



BEVILL STATE

COMMUNITY COLLEGE

**COVID-19: PLAN TO RE-OPEN
PHASE 3 – FALL 2020**

(Adopted by President's Cabinet July 8, 2020)

COVID-19 REOPENING PLAN

Bevill State Community College continues to monitor the COVID-19/Coronavirus outbreak, and the health and safety of students, faculty, and staff remain the College's top priority. With this in mind, the information in this document details a proposed plan for Fall 2020 operations during COVID-19. This plan is conditional based on published guidance issued by the Alabama Department of Public Health, the Centers for Disease Control and Prevention, the Office of the Governor of the State of Alabama, and the Alabama Community College System Chancellor.

The Cabinet continues meeting regularly 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.

The guidelines set forth are intended to lower the risk of exposure on the college community campus through:

1. Frequently cleaning and disinfecting of common surfaces
2. Personal hygiene (handwashing, covering coughs, etc.)
3. Use of masks
4. Social distancing
5. Staying home when sick or immediately exposed
6. Limiting access to facilities
7. Signage

These efforts are the responsibility of **EVERYONE**.

REOPENING PLAN OBJECTIVES

1. To establish and communicate plans and procedures for the Fall 2020 semester to include Instruction, Student Services, and Workforce Development and Adult Education.
2. To educate Bevill State Community College employees, students, and community on protocols and procedures designed to help mitigate risk.
3. To ensure the health and wellness of each BSCC employee, student, and visitor:
 - Provide information and resources regarding health and wellness
 - Detail implementation measures and disinfection protocols
 - Communicate social distancing and personal protection equipment (PPE) procedures

CAMPUS 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. Personal protective equipment (PPE):

- All in-person instruction participants will be required to wear a mask. One face mask will be provided to students on their first day of in-person instruction. Personal face masks and face coverings may be used in lieu of a Bevill State-supplied mask.
- Every employee will be issued a washable and reusable mask upon their return to campus and will be expected to use them when in the company of others (Addendum F). Personal face masks and face coverings may be used in lieu of a Bevill State-supplied mask.

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

- All common areas in use will be disinfected according to protocol.
- Interior doors will remain open when possible.
- Employees and students 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:
 - One person per elevator
 - Use disposable tissue to operate elevator buttons.
 - Avoid touching your face with your hands, and wash your hands immediately after pressing any elevator buttons.
- Water fountains will be disabled.
- Fleet scheduling will be unavailable. For Presidential approved travel, mileage will be reimbursed.

4. Self-Distancing and Personal Hygiene

- **Office Areas**
 - Employees will remain isolated when possible.
 - Employees will maintain six-feet of separation between themselves and other co-workers at all times.
 - All personal items and work supplies should be removed from shared workspaces.
- **Restrooms (Hand-Washing Stations)**
 - Self-distancing guidelines must be maintained in restrooms, including waiting in lines.
 - Hands must be thoroughly and properly disinfected when finished in restroom.

- In order for restrooms to remain sanitary, all paper products must be disposed properly and toilets completely flushed.
 - **Arrival and Dismissal**
 - Students will remain in their cars until the designated class time and depart the building immediately at the conclusion of in-person instruction.
 - Employees and students should not congregate in parking lots at any time.
 - Maintain six feet of distance between you and others upon entering and exiting the building.
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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. (This includes during meeting and training times.)
- Utilize proper PPE and follow guidelines of usage.
- Avoid sharing tools or equipment. If tools must be shared, follow disinfection protocol.

SELF-MONITORING

If you have concerns about potential symptoms, you can visit <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> or utilize the Center for Disease Control and Prevention (CDC) Self-Checker at <https://covid19healthbot.cdc.gov/>.

EMPLOYEE POSITIVE CASE

For any employee with a confirmed case of COVID-19, who is required to care for a family member with a confirmed case of COVID-19, or who is required to care for a child whose school has closed, there is a special leave policy in place (see attached Addendum C). Please contact Director of Human Resources, Mary Kinard, at mary.kinard@bscc.edu for guidance in these circumstances. Procedures outlined in the Chancellor's Memorandum #2020-EXE-048 will be followed (Addendum A).

