

FALL 2020 OPERATIONS PLAN

7.16.2020

OVERVIEW

Fall semester at Wallace State Community College begins on August 17, 2020. Wallace State's Fall Semester Operations Plan is based on the "Yellow – Modified Access" status for operations designated by the Alabama Community College System.

This plan includes:

- Expanded faculty, administrative, academic, student affairs, and business operations
- Limited on-campus events and activities maintaining compliance with health and safety requirements
- On-campus housing with temperature check and questionnaire protocols
- Resumption of on-campus classes in modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols)
- On-campus food services with limited occupancy and following health & safety guidelines
- Student clinical, externships, apprenticeships are approved as allowed by local clinical sites and apprentice employers
- Faculty meetings, committee meetings, college meetings will be held virtually as much as possible
- All domestic travel requests require strict review and must be essential; no travel outside of the continental United States without approval of Chancellor



HEALTH AND SAFETY

Education for faculty, staff and students on safety measures

All employees and students will receive education and training on the health and safety measures in place at Wallace State prior to the start of fall semester. This training and our plans will also be communicated by email, virtual meetings, online tutorials, and informational videos, and linked in students' Blackboard shells. Wallace State and CDC

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resources related to health and safety, including our health and safety protocols, and videos, such as proper handwashing, temperature checks, and identifying symptoms, have also been placed online. Professional development for full- and part-time faculty has continued since spring semester in order to prepare faculty for summer and fall semester and the possibility of a second wave of coronavirus.

Disinfection of classrooms, shared spaces, and facilities

Wallace State facilities will be deep-cleaned and disinfected prior to reoccupation of offices and classrooms for the start of fall semester. Equipment, desks, chairs, tables, and other items used during instruction will be sanitized after each use. Entrance/exit doors of facilities used for in-person instruction will be sanitized at least twice per day. Enhanced cleaning, including common areas, will take place daily.

Employees will also take personal responsibility for additional frequent self-cleaning of areas in their departments after use, including offices, classrooms, labs, and common spaces with special attention to:

- Common surface areas
- Door handles
- Restrooms (see personal hygiene section below)
- Computer screens and keyboards
- Tools
- Desks and armrests
- Other workstations and equipment

Facilities will be equipped with Clorox or similar wipes and other general-use disinfectant supplies. These supplies are approved by the Environmental Protection Agency (EPA) for disinfection and labeled as such on the container. If you need additional supplies, please contact the Physical Plant Department.

Signage

College and CDC signage related to COVID-19, including signs/symptoms of the disease, social distancing, handwashing and personal hygiene, the use of masks, and other directional and educational signage has been placed across campus. (CDC flyers have also been posted at www.wallacestate.edu/coronavirus.) Additional signage will be placed at the entrance to buildings, at elevators, and in common areas noting entry and exit instructions, social distancing, safety, and reduced capacity protocols, as applicable. Departments will also post in-person and office hours and virtual contact information.

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Student housing temperature checks and questionnaire protocols

Please see student housing section on p. 15. The College will follow System recommendations for temperature checks and use the System's questionnaire protocol attached.

Maximum size for gatherings

The number of students permitted in a classroom or lab will be determined by the instructional square feet available, adhering to social distancing requirements. In no case will any gathering include more than 50 people, and it would be rare for more than 10 to be gathered in a classroom or lab.

Use of masks

Every employee, student and visitor without a mask will be issued a disposable mask upon entry to campus and will be expected to use it when in the company of others. All employees and students enrolled in classes on campus during fall semester 2020 will be issued a reusable mask. Face masks are required to be worn at all times when in any public areas of a building, and/or within 6 feet of another person. Exceptions to this policy would include when employees are by themselves in their office, walking alone, etc. For College-issued washable and reusable masks, the first mask issued is free of charge. Replacements will cost \$5 each. Personal face masks and face coverings may be used in lieu of a Wallace State-supplied mask.

Social distancing

Social distancing is a simple yet very effective mechanism to prevent the spread of disease, relying on physical distance to avoid infection. In practice this means the College will enforce the following policy:

- Remain 6 feet away from others as a normal practice.
- Avoid non-essential gatherings.
- Avoid gathering when entering and exiting facilities.
- No more persons at any class, meeting, or gathering than is possible to guarantee social distancing based on the space available. Times for classes may be staggered, and larger groups divided to meet the social distancing requirements.
- Conduct meetings virtually through Zoom, Blackboard Collaborate, Office Teams when possible.

