is no statement in the above information it is in the below paragraphs).
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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.
- 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.

- 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 *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 one washable face masks to full-time and part-time employees during normal business hours.
- 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
- Days will be identified at the beginning of the semester for mask distribution to students.
- Any student that needs a mask after this date can request a mask at the book store on each campus.
- 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.
- 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 in their household 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;
    - Should a faculty/staff or student arrive to campus/work exhibiting signs/symptoms of COVID-19, institutions should ask the person to leave campus and consult a healthcare provide before returning to campus/work;
    - 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

- Student Affairs is responsible for implementing contact tracing protocols if a student with a positive COVID-19 test has been on campus.
- Human Resources (HR) is responsible for implementing contact tracing protocols if an employee with a positive COVID-19 test has been on campus.
- The College will follow protocols listed in *Memo 2021-EXE-010*
- 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:

Covid-19 positive cases and direct exposures will be reported to ACCS using the established notification processes and will follow *MEMO 2021-EXE-010* regarding return to work/campus guidelines.

Persons WITH Positive COVID-19 test results returning to campus/work:
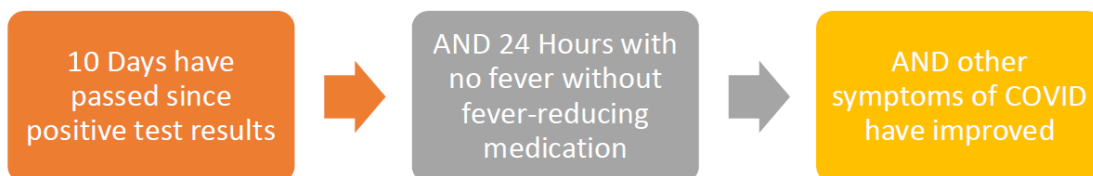
The following CDC guidance should be utilized when providing guidance to students, faculty/staff returning to work and/or campus.

1. **Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
   - At least 10 days have passed *since symptoms first appeared,* **and**
   - At least 1 day (24 hours) have passed *since recovery* defined as the resolution of fever without the use of fever-reducing medications **and** improvements in respiratory symptoms (e.g. cough, shortness of breath)

2. **Persons with COVID-19 who have not had <u>any</u> 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 first positive test. If they develop symptoms, then the symptom-based strategy listed in 1. Above should be used.

3. **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) have passed *since recovery* defined as the resolution of fever without the use of fever-reducing medications **and** improvements in respiratory symptoms (e.g. cough, shortness of breath), **and**
   - Individual has received clearance from a healthcare provider (e.g. physician or mid-level provider) that he/she may return to work/campus.

Quaratine for Persons with Laboratory Confirmed Test results

| 10 Days have passed since positive test results | → | AND 24 Hours with no fever without fever-reducing medication | → | AND other symptoms of COVID have improved |

**CDC recognizes the following information:

If you had severe illness from COVID-19 (you were admitted to a hospital and needed oxygen), your healthcare provider may recommend that you stay in isolation for longer than 10 days after your symptoms first appeared (possibly up to 20 days) and you may need to finish your period of isolation at home.

> ***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)

If you have recovered from your symptoms after testing positive for COVID-19, you may continue to test positive for three months or more without being contagious to others. For this reason, you should be tested only if you develop new symptoms of possible COVID-19. Getting tested again should be discussed with your healthcare provider, especially if you have been in close contact with another person who has tested positive for COVID-19 in the last 14 days.

<u>Per the CDC and ADPH,</u> **retesting is not recommended within 3-months after the date of symptom onset for the initial COVID-19 infection.**

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.

<u>**Persons with EXPOSURE to laboratory-certified positive COVID-19 (excluding people who have had COVID-19 within the past 3 months)**</u>

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 an initial (first) 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 14-day isolation period. If the individual tests positive during the 14-day isolation period the guidance above for persons with positive CO YID- 19 results would apply.

3. **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.

Exceptions to Quarantine Requirements (e.g., persons who meet the following requirements do not need to quarantine):

   • People who tested positive for COVID-19 within the past 3- months and recovered do not have to quarantine as long as they do not experience any symptoms.
   • People who have been in close contact with someone who has COVID-19 are not required to quarantine if they meet **ALL** of the following criteria:
      • Are fully vaccinated (e.g. greater than or equal to 2 weeks after second dose in a 2-dose series or one dose of a single- dose vaccine).
      • Are within 3 months following receipt or the last dose in the series.
      • Have remained asymptomatic (e.g. no symptoms) since the current COVID-19 exposure.