STUDENT SELF-REPORTED POSITIVE CASE

- Express concern to the student.
 - Even if the symptoms are mild, the student is likely to be anxious about what might happen or if they have spread the virus.
 - Provide information regarding COVID-19 if desired by student.
- Assure the student the faculty will work with him or her to ensure every opportunity to be successful in the enrolled courses.
- Ask the student who he or she has been in close contact with while participating in classroom, laboratory, or clinical activities.
 - The CDC defines “close contact” as “a person that has been within six feet of the infected individual when proper PPE was not worn for a prolonged (over 15 minutes of close exposure) period of time.”
- Faculty should notify their Division Chair or Program Director via email providing only the student number.
 - The Division Chair will ensure the student's schedule is checked for other classes and notify those faculty and the appropriate college-wide dean.
 - The Division Chair will notify maintenance that Specific Cleaning is needed in the affected areas.
 - The college-wide dean will report to Tana Collins-Allred at tana.collins@bscc.edu, so that the appropriate information can be reported to the Alabama Community College System (ACCS).
- Faculty will notify the close contact individuals in the course that the College has been made aware of a positive COVID-19 case and that he or she has been identified as a close contact.
 - If the student is on campus, ask the student to leave as quickly as possible;

- return home
 - self-isolate
 - monitor for any symptoms
 - speak with his or her healthcare provider
 - assure the student that he or she will have every opportunity to be successful in the class.
- All students/employees who have received a positive diagnosis of COVID-19 will be reported to the Rachel Adams, rachel.adams@accs.edu, at the System Office and proper communication protocols such as standard web posting and notification of a positive case will be followed.

Specific Cleaning and Disinfecting of Classroom and Laboratory Facilities following possible contamination

- Place notice on door that room is currently closed for cleaning and disinfecting. The door shall remain closed and locked.
- Open outside windows and doors to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Don appropriate personal protective equipment (N95 if available, eye protection, gloves and gown)

Clean and disinfect all areas used by the individual who is sick, such as offices, bathrooms, common areas, frequently touched surfaces and shared objects.

INSTRUCTION AT BEVILL STATE COMMUNITY COLLEGE (FALL 2020 – Effective August 17, 2020):

1. Academic Transfer – fully online with this exception:
 - a. Science labs limited to 15 students one day a week. Science labs will meet with a maximum of 15 students. Actual number of students in the lab at one time will be determined by the size of the laboratory classroom.
 - i. A distance of 6 feet will be maintained between individuals when in the lab area.
 - ii. Masks and lab appropriate PPE will be required.
 - iii. No more than one student will be assigned or engaged at a single lab station at any given time.
 - iv. All needed lab materials will be provided at each lab station to prevent students moving about lab for supplies.
 - v. Lab techniques/activities will be demonstrated by projection technology and virtual activities will be utilized to reduce close contact.
 - vi. Canvas will be utilized for student collaboration to allow students to communicate and work together safely.
 - b. Faculty may use the scheduled timeframe for meeting remotely using Zoom, Teams, etc.
2. Health Science – small group instruction, simulations, labs, and clinicals will be allowed face-to-face.
 - a. Lecture will be partially online and partially face-to-face one day a week in large lecture halls with social distancing enforced.
3. Career Tech – all lecture online with face-to-face small group labs.
 - a. Articulated students will be handled on a case-by-case basis with individual high schools.
4. Dual enrollment will be handled on a case-by-case basis with individual high schools.
5. Tutor labs – by appointment and limited by social distancing determined by the room capacity.
6. Libraries – by appointment and limited by social distancing determined by the room capacity.
7. Academic testing labs – by appointment and limited by social distancing determined by the room capacity.
 - a. Investigate live online proctoring service.
8. Individual student appointments that cannot be handled virtually may require a face-to-face meeting. Students must schedule an appointment and will be seen individually by their instructor. Both faculty and students will wear masks during these appointments. After each appointment, sanitizing protocols will be followed.
9. Addendum from Memo will be added to all College-wide syllabi.
10. Consideration must be given to extra lab sections that will be scheduled to accommodate all students in small groups.
11. All face-to-face instruction and on-campus labs will be completed by Thanksgiving. The remainder of the semester will be completed online or remote format.

- a. Off-campus clinicals and/or preceptorships and apprenticeships will be allowed to continue after Thanksgiving.
12. Faculty must develop face-to-face labs and instruction in a manner that a student may complete the course at a distance and allows for a transition to remote instruction in case of a health emergency.
13. Student waivers will be collected on the first day of face-to-face instruction.

WORKFORCE DEVELOPMENT AND ADULT EDUCATION (FALL 2020)

Delivery and Proctoring of Assessments:

