



REOPENING PLAN

Instructional/Operation Services ~ Fall 2020

This document details the Fall 2020 Reopening Plan for Gadsden State Community College instructional programs and operational services. This plan is a *measured reopening* based on **modified** (yellow) access (Chancellor's Memorandum #2020-EXE-059). Furthermore, the disease prevalence of COVID-19 is a fluid situation that may require a change in instructional and operational plans based on published guidance issued by the Alabama Department of Public Health, the Centers for Disease Control and Prevention, the Office of the Governor of the State of Alabama, and the Alabama Community College System Chancellor.

Plan Objectives

1. Ensure the health and safety of each Gadsden State employee, student, and visitor.
2. Educate employees, students, and the community on protocols and procedures designed to mitigate risk of disease transmission.
3. Detail implementation guidance and disinfection protocols.
4. Reiterate social distancing, personal protection equipment (PPE) procedures, and recommended preventative health protocols.
5. Provide a roadmap to transition from highly restrictive access to normal access depending on the prevalence of the disease.

Guiding Principles for Return to a *Modified Access* Instructional Delivery

Timeline and Planned Actions

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|-----------------|---|
| August 13, 2020 | <p>GSCC campuses will reopen for registration, advisement, financial aid services, and check-in to the Residence Hall on August 13, 2020 in a modified access mode.</p> <p>All employees will return to work in accordance with the work schedule established by the supervisor and approved by the deans. Social distancing will be maintained.</p> <p>A remote instruction clause has been placed in the College's registration system to alert students that an increase in COVID-19 disease progression may result in a transition to alternative instruction during the fall semester.</p> |
| August 28, 2020 | <p>Fall Convocation will be delivered virtually (<i>date subject to change</i>).</p> |
| August 19, 2020 | <p>In-person, on-campus instruction will begin in Fall 2020 and will include those courses/programs that require hands-on assessment of skills/technical competencies, clinicals, and/or work-based learning experiences.</p> |

The majority of general education courses, as well as theory-based courses in CTE and Health Sciences, will be offered completely online.

Live-streaming classes will be provided when equipment and instructor expertise allow to maximize student engagement and ensure social distancing.

When in-person class sections are necessary, they will be offered in a split hybrid format. Half of the class meets in person one day a week and the other half of the class meets in person the second day of the week. All course content will be online, and students will take class online when they are not attending in person. This will allow for six-foot social distancing and ensure courses have also been fully developed in an online format, if a quick transition to completely online instruction becomes necessary.

In-person science classes with labs, all lecture will be in an online format, and labs will be in a split hybrid format: half of the class will conduct labs one day and half of the class the other day to ensure six-foot social distancing. If necessary for adequate social distancing, class capacity will be decreased.

On-campus instruction in any area where social distancing is not possible will be relocated or not available unless state guidance is amended and COVID-19 continues to decline.

All instructors will maintain virtual office hours. Office hours will be submitted to supervisors for approval and then posted in Blackboard courses for students.

Division chairs and program directors will develop a schedule for instructors to ensure social distancing in close office spaces. Not all instructors will be in office suites at one time, unless the area is large enough for continuous six-foot social distancing.

Athletic programs will follow NJCAA guidelines, implement the tracking app, and conduct temperature checks of each student-athlete before practices and games (home and before departure for away games).

All syllabi will contain the following statement: *In the event Gadsden State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This 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 your course instructor at [enter contact name and information as applicable].*

Meadows, Ayers, and Cherokee libraries shall be open for students to use computer labs and other resources. Computer areas will allow 50% capacity for social distancing (minimum of six feet apart) and student safety. Libraries are closed to the general public. Employees clean each computer mouse, keyboard, and screen as well as desk surfaces after every use. In addition, counter shields are positioned at the circulation desks. Librarians as well as online library resources will continue to be available to students. Curb-side pick-up and drop-off will be available.

Classrooms, auditoriums, office suites, and all other open areas will be limited to 50% capacity or less to allow for six-foot social distancing.

In-person faculty advisement and other meetings with students will not be conducted in the faculty office, but in a large conference room or classroom to ensure six-foot social distancing. Preferably, advisement and all other meetings with students will also be conducted by phone, e-mail, or Zoom or Collaborate meetings.

If required by the COVID-19 situation, courses will transition to a completely online format. Instructors of in-person course sections will develop corresponding online materials to ensure an easy transition to a completely online environment, if that should become necessary, and to assist students who may be unable to attend in-person due to COVID-19.

Professional development will continue to assist faculty with transition to the online environment, including but not limited to the following: access to Go2Knowledge webinars and videos, instructional emails sent out from the Teaching and Learning Center (TLC), in-house virtual training sessions, and the assistance of the online faculty task force.

Health Sciences: Computer testing from home will be continued for large cohorts. Cohorts less than 25 may use computer labs and space each computer six feet apart. Computers and desktops will be sanitized after each use, and the computer lab locked.

Orientation for new students will be delivered virtually to the students' campus e-mail.

1:1 skills practice/validations will be completed by appointment for a 20-minute time slot, employing six-foot social distancing, masks and handwashing/hand sanitizing. Students may not come early for appointments and must leave campus once the validation is complete; no congregating will be allowed. Faculty will disinfect manikins between uses.

Career Technical Education: Labs will be taught on-campus following social distance guidelines and procedures.

In addition to the Guiding Principles, Career Tech instructors will fill out COVID-19 safety checklists for each lab area to make sure safety measures specific to COVID-19 are in place.

If social distance cannot be maintained in Career Tech lab areas, labs will be split into multiple sections.

Adult Education, likewise, will be conducted with social distancing and hybrid classes. TABE testing will be accomplished with social distancing procedures and limited contact.

Skills Training will be conducted with hybrid online instruction and a modified schedule to limit contact and maximize social distancing.

