



# SCC's Reopen Plan

July 1, 2020

**“Ultimately, the greatest lesson that COVID-19 can teach humanity is that we are all in this together.”**

– Kiran Mazumdar-Shaw

## **TABLE OF CONTENTS**

Message From the President	<b>3</b>
Definition of COVID-19	<b>4</b>
Timeline	<b>5</b>
SCC Reopen Plan – Organizational Overview	<b>7</b>
Reopening – Informed Decision-Making	<b>10</b>
Quick Reference Guides for Faculty, Staff and Students	<b>11</b>
Reopening – Addendum	<b>21</b>
Building Schematic Design for Social Distancing	<b>26</b>
References Cited	<b>30</b>



## A MESSAGE FROM PRESIDENT KAVALIER

On January 21 the U.S. reported its first case of a resident in Washington state who was hospitalized after returning from China. During this same period of time the future outlook at St. Charles Community College (SCC) was exciting as we celebrated another semester of positive enrollment. All indicators pointed to a successful academic year. We exceeded both our enrollment and budgetary projections, opened new student housing, began design work on our new culinary arts/brewery facility, and considered the possibility of a significant compensation increase for employees.

As January faded into February news of the coronavirus and its potential impact was gaining momentum. At SCC, we began to wonder if the virus was more serious than many of us thought. We learned from The Centers for Disease Control (CDC) that this new pandemic was a novel coronavirus called SARS-Co-V2, which has become known as COVID-19. We also discovered that this virus affects different people in many different ways, that a vaccine would not be available for some time, and that social distancing seemed to be the only means for containing its spread.

Based on protocols established by the CDC for minimizing the spread of the virus, on February 28 SCC launched a COVID-19 webpage that provided sensible advice to students and employees about detecting symptoms and preventing the spread of the virus. It was not until March 6 that Missouri acknowledged the first positive case of COVID-19. As of June 1, the state reported 13,327 positive cases.

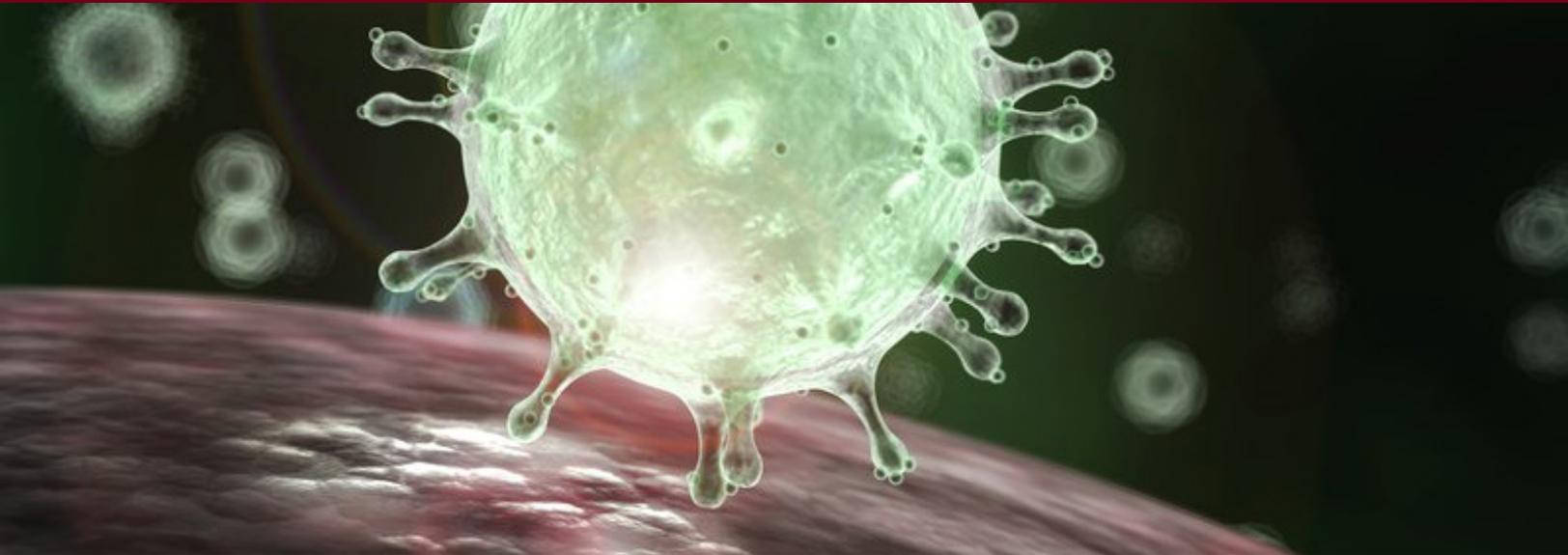
COVID-19 was becoming a formidable challenge for university and college presidents throughout the nation. Health experts urged that social distancing was the best approach to “flattening the curve.” Certainly, this presented a conundrum for higher education, considering that most



courses are delivered in classrooms that assure close proximity of students.

So how did we respond? What steps did we take to ensure the health of our campus community? Within this Reopening SCC Report, we have provided information that features a timeline of activities during the early months of the pandemic. We introduce the committees put in place to decide how SCC would deliver instruction and support services amid restrictions to gatherings and requirements of social distancing, and most importantly, the report includes specific plans for partially reopening the campus for fall 2020.

I would like to extend my appreciation to all the faculty and staff who responded quickly during the early months of the pandemic by successfully transitioning courses and services online and for those employees who provided help and expertise in planning for a new normal. My appreciation is also extended to the health professionals throughout St. Charles County who have served as a key resource in making decisions about how best to proceed. And, a special thank you goes to our students for their perseverance and dedication to completing their coursework during such unprecedented times.



## DEFINITION OF COVID-19

COVID-19 is a respiratory illness caused by the novel coronavirus (SARS-CoV-2). The virus spreads from person-to-person primarily through respiratory droplets and contact with contaminated surfaces. It is a particular threat for older patients and those with certain pre-existing medical conditions.<sup>1</sup> However, there is much to learn about the virus and to consider in the context of risk and risk mitigation for SCC populations.

The Pandemic Committee drew on a wide range of resources in developing its recommendations. This included guidelines from the Centers for Disease Control and Prevention (CDC), the Missouri Department of Health and Senior Services, the Missouri Governor's Office, St. Charles County Department of Public Health Department and other government agencies and professional organizations. Committee members conducted literature and data reviews, including COVID-19 case and hospitalization rates for Missouri. Leadership has remained in close contact with other academic institutions in the state reviewed plans and white papers from other higher education institutions across the country.

In developing these recommendations, we are

operating under the assumption that there will continue to be some degree of spread in the community during the Fall semester and beyond until (if) herd immunity is achieved either through vaccination or actual infection and recovery. While therapy and vaccine development are underway and early clinical trials have begun, to date no vaccine or prophylactic drugs with proven safety and efficacy exist.

Thus, as St. Charles Community College (SCC) reopens, the primary tools to limit the viral spread and harm are prevention through a combination of personal and public health practices, and supportive therapy. The Committee's recommendations, wherever possible, are evidence-based and intended to facilitate faculty, staff, and students returning to campus as safely as possible.

This involves balancing risk with benefit. The duration of this pandemic remains unclear, and the situation is dynamic and continues to develop. The Committee will regularly review public health guidance, scientific knowledge, and clinical best practices and update its recommendations as the need arise.

## SCC COVID-19 Timeline

### MID-FEBRUARY

Began discussing SCC's response to COVID-19.

### FEBRUARY 28

Established COVID-19 website.

### MARCH 3

Decided to move spring break to online/remote work schedules.

#### Established Committees

- Planning and Coordination
- Roles and Responsibilities
- Continuity of Instruction
- Crisis Communication

### MARCH 9

Suspended international travel.

IT establishes resource pages for faculty/staff.

### MARCH 12

FA Association established mentor program.

President's Council supported decision to extend remote instruction/services to end of March.

### MARCH 13

College provided 2 online training sessions.

President began daily updates to employees.

All college travel suspended.

### MARCH 16-20

IT distributed laptops, etc. to students and faculty as needed.

Housekeeping staff cleaned & disinfected all buildings.

### MARCH 18

All spring events cancelled; Commencement postponed.

### MARCH 19

SCC Foundation donated \$21,403 to purchase additional laptops.

Vice President Leenhouts presented comprehensive plan for online registration.

