

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

CCAC COVID–19 Reopening of College Facilities Plan

OVERVIEW

This document and its attachments set forth a list of standards and protocols that have been or will be utilized and implemented by CCAC to reopen its buildings and facilities to employees, students, vendors, guests and other visitors following the closure of such facilities on March 13, 2020, in response to the COVID–19 pandemic (CV19).

This document will be reviewed on a regular basis by the college president, members of President’s Cabinet, department heads, supervisors, and faculty and support staff representatives. Updates and changes to these protocols will be made, as necessary, to ensure the continued safety of all students, employees and visitors to CCAC facilities; incorporate new or additional guidance or directives of federal, state and/or local governmental authorities; and to respond to changing conditions associated with the CV19 pandemic.

OBJECTIVE

The college anticipates that, due to the continued threat of CV19, there will be extra precautionary measures taken in the form of a comprehensive safety plan for face-to-face (F2F) instruction that aligns with Pennsylvania Department of Health, Pennsylvania Department of Education, Centers for Disease Control and Prevention (CDC) and Allegheny County Health Department expectations and standards. This includes ensuring safe and accessible support services and activities for at least the remainder of academic year 2020–2021. As such, the college is now offering limited F2F instruction and service activities on campus.

The protocols and plans set forth in this document are intended solely to prepare for and support the resumption of limited F2F instruction and activities for the summer and fall semesters. These protocols will be updated, revised or rescinded, as needed, as conditions change and/or permit the college to resume normal instructional delivery, services and activities.

REOPENING PHASES: The regional presidents will oversee and manage the college-wide implementation of the Reopening of College Facilities Plan.

- **PHASE I: Return-to-Buildings Restart Protocol**
 - Time Period: May 27, 2020–June 28, 2020



- Responsible Parties: President’s Cabinet, President’s Extended Cabinet, Associate Provosts, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Facilities Supervisors, the Executive Director of Emergency Management and College Safety & Security, and Directors of Safety & Security in order to meet key goals & objectives.

Key Objectives:

- Complete and submit reopening plans for Nursing, Allied Health and CDL programs that have received approval for reopening this summer session (target submission dates: draft submission is Friday, June 5, and final draft to President’s Extended Council is Tuesday, June 9—*Associate Provost for Academic Affairs, Dean of Nursing, Academic Dean (Allied Health) and VP for Workforce Development*)
- Prepare buildings and facilities for return of students and employees—*Deans of Administration, Facilities Supervisors and Directors of Safety & Security*
- Identify employees needed to work on-site to provide and support limited F2F instructional program—*Regional Presidents, Associate Provosts, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Vice President for Workforce Development*
- Identify function, administrative units (and employees) that can continue to work remotely on a partial or regular basis—*President’s Extended Cabinet*
- Assess and evaluate workspaces, classrooms, service locations, common areas and other locations accessible to employees, students and guests, and develop plan to reconfigure spaces and develop other protocols that will meet CCAC’s Social/Physical Distancing Guidelines for Fall 2020 Term (**Exhibit A**) program—*Regional Presidents, Vice President and Chief Facilities Officer, Associate Provosts, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Vice President for Workforce Development*
- Develop and communicate policies, procedures and training to facilitate social/physical distancing, health screening and safety measures upon return of employees and students—*HR, Regional Presidents, Directors of Safety & Security, Associate Provosts, Associate Deans of Academics, Deans of Student Development, General Counsel*

- Action Items: Checklist of action items for Phase I is attached as **Exhibit B**.
- Report: Plans to address and meet each action item listed on **Exhibit B** have been developed by the responsible office (this was completed June 8th). Plans and status updates were provided to the college president and President’s Council for review and approval on June 15.

