



Reid State Technical College Continuity Plan- Summer 2020

David J. Rhodes, Interim President

Table of Contents

Business Operations.....	2
General Operations and Bookstore.....	2
Facilities.....	2
Instructional Division.....	2
Student Services.....	2
Health and Safety Measures.....	3
Commercial Truck Driving.....	3
Welding.....	5
Cosmetology.....	5
Practical Nursing.....	5
Industrial Electricity/Electronics.....	6
Adult Education.....	6
WIOA Youth Program.....	6
General Education.....	6
Attachments	
Attachment A-Instructional Program & Operations Chart	
**Addendum 6/16/2020: Nursing 114/115 on-site exams	
**Addendum 7/09/2020: Nursing 113 on-site exams	
Attachment B-Student Services Plan	
Attachment C-Contact Hour Sheet	
Attachment D-CV-19 Safe Operating Plan	

After careful discussion with the College's departmental leaders and safety committee members, most of Reid State's programs and operations will continue remotely during the Summer 2020 Semester. Programs that will return to campus beginning in June or July 2020 are noted in the Instructional Division section of this document. Non-instructional services and operations will continue remotely while allowing staff to work on-campus as needed. Once returned to campus, all employees and students are expected to adhere to social distancing recommendations and utilization of Personal Protective Equipment (PPEs), which will be provided by the College. A breakdown of how the College will continue to provide instruction and services semi-remotely during the Summer 2020 semester is discussed below.

BUSINESS OPERATIONS

General Operations and Bookstore

Business operations have remained constant during the Pandemic. Business personnel can work remotely; however, some tasks require staff to come on-site. Day-to-day operations such as billing, invoicing, payroll, mailing, and general accounts reporting will continue for summer 2020 as did during the Spring suspension of on-site classes and campus closures. A drive-thru bookstore is in place for Summer 2020 for students to purchase textbooks and programmatic materials and supplies.

Facilities

The maintenance supervisor is on campus daily to inspect facilities and equipment. All other maintenance employees will be on campus daily to ensure each building is consistently and continuously cleaned and sanitized. The College has purchased PPEs and additional cleaning supplies for the semi-remote return to campus.

INSTRUCTIONAL DIVISION

Attachment A provides a detailed review of instructional programs and its operations for Summer 2020. Projected program operations are divided by credit and non-credit programs and workforce development programs. Overall, the program application deadline for fall nursing enrollment has been extended to accommodate prospective students and potentially displaced workers. Moreover, existing schedules for non-credit workforce development programs have been modified to not only continue training for students who were displaced during spring 2020 but accommodate prospective students needing to retrain while the economy is in recovery.

STUDENT SERVICES

Attachment B provides a detailed review of how student support services will continue remotely during the Summer 2020 semester. Additional support services will be in place to accommodate prospective students.

- Testing-The College has been approved by ATI to conduct remote TEAS assessments for prospective nursing students through Zoom. In addition, the Testing Coordinator is scheduling remote ACCUPLACER testing. The College has assigned additional staff to assist with remote testing and to ensure testing needs are met.

HEALTH AND SAFETY MEASURES (RETURN)

The College will continue to observe and respect social distancing measures along with limiting the size of employee groups and students while on campus. As noted above, the College will provide Personal Protective Equipment (**masks, gloves, shields as needed**) for **employees and students** along with cleaning agents to ensure workspaces remain sanitized and cleaned. Upon return, employees are expected to stay within their workspace and limit movement throughout the College. All students must pass through a check point when arriving on campus. Details pertaining to the checkpoint are noted in the attached Campus COVID-19 Safety Plan. All students returning to class during the Summer Semester will be asked to complete a liability waiver. All physical labs and classrooms used during the Summer Semester will post COVID-19 literature.

Employees who are able to work from home and/or complete all essential duties remotely will need to receive prior approval from the College's administration to continue remote work. Staff who are unable to work from home will be required on campus; however, flexibility in their schedule will be provided to minimize large groups of employees within each building. Prior approval from supervisors and the College's administration will be required.

Programs

General Health and Safety Measures for all students and programs while on campus:

- Students must enter through the College's designated checkpoint and have their temperature taken and complete safety questionnaire (See safe plan for additional details).
- All students and faculty will be designated to enter and exit buildings through one entrance and stay within their designated lab spaces.
- All students must sign a Liability Waiver Form (see appendices in Safety Plan) for on-campus instruction.
- Programs are not allowed no more than 10 students per lab.
- All students and faculty must wear masks while on campus regardless of activity (**a mask will be provided for students and faculty who do not have one**).
- Students are limited to the lab area while on campus.

