# **CHIPOLA COLLEGE**

## **2020 KEYS TO A HEALTHY CAMPUS**

### **"COVID-19 PROCEDURE"**

August 17, 2020

## **Complete Daily the Self-Screening Checklist for COVID-19**

NAME:

#### **RETAIN THIS FORM FOR YOUR PERSONAL RECORDS** for contact-tracing if needed.

If you answered <u>YES</u> to any of the questions indicating you had symptoms in the last 12 hours:

- Stay home and isolate yourself.
- Do not come to campus.
- Please call your physician for further advice because Chipola College is not a healthcare provider.
- Students contact instructor and Student Services virtually if isolation is needed.
- Employees should contact their supervisor and HR to notify them if self-isolation is needed.

Employee		S	Student		oth	Date	Time	Temp Over 100°		Cough		Sore Throat		Short of Breath		Body Aches		Loss of taste or smell		Diarrhea		Contact with COVID- 19 persons		Traveled Out of *State/ Country	
Y	Ν	Y	Ν	Y	Ν			Y	Ν	Y	N	Y	Ν	Y	Ν	Y	N	Y	Ν	Y	N	Y	N	Y	Ν
Y	Ν	Y	Ν	Y	Ν			Y	Ν	Y	N	Y	N	Y	N	Y	N	Y	Ν	Y	N	Y	Ν	Y	N
Y	N	Y	Ν	Y	N			Y	N	Y	N	Y	N	Y	N	Y	N	Y	Ν	Y	N	Y	N	Y	N
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Y	Ν	Y	Ν	Y	N			Y	Ν	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N

\*Dothan is exempt

#### **COVID-19 CHIPOLA COLLEGE PROCEDURES**

In an effort to control exposure to COVID-19 and provide a healthy, safe campus environment, individuals on the Chipola College Campus must adhere to the following procedure. Individuals considered at high risk for severe illness according to CDC guidelines should discuss their return-to-campus plan with their doctor/specialist. All individuals should continue to monitor all college communications for updates on this evolving pandemic situation.

#### I. General Procedures

- A. Individuals are required to wear face masks inside campus buildings, and all individuals must be symptom free according to the **Self-Screening Checklist** (see attachment).
- B. Individuals are encouraged to use their own face coverings; however, students can request a disposable face mask at Student Services and employees can request one from the building supervisor.
- C. Individuals are asked to practice social distancing:
  - 1. Stay at least 6 feet (about 2 arms' length) from other people.
  - 2. Follow professor's instructions for entry to and exit from buildings to practice social distancing (walk to the right in hallways and on stairs).
  - 3. Stay out of crowded places and avoid mass gatherings.
  - 4. Limit close contact with others in indoor and outdoor spaces.
  - 5. Use ZOOM <sup>™</sup> or other similar applications as alternatives to face-to-face meetings.
  - 6. Avoid casual conversations in common areas, e.g. hallways-take them outside with appropriate distancing. Do not gather in groups outside classes.
  - 7. Limit occupancy in tightly enclosed spaces, such as elevators, to no more than three people.
- D. Individuals adhere to increased signage that communicates Chipola College's health and safety expectations. Signage will include reminders of social distancing guidelines and face coverings.
- E. Individuals in non-compliance will be reported to the appropriate Associate Vice President (Human Resources/Student Affairs) and may be in violation of Chipola College health and safety protocols. Persons in violation of Chipola College health and safety protocols may receive warnings or may be asked to leave campus for disruption of the learning environment.
- F. Building supervisors and employees are responsible for ensuring that all general procedures are addressed and implemented.

#### II. Campus Services

- A. All individuals have been informed about the requirements and expectations for the new health and safety procedures and the use of personal protection equipment (PPE) on the campus.
- B. Sufficient (PPE), including face coverings, as well as hand sanitizers, can be requested from building supervisors.
- C. Plexiglas dividers have been placed in advising, testing, business offices and the library.
- D. Visual cues such as floor decals, colored tape, or signs will be placed appropriately to indicate to individuals where they should stand while being advised or waiting in line for campus services.
- E. Advisors will send individuals an appointment email with safety procedures and a self-screening checklist before entering the building.
- F. Periodic closures will be necessary in student services areas for disinfecting.
- G. The Student Assistance Program for counseling is offered by BayCare Behavioral Health (1-800-878-5470).

