



**SHELTON STATE**  
COMMUNITY COLLEGE

# **COVID-19**

## **FALL 2020 REOPENING PLAN**

## **COVID-19 REOPENING PLAN**

Shelton State Community College continues to monitor the COVID-19/Coronavirus outbreak, and the health and safety of students, faculty, and staff remain the College's top priority. With this in mind, the information in this document details a proposed plan for operations during COVID-19. This plan is conditional based on published guidance issued by the Alabama Department of Public Health, the Centers for Disease Control and Prevention, the Office of the Governor of the State of Alabama, and the Alabama Community College System Chancellor.

The College Emergency Response Team meets as needed to review and monitor updates to safety guidelines. The following proposed 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 establish a timeline of phases allowing the safe return to Shelton State Community College campuses
2. To educate Shelton State Community College employees, students, and community on protocols and procedures designed to help mitigate risk
3. To ensure the health and wellness of each SSCC employee, student, and visitor
  - Provide information and resources regarding health and wellness
  - Detail implementation measures and disinfection protocols
  - Communicate social distancing and personal protection equipment (PPE) procedures

## CAMPUS REOPENING TIMELINE

Date	Action	Safety Requirements*
July 6	Online registration opens for fall 2020.	Temperature checkpoint upon entry, single entry and exit, social distancing, PPE as needed, limited group numbers, telework, and sanitation measures
July 9	Freshman orientation (Shelton State Days) begins.	Temperature checkpoint upon entry, single entry and exit, social distancing, PPE as needed, limited group numbers, telework, and sanitation measures
August 14	Spring/Summer Virtual Graduation	N/A
August 17	Fall semester begins.	Temperature checkpoint upon entry, single entry and exit, social distancing, PPE as needed, limited group numbers, telework, and sanitation measures based on updated guidelines and precautions
November 24	Final day for in-person, on-campus instruction for fall 2020**	Temperature checkpoint upon entry, single entry and exit, social distancing, PPE as needed, limited group numbers, telework, and sanitation measures based on updated guidelines and precautions
November 30	Remaining instruction for fall 2020 will be completed remotely.	N/A
December 7-10	Final exams conducted remotely	N/A
December 11	Fall Virtual Graduation	N/A

\* SSCC employees and students will adhere to appropriate practices for social distancing, PPE, and sanitizing according to current safety guidelines and precautions.

\*\* On campus instruction includes courses which have outcomes that cannot be measured or achieved virtually, such as laboratory, clinical experiences, certifications, and testing.

## HEALTH AND SAFETY

### CAMPUS PROTOCOLS AND PROCEDURES

1. **Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the Reopening Plan and to College-created training videos for the proper use of PPE and hygiene practices.**
2. **All gatherings on campus may have no more than thirty-five participants and must follow all protocols and guidelines listed below as they relate to social distancing.**
  - “Gatherings” are limited to courses which have outcomes that cannot be measured or achieved virtually, such as laboratory, clinical experiences, certifications, and testing.
3. **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 sixty percent alcohol.
  - Avoid touching eyes, nose, and mouth.
  - Do not shake hands.
  - Cover your coughs and sneezes. Use a tissue; then throw the tissue in the trash.
4. **Temperature checks will be conducted prior to campus entry.**
  - Temperature checks will be conducted prior to entry into the building. All campus visitors will be directed to a checkpoint prior to exiting their vehicle.
    1. Martin Campus – under awning at the front of the building
    2. Fredd Campus – under awning of Building 100
  - Individuals with temperatures at or above 100.4 will not be permitted entry. Temperatures at or above 100.4 will be confirmed by a second scan. Employees and students will be directed to a designated waiting area where the second scan will be performed not less than five minutes after the initial scan. Individuals denied entry are asked to consult their healthcare provider prior to returning to campus.
  - Temperature checks will be required for daily entry. Employees, students, and visitors will receive designated wristbands providing daily clearance.
5. **All students will be required to sign waivers indemnifying the College of any legal action as a result of participating in on campus instruction.**
6. **Personal protective equipment (PPE) must be worn by all persons on campus.**
  - **All persons entering SSCC campuses must wear a facial covering/mask.**
  - Medical and environmental services employees will be provided (the equivalent of) N-95 masks, gloves, gowns, and face shields. Directions for safe use will be provided.
  - Employees may use personal facial coverings or masks; however, one (1) multi-use mask will be provided with directions for safe use.
  - Students and campus visitors must wear facial coverings or masks. Single-use masks will be provided upon entry for visitors without a facial covering.

