



**REVISED**

*(10-26-21)*

## **Fall 2021 COVID-19 Institutional Operation Guidelines**

*(Note: The College reserves the right to make decisions applicable to the COVID-19 Institutional Operations Guidelines in the best interest of faculty, staff, and students)*

Trenholm State Community College is committed to maintaining a healthy and safe environment for all students, employees, and visitors while on campus or instructional sites. The following Fall 2021 COVID-19 Institutional Operation Guidelines will be followed by all students, employees, and visitors until further notice. This information should be incorporated in student orientation and discussed with all students on the first day of class.

### **TSCC OPERATIONAL HOURS**

The College continues to maintain regular business hours during the Fall 2021 Semester.

Monday – Thursday: 7:30am – 5:30pm

Friday: 7:30am – 11:30am

### **FACE COVERINGS AND PHYSICAL DISTANCING FOR EMPLOYEES, STUDENTS, AND VISITORS**

Trenholm State Community College (TSCC) continues to require all employees, students, and visitors to wear face coverings, which must cover, at a minimum, nose, and mouth while on campus and all instructional sites, regardless of vaccination status. Individuals may remove their face coverings only if they are in an enclosed private workspace.

TSCC has a limited number of face coverings available in the event individuals do not have a face covering. Please contact **Ms. Jennifer Lewis, Coronavirus Response Specialist, (334) 523-7474**, to request face coverings.

All individuals on campus should practice physical distance wherever possible. Physical distancing is defined as space of at least 6 feet between people who do not reside within your household.

### **VACCINATIONS**

Vaccinations are the leading prevention strategy to protect individuals from COVID-19 disease and end the COVID-19 pandemic. The COVID-19 vaccine significantly reduces the potential of severe illness, hospitalizations, and death. COVID-19 vaccines are safe and effective and everyone 12 years of

age and older is now eligible to get a free COVID-19 vaccination.

Vaccinations shall be strongly encouraged for all students, faculty, and staff. Pursuant to state law, the Alabama Community College System (ACCS) and its colleges will not mandate the COVID-19 vaccine as a condition of attendance for students.

For employees, ACCS is aware of unusual circumstances may exist that would cause undue hardship for the College whose employees will be unable to perform necessary job functions due to third-party COVID vaccination mandates.

According to Act 2021-493 (Public Notice summarizing Alabama law relating to COVID-19 vaccination requirements and proof of vaccination requirements) no government, school, or business in Alabama may demand that a constituent, student, or customer, respectively, be vaccinated for COVID-19 or show proof of his or her vaccination for COVID-19. Students may be asked if they have been vaccinated for COVID-19 and to provide proof of their vaccination. However, a student may not be REQUIRED to report their COVID-19 vaccination status or to provide proof of their vaccination unless required by a site that is not covered by Act 2021-493.

## **COVID-19 POSITIVE RESULTS, EXPOSURE, NOTIFICATION, QUARANTINE, AND ISOLATION – ALL STUDENTS (INCLUDING WORKFORCE DEVELOPMENT AND ADULT EDUCATION) AND ALL EMPLOYEES**

### **Definitions**

- **Close contact:** Defined as within 6 feet of an infected person (laboratory-confirmed) for a cumulative total of 15 minutes or more over a 24-hour period.
- **Fully vaccinated:** People are considered fully vaccinated 2 weeks after their second dose in a 2-dose series or 2 weeks after a single-dose vaccine.

### **Notification for Persons with Laboratory-Confirmed Positive COVID-19 Test Results**

If a student or employee is diagnosed with COVID-19 and has symptoms, he or she must stay home for the recommended 10-day period.

**Students** – Students should contact **Jennifer Lewis, Coronavirus Response Specialist** ([jlewis@trenholmstate.edu](mailto:jlewis@trenholmstate.edu)).

- Instructors who are made aware that a student in their area has tested positive must contact **Mr. Louis Campbell, Coordinator Building and Grounds** (334-420-4266) **immediately** for disinfecting assistance if the individual was in the area within the last **three** days.
- All students who received a positive COVID-19 laboratory-confirmed test must obtain clearance from the Dean of Student Affairs and Information Services before returning to campus/clinical.

**Employees** – Employees should contact **Jennifer Lewis, Coronavirus Response Specialist** ([jlewis@trenholmstate.edu](mailto:jlewis@trenholmstate.edu)) and your immediate supervisor.