Commercial Truck Driving (TRK)

Students in the Commercial Truck Driving Program who were unable to complete their training will return to campus beginning on June 8, 2020. The truck driving schedule has been modified and will accommodate new students to campus on July 6th, 2020. The College has already begun planning for their return by purchasing materials needed to create barriers between students and teachers. Clear plastic shower curtains were purchased and will be installed by maintenance personnel. The president has discussed the College's current plan to protect students and staff with an Alabama Law Enforcement representative. Personal protective equipment such as masks and gloves and cleaning supplies have been purchased to provide students and instructors with necessary items remain safe during training. Students and instructors are expected to wear PPE during all training sessions. Equipment will be cleaned and sanitized daily after and student use and throughout the day as students enter and exit the trucks. To further maintain safety measures

the College's instructional staff along with the College's safety committee has recommended the following guidance:

- Trucks will be limited to one student and instructor during training exercises.
- Classrooms will be limited to 5 students per training session (RSTC has one instructor and one lab assistant).
- During over the road training, a rotating shift will be created to accommodate the needed time in the truck, while limiting training to one instructor/staff per student.

○ Sample Schedule for over-the-road training:

Student(s)	Truck(s)	Day	Time	Total Hours Per Student
Student A & B	Truck A & B	Monday	7:00 am-3:00 pm	7
Student C & D	Truck C & D	Tuesday	7:00 am-3:00 pm	7
Student E & A	Truck A & B	Wednesday	7:00 am-3:00 pm	7
Student B & C	Truck C & D	Thursday	7:00 am-3:00 pm	7
Student D & E	Truck A & B	Friday	7:00 am-3:00 pm	7

○ Sample Range Driving Schedule

Student(s)	Truck(s)	Day	Time	Total Hours Per Student
Student A & B	Truck A & B	Monday	7:00 am-11:00 am	4
Student C & D	Truck C & D	Monday	12:00 noon-4:00 pm	4
Student E & A	Truck A & B	Tuesday	7:00 am-11:00 am	4
Student B & C	Truck C & D	Tuesday	12:00 noon-4:00 pm	4
Student D & E	Truck A & B	Wednesday	7:00 am-11:00 am	4
Student A & B	Truck C & D	Wednesday	12:00 noon-4:00 pm	4
Student C & D	Truck A & B	Thursday	7:00 am-11:00 am	4
Student E & Make-up training	Truck C & Available Truck	Thursday	12:00 noon-4:00 pm	4
Make-up/Additional Training Scheduled	Available Trucks	Friday	7:00 am-1:00 pm	

○ Cleaning Schedule

- Trucks will be cleaned daily by the instructor immediately following each use.
- Wipes and disinfectant spray will be located inside the truck to clean surfaces as needed during on-the-road trips and daily training on the range.

Welding (WDT)

All theory learning will be conducted in an online environment throughout the Summer using Canvas. Welding students will return to campus on July 6th, 2020, to complete lab requirements in their enrolled courses. The documents in Attachment C will be used to calculate and manage student hours earned while on campus to ensure students are receiving hands-on required training times for lab hours. Students will be spaced per booth using the 6-foot social distancing recommendation. No more than ten welding students will be allowed on-site at one given time. Rotating student schedules will be created to minimize the number of students within the lab. If needed, the College is prepared to utilize dual enrollment welding sites as additional lab space to ensure distancing measures remain intact. **PPE will be used as appropriate during lab with exception of occurrences where fire could occur.** Lab spaces will be cleaned and sanitized daily.

Cosmetology (COS)

Students enrolled in the Cosmetology State Board Review Course (COS 167) will return to campus beginning in mid-June to receive hands-on training and earn contact hours for lab courses. There will be no more than 10 students in the Cosmetology lab and building at one time. Students will be spaced on every other row per station, maintaining a 6 feet distance. Students will be expected to wear PPE's while on campus. Labs will be cleaned and sanitized immediately following the use of their lab spaces daily.

Students will follow the schedule and guidelines listed below:

Schedule

Wednesday	COS144: Hair shaping & Designs	8:00A-12:00P
Thursday	COS167: State Board Review	8:00A-12:00P

Guidelines

- Students will be required to wear masks.
- Students will be designated a work area for the entire time of instruction.
- Students will not be allowed to eat in the building.
- Students will have temperature taken before entering the building.
- Students will not be permitted to exit and re-enter the building.

Practical Nursing

In order to prepare Practical Nursing (PN) students for July Clinical, RSTC plans to bring PN students back beginning June 10, 2020. Students will attend in lab groups of 10.

Schedule

- Atmore -NUR 113 students will come in (groups of 10) at a time in upstairs lab and downstairs lab on Wednesday and Thursday from 1-4pm
- Evergreen- NUR 114 students will come (groups of 10) on Monday 8-11 and 1-4; NUR 113 students will come in (groups of 10) in small lab, large lab, and CNA lab from 1-4pm

Guidelines: The following steps will be taken to keep labs and building clean

- Students will be required to wear masks.
- Students will be assigned to the specific lab setting for skills.
- Students will not be allowed to eat in the building.
- Students will have temperature taken when entering the building.
- **In order to attend class on campus, students must sign the COVID-19 waiver.**
- All labs will be cleaned and disinfected between each group of students.