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

- All common areas in use will be disinfected according to protocol.
- Doors will remain open when possible.
- Utilizing building elevators will require specific practices.
  - Employees are advised to use elevators as little as possible during the outbreak period.
  - If the use of the elevator is necessary, the following guidelines apply:
    1. Limit one person per elevator, or utilize stairs as possible.
    2. Avoid touching your face with your hands, and wash your hands immediately after pressing any elevator buttons.
- Limited vending machines will be in use.
- Chick-fil-A will not be open.
- Water fountains will be disabled.
- Fleet scheduling will be unavailable.
- Seating areas in common locations will not be in use.

**6. Self-distancing and disinfecting will be required.**

- **Office Areas**

1. Employees will remain isolated when possible.
2. Employees will maintain six feet of separation between themselves and other co-workers at all times.
3. Employees should disinfect phones, keyboards, mouse, and computers on a daily basis.
4. All personal items and work supplies will be removed from shared work spaces.
5. If office spaces do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, one or more of the following measures will be implemented:
  - a. Use of barriers such as plexiglass
  - b. Provision of face mask, face-shield, gloves, or other appropriate PPE
  - c. Modification of duties to accommodate social distancing
  - d. Proper removal of PPE (Immediately following completion of duties, all participants shall properly remove PPE and wash hands for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least sixty percent alcohol will be provided.)

- **Classrooms/Labs**

1. Classroom and lab occupation will be limited to every other seat to maintain social distance.
2. If classrooms and labs do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, one or more of the following measures will be implemented:
  - a. Use of barriers such as plexiglass
  - b. Provision of face mask, face-shield, gloves, or other appropriate PPE
  - c. Rescheduling of duties to accommodate social distancing

- d. Proper removal of PPE (Immediately following completion of duties, all participants shall properly remove PPE and wash hands for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least sixty percent alcohol will be provided.
  3. Avoid sharing tools or other equipment when possible.
  4. If equipment is shared, proper disinfection will be required according to protocol.
  5. For areas falling outside general disinfection protocol, the Director of Auxiliary Services will coordinate a plan for disinfecting labs and equipment.
- **Restrooms**
    1. Self-distancing guidelines must be maintained in restrooms, including waiting in lines.
    2. Hands must be thoroughly and properly disinfected when finished in the restroom.
    3. In order for restrooms to remain sanitary, all paper products must be disposed properly, and toilets must be completely flushed.
  - **Breakrooms and Kitchen Areas**
    1. Employees are discouraged from using breakrooms and kitchen areas.
    2. No students will be allowed in breakrooms or kitchen areas.
    3. Employees must maintain proper self-distancing guidelines.
    4. Employees should not sit directly across from one another.
    5. Employees should minimize touching objects in the breakroom or kitchen areas, such as refrigerators or other commonly shared items. If a breakroom or kitchen area item is touched, employees should wash or sanitize their hands afterwards, and items touched should be disinfected on a regular basis.
  - **Arrival and Dismissal**
    1. Employees and students should not congregate in parking lots at any time.
    2. Employees and students must maintain six feet of distance between themselves and others upon entering and exiting the building.

## PERSONNEL AND STUDENT MONITORING

### Symptoms of COVID-19 (Sources: U.S. Centers for Disease Control and Prevention and Johns Hopkins Medicine)

People with COVID-19 have had a wide array 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. Employees and students 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. Employees and students are asked to consult with their healthcare provider.