College extended remote instruction until end of semester.

# TIMELINE

## MARCH 20

Human Resources launched COVID-19 resource page for employees.

Food items were donated on to Sts Joachim & Ann Church for their food outreach program.

## MARCH 26

College decided to extend online instruction and support services through the summer.

## MARCH 27

Medical supplies donated to local hospitals.

## MARCH 30

Board conducted first online meeting.

In the spirit of preparation, Cabinet began discussing scenarios for fall, if needed.

CARES Act passes. \$2.6M

## APRIL 1

Access to most buildings on campus restricted; limited staff on campus for critical work.

Gov. Parson announces withhold for FY 20.

## APRIL 3

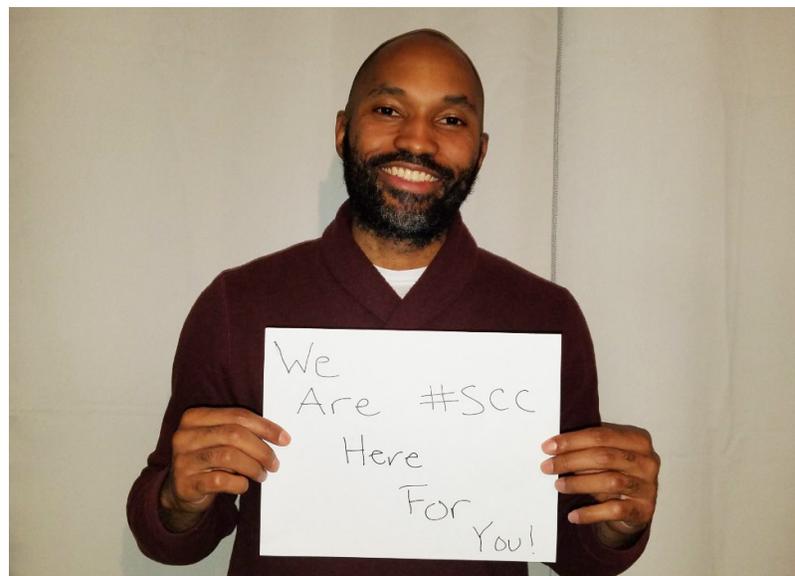
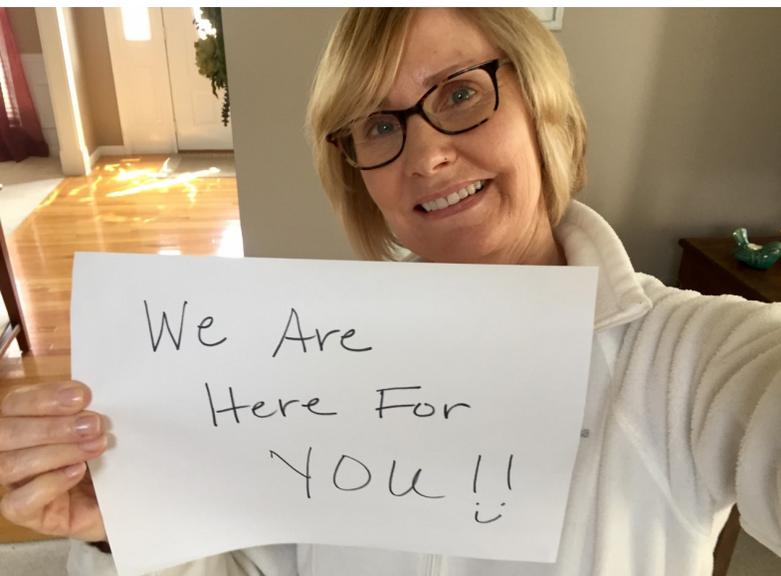
Administration decides not to conduct faculty evaluations.

Gov. Parson issues Stay-at-Home Order.

IT begins distribution of soft phones.

## APRIL 6

Cabinet sub-committee formed to study cost saving strategies.





## SCC REOPEN PLAN – ORGANIZATIONAL OVERVIEW

The St. Charles Community College Pandemic Committee is providing leadership to develop plans associated with the delivery of instructions and support services amid the COVID-19 pandemic. The Committee is led by Todd Galbierz, COO/Vice President for Administrative Services. Guided by the college's existing Pandemic Plan, the group met on a regular basis to gather data and other resources, assess appropriate strategies for maintaining compliance with safety standards, and communicating key information to the campus community. The most important work associated with this group is determining how the process

for reopening the campus in a manner that maintains social distancing and other appropriate measures, including:

- State of COVID-19's impact in the state's hospitals
- Contact monitoring and tracing
- Prospect for and the impact of widespread availability of:
  - » Treatments (antivirals)
  - » Serological/antibody testing
  - » COVID-19 virologic testing
  - » Vaccines

---

**Additional sub-groups have been created and are associated with the Pandemic Committee. These include:**

- The Continuity of Instruction Group
- The COVID-19 Facility Task Force

# SCC REOPEN PLAN – ORGANIZATIONAL OVERVIEW

To date, 69 faculty and staff have been involved in planning and have contributed to this Reopen Plan. We wish to acknowledge the following individuals for their assistance:

Diane Arnzen	Mike Dompierre	Heather McDorman	Dave Schuckmann
William Bailey	Jeffrey Drake	Kelleagh McGraw	Joe Schuchmann
Frank Barrow	Brad Egberts	Lindy McGuire	David Seward
Lauren Bauer	Jerol Enoch	Rex McKanry	Sana Shaheen
Beth Bauer	Justin Enoch	Cory McRae	Chad Shepherd
John Bookstaver	Theresa Flett	Victor Mercurio	Monica Swindle
Jeff Bradbury	Todd Galbierz	Lisa Mouser	Doug Threewitt
Ken Bray	Karen George	Joanna Musak	Ginny Tiller
Kathy Brockgreitens-	Lance Gully	Darren Osburn	Mercedes Tolliver
Gober	Virginia Guneyli	Julie Parcel	Jusuf Tucakovic
Gretchen Carranza	Borys Hlubotskyy	Nicole Pinaire	Scott Vierling
Andrea Compton	Martha Kampen	Don Popham	Mara Vorachek-Warren
Boyd Copeland	Brenda Kearns	Bob Ronkoski	Rich Waligurski
Donna Davis	Barb Klasek	Mandy Rose	Nick Wallace
Marcus Davis	Amy Koehler	Nikki Ruckman	Mathew Wills
Tim Davison	David Leenhouts	Jay Scherder	Dave Wilmore
Tammie De Los Santos	Kelli Lile	Betsy Schneider	Victoria Young
Lauren Dickens	Holly Martin	Diana Schoo	

## Restart Framework

The Committee has aligned with the guiding principles outlined in the Show Me Strong Recovery Plan published by the State of Missouri on May 4, 2020. These guiding principles frame the decision to move forward with stages to reopen various sectors of the economy:

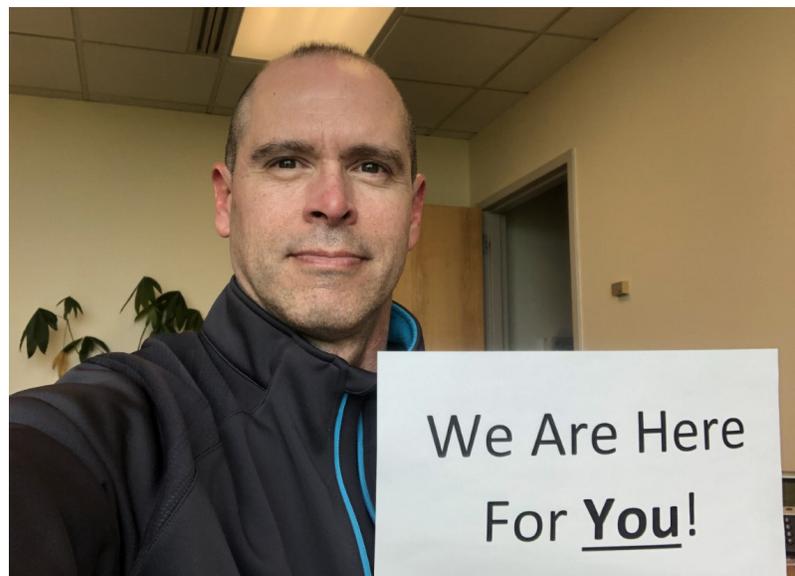
- Flattening the curve and expanding healthcare capacity, while utilizing federal programs and deploying state resources;
- Making decisions based on Missouri-specific data and medical expertise;
- Protecting healthcare workers, first

responders, and other direct care workers so that our citizens have access to the care they need;

- Looking after our most vulnerable and at-risk populations;
- Partnering with community leaders and incorporating flexibility based on each community's circumstances;
- Slowing and containing the spread of COVID-19;
- Implementing a measured approach to mitigate risk of a resurgence.