- **PHASE II: Operating Protocols**

- Time Period: June 29, 2020–May 19, 2021

- Responsible Parties: President’s Extended Cabinet, Associate Provosts, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Facilities Supervisors, the Executive Director of Emergency Management and College Safety & Security, and Directors of Safety & Security in order to meet key goals & objectives.
- Key Objectives:
 - Maintain a safe and secure environment for employees working on campus and students taking coursework and receiving services at campus locations—*Regional Presidents, Vice President and Chief Facilities Officer, Associate Provosts, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Vice President for Workforce Development*
 - Develop and communicate a contingency plan for the continuation of F2F instruction and services in event of need or directive to close facilities—*Executive Vice President & Provost, Regional Presidents, Vice President & Chief Facilities Officer, Associate Provosts, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Vice President for Workforce Development, Marketing & Public Relations*
 - Establish Rapid Response Task Force/Committee to address Faculty/Staff/Student complaints and/or concerns post-return to campus
 - Rapid Response Task Force - receives, reviews and responds to student and employee complaints/concerns/suggestions regarding building or room access issues, inability to follow social/physical distancing rules (maintaining a physical distance of at least six feet between yourself and other individuals), lack of face coverings, gloves, gowns and/or sanitizers, need for additional signage, and means of improving experience— *Regional Presidents, the Vice President & Chief Facilities Officer, the Director of Risk Management and Insurance, the Executive Director of Emergency Management, the Deans of Administration, the Deans of Academic Affairs, the Deans of Student Development, the Office of Institutional Diversity, and a Human Resources team member*
- Action Items: Checklist of action items for Phase II is attached as **Exhibit C**.
- Report: Plans to address and meet each action item listed on **Exhibit C** were developed by the responsible office (this was completed June 26). Plans and status updates were provided to President’s Extended Cabinet for review and approval on June 29.
- **PHASE III: Incident Response Protocols**
 - Time Period: June 29–Indefinite
 - Responsible Parties: President’s Extended Cabinet, Deans and Associate Deans of Academic Affairs, Deans of Student Development, Deans of Administration, the Executive Director of Emergency Management and College Safety & Security and Directors of Safety & Security in order to meet key goals and objectives.
 - Key Objectives: Develop and communicate policies, procedures and training to appropriately respond to a suspected or

confirmed case of CV19 involving a student, employee, vendor or guest—*President’s Extended Cabinet, the Executive Director of Emergency Management and College Safety & Security, Deans of Academic Affairs, Deans of Student Development, Deans of Administration, Human Resources, and the Office of Institutional Diversity and Inclusion*

- Action Items: Checklist of action items for Phase III is attached as **Exhibit D**.
- Report: Plans to address and meet each action item listed on **Exhibit D** were developed by the responsible office (this was completed June 26). Plans and status updates were provided to President’s Extended Cabinet for review and approval on June 29. Status updates on plan execution will be given to the college president and President’s Cabinet on an ongoing basis.

EXHIBIT A

CCAC SOCIAL/PHYSICAL DISTANCING AND SAFETY REQUIREMENTS FOR FALL 2020 ACADEMIC TERM

As part of its continuing effort to respond to the ongoing coronavirus pandemic, the college has established the following guidelines and protocols for the fall 2020 academic term. These guidelines and protocols will be met with respect to every classroom, laboratory, student service area or office and workspace on college campuses and facilities before students, faculty, support staff, contractors or other visitors or guests will be permitted to access these areas. It is incumbent on all employees to hold each other, students, and visitors to the campuses responsible for encouraging social/physical distancing (maintaining a physical distance of at least six feet between yourself and other individuals) according to the guidelines and protocols of the college.

Social/Physical Distancing Guidelines for Student Areas

- Classroom and laboratory seating and workstations are configured to permit a minimum of six (6) feet between each student and between the students and the instructor or other support staff—*Associate Provosts, Deans of Administration, Facilities Supervisors*
- Areas have been designated where students enter buildings, instructional areas or wait to receive services, and have been marked off to facilitate six feet of distance between students—*Associate Provosts, Deans of Administration, Facilities Supervisors*
- Lounge and common areas have been closed/roped off—*Deans of Administration and Facilities Supervisors*
- Study carrels, computer equipment and other non-classroom work areas have been configured to maintain at least six feet of distance between stations—*Associate Provost for Student Affairs, Deans of Administration, Facilities Supervisors*
- On-site student services (admissions, financial aid, student accounts, supportive services, advising, counseling, registration) are being scheduled in such a manner as to mitigate the possibility of large numbers of students congregating in an area in which social/physical distancing (maintaining a physical distance of at least six feet between yourself and other individuals) cannot be maintained, pending further guidance from PDE. —*Associate Provost for Student Affairs*
- Libraries, Bookstores, Starbucks, Learning Commons and other similar areas have developed and implemented protocols to limit number of students/visitors in the building/area at one time—*Associate Provost for Academic Affairs, Deans of Administration, and Director of Contracts*
- Work areas, desks and computer stations have been configured to maintain 6-foot distance—*Deans of Administration*
- Areas where students wait to speak with or meet librarians, advisors, counselors, student supportive services personnel or other service providers have been clearly marked off to indicate 6-foot social/physical distancing rule—*Associate Provosts and Deans of Administration*
- Foodservice plans are pending - areas may be “grab and go” or “to go” only. All seating areas have been closed—*Deans of Administration, Facilities Supervisors, and Director of Contracts*