Employees and students who have noticed symptoms through self-screening, but have not received a diagnosis of COVID-19, should remain at home until **ALL THREE** of the following statements are true:

- You have had no fever for at least twenty-four hours (i.e., one full day of no fever **without** the use of medicine that reduces fevers).
- Other symptoms have improved (e.g., when your cough or shortness of breath has improved).
- At least ten days have passed since your symptoms, other than fever, first appeared, OR you have been tested for COVID-19 and have had two consecutive negative tests at least twenty-four hours apart.

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

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.

### **On-Site Monitoring**

The College will set up checkpoints as monitoring stations on both campuses. A health screening team will monitor the temperature of individuals allowed to enter using no-touch thermometers. If an employee or student exhibits a fever of 100.4 degrees Fahrenheit or above, a second temperature scan shall be conducted to confirm the results. Employees and students will be directed to a designated waiting area where the second scan will be performed not less than five minutes after the initial scan. If confirmed, the employee or student will be sent home to self-quarantine and is asked to consult a healthcare provider prior to returning to campus.

### **Observations of Employees Exhibiting Symptoms**

If an employee observes a coworker exhibiting symptoms of the virus (as listed above), the employee should report the symptomatic coworker to their immediate supervisor who shall then report the same to the applicable Cabinet member. The employee's body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the employee will leave campus and telework from home, if possible. If the employee is required to leave campus and is unable to telework, the employee must utilize his or her accrued paid leave or, if applicable, leave under the Families First Coronavirus Response Act (FFCRA) or the Family Medical Leave Act (FMLA) in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

While on campus, social distancing remains one of the primary ways to avoid contracting a virus or contamination. It is imperative that employees maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of six feet (two meters) must be maintained between employees at all times, even when PPE is worn.

## **Observations of Students Exhibiting Symptoms**

If a student is observed exhibiting symptoms of the virus (as listed above), the observing individual should report the symptomatic student to the Dean of Student Services. The student's body temperature should be monitored for a fever at or greater than 100.4. If such a fever is detected, a second scan will be performed to confirm the fever. If confirmed, the student will leave campus.

While on campus, social distancing remains one of the primary ways to avoid contracting a virus or contamination. It is imperative that students maintain proper self-distancing as recommended by the CDC and other health organizations. This means that a minimum of six feet (two meters) must be maintained between students at all times, even when PPE is worn.

### **Behaviors to avoid include the following:**

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

### **Proper distancing behaviors include the following:**

- Remain isolated when possible.
- Maintain six feet of distance between yourself and the nearest co-worker at all times. Do not sit directly across from one another. (This distancing includes during meeting and training times.)
- Follow right of way walking practices to and from work and common areas.
- Utilize proper PPE and follow guidelines of usage.
- Avoid sharing tools or equipment. If tools must be shared, follow disinfection protocol for employees.

## **Employee or Student Positive Case**

Employees or students who are diagnosed with COVID-19 should not be on campus or return to campus until the CDC criteria to discontinue home isolation are met. Employees and students who are diagnosed with COVID-19 are required to try and assist the College in ascertaining the following:

- Determining the last time the employee or student entered campus, and ascertaining the areas in which the employee or student was present during the two days before symptoms appeared or specimen collection date (whichever was earlier); and
- Identifying any other employees or students with whom the employee or student had contact during the two days before symptoms appeared or specimen collection date (whichever was earlier).

The College will take reasonable steps to alert all employees or students who are identified in the above process that they may have been exposed to a co-worker or student diagnosed with COVID-19 and direct them to monitor themselves for symptoms.

**Employees or students diagnosed with COVID-19 who have experienced symptoms and have stayed home (home isolated)** can return to campus under the following conditions:

- You have had no fever for at least twenty-four hours since recovery (i.e., one full day of no fever **without** the use of medicine that reduces fever).
- AND**
- Other respiratory symptoms have improved (e.g., when your cough or shortness of breath has improved).
- AND**
- At least ten days have passed since your symptoms first appeared.