- Supervisors who are made aware that an individual in their area has tested positive must contact **Mr. Louis Campbell, Coordinator Building and Grounds** (334-420-4266) **immediately** for disinfecting assistance if the individual was in the area within the last **three** days.
- All employees who have received a positive COVID-19 laboratory test must obtain clearance from the Office of Human Resources before returning to campus.

### **Procedures for Laboratory-Confirmed Positive COVID-19 Test Results WITH Symptoms**

Persons can return to campus/work:

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

**All Colleges must report a laboratory-confirmed positive test for COVID-19 to the ACCS.**

### **Procedures for Laboratory-Confirmed Positive COVID-19 Test Results WITHOUT Symptoms**

Persons can return to campus/work:

- After 10 days have passed since obtaining a positive viral test for COVID-19 with continuously having no symptoms.
- If symptoms develop, persons should follow the ‘Procedures for Laboratory-Confirmed Positive COVID-19 Test Results WITH Symptoms’.

**All Colleges must report a laboratory-confirmed positive test for COVID-19 to the ACCS.**

### **Procedures for Persons with Exposure to COVID-19**

Employees and students who have been in close contact with an individual who has been diagnosed with COVID-19 will be required to quarantine for 14 days after their last exposure unless the employee or student meets the following criteria:

- Is fully vaccinated and shows no symptoms of COVID-19

OR

- Has been diagnosed with COVID-19 within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example: cough, shortness of breath).

If a student or employee is exposed to a laboratory-confirmed COVID-19 individual, he or she must notify the following and adhere to the above guidelines:

- Students should contact **Jennifer Lewis, Coronavirus Response Specialist** ([jlewis@trenholmstate.edu](mailto:jlewis@trenholmstate.edu)).
- Employees should contact **Jennifer Lewis, Coronavirus Response Specialist** ([jlewis@trenholmstate.edu](mailto:jlewis@trenholmstate.edu)), and your immediate supervisor.

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

### REMOTE WORK POLICY

Effective immediately, the College does not offer remote or telework options to COVID-19 quarantine or isolation periods when the employee is

- COVID-19 positive,
- has symptoms of COVID-19, or
- has had close contact exposure to a positive COVID-19 case.

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

**There are certain essential jobs and functions that may require the College to seek remote work from an employee who is taking leave related to COVID-19 reasons. If the College needs remote assistance during an employee's COVID-19 leave period, the College will initiate contact with the employee on leave to see if the employee is willing and able to assist remotely as the needs of the College dictate. If the isolating or quarantining employee remotely assists during their leave period as requested by the College, the employee will be temporarily approved for that specific remote work which was requested by the College and paid for such work.**

### TRAVEL STANDARDS

Any College-sponsored domestic travel must be approved prior to travel by the President. College-sponsored international travel continues to be prohibited, except as approved by the Chancellor.

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

## INSTRUCTIONAL SERVICES, ADULT EDUCATION, AND WORKFORCE DEVELOPMENT

All Full-Term and Mini-Term A courses will begin at the College on **August 16, 2021**. Mini-Term B courses will begin **October 11, 2021**. All Workforce Development and Adult Education Courses will adhere to their respective calendars for start dates. All students will be informed that on-campus instruction will end on **November 19, 2021**.

Where appropriate, curriculum will be reorganized and streamlined to ensure competencies that cannot be accomplished successfully online are covered between **August 16, 2021 – November 19, 2021**. Remaining course competencies will be completed using online formats following the Thanksgiving break. The College will continue to observe the published academic calendar with finals being held **December 6 – 9, 2021**. The only exception will be for clinical instruction in health programs, and this instruction will be facilitated by programmatic accrediting bodies, clinical sites, and respective boards.

### *Course Delivery*

All on-campus instruction (labs, traditional courses, skills-based courses, etc.) will follow a hybrid model. For courses requiring labs, multiple lab times will be scheduled to minimize the number of students in the laboratory setting and maintain the six-foot physical distancing requirement.

### *Classrooms, Libraries, and Shared Computer Spaces*

Based on guidance from public health authorities, maximum occupancies for classrooms, libraries, and shared computer spaces will be reduced, and signs will be posted indicating the maximum number of people permitted in each space.