The above guidance is based on Chancellor MEMO-2021EXE010.

Instructional Services

Delivery of Instruction

1. **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.

Dual Enrollment (DE) Classes

Students registered for classes on campus will follow the instructional mode of the class they are enrolled in (online, hybrid, or face-to-face).

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. Academic courses will be offered in a traditional, face-to-face format.

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.

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 be on campus for their full work schedules beginning February 8, 2021.

Provision of Library Services

Hours

The tentative hours for the LRC on the Wallace 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 – 12:15 pm. The tentative hours for the LRC on the Sparks Campus are Monday – Thursday from 7:30 am – 4:30 pm and on Friday from 7:30 am – 11:00 am. 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.
- 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		
– Continue the delivery of services in the office. Practice staggered schedule of staff personnel when necessary 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 at all times, limit interactions to 15 minutes or less for in person communication, 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 periodically.	– Continue to promote the health and safety of staff and students as a paramount concern for administrators. – Use 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 student survey Spring 2021 to gather information to

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
	⊢ 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.	adjust accommodations and/or ways to meet students' needs.
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 requiring 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 when possible.	– Limit 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		

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
– 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 from the office – Practice staggered schedule of staff personnel when necessary to minimize ongoing contact.	-- Practice of 6-15-48 rule. – 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.	– 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. – Erect signage emphasizing virtual appointment as the best means to contact staff. – Utilize QR Code that will enable students to access virtual appointments using their smart devices. – Use 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 practice of staggered schedule for staff personnel when necessary 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 will receive deep cleaning. – 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 the administrators. – Strategically, advertise virtual appointments for students via social media, texting, flyers,

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
	– 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.	announcements, and other platform used by students. – Erect signage emphasizing virtual appointment as the best means to contact staff. – Use QR Code that will enable students to access virtual appointments using their smart devices – Use 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		
– Services such as campus tours to other colleges may 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. – Erect signage emphasizing virtual appointment as the best means to contact staff. – Use QR Code that will enable students to access virtual appointments using their smart devices – Use 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	– 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	– Strategically, advertise virtual appointments for students via social media, texting, flyers, announcements, and other platform used by students. – Erect signage emphasizing virtual appointment as the best means to contact staff.

Departmental Procedures	Safety Protocols	Communication Plans and Accommodations
students/parents to Microsoft Bookings to schedule a virtual appointment. The staff's direct phone numbers will be listed on 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 due to travel restrictions.	ensure proper social distancing guidelines.	

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 as Next Step Guide for Admissions.

- **STEP 1. Apply for Admissions**
  Submit an Application for Admission. For help navigating the online application, please watch this short video.

- **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 3. Submit official transcripts**
  Have your high school, the appropriate GED agency, and if applicable, previous college(s) to submit official transcripts.

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

- **STEP 5. Submit Placement Scores**
  Submit your ACCUPLACER or ACT scores. If you do not have these scores, schedule an appointment to take the ACCUPLACER Inventory.

- **Step 6. Register for Classes.**

Students will utilize MyWCC (OneACCS) to register for classes. This video will help you navigate that process. For further assistance registering for classes, please click here to make an appointment with our Counseling and Advising team.

- **STEP 7. Pay Tuition and Fees**
  View our "How Do I Pay for Classes" page for deadline and information on how to pay your tuition and fees.

Workforce Development

Delivery and Proctoring of Assessments

1. GED testing: in-person testing at the Gary Hall testing lab.
2. TABE/GED proctored 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

WFD will offer face-to-face and hybrid instruction and will continue to utilize the following platforms in the courses:

1. Blackboard
2. Microsoft Teams

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 Training-**Contracts will include a clause to inform partners of the potential to require a transition to remote instruction.
- **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.
- **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:

GED Testing: in-person testing in the Testing Lab at Gary Hall

- TABE/GED Ready/Northstar Digital Literacy tests: proctored by trained AE staff for AE students and Workforce Development students.
- Workkeys Testing: By appointment only
    - Location: Sparks and Wallace Campus
    - Maximum number of testers: 5 (social-distancing and masks required)
    - Disinfection of computers pre and post test
    - Students will be required to sign a COVID-19 waiver release form

Delivery of Instruction

Courses

Synchronous, asynchronous, hybrid, and face-to-face 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

- 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 Instruction-**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: 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.

- 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.

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 (This link doesn't work)](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.

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.