#### III. Student Organizations

All student government and student organization meetings will be required to practice physical distancing and utilize Personal Protection Equipment (PPE). Where physical distancing space is limited, capacity will be limited to 50% or as appropriated by the Florida Department of Health. Student Organizational events for fall and spring semesters have not been scheduled. Food or other items should not be sold or distributed during the pandemic.

#### **IV. Campus Visitors**

All campus visitors will be expected to abide by Chipola College health and wellness procedures.

#### V. Student and Employee Protections

Chipola College is not a medical provider and therefore refers students and employees to their medical provider for COVID guidance, including testing and contact tracing. For information on positive cases, see County Health Department reporting. Information about student and employee education and health is protected by FERPA and HIPAA.

#### EMPLOYEE EXPOSURE CONTROL PLAN & NOTIFICATION PROCEDURE

Any employee must follow procedures for notification if the employee becomes symptomatic, tests positive/negative, or has direct or indirect contact with a known positive COVID case.

#### A. Symptomatic:

- 1. Employee should not come to campus if experiencing symptoms.
- 2. If employee becomes symptomatic while on campus, he/she should notify supervisor by phone or email and depart campus.
- 3. Supervisor should contact the Associate Vice President of Human Resources (AVPHR) notifying that the employee departed campus due to COVID related symptoms.
- 4. Employee should contact medical provider and/or local health department advising of symptoms, vulnerabilities, and personal contacts. Medical guidance should be followed regarding COVID-19 testing and self-isolation/quarantine.
- 5. The AVPHR will work with the employee and supervisor to ensure CDC guidelines for COVID testing and isolation/quarantine are in place and being followed.
- 6. Employee must follow-up with immediate supervisor and AVPHR regarding medical status and return to campus.

#### B. Contact Exposure (indirect) with known positive COVID-19 case:

- 1. Employee should contact and follow his/her health care provider or local health department guidance for COVID testing and self-isolation/quarantine.
- 2. Employee should contact the supervisor and AVPHR to provide information regarding medical status and to receive further guidance regarding return to campus.
- 3. Employee will follow social distancing guidelines, wear a mask, monitor for fever, cough, or other COVID related symptoms, and avoid people at higher risk.
- 4. If the indirect contact develops symptoms or tests positive, the employee will follow the recommendations for direct contact exposure.

#### C. Contact Exposure (direct) with known positive COVID-19 case:

- 1. Employee should contact and follow his/her health care provider or local health department guidance for COVID testing and self-isolation/quarantine.
- 2. Employee must contact the supervisor and AVPHR to provide information regarding medical status and to receive further guidance regarding return to campus.
- 3. Employee must stay home 10 days after last exposure.
- 4. Employee must self-monitor for COVID and COVID-related symptoms per CDC guidelines.
- 5. Employee must avoid people at higher risk for severe illness and follow CDC guidance if symptoms develop.

#### D. Positive Test Result for COVID-19:

- 1. Employee must contact supervisor and notify the AVPHR of the positive test result. AVPHR will coordinate with the employee and supervisor to ensure CDC guidelines for COVID testing and isolation/quarantine are in place and being followed.
- 2. Employee with a positive test result for COVID-19 must self-isolate/quarantine for the required period and follow recommended guidance of healthcare provider, Health Department, and CDC.
- 3. Employee testing positive should self-isolate 10 days from the administered test date.

#### E. Negative Test Result for COVID-19:

- 1. Employee must contact supervisor and AVPHR to notify of negative test result.
- 2. Employee with a negative test result for COVID-19 after <u>direct</u> contact to a known positive case, must follow their health care provider's guidance regarding recommended self-isolation/quarantineperiod.
- 3. Return to campus may only occur after the recommended self- isolation/quarantine period has expired and employee has remained symptom free at least 72 hours.
- Employee with a negative result after <u>indirect</u> contact to a known positive case, may return to campus provided the employee has remained symptom free for at least 72 hours and must follow current health guidelines of social distance and wearing a mask.

