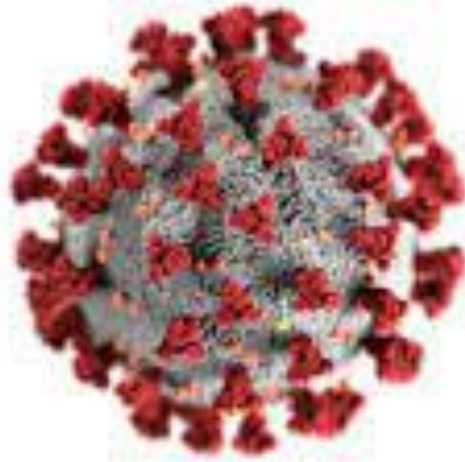




COVID-19 PLAYBOOK



(Note: The College reserves the right to make decisions/changes applicable to the COVID-19 Playbook in the best interest of the faculty, staff, and students)

Revised 03/10/2022

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SAFETY GUIDELINES FOR TRENHOLM STATE

Trenholm State Community College is following the guidance of the Center for Disease (CDC) and the Alabama Community College System (ACCS) to make informed decisions and develop protocols for the response of the COVID-19 Pandemic.

CDC GUIDELINES

The Centers for Disease Control and Prevention has resources on-line with information and guidance for the COVID-19 virus for individuals, workplaces, and colleges. This website provides general information on COVID-19, and the necessary measures one can take to protect themselves from becoming infected, prevention to others, steps to take if a person becomes ill or possibly exposed to the coronavirus.

COVID-19 SYMTOMS

There are a wide range of symptoms reported for COVID-19. The symptoms can range from mild symptoms, flu-like symptoms to severe illness and can require hospitalization.

The following symptoms associated with COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath, difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea, vomiting, or diarrhea

This list doesn't include all symptoms. You should consult a medical provider for any symptoms that may be severe. To see the most current information, visit the CDC website(www.cdc.gov) for *COVID-19* symptoms. (This website also has a symptom self-checker that will help you to know if you should be tested.)

WHEN TO SEEK MEDICAL ATTENTION IMMEDIATELY

- Shortness of Breath
- Chest Pain or Pressure
- New Confusion
- Inability to wake or stay awake
- Pale, gray, or blue colored skin, lips, or nail beds

ADDITIONAL INFORMATION ON COVID-19

- Symptoms can appear 2-14 days after exposure to the virus
- Individuals can have mild to severe symptoms
- Having underlying health conditions such as (heart disease, lung disease, or diabetes) may constitute you as HIGH RISK or develop serious COMPLICATIONS from COVID-19.
- Anyone with COVID-19 symptoms or have been exposed by someone who has tested positive should not visit any Trenholm State location.

CLERGY ACT REPORTING GUIDELINES

The Clergy Act is a federal law that stipulates a level of transparency around campus safety, which includes COVID-19 Reporting. Visit the Trenholm State Community College website for additional information at <https://www.trenholmstate.edu/college-information/coronavirus/>.

PERSONAL HEALTH & SAFETY

Trenholm State is committed to maintaining a safe and healthy environment for students, instructors, staff, and guest. All Trenholm State students, instructors, staff, and guest are asked to follow these guidelines which include:

- Wearing a face covering is recommended
- Good and frequent handwashing practices (if soap is unavailable, use hand sanitizer.)
- If coughing or sneezing please cover your mouth with a tissue, throw away, and wash your hands.

Face Coverings

In order to protect the health of the Trenholm State Community College, all students, staff, guests, and vendors providing onsite services, Trenholm State recommends face coverings.

Face coverings are important as they can reduce the risk of someone who is an asymptomatic COVID-19 carrier from transmitting the virus to someone else

Good Handwashing Practices

Handwashing can help protect you, your families, and others from becoming ill. The CDC guidelines recommends washing your hands for at least 20 seconds with soap and water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Common Areas

Trenholm State is committed to the safety and wellness of students, staff, and guest. Mask are recommended in all common areas. The restroom is a common area and should be a limited number of people at any time.

Commuting & Public Transportation

Individuals may have personal transportation or public transportation. Individual with personal transportation should ensure they follow the necessary precautions by washing their hands/sanitizing before and after leaving home. If commuting with someone, we recommend wearing face coverings/mask. Individuals who take public transportation, we recommend wearing face coverings/mask. Individuals should also wash hands/sanitize before and after leaving home.

The public or shared transportation users should carry hand sanitizer containing at least 60% alcohol. Individuals that are sick or have been exposed with someone who tested positive for COVID-19 should not take public or shared transportation unless they have received or are seeking medical care.

Home

Everyone is encouraged to continue to develop strategies to keep their family and others safe while at home. It is recommended to use the cleaning and disinfecting guidelines from the CDC in your homes or other shared spaces.

If someone in the household becomes ill, the CDC provides the following guidelines on caring for sick individuals in the home.

- Get in touch with your medical provider
- Separate yourself from others
- Monitor your symptoms
- Recommend wearing a mask
- Cover cough and sneezes
- Wash your hands
- Clean and disinfect
- Take care of yourself (get rest and stay hydrated)
- Avoid the public

Managing Stress and Anxiety

There are many unknown and uncertain things during this challenging time of the COVID-19 pandemic. Trenholm State understands that students, staff, and faculty may struggle with mental health and their well-being during this time. There are

several alternatives individuals may take advantage on the PEEHIP website. The website offers different programs for counseling, health management etc. and allows you to choose your provider/counselor.