The following habits are also encouraged:

- Eliminate contact with others, such as handshakes or embracing coworkers, visitors or friends.

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- Avoid touching surfaces touched by others to the extent feasible.
- Avoid anyone who is coughing, sneezing or appears to be sick.
- College-related travel restrictions remain in place until further notice.

The College has installed plexiglass and/or other barriers around the Lion Central desk in the Bailey Center on the main campus, at the Oneonta campus reception desk, and in similar areas due to the increased opportunity for exposure by walk-in traffic at these locations.

Across campus, seating is intentionally spaced to provide for appropriate distancing. Seating, common areas and floors are also be marked by tape or signage to indicate proper social distancing.

Hand hygiene

Hand sanitizer will be provided at the entrances to buildings and/or classrooms, and at other common areas across campus. As mentioned, these stations will be complemented by CDC posters, hand washing and personal hygiene signage.

While on campus, employees, students and visitors will be encouraged to make use of personal hygiene best practices, including the use of hand sanitizer and proper handwashing techniques.

Through signage, education, and access to hand sanitizer and hygiene supplies, everyone on campus will be reminded to adhere to the following CDC and WHO recommendations:

- Do not touch an entry door handle with exposed finger(s) or hand. When opening doors, try to do so without touching the handle or doorknob. Many people use a paper towel, especially when entering restrooms and this is good idea for any facility. Immediately discard the paper towel after use in the nearest trash can. Try using your sleeve if you don't have a paper towel.
- Consider propping open bathroom/interior doors to limit door handle touching.
- As a general principle, avoid touching your face with your hands, especially until you have had a chance to wash your hands.
- Wear a mask (see above).
- Cover your cough or sneeze with a tissue or elbow.
- Wash hands—with soap from a dispenser, following these guidelines:
 1. The CDC recommends washing your hands for at least 20 seconds. Refer to the posted signs or videos for the proper procedure.

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2. If handwashing is not an option, use hand sanitizer. This needs to be at least 60% alcohol to be effective.
3. Paper towels will be provided in all bathrooms on campus. Use a paper towel for drying your hands. If the paper towels are located in a roller dispenser, extend the paper towel with your elbow if possible before handwashing. Retrieve a clean paper towel after a thorough handwashing. Use the paper towel to wipe hands. Use the same paper towel to turn off the faucet and exit the bathroom. Dispose of the used paper towel in a trash can.
4. Exit the restroom without touching door handles with your hands.

Screening

Students, employees and visitors will be asked to daily self-screen for COVID-19 symptoms prior to coming to campus, using a modified version of ACCS's COVID-Active Screening Questionnaire for college dormitories (attached). Self-screening information will be posted prominently on the College's website, communicated broadly and regularly to students and employees through Blackboard, email, app notifications, course syllabi, digital message boards located across campus, and other messaging, and included in relevant news releases, and social media.

If, within the last 14 days, an individual has had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19 (using the CDC definition of close contact as within 6 feet for more than 15 minutes) outlined on the form, they should not come to campus and notify their instructor or supervisor. Persons exhibiting signs or symptoms, and those who have received a positive COVID-19 result should also not come to campus and notify their instructor or supervisor. In these instances, Wallace State will follow protocols outlined in ACCS Memorandum #2020-EXE-048 and in the System Protocols for Reporting of COVID-19-related Cases below.

As noted previously and detailed on p. 15, the College will follow System guidance for screening and temperature checks of students in residence halls. The College will additionally follow ACCC and NJCAA guidelines for screening student-athletes. Health programs and clinical sites may also have additional requirements.

Reporting of COVID-19-related cases

Wallace State will report positive COVID-19 cases and direct exposures to ACCS using the following established notification processes:

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1. Ask the student/employee for a text picture of his/her diagnosis to confirm.
2. Determine when quarantine is over.
3. Ask whether the student/employee knows whether his/her medical provider submitted/reported to ADPH.
4. Ask student/employee locations on campus that he/she was in/around (for cleaning purposes).
5. Notify persons who may have come in close contact with individual on campus (using the CDC definition of close contact). Inform these individuals they will need to self-quarantine for 14 days. ACCS Memorandum #2020-EXE-048 (attached) will be followed regarding returning to work/campus.
6. Post a notice on the College's website at www.wallacestate.edu/coronavirus, which is easily accessible, if diagnosis is confirmed.

