

RSTC FALL 2020 SAFE RETURN

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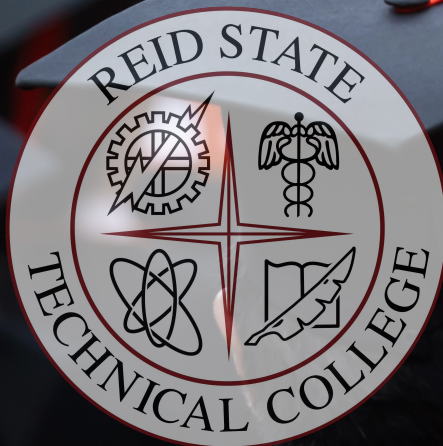


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Reid State will begin its modified access beginning August 17, 2020. The below plan details our plan for general operations, instruction and limited campus activities for Fall 2020. This plan covers the following areas: Health and Safety, Instructional Services, Student Services, Workforce Development and Adult Education and General Operations. This plan was created with assistance and input from the College's Safety Committee, Program Division Chairs and Instructors, Department Leaders and College Administration.

Most of Reid State's instructional programs, general student and business operations will be on-campus or by appointment only beginning August 17, 2020. Class sizes will be limited. Specific instructional methods are discussed in the attached excel spreadsheet that highlights each academic, technical and workforce development program. Most non-instructional services and operations will function through on-campus appointments and virtual assistance. 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 in-person and virtually during the Fall 2020 semester is discussed below.

****Note:** All visitors and guests are expected to adhere to the RSTC Safe Return Plan and COVID-19 Safe Operating Procedures. Visitors must wear mask and complete a COVID-19 Screening upon entering any building on campus.

BUSINESS OPERATIONS

General Operations and Bookstore

Business operations have remained constant during the Pandemic. Business personnel are operating 100% on campus and Bookstore operations will be open to students on-campus however, safety precautions such as social distancing, masks and gloves will be required along with minimizing the number of students in the bookstore at a given time.

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 return to campus.

STUDENT SERVICES

Attachment B provides a detailed review of how student support services will continue by appointment and virtually during the Fall 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 Fall Semester will be required to complete a liability waiver. All physical labs and classrooms used during the Fall 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.

INSTRUCTIONAL DIVISION

Attachment A provides a detailed review of instructional programs and its operations for Fall 2020. In addition, the attached excel spreadsheet, has program plans are separated by tabs and includes credit, non-credit and workforce development programs. All in-person instruction will be completed by the fall 2020 Thanksgiving break.

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.
- **On-campus class sizes were determined by the RSTC Safety Committee by measuring each classroom for 6-feet distancing precautions.**
- 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 returned to on-campus instruction beginning June 8th, 2020. Protective dividers were placed in all RSTC Trucks. Personal protective equipment such as masks and gloves and cleaning supplies have been purchased to provide students and instructors with necessary items to remain safe during training. Students and instructors are expected to wear PPE during all training sessions. Equipment will be cleaned and sanitized daily after 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 **8-10** 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.
 - 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 Fall semester using Canvas. Welding students will begin on-campus labs beginning August 17th in order to complete all on-campus instruction before Thanksgiving break. Students will be spaced per booth using the 6-foot social distancing recommendation. No more than 15 welding students will be allowed in the welding lab 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)

All students will be on-campus for general instruction and labs beginning August 17th, 2020. 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 guidelines listed below:

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 (LPN)

Practical Nursing will conduct theory instruction utilizing zoom and screencast. Labs will be conducted online and a minimum of 12-15 students will be allowed to attend labs at one given time.

Guidelines: The following steps will be taken to keep labs and the 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)

The ILT/INT instructors will utilize Canvas, Zoom and on-campus instruction to conduct Fall 2020 classes. The following guidelines will be implemented to ensure health and safety measures:

- Students will be limited 12-15 students per on-site per 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.