- Bookstores and Starbucks will follow all state and county social/physical distancing guidelines (maintaining a physical distance of at least six feet between yourself and other individuals) as then in effect for retail establishments—*Deans of Administration and Director of Contracts*
- Restrooms have been marked and configured to limit the number of individuals that can use the restroom at any one time—*Deans of Administration and Facilities Supervisors*
- Occupancy has been limited for elevators to no more than (2), (3) or (4) at a time and/or only for individuals with a disability—*Deans of Administration*
- Classroom/lab spaces have been located to first floor areas to the greatest extent possible to minimize the use of elevators and stairwells—*Associate Provost for Academic Affairs*
- College is in close communication with the NJCAA on a plan for safely conducting sports. Pending guidance from NJCAA, the fall 2020 athletic program, as well as student travel (this includes the grounding of passenger vans) has been suspended. Spring sports will be offered pending no prohibiting resurgence of COVID 19. Spring sports will be permitted to begin practices on campus in mid-fall semester, assuming guidance and circumstances allow. Athletic coaches will continue to communicate with their athletes and they will implement remote workouts until a return is possible. Upon return, the NJCAA Region XX Athletics Covid-19 Policies and Best Practices will be implemented to monitor and protect our athletes. The Athletic Department continues to participate in discussions at the regional and conference level to help shape plans for our Athletic teams and Student Athletes. —*Associate Provost for Student Affairs, Athletic Director & Student Life.*
- The rental or use of college facilities by third parties has been suspended through the end of the calendar year. Third parties that utilize space within CCAC facilities for educational purposes will be reviewed on an individual basis for continuing services—*Regional Presidents, Dean of Administration & Directors of Safety & Security.*

Social/Physical Distancing Guidelines for Employee Areas

- All workspaces have been configured to permit a minimum of six (6) feet between each employee that is on-site working. This has been accomplished through utilization of one or more of the following methods: —*Associate Provosts, Deans of Administration, and Facilities Supervisor*
 - Physical reconfiguration of work spaces
 - Identifying faculty and staff office work spaces that are too close
 - Identifying alternative spaces that faculty, administrators and staff can use
 - Expanding workspaces temporarily into instructional areas not being utilized during the fall 2020 term
 - Hybrid scheduling of employees—e.g., a rotating weekly, bi-weekly or monthly schedule by which 50% of the staff works on site and 50% work remotely
 - Utilization of extended hours and teams working in shifts

- Areas where employees wait to enter or leave buildings or their work areas to punch in or out have been marked off to facilitate maintenance of six feet of distance between employees—*Deans of Administration and Facilities Supervisors*
- Lunch rooms and break areas have been closed; alternatively, departments can develop protocol that will mitigate potential for multiple employees using lunch/break room at the same time (e.g., staggered or individually scheduled lunch/break times)—*Deans of Administration and Facilities Supervisors*
- Restrooms have been configured to limit number of individuals that can use the restroom at any one time. All restrooms have been posted with accepted and approved occupancy in order to maintain social/physical distancing—*Deans of Administration and Facilities Supervisors*
- Occupancy for elevators has been limited to no more than (2), (3) or (4) at a time and/or only for individuals with a disability (based upon an industry standard for the occupancy of an elevator with social/physical distancing in mind). All elevators have been posted with acceptable and approved occupancy—*Deans of Administration, Office of Diversity & Inclusion, Executive Director of Emergency Management and College Safety & Security*
- Zoom should be utilized for all meetings wherever possible. F2F meetings of 10 or more individuals are prohibited. F2F meetings with 10 or fewer participants may be conducted in spaces in which a minimum of six feet of distance can be maintained between attendees. Face coverings are required for all in-person individuals—*Applies to all*
- All out-of-county business travel is suspended. Exceptions will be approved by the President’s Council on a case-by-case basis, and shall be limited to necessary to comply with or maintain accreditation status or satisfy legal or regulatory obligations—*President’s Council*