Industrial Electronics/Electricity (ILT) & Industrial Maintenance (INT)

Students in the ILT/INT will return to campus during the week of July 13th, 2020, Monday-Thursday to perform NCCER hands-on training and testing. The following guidelines will be implemented to ensure health and safety measures:

- Students will be limited 10 students per training session (10 students in the ILT lab and 10 students in the INT lab).
- Students will be on campus from 8:00 am – 3:00 pm. Students will be asked to bring their lunch should training sessions extend beyond lunch time.
- Students must wear mask while on campus and in lab.
- Students will not be allowed to venture to other parts of the campus. Students will be required to adhere to all current safety guidelines while on campus (mask, hand cleaning, etc.). Students will be asked to remain on campus the entire day to limit entering and exiting on campus. Lab areas will be cleaned after each use.
- Students must bring their lunch. Students will have the option to eat in their vehicle or within the two classrooms spaced at least 6 feet apart.

Adult Education

Adult Education Courses will remain remote throughout the summer semester unless otherwise permitted by Administration. Student information and documentation for registration can be found on RSTC website. **A limited number of students will be on campus to perform TABE and WorkKeys exams only. Students must complete COVID-19 screenings and follow SAFE guidelines as noted in the SAFE Return-Students Notification.**

WIOA Youth Program

WIOA Youth Program Courses will remain remote throughout the summer semester unless otherwise permitted by Administration. Packets are being mailed to current and new students.

General Education

All theory based instruction and labs for general education classes will remain online. On-site visitation will be by instructor appointment only.

Attachment A

Reid State Technical College-Continuity Plan Supplemental Documentation

***Changes are denoted in red*

PROGRAMS				
<i>All programs will continue instruction during the remote period. Details are provided below.</i>				
<u>Credit</u>	<u>Remote Delivery Method</u>	<u>Additional Instructional Resources</u>	<u>Additional Information</u>	<u>WD Grant (recipients only)</u>
Business Administration	Online-Canvas			
Cosmetology	Online-Canvas; On-campus instruction for lab/clock hours will begin in mid-June, no more than 10 students per lab session	Milady eLearning	Students enrolled in the State Board Preparation Course will return to campus in July to receive hand on assistance and training in preparation for the Cosmetology State Board Examination.	
Cosmetology Instructor Training	Online-Canvas			
Industrial Electricity/Electronics	Online-Canvas; On-campus lab for NCCER Core training (1 week only in July, no more than 10 students per group)	Amatrol e-learning, Cengage unlimited		All grant activities are continued. See attached expenditure report. (provided in previous plan)
Industrial Maintenance	Online-Canvas	Amatrol e-learning, Cengage unlimited		
Health Sciences	Online-Canvas			
Practical Nursing	Online-Canvas, ATI; Virtual Simulation labs with ATI, On-campus labs (4 hours per week, per student; no more than 10 students per group)			All grant activities are continued. See attached expenditure report. (provided in previous plan)
Welding Technology	Online-Canvas; Video and Lab demonstrations; On-site labs beginning July 6 th		Nine hour lab courses will only be available to students who will graduate Summer 2020. The theory portion of welding classes will be front loaded and provided through Canvas. Welding students will return to campus on July 6 th to earn lab hours. Students will be scheduled daily with no more than 10 students per meeting time. The College will also utilize other welding campus sites such as DE sites and WDT trailer to keep students separated while providing adequate time to work in the lab	
<u>Non-Credit</u>				
Commercial Truck Driving	On-site instruction for Spring returning students is expected to begin June 8th, 2020. The		Commercial Truck Driving will complete students who were unable to complete Spring 2020 beginning June 8 th , 2020. The	

Reid State Technical College-Continuity Plan Supplemental Documentation

	spring session has 5 students. Specifics are noted in the main document of this report.		College will also start a new Commercial Truck Driving Class on July 6th. Class sizes are limited to 5 students per session.	
Nursing Assistance	Online-Canvas		The next cohort will return July 2020. Pre-prep will take place with AE and Ready to work online beginning in June 2020	All grant activities are continued. See attached expenditure report. (provided in previous plan)
<u>Workforce Development</u>				
WIOA Youth Program	Online-Canvas; Program Packets will be mailed to students who do not have access.	Northstar; GED.com	WIOA Youth has students in the New Beginning Rehabilitation facility who cannot access or have access to electronic devices or the internet. Instructors will mail packets to the facility and schedule pick-up dates with the facility's director.	
Ready-to-Work Program	Online-Canvas; Program Packets will be mailed to students who do not have access; Textbooks and workbooks will be mailed to students who do not have remote access.		Currently, 2 RTW students do not have access to an electronic device or internet service. The RTW instructor created packets for students to continue their work. Recruitment efforts continue in preparation of return after the suspension.	
CDL Permit Prep	Online-Google Classroom			
Adult Education	Online-Canvas; Google Classroom; Student packet delivery (a mail and pick-up schedule is being planned; Dropbox was established for enrollment forms. A limited number of students will come on campus for TABE and WorkKeys exams.	Canvas; Google Classroom; Student packages distributed before on-site classes were suspended; Tutoring by phone; Site drop box for course work; Essential Ed, GED.com; Aztec, Khan Academy	Since the suspension of on-site classes, AE has enrolled a total of 10 new students. A Dropbox was established at the Greenville site for students to submit AE Enrollment Forms and paperwork. Fillable forms were created as well for students to email enrollment information to instructors.	