**Employees or students who DID NOT have COVID-19 symptoms but tested positive and have stayed home (home isolation)** can return to campus under the following conditions:

- At least ten days have passed since the date of your first positive test.
- AND**
- You continue to have no symptoms (no cough or shortness of breath) since the test.

#### **Employee or Student Contact with Positive Case**

If you think you have been exposed to COVID-19, carefully review the symptoms (listed above).

<b>If you...</b>	<b>Steps to take...</b>
If you or someone in your home <u>might</u> have been exposed	<p><b>Self-Monitor</b></p> <p>Be alert for symptoms. Watch for <b>fever, cough, or shortness of breath.</b></p> <ul style="list-style-type: none"> <li>• Take your temperature if symptoms develop.</li> <li>• Practice social distancing. Maintain six feet of distance from others, and stay out of crowded places.</li> <li>• Follow CDC guidance.</li> <li>• Do not return to campus if symptoms develop. (See above protocols.)</li> </ul>

Recently had close contact** with a person with COVID-19 and you are not experiencing signs/symptoms of COVID-19	<b>Self-Quarantine</b> <ul style="list-style-type: none"> <li>• Check your temperature twice a day, and watch for symptoms.</li> <li>• Stay home for fourteen days, <b>and</b> self-monitor.</li> <li>• If possible, stay away from people who are high-risk for getting very sick from COVID-19.</li> </ul>
Recently traveled from somewhere outside the U.S. or on a cruise ship or river boat	<b>Self-Quarantine</b> <ul style="list-style-type: none"> <li>• Check your temperature twice a day, and watch for symptoms.</li> <li>• Stay home for fourteen days, <b>and</b> self-monitor.</li> <li>• If possible, stay away from people who are high-risk for getting very sick from COVID-19.</li> </ul>

\*\* Close contact is defined as within six (6) feet of a person with COVID-19 for at least fifteen (15) minutes without an N-95 mask and includes household contacts, intimate partners, and in-home caregivers, starting two days before symptoms appeared or specimen collection date (whichever was earlier). Distance could be longer and time shorter, depending on the exposure level and setting.

If an employee is required to take leave or stay away from campus because of COVID-19 related reasons and is unable to telework while off campus, the employee will need to utilize his or her accrued paid leave or, if applicable, leave under the FFCRA or FMLA in order to remain in paid status. If paid leave is unavailable, an employee may be eligible to receive unpaid leave upon request.

Leave under the FFCRA must be requested, and eligibility must be established by the employee before such leave will be granted. The form required to request leave under the FFCRA will be available on myShelton under Policies, Procedures, and Forms > Forms and Procedures.

If you are an employee and have received a positive COVID-19 test since April 1, 2020, and you need further guidance on returning to campus or work, please contact the Cabinet member for your area.

If you are a student and have received a positive COVID-19 test since April 1, 2020, and you need further guidance on returning to campus, please contact the Dean of Student Services.

The College will report positive COVID-19/Coronavirus cases to ACCS using established notification processes.