General Prevention and Mitigation Measures

- All students, employees and visitors entering college buildings and facilities for work, instructional activities or other business are **REQUIRED (as RECOMMENDED by CDC guidelines)** to wear a face covering that meets CDC guidelines at all times while in any non-private (single occupant) room or work location and while in areas in which the individual will or is likely to be in proximity to other individuals (common areas, lobbies, hallways, elevators). A supply of approved disposable masks will be available in the Security Office at each college facility that is open to students—*Applies to all*
- The college will procure and distribute an inventory of approved face coverings sufficient to provide two (2) reusable masks to every employee. The Executive Director of Emergency Management will monitor the use and distribution of face coverings, gloves and gowns to determine the burn rate—*Executive Director of Emergency Management and College Safety & Security and College Purchasing Department*
- Signage regarding hygiene, social/physical distancing and mask wearing has been posted prominently throughout all college buildings and facilities—*Deans of Administration and Executive Director of Emergency Management and College Safety & Security*
- Additional hand sanitizer dispensers have been placed in all classrooms, labs and other areas where students are permitted to work, as they become available—*Deans of Administration, Facilities Supervisors and College Purchasing Department*

- Additional hand sanitizer dispensers have been placed in reasonable proximity to all areas in which employees are scheduled to work—*Deans of Administration and Facilities Supervisors*
- Gloves will be provided for employees and sanitizing wipes will be made available in all areas where surfaces or equipment are frequently touched or used by multiple individuals whose job responsibilities require frequent use or touch of equipment or materials handled by other individuals (housekeeping, maintenance, IT, shipping/receiving, mail delivery, lab faculty and educational technicians)—*Deans of Administration and Facilities Supervisors*
- Face shields will be provided for faculty, students and staff in which social/physical distancing cannot be strictly maintained at all times (labs, workforce programs)—*Associate Provost for Academic Affairs, V.P. of Workforce Development, Deans of Administration, and the College Purchasing Department*
- Notification of health screening requirements have been implemented for employees and students prior to return—*HR coordination for resources and tracking*
- Daily self-screening checks are required for employees and students coming to campus—*Applies to all*
- Anyone with symptoms of COVID-19, even mild ones such as a sore throat, should get tested. If a test result is positive, individuals must then self-isolate for 10 days after the date the swab was collected and if they continue to have symptoms, for additional time until there is at least one symptom free day before being released. If you are sick with symptoms of COVID-19 and have had a negative test, you should continue to isolate for at least 10 days until after you first started to experience symptoms or one day after your symptoms resolved, whichever is longer. It is important to check with your doctor to see if further testing is appropriate—*Applies to all*
- If an employee is suspected to have COVID-19, they will be referred to their health insurance company, the County Health Department, or a third-party provider for testing—*HR with input from the Office of Institutional Diversity & Inclusion*