COVID-19 liability waiver

All students participating in on-campus instruction, labs or other activities must sign the COVID-19 liability waiver attached. This waiver requirement has been communicated to students in Blackboard, by email, on syllabi and through their instructors, and the waiver is also posted on the Wallace State website.

Campus safety and security

Wallace State Campus Police will continue to provide safety and security services on campus around the clock.

INSTRUCTIONAL SERVICES AT WALLACE STATE

Modified Instructional Schedule

Fall semester classes will begin as scheduled on August 17, 2020, and limited in-person instruction for hybrid courses will begin as soon as classes begin.

Courses have been set to allow students access to their Blackboard classes a week before fall semester begins. By that time, instructors will have a "welcome" announcement in place that will explain to students the expectations of the class, virtual class meeting directions, virtual and in-person office hours and contact information, and, for hybrid courses, any schedule of on-campus work. Links to the

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student liability waiver, health and safety guidelines, self-screening information, and virtual student services will also be posted in Blackboard.

All in-person on-campus instruction and labs for all programs will be completed by Thanksgiving. For Health Science and CTE programs, emphasis will be placed upon completing hands-on instruction and check-offs before Thanksgiving, with final exams, presentations, video and other assignments scheduled virtually or online after Thanksgiving.

To maintain social distancing, students will be rotating into labs, and extended lab hours will be provided. In the case of multi-instructor programs, these extended hours will be assigned in a rotation, while single instructor programs may require an adjunct instructor to be employed to help with lab coverage.

CTE and health program competencies remaining after Thanksgiving

Faculty will complete all required on-campus labs, check-offs, skills, and competencies prior to Thanksgiving. CTE competencies that have components that lend themselves to remote instruction will be scheduled for later in the semester. Go-Pro cameras will be available for student check-out to allow for video production of skill performance by the student should time in the semester run short. Software has been purchased for several programs that will allow for some competencies to be practiced and demonstrated at a distance. Flight hours necessary for pilot training and certification may continue after Thanksgiving. Health program Instructors will be encouraged to complete clinical time as early as feasible in the semester and prior to Thanksgiving, but some clinicals may continue after Thanksgiving if necessary and as approved by sites.

Delivery Methods of Instructional Courses

Course offerings

To view the fall semester schedule of classes, visit www.wallacestate.edu/schedule.

Most academic division courses are offered online or hybrid during fall 2020. Most Health Science and CTE courses will be delivered in a hybrid format. Theory and other lecture content will be delivered in both synchronous and asynchronous virtual formats. Labs and skills check-offs will be conducted in person following health and safety guidelines.

All dual enrollment courses that are taught at the high school will follow high school health and safety guidelines and instructional modalities. Fast Track Academy, Wallace

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State's on-campus dual enrollment program, will be taught online. The high school class component for Fast Track to Industry, a dual enrollment program with Cullman County Schools located on campus, will be taught online. College academic and CTE classes that are part of this program will be offered in an online or hybrid format. Study sessions, held individually or in small groups and socially distanced when in person, will be offered by appointment as needed.

Academic hybrids include biology labs, networking, performing arts ensemble groups, dance, theatre, and orientation (for technology check-offs only), as well as dual enrollment courses taught in the high schools. These will have limited in-person class meetings of one or two times with students in limited group sizes in order to follow the guidelines of proper social distancing.

Wallace State's health science programs offering hybrid courses this fall include: Dental Assisting, Dental Hygiene, Diagnostic Imaging, Diagnostic Medical Sonography, Emergency Medical Services, Medical Assistant, Medical Laboratory Technician, Nursing, Occupational Therapy Assistant, Pharmacy Technology, Polysomnography (Sleep Lab) Technologist, and Respiratory Therapy.

Wallace State's applied technology programs offering hybrid courses this fall include: Advanced Automotive Technology, Agriculture Production/Horticulture, Aviation/Flight Technology, Building Construction, Cosmetology, Culinary Arts, Diesel Mechanics, Mechatronics, Heating and Air Conditioning, Machine Tool Technology, Small Farmer Training, Tool and Die, and Welding.