## DISINFECTION PROTOCOL

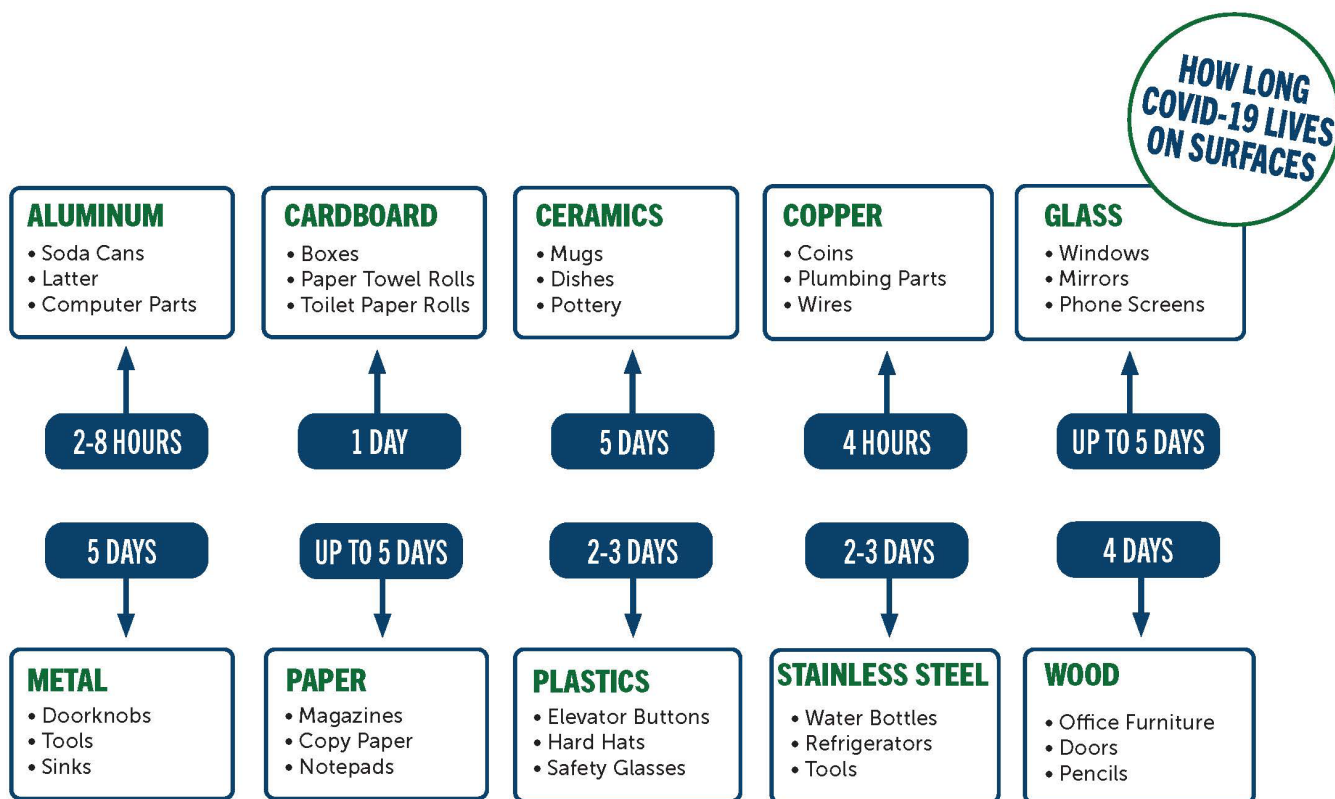
Shelton State Community College Environmental Services has increased cleaning and disinfecting processes in several key areas. These include the following:

- Assignment of additional personnel in common areas on campus
- Disinfection of touch points (door handles, light switches) in common areas on campus
- Power washing of restrooms in common areas and the use of electrostatic disinfectant fog/spray

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. Disinfectant chemical products approved by the Environmental Protection Agency (EPA) and associated with this process are Clorox Bleach – Germicidal Cleaner, Spartan HDQ Neutral, Spartan HDQL Super, and Spartan TB\_CIDE\_QUAT.

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

If an area has been vacant for over seven days, the need for deep clean is minimized. The longest the virus can live on a hard or soft surface is five days. (See diagram below.)



If an area has not been closed or vacant for seven days, environmental services staff 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.

Daily (Monday through Friday) disinfection by Environmental Services staff will occur in the following areas:

- Restrooms – all surfaces
- Entrance doors to common areas and classrooms
- Tables and desks in common areas and classrooms
- Floors in common areas and classrooms
- Utilized equipment in classrooms, labs, and common areas\*

\*Employees and students will be provided with cleaning materials allowing for additional daily disinfection. Proper PPE and training will be provided prior to usage.

### **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.

In addition to Environment Services previously established, the College will contract with an external professional service to assess and disinfect the affected campus or area(s).

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**

Email will be sent to employees regarding initial reopening guidelines and procedures. Individual work schedules will be communicated by supervising Cabinet Member.

Email will be sent to students regarding reopening guidelines and procedures. Designated technical students will receive communication via Canvas concerning on-campus schedule.