Addendum: Nursing 113, 114 & 115 on-site exams

Practical Nursing students in the below courses will be on campus for assessments. Students will be separated in groups of 10 or less per lab. Each student will be given a COVID-19 screening to include a temperature check and questionnaire upon entering the buildings.

NUR 113- (Atmore and Evergreen Campus)--Schedule to be determined by instructors.

NUR 114-AA (Atmore Re-instated Students) Students will be tested on the Atmore Campus. The Division Chair and Instructor will proctor these assessments on Tuesdays.

NUR 114-E Wednesday & Thursday- Students will be testing in the buildings 100 and 200 computer labs. The program's advisor and instructor will proctor these assessments.

NUR 115-E- Wednesday & Thursday- Students will be testing in the buildings 100 and 200 computer labs. The program's advisor and instructor will proctor these assessments. Students will be tested at alternate times from 114 E students.

ATTACHMENT B

STUDENT SERVICES REMOTE PLAN

(Additions are denoted in red)

The Reid State Technical College Student Services Department is here to help you achieve your educational goals. During the 2020 Summer Semester, the Student Services and Counseling Department will continue operating remotely in order to prevent the spread of the Coronavirus. Even though we are unavailable for in-person support, we highly encourage students to reach us via email between 7:00 am to 4:00 pm Monday through Thursday and 7:00 am to 1:00 pm on Friday. Please visit our website at www.rstc.edu and search the Campus Directory for the staff's contact information. Additionally, Frequently Asked Questions (FAQ's) can be found on our website at www.rstc.edu. The Student Services Virtual Help Desk which can be reached by calling (251) 237-1213.

We are asking students to email us if they need assistance in any of the following areas: General Students, Registrar, Admissions, Financial, Counseling, ADA/504, Computer Networking, Student Activities and Campus Security. We will be available from 7:00 am until 4:00 pm. and emails will be answered daily.

Reid State Technical College Student Services Department decision-making and planning was guided by our sense of responsibility, and to protect the health and well-being of our students, faculty and staff. We will continue to follow our original plan which was previously submitted. Therefore, Student Services staff will continue to work remotely. Students Services will check their emails daily and respond to students, faculty, staff and any other email they may receive concerning their daily duties from the System Office and outside agencies. When connecting from off-campus, the Student Services Department have full access to Alliant by VPN to answer any student's questions. In addition, we have Microsoft Office 365 suite. We can access Reid State Technical College's email, shared documents using One Drive, collaborate on projects and learning teams.

The Registrar's Office of Reid State Technical College will operate remotely in order to continue to service the students with information in regards to advising and registration processes. The Registrar's office will continue to receive and reply to emails, work with reports to include Clearinghouse, DAX and other pertinent reports. We will continue to process add/drop forms, work with course schedules, update and print degree plans for advising and process any other forms that may be submitted to the Registrar's office. Any correspondence concerning any items processed in the Registrar's office should be sent to vickien@rstc.edu. Emails will be checked on a daily basis and requests will be processed accordingly.

Registrar's Remote Functions not limited are as follows:

- Semester Setup
- Transfer Credit Evaluation
- Degree Plan Updates
- Schedule Changes/Updates
- Add/Withdrawal Forms

- Clearinghouse Reports/Verification
- DAX Report
- DAX Error Clean-up
- Grade Processing
- Evaluate/Graduate Students
- Order and Mail Diploma
- End of Semester Reports
- Registration Information for Summer/Fall Semester
- Orientation Dates/Times for Fall Semester
- Banner Training and Testing
- Calculate Nursing GPA for Fall 2020
- Update information for Banner Transition
- Compile reports
- Update files

The Admissions Department of Reid State Technical College will continue to operate remotely in order to continue servicing the admissions needs of our students. For a more efficient response time, the preferred method of contact and receiving documents is by emailing nray@rstc.edu. Other methods of submitting documents is by mailing information to P.O. Box 588, Evergreen, AL 36401 or fax (251) 578-4824. Information will be retrieved during on site workday for printing, filing and document retrieval purposes. Applications and student information changes submitted online will be remotely managed via Websmart. **Summer and Fall Applications will be processed remotely and managed on site each Monday.**

All student communication will remain via email. Letters will be processed and updated remotely and managed during on-site workday as scheduled. Electronic transcripts and emailed applications will be receipted remotely. Mailed and/or faxed transcripts and applications will be managed on site during scheduled work hours. Semester acceptance procedures will continue remotely.