Engineering Technology, Health Information Technology, Medical Coding, and Child Development can conduct instruction entirely online, though apprenticeships and clinicals may still require in-person attendance at off-campus sites

On campus labs with hands-on instruction will occur in limited groups, with the size determined by the physical space of the lab to ensure social distancing. Therefore, students may be divided into smaller lab groups with adjusted meeting times. Other health and safety guidelines, including but not limited to the required use of face masks, hand hygiene protocols, cleaning of spaces and equipment between use, will also be followed.

Clinical requirements

Health program students will meet their clinical requirements through both live, simulated, and virtual clinical experiences. Students will initially be placed in live clinical settings and will continue with that placement as long as permitted. If live

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student clinical experiences are discontinued, instructors will utilize virtual clinical or alternate experiences that comply with their respective program accreditation requirements. Instructors will be encouraged to complete clinical time as early as feasible in the semester and prior to Thanksgiving.

Second wave

If face-to-face instruction is discontinued due to a second wave of coronavirus cases, delivery will continue via virtual methods, using Blackboard, along with Blackboard Collaborate, Zoom, Kaltura, and other platforms for both synchronous and asynchronous instruction and completion.

Faculty are advised to plan for such an occurrence and shift in-person instructional components, labs, other hands-on requirements as early in the semester as possible for hybrid courses. On-campus instruction will be completed no later than Thanksgiving break.

In a worst-case scenario, CTE and Health Science students would be brought back in Spring semester or as soon as possible to validate competencies.

Syllabi include the remote instruction addendum referenced on p. 12.

Professional development

All online courses at Wallace State must undergo a credentialing process and are also be screened by Department/Program Chairs to ensure the minimum requirements are present in Blackboard shells. It is a College requirement that Blackboard be utilized in every course. By the beginning of fall semester, all traditional courses that were shifted online as a result of the pandemic will have completed this process as well. Even after credentialing, courses are regularly reviewed by Department Chairs and respective deans to ensure continued academic rigor and student engagement/satisfaction/success.

Professional development for full- and part-time faculty has continued since spring semester in order to prepare faculty for summer and fall semesters and the possibility of a second wave of the coronavirus pandemic. Faculty have received notifications throughout the pandemic of virtual professional development opportunities, online training resources, and virtual conferences that exist both in the state and nationally. Professional development opportunities have included Blackboard, Kaltura, Department Chairperson Training, Collaborate, Respondus, NISOD's Online Convening and Professional Development Symposiums, and a plethora of seminars and readings related to student engagement and assessment. Wallace State faculty

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and staff have also developed how-to and informational videos to ease the transition to online instruction and virtual services. These, and a myriad of other offerings, will continue through fall semester 2020.

The Wallace State Teaching and Learning Academy will conduct training beginning fall semester for newly-hired faculty and meet both virtually and in person in small groups on best practices, assessment, advising, engagement, and professional growth.

Full-time faculty with the most experience in online learning have been designated as peer mentors and assigned faculty mentees with less experience across divisions. Mentors continue to reach out to their mentees to provide one-on-one tutorials, share best practices, conduct how-tos, and explain procedures.

Dual enrollment faculty and other adjuncts will also receive information from our departments about Blackboard training and required course elements for their Blackboard classes.

Professional development opportunities for CTE instructors are also being offered on program-related software. Internal professional development is held regularly via Zoom to share best practices, Q and A, and troubleshooting.

In-Person Instruction

Classes on campus

No classes offered for fall semester will be taught utilizing entirely on-campus instruction.

Please see the Course Offerings section beginning on p. 7 for a list of courses taught in a hybrid format with some on-campus labs.

The College is offering an expanded array of distance learning classes for courses with outcomes that can be measured in a remote environment (e.g., most academic, theory-based courses). Applied Technologies and Health Science programs will be offered in a hybrid format with online lectures and on-campus labs.

Most CTE and Health Science programs also have off-campus clinical/preceptorship, or apprenticeship opportunities that will continue to meet face-to-face.

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Courses will be developed so that, with the exception of required on-campus labs and skills check-offs without a virtual alternative, students may complete the course at a distance or transition to remote instruction in case of a health emergency or necessary self-quarantine. Students unable to complete such labs will be issued an incomplete and allowed to finish the course as soon as feasible in accordance with the College's policy for incompletes.

