

Central Alabama Community College



Fall 2021 Reopening Plan *Effective August 9, 2021*

Central Alabama Community College “CACC” has prepared policies, procedures, and protocols for reopening *Fall of 2021* in response to ACCS Memorandum #2020-EXE-038.

This document details a plan for operations while maintaining compliance with guidance issued by the Alabama Department of Public Health, the Centers for Disease Control and Prevention, the Office of the Governor of the State of Alabama, and the Alabama Community College System.

The College Pandemic Emergency Response Team continues to meet to review and monitor updates to safety guidelines. The following plan for reopening is fluid and will be modified to accommodate updated recommendations or requirements from the previously mentioned entities.

REOPENING PLAN OBJECTIVES

1. To provide quality education to students
2. To allow the safe reopen of Central Alabama Community College locations for fall semester
3. To educate Central Alabama Community College employees, students, and communities on protocols and procedures designed to help mitigate risk
4. To promote the safety and wellness of each CACC employee, student, and visitor
 - a. Provide information and resources regarding safety and wellness
 - b. Detail implementation measures and sanitation protocols



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- c. Communicate social distancing, face coverings, handwashing and personal protection procedures.

OVERVIEW FOR REOPENING CACC FOR FALL 2021

For fall semester, CACC employees will work on campus. Employees and students will adhere to all campus protocols and procedures. All employees, students, and visitors must wear face coverings/masks while indoors and should adhere to social distancing guidelines of 6 feet of social distancing or 3 feet in a classroom setting if all individuals are masked.

Athletic practices and activities will resume fall semester. Athletic training and team participation events will adhere to the guidance from ACCS and in compliance with ACCC and NJCAA. The CACC Athletic Department will continue to follow protocols in compliance with Alabama Department of Public Health guidelines for athletics, ACCC, CDC, ACCS, and institutional guidelines. Contact the Athletic Director and Dean of Students for more information.

College events and student club and organization meetings will be held in various platforms, including in-person, virtually, and remotely as determined.

Student Life activities and events will resume to include virtual and remote activities.

Academic and career technical courses will be delivered through a combination of in-person, online, and virtual formats. When social distancing is not feasible in the classroom and labs, all students and instructors must wear face coverings and follow CDC hygiene protocols.

Library personnel on the Alexander City Campus and Childersburg Campus will work regular on-site schedules and college operational hours.

The Business Office, Human Resources Department, and IT Department will continue regular on-site operations. Maintenance and facilities operations along with Security will remain open and work flexible schedules as needed to accommodate social distancing.

Federal TRIO staff will work regular on-site operations schedules.

Adult Education staff and faculty will work regular on-site operations schedules.

Student Services will work regular on-site operational hours.

Sanitation measures will continue to be implemented including daily entrance/exit door sanitation, common area and office sanitation, restroom sanitation in addition to normal housekeeping requirements. All equipment, desks, chairs, tables, or other items used during instruction will be sanitized routinely.



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The College will continue to maintain updated information on COVID-19 and local college, ACCS, Office of Governor of State of Alabama, Centers for Disease Control, and State of Alabama Public Health Department on the College website.

CAMPUS PROTOCOLS AND PROCEDURES

1. General hygiene and respiratory etiquette will be followed college-wide.

- Hands should be washed often. Soap and water should be used for at least twenty seconds, or hands should be cleaned with alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water is not available.
- Avoid touching eyes, nose and mouth.
- Do not shake hands or make physical contact with others.
- Cover your coughs and sneezes.

2. All individuals must wear a mask or other face covering that covers his or her nostrils and mouth.

- Face coverings must be worn at all times in campus buildings.
- Face coverings must be worn in classrooms, labs, and shared office spaces regardless of social distancing.
- Reasonable accommodations will be provided for persons who cannot wear a face covering due to a medical condition.
- “Face Coverings Required” signs will be posted at each building entrance. Individuals may enter buildings only if wearing the required face coverings. A limited amount of disposable masks will be maintained in the Student Services Office at each location or Human Resources (Childersburg) for situations when an individual is unable to secure a face covering.
- Individuals who do not cooperate with the face covering orders will be directed politely to leave campus and allowed to return with a face covering. Security will be contacted for assistance should there be any issues with enforcing the face covering orders.