- Adult Education and Workforce Training courses that have outcomes that cannot be measured or achieved virtually, such as laboratory, clinical experiences, certifications, and testing will be enacted through an in-person small group format.
- Small groups will be limited to 15 or less.
- Faculty and/or trainers will schedule students for testing on alternating time frames in order to maintain 15 or less students and a 6-foot distance.
- All dates, events, and locations are subject to change due to the COVID-19 pandemic.
- Students participating in in-person assessment starting June 2020, will sign waivers indemnifying Bevill State of any legal action as a result of participating in in-person assessment (Addendum D- Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19).
- Students who voluntarily decide not to participate in in-person assessment during this public health emergency shall not face any disciplinary action under the normal procedures of the postsecondary institution.
 - Students who decide not to participate in in-person instruction will continue to be served in a fully online capacity. BSCC Adult Education has shifted to a hybrid model to allow students to participate with various levels of in-person and remote instruction. Similarly, assessments will continue to be offered remotely. Students will follow state Adult Education assessment policy regardless of the assessment being offered in-person or remotely.
- Waivers and one face mask will be provided to students upon arrival on site for in-person assessment. Faculty/trainers will be responsible for collecting and retaining the signed waivers. Personal face masks and face coverings may be used in lieu of a Bevill State-supplied mask.
- Communication will be sent by email to students, faculty, and staff requesting they not return to the college premises if they exhibit symptoms of COVID-19.
- Students are required to wear face coverings while on campus during in-person assessment and any face-to-face interactions.
- Bevill State will place appropriate signage throughout facilities used for in-person assessment to remind students and employees of proper distancing and preventive measures.
- Students and employees will comply with six-foot distancing as practicable. When a 6-foot space cannot be observed, students and employees will wear appropriate PPE.
- Entrance/exit doors of facilities used for in-person assessment will be sanitized at least twice per day. Cleaning/Disinfecting Log will be utilized to monitor sanitation schedules (Addendum E).
- Make disinfecting wipes and hand sanitizer available for shared surfaces.
- Any equipment, desks, chairs, tables, or other items used during assessment will be sanitized after each use. Instructors/proctors will be responsible for cleaning their assessment materials

and a Cleaning/Disinfecting Log will be utilized to monitor sanitation schedules. (Addendum E).

- A copy of the CDC Guidelines will be made available to students upon request (<https://www.cdc.gov/coronavirus/2019-ncov/community/collegesuniversities/considerations.html>).
- Displays and signs concerning COVID-19 will be prominently displayed in assessment sites (utilize the posting of Addendum B – signage with guidelines).
- Instructor/proctor reserves the right to deny assessment to students that display COVID-19 symptoms.
- Truck Driving/CDL Training and Testing will be limited to one student and one instructor in the truck. Both will wear gloves and masks.
 - Seating in classroom should maintain 6 ft social distancing guidelines.
 - Truck seats and cab area will be disinfected after each use by instructor/trainer.
 - All instructions will be given outside the truck with the engine off.
- Unused rooms will remain locked to limit areas which need elevated levels of cleaning.
- Keep office doors locked and no students are allowed. Communication should occur virtually or in open spaces where 6-foot distancing can be maintained.
- Assessments occurring at off-site locations will follow agency and/or Beville State PPE and distancing guidelines.
- Newly enrolled students are contacted by the Adult Education Coordinator for their respective area. A workforce specialist is in direct contact with any students enrolled in workforce training. Existing students may contact their coordinator and/or their instructor. Students are provided this information at orientation. New students and businesses will contact the Adult Education Director and or Director of Workforce Solutions. This information is provided on the BSCC website.

Adult Education/Workforce Development Training Delivery:

- Adult Education and Workforce training courses that have outcomes that cannot be measured or achieved virtually, such as laboratory, clinical experiences, and certification testing will be enacted through small group instruction.
- These small groups will be limited to 15 or less.
- Instructor and/or trainers will schedule students in these classes on alternating time frames in order to maintain 15 or less students and a 6-foot distance.
- For larger enrolled courses meeting two days a week, students will be divided into smaller groups and alternate days of lab attendance. For courses meeting one day a week, groups will be divided into smaller groups and alternating between attending morning labs hours and the afternoon lab hours. Lecture instruction will continue to be presented online, allowing all contact time to be spent in labs. Virtual labs will still be utilized to supplement during this transition.
- All Adult Education and Workforce Training courses scheduled to be taught in a face-to-face format will remain online, virtual, or remote until further notice. These courses may utilize multiple delivery formats including fully online (asynchronous) instruction or virtual meetings

during the scheduled class time (synchronous instruction) or a combination of these delivery methods.

- Virtual class meetings must be during the scheduled class time as published so as not to conflict with the students' other classes or work obligations.
- Scheduled workforce web-based courses will remain online.
- All instructors will be prepared to transition back to fully online if necessary and applicable.
- All dates, events, and locations are subject to change due to the COVID-19 pandemic.
- Students participating in in-person instruction, will sign waivers indemnifying Bevill State of any legal action as a result of participating in in-person instruction (Addendum D- Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19).
- Students who voluntarily decide not to participate in in-person instruction during this public health emergency shall not face any disciplinary action under the normal procedures of the postsecondary institution. However, students will be governed by the college's policies and procedures regarding make-up work, course completion and resolution of Incomplete ("I") grades.
- Instructor reserves the right to deny training to students that display COVID-19 symptoms.
- Truck Driving/CDL Training and Testing will be limited to one student and one instructor in the truck. Both will wear gloves and masks.
 - Seating in classroom should maintain 6 ft social distancing guidelines.
 - Truck seats and cab area will be disinfected after each use by instructor/trainer.
 - All instructions will be given outside the truck with the engine off.
- Unused rooms will remain locked to limit areas which need elevated levels of cleaning.
- Keep office doors locked and no students are allowed. Communication such as advising, etc. should occur virtually or in open spaces where 6-foot distancing can be maintained.
- Training or clinical experiences occurring at off-site locations will follow agency and/or
- Bevill State PPE and distancing guidelines.