Consistent with all COVID-19/Coronavirus operational changes, the College will communicate public updates via press releases, text messaging, myShelton, [College's News](#), CampusCast, and social media. All protocol and procedural changes will be shared prior to opening to the public.

### **Signage and Directional Tape**

Signs will be posted to indicate entry and exit, guidelines and procedures, along with signs indicating areas where access is not allowed.

Signs will be posted in common areas and restrooms indicating hand hygiene practices, signs/symptoms of COVID-19/Coronavirus, and social distancing reminders.

Directional tape will be utilized to ensure proper self-distancing once the College reopens to the public.

### **Positive Case COVID-19**

Control measures and updates will be shared via standard public communication outlets as listed above for timeline information.

## **INSTRUCTIONAL SERVICES**

**Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the reopening plan and to College-created training videos for the proper use of PPE and hygiene practices. Protocols and procedures as listed in the Health and Safety section of the Reopening Plan will be required by all those on campus.**

### **Academic Classes**

Academic courses without labs will be offered as online or virtual. Students enrolled in online classes are not required to come to campus or to be online on specific days or times. Instructors may provide video conferencing sessions (Zoom, Teams Meetings, etc.) at specific times, but sessions will be recorded and posted in Canvas so students have access if unable to attend the sessions. Virtual classes will have set meeting days and times to meet live through video conferencing (Zoom, Teams Meetings, etc.). Class meetings will also be recorded and posted in Canvas for student review.

When possible, academic courses with labs will be offered completely online or virtual. For courses that necessitate on-campus labs, classes will be offered in a hybrid format. The lecture portion of the class will be offered online or virtual with students coming to campus for the lab portion of the class. Students will be divided into small groups for lab instruction in order to maintain appropriate safety and social distancing guidelines.

### **Health Program Classes**

Health Information Technology courses will be offered as online or virtual. Students enrolled in online classes are not required to come to campus or to be online on specific days or times. Instructors may provide video conferencing sessions (Zoom, Teams Meetings, etc.) at specific times, but sessions will be recorded and posted in Canvas so students have access if unable to attend the sessions. Virtual classes will have set meeting days/times to meet live through video conferencing (Zoom, Teams Meetings, etc.). Class meetings will also be recorded and posted in Canvas for student review.

Nursing and Respiratory Therapy courses will be taught in a hybrid format. The lecture components of the classes will be offered as online or virtual. Lab components of classes will be conducted on campus in small group settings to maintain appropriate safety and social distancing guidelines. Clinical components of classes will be conducted at approved clinical sites and through simulations as needed. Programs will follow guidelines of appropriate accreditation bodies for acceptable means of competency validation.

## **Technical Services Classes**

**Theory Only Courses:** Instruction for theory only courses will be online, virtual, and/or other remote delivery method. Course content will be delivered using Canvas, the College's learning management system.

**Lab Courses:** Lab courses will continue to operate on-campus. Safety and sanitization protocols will be in effect, and enrollment will be managed to ensure students and instructors maintain proper social distancing. Following these same health and safety guidelines, Fridays will be used as open lab opportunities for students to make up any missed work.

**Theory with Lab Courses:** Instruction for theory coursework will be online or virtual. Course content will be delivered using Canvas, the College's learning management system. Lab coursework will continue on-campus. Safety and sanitization protocols will be in effect, and enrollment will be managed to ensure students and instructors maintain proper social distancing.

## **Syllabus**

The College will include the following remote instruction clause in all syllabi for all classes:

"In the event that Shelton State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or another event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the College, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor."

## **Faculty Office Hours**

All faculty members will establish and maintain scheduled virtual office hours throughout the fall 2020 semester.

## **Conclusion of On-Campus Instruction and Labs**

All face-to-face theory and lab instruction will be completed on November 24, 2020, immediately prior to the College's Thanksgiving holiday. Any work not completed by this time will be completed virtually or online. If an extenuating circumstance prevents a student's completion of coursework, a grade of "I" will be assigned until the competencies may be completed.