3. Common areas will have precautions and will be disinfected or temporarily disabled.

- All common areas in use will be disinfected according to protocol.
- Common area doors will remain open.
- Elevators
 - Employees are advised to use elevators as little as possible.
 - If the use of the elevator is necessary, the following guidelines apply:
 - Avoid touching your face with your hands, and wash hands immediately after pressing any elevator buttons.
- Vending machines will be in use. Immediately wash hands after pressing any buttons.
- Fleet scheduling availability is subject to approval of Administration.
- Seating areas in common locations will be spaced to allow social distancing.



4. Self-Distancing and Disinfecting

• Office Areas

1. Employees will remain isolated in their assigned offices when possible.
2. Employees should maintain six-feet of separation between themselves and other co-workers.
3. Employees will disinfect the phones, keyboards, mouse, and computers in their assigned offices and work areas on a daily basis.
4. Large office gatherings, break rooms, and unnecessary visitors in the workplace must be avoided unless proper social distancing can occur.
5. Face coverings must be worn in all common spaces used by multiple people.

• Classrooms/Labs

1. Classroom and lab occupation will be limited to maintain social distancing guidelines.
2. If classrooms and labs do not allow proper separation or if duties require employees and/or students to work within social distancing allowance of one another, the following measures will be implemented:
 - a. Face coverings will be worn by all individuals.
 - b. Students will be responsible for providing their own face coverings.
 - c. Duties will be modified as needed to allow social distancing.
 - d. Hands must be washed for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least 60% alcohol will be provided.
3. Individuals will avoid sharing tools or other equipment when possible.
4. If equipment is shared, proper disinfection will be required according to protocol.

• Restrooms

1. Social distancing guidelines must be maintained in restrooms. Lines must form outside of restrooms with social distancing in place, and facial masks must be worn.
2. In order for restrooms to remain sanitary, all paper products must be disposed of properly, and toilets completely flushed.

• Breakrooms and Kitchen Areas

1. Employees may not congregate in breakrooms and kitchen areas.
2. No students are allowed in breakrooms or kitchen areas.
3. Employees must maintain proper social distancing guidelines and wear facial coverings.



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4. Employees must minimize touching objects in the breakroom or kitchen areas such as refrigerators or other commonly shared items.

- **Arrival and Dismissal**

1. Gathering in the parking lots is discouraged.
2. Individuals must maintain social distancing between themselves and others upon entering and exiting the building.
3. Individuals must wear face coverings when entering and exiting buildings.

PERSONNEL/STUDENT MONITORING

Symptoms of COVID-19 (Sources: U.S. Centers for Disease Control)

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with the following symptoms or combinations of symptoms may have COVID-19:

- ☐ Dry cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Fever
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle aches
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell
- ☐ Diarrhea

This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Self-Screening

One of the most vital aspects of detection involves self-screening at home. All employees should self-screen at home for symptoms associated with COVID-19 and should not report to campus if experiencing a fever of 100.4 degrees Fahrenheit or greater or experiencing multiple other symptoms of COVID-19.

When to Seek Medical Attention (Source: U.S. Centers for Disease Control and Prevention)



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If you have any of the following **emergency warning signs*** for COVID-19, seek **medical attention immediately**:

- ☐ Trouble breathing
- ☐ Persistent pain or pressure in the chest
- ☐ New confusion or inability to arouse
- ☐ Bluish lips or face

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

Call 911 if you have a medical emergency. Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

If a student shows up and he/she is symptomatic, the instructor will ask the student to leave campus and to notify Tina Shaw, Executive Human Resources Director (HR). HR will conduct proper contact tracing procedures with the student to confirm whether the student has been diagnosed or tested for COVID-19 and provide additional guidance to the student. HR will follow-up with the dean and instructor once student has been evaluated.

Tina Shaw, Executive HR Director

Email: tshaw5@cacc.edu

Phone: 256-378-2010 Office / 256-827-9163 Cell

Please be advised of the following COVID-19 REPORTING requirements:

- ☐ As stated above, employee/student who are symptomatic should not report to work/campus; however, if an employee/student develops symptoms while at work/campus, the employee should immediately contact his/her supervisor prior to leaving campus. The supervisor should contact Tina Shaw, Executive Human Resource Director (HR), who will follow-up with the employee/student to confirm whether the employee has been diagnosed/or tested for COVID-19 and to complete contact tracing.
- ☐ Employees who are diagnosed with COVID-19 are required to assist the College in ascertaining the last time the employee was on campus and the workplace areas in which the employee worked during the prior 14 days; and the identification of any other employees and students with whom the employee had contact during the prior 14 days.
- ☐ The College will take reasonable steps to alert all employees and students that are identified in the above process that they may have been exposed to an employee diagnosed with COVID-19 and direct them to monitor themselves for symptoms.
- ☐ Employees and students who are diagnosed with COVID-19 are not allowed on campus and may not return to campus until the employee/student receives clearance from their healthcare provide (physician or mid-level provider). Employees/students must provide



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medical clearance confirmation to and be approved by HR to return to work/campus in compliance with ACCS guidelines.

