

Central Alabama Community College



Emergency Policies, Procedures, and Protocols

Addressing

ACCS Memorandum #2020-EXE-045

and

Order of the State Health Officer Suspending Certain
Public Gatherings Due to Risk of Infection by Covid-19

Amended May 21, 2020



Central Alabama Community College

Emergency Policies, Procedures, and Protocols

Central Alabama Community College “CACC” has prepared emergency policies, procedures, and protocols in response to ACCS Memorandum #2020-EXE-045 and Order of the State Health Officer Suspending Certain Public Gatherings Due to Risk of Infection by Covid-19 Amended May 21, 2020.

This document details a proposed plan for operations. The College will provide primarily online instruction. Approval to offer limited career technical education and health program onsite instruction is requested to begin immediately upon Plan approval, 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 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 provide quality education to students
2. To establish a timeline to allow the safe return to Central Alabama Community College locations
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
 - Provide information and resources regarding safety and wellness
 - Detail implementation measures and sanitation protocols
 - Communicate social distancing and personal protection procedures



OVERVIEW FOR REOPENING CACC LOCATIONS AND INSTRUCTION SUMMER 2020

Immediately upon Plan approval, CACC employees will continue to work either on campus or teleworking or a combination of the two. Employees and students will adhere to all attached campus protocols and procedures. Student services and student support services will continue to be offered remotely. All employees and students shall adhere to social distancing guidelines. Face coverings must be worn by faculty, staff, and students in common areas and at all areas when social distancing is impossible. Athletic recruiting visits may resume immediately upon Plan approval. Coaches and recruits will be required to wear face coverings, practice social distancing, and meet all other protocols identified by the College in this Plan for onsite recruiting visits. Coaches will be required to wear face coverings and follow social distancing guidelines for off campus recruiting trips. Athletic training and team participation events will resume pending guidance from ACCS and in compliance with ACCC and NJCAA. All public onsite visits will occur in accordance with federal and state issued guidance.

Summer Term officially began May 27, 2020. The majority of Summer term instruction is being delivered online. Faculty teaching fully online courses will conduct remote office hours to support enrolled students and to provide academic advising for the Fall semester. All Adult Ed instruction and services will continue to be offered online and/or remotely.

The College is seeking approval to provide targeted on-site instructional delivery, which will allow students to remedy grades of “I” in CTE programs where hands-on activity is required and are not practically delivered in a virtual environment. Faculty delivering targeted on-site instruction will conduct remote and/or limited on-site office hours.

Additionally, the College is seeking approval for COS, WDT, MSP, and Truck driving courses to resume face-to-face instruction with reduced numbers of students and in compliance with guidance provided 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 Alabama Community College System immediately upon Plan approval. See attached Instructional Plans for Career Technical Education.

All health science theoretical instruction will continue online through the Summer term. Virtual labs will be conducted online. Nursing clinical rotations will resume in selected health facilities. Finally, we are seeking approval for nursing preceptor students to return to clinical sites effective immediately upon Plan approval and for faculty and students to resume clinical rotations immediately upon Plan approval. All clinical experiences will remain in compliance with institutional guidelines and the Alabama Board of Nursing May 4, 2020 memo regarding Summer 2020 clinical activity.



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Library staff on the Alexander City Campus and Childersburg Campus will continue to work remotely or a combination of teleworking and on-site. All library services will be delivered remotely.

The Business Office, Human Resources Department, and IT Department will continue regular on-site operations. Maintenance and facilities operations along with Security have remained open and worked flexible schedules.

Federal TRIO project staff will continue to work flexible schedules on site and telework. The Upward Bound Summer Component, which offers a college experience and pre-college services to eligible high school students, will provide remote instruction and student support services for the six-week program. Student Support Services will offer remote services.