Safety protocols and procedures for face-to-face instruction

The number of students permitted in a classroom or lab will be determined by the instructional square feet available, adhering to social distancing requirements. In no case will any gathering include more than 50 people, and it would be rare for more than 10 to be gathered in a classroom or lab.

On-campus instruction will utilize limited group sizes to ensure proper social distancing. Liability waivers will be collected, and masks will be required. Hand sanitizer will also be provided. Cleaning and sanitizing of areas, including surfaces and equipment, will occur prior to each class meeting. Students' entry and exits will also be staggered.

Ground school for aviation/flight technology will be taught in a hybrid format with minimal in-person contact. For aviation and other CTE and health science programs with procedures/competencies, such as actual flight time, which do not permit social distancing, PPE protocols will be strictly maintained, and regular enhanced disinfection of equipment will be implemented. Instructors and students will wear masks when flying or in otherwise necessary sustained close contact, and will be responsible for disinfection after each flight or procedure. Instructors and students will be required to go through the COVID screening questionnaire and temperature check prior to such instruction.

At off-campus clinical/preceptorship or apprenticeship opportunities, students will follow health and safety requirements of the College and/or facility, as directed.

Virtual office hours

All instructors will provide in person as well as virtual office hours to meet student needs and preferences. Virtual appointments will be encouraged. Office hours will be available both on remote and on campus days. Face-to-face meetings will comply with social distancing, use of masks, and other health and safety guidelines.

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Academic full-time faculty will work not less than 21 hours on campus weekly and up to 14 hours virtually. Applied Technology and Health Science faculty will fulfill full-time contracts with the required contact hours, and up to seven of those virtually.

Scheduled virtual hours will be indicated on the course syllabus, in Blackboard, and on office door schedules submitted to the department/program chairperson and then approved by the respective dean. Blocks of time and days are the decision of the program/department chair/dean and based upon student need. Furthermore, during the scheduled work week, faculty will be readily accessible to students and incorporate interactive communications utilizing Zoom, Teams, and/or Collaborate.

Addendum to syllabi

All syllabi have included the following remote instruction clause in case there is a need to transition: In the event Wallace State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the College, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact [the appropriate College personnel].

Library Services

Full library services will be provided in person and virtually. To maximize the safety and well-being of our students and community patrons, services through the College library's online portal on the website will be encouraged. In-person protective protocols, including a glass partition at the Circulation desk, will be in place at all times. These protocols include the use of masks, hand sanitizer stations, social distancing, and frequent cleaning.

STUDENT SERVICES

Student Services Operations

Student Services operations (including Admissions, Financial Aid, Advising, TRIO Programs, Tutoring, Success Coaching, Career Services, Counseling, and Recruiting) will be open to students, visitors and the general public.

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To limit in-person interaction while maintaining superior customer service, Wallace State's Student Services Division has established a full complement of Virtual Student Services, providing the same level of outstanding customer service in a student-friendly manner in a virtual environment that students receive on campus, with even greater ease of access. Students may connect with the College through platforms like Zoom, Blackboard Collaborate, Microsoft Teams, Live Chat, phone, email, and social media messaging. In many cases responses are in real-time and instant. Email inquiries and voice mails are replied to within 24 business hours or less. Expanded and weekend hours are available in some areas.

Many services can be easily provided using one of the virtual methods mentioned above. New student orientation for fall has been conducted via Zoom. Admissions, registration, and tutoring services are also available online 24/7.

For individuals who are uncomfortable accessing student services remotely, offices are available for in-person walk-in visits and by appointment in accordance with health and safety protocols and with expanded hours during fall semester.

Plexiglass barriers and/or stanchions have been installed at Lion Central, Wallace State's one-stop center for enrollment services, the Cashier's Office and in other reception areas.

In all cases, social distancing, proper PPE and other aforementioned health and safety protocols will be followed.

A student services operational plan, which outlines these provisions in the context of each office, has been developed.

Student services safety protocols

Student services offices will comply with College health and safety guidelines, including requiring the use of masks, social distancing, limiting of traffic and ingress and egress, hand sanitizer stations, informational signage regarding protocols, and enhanced disinfecting.