## Guiding Principles and Premises for the Committee

- A phased approach is needed for the return to the campuses.
- Herd immunity will not have been achieved at the time of return to campus.
- Vaccines against SARS-CoV-2 will not yet be available at the time of return to campus.
- Approximately 40-50% of individuals infected by SARS-CoV-2, and capable of shedding virus, are asymptomatic.<sup>2</sup>
- A variety of risk mitigation and monitoring strategies need to be in place. Further strategies should be considered as technologies advance and more data becomes available.
- In the event of a resurgence, criteria and procedures need to be in place for a campus or campuses to shut down rapidly.
- If viral spread continues to decrease, restrictions may be relaxed in a phased approach.
- Plans to return to campus may differ for credit and non-credit programs.
- Special consideration must be given to the individual susceptibilities of vulnerable populations within the faculty, staff, and student community.
- The variations among campuses must be considered and locations must abide by local health department guidelines.
- Faculty and staff should continue working on a remote basis if feasible, or until directed to return to campus by Human Resources.
- Clarity of roles and responsibilities of SCC, the Missouri State Department of Health and Senior Services, and local health departments is important.
- The “dose” of exposure matters so reducing the amount of exposure to the virus to the lowest levels possible is warranted.



## Modeling and Health Systems Capacity and Survey Data

1. Current data show a decrease in new hospitalizations and, in regularly updated modeling for Missouri, predicts a continued decrease through the end of June. The Pandemic Committee will continue to monitor trends.
2. The data from the Missouri Department of Health and Senior Services and St. Charles County Department of Public Health have had and will continue to have significant Intensive Care Unit (ICU) and ventilator capacity. The Pandemic Committee will continue to monitor trends.
3. Ultimately, the timeline for restarting activity depends on the extent of viral spread, which can and will change over time. These current modeling projections and health system tracking data support a phased return to campus, with risk mitigation, and tracking procedures to be described below:
  - » Staff, as needed and identified, may be returning to campus beginning in June-July,
  - » The return of athletes for training and competition has not yet been determined (see Athletics section),
  - » Faculty and student body to return (in some proportion) for fall semester .

To finalize plans for the fall semester, SCC requested feedback from the campus community through the survey of faculty and students. The hybrid approach was based off of the feedback received.

### STUDENT SURVEY RESULTS SHOWED:

1. About 55% of students taking in-person courses had difficulty transitioning to fully online coursework.
2. More than 90% of students did have access to the technology they needed to transition to online.
3. Students were split on whether they would be successful if only able to take online courses with just over 50% saying they agree.
4. Some 80% of students said Instructors did a good job of communicating with them.

### FACULTY SURVEY RESULTS SHOWED:

1. Half of faculty did not have trouble transitioning courses to fully online, while the other half did have some difficulty.
2. Prior to the pandemic, 59% of faculty taught in-person courses only.
3. About 76% of faculty felt that students did well with the transition to online courses.
4. The majority of faculty, some 65%, agreed that a flexible hybrid approach for the fall semester would be the best way to offer courses.

To maintain health guidelines and ensure social distancing, courses and services will return to campus for the fall in a reduced capacity.

1. Courses will be delivered via a hybrid approach. Limited face-to-face courses will be offered on campus with the majority of courses being offered online.
2. Classrooms will be set-up to ensure social

distancing can be maintained.

3. Buildings will be marked to ensure the flow of traffic ensures social distancing can be maintained.
4. Student services will be offered by appointment including enrollment, financial aid and advising.



# WELCOME BACK!

Please know that your safety is a top priority at SCC. When campus opens, you can be confident that all buildings will be disinfected on a regular basis and sanitizing supplies will consistently be used by all college departments. Additionally, social distancing reminders will be placed around campus. To ensure your safety and the safety of others, please review the guidelines below.

## Procedures for Arriving & Leaving Campus

To ensure the safety of you, SCC employees and the community, please follow the procedures listed below:

### ARRIVING ON CAMPUS

- Arrive at least 15 minutes early.
- Park to ensure SIX FEET of separation between you and other individuals
- Check in with the DPS officer or designee in the identified entryway of the building.
  - » Ensure mask is properly worn (when medically able)
  - » Have your temperature taken
  - » Sign in
- Use hand sanitizing station once inside the building.
- Please go directly to your desired location.
- Please exercise six feet of social distancing at all times.

### LEAVING CAMPUS

- Please use cleaning wipes available to disinfect your area.
- Use hand sanitizer after leaving the building.
- Please exercise six feet of social distancing at all times.
- Go directly to parking lot.

Faculty, staff and students are required to wear a mask when in common areas and shared spaces (when medically able). Mask-wearing is in addition to practicing social distancing, in accordance to CDC recommendations for institutions of higher education.

Students who choose not to wear a mask when in need of services are invited to work with our teams remotely.

## GENERAL REQUIREMENTS AND GUIDELINES

### Seating Areas

There will be limited seating areas inside and outside throughout the campus.

### Masks

Students will be required to wear masks when in common areas and shared spaces (when medically able). Students may use masks that they bring to campus; disposable masks may be provided as available.

### Elevators

Elevators will have one-person occupancy, except in cases where individual requires assistance from a caregiver. Avoid using elevators when possible.

### Bathrooms

Please follow occupancy limits posted at each bathroom and stand six feet apart while waiting or wait outside the restroom.

### Computer Labs

Computer labs in the TECH Building will be available for student use. Individual lab rooms will be open for periods of time. At the end of each period, students will be invited to move to an adjacent lab so the first room can be sanitized. Labs will be arranged so that social distancing can be maintained.

### Student Services

Assistance with admissions, advising, counseling, registration, and financial aid will now be available remotely or in person. In-person assistance is by appointment only. Individual appointments with students will occur in spaces that allow for social distancing. Surfaces will be sanitized between appointments. Protective barriers will be put in place as an added protection in high traffic offices.

### ACE Tutoring Center

Tutoring is available online. Please refer to [www.stchas.edu/ace](http://www.stchas.edu/ace) for tutoring services. To schedule

a time to meet with a tutor for a 30-minute session, call 636-922-8444.

### Assessment Center

The Assessment Center will be open on an appointment basis for standardized testing only. Students and testing candidates must have an appointment with a staff member in order to access the Center. Individual appointments can be made by emailing the Assessment Center at [ac@stchas.edu](mailto:ac@stchas.edu).

### Dining

Food Services (including vending) will not be offered this summer.

### The Learning Resource Center

Library services are available online and in person. Interactions with reference librarians will occur in spaces to allow for social distancing. Surfaces will be sanitized between appointments. Protective barriers will also be in place in areas like the Circulation Desk.

### Campus Store (bookstore)

The Campus Store will be closed to the public through the Summer Semester. All textbooks for summer courses may be ordered online and shipped to students or picked up curbside.

### College Fitness Center

The Fitness Center in the College Center will be closed until further notice.

## MODIFICATION OF RETURN TO CAMPUS PLAN

These guidelines and procedures may change as necessary to meet CDC guidelines, state or county restrictions, and the needs of SCC, its students, and faculty/staff.

## GENERAL REQUIREMENTS AND GUIDELINES

COVID-19 has caused SCC to pivot quickly to reimagine how we continue to deliver the high-quality higher education for which we are well-known. As we prepare to resume campus operations, we plan for a phased-in approach. We will each have responsibility for ensuring a safe environment and will be relied upon to wear masks (when medically able), observe social distancing, and more. Training videos must be completed by faculty and staff on or before the first day of returning to campus work.

### Social Distancing

Please keep six feet of social distancing between you and fellow employees, students, and the community on campus at all times.

### Sanitizing

Please sanitize your work areas throughout the day. Housekeeping staff will maintain high frequency cleaning of high-traffic areas throughout the day.

### Screening

Each day you will have your temperature taken prior to entering the building. An employee who experiences fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath cannot be at work.