EXHIBIT B

PHASE I – BUILDING RESTART PROTOCOLS

Functional Area	Item No.	Action Items	Responsible Owner	Date Appv'd by PC
Facility Readiness	1.1	Classrooms/labs/work areas identified for reopening have been identified and list provided to Chief Facilities Officer	DOA	
	1.2	Areas identified for reopening have been thoroughly disinfected/deep cleaned per CDC guidelines prior to return to use	Facilities Supervisors	
	1.3	All rooms identified for reopen have been ventilated prior to initial use; protocol for opening windows where feasible established	Facilities Supervisors	
	1.4	Capacity restrictions for libraries, conference rooms, open office areas, classrooms, student service areas, restrooms and elevators established, posted and communicated	DOA	
	1.5	Assessment of instructional and work spaces for SD have been completed and recommendations for reconfigurations/modification of spaces and/or equipment submitted to Chief Facilities Officer	Reg Presidents/DOA	
	1.6	Assessment of work schedules and recommendations for use of alternative or hybrid scheduling for returning staff completed and submitted to HR	Reg Presidents/DOA	
	1.7	Approved instructional and work space reconfigurations/modifications have been completed	Facilities Supervisors	
	1.8	Physical barriers/other mitigation protocols developed and implemented for F2F instruction and services where 6 foot SD rule cannot be followed (face shields/plexiglass)	Facilities Supervisors	
	1.9	Building open/close times established and communicated to all stakeholders, including local PD	DOA	
	1.10	Employees notified of adjusted/hybrid work schedule, as needed, per recommendations submitted to HR	HR	
	1.11	Regular cleaning schedule established for reopened areas and process developed for verifying them	Facilities Supervisors	
	1.12	Break/lunchroom areas have been closed off or other protocol established to prevent employees from congregating in these areas	Facilities Supervisors	
	1.13	Protocol/process has been implemented to limit number of individuals in restrooms at one time	Facilities Supervisors	
	1.14	Water supply check completed (water supply to restrooms and other necessary faucets)	Facilities Supervisors	
	1.15	Water fountains, water-bottle fillers, and vending machines will remain operational and will be sanitized frequently per CDC guidelines	Facilities Supervisors	
	1.16	Student work/study areas have been reconfigured to maintain social/physical distancing	Facilities Supervisors	
	1.17	Face covering, gloves and gown distribution location protocol established and communicated to students and staff	DOA/Deans of Student Development	
	1.18	Hand sanitizer dispensers have been placed in close proximity to all active classrooms and workspaces	Facilities Supervisors	

Functional Area	Item No.	Action Items	Responsible Owner	Date Appv'd by PC
	1.19	Sanitizing wipes provided at all locations with high touch surfaces or shared equipment	Facilities Supervisors	
	1.20	Glove supply procured and available to students/personnel required to handle shared equipment (maintenance, housekeeping, IT, lab faculty, Ed Techs)	Safety & Security	
	1.21	Waste disposal protocol for face coverings, gloves and gowns developed and communicated - treat as biohazard	Safety & Security	
	1.22	HVAC is fully operational in all necessary areas; filter change schedule established	Facilities Supervisors	
	1.23	HVAC filters changed per defined schedule	Facilities Supervisors	
	1.24	Confirmed facilities (mechanical, electrical, alarm systems) start up checks are complete	Facilities Supervisors	
	1.25	Utility and waste disposal services are available as normal with no constraints	Facilities Supervisors	
	1.26	Designated entry and exit points are controlled, have been designated, and communicated via signs, emails, and other communications; other entry/egress points closed off	Safety & Security	
	1.27	Walkways, common areas and waiting areas have social/physical distancing markers in case of lines or congregating individuals	Facilities Supervisors	
	1.28	All rooms where first employees will return have been labeled with signs, ground or wall tape, to denote social/physical distance	Facilities Supervisors	
	1.29	Sufficient stock of face coverings, gloves and gowns has been procured, delivered, and prepared for employee and students returns at each location	Facilities Supervisors	
	1.30	Face covering, gloves and gown use rate has been developed (and processes to ensure that "burn rates" are documented); supplies at the designated use rate allow for a three-week supply	Facilities Supervisors	
	1.31	Processes established to maintain social/physical distancing in staircases and elevators	Facilities Supervisors	
	1.32	Map of active spaces/areas developed and distributed to college community	Marketing	
	1.33	Inactive classroom/office spaces closed off	Facilities Supervisors	
	1.34	Reviewed reopen plan with Auxiliary Service Providers	CFO	
	1.35	Preventative Maintenance schedule developed to complete all past due PM's with critical equipment prioritized	VP Facilities	
	1.36	Reactivated pest control services	VP Facilities	
	1.37	Ice and coffee machines addressed	Facilities Supervisors	
	1.38	Foodservice operations may restart as grab & go or to-go only; seating areas removed or closed off	CFO	
	1.39	Established protocol for regular disinfecting of vending machine surfaces	Facilities Supervisor s	
	1.40	Badge access reactivated for returning employees and contractors	Safety & Security	