- All employees and students will be required to wear masks continuously while in buildings and adhere to the physical distancing guidelines of 6 feet.
- Classrooms may be used in conjunction with laboratory usage as needed. If a classroom is used, it will be cleaned and sanitized at the end of each day. If multiple groups of students use a classroom, it will be cleaned and sanitized between each rotation of students.
- Adjustments in the use of lab stations will be made based on physical distancing guidelines.
- In addition to standard safety PPE, students should wear disposable gloves when using any hand tools.
- Lab equipment, tools, and work areas will be cleaned and sanitized at the end of each class and at the end of every day. If multiple students use the same equipment, tools, and/or work areas, these will be cleaned and sanitized between each rotation of students. A kit of supplies will be provided for each instructor. Please contact **Mr. Louis Campbell, Coordinator Building and Grounds**, (334) 420-4266, to request the kit of supplies. Cleaning and sanitizing of building space (classrooms and labs) will be the responsibility of each instructor. Instructors may use students to assist with the cleaning and sanitation process with appropriate oversight. Cleaning and sanitizing will be completed in accordance with CDC recommendations. However, maintenance personnel will continue providing appropriate cleaning and sanitizing for all areas.

## ***Procedures for Future COVID-19 Closures***

If the College is required to terminate on-campus instruction before **November 19, 2021**, all classes will move to remote instruction. All instructors are required to include the remote instruction clause in all syllabi.

## ***Office Hours***

Instructors will be required to work on campus and maintain on-campus office hours during the semester. Instructors will be encouraged to use Microsoft Teams to meet virtually with students to have a face-to-face connection when meeting with students during office hours.

## **STUDENT SERVICES**

### ***Operational Hours***

The College continues to maintain regular business hours during the Fall 2021 Semester. All Student Services departments (*Admissions, Records, Financial Aid, Student Success, Career Services, Dual-Enrollment, and Upward Bound*) will continue to assist students on campus and through virtual platforms if needed.

### ***Shared Spaces, Offices, and Computer/Testing Labs***

Based on guidance from public health authorities, maximum occupancies for lobby, offices, and shared computer spaces will be reduced, and signs will be posted indicating the maximum number of people permitted in each space.

- All employees and students will be required to wear masks continuously while in buildings and adhere to the physical distancing guidelines of 6 feet.
- Labs may be used for minimal tasks that need to be completed. If labs/classrooms are used, they will be cleaned and sanitized at the end of every day. If multiple groups of students use labs/classrooms, they will be cleaned and sanitized between each rotation of students.
- Adjustments in the use of labs/classrooms and shared spaces will be made based on physical distancing guidelines.
- Cleaning and sanitizing of shared spaces will be the responsibility of each employee. Employees will ensure that all surfaces are properly cleaned and disinfected before and after any appointments. Cleaning and sanitizing will be completed in accordance with CDC recommendations. However, maintenance personnel will continue providing appropriate cleaning and sanitizing for all areas.
- There will be no gathering of students or employees in the building, and students will be directed to their designated area of appointment.

## ***Student Engagement***

- Student organizational meetings and trainings will be held on-campus and virtually.
- Campus tours will be held on-campus and virtually.
- Off-site recruitment activities and school visits will continue as deemed appropriate by school systems and other organizations. These determinations will be made on a case-by-case basis.
- Student activities will be held on-campus and virtually.

## ***Student Travel***

Student domestic travel must be approved prior to traveling by the President. College-sponsored international travel continues to be prohibited, except as approved by the Chancellor.

## ***ADA***

Students will continue to receive accommodations on-campus or virtually. Students may access the Office of Disability Services website to request accommodations. The ADA Coordinator may be contacted via email or phone to connect with students via Microsoft Teams when needed. Instructors will continue to receive students' accommodation letters and related information through email. Instructors who have questions about providing accommodations may contact the ADA Coordinator by email at [ada@trenholmstate.edu](mailto:ada@trenholmstate.edu).

## **INSTITUTIONAL CLEANING AND SANITATION**

TSCC remains committed to ensuring the safety and well-being of our employees and students. The College will implement the following measures to adhere to ACCS, ADPH, and CDC guidelines to prevent the spread of COVID-19:

- The College will continue to provide increased cleaning and sanitizing of frequently used facilities and common areas, including but not limited to elevators, restrooms, classrooms, and other high-traffic spaces with the use of approved cleaners that meet CDC guidelines for disinfecting COVID-19.
- Floor markings will be utilized where needed to ensure proper physical distancing in shared spaces.
- In some areas, furniture will be removed or rearranged to reduce public touchpoints.
- Signs will be posted at multiple locations and entry points around campus that outline campus protocols on physical distancing, physical contact, wearing face coverings, and other requirements.