November 20, 2020

All in-person, on-campus instruction and labs will be completed prior to Thanksgiving week. Modifications will be made in the class schedule to provide opportunities for all labs and/or hands-on instruction to be completed prior to November 20. Any student who does not complete required competency assessments prior to this time will receive an incomplete. Instruction and exams after Thanksgiving week will be conducted online through Blackboard, Collaborate, and virtual exam proctoring.

Off-campus clinicals, preceptorships, and apprenticeships (work-based learning) may continue until the end of the regularly scheduled semester.

Employee & Student Supporting Guidance

Communication

Students shall continue to receive messages through Blackboard, emails, Collaborate/Zoom meetings, social media and the College website.

Professional Development

Faculty training related to online instruction; all employee training on COVID-19, Pandemic Procedures Guide, Pandemic Action Plan, virtual conferences, email, updates, etc.

Decision Diagrams

Decision Diagrams developed for COVID exposures, potential exposures, symptomatic presentations, +COVID test results, high-risk individuals, etc.

COVID-19 Liaisons

Employee and student COVID-19 liaisons were named with contact information disseminated through emails and the College website. Questions related to COVID-19 exposures, recommendations for seeking health care consultation/treatment, return to work/campus/class should be referred to the following liaisons who will provide guidance based on the decision diagrams derived from ACCS, CDC, and ADPH guidance (see Attachment A):

- Kim Cobb, HR Director, is the employee liaison
- Kelley Pearce, Associate Dean of Enrollment and Retention, is the student liaison

Facility Protocols

All buildings have designated entrance and exit doors and floor markings (or directional signage) to indicate traffic flow. These plans are posted on the College COVID-19 webpage. Professionally developed signage clearly marks the traffic flow with reminders to maintain social distancing, observe strict handwashing, and requirement to wear masks covering the nose and mouth. Everyone entering a building must sign a log (including name, time of entry, phone number, and area(s) to be visited). This log will allow for contact tracing should an employee, student, or visitor test positive for COVID-19.

All classroom/labs furniture and/or stations will be arranged so students are six feet apart. All furniture will be arranged so that students are facing toward the front of the room and not toward each other. Students will have assigned seats. Maximum capacity is calculated for each classroom/lab to ensure the protection of faculty, staff, and students. Use of elevators is prohibited except for those with mobility issues, and access is limited to one person at a time. Communal areas, such as lounges, study halls, etc., are closed.

Cleaning protocols have been enhanced due to COVID-19 (see Attachment B). Entrance/exit doors of facilities are being sanitized at least twice per day. Cleaning chemicals being utilized comply with the current CDC list of approved chemicals. Water fountains have been shut off. Skills equipment, desktops, and computers are being sanitized by faculty between uses. Classroom tables, desks, and chairs are to be cleaned by faculty between each class. Each employee is now cleaning his/her work space (desk, phone, door handles, light switches, etc.) upon arriving to work and upon departure.

Student Waivers

Students are signing waivers indemnifying ACCS of any legal action as a result of participating in in-person instruction. Instructors will ask students to sign the waiver and record it on their phones. Waivers are being sent to instructional deans who submit them to student services to be scanned and placed in students' files. Waiver forms collected in the grant programs will be sent to the appropriate instructional dean if the student is registered in a GSCC course. Waivers signed by other grant program students will be housed in the Dean of Institutional Effectiveness, Grants, and Special Projects office and a copy placed on the College's shared drive.

Preventative Measures

Students, faculty, and visitors are required to wear masks on College premises whenever a six-foot distance cannot be maintained. All employees are directed to respond to students without a mask as follows:

- Remind the student that masks should be worn at all times in which social distancing cannot be observed (six feet between individuals).
- Provide the student with a mask as long as College supplies are adequate; if not, instruct the student to come to campus with a face covering or mask.
- If a student refuses, take his/her name and contact information for contact tracing.
- If students are in lab settings (CTE or health sciences), the instructor will ask the student to leave to protect the safety of other students.

Social distancing (a minimum of six-feet) is encouraged in all settings whenever possible. If the teaching environment (CTE and Health Sciences) requires closer contact, masks must be properly worn at all times. A six-foot distance will be maintained between faculty and students at all times.

Handwashing and hand sanitizing will be frequently encouraged. Washing for a minimum of 20 seconds with soap/water is necessary to reduce transmission of infection. Hand sanitizer will be available in classrooms.

All students and employees will have temperatures checked upon arriving to campus in compliance with the "Temperature Screening Policy/Procedure" (see Attachment C). If the temperature is 100.4° F or greater, the student or faculty member will leave campus and comply with requirements for return to work/campus/class (Chancellor's COVID Plan, MEMO-EXE-047/048). GSCC personnel will be trained on proper technique for using an infrared thermometer.

The health screening questionnaire will be posted on every building entrance (see Attachment D) to allow for self-assessment for signs and symptoms of COVID-19. Sick employees and students are expected to report off work/class prior to the beginning of the workday or class and stay home. Employees/students will be asked to leave campus if symptoms develop after arrival and seek consultation from their health care provider.

COVID-19 Testing

Testing for COVID-19 is available in the College service area. Employees and students may be tested, based on testing criteria, at any of the following locations or testing may be provided by their health care provider.

Quality of Life Clinics: Students and employees may call (256) 490-3052 or 490-3503 for Quality of Life Health Service's COVID-19 testing information or access more information at <http://qolhs.org/COVID-19-public-announcement/>.

Calhoun County Health Department: Monday and Wednesdays Drive Through Testing, 8:30 - 10:30 a.m. Free of charge.

Etowah County Health Department: Tuesday, Wednesday, and Thursday Drive Through Testing, 8:00 - 10:00 a.m. Free of charge.

Cherokee County Health Department: Tuesday Drive Through Testing, 8:00 - 10:00 a.m. Free of Charge, but testing is available only for individuals who are symptomatic.