### Masks

Face masks or face coverings are required for all faculty and staff in common areas and shared spaces (when medically able). Disposable masks may be provided as available. Cloth face coverings should be laundered every day.

### Elevators

Elevators will have one person occupancy, except in cases where an individual requires assistance from a caregiver. Avoid using elevators when possible.

### Bathrooms

Please follow occupancy limits posted at each bathroom and stand six feet apart while waiting

or wait outside the restroom.

### Break Rooms

Break rooms will be available for faculty and staff to store food and drinks, wash utensils, etc. Surface areas and appliances should be wiped down before and after each use. Cleaning and sanitizing supplies will be maintained in each break room. Please allow only one person in the break room at a time. Meals should be eaten at individual work spaces or other private areas that conform to social distancing requirements.

### Meetings/Interviews

Please use videoconferencing or teleconferencing when possible for internal, work-related meetings and gatherings. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of six feet apart and wear face masks (when medically able). Meetings with external parties will be held remotely until further notice.

### Mail

All mail arriving on campus will be handled by staff on a delay. Interoffice mail should be avoided if at all possible. Please contact your relevant vice president regarding any priority mail.

### Deliveries

Deliveries will be directed to the Campus Services Building. The Purchasing Manager will coordinate the receiving and distribution of delivered items. Items that are critical to students, faculty, business operations or the cleaning and maintenance of the campus will be the highest priority. Please contact the Purchasing Manager with further questions about deliveries.

## BEST PRACTICES & EMPLOYEE RESPONSIBILITIES

The Centers for Disease Control guidance states faculty and staff should be educated on steps to

take to protect themselves at work or at home by doing the following:

- Stay home if you are sick, except to get medical care, and learn what to do if you are sick.
- Inform your supervisor if an individual living within the home is sick with COVID-19 and learn what to do if someone at home is sick.
- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Cover mouth and nose with a tissue when you cough or sneeze, or use the inside of elbow. Throw used tissues into no-touch trash cans and immediately wash hands.
- Practice routine cleaning and disinfection of frequently touched objects. To disinfect, use cleaning supplies provided by Facilities.
- Avoid using other faculty and staff phones, desks, offices, other work tools and equipment.
- When at all possible, use electronic passing and sharing of documents to mitigate transmission of paper.
- Practice social distancing of at least six feet.
- Wear a face mask or face covering in common areas and shared spaces (when medically able).

### Additional Supervisor Responsibilities

- Ensure compliance with all applicable guidance and directives in area.
- Eliminate shared utensils and either replace with single use items or allow faculty and staff to supply their own.
- Refer to the HR Department for any special accommodation requests.
- Remove high-touch items such as magazines or shared pens.
- Ensure disinfecting supplies are maintained

in the department.

- Managers and supervisors will monitor and manage the number of people in any work space by:
  - » Creating flexible work schedules
  - » Alternating days in the workplace with days of remote work
  - » Allowing the continuance of remote work
  - » Staggering start and end times to limit number of faculty and staff arriving or departing at the same time
  - » Prohibiting outside personal visitors

### College-Sponsored Travel

- All college-sponsored travel is suspended until further notice.
- Only one person per college vehicle.
- All college-owned vehicles will be thoroughly cleaned and disinfected before being used by another individual.

### Personal Travel

Faculty and staff taking part in personal travel should adhere to CDC and local health department guidelines regarding isolation after travel.

### Fitness Center

The Fitness Center will be closed until further notice.

### MODIFICATION OF RETURN TO CAMPUS PLAN

These guidelines and procedures may change as necessary to meet CDC guidelines, state or county restrictions, and the needs of SCC, its students, and faculty/staff.

**For more information:** <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>



# WELCOME BACK!

Please know that your safety is a top priority at SCC. When campus opens, you can be confident that all buildings will be disinfected on a regular basis and sanitizing supplies will consistently be used by all college departments. Additionally, social distancing reminders will be placed around campus. To ensure your safety and the safety of others, please review the guidelines below.

## Procedures for Arriving & Leaving Campus

To ensure the safety of you, SCC employees and the community, please follow the procedures listed below:

### ARRIVING ON CAMPUS

- Arrive at least 15 minutes early.
- Park to ensure SIX FEET of separation between you and other individuals
- Check in with the DPS officer or designee in the identified entryway of the building.
  - » Ensure mask is properly worn (when medically able)
  - » Have your temperature taken
  - » Sign in
- Use hand sanitizing station once inside the building.
- Please go directly to your desired location.
- Please exercise six feet of social distancing at all times.

### LEAVING CAMPUS

- Please use cleaning wipes available to disinfect your area.
- Use hand sanitizer after leaving the building.
- Please exercise six feet of social distancing at all times.
- Go directly to parking lot.

Faculty, staff and students are required to wear a mask when in common areas and shared spaces (when medically able). Mask-wearing is in addition to practicing social distancing, in accordance to CDC recommendations for institutions of higher education.

Students who choose not to wear a mask when in need of services are invited to work with our teams remotely.

## GENERAL REQUIREMENTS AND GUIDELINES

### Seating Areas

There will be limited seating areas inside and outside throughout the campus. Masks must be worn (when medically able) and social distancing must be observed.

### Masks

Students will be required to wear masks when in common areas and shared spaces (when medically able). Students may use masks that they bring to campus; disposable masks may be provided as available.

### Elevators

Elevators will have one-person occupancy, except in cases where individual requires assistance from a caregiver. Avoid using elevators when possible.

### Bathrooms

Please follow occupancy limits posted at each bathroom and stand six feet apart while waiting or wait outside the restroom.

### Computer Labs

Computer labs in the TECH Building will be available for student use. Individual lab rooms will be open for periods of time. At the end of each period, students will be invited to move to an adjacent lab so the first room can be sanitized. Labs will be arranged so that social distancing can be maintained.

### Student Services

Assistance with admissions, advising, counseling, registration, and financial aid will now be available remotely or in person. In-person assistance is by appointment only. Individual appointments with students will occur in spaces that allow for social distancing. Surfaces will be sanitized between appointments. Protective barriers will be put in place as an added protection in high traffic offices.

### ACE Tutoring Center

Tutoring is available online and in person. Contact the ACE Center at 636-922-8444 for the times in person tutors are available in individual subject areas. Sessions will be conducted in spaces that allow for social distancing. Surfaces will be sanitized between appointments. Protective barriers will also be put in place for added protections.

### Assessment Center

Students and testing candidates must have an appointment with a staff member in order to access the Center. Individual appointments can be made by emailing the Assessment Center at [ac@stchas.edu](mailto:ac@stchas.edu).

### Dining

Food Services plans to provide limited offerings for the Fall Semester.

### The Learning Resource Center

Library services are available online and in person. Interactions with reference librarians will occur in spaces to allow for social distancing. Surfaces will be sanitized between appointments. Protective barriers will also be in place in areas like the Circulation Desk.

### Campus Store (bookstore)

To be determined.

### College Fitness Center

The Fitness Center in the College Center will be closed until further notice.

## MODIFICATION OF RETURN TO CAMPUS PLAN

These guidelines and procedures may change as necessary to meet CDC guidelines, state or county restrictions, and the needs of SCC, its students, and faculty/staff.

## GENERAL REQUIREMENTS AND GUIDELINES

COVID-19 has caused SCC to pivot quickly to reimagine how we continue to deliver the high-quality higher education for which we are well-known. As we prepare to resume campus operations, we plan for a phased-in approach. We will each have responsibility for ensuring a safe environment and will be relied upon to wear masks (when medically able), observe social distancing, and more. Training videos must be completed by faculty and staff on or before the first day of returning to campus work.

### Social Distancing

Please keep six feet of social distancing between you and fellow employees, students, and the community on campus at all times.

### Sanitizing

Please sanitize your work areas throughout the day. Housekeeping staff will maintain high frequency cleaning of high-traffic areas throughout the day.

### Screening

Each day you will have your temperature taken prior to entering the building. An employee who experiences fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath cannot be at work.

### Masks

Face masks or face coverings are required for all faculty and staff in common areas and shared spaces (when medically able). Disposable masks may be provided as available. Cloth face coverings should be laundered every day.

### Elevators

Elevators will have one person occupancy, except in cases where an individual requires assistance from a caregiver. Avoid using elevators when possible.

### Bathrooms

Please follow occupancy limits posted at each bathroom and stand six feet apart while waiting or wait outside the restroom.