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CAMPUS REOPENING TIMELINE

Date	Action	Safety Requirements*
Immediately Upon Plan Approval	<ul style="list-style-type: none"> • College employees will continue working either on campus or teleworking or a combination of the two. • Student Services, Business Office, Human Resources, Security, IT, and Maintenance, will continue working either on campus or teleworking or a combination of the two. • Instruction will continue to be offered remotely. CTE classes will return to resolve “Incompletes.” • CTE, Healthcare, and workforce training that cannot be measured or achieved virtually will return to campus. (Refer to attached instructional plans). • Facilities will not be open for rental. • Non-credit offerings will commence virtually at this time. 	<ul style="list-style-type: none"> • Employees instructed to take temperatures each day prior to reporting to work. • Social distancing and face coverings in common areas, groups, and face to face meetings required of all college employees, students, and visitors. • Washable medical grade cloth face coverings provided for all employees and issued at all College locations. Students and visitors will be responsible for providing their own face coverings. • Sanitation measures implemented including entrance/exit door sanitation twice per day, common area and office sanitation once per day, daily restroom sanitation in addition to normal housekeeping requirements. All equipment, desks, chairs, tables, or other items used during instruction sanitized after use and in between each student’s use. All equipment used and/or shared by employees sanitized after and in between employee’s use. • Break rooms closed until full operations resume. • Social distancing and mask recommendations posted at each entrance and on the grounds at each building. • Social distancing “six foot” guidelines posted on floors at entrances to all buildings. • CDC educational, preventive, and informational flyers posted on all bulletin boards in buildings. • “STOP-Do Not Enter if you are sick” signs and social distancing signs posted at each building entry. • Buildings will remain locked at all times. • Students must submit signed waivers to participate in in-person instruction. • Employees may not travel together in one vehicle and must limit travel as much as reasonably possible. • Note: Communication was issued to all employees on May 28, 2020, requesting they not return to the college premises if they exhibit COVID-19 symptoms. Students were notified on May 29, 2020, not to return to the college premises until contacted by Student Services and/or their instructors who would provide further guidance for returning. In this same communication, students were also informed they should not return if they exhibit COVID-19 symptoms.

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



REFERENCES

Alabama Department of Public Health (ADPH)

Alabama Technology Network: 2020 Return to Work Mitigation Plan Post

ACHA Considerations for Reopening Institutions of Higher Education in the COVID-19 ERA

COVID-19 Centers for Disease Control and Prevention (CDC)



Attachment 1:
**Campus Protocols and
Procedures**



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.
 - 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.

- 2. All employees will take their temperatures prior to reporting to work each day.**
 - Employees with a fever of 100.4 degrees or above or symptoms of COVID-19 must not report to work. (See Personnel Monitoring beginning on page 11.)

- 3. Personal protective equipment (PPE) must be worn in common areas, face to face meetings and group interactions.**
 - Employees may use personal facial coverings, however, two (2) washable medical grade cloth masks will be provided to each employee.
 - Students and campus visitors will be responsible for furnishing their own facial coverings.
 - Students and campus visitors who arrive to campus without facial coverings will be asked to leave but may return with appropriate facial covering.

- 4. 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.
 - Elevators
 - 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:
 - Allow only one person in the elevator per use.
 - Use disposable tissue to operate elevator buttons.
 - Avoid touching your face with your hands, and wash hands immediately after pressing any elevator buttons.
 - Vending machines will be in use. Use disposable tissue to operate buttons. Immediately wash hands after pressing any buttons.
 - Fleet scheduling will be unavailable.
 - Seating areas in common locations will not be in use.



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5. Self-Distancing and Disinfecting

• 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 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.
5. Masks and face coverings must be worn in all common spaces used by multiple people.
6. Single occupancy will be utilized in work rooms.

• Classrooms/Labs

1. Classroom and lab occupation will be limited to maintain six-foot social distancing guidelines.
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. Face masks will be provided for instructors.
 - b. Students will wear face coverings. Students will be responsible for providing their own face coverings.
 - c. Duties will be modified as needed to allow social distancing.
 - d. PPE will be immediately removed following completion of duties. 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. Avoid sharing tools or other equipment when possible.
4. If equipment is shared, proper disinfection will be required according to protocol.
5. For career technical programs, workforce programs, and health programs falling outside general disinfection protocol, the administrator responsible for each program has developed a plan for disinfecting labs and equipment. (See attached instructional plans.)

• 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 restroom.



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3. In order for restrooms to remain sanitary, all paper products must be disposed of properly and toilets completely flushed.
 4. Employees and students must wear masks in restrooms.
- **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 self-distancing guidelines.
 4. Employees may not sit directly across from one another.
 5. Employees must 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 must wash or sanitize their hands afterwards, and items touched should be disinfected on a regular basis.
 - **Arrival and Dismissal**
 1. Employees and students may 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.
 3. Employees will use designated entrances and exits.
 4. Doors to buildings will remain locked at all times.

PERSONNEL 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



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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)

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.

Employees arriving to campus/work WITH signs/symptoms of COVID-19

In accordance with ACCS Memorandum #2020-EXE-048, should a faculty/staff member arrive to campus/work exhibiting signs/symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), the college will ask the person to leave campus and consult a healthcare provider before returning to campus/work. If the person is an employee, the college will continue to utilize guidance from MEMO-EXE-029 (Paid Leave, Instructors who cannot work remotely, and FFCRA) regarding the use of sick leave.

Employees who are symptomatic should not report to work; however, if the employee develops symptoms while at work, the employee should immediately contact their supervisor prior to leaving campus. The supervisor should contact Tina Shaw, Executive Human Resource Director, who will follow-up with the employee to confirm whether the employee has been diagnosed or tested for COVID-19. In accordance with the ACCS Memorandum #2020-EXE-048, the following CDC guidance will be utilized:

1. **Employees with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:



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- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed *since symptoms first appeared*.
2. **Employees with laboratory-confirmed COVID-19 who have not had any symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above will be used.