- ☐ If an employee is required to leave or stay away from campus because of COVID-19 related reasons, the employee should contact HR for assistance and direction.
- ☐ Employees (faculty and staff) and students who are contacted by an employee or student who reports that he/she has been tested for COVID-19, diagnosed with COVID-19 or believes he/she had direct exposure to an individual with COVID-19, should immediately contact HR for guidance.

Behaviors to avoid include the following:

- ☐ Gathering in groups
- ☐ Entering crowded areas
- ☐ Carpooling with others that live outside of your home
- ☐ Hugging or shaking hands
- ☐ Eating face to face, meeting face to face, and other similar activities that would put you and/or others in close proximity

Proper distancing behaviors include the following:

- ☐ Remain isolated when possible.
- ☐ Maintain social distancing between yourself and the nearest co-worker at all times. Avoid sitting directly across from one another, including during meeting and training times when possible. In-person meetings should be limited and only when absolutely necessary.
- ☐ All meetings, trainings, and professional development will be offered in various platforms to include remotely, virtually, or electronically if at all possible.
- ☐ Follow right-of-way walking practices to and from work and common areas.
- ☐ Utilize proper PPE, including face coverings, and follow guidelines of usage.
- ☐ Avoid sharing tools or equipment. If tools must be shared, follow disinfection protocol for employees.
- ☐ In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA), as amended, employees should contact Tina Shaw, ADA Coordinator for employees, and Leslie Mitchell, ADA Coordinator for students, to self-disclose any disability he/she may require a reasonable accommodation to the known limitation(s) of person with a disability, as defined by ADA. This process is defined in the Student Handbook and Employee Handbook accessible to all online.

COVID-19 EXPOSURE NOTIFICATION, QUARANTINE, AND ISOLATION



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Definition(s):

Close contact: is defined as within 6 feet of an infected person (laboratory-confirmed) for a cumulative total of 15 minutes or more over a 24-hour period.

Fully-vaccinated: People are considered fully-vaccinated 2 weeks after their second dose in a 2- dose series or 2 weeks after a single-dose vaccine.

Persons with Positive COVID-19 Test Results WITH Symptoms

- 10 days since symptoms first appeared and;
- 24 hours with no fever without the use of fever-reducing medications and;
- Other symptoms of COVID-19 are improving (For example: cough, shortness of breath. Please note, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Persons with Positive COVID-19 Test Results WITHOUT Symptoms

Persons can return to work/campus after 10 days have passed since you had a positive viral test for COVID-19 if the person continues to have no symptoms. If the person develops symptoms, they should follow the protocol for 'Persons with Positive COVID-19 Test Results WITH Symptoms'.

Persons with Exposure to COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person unless that person meets the following criteria:

- The person has been fully vaccinated and shows no symptoms of COVID-19
- OR
- Person had COVID-19 illness within the previous 3 months **and** has recovered and
 - Remains without COVID-19 symptoms (for example, cough, shortness of breath).

Fully-vaccinated persons with exposure to COVID-19 should get tested 3-5 days after exposure, regardless of whether they exhibit symptoms. Fully-vaccinated persons should also wear a mask indoors in public for 14 days following exposure or until a COVID-19 test result is negative.

DISINFECTION PROTOCOL

Central Alabama Community College has increased cleaning and disinfecting processes on all campus and site locations.

In accordance with CDC guidelines and with the proper use of PPE, the College currently uses cleaning products that specifically target and stop the spread of the COVID-19 virus.



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Maintenance and housekeeping will continue to routinely clean and disinfect surfaces and objects that are frequently touched. This process will include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops).

Frequency of cleaning will follow standard recommendations according to the life of the virus.

If an area has been vacant for seven or more days, the need for deep clean is minimized. If an area has not been closed or vacant for seven days, maintenance and housekeeping will clean hard surfaces using approved cleaning measures and while wearing appropriate PPE. Soft surfaces such as chairs and carpets will be cleaned as necessary. HVAC filters will be cleaned, disinfected, or replaced.