## **Pre-Kindergarten Program**

It is the directive of the Alabama Department of Early Childhood Education to proceed with a typically planned academic year for 2020-2021. This will include eighteen children and two teachers in each classroom for a total of 180 full days of student attendance and 187 days of staff attendance. The start date for the academic year of 2020-2021 will coincide with the start date of the local school systems which is currently listed as August 20, 2020.

SSCC First Class Pre-K will follow recommendations from the Governor's Office to close all K-12 schools and the ACCS order to suspend on-campus learning should a closure be announced after the start of the academic year. If this were to occur, SSCC Pre-K will offer online opportunities but will not meet on the Fredd Campus for the remainder of the time indicated by the state governing authorities. Supplies for send-home packets would be compiled and distributed for each pre-k family.

Additionally, the Pre-K program would develop a private Facebook group strictly for current students and their families. Each day, the teachers would post at least one activity and one read-aloud. Teachers would continue to collect documentation for each child based on the photos and videos posted by parents of children completing the activities. This method of teaching and contact was utilized during the previous closure.

Should a physical classroom closure re-occur, Pre-K staff would be expected to coordinate and complete the above listed services and continue to complete professional development as assigned by the OSR Office. The staff would also be available for additional contact with Pre-K families and students while maintaining any social distancing guidelines provided by the Governor's Office and the State Health Department.

SSCC First Class Pre-K does anticipate additional instructions from the Alabama State Department of Education, State Superintendent Dr. Mackey, the Department of Human Resources, and the State Health Department. SSCC First Class Pre-K will notify the ACCS, the College, faculty/staff, and students should the additional instructions change the means of services provided.

## **Library Services**

The library will be open to students enrolled in classes and will observe social distancing practices as detailed in the health and safety section.

Library resources are available to students off campus through a wide range of electronic resources. Students can access these resources through the College's website and through a link embedded in Canvas for all courses. Video tutorials are also available regarding usage of library resources.

## **Faculty Support and Professional Development**

All faculty are enrolled in the College Professional Development (CPD) course in Canvas. The CPD course serves as the primary tool for ongoing questions, answers, and training related to the use of

instructional technology for delivering remote instruction. All details about instructional technology that will be used in remote instruction are housed in the CPD course. The CPD course also contains tutorials, videos, a question and answer discussion board, and other resources that can be accessed as needed. Faculty will receive continued instructional support from the Director of eLearning.

## STUDENT SERVICES

Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the reopening plan and to College-created training videos for the proper use of PPE and hygiene practices. Protocols and procedures as listed in the Health and Safety section of the Reopening Plan will be required by all those on campus.

It is important to note for the purpose of this plan that Shelton State does not have student housing.

### Student Services

The website is updated regularly and all information related to Student Services is current. Contact email addresses are listed for all areas.

All student services options will be offered remotely via Zoom, phone call, email, and text, however, employees are able to accept in-person appointments from individuals with specific needs for on-campus meetings. If approved for an on-campus meeting, the student must adhere to safety protocols and procedures as listed in the Health and Safety section of the Reopening Plan.

On campus activities are limited to classroom instruction and instructional support. Student services will not host traditional fall activities on campus, but remote options are being created. Large student events such as “Get on Board Day” and “Welcome Back Week” will be moved to online/electronic formats. Online contests will be created for social media platforms and featured in the weekly Remote Update.

All students are enrolled in a Canvas course created for easily locating resources and support options. This course includes scheduling basic help sessions for general questions, technology support, and health and wellness topics and videos. Students are also provided a Canvas Student Guide that indexes topics into visual quick start pages allowing them to skim through needed information.

### Freshmen Orientation (Shelton State Days)

Fall freshman orientation sessions (Shelton State Days) will be provided via Canvas and Zoom. Advisors will host Zoom meetings with small, assigned groups, and a Canvas class has been created for students to learn about topics traditionally covered in on-campus sessions. Videos have been created to share information and showcase the campuses and programs.