Additional Provisions for Workforce and Adult Education:

- Addendum to Enrollment Forms
Example: In the event Bevill State Community College should experience the need for all in-person classes to transition too 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 our Workforce Solutions Administrative Assistant at [Connie Carmichael – 205-648-3271 ext.5433].
- Addendum to Contract for Training
*Example: **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.

- Virtual and/or Face-to-Face Office Hours
 - Adult Education instructors are currently maintaining standard classroom and office hours on each site, although not offering in-person instruction. Days and hours vary for each instructor and location. Students without adequate technological access may make an appointment to pick up learning materials. To do so, students must wear a mask and complete temperature check-in to enter premises. Instructors are available for office hours via Internet or phone.
 - Workforce Solutions administration and staff are currently maintaining hours in alignment with the College hours of operation. Workforce instructors are currently maintaining regular instruction and office hours in accordance with class schedules. Instructors are available for office hours via Internet or phone.
 - Should any circumstances require a change to a remote work plan (i.e., work from home or limited staff on site), Adult Education and Workforce Solutions are prepared to either fully work from home, with office hours conducted by Internet or phone; or to work from home with one representative from each department on site each day.
- Reduction of Students in Labs
 - This is addressed in the Adult Education/Workforce Training plan above
- Off Campus Locations (AE and/or Workforce)
 - HVAC Training Center – Industrial Pkwy – Jasper
 - Rapid Response Training Center – Industrial Pkwy – Jasper
 - Adult Ed/RTW classrooms: The Director of Adult Education is responsible for assuring that all instructors are fully informed on health and safety protocols to be implemented at any training location, on campus or off campus.
 - Mining (multiple locations – varies): The Director of Workforce Solutions is responsible for assuring that all mining instructors are fully informed on health and safety protocols to be implemented at any training location, on campus, off campus, or on site at business and industry property.
 - Alabama Power (multiple locations – varies): The Director of Workforce Solutions and Director of Truck Driver Training are responsible for assuring that all instructors are fully informed on health and safety protocols to be implemented at any training location, on campus, off campus, or on site at business and industry property.
 - Marion County Airport – Hamilton: This site is used as part of the Hamilton Truck Driver Training program.
 - When conducting training at an off-site location such as a business, the Dean of Workforce Solutions and Economic Development will review the host entities guidelines, compare it with College’s established plan and mitigation strategies, and ensure that the more stringent protocols are utilized.

STUDENT SERVICES (FALL 2020 – Appointments Effective August 3, 2020):

Admissions and Registration for Fall 2020

- Communications for current students regarding admissions, registration, missing documents, MyBSCC access, financial aid and other admission/registration concerns will continue to be handled via student email accounts (BearMail) and phone. Current students will also receive registration notifications via Canvas, the BSCC website and the College's social media outlets.
- For new students, academic advisors will be assigned based on student-identified program of study. Students will be notified of advisor and contact information through their official college email. Initial communication acknowledging receipt of their web application include student email account and student portal login info, so these new students have been provided access to this information before they begin the advising and registration process.
- Required student documents for admissions will be submitted through admissions@bscc.edu email address. The Office of Student Services (OSS) staff will acknowledge receipt of documents via email. Documents will be receipted in and imported into the College's document management system.
- Students have access to their student portal to check status of their admission documents.
- The OSS staff will process, receipt, and assess high school transcripts and ACT scores for placement.
- The OSS staff have access to Alliant degree plans, financial aid information, transcripts, and other documents in order to assist faculty with student advisement as needed.
- Dual Enrollment and Transient student communication, paperwork processing, and registration will be coordinated by OSS staff.
- Bear Basics, an information session for new students, will be held on each campus via Zoom sessions.