The College will promptly notify Rachel Adams at ACCS if a faculty/staff member reports a laboratory-confirmed positive test for COVID-19.

Employees WITH Positive COVID-19 Test Results Returning to Campus/Work

In accordance with ACCS Memorandum #2020-EXE-048, the College has designated Tina Shaw, Executive Human Resource Director, as the contact person on campus for faculty and staff if they have had a positive COVID-19 test during the time period between April 1, 2020 to present date for further guidance on returning to campus/work.

The following CDC guidance will be utilized when providing guidance to students and faculty/staff returning to work and/or campus.

1. **Employees with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed *since symptoms first appeared*.
2. **Employees with laboratory-confirmed COVID-19 who have not had any symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above will be used.



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The College will notify Rachel Adams at ACCS if a student or faculty/staff member reports a laboratory-confirmed positive test for COVID-19.

Employee Positive Case

Employees who are diagnosed with COVID-19 are not allowed on campus and may not return to campus until the employee obtains medical confirmation that he/she may return to campus. Employees who are diagnosed with COVID-19 are required to assist the College in ascertaining the following:

- 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 with whom the employee had contact during the prior 14 days.

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

Employee Contact with Positive Case

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

If an employee is required to 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 contact Tina Shaw, Executive Director of Human Resources, for assistance and direction.

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 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, including 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.



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- Avoid sharing tools or equipment. If tools must be shared, follow disinfection protocol for employees.

STUDENT MONITORING

Students arriving to campus WITHOUT signs/symptoms of COVID-19

Instructors will take student temperatures with an Infrared Digital Thermometer daily prior to students entering the building/classroom/lab/shop (See attached instructional plans). If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the building/classroom/lab/shop. The instructor will record the information in their attendance log and immediately inform the instructional Dean and the Dean of Students. Students will not be allowed to return until they are able to provide a medical release to the Dean of Students.

Students arriving to campus WITH signs/symptoms of COVID-19

In accordance with ACCS Memorandum #2020-EXE-048, should a student arrive to campus exhibiting signs/symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), the college will ask the person to leave campus and consult a healthcare provider before returning to campus.

If a student shows up and they are symptomatic, the instructor will record the information in their daily log/attendance book and immediately inform the Instructional Dean and the Dean of Students. The faculty member will notify the student not to return to campus without the approval of the Dean of Students. The Dean of Students will follow-up with the student to confirm whether the student has been diagnosed or tested for COVID-19 and provide additional guidance to the student. In accordance with the ACCS Memorandum #2020-EXE-048, the following CDC guidance will be utilized:

1. **Students with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed *since symptoms first appeared*.
2. **Students with laboratory-confirmed COVID-19 who have not had any symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since



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their positive test. If they develop symptoms, then the symptom-based strategy listed above will be used.

The College will promptly notify Rachel Adams at ACCS if a student reports a laboratory-confirmed positive test for COVID-19.

Students WITH Positive COVID-19 Test Results Returning to Campus

In accordance with ACCS Memorandum #2020-EXE-048, the College has designated Dr. Sherri Taylor, Dean of Students, as the contact person on campus for students if they have had a positive COVID-19 test during the time period between April 1, 2020 to present date for further guidance on returning to campus/work.

The following CDC guidance will be utilized when providing guidance to students returning to campus.

1. **Students with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
 - At least 10 days have passed *since symptoms first appeared*.

2. **Students with laboratory-confirmed COVID-19 who have not had any symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above will be used.

The College will promptly notify Rachel Adams at ACCS if a student reports a laboratory-confirmed positive test for COVID-19.

Student Positive Case

Students who are diagnosed with COVID-19 are not allowed on campus and may not return to campus until the student is able to provide Dr. Sherri Taylor, Dean of Students, with a medical release from their health care provider.

In addition, the College will employ all available means to ascertain the following:

- The last time the student was on campus and the areas in which the student visited during the prior 14 days while on campus; and



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- The identification of any other individuals with whom the student had contact with while on campus during the prior 14 days.

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

Student Contact with Positive Case

If a student is required to leave or stay away from campus because of COVID-19 related reasons, the student will need to contact Dr. Sherri Taylor, Dean of Students, for assistance and direction.

DISINFECTION PROTOCOL

Central Alabama Community College 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
- Sanitation of door entry handles twice per day
- Use of Clorox T 360 to sanitize classrooms, labs, and common areas (ordered)

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.