Enhanced and increased levels of cleaning will be conducted in all common areas and high-touch surfaces. Hand sanitizer, cleaning/disinfecting supplies, and appropriate PPE are readily available throughout student services areas.

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Recreation/student life/common areas

Common areas will be reconfigured to ensure social distancing. Signage, barriers where necessary, and education related to health and safety guidelines will assist with compliance.

Reduced access and occupancy levels will be monitored and enforced.

Campus police and employees will help with information, education and enforcement.

Enhanced and increased levels of cleaning will be conducted in all common areas and high-touch surfaces. Hand sanitizer, cleaning/disinfecting supplies, and appropriate PPE will be readily available throughout student services area.

Student activities and student life events will utilize increased virtual events, and will otherwise be scheduled to comply with limited occupancy limits and other health and safety protocols.

Fall athletic seasons, with the exception of cross country, have been postponed until spring. NJCAA and ACCC protocols for athletics will be followed.

Students with disabilities

All reasonable accommodations will be provided for individuals with disabilities. Accommodations will be addressed individually and according to individual need by contacting the College's ADA officer. In-person and virtual appointments are also available.

Website and communications

The College will ensure that all student services related information on the College's website is accurate and up-to-date, with easily accessible contact information and general instructions.

College coronavirus-related information and updates are linked at www.wallacestate.edu/coronavirus.

The College's communications plan includes a multi-faceted approach for disseminating information and educating students, faculty, staff and the community regarding the College's operational guidelines and safety protocols. Methods used, depending on the message and intended audience, include website posts, email, text messaging, emergency alerts, Blackboard, social media, electronic signage, press releases, and more.

Housing and Dining Services

On-campus housing will be limited to one resident per room/bathroom for non-athletes, and two residents per room/bathroom if they are on the same athletic team. All residents will be charged the double room rate.

Currently, there is no requirement for dorm residents to test for COVID-19 prior to coming to campus. They will be screened using temperature checks and the attached screening questionnaire provided by the System. Should the State require testing for higher education, Wallace State will provide testing for students.

As the College is not prepared to provide healthcare services, dorm residents who test positive or are directly exposed to COVID-19 will be required to return home for two weeks of quarantine, as indicated in the College's housing agreement referenced below. (Most dorm students live within six hours of campus. If the cost of travel is prohibitive for the student, the College/Foundation will make funds available to cover the cost of travel.) However, in the event student is unable to travel, the College has designated the Whitaker House on campus, which serves as overflow on-campus housing, as a temporary quarantine facility with three additional rooms. If additional space is needed, the College will place the students into a hotel, with which the College has an agreement, or other acceptable location for the two weeks of quarantine.

Students living in on-campus housing who have tested COVID-19 positive will be required to provide a negative test result before returning to campus. The College/Foundation will make funds available to cover the cost for students required to test prior to returning to on-campus housing.

The Wallace State Café will open on August 10, 2020. Meal plan meals and other food served in the Wallace State Café will be served in "to go" boxes. No salad bars nor self-serve items will be available. All items will be served cold so that customers can be served quickly and avoid long lines while adhering to social distancing guidelines. No food will be served by outside vendors.

Housing and on-campus dining services will follow College health and safety guidelines, including recommended face coverings and social distancing. Dorm housekeeping staff will sanitize high touch areas twice per day.

Common gathering areas will be limited to laundry and kitchen facilities. Social distancing will be required inside dorm buildings, including common areas. Face

masks are required inside dorm common areas, entrances and hallways. No visitors will be allowed. Enhanced cleaning and sanitation will include commonly touched surfaces in entrances, lobbies and hallways.

A revised housing agreement, addressing COVID-19 changes to service, refunds, and COVID-19 related protocols and procedures has been developed and is under review by ACCS Legal. All dorm residents will be required to sign this agreement before moving onto campus.

WORKFORCE DEVELOPMENT AND ADULT EDUCATION

Delivery and Proctoring of Assessments

TABE testing and classroom assessments will be proctored through Zoom Pro. GED, CDL, WorkKeys, MSSC, and similar credentialing exams will be administered to no more than 10 students, spaced 6 feet apart, in the testing center. WSCC health and safety protocols will be followed. When possible, assessments will be administered remotely.