Information on the **Alabama Testing Initiative** will be disseminated to students when released by the ACCS office. To date, nothing has been circulated.

Travel Restrictions

All travel requests will require strict review and must be essential. No travel outside the Continental United States will be allowed without the approval of the Chancellor.

Campus Events / Meetings

Limited on-campus events and activities will be scheduled only when social distancing and preventative health and safety measures can be achieved. Faculty meetings, committee meetings, and college-wide meetings will be delivered remotely through Collaborate or ZOOM.

Use of campus facilities by external entities will be highly restricted and must be approved by the President. The College will incorporate language in the Facility Use Agreement that addresses the possibility of the College's inability to fulfill the contractual obligation to a business or industry. The following will be added: *Impossibility Performance: Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitations, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.*

Housing and Dining Services

Fowler Hall will reopen for occupancy in Fall 2020 on August 13, 2020 with some restrictions due to the modified access guidance. The residence hall agreement has been revised to include language indicating that the residence hall may close should there be an increase in the number of cases of COVID-19. In the event that the residence hall is closed during the regular term, students will be refunded room and board on a prorated basis.

Since on-campus housing carries significant risk in a pandemic, students will be required to provide evidence of a negative COVID test completed within one week prior to moving into the Residence Hall. At present, no information has been disseminated to the colleges on the *Testing for Alabama* initiative. When information is disseminated to the College, it will be made available to our entire student population. This will be a viable option for students in our residence hall.

Suite assignments will be on a single occupancy basis with exceptions made in situations where students are already in close contact (e.g., athletes). If two students are assigned to a suite, the bathroom is shared. Students will be informed of their personal responsibilities for health and safety in the Residence Hall Handbook. Restricted/reduced assignment of Residence Hall suites will result in lost revenue.

The Residence Hall Director will contact students beginning July 31, 2020 to schedule a move-in appointment date/time. Students will be allowed to move in during scheduled time beginning August 13, 2020. Access to the residence hall will be limited to student residents. No visitors will be allowed. Students will sign in and out of the facility beginning August 13, 2020, and all health and safety requirements will be strictly enforced including temperature checks at entry point as well as health screening for signs/symptoms of COVID-19.

Residents will be required to participate in a Blackboard Orientation to On-Campus Living session prior to their scheduled move-in appointment. This session will provide students with information on health and safety requirements while living on campus including signs/symptoms of COVID-19, handwashing, social distancing, use of personal protective equipment (masks), reporting requirements, and preventative health measures.

Students who are sick with symptoms related to COVID-19 must notify the Residence Hall Director of their symptoms. The student will be advised to practice social distancing and immediately consult with a health care provider. If the student has had close contact with someone who is COVID-19 positive, s/he will be advised to seek consultation with their health care provider. A medical release or a negative COVID-19 test will be required to return to campus/class. If released without testing, the student may return to campus. Close contact exposures and positive COVID-19 tests will be reported to the supervising Dean and the designated COVID-19 Liaison, Kelley Pearce. COVID-19 testing sites in Etowah County will provide free testing for students. In addition, all international students and athletes have purchased required health insurance which may pay for testing. GSCC will pay for COVID-19 testing in exceptional cases if the student has no other alternative.

Students with a positive COVID-19 test, will be required to move out of the Residence Hall. GSCC will not 'quarantine' a dorm student if they test positive; we do not have the extra rooms available within our one Residence Hall building to do so safely.

American students who test positive will need to immediately return to their home, or find other living arrangements off-campus. International students who cannot travel to their home country due to COVID-19 will work with the GSCC International Program Director/staff to find alternative housing off-campus (i.e. local hotel, or someone's home who is willing to let them stay for a short period), and ensure the student's needs are addressed. If an international student is hosted on a grant, the grantor typically pays for off-campus housing if a student is required to vacate the residence hall. GSCC will arrange and pay for short-term living arrangements for a maximum 14-day quarantine period, in exceptional cases where the student has no other alternative.

Dining services will resume in Fall 2020 with Sodexo. Sodexo (GSCC's food service contractor) has a plan that allows delivery of services while maintaining all of the new normal restrictions. Sodexo employees and delivery personnel will wear masks and gloves at all times, and temperatures will be checked each morning. All food and condiments will be served, rather than buffet. Salads will be pre-made. Drink machines will be manned by Sodexo personnel, rather than self-service. Appropriate signage and floor decals will be in place. Sodexo will use all disposable dishes, cups, and utensils. Tables will be separated and sanitized between each use. Sodexo personnel will regularly sanitize door knobs and other surfaces. Social distancing will be enforced, and ingress and egress will be clearly marked. Students will be asked to wear masks while traveling in and out of the dining facility. College administrators will regularly assess compliance with the new normal restrictions.

Student Services

All student services departments and offices will be open using a modified schedule Monday-Thursday 7:30 a.m. to 5:00 p.m. and Friday 7:30 a.m. to 11:30 a.m. Student Services staff members will work on-campus observing social distancing, mask requirements, work station sanitizing and cleaning, and hand hygiene recommendations. Protective plexiglas barriers/shields have been placed at all student services counters.

On-campus student services facilities will be limited to students and prospective students who have been cleared at the temperature checkpoint for access to campus. All visitors to student services facilities will be required to wear a mask covering the nose and mouth and sign the log-in forms.

Students seeking services from Admissions, Records, Testing, Enrollment Services and Financial Aid offices will be asked to also log in to the "Who's Next" system and provide a cell phone number. Recruitment activities will be accomplished virtually and in strict compliance with secondary school limitations on access. GED and other testing services will be available by appointment only.

Communication will primarily be through the student's GSCC email address and cell phone.