Communications/Website and Recruitment

- Staff members of the Marketing and Enrollment Management Office plan to update and adapt the current "How To" videos created during the spring semester to assist current and potential students.
- Utilizing the College's Customer Relationship Management (CRM) software, communications on subjects such as fall registration, dual enrollment, and admission requirements have already been developed. Each recruiter will continue to increase communications through the CRM using the communication plan deadlines and guidelines.
- Promotion of the College's "Live Chat" function on the College's website will continue. Those wishing to speak live to Student Services Specialist can click on a dedicated link on the website to ask questions in real time. When Live Chat is not available, those having questions will be able to email them directly to a staff person for an answer, or they will still be able to utilize the Contact Us option on the BSCC website.

- The Marketing and Enrollment Management Office plans to publish all relevant student services information on the Bevill State Community College’s website that is shared with the office. A static landing page with registration information, contact information, and general instructions is to be included. In addition to this, a detailed communications calendar utilizing, phone calls, texts, emails, and website postings with dates and content has been developed to inform current and potential students.
- Knowing that in-person recruiting and on-campus visits may not be possible in the fall, the Marketing and Enrollment Management Office has begun developing virtual recruiting options. We are working with the Alabama Association of Collegiate Registrars and Admissions Officers to learn of professional development opportunities that can assist in this goal if needed and will follow any guidelines that the ALACRAO and our high school partners create if onsite recruiting is allowed during the annual recruiting cycle.

Advising

- Student advising for the fall semester will take place in coordination with our instructional advisors. For new students, academic advisors will be assigned based on student-identified program of study. Students will be notified of advisor and contact information through BearMail accounts and their student portal. Initial communication acknowledging receipt of their web application include student Bearmail and student portal login info, so these new students should have this information before they begin the advising and registration process. Students will be assigned an advisor based on their program of study by the Testing Coordinators on each campus.
- Advising will take place, either by phone or utilizing an online meeting platform such as ZOOM or Microsoft Teams with the student’s academic advisor. Students can obtain their advisor through their student portal.

Testing

- Testing Centers on each campus will continue to serve students virtually when possible.
 - Accuplacer will be offered virtually through ZOOM. An appointment can be offered to students on an individual bases if they are unable to test remotely because of internet access.
 - ACT, GED, and HESI will be offered by appointment only. A maximum of 4 students will be allowed to test at one time.
 - Testing coordinators will follow guidelines to disinfect the testing center between testing sessions.

Financial Aid

- To communicate updates and notifications to students, the Bevill State’s Financial Aid Department has implemented several communication methods. Students will receive updates and announcements through their Canvas and oneACCS accounts. Questions can be emailed directly to fascpc@bscc.edu. Students are encouraged to visit the BSCC Financial Aid webpage

and to use the Financial Aid TV links to find answers to general financial aid questions. Students can also use the BSCC Live Chat function to submit financial aid questions.

- Required documents should be mailed to the student's local Office of Student Services.
- If needed to assist an individual student a Student Services Specialist will meet with student in-person by appointment only.

ADA Accommodations

- Currently, all those who request information regarding ADA needs are given the names of the campus ADA Services Coordinators, an ADA Fact Sheet and an Accommodations Request Form. Accommodation request forms are available as a fillable form on the BSCC website as well as contact information for campus ADA coordinators. Students who contact their ADA coordinator and submit the request form will begin the ADA accommodations process.
- ADA coordinators are available to help students and faculty by email, phone, Microsoft Teams and Zoom if there are questions regarding specific accommodations.
- New and current students may obtain information concerning Disability Services and the accommodation process on the college website.
- Messages will be posted in Canvas informing students of the ADA process.
- If needed to assist an individual student, the campus ADA Coordinator will meet with student in-person by appointment only.

Housing

Move-In Protocol:

- The Fayette Campus resident hall will be limited to single occupancy at the private room rate. A priority plan for assigning residents will be established based on resident's home distance from campus and previous occupant (sophomore) status.
- Stagger Move-In Day to limit number of residents moving in at certain times. Each resident will have a three- hour window to check in and move in their belongings.
- Residents moving in will be allowed a maximum of two individuals at the residence halls to help them move their items.
- Prior to move-in, residents must make an appointment for dorm move-in time. No more than four residents at one time will be allowed on campus to move in belongings.
- Individuals will maintain a six-foot distance when in lines for check in and move in purposes.
- Residents will complete and turn in a waiver, similar to the student waiver currently being issued, prior to moving in.

Housing Sanitation Protocols:

- Hand sanitizer dispensers and disinfecting wipes will be placed at designated locations and throughout the halls where there are high contact points (i.e. laundry facilities, common area, entry points).

- Housekeeping staff will increase sanitation of common areas by wiping hard surfaces and major contact points in the common areas (door handles, stair railings, laundry area) more often.
- Dorm managers will increase room cleanliness check to every two weeks.
- Health and safety signage will be posted throughout all living areas and information will be provided to students to about general hygiene etiquette.