### Break Rooms

Break rooms will be available for faculty and staff to store food and drinks, wash utensils, etc. Surface areas and appliances should be wiped down before and after each use. Cleaning and sanitizing supplies will be maintained in each break room. Please allow only one person in the break room at a time. Meals should be eaten at individual work spaces or other private areas that conform to social distancing requirements.

### Meetings/Interviews

Please use videoconferencing or teleconferencing when possible for internal, work-related meetings and gatherings. When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of six feet apart and wear face masks (when medically able). Meetings with external parties will be held remotely until further notice.

### Mail

All mail arriving on campus will be handled by staff on a delay. Interoffice mail should be avoided if at all possible. Please contact your relevant vice president regarding any priority mail.

### Use of College Vehicles

Only one person per college vehicle. All college-owned vehicles will be thoroughly cleaned and disinfected before being used by another individual.

### Deliveries

Deliveries will be directed to the Campus Services Building. The Purchasing Manager will coordinate the receiving and distribution of delivered items. Items that are critical to students, faculty, business operations or the cleaning and maintenance of the campus will be the highest priority. Please contact the Purchasing Manager with further questions about deliveries.

## BEST PRACTICES & EMPLOYEE RESPONSIBILITIES

The Centers for Disease Control guidance states faculty and staff should be educated on steps to take to protect themselves at work or at home by doing the following:

- Stay home if you are sick, except to get medical care, and learn [what to do if you are sick](#).
- Inform your supervisor if an individual living within the home is sick with COVID-19 and learn [what to do if someone at home is sick](#).
- Wash hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Cover mouth and nose with a tissue when you cough or sneeze, or use the inside of elbow. Throw used tissues into no-touch trash cans and immediately wash hands.
- Practice routine cleaning and disinfection of frequently touched objects. To disinfect, use cleaning supplies provided by Facilities.
- Avoid using other faculty and staff phones, desks, offices, other work tools and equipment.
- When at all possible, use electronic passing and sharing of documents to mitigate transmission of paper.
- Practice social distancing of at least six feet.
- Wear a face mask or face covering in common areas and shared spaces (when medically able).

### Additional Supervisor Responsibilities

- Ensure compliance with all applicable guidance and directives in area.
- Eliminate shared utensils and either replace with single use items or allow faculty and staff to supply their own.
- Refer to the HR Department for any special accommodation requests.
- Remove high-touch items such as magazines

or shared pens.

- Ensure disinfecting supplies are maintained in the department.
- Managers and supervisors will monitor and manage the number of people in any work space by:
  - » Creating flexible work schedules
  - » Alternating days in the workplace with days of remote work
  - » Allowing the continuance of remote work
  - » Staggering start and end times to limit number of faculty and staff arriving or departing at the same time
  - » Prohibiting outside personal visitors

### College-Sponsored Travel

- All travel for professional development is suspended through Dec. 31, 2020, and will be revisited for subsequent academic terms depending on the current outbreak status.
- Only one person per college vehicle.
- All college-owned vehicles will be thoroughly cleaned and disinfected before being used by another individual.

### Personal Travel

Faculty/staff taking part in personal travel should adhere to [CDC](#) and local health department guidelines regarding isolation after travel.

### Fitness Center

The Fitness Center will be closed until further notice.

## MODIFICATION OF RETURN TO CAMPUS PLAN

These guidelines and procedures may change as necessary to meet CDC guidelines, state or county restrictions, and the needs of SCC, its students, and faculty/staff.

**For more information:** <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

## Reopening – Guidelines for Employees

### FACULTY AND STAFF

1. If a faculty or staff member becomes ill, or they suspect they have had contact with an infected person, they should stay home, self-isolate, and contact the COVID-19 Information Hotline of St. Charles County.
2. If a faculty or staff member has symptoms of COVID-19, they should:
  - Not report to work. They are instructed to absences and COVID-19 situation to their supervisor in accordance with their department's call-in procedures. The supervisor will report it to the Director of Human Resources.
  - Provide to their supervisor their county health department proof of clearance before returning to work. The supervisor will forward the document to the Director of Human Resources.
3. There are two types of leave that will serve faculty and staff impacted by COVID-19.
  - Emergency Paid Sick Leave provides up to 80 hours paid leave for full-time employees, prorated for part-time employees based on average hours. Daily and weekly pay maximums apply. Detail and application forms are available on the Faculty-Staff portal.
  - Extended Family and Medical Leave is available for those who have been employed at the college at least 30 days. The employee is eligible for two-thirds of regular rate of pay, up to a maximum of \$200 per day, for 10 weeks following the 2 weeks noted in the Emergency Paid Sick Leave (above).
4. Require employees to participate in all case investigations and contact tracing needs of state, local, and college health officials.
5. Consider telework, distance learning, stagger return of on-campus community and work

schedules, where feasible, until "outbreak management" is achieved.

6. Faculty and staff who have concerns specific to their individual circumstances, such as a health condition that places them at high risk, should consult with the Human Resources Department.

### TRAVEL

1. Travel should be minimized.
  - Restrict travel for professional development through Dec. 31, 2020, and will be revisited for subsequent academic terms depending on the current outbreak status.
  - Anyone coming to campus from international locations should self-quarantine for 14 days as per current CDC guidelines before coming to campus.
  - Continue to base personal travel restrictions on the CDC Travel Alert Level 37 and applicable state and local travel advisories.
2. Travel guidelines and restrictions for visitors:
  - Consider alternatives before extending invitations to visit campus.
    - » Limit to only most critical visitors.
    - » Implement an approval process.
    - » Implement pre-conditions for campus visits including self-screening, self-temperature checks.
    - » Provide a mask if necessary
3. Structure the academic calendar, where possible, to minimize travel associated with breaks.

## Reopening – Guidelines for Students

### STUDENTS IN SPECIALIZED PROGRAMS

#### 1. Health Sciences Students

- Continue to follow guidelines established by the health sciences dean which are aligned with their respective professional organizations for students.
- Students will not work with known COVID-19 patients.

#### 2. Labs and Other Technical/Hands-On Class Students

- Continue to follow guidelines established by the academic dean which are aligned with their respective professional organizations for students.

#### 3. Art, Music and Theatre Students

- Abide by recommended risk mitigation strategies, including maintaining physical distancing and attempt to increase distance between people when there may be singing, yelling, heavy breathing, playing an instrument, etc. Further guidance on specific activities will be forthcoming.
- Consider outdoor activities and continued virtual instruction, where possible.
- Consider routine daily screening of faculty, staff, and students involved in rehearsals and performances.

particularly with contact sports, special considerations should be made to protect the student-athletes, coaches, and athletic trainers.

Consider requiring routine symptom screening on a daily basis of all coaches, athletic trainers, and student-athletes. SCC's virtual screening and monitoring tools could be used to do this (see Monitoring, Testing and Case Tracking).

Decisions about holding particular athletic activities (organized and informal) and events and under what conditions need to be made on a case-by-case basis. These must take into consideration the degree to which the risk can be mitigated by physical distancing, hygiene and must be in accordance with federal, state and local guidelines. Further guidance will be forthcoming.

**The Fitness Center** will be closed for the foreseeable future. It will reopen at a future date with the guidance of health officials.

**Students employed in roles** deemed to be essential and with a higher risk of exposure to COVID-19, employee/volunteer (e.g. nursing home) should follow guidance of respective professional organization.

### CO-CURRICULAR ACTIVITIES

**Athletics: Decisions regarding fall practices and competition for intercollegiate athletics have not yet been made.**

As all athletes are students, so college guidelines should be applied universally.

Because athletics presents challenges with social distancing and minimization of groups,



## Reopening – Addendum

### PHYSICAL DISTANCING

1. Maintain at least six feet between people/workstations. Place plexiglass or other barriers in workspaces where people must face each other or are unable to be six feet apart.
2. Consider placing barriers at high-visited areas such as reception desks and check-in points.
3. Marketing and Facilities will work together to provide updated signage at entrances indicating public health measures and recommendations to be followed.
4. Large events significantly increase the risk of transmission of COVID-19. Decisions about whether to permit large gatherings need to be evaluated with respect to the importance to the college's mission, the extent to which physical distancing is possible, the risk to vulnerable individuals, and federal, state and local guidelines.
5. Outdoor events reduce the risks of viral transmission compared to indoor events.