Maintenance and housekeeping will continue to routinely clean and disinfect surfaces and objects that are frequently touched. This 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 over seven 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 maintenance supervisors will ensure disposable wipes and/or cleaning materials are provided to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use. The supervisors will also ensure adequate supplies to support cleaning and disinfection practices for maintenance and housekeeping



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staff, instructors for classrooms and labs, and instructors and staff for offices and common areas.

Daily (Monday through Friday) disinfection by maintenance and housekeeping staff will occur in the following areas:

- Restrooms – all surfaces
- Entrance doors to common areas and classrooms twice daily
- 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 has been 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. 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

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

Emails will be sent to students regarding reopening guidelines and procedures. Designated career technical and workforce students will receive communication via CACC email, Moodle, and the website concerning on-campus schedule.

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

Signage and Directional Signs

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



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

Social distancing signs will be posted on entry and exit doors to buildings and on the grounds outside of buildings.

Positive Case COVID-19

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.



Attachment 2:

**Instructional Plans for
Career Technical Education (CTE)**



Plan for Reopening Truck Driver Program

The information contained in this plan is based on **up-to-date data** and readiness. It includes basic perspectives:

- **Mitigates** risk of resurgence
- **Protects** the most vulnerable

In order to prepare and cover these two perspectives, the following plan is developed, keeping in mind what has to be done before students arrive for their first class back at college, what needs to be done during the classes, and what is done in between classes to both mitigate and protect. The guidelines in this document are based upon Governor Ivey's Advisory Committee guidelines for reopening Alabama and those from the Alabama Community College System Chancellor's MEMO #2020-EXE-045.

As the Truck Driver program begins offering "in-person instruction in career and technical courses and testing," CACC personnel and students "must adhere to the strict protocols and social distancing requirements" of the aforementioned directives. Additional protocols for face-to-face instruction may also include, but not be limited to, the following:

- Communication will be provided to each student about the opportunity for make-up of in-person labs, clinicals, certifications, testing and other coursework under the conditions set forth by the college and the timeframe for completing the instruction. The College will work with students to the greatest extent possible to schedule safe in person instruction.

PRIOR TO THE BEGINNING OF CLASSES

- The maximum number of students in a truck driving class is restricted to three in a classroom when online instruction is not feasible and one in the truck for actual seat time.
 - For instructor evaluation, one student and one instructor, both wearing PPE, will be in the truck.
 - Classroom instruction will be provided when online instruction is not feasible and will have a restriction of three students in the classroom. Social distancing and face coverings for instructors and students will be required.
- The Instructor will provide each student with a COVID-19 Guideline form and required student waiver to review and execute before returning to the class. The student will be required to sign the waiver acknowledging understanding and will adhere to the COVID-19 guidelines and return the waiver to the Instructor before returning to campus. The Instructor will forward the waiver to the Dean of Students.

Also, in preparation for reopening the College, the following preparations will be made:

- The entrance/exit doors will be sanitized by the instructors before the start of each new workday and routinely throughout the day – at a minimum of twice per day.



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- The classroom will be cleaned and disinfected by the instructors to reduce the risk of transmission.
- The interior surfaces of all trucks will be cleaned/disinfected with a 60% alcohol solution or a hospital grade disinfectant.
- An adequate supply of preventative material inventory (soap, sanitizer, thermometers, etc.) will be maintained at all times.
- All classes will have a sign-in sheet in which the name of the student, date, and time will be logged for contact tracing purposes.
- Instructors and students will have a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- All inbound materials/packages will be sprayed and disinfected and remain untouched for 48 hours.
- Instructors will post CDC informational signs on all doors entering into the building/classroom as well as throughout the buildings/labs.

1. General Information & Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

2. Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

3. Wash Your Hands

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

4. STOP-Do Not Enter

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>

5. How to wear face covering

<https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg>

ARRIVAL FOR CLASSES

These guidelines cover all aspects related to ALL persons, the classroom, yard and truck in which the students will learn. Students and instructors must be aware of, know, and exhibit behaviors in accordance with these guidelines.

- Students who arrive on campus are to remain in their vehicles or practice Social Distancing by maintaining a separation of 6 feet before they enter the classroom.
- Instructors and students are required to wear face coverings to curb the spread of COVID-19 when leaving personal vehicles.
- Instructors will 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.
- Student temperatures will be taken by the instructors with an Infrared Digital Thermometer prior to the student entering the building/classroom. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If



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the second temperature scan is 100.4 or greater, the student will not be allowed to enter the building. The instructor will record the information in their daily log book and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

IN CLASSES

Once the precheck has been completed and students enter the lab, students must immediately wash/sanitize their hands before going to the classroom or entering a truck.

Instructors will ensure that disinfectant spray/wipes, hand sanitizer, and adequate supplies of hand soap and paper towels will be on hand at all times.