- **Admissions and Records** – an automated workflow is in place to communicate with students regarding admissions and records status which includes notification of missing admissions file elements and changes to registration status (drop for non-payment and no-show)
- **Enrollment Services** – an automated workflow is in place to provide students with information regarding completion of the admissions process and first term advising. Virtual advising to onboard students is in place.
- **Advisement Resource Center** – a communications protocol is in place to assist students who are identified as At-Risk or Early Alert. Advisors have a virtual advising protocol in place.

Travel between campuses will be restricted and must be approved by the Dean. Team and staff meetings for personnel on the various campuses and sites will be accomplished virtually.

Student activities will be limited and health and safety requirements will be strictly observed regarding social distancing, facial covering requirements, and group size.

Disability Services & Resources / ADA

ADA accommodations will continue. The accommodations for each currently enrolled DSR student will be evaluated, case-by-case, to determine the best method of continuing and/or implementing accommodations. With extended and quiet time, the instructor is normally able to arrange that in the classroom. Should the classroom not work, the student can test in a dedicated area in the ADA offices. For the online environment, students will have access to a computer lab and can submit an application for a loaned laptop. The ADA Coordinator will work closely with the Teaching and Learning Center or Student Support Services, if applicable. Interpreters will be used for hearing impaired students. Closed caption, and text-to-speech software is available for students with visual impairments.

As much as possible, accommodations will be submitted and implemented by email and telephone to limit in-person contact.

Workforce Initiatives / Adult Education / GED

All Adult Education (AE) students that cannot do “remote assessments” will be scheduled by appointment only to take their assessment test at one of three AE on-campus sites. The appointments provide us the ability to control social distancing with limited numbers of students that can be tested at any given time. These appointments are controlled by one administrative personnel.

AE has a detailed written “Remote Testing” policy letter in place to deliver remote assessment test proctoring. Remote assessment test proctoring can be extremely hard to administer based on the required standards that must be met in order to participate in remote testing. The most common issue with remote proctoring is the student’s need for adequate computer hardware and internet capabilities.

GED testing will be scheduled by appointment only. Every effort will be made to accommodate the student’s first request.

AE will be delivered through an on-line, distance learning mode. Currently, all AE instructors work from their home assisting students through numerous AE on-line programs designed to provide distance learning capabilities. Each on-line program has student tracking systems that document work completed and amount of time worked in the program. The instructors can determine the student’s performance and their knowledge of the material that they are studying. All AE students are learning on their individual needs and level of their abilities. AE instructors are provided the same guidance for off-campus classes as the on-campus policies for the College. Social distancing and all COVID-19 precautions are stressed and enforced.

Workforce development training will be delivered in online and hybrid format as appropriate to the teaching area. Students in work-based learning environments at non-college facilities will follow the COVID-19 guidelines and safety procedures of the partnering facilities. The faculty are well versed in the agency protocols and procedures and shall inform students of their responsibilities. Delivery of quality learning experiences as well as protecting the health and safety of students are primary considerations in student assignments.

The point of contact for AE questions or information is Johnny Baker, Director, at 256-490-3916; Jessica Johnston, Administrative Assistant at 256-832-1206; or Tina Pendley, Administrative Assistant at 256-439-6957. All workforce questions or information will be directed to Alan Smith, Dean of Workforce Development, at 256-549-8601.

Instruction/Operational Protocols by Access Level

While the GSCC Plan is built on a modified reopening (yellow), more restrictive access (orange) or even a campus closure with all instruction and business operations delivered remotely (red) remain as contingencies if the pandemic worsens. All precepts outlined in the Fall 2020 Plan will remain in place as stated or become more restricted as outlined in the planning elements that follow.

LIMITED ACCESS (ORANGE)

- No public access to campuses will be allowed. Student access will be restricted to essential in-person instruction. All faculty meetings, committee meetings, and college meetings will be held remotely.
- On-campus events and activities will be restricted to the Chancellor's approval. Wallace Hall, Beck Conference Center, and the Cherokee Center Arena will be closed to the public.
- Athletic events will be restricted to the Chancellor's approval.
- Essential/critical non-instructional personnel will have access to campus as needed to ensure business and operational continuity. When feasible, temporary remote work and/or flex scheduling will be utilized.
- Instructors will have access to campus if approved by the respective dean but will be expected to work remotely.
- All lecture and theory-based in-person classes will transition to online. Instructors of in-person instruction will have developed corresponding online materials to ensure an easy transition to a completely online environment.
- Online testing will be available with Respondus, Kaplan, and/or Collaborate.
- Health Sciences, Career Tech, and science labs will be allowed if necessary to achieve learning objectives with social distance protocols in place.
- Dining services will be pre-packaged and pick-up only.
- With Chancellor's approval, the Residence Hall will remain open with temperature checks and health questionnaire protocols.

RETRICTED ACCESS (RED)

- No public access to campuses will be allowed. No student access will be allowed.
- Essential/critical non-instructional personnel will have restricted access to campus as needed for business and operational continuity. All personnel should transition to remote work when possible and avoid coming to campus.
- All courses will immediately transition to remote operations with no on-campus instruction.
- No athletic or academic extracurricular activities will be allowed on campus.
- The Residence Hall and cafeteria will be closed. Students will be informed of the possibility of a campus closure at the beginning of the semester.
- All clinicals and work-based learning (internships, apprenticeships, preceptorships) will be suspended.
- Students needing 1:1 Health Sciences skills validations will receive an incomplete, until such time the validations can be completed on campus.
- Career Tech students needing in-person labs will receive an incomplete, until such time as these activities and assignments can be completed on campus.