Adult Education

Adult Education Courses will provide on-campus and remote instruction and enrollment for the fall 2020 semester. Student information and documentation for registration can be found on RSTC website. Students must complete COVID-19 screenings and follow SAFE guidelines as noted in the SAFE Return-Students Notification.

WIOA Youth Program

The WIOA Youth Program will provide remote and on-campus instruction and services throughout the fall semester.

General Education

General education will provide hybrid, online and in-person instruction for general education classes. Biology labs will take place on campus.

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>Instructional Delivery Method</u>	<u>Additional Instructional Resources</u>	<u>Additional Information</u>	<u>WD Grant (recipients only)</u>
Business Administration	Hybrid & Online-Canvas			
Cosmetology	Online, Hybrid, & In-person;	Milady eLearning		
Cosmetology Instructor Training	Online-Canvas			
Industrial Electricity/Electronics	Hybrid, Online-Canvas & In-person	Amatrol e-learning, Cengage unlimited		All grant activities are continued. See attached expenditure report. (provided in previous plan)
Industrial Maintenance	Hybrid, Online-Canvas & In-person	Amatrol e-learning, Cengage unlimited		
Health Sciences	In-person, Hybrid & Online			
Practical Nursing	In-person & Online-Canvas			All grant activities are continued. See attached expenditure report. (provided in previous plan)
Welding Technology	In-person & Online-Canvas			
<u>Non-Credit</u>				
Commercial Truck Driving	In-Person Instruction			

Reid State Technical College-Continuity Plan Supplemental Documentation

Nursing Assistance	In-person & Online-Canvas			All grant activities are continued. See attached expenditure report. (provided in previous plan)
<u>Workforce Development</u>				
WIOA Youth Program	In-Person & 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	In-person & 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	In-person & Online; Google Classroom; Student packet delivery (a mail and pick-up schedule is being planned; Dropbox was established for enrollment forms.	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.	

Summer 2020 Addendums

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)

While Reid State Technical College (RSTC) and the entire world continue to face challenges from COVID-19, it is critical that we take care of each other and ourselves. Reid State is known for our optimism, ingenuity and true compassion for those around us. That compassion allows us to understand that many people are struggling from the impacts of the virus, and has been affected in some way. Our RSTC community is interconnected and, collectively, we must continue to support each other. During Fall Semester 2020, the entire Student Services and Counseling Departments will be on campus but out of an abundance of caution for our students, faculty and staff the Student Services Department will continue serving students in a remote environment in order to prevent the spread of the Coronavirus. If deemed necessary, students may make an appointment with any office in the Student Services Department. New Students Orientation will continue to take place virtually.

Again, Student Services Offices will not be opened to the general public, visitors, or students. Upon entering the Student Services Building, employees' temperature will be taken daily and the COVID-19 questionnaire will be completed. If the employee meets all of the COVID-19 requirements, an arm band will be distributed for entrance. If an employee does not meet one of the requirements, the employee will be asked to leave campus. In addition, all employees will wear a face mask at all times while in the workplace unless they are confined to their office. All office areas will be cleaned and disinfected routinely by our maintenance department; e.g., bathrooms, common areas, and shared employee office equipment. All employees will maintain 6 feet apart and practice social distancing as work duties permit. If a second wave of the Coronavirus occurs, the Student Services Department will go back to the original working remotely plan.

Even though we are unavailable for in-person interaction, except by appointments only, 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. We are asking students to email us if they need assistance in any of the following areas. Dean of Students, Registrar, Admissions, Financial Aid, Counseling, ADA/504, Computer Networking, Student Activities and Campus Security. Additionally, Frequently Asked Questions (FAQ's) can be found on our website at www.rstc.edu.