Adult Education/Workforce Development Training Delivery

Adult Education course delivery

Intake, Enrollment, Orientation: Individuals seeking to enroll in the Adult Education Program will be directed to the College's online enrollment process. Staff are also available in person to help students with the enrollment process. A Wallace State informational video explains the online delivery for Adult Education instruction and assessment. Adult education enrollment forms can be completed as a dynamic online form or printed, completed, scanned and emailed. Once enrolled, students will be contacted by phone by an instructor to assist the student in completing the online orientation video and enrollment into a Google Classroom.

Instruction: Classroom instruction will be delivered virtually via Google Classroom. All instructors are prepared with online textbooks, Google Docs, Zoom Pro account access, laptop computers and desktops with cameras and microphones. Interaction with students will be a combination of synchronous and asynchronous online delivery. TABE and other testing will be proctored via Zoom Pro with recording features. Aztec instructional software allows students to access the program via mobile devices for those who do not have laptops. Face-to-face instruction and tutoring will be limited and will occur primarily by appointment only. All care will be given to follow social

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distance guidelines, face covering requirements, hand hygiene, and disinfection after a student has been assisted. This protocol will be standard across all of our on-site and off-site locations.

Virtual and/or Face-to-Face Office Hours: The Adult Education Program will provide continuous services for students and enrollees. Staff members will be available via phone, email, or virtual meetings utilizing Zoom, Microsoft Teams, and Google Classroom. Staff will rotate for “on call” services outside of normal operations and hours. Should a face-to-face meeting be required, social distancing, face masks, personal hygiene protocols and other health and safety protocols will be followed.

Workforce Development training delivery

Workforce Development Training: Workforce training courses that require in-person training/lab time, including CDL, Construction/Masonry, Phlebotomy, CPR and Advanced Cardiac classes will be limited to 10 or fewer for in-person instruction. All other courses will be offered through an online or hybrid format, with on-campus labs and/or skills assessments in small groups of less than 10 following the Health and Safety protocols and screened by the instructor prior to the beginning of each class. Courses that require clinicals (CNA/Phlebotomy) will follow the safety protocols as outlined by the clinical site and will be strictly adhered to by faculty and students. If WSCC protocols are more restrictive, the WSCC protocols will take precedence.

Lifelong Learning: Wallace State’s WaLLi program serves students ages 55 and older. Many in this program are in the identified “vulnerable” group, based on their age. While we recognize that the interaction and activities offered benefits this group of senior citizens, including physical and mental health, the program will follow Governor Ivey’s directives for “Senior Centers.” No programming will be offered until the order is lifted for these centers. Should the order be lifted, a return to program activities will be considered and may resume the following semester, including wellness activities, will be held to no more than 10 students in the offering and will follow the protocols for WSCC health and safety.

Virtual and/or Face-to-Face Office Hours: The Wallace State Center for Career and Workforce Development (CCWD) will provide continuous services for students and business/industry. Staff members will be available via phone, email, or virtual meetings utilizing Zoom, Microsoft Teams, or Blackboard Collaborate. Staff will rotate for “on call” services outside of normal operations and hours. Should a face-to-face meeting be required, social distancing, face masks, and hand hygiene, and other health and safety protocols will be followed.

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Safety measures for students enrolled in programs/classes at non-college facilities

The CCWD will review the employer partner guidelines and compare them with WSCC's health and safety protocols and mitigation strategies. The most stringent protocols will be utilized for all students participating in apprenticeships, WSCC coordinated work-based learning or on-site industry training, and other programs or classes at non-college facilities.

Adult Education will follow the same health and safety protocols for on-campus and off-site locations.

Remote instruction clause

Adult Education and the CCWD will include a remote instruction clause in enrollment forms in the event there is a need to transition to remote instruction during the fall semester: In the event Wallace State should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor or the [Adult Education or CCWD] Office at [the appropriate phone number and email address].

Addendum to Contract for Training

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

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This plan will be reviewed regularly and updated in accordance with Alabama Community College System and federal program directives and with guidance by the CDC and Alabama Department of Public Health.