Additional Housing Procedures:

- Dorm Orientation will be held virtually through Zoom or in a designated space where social distancing guidelines can be observed. Additional topics presented will include proper social distancing protocols, general hygiene, and overall dangers of COVID-19 and infectious diseases. Students will be advised on self-monitoring guidelines and reporting procedures in case of illness.
- No visitation will be allowed for guests/visitors and residents. While at the residence hall, residents may not enter another resident's rooms.
- Students must wear masks when exiting their individual rooms and adhere to social distancing.
- Residents should clean surfaces touched when exiting the laundry area.
- Residents will complete a COVID-19 questionnaire every 14 days through the CANVAS dorm module to assist with self-monitoring protocols in lieu of temperature checks.
- Students displaying symptoms or concerns of exposure to COVID-19 will be provided information on nearby health facilities and services. Any resident testing positive for COVID-19 must self-quarantined for 14 days.

Student Activities/Events

- Student Centers, common areas, and other gathering places on campus will be arranged to comply with social distancing protocols.

Campus Functions

- Student Services staff will continue to practice social distancing and follow public health guidelines in the OSS office while providing services to students virtually or in-person by appointment.
- Services that cannot be handled virtually may require a face-to-face meeting. Students must schedule an appointment and will be seen individually by the appropriate Student Services staff. Both OSS staff and students will wear masks during these appointments. After each appointment, sanitizing protocols will be followed.
- Faculty/Staff meetings will be held via Zoom or Microsoft Teams.
- OSS offices will designate entry and exit points.

Any part, or in whole, of the above plan can and will be modified at the direction of the governing authorities.

ATHLETICS (FALL 2020):

Bevill State will adhere to the NJCAA and Alabama Community College Conference “Return to Play” Guidelines for the College’s Athletic Programs. Currently, this includes moving all of our Fall sports competitive seasons to the Spring semester. Fall scrimmages and practices will be allowed with no out-of-state travel. In addition, teams from out-of-state will not be permitted to travel to ACCC members for fall contests. The College will utilize Healthy Roster, a daily symptom tracking program approved by ACCC, to monitor student-athletes’ health status. Temperature checks will be performed before each practice, and before departure and upon arrival for scrimmage contests. Practice and scrimmage dates will be permitted within a 60 day calendar day window and specific dates will be determined by the ACCC for each sport.

IN-PERSON CASHIER PAYMENT AT BEVILL STATE COMMUNITY COLLEGE (FALL 2020):

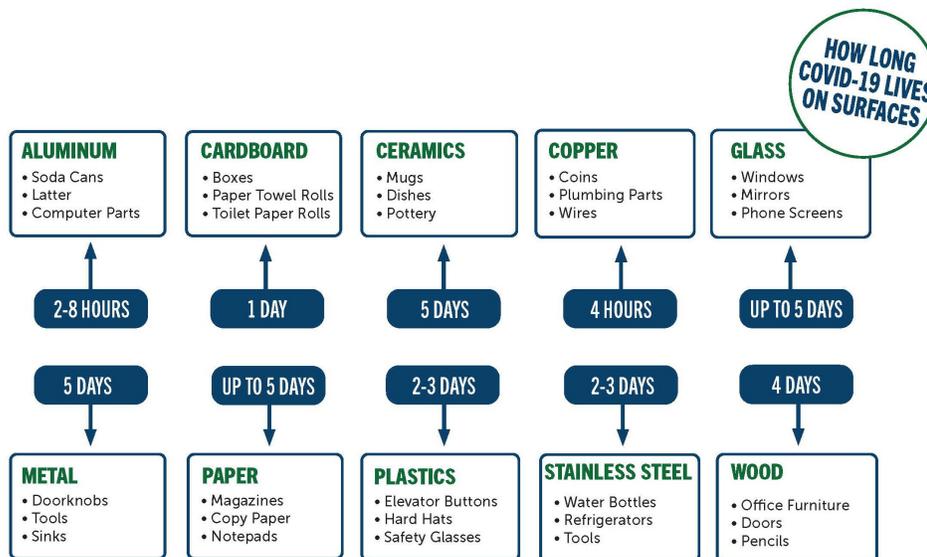
- Students/vendors can call and schedule in-person payments. Cashier will advise the students of the student waiver and ask the student/vendor to wear a mask during the appointment
- At the appointment time, the cashiers will escort the student/vendor to the window and upon the completion of the transaction, escort the student/vendor to exit.
- No students/vendors will be allowed in the building without an escort.
- If a student arrives on campus without an appointment, upon notification, the cashier will add the student to the appointment list and take measures to ensure that the student is serviced in a timely manner.
- If a student/vendor does not have an appointment and no timeslot is available, the student/vendor will be given an appointment or directed to another campus that has an available timeslot.
- A copy of the CDC Guidelines will be made available to students/vendor upon request. (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>).