In addition, all students are expected to adhere to the following guidelines:

- **MAINTAIN SOCIAL DISTANCE OF SIX FEET**
 - When an instructor and student need to be in close proximity, direct contact will be kept to a minimum and be followed with appropriate sanitation procedures.
 - Classroom instruction will be provided when online instruction is not feasible and will have a restriction of three students in the classroom. Social distancing and face coverings will be required for instructors and students.

- **WEAR FACE COVERINGS TO CURB THE SPREAD OF COVID-19**
 - Instructors will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Employees may use personal face coverings; however, two (2) washable medical grade cloth mask will be provided to each employee.
 - Students will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Students will be responsible for furnishing their own face coverings.
 - If classrooms do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, face coverings must be worn.

- **PRACTICE GOOD HYGIENE**
 - Wash hands with soap and water or use hand sanitizer after touching frequently used items or surfaces.
 - Avoid touching face.
 - Sneeze or cough into a tissue or use the inside of elbow.



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- **MONITORING OF STUDENTS**
 - Instructors will take student temperatures with an Infrared Digital Thermometer daily prior to entering the building/classroom. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the building. The instructor will record the information in their daily log book and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

- **WORKSTATIONS AND TRUCKS**
 - Student names, and the date and time will be documented at each workstation for contact tracing purposes.
 - Students will disinfect workstations and frequently used surface areas after each use.
 - Truck interiors will be cleaned by the students after each student completes driving and before the next student enters the truck.

AFTER/IN BETWEEN CLASSES

All truck interiors, workstations, calculators, computer keyboards, and other supplies used will be cleaned with a 60% alcohol solution or a hospital grade disinfectant after each use and at the end of each day. In addition, truck interiors will be cleaned after each student completes driving and before the next student enters the truck.



Plan for Reopening Cosmetology

The information contained in this plan is based on **up-to-date data** and readiness. It includes basic perspectives:

- **Mitigates** risk of resurgence
- **Protects** the most vulnerable

In order to prepare and cover these two perspectives, the following plan is developed, keeping in mind what has to be done before students arrive for their first class back at college, what needs to be done during the classes, and what needs to be done in between classes to both mitigate and protect. The guidelines in this document are based upon Governor Ivey's Advisory Committee guidelines for reopening Alabama and those from the Alabama Community College System Chancellor's MEMO #2020-EXE-045.

As the Cosmetology program begins offering "in-person instruction in career and technical courses and testing," CACC personnel and students "must adhere to the strict protocols and social distancing requirements" of the aforementioned directives.

Additional protocols for face-to-face instruction may also include, but not be limited to, the following:

- Communication will be provided to each student about the opportunity for make-up of in-person labs, clinicals, certifications, testing and other coursework under the conditions set forth by the college and the timeframe for completing the instruction. The College will work with students to the greatest extent possible to schedule safe in person instruction.

PRIOR TO THE BEGINNING OF CLASSES

- The maximum number of students in the classroom/lab is restricted to 12 when online instruction is not feasible. Social distancing and face coverings for instructors and students will be required.
- The Instructor will provide each student with a COVID-19 Guideline form and required student waiver to review and execute before returning to the class. The student will be required to sign the waiver acknowledging understanding and will adhere to the COVID-19 guidelines and return the waiver to the Instructor before returning to campus. The Instructor will forward the waiver to the Dean of Students.

Also, in preparation for reopening the College, the following preparations will be made:

- The entrance/exit doors will be sanitized by the instructors before the start of each new workday and routinely throughout the day – at a minimum of twice per day.



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- The classroom/labs will be cleaned and disinfected by the instructors to reduce the risk of transmission.
- An adequate supply of preventative material inventory (soap, sanitizer, thermometers, etc.) will be maintained at all times.
- All stations and equipment will have a sign-in sheet in which the name of the student, date, and time of use will be logged for contact tracing purposes.
- Instructors and students will have a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- All inbound materials/packages will be sprayed and disinfected and remain untouched for 48 hours.
- CDC informational signs will be posted on all doors entering into the building/classroom as well as throughout the buildings/labs.

1. General Information & Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

2. Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

3. Wash Your Hands

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

4. STOP-Do Not Enter

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>

5. How to wear face covering

<https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg>

ARRIVAL FOR CLASSES

These guidelines cover all aspects related to ALL persons and the labs in which the students will learn. Students and instructors must be aware of, know, and exhibit behaviors in accordance with these guidelines.

- Students who arrive on campus are to remain in their vehicles or practice social distancing by maintaining a separation of six feet before they enter the classroom/lab. Instructors will guide students through the process of entering the classroom/lab.
- Instructors and students are required to wear face coverings to curb the spread of COVID-19 when leaving personal vehicles.
- Instructors will 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.
- Student temperatures will be taken by the instructors with an Infrared Digital Thermometer prior to the student entering the classroom/lab. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the



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classroom/lab. The instructor will record the information in their attendance log and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

IN CLASSES

Once the precheck has been completed and students enter the lab, the first thing a student is to do is to wash/sanitize their hands before going to the classroom or going to a machine in the shop.