Additional Stress Managing Strategies

- Reading trusted/reliable sources from healthcare providers and/or CDC
- Limit news from social media
- Reading, listening to music/podcast, relaxing
- Adopt a new craft or skill
- Rest
- Meditating, prayer, stretching
- Eating healthy meals
- Exercising
- Connecting with family, friends, or develop a support group
- Show gratitude and help others



OPERATIONAL PROCEDURES

Facilities Management

The Trenholm State Facilities Management and team communicates regularly to maintain a safe environment for students, employees, and guest. There are guidelines/checklist the management uses to prevent the spread of COVID-19.

Cleaning Protocol

The facilities management team ensures all common areas and departmental areas will be cleaned and disinfected daily by the cleaning/custodial staff. Also, these common areas included but not limited to workstation areas, trash areas, handrails, door handles, bathrooms and more.

Trenholm State has the verified the necessary vendors for cleaning supplies, protective equipment, paper products etc.

Health and Safety Protocol Signs

Trenholm State has installed signs around campus at all locations to promote health and safety measures. This includes the following:

- Recommend wearing mask
- Hand washing/hand sanitizing practices
- Contacting your coronavirus response specialist

INSTRUCTIONAL PROTOCOL

Remote Instruction

Trenholm State continues to monitor the COVID-19 virus and the impact on the community and college. Classes will continue to report face to face on campus for Fall 2021 semester and so forth. This will be monitored closely and it is at the discretion of the college to make a determination of online classes for future semesters if needed.

Faculty who thinks face to face instruction for a course is not appropriate should consult with their dean about requesting to move temporarily to on-line classes.

KEY PERSONNEL ROLES

Coronavirus Response Specialist

Trenholm State Community College established a role for the coronavirus specialist October 12, 2021. Some of the key responsibilities include:

- Providing a prevention campaign for faculty, staff, and students.
- Ensuring the appropriate signage and directions are visible throughout the campus.
- Contact Tracing
- Communicate appropriate COVID-19 updates and vaccine awareness.
- Receive, record, and manage COVID-19 incident reports and communicate with ACCS, Trenholm State, and Public Health.
- Serve as point of contact for students and employees who may be experiencing coronavirus symptoms.
- Maintain confidentiality of student and employee information.

- Provide students and employees with the current information regarding quarantine/isolation procedures and refer them to testing facilities and/or community resources.
- Communicate issues to the necessary departments, administrators, and supervisors.
- Report any additional cleaning to the maintenance staff.
- Collaborate with representatives from the medical community, city government, and county government.
- Submit monthly report of positive cases and exposures.

REPORTING PROTOCOL

Confirmed COVID-19 Cases

If an individual test positive for COVID-19, the case should be reported to the **Coronavirus Response Specialist at 334-523-7474 or jlewis@trenholmstate.edu**.

Once reported to the CRS, the following steps will occur:

- The CRS will contact the student/employee via email confirming the diagnosis.
- The CRS will send the student/employee a questionnaire to complete and submit back within 24-48 hours.
- The CRS will notify instructor(s), supervisor(s), or staff of the positive case via email.
- Maintenance will also be notified to disinfect the areas of the positive cases
- The CRS will request supporting documentation from student/employee confirming diagnosis. Once received, further instructions will be provided. This includes but not limited to quarantine instructions, notification of instructors for assignments, retesting instructions (if applicable).
- The CRS must clear a student/employee before returning to campus/clinical. A clearance form will be provided to the student/employee and it will also be submitted to instructor(s) and/or supervisor(s), and staff.

Confirmed COVID-19 Exposures

If an individual is exposed to COVID-19, the case should be reported to the **Coronavirus Response Specialist**. Once reported to the CRS, the following steps will occur:

- The CRS will contact the student/employee via email confirming the exposure.
- The CRS will send the student/employee a questionnaire to complete and submit back within 24-48 hours.
- The CRS will notify student(s) (if exposed), instructor(s), supervisor(s), or staff of the exposure via email.
- The individual must be tested (even if fully vaccinated). The individual will be exempt from testing only if he/she has been diagnosed with COVID-19 within the previous three months and has recovered or does not exhibit COVID-19 symptoms.
- Maintenance will also be notified to disinfect the areas of the exposure cases.
- The CRS will request supporting documentation from student/employee confirming if individual tested positive. Once received, further instructions will be provided. This includes but not limited to quarantine instructions, notification of instructors for assignments, retesting instructions (if applicable).
- The CRS must clear a student/employee before returning to campus/clinical. A clearance form will be provided to the student/employee, and it will also be submitted to instructor(s) and/or supervisor(s), and staff.

If a positive/exposure COVID-19 case occurs in a classroom or clinical setting, instructor(s) and staff will receive instruction on the continuation or cancellation of class. If a positive case or exposure occurs in a workspace, supervisors, administrators, and employees will receive instruction from the **Coronavirus Response Specialist**. The CRS will instruct to follow the outlined procedures from the CDC and ACCS. Human Resources, Trenholm State President, ACCS, and the Dean of Students will also be notified of the positive cases and exposures.

REMOTE WORK POLICY

Trenholm State Community College currently does not offer remote or telework options during COVID-19 quarantine or isolation when the employee exhibits the following:

- COVID-19 positive
- Exhibits symptoms of COVID-19
- Had close contact/exposure to someone COVID-19 positive

An Employee that is COVID-19 positive, has symptoms of COVID-19, has close contact exposure to a positive case should not come to work and should isolate/quarantine as recommended by the CDC or healthcare provider. Employees shall 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.

TRAINING & DEVELOPMENT

Trenholm State Community College is committed to maintaining a healthy and safe campus environment for all students, faculty, and staff by providing regular updates via webinars, workshops, and distribution of COVID related material.