Wallace Community College-Dothan (WCCD)

Summer College Operations Plan

May 20, 2021

Wallace Community College-Dothan (WCCD) provides notification for the Summer *College Operations Plan* detailed below. **The *Plan* is conditional and is based on the published guidance phases issued by 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.**

Summer Semester 2021 begins at WCCD on May 24, and the College will be operating on the Full Access, or Green phase as identified in *MEMO-EXE-059*. Per ACCS Chancellor Jimmy Baker, all employees returned to their full on-campus schedules in February 2021.

Health and Safety

Overview

Social distancing guidelines will be in place, as appropriate. Departments will identify and implement appropriate protocols for their areas if necessary. 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.
- Contracted janitorial services and maintenance will sanitize instructional areas daily to promote a healthy environment.
- Plexi-glass partitions will be in high-traffic areas such as Admissions and Financial Aid and other identified areas.
- Masks will be encouraged as appropriate for an individual's health situation.

Education for Faculty, Staff, and Students on Safety Measures

Faculty, Staff, and Students are expected to adhere to social distancing guidelines and follow hand hygiene protocols. All employees will receive a link to the Summer Operations Plan. All students will be provided with the Summer 2021 safety measures through student email and through course information. Summer 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/

Masks

Masks will be encouraged. All employees, students, and visitors will be encouraged to wear a mask based on their individual health situations. Signs will be posted on all entry doors stating that masks are encouraged at the College.

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 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;
    - 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

- 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 EXE-065* along with updated CDC guidance
- 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 2020-EXE-065* regarding return to work/campus guidelines.

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

1. At least 10 days have passed since symptoms first appeared or since positive test results, AND
2. At least 24 hours with no fever without fever-reducing medication, AND
3. Other symptoms of COVID-19 are improving.

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
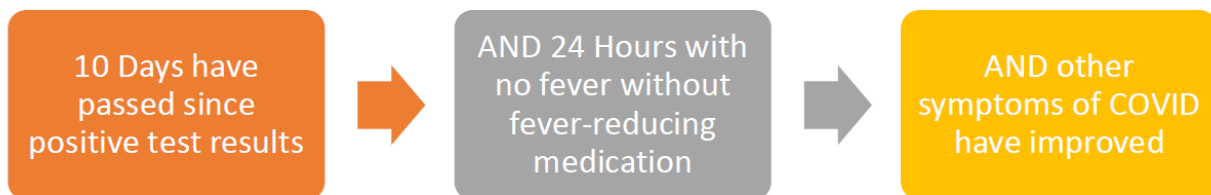
**CDC recognizes the following information:
Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

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.

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.

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.

**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 <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 positive test.

- If they develop symptoms, then the symptom-based strategy listed in 1 (above) should be used.

<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 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 10 days following the last exposure to the positive case.
  - Daily symptom monitoring must not show any clinical evidence of COVID-19 throughout the full 10 days of quarantine.
  - Daily symptom monitoring must continue through Day 14 and testing should be considered with any of the following symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Should the individual receive a negative test result, self-quarantine of 7 days, only if the negative test results were obtained on day 5 or after from the date of the exposure
  - Daily symptom monitoring must not show any clinical evidence of COVID-19 throughout the full 7 days of quarantine.
- Daily symptom monitoring must continue through Day 14 and testing should be considered with any of the following symptoms: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

3. **Guiding Principles for Fully Vaccinated Faculty, Staff, Students and Visitors:**

- For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥2 weeks after they have received the second dose in a 2-dose series, or ≥2 weeks after they have received a single-dose vaccine.

- Fully vaccinated people with no COVID-like symptoms following an exposure to someone with suspected or confirmed COVID-19:
  - Most fully vaccinated people with no COVID-like symptoms do not need to quarantine, be restricted from work, or be tested following an exposure to someone with suspected or confirmed COVID-19, as their risk of infection is low.
  - However, they should still monitor for symptoms of COVID-19 for 14 days following an exposure.
  - Exceptions where testing (but not quarantine) is still recommended following an exposure to someone with suspected or confirmed COVID-19 include:
    - Fully vaccinated residents and employees of correctional and detention facilities and homeless shelters.

- <u>Fully vaccinated person with COVID-like symptoms following an exposure to someone with suspected or confirmed COVID-19</u>:
    - Although the risk that fully vaccinated people could become infected with COVID-19 is low, any fully vaccinated person who experiences symptoms consistent with COVID-19 should isolate themselves from others, be clinically evaluated and tested for COVID-19
    - The symptomatic fully vaccinated person should inform his/her healthcare provider of vaccination status at the time of presentation for care.

Quarantine for person with exposure and no symptoms

*If symptoms develop at any point, isolate and get tested.

EXCEPTION TO QUARANTINE GUIDELINES:
- Documented, fully vaccinated individual with no COVID-like symptoms

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).

For employees who have a documented necessity for quarantine, remote work will be allowed if the individual is able to provide a productive full work schedule during their normal business hours.

If an individual is unable to perform his/her full productive work schedule during normal business hours, his/her own leave will need to be submitted (Annual, Sick, Personal or Comp Time leave could be utilized).

Instructional Services

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

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.

Faculty Office Hours

Faculty office hours will be completed on campus.

Admission, Financial Aid, and Registration Processes for Students

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.

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/COVID

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.