DISINFECTION PROTOCOL

Bevill State Community College Housekeeping has increased cleaning and disinfecting processes in several key areas. These include the following:

- Assignment of personnel in common areas on campus
- Restrooms will be cleaned a minimum of three times per day
- Common areas will be cleaned a minimum of two times per day
- Disinfection of touch points (door handles, light switches) in common areas on campus will be cleaned a minimum of two times per day
- Cleaning/Disinfecting Logs will be utilized to monitor the regularity of disinfection and cleaning (Addendum E).

Disinfecting washing of restrooms in common areas and the use of bleach dilution as provided by the CDC. In accordance with CDC guidelines and with the proper use of PPE, the College currently uses cleaning products that specifically target and stop the spread of the COVID-19 virus. Disinfectant chemical products associated with this process are Clorox Bleach – Germicidal Cleaner and other disinfectants. Frequency of cleaning will follow standard recommendations according to the life of the virus.



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

If an area has been used, housekeeping staff will clean hard surfaces using approved cleaning measures and while wearing appropriate PPE. Soft surfaces such as chairs and carpets will be cleaned as necessary. HVAC filters will be cleaned, disinfected, or replaced.

Daily disinfection by Housekeeping staff will occur in the following areas:

- Restrooms – all surfaces will be cleaned a minimum of three times per day.
- Entrance doors to common areas and classrooms will be cleaned a minimum of two times per day.
- Tables and desks in common areas and classrooms will be cleaned a minimum of two times per day.
- Floors in common areas and classrooms will be cleaned once a day.
- Utilized equipment in classrooms, labs will be cleaned on a schedule necessitated by their 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.

If decontamination is not feasible, a period of building closure will be considered in order to allow the virus to naturally deactivate.

COMMUNICATION PLAN

Timeline Information

Emails will be sent to all employees regarding guidelines and procedures. Instructors with students that will be attending in-person instruction will communicate with their students via Bearmail and Canvas concerning schedules, expectations for their course, and safety protocols and procedures.

Consistent with all COVID-19/Coronavirus operational changes, the College will communicate public updates via press releases, text messaging, MyBSCC, CampusCast, and social media. All protocol and procedural changes will be shared prior to opening to the public.

REFERENCES

- [Alabama Department of Public Health \(ADPH\)](#)
- [Alabama Technology Network: 2020 Return to Work Mitigation Plan Post COVID-19](#)
- [Centers for Disease Control and Prevention \(CDC\)](#)

ADDENDUM A

Post Office Box 302130
Montgomery, AL 36130-2130



T 334.293.4500 F 334.293.4504
www.accs.edu

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.

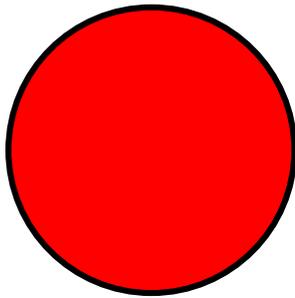
Any college with a student or faculty/staff member who reports a laboratory-confirmed positive test for COVID-19 should also notify Rachel Adams, Communications and Marketing Administrator, Alabama Community College System, (o) 334-293-4651, (c) 334-328-6191, Rachel.Adams@accs.edu.

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

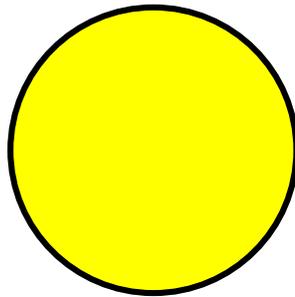
ADDENDUM B

Bevill State Community College takes an active role in protecting the health and safety of our students, faculty, staff, and community. Please abide by the guidelines established by the College and the Centers for Disease Control and Prevention (CDC).
Contact your instructor if you have been in close contact.



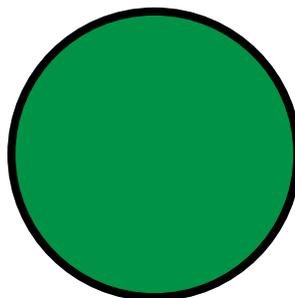
DO NOT ENTER if you are sick:

- Fever (100.4 F or Higher)
- Shortness of Breath
- Loss of Taste or Smell
- Cough
- Chills
- Body Aches



CONFIRM you have not:

had close contact with/cared for someone diagnosed with COVID-19 or any other respiratory illness within the last 14 days.



While on Campus:

- Wear a Mask
- Wash Hands
- Use Hand Sanitizer
- Social Distance - Maintain 6 foot distance

If you are unable to attend class or a laboratory,
please contact your instructor.