- Scheduled Banner Training will continue remotely via Zoom, email, and phone access.
- Admissions Remote Functions not limited are as follows:
- Summer and Fall 2020 Applications (process and update)
- Missing Student Document Letters for prospective High School and College Students (process and send)
- Transcript receipt, transcript processing, transcript management (mailed, faxed, emailed and electronic)
- Semester Acceptance procedures
- Banner Training and Testing
- Student Handbook updating
- Student Letter updating
- Transfer Records
- Provide necessary Admission completion documents to Financial Aid and Registrar
- Update information for Banner Transition

The Financial Aid Office continues to be available to aid students with questions about how to file their FAFSA, what year needs to be filed for the Fall Semester, what forms need to be turned in to the Financial Aid Office to complete verification, scholarship opportunities, veteran benefits, and general Financial Aid questions. The Financial Aid Office, like many others throughout the state, is operating remotely to help reduce the risk of Coronavirus. We will not be available in person but we will continue communication via e-mail. Students can reach the Director of Financial Aid at cbulger@rstc.edu. The Financial Aid director will be checking emails on a continuous basis. All students are asked to communicate with the Financial Aid office by e-mail if any assistance is needed. The Financial Aid Office will be available from 7:00 a.m. to 4:00 p.m. Monday through Thursday and 7:00 a.m. to 1:00 p.m. on Friday. Emails will be answered daily.

FAFSA downloads continue to be a priority in order to keep new and current student records up to date. The Director of Financial Aid will be on campus Monday and Wednesday for downloading and printing of student records from EdExpress. The financial aid office will be checking grades once the semester ends. Summer semester pell grant will be added to all student accounts that qualify for summer funding. WIOA students will continue to be served. The financial aid office continues to work with the career centers in order to maintain the students funding. Veterans will be certified once the summer semester begins in order to maintain their veteran benefits. The Financial Aid Office will be connected to Alliant by VPN in order to answer any questions a student may need answered. The Financial Aid Office strives to provide the best support to all of our students during this difficult and uncertain time.

Students will be able to clear their charges online by logging into their student account through MyRSTC. Also, students will be able to contact Ms. Ruth Owens at rowens@rstc.edu. about clearing their charges and Ms. Christy Goodwin at cubulger@rstc.edu for financial aid questions.

Student Counseling Services is operating remotely and students are asked to contact the Dean of Students, Dr. Tangela Purifoy, at tpurifoy@rstc.edu. In a life-threatening emergency, please dial 911 or contact your local police department, or crisis center. Students who are currently receiving academic accommodations will still continue to receive those accommodations. If any new students are requesting ADA/504 accommodations, please contact Dr. Tangela Purifoy at tpurifoy@rstc.edu.

All Student Activities have been cancelled until further notice. However, the Student Activities Department will be recognizing the following organizations and events on our website and Facebook page:

- Recognition of RSTC 2020 Graduates
- Recognition of All-Alabama Academic Team Honorees
- Recognition of National Technical Honor Society Nominees
- Recognition of President's & Dean's List for Spring Semester 2020
- Words of Encouragement from the SGA President – Savannah Sessions

The newly developed Student Services Virtual Help Desk will allow students to speak with Ms. Fountain for assistance with any questions related to the Student Services Department. She can be reached at (251) 237-1213. Also, an online Orientation session for the 2020 Summer semester will be provided for all new students. Additionally, prospective students will be contacted weekly to ensure the completion of their admissions packet.

Campus Security will routinely monitor the college throughout the day and ensure all buildings are secure. Upon students returning to campus, a schedule will be provided stating who will need a Photo ID (RSTC Tech Card) and a parking decal. If anyone forgets their student RSTC ID number and is locked out, please contact Mr. Parker at pparker@rstc.edu.

Our goal of providing students with the necessary information needed to make educational decisions regarding their educational degrees and student success is still our top priority.

ATTACHMENT C



CONTACT HOUR SHEET

Welding 108 (1 Lab Credit Hour=45 Contact hours) and WDT 109 (1 Lab Credit Hour=45 Contact hours)

Total: 90 Contact Hours

(Students will begin using Workforce Development Center Lab beginning April 19)

Total												Remaining Hours	
			Anticipated contact hours	4	8	10	10	10	15	15	72	Students can complete any remaining hours during evening welding classes; Total of 4 hours remaining	
Student Name	Student Number	Grade	Hours Earned as of 4/8/20	Hours Earned as of 4/15/20	Hours Earned as of 4/22/20	Hours Earned as of 4/29/20	Hours Earned as of 5/6/20	Hours Earned as of 5/13/20	Hours Earned as of 5/20/20	Hours Earned as of 5/27/20	Total Contact Hours	Contact Hours Needed to Complete	Meet, Exceeded, or Shortage
█████, J (currently make up hours in the evening on RSTC Campus)	59 █████	11	24								24	90	-66
█████, C (currently make up hours in the evening on RSTC Campus)	59 █████	11	29								29	90	-61
█████, T	59 █████	10	14								14	90	-76
█████, M	59 █████	10	14								14	90	-76
█████, T	59 █████	11	14								14	90	-76