NORMAL ACCESS (GREEN)

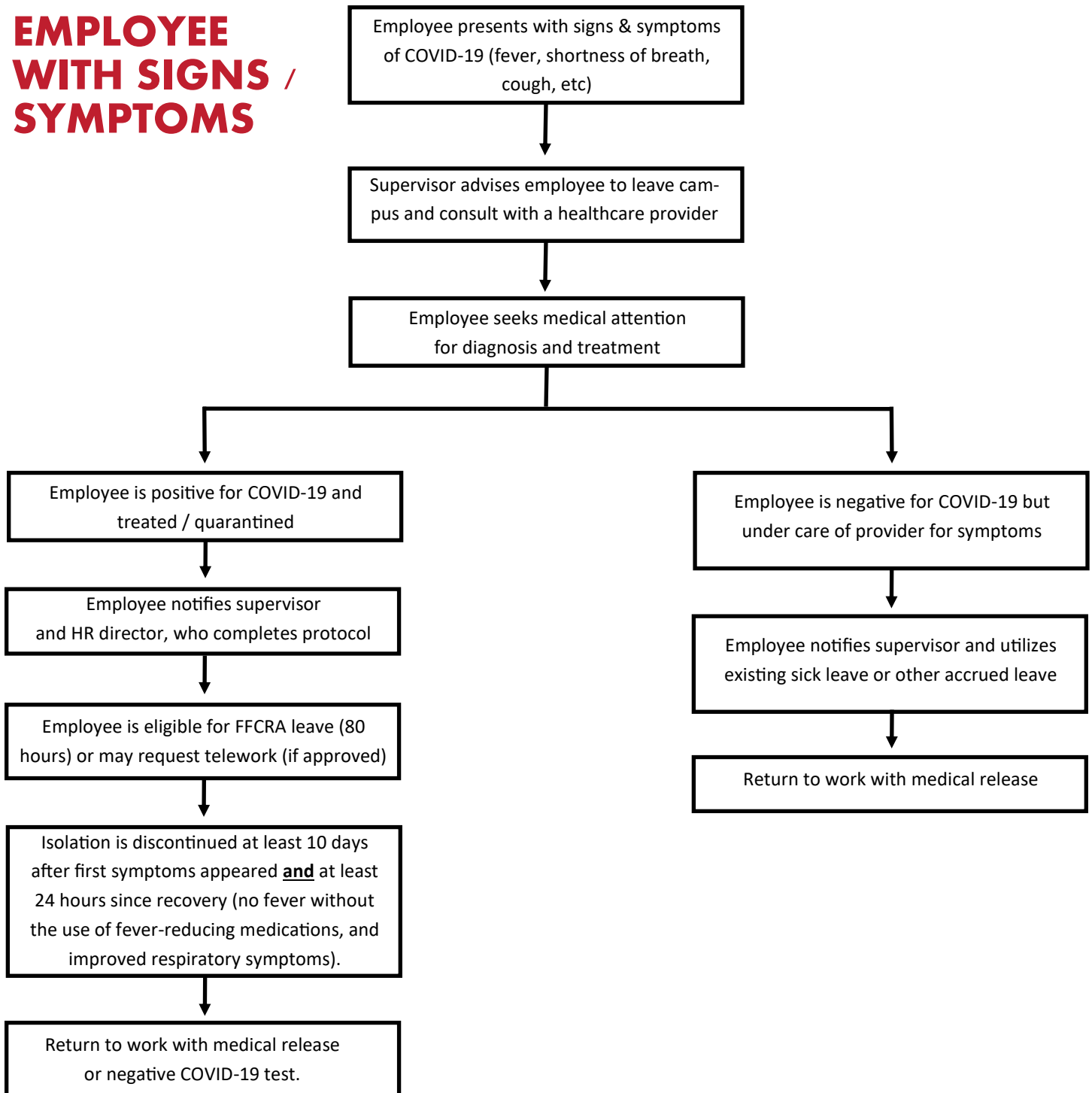
All College operations will return to a pre-COVID status for faculty, staff, and students.