#### F. Return to Campus for Caregivers:

- 1. Caregivers must stay home and monitor their health for COVID-19 symptoms while caring for the person who is sick. They should also continue to stay home after care is complete. Caregivers can leave their home 10 days after their last close contact with the person who is sick (based on the time it takes to develop illness).
- 2. The AVPHR will coordinate with employee and notify supervisor regarding an employee's clearance to return to campus.
- 3. Human Resources will work closely with individual employee or the supervisor who identify as high risk for the virus. All reported health information will be kept confidential consistent with applicable laws.

#### STUDENT EXPOSURE CONTROL PLAN & NOTIFICATION PROCEDURE

In an effort to control exposure to COVID-19 and provide a healthy, safe campus environment, students must adhere to this procedure for notification if they become symptomatic, test positive/negative, or have direct or indirect contact with a known positive COVID case.

#### A. Symptomatic:

- 1. Students do not come to campus if experiencing symptoms.
- 2. If become symptomatic while on campus, students should notify instructor by email or phone and immediately depart from campus.
- 3. Instructors notify Dean of the department and the Associate Vice President of Student Affairs (AVPSA) by phone or email with the reported information.
- 4. Students must contact their medical provider and/or local health department advising of symptoms, vulnerabilities, and with whom they have been in contact. Student must follow medical guidance regarding COVID-19 testing.
- 5. Students must follow-up with the Associate Vice President of StudentAffairs regarding medical status and medical clearance before returning to campus.

#### B. Contact Exposure (direct or indirect) with known positive COVID-19case:

- 1. Students must contact their health care provider or local health department to provide notification regarding the nature of their COVID-19 exposure. Students must follow health care provider's guidance regarding completion of COVID testing and self-isolation/quarantine period.
- 2. Students must notify their instructors by email or phone of contact exposure.
- 3. Instructors must contact the Dean of the Department and the Associate Vice President of Student Affairs to provide student information and to receive further guidance before the student returns to campus.
- 4. Students with a **direct** known positive COVID-19 case must stay home 10 days after last exposure.
- 5. Students who have identified to the AVPSA with an **indirect contact** with a known COVID-19 case must monitor symptoms and remain symptom free for 72 hours from the last contact.

#### C. Positive Test Result for COVID-19:

- 1. Students with a positive test result for COVID-19 must self-isolate/quarantine for the required self-isolation/quarantine period per healthcare provider's guidance.
- 2. Students must contact their Instructor by email or phone. Instructors should contact the Dean of the Department and the AVPSA to notify of positive test result.
- 3. Students testing positive should self-isolate 10 days from the administered test date.

#### D. Negative Test Result for COVID-19:

1. Students with a negative test result for COVID-19 after direct contact to a known

positive case, must follow their health care provider's guidance regarding recommended self-isolation/quarantineperiod.

- 2. Students must contact their Instructor by email or phone. Instructors should contact the Dean of the Department and the Associate Vice President of Student Affairs to notify of negative test result.
- 3. Students having had <u>direct</u> contact must not return to campus until the recommended self-isolation/quarantine period has expired. The student has remained symptom free at least 72 hours and a negative test result is verified through the Associate Vice President of Student Affairs.
- Students with a negative test result after <u>indirect</u> contact to a known positive case, may return to campus provided the student has remained symptom free for at least 72 hours and must follow current health guidelines of social distance and wear a mask upon return to campus.

#### E. Return to Campus

1. The Associate Vice President of Student Affairs will consult with the student and notify the Vice President of Instructional Affairs, Dean or Director of the Department, and the instructor regarding the student's clearance to return to class.

#### F. Return to Campus for Caregivers:

1. Caregivers should stay home and monitor their health for COVID-19 symptoms while caring for the person who is sick. They should also continue to stay home after care is complete. Caregivers can leave their home 10 days after their last close contact with the person who is sick (based on the time it takes to develop illness).

#### **Student Policy for Completing Course Requirements**

The Vice President of Instructional Affairs, Dean, and instructor will work closely with student(s) required to self-isolate or quarantine. Decisions will be made on a case-by-case basis which may include but not be limited to the following options:

#### A. Face-to-Face courses will continue as scheduled

- 1. The instructor will work with the student, sending assignments, activities, etc. so the student does not get behind in the course.
- 2. The student may return to class once he/she has a written medical release. The student will present the medical release form to AVPSA.