Functional Area	Item No.	Action Items	Responsible Owner	Date Appv'd by PC
Classroom/Lab Preparation	2.0	Equipment disinfected (in particular those parts an employee or student is likely to touch)	Facilities Supervisors	
	2.1	Equipment readiness activities/checks are completed (locally or through contractors)	Facilities Supervisors	
	2.2	Lab equipment has been stored safely during shutdown, sanitization & re-calibration plans are in place	Facilities Supervisors	
	2.3	Furniture has been rearranged (or removed as necessary) to ensure six-feet-social/physical distancing	Facilities Supervisors	
	2.4	Signage has been created and hung that posts the maximum number of occupants in the room	Safety & Security	
	2.5	Courses have been identified and specifically approved (by section name) for F2F by Provost	Provost	
	2.6	Courses have been modified to align with the maximum number of occupants in the relevant instructional room	Provost	
	2.7	Courses have been scheduled to account for disinfecting cleanses between classes and egress of prior occupants	Provost	
	2.8	A six foot ruler has been placed in every room	Facilities Supervisors	
Availability of F2F Staff	3.0	Plan finalized for staging order of employee return (maintenance, housekeeping, F2F faculty, administration, support staff) and communicated to college, campus and department leadership	Regional Presidents	
	3.1	Communicated with identified faculty/Ed Techs and confirmed availability to return, reopen and commence F2F instruction	Provost	
	3.2	Communicated with identified support/student services staff and confirmed availability to reopen, return and support F2F instruction	HR, DOAs, Assoc Provost Student Affairs	
	3.3	Return to work health screening requirements are clearly defined and communicated to all returning employees	HR	
Return to Campus Procedures	4.0	Self-screening health forms and requirements communicated to all staff and students, along with information about available sick leave options	HR	
	4.1	Established single information resource for all CV19 return protocols, instructions and other necessary information	HR	
	4.2	Quarantine/response protocol developed for suspected or infected employee or student on campus (pre- and post-building entry)	HR/Deans of Student Development	

Functional Area	Item No.	Action Items	Responsible Owner	Date Appv'd by PC
	4.4	COVID–19 test sites have been identified for potentially contagious students/employees (e.g., information for where an employee goes for test)	Safety & Security	
	4.5	All employees, including President's cabinet, are trained on suspected/reported case protocol, including reporting procedure	Safety & Security	
	4.6	Accommodation process for “High Risk” employees developed and communicated	HR	
	4.7	Remote Work Policy updated and extended	HR	
	4.8	Employee manual, administrative regulations and student code of conduct updated to include compliance with social/physical distancing requirements	HR/Assoc Provosts	
	4.9	Campus/building teams identified to ensure compliance with self-report mechanisms on a daily basis	Safety & Security	
	4.10	Campus/building teams identified to secure daily attendance and entry logs for all open buildings	Safety & Security	
	4.11	Returning employees and students have been trained on social/physical distancing, self-screening and reporting suspected cases requirements	HR	
	4.12	MOU's negotiated and finalized with AFT and, as necessary, SEIU for remainder of 2020 to codify changes in working conditions necessitated by reopen plan and limited F2F program/activities	Legal Counsel	
Risk Management	5.0	General Counsel has confirmed that there is no legal restriction to reopening designated building, program or activity	Legal Counsel	
	5.1	Security services in place to support reopened operations	Exec Dir Emergency Mgmt	
	5.2	Security services trained in and able to implement quarantine and suspected case protocols	Exec Dir Emergency Mgmt	
	5.3	Contract services needed to assist in response to confirmed case on campus identified and secured (specialized cleaning, employee testing)	Exec Dir Emergency Mgmt	