Total Credit Hours	Theory Hours	Lab Credit Hours	Lab Contact Hours	Total Hours within a semester (based on a 15 week course schedule)
3	2	1	3 Per Week	45
3	2	1	3 Per Week	45



Students alternate lab training using the following schedule					
Students	Lab	Time	Hours per day	Total hours	Overall
[Redacted] on	Monday and Wednesday	12:20-1:20	1	2	4
	Friday	12:20-2:20	2	2	
Students	Lab	Time	Hours per day	Total hours	Overall
Rance [Redacted] [Redacted] ie	Monday and Wednesday	1:20-2:20	1	2	4
	Friday	12:20-2:20	2	2	
Students	Lab	Time	Hours per day	Total hours	Overall
Sydney [Redacted] [Redacted] ph	Tuesday and Thursday	12:20-1:20	1	2	4
	Friday	12:20-2:20	2	2	



Example-Attachment C

Students	Lab	Time	Hours Per day	total hours	Overall
Kylin [REDACTED] [REDACTED]ms	Tuesday and Thursday	1:20-2:20	1	2	4
	Friday	12:20-2:20	2	2	

ATTACHMENT D

The background of the entire page is a dark blue gradient. Scattered across this background are several stylized, glowing blue virus particles, resembling coronaviruses, with prominent spike proteins. These particles are more concentrated in the upper half of the page.

COVID-19 SAFE OPERATING PROCEDURES PLAN

Reid State
Technical College

WWW.RSTC.EDU

Table of Contents

COVID-19 Safe Operating Procedures Plan 06.01.2020	3
Immediate Operational Plans:	3
Screening Procedures:	3
Future Operational Plans:.....	4
Appendix A – Help Stop the Spread	6
Appendix B – Symptoms of COVID-19	7
Appendix C – Feeling Sick?	8
Appendix D – Building Closed to General Public - Evergreen	9
Appendix E – Students/Faculty Main Entrance - Evergreen.....	10
Appendix F – Students/Faculty Entrance – Atmore.....	11
Appendix G – COVID-19 Screening Checklist.....	12
Appendix H – COVID-19 Warning and Waiver	13
Appendix I – Wristband Example	14

COVID-19 Safe Operating Procedures Plan 06.01.2020

While RSTC is maintaining certain standards of productivity, the College will have limited in-person instruction. Our forethought is invested in the safety of our community and those that we build our partnerships and whose futures we help strengthen. This COVID-19 Safe Operating Procedure Plan addresses the fluidity of events that occur when delivering distance learning, and when performing remote work, causes a need for unplanned campus visits by faculty and staff.

Immediate Operational Plans:

- Signage will be put up in all labs, classrooms, and elevators on both campuses about COVID-19 Coronavirus Disease Help Stop the Spread. See Appendix A.
- Signage will be put up on all doors on both campuses about the Symptoms of Coronavirus (COVID-19). See Appendix B.
- Signage will be put up on all doors on both campuses about Feeling Sick. See Appendix C.
- Signage will be posted on all doors of buildings on the Evergreen Campus, informing which will remain closed to the general public. See Appendix D.
 - If faculty and staff come to campus to use their office, they should lock the outer doors behind them and not allow anyone inside.
- Signage will be posted on doors of buildings on the Evergreen Campus in which labs are permitted, stating that the building is closed to the general public. For these buildings, students and faculty must enter/exit through the main entrance of buildings. See Appendix E.
- Signage will be posted on the door of the Atmore Campus building, letting students know they are to use the left side entrance to the building. See Appendix F.

Screening Procedures:

- Employees returning to campus are asked to limit travel and visits to other departments and buildings while on campus.
 - Additionally, to wear a mask, maintain a 6-foot distance between other employees and students, practice CDC recommendations on hand washing, as well as using alcohol-based hand rubs.
 - Employees are asked to self-screen for COVID-19, following the Covid-19 Screening Checklist in Appendix G.
 - Employees exhibiting signs or symptoms of COVID-19 are asked not to come on campus and to contact their immediate supervisor.
- Students are only allowed on campus during scheduled lab sessions.
 - Dates, times, and programs participating in on-campus labs will be provided by their program instructor or advisor.
 - No loitering will be allowed.
 - Students must leave the premises once they have completed lab training.
 - Lab instructors will conduct the COVID-19 Screening Checklist and a temperature check for each student coming to campus for on-campus labs. See Appendix G.
 - Students will additionally be asked to read and sign a COVID-19 Warning and Waiver. See Appendix H.
 - Students exhibiting signs or symptoms of COVID-19 are asked not to come on campus and to immediately notify their instructor.