#### B. Modified Face-to-Face courses will continue as scheduled

- 1. The student will be allowed to attend online both days of class.
- 2. The instructor will work with the student during the period of absence if there are in-class assignments.
- 3. The student may return to class once he/she has a written medical release. The student will present the medical release form to AVPSA.
- C. Online Courses (asynchronous and synchronous) will continue as scheduled If there are activities, testing, or proctoring scheduled on-campus during the twoweek period the student is out, the instructor will work with the student to make alternative arrangements.
- D. For programs with on-campus lab or off-campus requirements (internships, clinical, etc.) the instructor and dean of that department will develop a plan on a case-by-case basis working with the AVPSA and VPIA.
- E. Students who cannot complete the work should contact Student Services about completing the withdrawal process.

#### **Instructional Modifications For A Healthy Campus**

Many best practices have been implemented for a healthy campus including, with faculty input, five instructional modalities in the class schedule.

- A. Class enrollment limits are reduced to allow for social distancing in the classroom.
- B. The modified face-to-face modality allows for a traditional number of students to be enrolled in a class while allowing for social distancing.
- C. Larger venues (Cultural Center, Jackson Hall, Continuing Education) are being utilized for face-to-face classes that enroll 15 students or more in a single section.
- D. More courses have been developed for online instruction.
- E. Laptops and webcams have been purchased for eligible students to check out.
- F. Classes are scheduled in a consolidated number of classrooms to assist with the intensive cleaning schedule.
- G. Unnecessary seats are removed from the classrooms in use to ensure social distancing.
- H. Each classroom has been fogged with decontaminates to kill germs on contact for 90 days. Hand sanitizer, paper towels and spray sanitizer are available upon request.
- I. Masks and/or shields will be required of all persons inside buildings/classrooms.
- J. Advising is conducted by appointment only on campus, through Zoom or byphone.
- K. Zoom licenses and webcams have been purchased for faculty who teach synchronously. Training for using Zoom is provided online.
- L. Faculty are urged to conduct student conferences through remote means, such as Zoom. For those needing a face-to-face conference, faculty are urged to conduct those by appointment and limit to one student at a time.
- M. Tutoring through the ACE is provided on campus and online. A Director of Online Tutoring has been hired to intensify the opportunity for remote tutoring.
- N. Honor Lock has been purchased to provide a more secure proctored testing situation. Training for using Honor Lock is provided online.
- O. Department and faculty meetings, as well as professional development, are planned to be delivered through virtual means, such as Teams or Zoom.
- P. Workforce programs developed protocols specific to face-to-face training requirements.
- Q. All instruction will transition to a virtual format beginning November 30, which is the end of the Thanksgiving break, until the end of the fall semester to prevent further spread of COVID-19 after holiday travel.
- R. Administrators of academic areas must approve a change conducting a class other than the delivery method scheduled.
- S. Small group work in a face-to-face class is discouraged.
- T. All travel is suspended through fall term unless approved by the President.

#### **Contingency Response for Closure of Buildings and Class Transitioning**

In the event an instructor of a face-to-face class tests positive for the corona virus, the Dean will report the incident to the Associate Vice President of Human Resources and the Vice President of Instructional Affairs. The COVID committee will be contacted to consult and report the incident to the Department of Health to determine the action to be taken. The class will transition to Zoom or Online. In the event the instructor cannot conduct the class remotely, the Vice President of Instructional Affairs and the Dean of the Department will make arrangements for continued instruction.

In the event a student of a face-to-face class tests positive for the corona virus, the instructor of the course will notify the Dean of the Department. The Dean will notify the Vice President of Instructional Affairs and the Associate Vice President of Student Affairs. The COVID committee will be contacted to consult and report the incident to the Department of Health to determine the action to be taken. The Dean and the instructor will work with the student(s) to continue instruction. If necessary, the class will transition to Zoom or Online.

In the event a face-to-face class is temporarily transitioned to remote learning and a classroom or a building is closed due to COVID infection, the physical plant will be notified to disinfect the classroom or building.