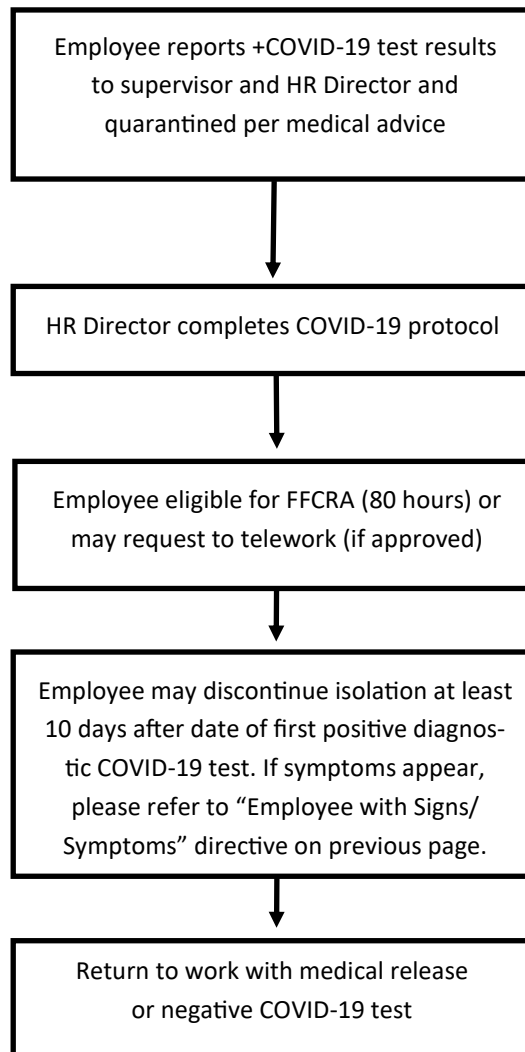
DECISION DIAGRAMS

ATTACHMENT A

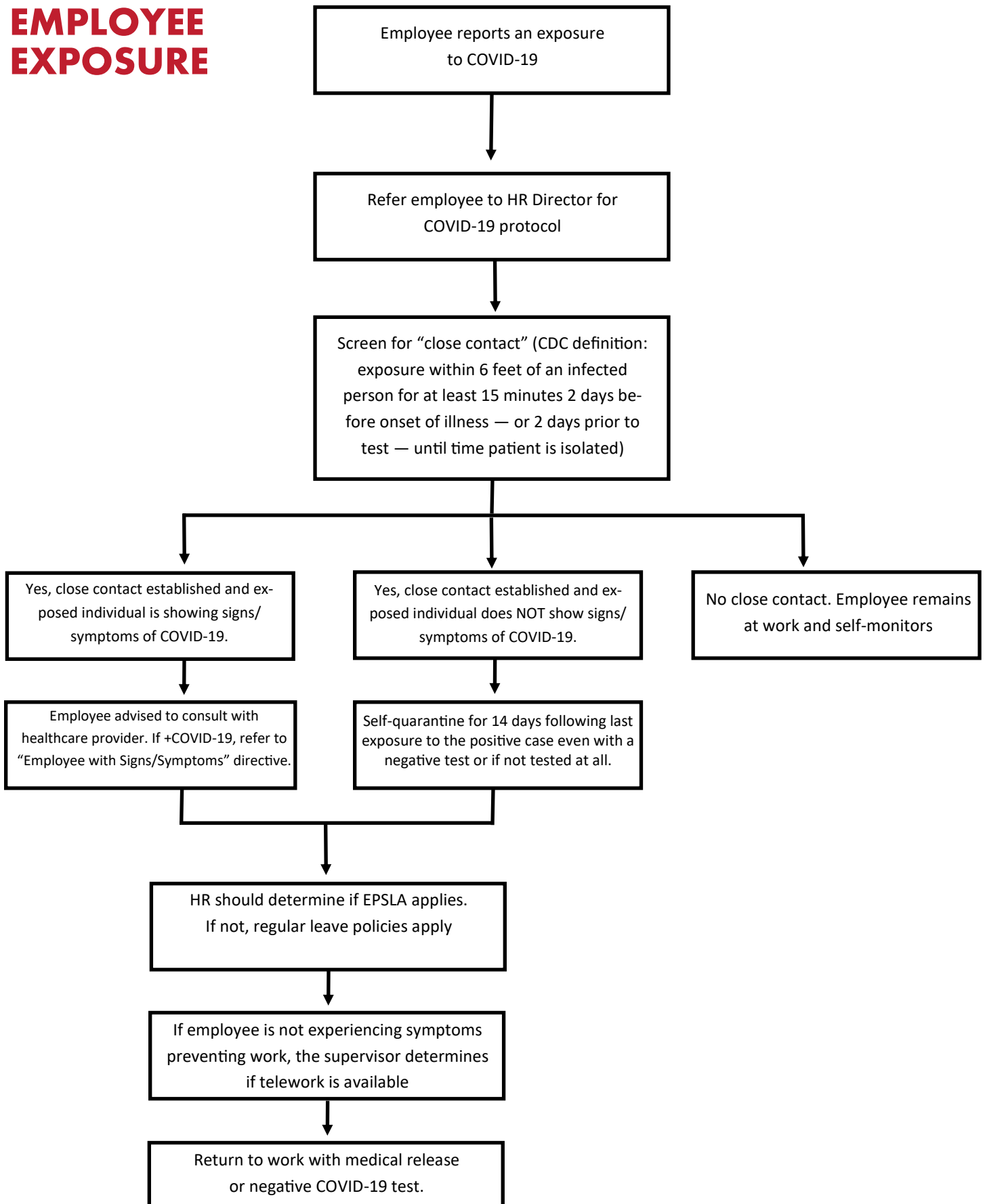
EMPLOYEE WITH SIGNS / SYMPTOMS



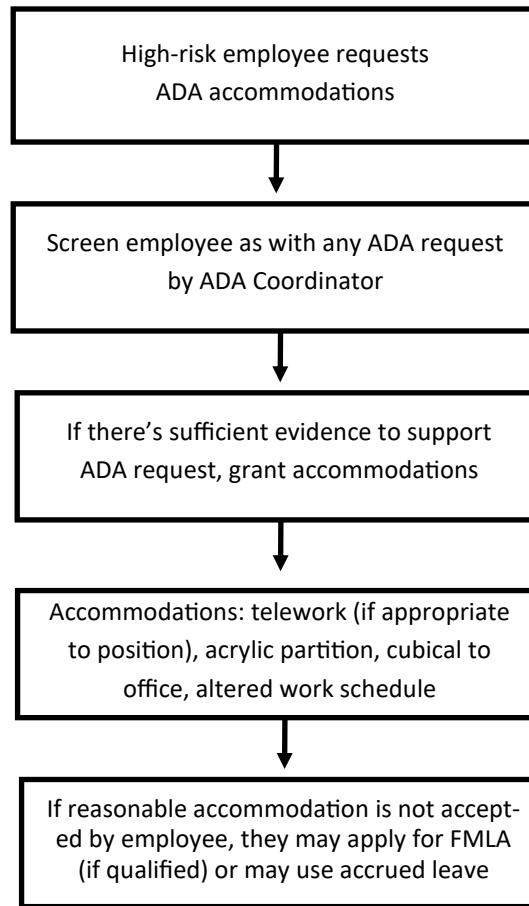
ASYMPTOMATIC EMPLOYEE WITH +COVID TEST



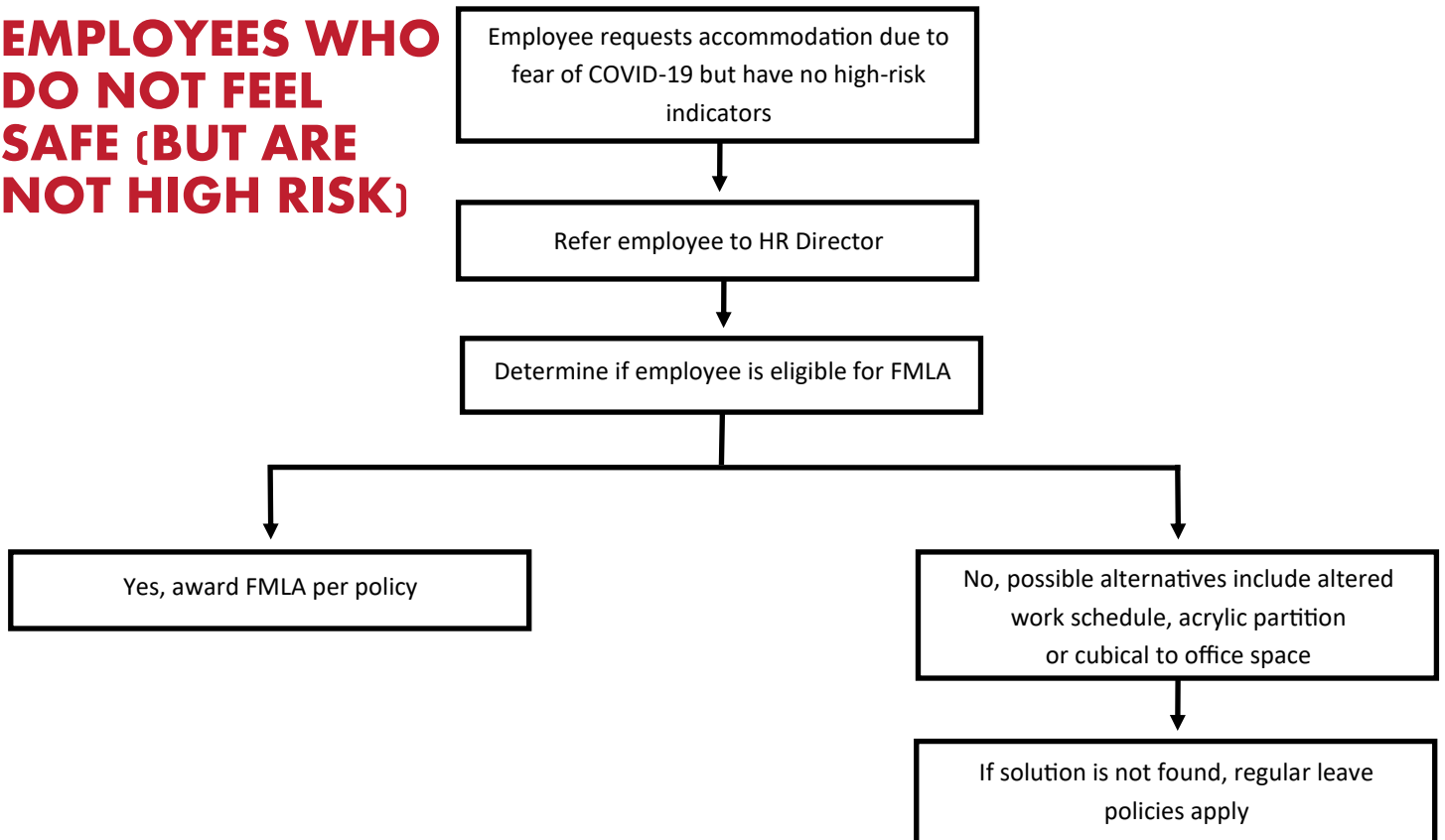
EMPLOYEE EXPOSURE



HIGH-RISK EMPLOYEES



EMPLOYEES WHO DO NOT FEEL SAFE (BUT ARE NOT HIGH RISK)





CLEANING PROTOCOLS

ATTACHMENT B

As previously stated in our prior plans, custodial and maintenance employees were all trained and certified to disinfect and sanitize of our facilities. The disinfectant we are using is approved by the CDC for use against SARS-CoV-2, the coronavirus that causes COVID-19. If either an employee or student test positive, the established protocol will be followed with additional cleaning and disinfecting being recorded and validated by a supervisor before that area is occupied again. Below is our general cleaning and disinfecting checklist.

Checklist for Cleaning & Disinfecting Facilities

- ⇒ **Clean and disinfect thoroughly by wiping down with disinfectant.**
 - The disinfectant we are using is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19.
 - Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection. Always make sure you have good ventilation during use of disinfecting products.
 - Custodial staff will wear disposable gloves to clean and disinfect.
 - Custodial staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) focusing especially on frequently touched surfaces.