- Once the checklist and waiver have been performed and signed, a wristband, with a date and time issued, will be given to the student to be worn while on campus. See Appendix I.
- Once on campus and having been through the screening, students must report directly to their lab class.
- Students will be asked to wear a mask, maintain 6-foot distance between themselves and others, practice suggested hand washing practice established by the CDC while on campus, as well as use alcohol-based hand rubs.
- Students will not be allowed to visit other departments or areas on campus.
- Masks, hand sanitizer, and disinfectant wipes, then a cart containing these items will be placed at a single entrance for use.
 - Daily inventory will be taken and given to the Facilities Manager to determine use and ordering cycles.

Future Operational Plans:

- Signage is still up in all labs, classrooms, and elevators on both campuses about COVID-19 Coronavirus Disease Help Stop the Spread. See Appendix A.
- Signage is still up on all doors on both campuses about the Symptoms of Coronavirus (COVID-19). See Appendix B.
- Signage is still up on all doors on both campuses about Feeling Sick. See Appendix C.
- Signage is still up that is posted on all doors of buildings on the Evergreen Campus, which will remain closed to the general public. See Appendix D.
 - Faculty and staff coming to campus to use their office, should still lock the outer doors behind them and not allow anyone inside.
- Signage is still up that is posted on doors of buildings on the Evergreen Campus in which labs are permitted, stating that the building is closed to the general public. For these buildings, students and faculty must enter/exit through the main entrance of buildings. See Appendix E.
- Signage is still up that is posted on the door of the Atmore Campus building letting students know they are to use the left side entrance to the building. See Appendix F.
 - A sign will be made that can be posted closer to the entrance of the parking area so that students do not have to walk to the front of the building to read the sign directing them to go to the left side of the building for entry.
- Students will return as soon as June 8, 2020, in specific programs.
- The College has procured PPE for faculty, students, staff, and visitors has been supplied.
 - Temperature scanners, masks, gloves, temperature scanner, hand sanitizer, and disinfectant wipes are made available for every department so that daily COVID-19 checks can be conducted.
 - These supplies will be checked regularly and replenished adequately.
- Considering most faculty and staff continue to work remotely, as programs reopen, a schedule will be in place for regular cleaning of restroom facilities on the Evergreen Campus.
- The Atmore Campus is maintained through our leasing agreement. It has recently undergone a deep cleaning cycle, including shampooing the carpets and will retain their regular cleaning schedules.
- Security will make routine checks on all Evergreen Campus buildings several times a day to make sure staff, students, and visitors are complying with the rules by reviewing COVID-19 check sheets and visually scanning the area for compliance with wearing masks.

These are the fundamental operating standards we believe needs to be put into place immediately to ensure everyone's safety at Reid State Technical College. As more information is released from the CDC about COVID -19, this COVID-19 Safe Operating Procedures Plan will be adjusted accordingly.

COVID-19

Coronavirus
Disease

HELP STOP THE SPREAD

AVOID CLOSE CONTACT

Avoid close contact with sick people, and when you're sick. Maintain distance at least 6-ft



STAY HOME WHEN YOU ARE SICK

If you feel sick, go home to prevent the spread of germs, and remain at home until better



COVER YOUR MOUTH AND NOSE

Cough or sneeze into a tissue, then throw the tissue in the trash



CLEAN YOUR HANDS

Wash your hands with soap and water for 20 seconds. Or use an alcohol-based hand rub



AVOID TOUCHING, YOUR EYES, NOSE, OR MOUTH

Prevent touching something contaminated with germs, and then to eyes, nose, or mouth



PRACTICE OTHER GOOD HEALTH HABITS

Routinely clean and disinfect frequently touched objects and surfaces

- Get Sleep
- Be Physically Active
- Manage Your Stress
- Drink Plenty of Fluids
- Eat Nutritious Foods



Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

* This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Shortness of breath



cdc.gov/coronavirus



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS

**BUILDING IS
CLOSED
TO GENERAL PUBLIC.**

**PLEASE CALL
251.578.1313
FOR ASSISTANCE.**

**BUILDING IS
CLOSED**
TO GENERAL PUBLIC.
**Students and Faculty must enter/exit
through MAIN ENTRANCE.**

**PLEASE CALL
251.578.1313
FOR ASSISTANCE.**

REID STATE TECHNICAL COLLEGE
Students must enter/exit
through LEFT SIDE ENTRANCE.

PLEASE CALL
251.368.0166
FOR ASSISTANCE.