ATTACHMENTS:

COVID Daily Self-Screening Questionnaire

COVID-19 Liability Waiver

ACCS MEMO EXE-048

COVID Screening Questionnaire for Dorm Residents

COVID-19

DAILY SELF-SCREENING QUESTIONNAIRE

In order to protect the health and safety of our College community, we ask that everyone conduct a daily self-screening for COVID-19 PRIOR TO COMING TO CAMPUS using the following questions:

1. Within the last 14 days, have you experienced a new cough that you cannot attribute to another health condition?
 YES
 NO
2. Within the last 14 days, have you experienced new shortness of breath that you cannot attribute to another health condition?
 YES
 NO
3. Within the last 14 days, have you experienced a new sore throat that you cannot attribute to another health condition?
 YES
 NO
4. Within the last 14 days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
 YES
 NO
5. Within the last 14 days, have you had a temperature at or above 100.4⁰ or the sense of having a fever?
 YES
 NO
6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? (*Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes)
 YES
 NO

If you answered YES to any of these questions, please do not come to campus and contact your instructor or supervisor for further information. Thank you.



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

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Wallace State Community College ("the College") has put in place preventative measures to reduce the spread of COVID-19; however, the College cannot guarantee that you will not become infected with COVID-19. Further, attending the College, participating in College-led classes, trainings or labs could increase your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities ("Claims"). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

_____ Signature of Student Date

_____ Print name of Student

_____ Signature of Parent/Guardian (if student under 18) Date

_____ Print Name of Parent/Guardian (if student under 18)

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Jimmy H. Baker
CHANCELLOR

MEMORANDUM #2020-EXE-048

DATE: May 27, 2020

TO: Presidents, Alabama Community College System
Alabama Community College System Office

FROM: Jimmy H. Baker, Chancellor 

RE: Revised Return to Work/Classes following positive COVID results

The last few months have truly proven the resiliency and adaptiveness of our colleges as we have navigated through maintaining operations during the COVID-19 pandemic. As we look forward to the start of our summer semester and returning to the workplace/campuses, I want you to continue to be vigilant in your efforts to maintain modified social distancing and hygiene practices for the continued protection of students, faculty, and staff.

The purpose of this memo is to provide guidance regarding the return to work/campus if students and/or faculty and staff self-report positive COVID-19 test results. This guidance is provided from the most recent updates from the Center for Disease Control (CDC) and/or Alabama Department of Public Health (ADPH). This guidance should be used in addition to your college's specific plan for modified campus activities/workplans.

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

Should a faculty/staff or student arrive to campus/work exhibiting signs/symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), institutions should ask the person to leave campus and consult a healthcare provider before returning to campus/work. Further, if the person is an employee then the institution should continue to utilize *MEMO-EXE-029 (Paid Leave, Instructors who cannot work remotely, and FFCRA)* regarding the use of sick leave.

The need for work excuses or negative COVID-19 results from healthcare providers should follow your institutions human resources policy.

Persons WITH Positive COVID-19 test results returning to campus/work:

Institutions should assign a designated contact person on campus for faculty/staff and 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 should be utilized when providing guidance to students, faculty/staff returning to work and/or campus.

1. Persons 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. Persons 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 should be used.

Any college with a student or faculty/staff member who reports a laboratory-confirmed positive test for COVID-19 should also notify Rachel Adams, Communications and Marketing Administrator, Alabama Community College System, (o) 334-293-4651, (c) 334-328-6191, Rachel.Adams@accs.edu.

Thank you for the work that you do to support and protect our colleges and well-being of our students and state. I am continually grateful for the efforts our colleges have made adapting to these highly unusual operating conditions.

cc: President's assistants, Alabama Community College System
System Office Staff

COVID-19

SCREENING QUESTIONNAIRE FOR DORMS

Your health and well-being are of the utmost importance and we are taking measures to keep the College a safe environment for students, employees, and the public. Anyone coming into the college dormitory will be screened. Part of our screening process will include taking temperatures and asking the following questions.

1. Within the last 14 days, have you experienced a new cough that you cannot attribute to another health condition?
 YES
 NO
2. Within the last 14 days, have you experienced new shortness of breath that you cannot attribute to another health condition?
 YES
 NO
3. Within the last 14 days, have you experienced a new sore throat that you cannot attribute to another health condition?
 YES
 NO
4. Within the last 14 days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
 YES
 NO
5. Within the last 14 days, have you had a temperature at or above 100.4⁰ or the sense of having a fever?
 YES
 NO
6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19? (*Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes)
 YES
 NO

If the individual answers YES to any of the questions, they will not be allowed entry, unless and until determined otherwise by a designated College official.