Disinfectant spray/wipes, hand sanitizer, and adequate supplies of hand soap and paper towels will be on hand at all times.

In addition, all students are expected to adhere to the following guidelines:

- **MAINTAIN SOCIAL DISTANCE OF SIX FEET**
 - When an instructor and student need to be in close proximity, direct contact will be kept to a minimum and be followed with appropriate sanitation procedures.
 - Classroom/lab instruction will be provided when online instruction is not feasible and will have a restriction of 12 students in the classroom/lab. Social distancing and face coverings will be required for instructors and students.

- **WEAR FACE COVERINGS TO CURB THE SPREAD OF COVID-19**
 - Instructors will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Employees may use personal face coverings; however, two (2) washable medical grade cloth mask will be provided to each employee.
 - Students will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Students will be responsible for furnishing their own face coverings.
 - If classrooms/labs do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, face coverings must be worn.

- **PRACTICE SANITATION AND DISINFECTION PROCEDURES ACCORDING TO THE ALABAMA STATE BOARD OF COSMETOLOGY GUIDELINES**
 - Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching face.
 - Sneeze or cough into a tissue or use the inside of elbow.



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- Instructors/students will wipe down all stations including station mirror and chair with Clorox wipes/Lysol at the beginning and end of each day.
- All desks and stations, including station mirror, station, chair, chair base, station cabinets, and floor surrounding station, will be disinfected with hospital grade disinfectant at the end of the day by the students.
- Students will clean shampoo bowls, shampoo chairs, and back bar with Clorox wipes/Lysol after each use.
- Students will wipe down dryer handles with Clorox wipes/Lysol after each use.
- At the end of the day, students will continue following safety, sanitation, and disinfection practices set forth in the Cosmetology student handbook by cleaning stations/work areas, shampoo bowls, shampoo chairs, back bar, manicure tables, facial chairs and machines, hooded dryers, reception desk, dispense, manikins, dryers, unused chairs, and floors with a hospital grade disinfectant.
- Instructors/students will wash all towels throughout the day with Clorox and hot water. Towels will be stored in a closed cabinet.
- Only one student at a time will be allowed in the materials and storage areas.
- Students will wipe down all manikins with Clorox wipes/Lysol and return them to their proper place at the end of the day.

- **STUDENT PROTECTION**
 - No live work will occur on campus for cosmetology services – only manikins will be used.
 - Student stations will be separated by at least six feet from other stations.
 - Students will not be allowed to borrow equipment or manikins from each other.
 - Students will wipe down their own equipment/manikins with Clorox wipes/Lysol periodically throughout the day.

- **MONITORING OF STUDENTS**
 - Instructors will take student temperatures with an Infrared Digital Thermometer daily prior to entering the classroom/lab. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the classroom/lab. The instructor will record the information in their attendance log and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

- **WORKSTATIONS, EQUIPMENT AND TOOLS**
 - Student name, date, and time will be logged at each workstation, manicure station, and facial bed for contact tracing purposes.
 - Students will disinfect workstations, equipment and frequently used surface areas after each use.



AFTER/IN BETWEEN CLASSES

All workstations, calculators, computer keyboards, and other supplies used will be cleaned with a 60% alcohol solution or a hospital grade disinfectant after each use and at the end of each day.



Plan for Reopening Machine Shop

The information contained in this plan is based on **up-to-date data** and readiness. It includes basic perspectives:

- **Mitigates** risk of resurgence
- **Protects** the most vulnerable

In order to prepare and cover these two perspectives, the following plan is developed, keeping in mind what has to be done before students arrive for their first class back at college, what needs to be done during the classes, and what is done in between classes to both mitigate and protect. The guidelines in this document are based upon Governor Ivey's Advisory Committee guidelines for reopening Alabama and those from the Alabama Community College System Chancellor's MEMO #2020-EXE-045.

As the Machine Shop program begins offering "in-person instruction in career and technical courses and testing," CACC personnel and students "must adhere to the strict protocols and social distancing requirements" of the aforementioned directives. Additional protocols for face-to-face instruction may also include, but not be limited to, the following:

- Communication will be provided to each student about the opportunity for make-up of in-person labs, clinicals, certifications, testing and other coursework under the conditions set forth by the college and the timeframe for completing the instruction. The College will work with students to the greatest extent possible to schedule safe in-person instruction.

PRIOR TO THE BEGINNING OF CLASSES

- Maximum number of students in a shop/lab class is restricted to 12 when online instruction is not feasible. Social distancing and face coverings for instructors and students will be required.
- The Instructor will provide each student with a COVID-19 Guideline form and required student waiver to review and execute before returning to the class. The student will be required to sign the waiver acknowledging understanding and will adhere to the COVID-19 guidelines and return the waiver to the Instructor before returning to campus. The Instructor will forward the waiver to the Dean of Students.