- Students who are unable to attend a “Zoom Shelton State Day” will be able to work one-on-one with their advisor via phone, email, alternate Zoom time, or on-campus appointment.

**Tutoring**

Tutoring will continue to be provided online via individual Zoom sessions as well as via Smarthinking for 24/7 service. SOAR will reopen to students for on-campus tutoring by appointment only. All health and safety protocols will be followed.

**Athletics**

If athletic events are approved by the NJCAA, all published NJCAA regulations will be followed as it relates to student-athletes and spectators.

**Office of Disability Services**

Students with disabilities can work via Zoom or on-campus appointments to meet with the Office of Disability Services. All standard accommodations can be provided in online and hybrid courses just as they would be provided in traditional courses.

## WORKFORCE DEVELOPMENT AND ADULT EDUCATION

Prior to their return to campus, students, faculty, and staff will receive communication via email with links to the reopening plan and to College-created training videos for the proper use of PPE and hygiene practices. Protocols and procedures as listed in the Health and Safety section of the Reopening Plan will be required by all those on campus.

Training provided for regional business and industry will begin online, on-campus, and offsite and will follow appropriate rules for social distancing, mask-wearing, and sanitizing.

**The following remote instruction clause will be added to all enrollment forms:** In the event Shelton State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

**The following language will be added to contracts to address potential inability of fulfillment of contractual obligations to business and industry:** Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.

### Medical Technician

These courses will be offered through hybrid instruction fall 2020. Most course requirements will be completed online with students completing clinical and hands-on requirements at SSCC or other medical offices.

### Ready to Work (RTW)

Ready to Work will be offered through hybrid instruction fall 2020. All course requirements can be completed online except WorkKeys. Students will complete WorkKeys onsite at SSCC.

### Truck Driving

The College will provide theory and yard training complying with all social distancing procedures. Road training will occur with a ratio of 1:1.

### MSSC

The majority of MSSC instruction will be delivered onsite at local companies. SSCC will also offer MSSC online and onsite at SSCC.

## **Community Education Programs**

The College will continue to offer ed2go and other community courses online.

### **EITP Grants**

The statuses of the College's EITP grants are listed below.

- Westervelt, Lear, ZF, Schnellecke – Currently scheduling this training using a variety of delivery methods that will include online training, onsite training at SSCC and offsite training at local companies as allowed.
- Brose - Training is scheduled to begin August 2020 offsite at Brose.
- Bolta – Currently working with Bolta to resume training. The company does not expect to have all employees back to work until August 2020. The College has proposed an online training, but the company has elected to wait until face-to-face delivery can resume.
- Sealy – This grant is under review with ACCS.
- SMP – Injection Molding training will begin July 2020 onsite at SSCC.

## **Adult Education**

Adult Education students will continue to complete coursework through online lessons, virtual classrooms, mail outs, and limited onsite instruction. Faculty members will create a schedule of onsite, topic-specific sessions with a limited number of students to maintain all social distancing requirements. If an individual student has a specific need or area of concern, individual on-campus appointments will be made to provide additional direction and support.

Students will continue making appointments to complete TABE, WorkKeys, and other tests on-campus as needed.

The College plans to resume GED testing by appointment in August 2020.

At this time, due to the required cleaning and sanitation protocols, the College is not planning to offer onsite instruction at off-campus locations. However, students could schedule an appointment to meet at the SSCC campus or may continue with remote options. Once the off-site locations reopen, a review will be required to determine if College-required cleaning protocols can be maintained.

## **Points of Contact**

The College's website will continue to serve as the primary source of contact information for all College employees.

[Workforce Development](#)

[Adult Education](#)

## REFERENCES

Alabama Department of Public Health (ADPH)

Alabama Technology Network: 2020 Return to Work Mitigation Plan Post COVID-19

Centers for Disease Control and Prevention (CDC)

The Chamber of Commerce of West Alabama and West Alabama Works: Playbook for Reopening Your Business in the Age of COVID-19

MBUSI Handout from West Alabama Chamber of Commerce Webinar