### HAZARD ASSESSMENT

A COVID-19 Hazard Assessment modeled after OSHA Standards was completed for every employment position at the college. Safety measures were taken that align with best practices, but in many cases, exceed best practices.

### PERSONAL HYGIENE AND PREVENTION MEASURES

These recommendations will require additional measures on the part of all SCC community members, as well as additional measures on the part of SCC facilities and others.

1. The Communications Pandemic Subcommittee will promote education and awareness including the posting of current signs and symptoms of COVID-19 and what to do if symptomatic.
2. Cloth face coverings are to be worn in public spaces and in face-to-face meetings, while on campus.<sup>3,4</sup>
3. Provide face coverings to faculty, staff, and students (who are unable to provide their own). Include instruction regarding washing cloth masks.

# REOPENING – ADDENDUM

4. Require hand hygiene and respiratory etiquette (i.e., no hand shaking, cough in elbow, etc.).
5. Instruct all students, faculty, and staff to stay home if sick or if requested by the health department to quarantine.
6. All students, faculty, and staff must be prepared to isolate or quarantine when necessary. Everyone must be prepared to participate in any case investigation and contact tracing with state, local, or college health officials.
7. All students, faculty, and staff must self-monitor health for symptoms of COVID-19 and use SCC's screening protocol.
8. All faculty and staff must notify Human Resources when sick with COVID-19 and report to their local public health department accordance with state and local contact tracing protocol.
9. All students must report to their local public health department in accordance with state and local contact tracing protocol.
10. The college recommends an annual influenza vaccine for all members of the college community.

## PUBLIC HYGIENE

Public hygiene measures are inexpensive and effective and should be enacted.

1. Increase regular cleaning and disinfecting of public spaces.
2. Increase regular cleaning and disinfecting of touch surfaces (lobbies, classrooms, hallways, dining, sporting/gym areas).
3. Provide hand sanitizing stations at major entrances to buildings, in high-traffic areas and in classrooms.
4. Remove high-touch items such as magazines, common pens, etc.
5. Identify frequently touched areas (doors,

cabinets, etc.) and investigate options to implement no/reduced touch options such as door removal, foot-operated door pulls/pedals, or sensor-triggered doors.

## MONITORING AND CASE TRACKING

The ability to accurately identify college faculty, staff and students infected with SARS-CoV-2 and isolate them along with tracing their close contacts is critical for limiting the number of COVID-19 cases and safe campus reopening. Faculty and staff must report a positive COVID-19 exposure or status to the Director of Human Resources. Students will report their COVID-19 exposure or status to the Office Coordinator in the Student Life Office.

## THERMAL MONITORING AND SURVEILLANCE

1. Faculty, staff and student temperatures will be monitored when entering a college building.
2. Remote body temperature monitoring is not currently recommended given the variety of college course locations and other complications.

## ISOLATION AND QUARANTINE

After testing for COVID-19, the individual will quarantine. If living at the Campus Lake Apartments, roommates/close contacts will quarantine. If the test result is positive, this arrangement will continue for 14 days for roommates/close contacts. The COVID-19 positive individual will remain in isolation in accordance with CDC guidance.

1. If the test results are negative, per CDC guidelines, the individual and close contacts, housemates/roommates continue to monitor symptoms and be tested if symptoms arise. If symptoms arise in any of the people, they should seek care through the St. Charles

County Health Department or healthcare provider of their choice. Normal activities may be resumed as long as test results are negative.

2. Discontinuation of quarantine. People with COVID-19 should follow CDC guidelines for the discontinuance of quarantine protocols.

## CONTACT TRACING

SCC is responsible for contact tracing and will work with the St. Charles County Health Department.

If symptom checking indicates further attention is needed, individuals will be referred to the St. Charles County Health Department or a healthcare provider of their choice.

## Vaccinations and Therapeutics

1. Recommend and offer an annual influenza vaccine for all faculty, staff and students. Owners of Campus Lake Apartments may require the meningococcal B vaccination for all residents who meet the age range for the immunization.
2. Begin planning for procedure for offering COVID-19 vaccination, if it becomes available.

## Mental Health

During the pandemic, mental health services will be more important than ever.

META tele-mental health has provided a path for mental health providers to continue providing services to students during the pandemic. In-person visits should be limited to those clients who would most benefit from such interactions.

This is a critical time to provide virtual training and resources to faculty, staff and students on how to identify those in distress and how to effectively intervene and refer appropriately.

Employee Assistance Program (EAP) program

benefits were expanded for all faculty and staff through Dec. 31.

## Additional Considerations Deemed Important

It is important that all individuals on campus understand their responsibility for their personal health as well as other members of the campus community and the risks associated with participating in various types of campus activities. This will necessitate a robust education and communication process.

### 1. Education and Training

- Self-monitoring symptoms protocol
- Known risk factors – personal and situational
- Self-monitoring if COVID-19 positive
- PPE, including masks
- Physical distancing requirements and facility flows – Campus Lake Apartments, classrooms, laboratories, cafeteria
- Personal hygiene protocol
- Post travel (domestic and international) protocol
- Quarantine and isolation procedures

### 2. Communications

- The restart plan and guidelines
- Education and training materials and expectations

## COMMUNITY ENGAGEMENT

Collaborate with local health departments, local communities, and businesses by sharing ideas and plans to ensure the college community is continuing to practice healthy and safe behaviors off campus. The College will continue to collaborate with local health departments, local communities, and businesses by sharing ideas and plans to ensure the college community is continuing to practice healthy and safe behaviors on and off campus. To cite a few, the College has worked consulted or collaborated with the CDC,

# REOPENING – ADDENDUM

WHO, OSHA, the Missouri Department of Health and Senior Services, the St. Charles County Health Department, and Community Strong St. Charles County.

## CAMPUS LAKE APARTMENTS

1. Campus Lake Apartments is owned and operated by a third party developer and it houses SCC students.
2. The owners of Campus Lake Apartments will provide guidelines and protocols for its residents should a student resident test positive for COVID-19 and notify the college.

## VULNERABLE POPULATIONS

1. Certain populations are more vulnerable for severe COVID-19 infections and may need special considerations to reduce their risk of exposure. "Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19."<sup>1</sup> CDC identifies "older adult" to be 65 years of age or greater.
2. Faculty and staff who have concerns specific to their individual circumstances, such as a health condition that places them at high risk, should consult with the Human Resources Department.

## FOOD SERVICE

1. Provide pick-up, drop-off, delivery, and single meal service only.
2. Restrict self-service of food and/or beverages (buffets, salad bars, drink stations, condiment stations, etc.) and avoid using or sharing items such as condiments and food.
3. Clean and disinfect frequently touched surfaces (for example, door handles, workstations,

cash registers) as needed and shared objects (for example, payment terminals, tables, countertops/bars, receipt trays, condiment holders) between use.

4. Space in-person dining areas to allow for social distancing and prioritize outdoor dining areas, where feasible.
5. Limit number of indoor diners in accordance with state and local capacity guidelines and limit tables to six or fewer guests.
6. Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, other methods.
7. All lines need to accommodate and be marked for physical distancing.
8. Extend food service hours throughout the day to reduce crowding at mealtimes.
9. Eliminate reusable kitchen items and replace with single use options.
10. Assign vulnerable workers to duties that minimize their contact with customers and other employees.
11. Enforce frequent handwashing, physical distancing, and the use of cloth face coverings for employees.
12. Rotate and stagger shifts to reduce the number of employees in the workplace at the same time.
13. Offer staff sick leave and add COVID-19 as reportable for food service employees.
14. Use touchless payment options as much as possible and encourage preorder and prepayment options.
15. Place physical barriers, such as sneeze guards and partitions, at cash registers, or other food pickup areas where maintaining physical distance of 6 feet is difficult.
16. Conduct daily health checks of employees prior to arrival to campus.

17. Post signage on how to stop the spread of COVID-19 and promote everyday protection measures.
18. Align with and implement St. Charles County Public Health Department and Serv-Safe regulations and guidelines.