Reid State Technical College Student Services Department decision-making and planning was guided by our sense of responsibility, first and foremost, 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. 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 will have full access to Banner 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 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 Spring 2021 Semester
- Orientation Dates/Times for Spring 2021 Semester
- Banner Training and Testing
- Calculate Nursing GPA for Spring 2021
- Continue Updating information for Banner
- Compile reports

The Admissions Department of Reid State Technical College will continue servicing the admissions needs of our students in a remote environment. 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 are by mailing information to P.O. Box 588, Evergreen, AL 36401 or fax (251) 578-4824. Please ATTN: ADMISSIONS when sending documents. Information will be retrieved during the workday for printing, filing and documentation.

Applications and student information changes will be submitted online and managed via Banner. All student communication will remain via email and by phone calls. Processed update letters will be managed by Banner and monitored during the workday schedule. Electronic Transcripts will be processed via Banner and monitored during the scheduled updates. Semester Acceptance procedures will be maintained via the Banner System.

- Scheduled Banner Training will continue remotely via Zoom, email, and phone access
- Admissions Remote Functions not limited are as follows:
 - Fall 2020 Applications update, Spring 2021 Application process and updates
 - Electronic application push process and monitoring for input
 - Monitoring Missing Student Document Letters for prospective High School and college Students via the set Banner process
 - Transcript receipt, transcript processing, transcript management monitoring via the Banner system.
 - Semester Acceptance procedures
- Banner Training and Testing
- Student Handbook updating
- Student Letter updating
- Transfer Records
- Update necessary Admission completion documents for Financial Aid and Registrar updates
- Update information for Banner Transition, Errors and updates
- Scanning of receipting documents for filing
- Filing of receipting items
- Updating student files to include

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 submitted to the Financial Aid Office to complete verification, scholarship opportunities, veteran benefits, and general Financial Aid questions. We are here to help continue supporting our students through the coronavirus pandemic. 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 responding to emails daily. All students are asked to communicate with the Financial Aid office by e-mail if any assistance is needed. **In person appointments will only be made if deemed necessary.** 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.

Checking Banner for new FAFSA information continues to be a priority in order to keep new and current student records updated. The Director of Financial Aid will be on campus for processing and maintaining of student records. The financial aid office will be checking grades once the Summer semester ends and assisting any students that need additional assistance by email and by phone in order to continue the protection of the staff and students. WIOA students will be served without delay, once contracts become available to the financial aid office. The financial aid office continues to work with the career centers in order to maintain the students funding. Veterans will be certified once the fall semester begins in order to maintain their veteran benefits. The Financial Aid office is always connected to Banner through the VPN portal in order to assist students whether on campus or working remotely. 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 (updated to the Banner system beginning Fall Semester). Also, students will be able to contact Ms. Ruth Owens at rowens@rstc.edu for concerns or questions regarding how to clear their charges.

Testing Center

Nearly all testing services will remain virtual for the fall 2020 semester. Students will be required to come on-site for GED exams which cannot be done remotely. Students who do not have access to an electronic device or internet services will be allowed to test on-site by appointment only. However, all on-site testing will be limited to two people per exam session. The following exams will continue to be offered online: TEAS, ACCUPLACER, ATB and WorkKeys.

Career Services

Career Services and graduate workshop will be offered virtually using zoom. Students can call the College to schedule a zoom appointment for career assistance.

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 necessary, a zoom will be provided for students with disabilities and student may make an appointment to see the Dean of Students to discuss ADA Accommodations. Accommodations will be addressed per individual student.

If any new students are requesting ADA/504 accommodations, please contact Dr. Tangela Purifoy at tpurifoy@rstc.edu.

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

- Manage Student Services Help Desk for the Student Services Department – Provide students with information and answer questions related to Student Services.
- Supervise scheduling, production and maintenance of the Photo ID Tech Card equipment.
- Input prospective student's admission applications into the Banner System.
- Contact students on the new student admissions application list to complete their application process.
- Contact students on the pre-registration list advising them to take care of their financial obligations and clear their charges.
- Generate copy, assemble, and mail out orientation packet information to new students.
- Create, develop, and distribute monthly employee/student calendars.
- Post monthly Clery Act information.
- Recognize President's, list, Dean's list, and Most Outstanding Student's recipients.
- Recognition of Constitution Day, Breast Cancer Awareness, and Domestic Violence Awareness.
- Recruit applicants for Student Government Association (SGA)
- Manage Thanksgiving Community Service Project.
- Manage Christmas Community Service project.