 - High touch surfaces include: Flat surfaces including tables, desks, and countertops; doorknobs, light switches, handles, phones; keyboards, toilets, faucets, sinks, etc.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- ⇒ **Following the wiping down disinfecting process of all touch points, we will use equipment such as electrostatic sprayers, foggers, and misters to make sure hard to reach surfaces are not missed.**
 - Maintenance and Housekeeping staff have been properly trained and wear appropriate personal protective equipment (PPE) when using equipment such as electrostatic sprayers, foggers, and misters.
 - The chemical we're using is approved for use against SARS-CoV-2, the coronavirus that causes COVID-19, in our equipment.
 - Ensure surfaces remain visibly wet for the contact time specified on the product label.

- ⇒ **Following initial sanitization, we have intensified cleaning and disinfection efforts.**
 - Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label.
 - When available to purchase, provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, and remote controls) can be wiped down before and after use.
 - Ensure adequate supplies to support cleaning and disinfection practices.
 - Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.
 - Maintain adequate number of hand disinfectant stations in each building and keep them filled sufficiently.
 - Request employees to wear face covering when coming in and during their time in our facilities.
 - Request employees to clean their work area at a minimum of twice daily (beginning and end of their time at work area) with disinfectant wipes and/or disinfectant spray.
 - Periodically use our equipment such as electrostatic sprayers, foggers, and misters in all buildings as needed.