Also, in preparation for reopening the College, the following preparations will be made:

- The entrance/exit doors will be sanitized by the instructors before the start of each new workday and routinely throughout the day – at a minimum of twice per day.
- Shops/Labs will be cleaned and disinfected daily by instructors prior to reopening to reduce the risk of transmission.



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- Instructors will ensure that an adequate supply of sanitation supplies (soap, sanitizer, thermometers, etc.) is provided at all times.
- All machines will have a sign-in sheet in which the name of the student, date, and time will be logged for contact tracing purposes.
- Instructors and students will have a place to wash hands and/or have access to alcohol-based hand rubs containing at least 60% alcohol.
- All inbound parts/materials/packages will be sprayed with a disinfectant and remain untouched for 48 hours when received.
- CDC informational signs will be posted on all doors entering into the shop/lab as well as throughout the shop/labs.

1. General Information & Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

2. Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

3. Wash Your Hands

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

4. STOP-Do Not Enter

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>

5. How to wear face covering

<https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg>

ARRIVAL FOR CLASSES

These guidelines cover all aspects related to ALL persons and the labs in which the students will learn. Students and instructors must be aware of, know, and exhibit behaviors in accordance with these guidelines.

- Students who arrive on campus are to remain in their vehicles or practice social distancing by maintaining a separation of six feet before they enter the shop/lab. Instructors will guide students through the process of entering the shop/lab.
- Instructors and students are required to wear face coverings to curb the spread of COVID-19 when leaving personal vehicles.
- Instructors will 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.
- Student temperatures will be taken by the instructors with an Infrared Digital Thermometer prior to the student entering the shop/lab. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the shop/lab. The instructor will record the information in their attendance log and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students.



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Students will not be allowed to return without a medical release from their health care provider.

IN CLASSES

Once the precheck has been completed and students enter the lab, the first thing a student is to do is to wash/sanitize their hands before going to the classroom or going to a machine in the shop.

Instructors will ensure disinfectant spray/wipes, hand sanitizer dispenser (floor-stand), and adequate supplies of hand soap and paper towels are available at all times.

In addition, all students are expected to adhere to the following guidelines:

- **MAINTAIN SOCIAL DISTANCING of SIX FEET at all times.**
 - When an instructor and student need to be in close proximity, direct contact will be kept to a minimum and be followed with appropriate sanitation procedures.
 - Shop/lab instruction will be provided when online instruction is not feasible and will have a restriction of 12 students in the shop/lab. Social distancing and face coverings will be required for instructors and students.

- **WEAR FACE COVERINGS TO CURB THE SPREAD OF COVID-19.**
 - Instructors will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Employees may use personal face coverings; however, two (2) washable medical grade cloth mask will be provided to each employee.
 - Students will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Students will be responsible for furnishing their own face coverings.
 - If classrooms/shops/labs do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, face coverings must be worn.

- **PRACTICE GOOD HYGIENE**
 - Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching face.
 - Sneeze or cough into a tissue or use the inside of elbow.

- **MONITORING OF STUDENTS**
 - Instructors will take student temperatures with an Infrared Digital Thermometer daily prior to entering the classroom/lab. If the student has a



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temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the classroom/lab. The instructor will record the information in their attendance log and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

- **WORKSTATIONS, MACHINES, AND TOOLS**
 - Student name, date, and time will be logged at each workstation and machine for contact tracing purposes.
 - Students will disinfect workstations, machines, and frequently used tools and surface areas after each use.

AFTER/IN BETWEEN CLASSES

All workstations, calculators, computer keyboards, and other supplies/equipment/tools used will be cleaned with a 60% alcohol solution or a hospital grade disinfectant after each use and at the end of the each day.



Plans for Reopening Welding Shop

The information contained in this plan is based on **up-to-date data** and readiness. It includes basic perspectives:

- **Mitigates** risk of resurgence
- **Protects** the most vulnerable

In order to prepare and cover these two perspectives, the following plan is developed, keeping in mind what has to be done before students arrive for their first class back at college, what needs to be done during the classes, and what is done in between classes to both mitigate and protect. The guidelines in this document are based upon Governor Ivey’s Advisory Committee guidelines for reopening Alabama and those from the Alabama Community College System Chancellor’s MEMO #2020-EXE-045.

As the Welding Shop program begins offering “in-person instruction in career and technical courses and testing,” CACC personnel and students “must adhere to the strict protocols and social distancing requirements” of the aforementioned directives.