The College will provide disposable wipes and/or cleaning materials to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use upon request. The College will also ensure adequate supplies are available to support cleaning and disinfection practices for maintenance and housekeeping staff, instructors for classrooms and labs, and instructors and staff for offices and common areas.

Disinfection Following Identification of Positive Case COVID-19

In the event that an employee or student tests positive for COVID-19, the College will assess the risk level for other employees and students and respond accordingly. Preventing an outbreak will utilize a combination of control measures. The College will implement and follow CDC Cleaning and Disinfectant Guidelines.

If decontamination is not feasible, a period of closure will be considered in order to allow the virus to naturally deactivate.

COMMUNICATION PLAN

Timeline Information

Emails will be sent to employees regarding updated reopening guidelines and procedures. Individual work schedules will be communicated by supervising Cabinet Members.

Emails will be sent to students regarding reopening guidelines and procedures.

Consistent with all COVID-19/Coronavirus operational changes, the College will communicate public updates via press releases, text messaging, the College website, Moodle, and social media.

Signage

Signs will be posted throughout the facility as a reminder of protocols and guidelines.



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COVID-19 Control Measures and Updates

Control measures and updates will be shared via standard public communication outlets as listed above for timeline information and as directed by the Chancellor and ACCS.

ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY RELATING TO CORONAVIRUS/COVID-19

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 may be required at discretion of the President.

Central Alabama Community 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”.

Outside Visitors and Facility Reservations

- Visitors may be asked to sign an *Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19* form. The business office will coordinate and manage this process at the time of facility reservation.

Athletics

- Members of the Athletics teams may be requested to sign an *Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 for Participation in Athletics or other Extracurricular Activities* form.

REMOTE WORK

Effective immediately, the College does not offer remote or telework as an employee requested option to COVID-19 quarantine or isolation periods when the employee is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case.

Any employee who is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case shall not come to work and shall isolate as recommended by the CDC or quarantine as required by a health provider. Employees shall take sick leave or other appropriate leave in these cases and strictly adhere to the College's leave policies.

These are certain essential jobs and functions that may require the College to seek remote work from an employee who is taking leave related to COVID-19 reasons. If the College needs remote assistance during an employee's COVID-19 leave period, the College will



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initiate contact with the employee on leave to see if the employee is willing and able to assist remotely as the needs of the College dictate. If the isolating or quarantining employee remotely assists during their leave period as requested by the College, the employee will be temporarily approved for that specific remote work which was requested by the College and paid for such work. Request to remote work must be approved by the President.

TRAVEL

College-sponsored domestic travel is allowable at the discretion of the college president.

College-sponsored international travel continues to be prohibited, except as approved by the Chancellor.

If you travel in the United States, you do not need to get tested before or after travel or self-quarantine after travel. If you travel, you should still take steps to protect yourself and others. Wearing a mask over your nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations.

INSTRUCTIONAL SERVICES

Contingency Plan in the event of Closure due to COVID pandemic outbreak (subject to change or modification depending on circumstances)

Continuity of Instruction policy provides means to ensure the mission of educating students will not be interrupted in the event of a significant campus emergency.

All academic courses and technical courses in AUT, CIS, ILT, and OAD will be developed with an online component so that students may complete course requirements remotely if they become sick, if they must be quarantined, or if they do not feel comfortable returning to class. Because all courses will be developed with an online component, all instruction can easily transition to remote in the event the College must close. Each syllabus will include the following notification to students:

Because of the ongoing COVID-19 pandemic, on campus meetings and/or labs will require social distancing, use of face coverings, and other measures to ensure the safety of everyone in the class. Any face-to-face classes may convert to a completely online format at any time depending on the status of the COVID-19 outbreak. Course content will be delivered through Moodle, CACC's learning management system and/or other third-party instructional software.

Contingency Plan Summary **(ONLY applicable if College must Close due to Pandemic)**



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Delivery Plan for Academic, Technical, and Health Courses

Academic and Health Courses

Academic courses will be delivered in the following various formats: In-person, Hybrid, Online, and Virtual. Virtual classes (synchronous online) will have a designated meeting day and time, but all classes will meet virtually through Microsoft Teams.

Nursing will utilize online lectures and small in-person skills labs assessments as determined.