TEMPERATURE POLICY/PROCEDURES

ATTACHMENT C

PURPOSE

The purpose of this policy is to mitigate exposure to COVID-19 on Gadsden State Community College campuses and protect the health/safety of all faculty, staff, students, and visitors.

POLICY

Effective August 13, 2020, Gadsden State will begin temperature testing and will continue to test temperatures daily on all faculty, staff, students and visitors entering any Gadsden State campus in an effort to ensure that individuals with symptoms do not infect others. Individuals with a temperature reading 100.4° F or greater will be asked to exit the campus and consult with a health care provider. Return to campus/work will require a medical release or a negative COVID-19 test.

Color coded wristbands/stickers will be issued at temperature checkpoints to all students, faculty, and staff with a temperature less than 100.4° F. The color codes will change each day, and security will send an all employee e-mail to faculty and staff daily identifying the color of the day.

Individuals without proper clearance (a wristband/sticker) will be asked to leave the campus/ building until they can indicate that they are cleared.

Faculty, staff, and students will be notified per e-mail and social media to plan on coming to campus at least 15 minutes earlier than their usual time to accommodate the temperature checks.

Buildings where no classes are in session will be locked at 5pm.

PROCEDURE

Two methods of temperature checks **depending on campus location:**

- 1) Drive through temperature checkpoints
- 2) Building entry checkpoints.

1. Drive through temperature checks (Wallace Drive, East Broad, Ayers, Cherokee):

- Security will staff the temperature checkpoints from 6 am until 5 pm. Anyone, including faculty and staff, entering after 5 pm must notify 24-hour security for a temperature check prior to entering a building.
- Security will wear masks/gloves at all times.
- Students and employees will show their ID badge and be scanned in their cars.
- Visitors (prospective students) will state the purpose of their visit and destination.
- Individuals with temperatures reading less than 100.4° F will receive a wristband indicating they are cleared to enter the campus/buildings.
- Individuals with a temperature reading of 100.4° F or more will be asked to leave campus and consult with a health care provider; no wristband will be issued; name and contact information will be recorded and forwarded to the appropriate COVID-19 liaison.

2. Building temperature checks (Valley Street ONLY):

- A temperature testing station will be located at the entrance of each building.
- The station will be staffed by an employee wearing a mask.
- Social distancing must be observed; in the event of rain, students will be asked to stay in their car and enter the building at 30-second intervals.
- Students and employees will show their ID badge and be scanned.
- Visitors (prospective students or vendors) will state the purpose of their visit and destination.
- Individuals with temperatures reading less than 100.4° F will receive a wristband indicating they are cleared to enter the building.
- Individuals with a temperature reading of 100.4° F or more will not be permitted to enter the building and will be asked to leave campus and consult with a health care provider; no wristband will be issued; name and contact information will be recorded and forwarded to the appropriate COVID-19 liaison.

3. Campuses using the drive through temperature checking procedure are: Wallace Drive, East Broad, Ayers, and Cherokee.

Wallace Drive

1. Campus designated entrance will be at the light at Cardinal Drive/Wallace Drive.
2. Temperature checkpoint will be located in the median between the first and second lane into the Wallace Hall parking lot.
3. Students and employees turned away can turn into the second lane to the parking lot and circle around to exit at the light at Cardinal Drive.
4. Once cleared, students and employees may proceed to the designated building(s).
5. The entrance in front of Wallace Hall, Allen Hall, and entrance on East College (from Padenreich Avenue) will be blocked.
6. All Wallace Drive Campus traffic will use the designated exit on East College onto Wallace Drive or Padenreich.

East Broad

1. Campus designated entrance is the front gate from East Broad Street.
2. Temperature checkpoint will be located at the end of the drive.
3. Students and employees turned away can exit to the left on to Brown Street and out onto Padenreich Avenue.
4. Once cleared, students and employees may proceed to the designated building(s).
5. The Cardinal Drive entrance in front the Science Building, Galaway Street, and Fleming Street will be blocked – only right lane (exit) will be used on Brown Street.
6. All East Broad Campus traffic will use the designated exit on Cardinal Drive to Wallace Drive.

Ayers

1. There are two designated entrances. The main entrance to the campus near the Learning Resource Center will be open from 6 a.m. to 5 p.m. The Cheaha Center entrance will be open from 6:45 a.m. to 10 a.m. only.
2. Temperature checkpoint will be located before the intersection leading to the Cheaha Center.
3. Students and employees turned away can continue to the designated exit onto Coleman Road.
4. Entrance by the Cheaha Center will be blocked (which will reroute traffic for the Career Center).
5. The parking lot and street parking in front of the Administration Building will be blocked.
6. All Ayers Campus traffic will use the designated exit on the left of the Administrative Building to Coleman Road.

Cherokee

1. Campus designated entrance is at the first entrance before the Arena.
2. The check station will be located at the beginning of the educational building parking lot, so traffic can back up on the lane round the Arena and to the road.
3. Students and employees turned away can proceed to the designated exit onto Highway 9.
4. The entrance to the loop in the front of the educational building and the second entrance will be blocked.
5. All Cherokee Center traffic will use the designated exit on the right of the educational building onto Highway 9.

4. Valley Street Campus is using the building entry checking procedure.

Valley Street

Due to the location, city street access, multiple entrances, and Job Corps' presence in most buildings, students entering buildings on the Valley Street Campus will have building temperature checkpoints. In some cases, classroom checks will also be instituted.

Job Corps will conduct temperature checks on their students, staff, and visitors.

5. Athletic Programs

In addition to the aforementioned temperature checking policy/procedures, the athletic program will adhere to the NJCAA procedures adopted by the colleges. Coaches will require a temperature check of each student-athlete before practices and games (home and before departure for away games)."

Disclaimer: Testing of temperatures is designed to identify the symptom of temperature, and in no way eliminates the need to social distance, wear masks, wash hands, or sanitize surfaces.