Appendix G – COVID-19 Screening Checklist

COVID-19 Screening Checklist		
Visitor/Employee:	Date:	Time:
Have you had any signs or symptoms of a fever in the past 24 hours, such as chills, sweats, felt “feverish,” or had a temperature that is elevated for you/100.4 F or higher?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have any of the following symptoms? <ul style="list-style-type: none"> • Cough • Shortness of Breath or Chest Tightness • Sore Throat • Nasal Congestion/Runny Nose • Myalgia (Body Aches) • Loss of Taste and/or Smell • Diarrhea • Nausea • Vomiting • Fever/Chills/Sweats 	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you traveled internationally or outside of the state in the last 14 days? Or have you had any close contact in the previous 14 days with someone with a diagnosis of COVID-19?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If a visitor or employee answers YES to any screening question: Ask the visitor or employee to please leave, and that they should self-isolate/self-quarantine at home: <ul style="list-style-type: none"> • For a minimum of 7 days since symptoms first appear if symptoms are currently present. Must also have 3 days without fevers and improvement in respiratory symptoms. • For 14 days, if the visitor or employee had close contact with an individual diagnosed with COVID-19. • For 14 days following international or domestic travel. 		



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

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

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

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

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities ("Claims"). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

Signature of Student

Date

Print Name of Student

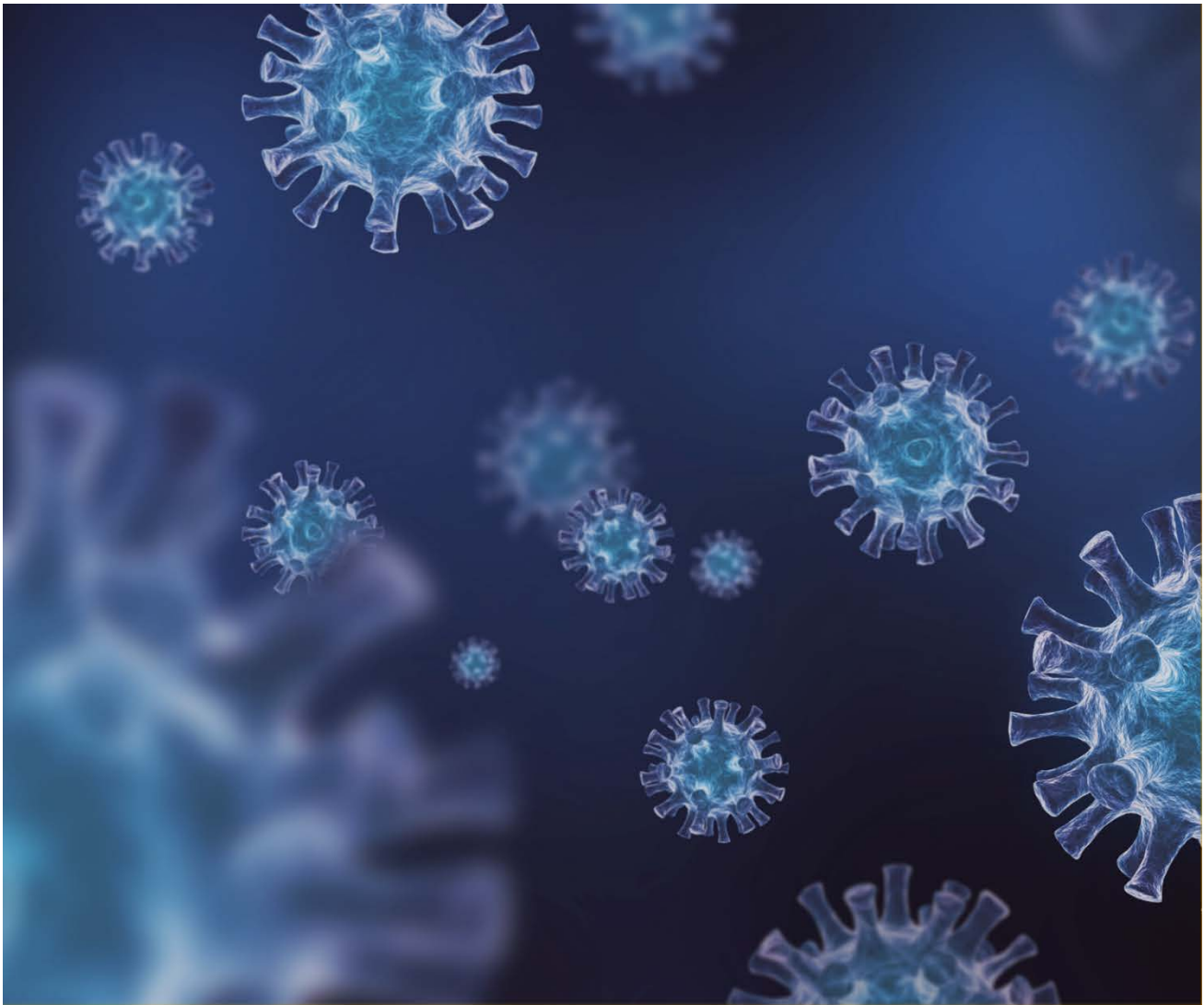
Signature of Parent/Guardian

Date

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

Appendix I – Wristband Example





Reid State Technical College

WWW.RSTC.EDU