ADDENDUM C

Two-Week Paid Sick Leave: Eligibility

FFCRA paid sick leave is available under FFCRA only under these conditions:

If an employee (FT or PT) is unable to work or telework because:

a) the employee is subject to a quarantine or isolation order related to COVID-19, or b) the employee has been advised by a health care provider to self-quarantine because of COVID-19, or c) the employee is experiencing symptoms of COVID-19 and is seeking a diagnosis, then the employee is eligible for up to a maximum of two weeks' pay at their regular rate (at a maximum of \$511/day).

If an employee (FT or PT) is unable to work or telework because:

d) the employee is caring for an individual that is subject to (a) or (b) above, or e) because the employee is caring for a son or daughter if their school or place of care is closed or unavailable due to COVID-19 precautions, then employee is eligible for up to a maximum of two weeks' pay at 2/3rds the normal rate of pay (at a maximum of \$200/day). Absent further directive, Colleges shall require appropriate documentation showing the leave is related to COVID-19 reasons for eligibility purposes.

Two-Week Paid Sick Leave: Keep in Mind

- This leave is given in ADDITION TO what an employee has already earned, but the employee must have a qualifying reason for eligibility and provide appropriate documentation.
- Employees who request and are eligible for the FFCRA paid two weeks will NOT be required to utilize their accrued leave. Essentially it is a "gift" of free sick time.
- Employees only get this two-week paid sick leave ONE TIME. So, if an employee elects to care for a COVID-19 individual and is off 2 weeks doing so, and then gets sick themselves, they are not entitled to the leave again.
- This leave will not be available after December 31, 2020.
- This leave does not supplant regular sick leave rules of the College.

Paid Sick Leave: Using Accrued Leave for 1/3 Pay

Employees may request, but are not required, to use 1/3rd accrued leave to cover any portion of the paid sick leave which is only 2/3rd covered under FFCRA.

Example: If an employee is only entitled to a maximum of \$200 of paid leave each day under the 2/3rd paid leave rule, then that employee may request to use accrued leave hours (from either sick, personal, or annual accounts) to make up the difference in pay for that day.

Two-Week Paid Sick Leave: Documentation

Colleges must require appropriate documentation in support of the FFCRA paid leave. Documentation must include: 1. The employee's name; 2. The date or dates for which leave is requested; 3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and 4. A statement that the employee is unable to work, including by means of telework, for such reason.

- In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.
- In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which

the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Expanded FMLA Leave for School Closures II

- Employees must be employed for 30 days to be eligible.
- Expanded FMLA leave may be taken on intermittent basis if approved by the college.
- The employee alone must be caring for the child under this expanded FMLA leave. If another co-parent, guardian, or other person is available, the employee does not qualify.
- **IMPORTANT:** Colleges shall require employees who use the 10 additional weeks to utilize accrued personal and annual leave in conjunction with this expanded FMLA leave. ** Colleges may not charge the first 2 weeks of expanded FMLA leave to employee accrued accounts. **Note: This is based on current DOL guidelines and could change.

FMLA Leave for School Closures: Documentation

Colleges must require your employee to provide you with appropriate documentation in support of expanded FMLA leave, just as you would for conventional FMLA leave requests. This could include a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

ADDENDUM D

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.

BEVILL 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 lead 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

Date

Print Name of Parent/Guardian (if Student Under 18)

ADDENDUM E



BEVILL STATE Community College

Fayette | Hamilton | Jasper | Sumiton | Carrollton

According to Alabama Governor Kay Ivey's Amended Safer at Home Order issued on July 15, 2020 (<https://governor.alabama.gov/assets/2020/07/Safer-at-Home-Order-Mask-Amendment-7.15.2020-FINAL.pdf>), effective July 16, 2020 at 5:00 P.M., each person shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times when within six feet of a person from another household in any of the following places: an indoor space open to the general public, a vehicle operated by a transportation service, or an outdoor public space where ten or more people are gathered.

Furthermore, Bevill State Community College has the following policy concerning Personal Protective Equipment (PPE):

- All in-person instruction participants will be required to wear a mask. One face mask will be provided to students on their first day of in-person instruction. Personal face masks and face coverings may be used in lieu of a Bevill State-supplied mask.
- Every employee will be issued a washable and reusable mask upon their return to campus and will be expected to use them when in the company of others. Personal face masks and face coverings may be used in lieu of a Bevill State-supplied mask.

Enforcement (barring any exceptions listed in the Governor's Amended Safer at Home Order):

Students: When in a classroom setting, the faculty member in charge of the classroom shall address the non-compliance as a classroom management issue and request the face covering be used.

Continued refusal by the student will result in potential referral through the student conduct process.

Employees: Supervisors shall address non-compliance directly with employees. Employees shall refrain from addressing non-compliance or perceived non-compliance with other employees and should instead report issues to their direct supervisor.