#### **Student Housing COVID-19 Policy**

Chipola College will be implementing a Fall 2020 occupancy plan consistent with CDC guidance and best practices on providing a safe and healthy environment for student housing. This will include a structured move-in process, as well as changes to student and staff interactions and use of shared common spaces. Ongoing education to our housing population regarding required face coverings, frequent hand washing, staying home when sick and maintaining physical distance will continue.

In order to keep a healthy housing environment and provide on-campus opportunities to quarantine/house students in an independent and appropriate manner, some rooms will be set aside and not open to occupancy throughout the Fall semester.

#### **Arrival and Move-In**

Each student will be assigned a responsible housing supervisor (Coach, Assistant Coach, or Director of Fine Arts). Students will be assigned a move-in date in a structured process to enable isolation when needed. Students may not arrive prior to their assigned move-in date.

Upon arrival on campus, residential students arriving from outside the country or hotspot areas, will be isolated for 10 days after travel. Once the student completes the isolation period and remains symptom free, he/she will be moved into a permanent housing placement for the year. The responsible housing supervisor will assign roommates mindful of their geographic area of origin.

#### A Healthy Environment – Daily Self Screening

Chipola College acknowledges that one of the most effective measures in supporting a healthy community environment is the importance of personal responsibility for self and for the greater community.

As part of Chipola College's established guidelines for "Keys to Successful Reopening" students, faculty, staff, and visitors will complete a self-screen evaluation before coming in contact with other individuals on campus. For student residents the completion of the following self-evaluation is required prior to exiting their room.

Do you have:

- A Temperature over 100 Degrees?
- A Cough?
- A Sore Throat?
- Shortness of Breath?
- Body Aches?
- Loss of Taste or Smell?
- Diarrhea or Nausea?

Have you been in contact with COVID-19 persons? Have you traveled out of the state or country? If a student answers "yes" to any of these questions, he/she should follow the instructions below in "I Feel Unwell."

Student residents are encouraged to wear a cloth face covering/mask when outside their room and where individuals gather. Students must wear a mask when leaving student housing and moving around campus, including the cafeteria, library, ACE Lab, and classrooms. Disciplinary measures will be established for students not adhering to the use of face coverings on campus.

Residents should practice a social distancing guideline of at least 6' spacing between individuals at all times.

Residents are reminded to engage in frequent hand washing or use of hand sanitizers. Rooms should be cleaned frequently and with the use of disinfecting wipes.

NO GUESTS OR VISITORS ARE ALLOWED IN ROOMS OR ON THE GROUNDS OF THE RESIDENCE HALL AT ANY TIME. Residents should make plans to meet guests off campus if necessary.

#### "I Feel Unwell"

If a student feels unwell or answers "yes" to any of the self-screening questions above, the student should:

- Not leave the assigned room
- Contact the team trainer or responsible housing supervisor immediately
- Self- Isolate immediately
- Contact instructors virtually concerning absence from class

An unwell resident and roommate will be isolated immediately. The responsible housing supervisor will determine if the student(s) should return home to isolate or remain in their room isolate. It is recommended that any students whose homes are within driving distance of the College should isolate at home. The students will no longer participate in campus activities during isolation – including practices, games, or productions. The students must remain in isolation until they are cleared by the Department of Health guidelines. Students may return to normal activity provided they remain symptom free. The student's designated housing supervisor will be responsible for checking in on the student and making sure his/her basic needs are met during isolation.

#### **Positive COVID-19 Test**

If a student tests positive for COVID-19, the student will return home for care if possible. If the student must remain in isolation in Student Housing, the student's designated housing supervisor will be responsible for checking in on the student and making sure his/her basic needs are met during isolation. The student may not return to campus or to normal activity until cleared by Department of Health guidelines.

All COVID-19 positive case situations will be reviewed by the campus COVID-19 Committee and will be addressed on an individual basis.