## CLASSES: INSTRUCTION AND LEARNING ENVIRONMENTS

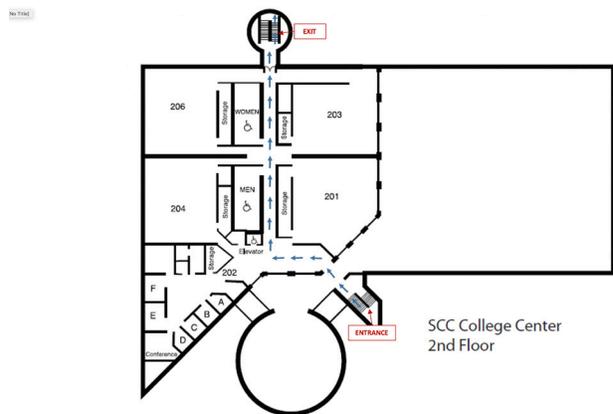
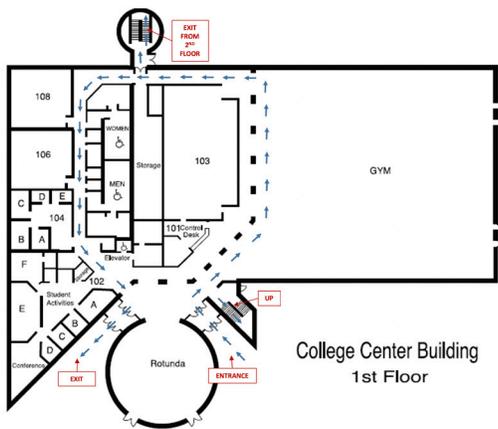
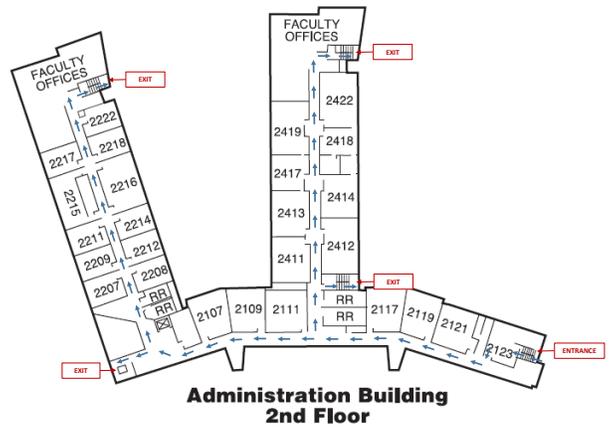
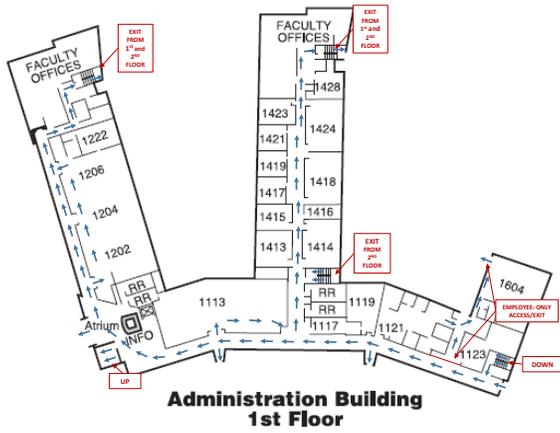
1. Organize classes to minimize risk.
  - Implementation of a hybrid mode of face-to-face and online instruction will likely be necessary for the foreseeable future.
  - Minimize class sizes to achieve physical distancing of at least six feet.
  - Adjust schedules to avoid traffic.
  - Cloth masks should be worn on campus and in classes.
  - Implement close monitoring and tracking of in-person attendance to facilitate contact tracing in the event of an exposure.

## FACILITIES

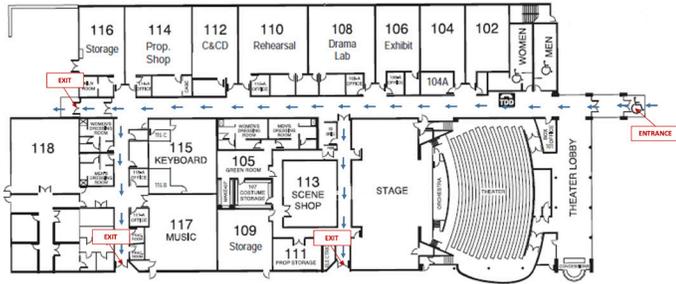
1. Post and promote hygiene prevention strategies.
  - Provide hand sanitizer upon entry to all buildings.
  - Increase visibility (signage) and availability of handwashing facilities and hand hygiene products.
  - Provide face covering and social distancing reminders.
  - Place appropriate signage at entrances and within buildings indicating pathways and positions for standing, waiting, etc., where applicable.

2. Investigate options to implement no/reduce touch options such as door removal, foot-operated door pulls/pedals, or sensor-triggered doors.
3. Outbreak management measures in facilities include:
  - Utilize crowd sourced cleaning and disinfection in public areas by providing wipes and signage in common areas to increase frequency of cleaning.
  - Allocate space within buildings through layout and design to allow for physical distancing where possible.
  - Post educational signage.
  - Prohibit non-essential vendors and deliveries.
  - Conduct activities outdoors when possible (classrooms, dining, events, etc.).
  - Provide physical barriers, i.e. plexiglass, at high-traffic point-of-sale, service, reception or other locations where frequent face-to-face interaction must occur.
  - Increase environmental cleaning and disinfection, as needed.
  - Increase visibility (signage) and availability of handwashing facilities.
  - Ensure handwashing facilities are fully stocked and operational.
  - Empty trash more frequently, as needed.
  - All touch points should be sanitized more frequently.

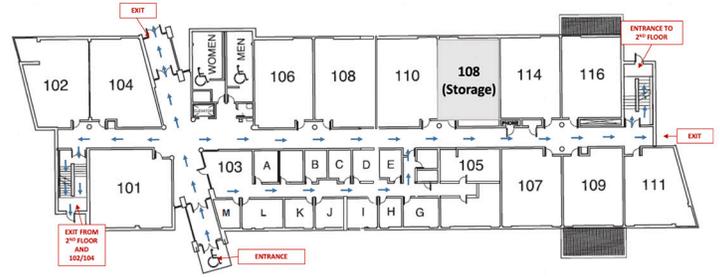
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



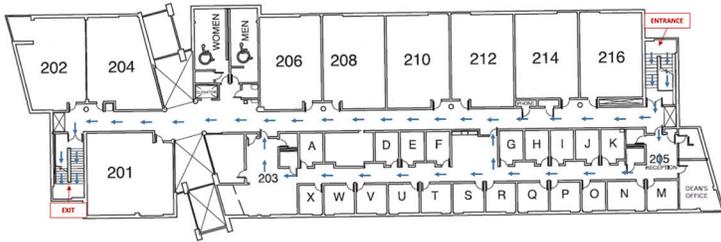
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