Exams will be administered using the Respondus Lockdown Browser with Monitoring for test proctoring. However, the software does not work on certain computers (Chromebooks). The College will offer scheduled test proctoring through the library for students who do not have the ability to download the testing software. Academic students will schedule a specific time with the library to take a test. The College will limit the number of students testing at one time to ensure social distancing and to allow for proper sanitizing of desk space and computers following use. Students will be required to wear a mask. This information will be placed on the syllabi of all courses.

Technical classes

All **OAD** courses will be offered in a Virtual (i.e., online) format. In situations wherein a CTE course in the **AUT, CIS, COS, ILT, MSP, and WDT programs** is **totally theoretical**, the course will be taught using only the Virtual (i.e., online) format. Virtual formats will include synchronous and/or asynchronous online components. For the synchronous components, students will have a designated meeting day and time in which to meet virtually through Microsoft Teams. Asynchronous learning will take place through video captured lectures and opportunities to learn from materials stored online.

For the CTE courses incorporating lab time, the predominant instructional format for courses in **AUT, CIS, COS, ILT, MSP, and WDT** will be a Hybrid format with an in-person component for the course. These Hybrid courses will have a reduced number of students to ensure that social distancing guidelines are adhered to. When social distancing is not feasible (e.g., AUT/ILT or machine shop lab), all students and instructors must wear face coverings and will follow CDC hygiene protocols for cleaning work areas. Note that each discipline may require even more stipulations (e.g., Cosmetology) as recommended by the Governor's committee recommendations. Hybrid format courses may have either/both synchronous and asynchronous online components. For the synchronous components, students will have a designated meeting day and time in which to meet virtually through Microsoft Teams. Asynchronous learning will take place through video captured lectures and opportunities to learn from materials stored online. Students in these programs/disciplines must wear a face covering at all times in class/lab areas.

Some CTE courses have **only** a lab component and will thus use the traditional, in-person, format. These courses will have a reduced number of students to ensure that social distancing guidelines are adhered to. When social distancing is not feasible (e.g., AUT/ILT or machine shop lab), all students and instructors must wear face coverings and will follow CDC hygiene



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protocols for cleaning work areas. Lectures in all CTE courses will be recorded for students and posted in Moodle for those who are prevented from attending due to illness.

Non-Credit

For all Non-credit CTE instruction, the same protocols and instructional formats will be used as with the For-credit courses. All students and instructors must wear face coverings and will follow CDC hygiene protocols for cleaning work areas, social distancing, and tracking of which students are using what workspaces in the labs when the instruction is occurring at CACC. For all off-site instruction, all students and instructors must wear face coverings, social distancing, and will follow CDC hygiene protocols. Any additional protocols established by the companies for onsite instruction will be adhered to.

Adult Education

The primary format for **Adult Education** instruction will be Virtual. This may occur either through the mailing of hardcopy materials (learning packets) to students or through online instruction using distance technology. Adult Education will need to test some students via in-person due to proctoring of tests that may/may not involve proprietary software that cannot be accessed or downloaded onto a student's computer. It may also be due to a situation in which the student's computer/laptop/electronic device does not have a webcam – making virtual proctoring impossible. In these situations, (see items 1 and 2 below), no more than 6 students will be at any given location at any given time.

New students to the Adult Educational experience will have all preliminary conversations conducted over the phone or email. Once student information is gathered, ACT WorkKeys and/or DRC TABE assessments will be conducted. These assessments cannot be conducted virtually. Once assessments are completed, students who do not have online capabilities will have learning packets set up by their instructors and disseminated via a drive-by pickup. This method will be used approximately twice per month until they earn their GED diploma.

1. ACT WorkKeys cannot be proctored remotely and will require in person testing in Adult Education.
2. DRC TABE (one federal program assessment instrument) will be proctored remotely for those Adult Education students who have a computer with webcam (required for proctoring). Adult Education is purchasing laptops with webcams for loaning to students for this purpose, but these supplies are limited. As such, for those who will not have access to a computer with a webcam, it will be necessary to conduct in person testing.

Truck Driving

Truck Driving program will continue in-person instruction. All students and instructors must wear face coverings and will follow CDC hygiene protocols for cleaning work areas, and social distancing.

Counseling/Mental Health Resource



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CACC does not offer personal counseling or mental health services. Students who report mental health issues or needs are referred to the ADA Coordinator for assistance. The ADA Coordinator contacts the student and refers the student to the Behavioral Threat Intervention Team if needed and/or provides a list of local counselors and mental health organizations to assist the student.