EXHIBIT C

Phase II - Operating Protocols

Functional Area	Item No.	Action Items	Responsible Owner	Date Appv'd by PC
Maintenance of Facilities	1.1	Daily access lists are kept and maintained at each building	Safety & Security	
	1.2	Daily cleaning lists are kept and maintained at each building (rooms, buildings and intervals)	Housekeeping Supervisors	
	1.3	Disinfecting products are periodically checked for supplies and replenished as necessary (at least daily), records kept	Housekeeping Supervisors	
	1.4	Wayfinding signs, cautionary signs, and all other type of COVID–19-related signs, tapes, and markings checked daily	Housekeeping Supervisors, Safety & Security	
	1.5	Review the wait times created by the checkpoints and consider changing the communication to grow or shorten lead time	DOA	
	1.6	Used face coverings, gloves and gowns discarded daily and removed from the buildings	Housekeeping Supervisors	
	1.7	Each building has appointed an employee responsible to track inventory of sanitizer and face coverings, gloves and gowns and reports daily on inventory to Chief Facilities Officer	DOA, Housekeeping Supervisors	
Maintenance of Class/Lab Spaces	2.0	Daily classroom and laboratory cleaning and disinfecting schedules are maintained and kept at each building	Facilities Supervisors	
	2.1	Classrooms and laboratory furniture checked daily to ensure it has not been moved in non-compliance with social/physical distancing guidelines	Facilities Supervisors	
	2.2	Classroom and laboratory signs, markings, and tape are checked daily to ensure they have not been moved, removed, worn off	Housekeeping Supervisors	
	2.3	The six-foot ruler remains in the room to begin each day	Housekeeping Supervisors	
	2.4	Each lab Ed Tech will take daily inventory and report on stores of sanitizer, disinfectant and face coverings, gloves and gowns to Chief Facilities Officer	Housekeeping Supervisors	

Monitoring of Students and Staff	3.0	Employees and students trained on self-screening and reporting requirements	HR/Deans of Student Development	
	3.1	CV19 Information Resource Page updated on weekly basis	HR	
	3.2	Rapid Response Task Force/Committee established and meets on a regular basis to receive, review and respond to student and employee complaints/concerns/suggestions regarding building or room access issues, inability to follow social/physical distancing rules, lack of face coverings, gloves, gowns and sanitizers, needs for additional signage, and means of improving experience	DOA's/Deans of Student Development/Exec Dir Emergency Mgmt/Safety & Security/OIDI/HR	
	3.3	Rapid Response Task Force submits reports/updates to President's Council	Exec Dir Emergency Mgmt	

EXHIBIT D

Phase III – Incident Response Protocols

Functional Area	Item No.	Action Items	Responsible Owner	Date Appv'd by PC
<i>Incident Response</i>	1.1	Report of confirmed case on campus building/property will lead to an immediate evacuation/closure of areas in which individual was present. Areas will remain closed until disinfected.	DOA/Facilities Supervisors	
	1.2	Individuals who feel sick or suspect that they may have been exposed to COVID-19 are not permitted to come to campus and will be sent home if on campus. Anyone with symptoms of COVID-19, even mild ones such as a sore throat, should get tested. If a test result is positive, individuals must then self-isolate for 10 days after the date the swab was collected and if they continue to have symptoms, for additional time until there is at least one symptom free day before being released. If you are sick with symptoms of COVID-19 and have had a negative test, you should continue to isolate for at least 10 days until after you first started to experience symptoms or one day after your symptoms resolved, whichever is longer. It is important to check with your doctor to see if further testing is appropriate	Deans of Students & HR	
	1.3	Employees may utilize FFCRA benefits while home awaiting testing results	HR	
	1.4	Students will receive accommodations/exceptions to absentee policies when sent home and awaiting test results	Deans of Student Development	
		For suspected and confirmed COVID-19 cases, the Deans of Student Development (for students) and Human Resources (for employees) convene, review case and direct next steps	Deans of Students, HR	
<i>Student/Employee Care</i>	2.0	If infection suspected, potentially exposed employees/students are to self- quarantine for 14 days; not to return to campus until expiration of quarantine period and receipt of two negative COVID-19 test results at least 48 hours apart. If a test result is positive, individuals must then self-isolate for 10 days after the date the swab was collected.	HR	
	2.1	Quarantined and isolated employees may utilize FFCRA benefits	HR	
	2.2	Quarantined and isolated students will receive accommodations/exceptions to absentee policies when sent home and awaiting test results	Deans of Student Development	
	2.3	Confirmed COVID-19 employees will be provided sick/disability leave in accordance with established policies and employee benefit programs	HR	



Updated 8/5/2020 hac