#### **Enhanced Cleaning and Disinfecting of Facilities**

- A. Air conditioning remains operational for continued air quality in all buildings used by students and staff per recent health guidance.
- B. All staff including janitorial staff have been advised to stay home if sick, including but not limited to coughing, fever, and/or frequent sneezing.
- C. Hand sanitizer dispensers have been placed in buildings for easy access and use. Janitorial staff have been advised to frequently check dispensers for product availability.
- D. Soap dispensers are placed in all bathrooms. Janitorial staff have been advised to frequently check product levels.
- E. Enhanced cleaning of all buildings.
  - 1. Janitorial staff have received additional training in the safe use of approved disinfectants.
  - 2. Janitorial staff have been instructed to wear personal protective equipment at all times including wearing masks and using gloves to perform cleaning duties.
  - 3. Normal routine cleaning procedures are being followed along with more frequent cleanings of frequently touched surfaces such as door knobs, door handles, faucets, light switches and other hard surfaces.
  - 4. Janitorial staff have been instructed to properly handle waste disposal, including wearing gloves and properly washing hands afterward.
- F. <u>Pre-opening</u>: A professional outside firm has been contracted to apply dry fog products designed to destroy any viruses, pathogens, bacteria and fungi present in classrooms and other strategic locations. In addition, this firm has been contracted to apply a dry fog product designed to coat surfaces with protectant that will defend against all viruses, including COVID-19 and help protect surfaces from viruses for at least 90 days. (See attached brochure for more detailed information on procedures and products being used in this process)
- G. <u>Post opening</u>: This same professional firm has been contracted to be on call to help disinfect, through use of dry fog disinfectants, any area determined to have been exposed to the coronavirus.
- H. Any area determined to be exposed to the coronavirus will be closed immediately and will only be opened after proper disinfection procedures have been applied.
- I. Water fountains are wrapped to prohibit use.
- J. Door stops are supplied for classrooms to lessen the need to touch handles.
- K. Barnes and Noble provided a plan for safe opening to the bookstore. Students should contact the bookstore.
- L. The cafeteria plan is under development and will be posted on the website.

Chipola College continues to monitor guidelines issued by the Center for Disease Control and may provide expanded COVID-19 procedures should it be deemed necessary.



## **Coronavirus Treatment**

As the coronavirus (COVID-19) pandemic continues, the necessity of a clean environment is more important than ever to protect those that enter our environments.

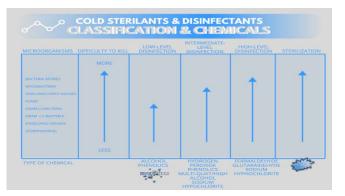
While Pure Maintenance can't prevent the transfer from person-to-person of coronavirus, we can eliminate it from a facility. The Pure Maintenance patented dry fog system will destroy the Corona Virus on contact. Furthermore, the **EverPURE** protectant will also protect your surfaces for up to 90 days from ALL viruses, including COVID-19.

Our first chemical, "InstaPure" will destroy any viruses, pathogens, bacterias, and fungi that are in the area being fogged. It will rip the cell apart of the microorganism rendering it harmless. The 2nd chemical we apply, "EverPure" will coat your surfaces with a protectant that will defend against all virus, including COVID-19, and leave you virus free for a minimum of 90 days. All our chemicals are Green (non-toxic) and are EPA registered. They will not damage any surfaces, fabrics, electronics, plants, aquariums even your produce sitting on your counter. Reentry into the treated environment can occur within a couple hours of treatment.

The dry fog treatment is not only a quick/efficient way to treat but it has been proven effective. Several studies exist validating its effectiveness and this is often the method used to sanitize pharmaceutical clean rooms. A wet fog, however, has no support proving its effectiveness, it can damage the integrity of surfaces or personal belongings, and can also be dangerous.

Manual cleaning can be effective if the individual(s) are meticulous by cleaning every inch of every surface and leave those surfaces wet for the chemical's minimum dwell time. This process can be exhausting and expensive. The dry fogging system is rapid and will spread controlled and consistent amounts of disinfectants in the air penetrating inaccessible areas. We can disinfect an ENTIRE home in a couple hours and most buildings within a day.

If you would like information on getting your home, office, school or facility treated for Corona Virus call us at 850-842-0679 or email us info@aplusfloorcare.com





Below is the chemical information for our system and a link to our corporate webpage <u>https://www.puremaintenance.com/corona</u>