Virtual Orientation sessions for the 2020 Fall 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 monitor the college though out the day and ensure all buildings are secured. Upon students returning to campus, a Parking Decal Form will be given to faculty for students to complete and Campus Security will provide the faculty with the student parking decal for FA2020. If anyone forgets their student RSTC ID number and is locked out, please contact Mr. Parker at pparker@rstc.edu. Computing Networking will continue to keep the campus technology performing efficiently.

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

The background of the slide features a dark blue upper half and a solid yellow lower half. Scattered across the blue background are several stylized, glowing blue and white representations of COVID-19 virus particles, showing their characteristic spiky surface.

COVID-19 SAFE OPERATING PROCEDURES PLAN

Reid State
Technical College

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COVID-19 Safe Operating Procedures Plan 08.03.2020

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:

- o All employees returned to campus August 3, 2020 except for faculty who will return on August 10, 2020.
 - Social distancing and safety by wearing masks as required by Governor Ivy's mandate is in practice.
 - All employees continue to be aware of protective of their individual office/workspaces.
 - Masks, gloves, sanitation spray, disinfectant and wipes are available by request in the bookstore and the maintenance department.
- o 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.
- o Signage will be put up on all doors on both campuses about the Symptoms of Coronavirus (COVID-19). See Appendix B.
- o Signage will be put up on all doors on both campuses about Feeling Sick. See Appendix C.
- o 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.

Screening Procedures:

- o 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 E.
 - Employees exhibiting signs or symptoms of COVID-19 are asked not to come on campus and ~~contact~~ **contact** their immediate supervisor.
- o 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 E.
 - Students will additionally be asked to read and sign a COVID-19 Warning and Waiver. See Appendix F.

- 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 G.
- Once on campus and having been through the screening, students must report directly to their lab class.
- Students **must** 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:

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. Therefore, this plan must also attempt to address the unforeseen fluidity of events that may result within the educational environment during an ongoing COVID-19 pandemic. As the institution has moved forward through this event, adjustments have been made where needed, and as such a workable plan fitting our institution emerged.

If the campus must be closed in the future:

- Faculty and Staff would begin working remotely.
- Signage will be put up informing the public that the college is closed and that all doors are locked.
 - Signage will be posted on all doors of all buildings on all campuses. See Appendix D.
 - If faculty and staff should need to come to the campus for any reason, they must request to do so first.
 - This statement is here because at the time of the writing, there is no way to tell why the campus may be closed in the future.
 - If faculty or staff come to campus to use their office, they must lock the outer doors behind them and not allow anyone inside.
- 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.
- From this point, a gradual reopening process would begin as before.

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



Source: Centers for Disease Control and Prevention

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

CS-2020-06 March 22, 2020 4:53 PM



STOP

YOU MUST HAVE ON A
FACE MASK IF YOU ENTER
THE BUILDING

Building is
CLOSED to General Public

PLEASE CALL
251-578-1313
FOR ASSISTANCE

COVID-19 ACTIVE SCREENING QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are taking measures to keep the college a safe environment for both students, employees, and the public. Therefore, anyone coming onto the college campus will be screened and part of our screening process will include taking their temperature and asking the following questions.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?

☐ YES

☐ NO

2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?

☐ YES

☐ NO

3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?

☐ YES

☐ NO

4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?

☐ YES

☐ NO

5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?

☐ YES

☐ NO

6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?* *(Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes)*

☐ YES

☐ NO

If the individual answers YES to any of the questions, they will not be allowed entry, unless and until determined otherwise by a designated College official.