Additional protocols for face-to-face instruction may also include, but not be limited to, the following:

- Communication will be provided to each student about the opportunity for make-up of in-person labs, clinicals, certifications, testing and other coursework under the conditions set forth by the college and the timeframe for completing the instruction. The College will work with students to the greatest extent possible to schedule safe in-person instruction.

PRIOR TO THE BEGINNING OF CLASSES

- The maximum number of students in a shop/lab class is restricted to 20 when online instruction is not feasible.
- The Instructor will provide each student with a COVID-19 Guideline form and required student waiver to review and execute before returning to the class. The student will be required to sign the waiver acknowledging understanding and will adhere to the COVID-19 guidelines and return the waiver to the Instructor before returning to campus. The Instructor will forward the waiver to the Dean of Students.

Also, in preparation for reopening the College, the following preparations will be made:

- The entrance/exit doors will be sanitized before the start of each new workday and routinely throughout the day – at a minimum of twice per day.



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- Shops/Labs will be cleaned and disinfected daily by instructors prior to reopening to reduce the risk of transmission.
- An adequate supply of preventative material inventory (soap, sanitizers, thermometers, etc.) will be maintained at all times.
- All machines will have a sign-in sheet in which the name of the student, date, and time will be logged for contact tracing purposes.
- Instructors and students will have a place to wash hands and/or have access to alcohol-based hand rubs containing at least 60% alcohol.
- All inbound parts/materials/packages will be sprayed with a disinfectant and remain untouched for 48 hours when received.
- CDC informational signs will be posted on all doors entering into the shop/lab as well as throughout the shop/labs.

1. General Information & Social Distancing

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

2. Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

3. Wash Your Hands

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

4. STOP-Do Not Enter

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>

5. How to wear face covering

<https://www.cdc.gov/coronavirus/2019-ncov/images/face-covering-checklist.jpg>

ARRIVAL FOR CLASSES

These guidelines cover all aspects related to ALL persons and the shops/labs in which the students will learn. Students and instructors must be aware of, know, and exhibit behaviors in accordance with these guidelines.

- Students who arrive on campus are to remain in their vehicles or practice social distancing by maintaining a separation of six feet before they enter the shop/lab. Instructors will guide students through the process of entering the shop/lab.
- Instructors and students are required to wear face coverings to curb the spread of COVID-19 when leaving personal vehicles.
- Instructors will 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.
- Student temperatures will be taken by the instructors with an Infrared Digital Thermometer prior to the student entering the shop/lab. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the shop/lab.



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The instructor will record the information in their attendance log and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

IN CLASSES

Once the precheck has been completed and students enter the lab, the first thing a student is to do is to wash/sanitize their hands before going to the classroom or going to a machine in the shop.

Instructors will ensure disinfectant spray/wipes, hand sanitizer dispenser (floor-stand), and adequate supplies of hand soap and paper towels are available at all times.

In addition, all students are expected to adhere to the following guidelines:

- **MAINTAIN SOCIAL DISTANCING of SIX FEET at all times.**
 - When an instructor and student need to be in close proximity, direct contact will be kept to a minimum and be followed with appropriate sanitation procedures.
 - Shop/lab instruction will be provided when online instruction is not feasible and will have a restriction of 20 students in the shop/lab. Social distancing and face coverings will be required for instructors and students.

- **WEAR FACE COVERINGS TO CURB THE SPREAD OF COVID-19.**
 - Instructors will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Employees may use personal face coverings; however, two (2) washable medical grade cloth mask will be provided to each employee.
 - Students will be required to wear face coverings in common areas, face-to-face meetings, and in group interactions. Students will be responsible for furnishing their own face coverings.
 - If classrooms/shops/labs do not allow six feet of separation or if duties require employees and/or students to work within six feet of one another, face coverings must be worn.

- **PRACTICE GOOD HYGIENE**
 - Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching face.
 - Sneeze or cough into a tissue or use the inside of elbow.



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- **MONITORING OF STUDENTS**
 - Instructors will take student temperatures with an Infrared Digital Thermometer daily prior to entering the classroom/lab. If the student has a temperature scan of 100.4 or greater, a second temperature reading will be taken. If the second temperature scan is 100.4 or greater, the student will not be allowed to enter the classroom/lab. The instructor will record the information in their attendance log and immediately inform the Dean of Workforce and Economic Development Programs and the Dean of Students. Students will not be allowed to return without a medical release from their health care provider.

- **WORKSTATIONS, MACHINES, AND TOOLS**
 - Student name, date, and time will be logged at each workstation and machine for contact tracing purposes.
 - Students will disinfect workstations, machines, and frequently used tools and surface areas after each use.

AFTER/IN BETWEEN CLASSES

All workstations, calculators, computer keyboards, and other supplies/equipment/tools used will be cleaned with a 60% alcohol solution or a hospital grade disinfectant after each use and at the end of each day.