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

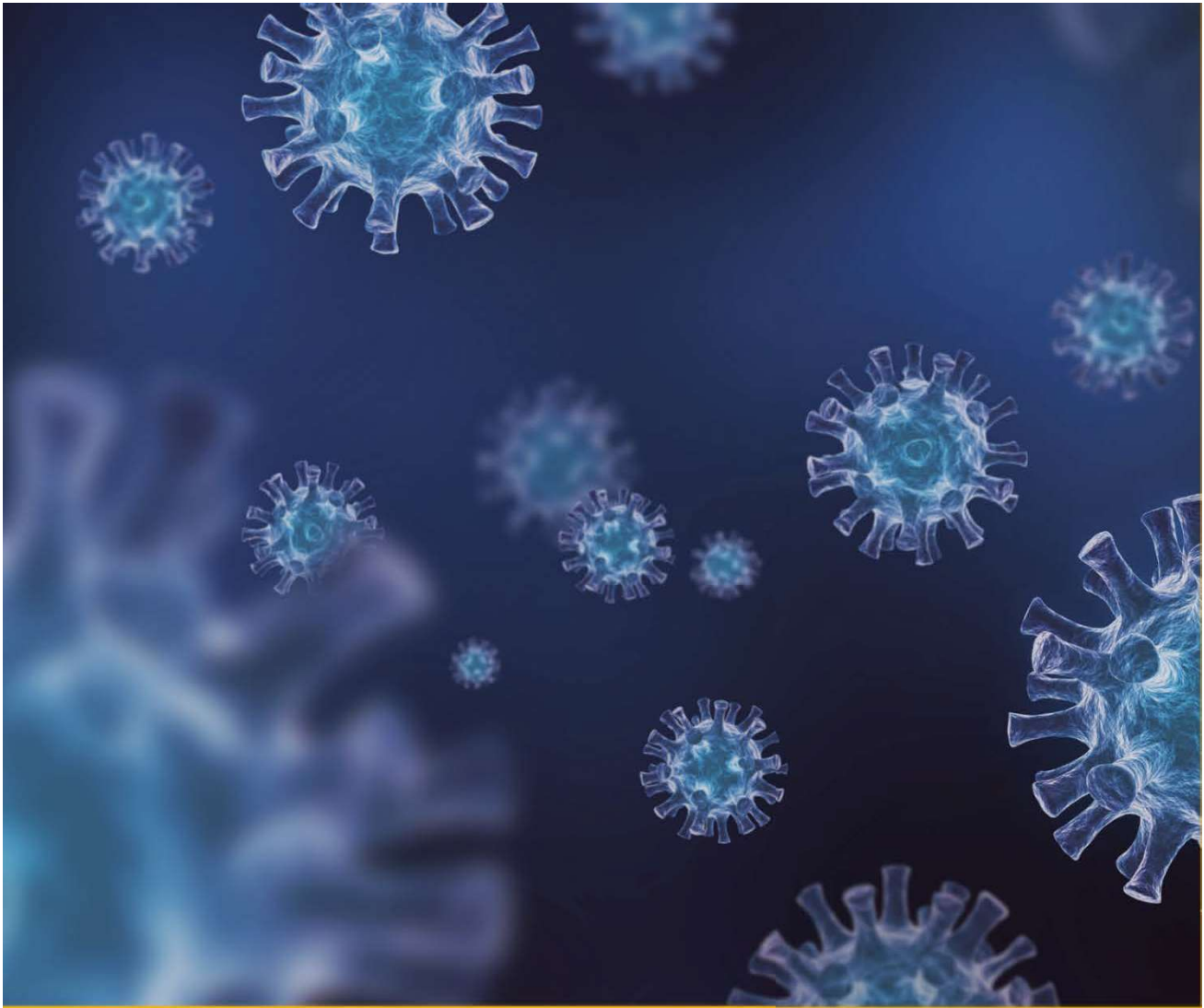
Date

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

Appendix G – Wristband Example



Monday - Blue Band
Tuesday - Green Band
Wednesday - Orange Band
Thursday - Red Band
Friday - Yellow Band



Reid State Technical College

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