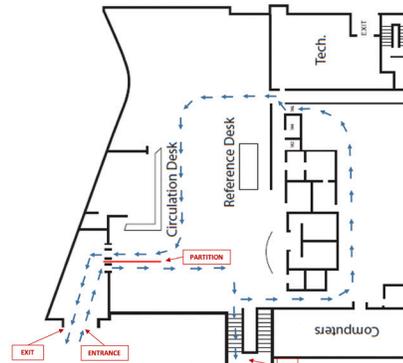
SCC Fine Arts Building  
Floor Plan



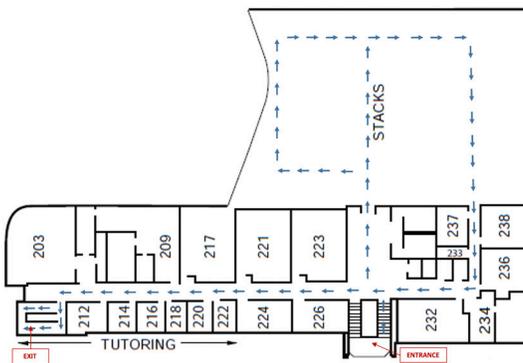
SCC Humanities Building  
1st Floor



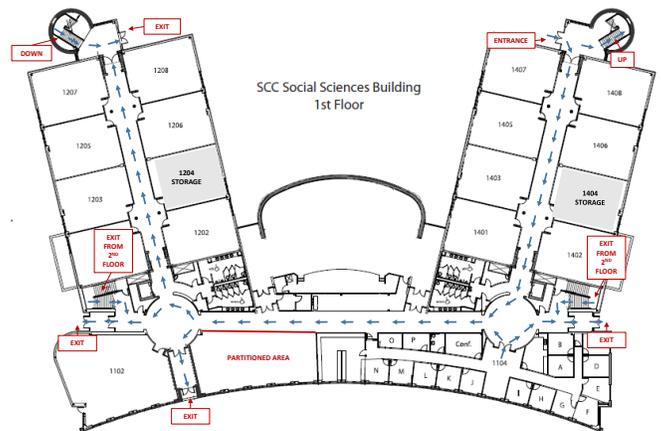
SCC Humanities Building  
2nd Floor



SCC Learning Resource Center  
1st Floor

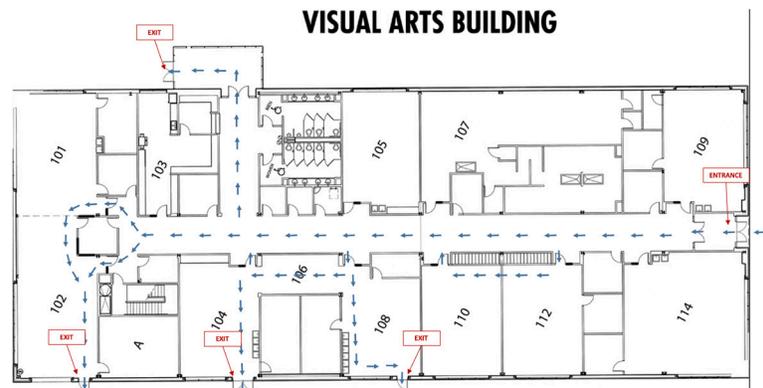
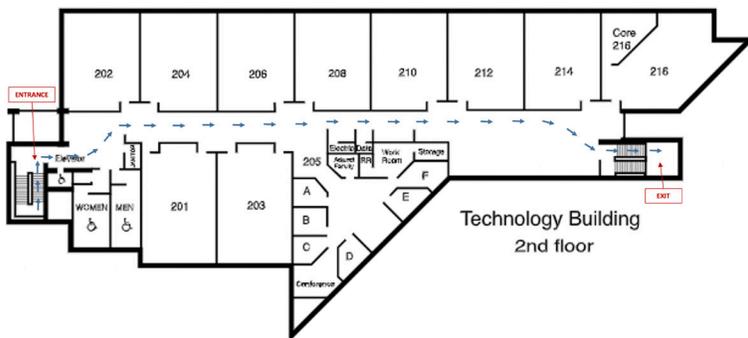
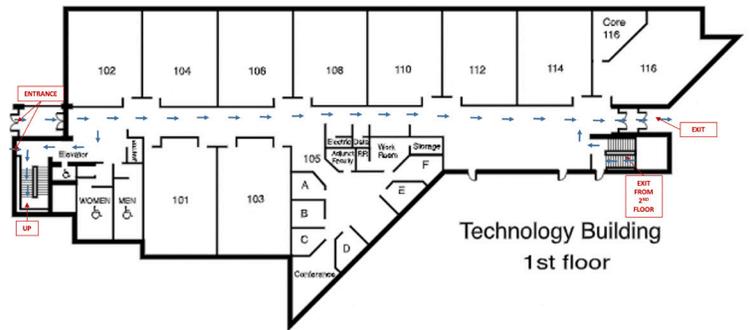
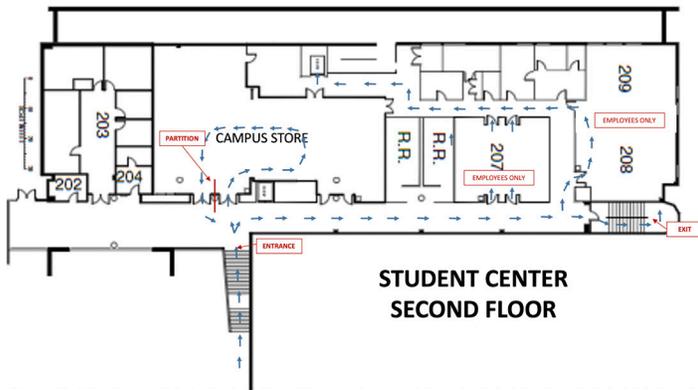
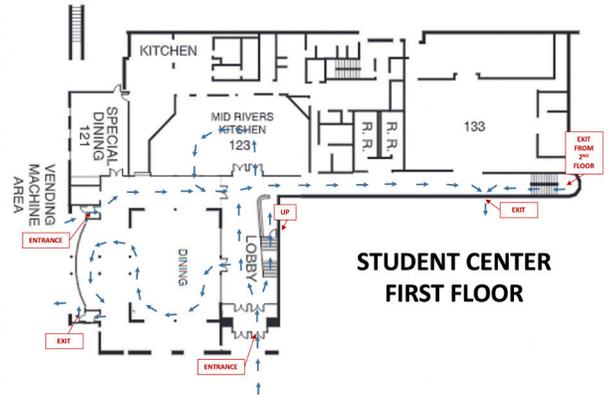
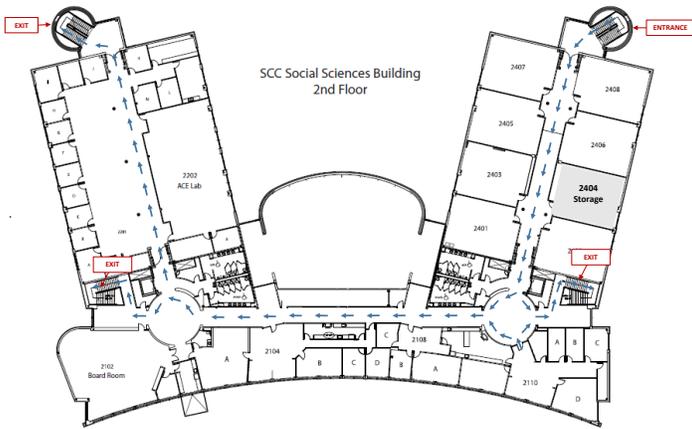


SCC Learning Resource Center  
2nd Floor

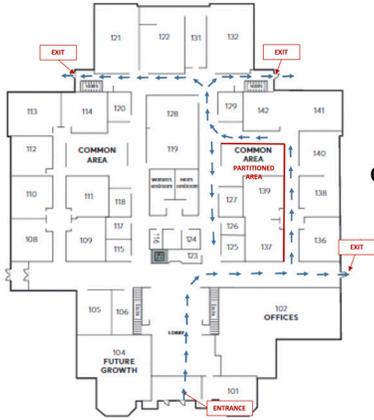


SCC Social Sciences Building  
1st Floor

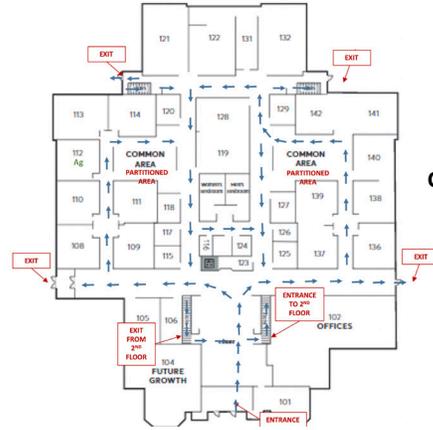
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



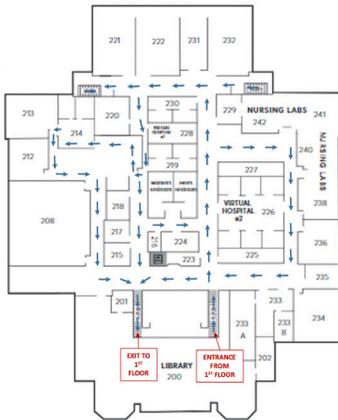
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



**Center for Healthy Living  
1<sup>st</sup> Floor  
Summer**



**Center for Healthy Living  
1<sup>st</sup> Floor  
Fall**



**Center for Healthy Living  
2<sup>nd</sup> Floor**

## REFERENCES CITED

- <sup>1</sup> CDC. (2020). People Who Are at Higher Risk for Severe Illness. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>
- <sup>2</sup> Arons, M. M., Hatfield, K. M., Reddy, S. C., Kimball, A., James, A., Jacobs, J. R., . . . Jernigan, J. A. (2020). Presymptomatic SARS-CoV-2 Infections and Transmission in a Skilled Nursing Facility. *N Engl J Med*. doi:10.1056/NEJMoa2008457
- <sup>3</sup> Davies, A., Thompson, K.-A., Giri, K., Kafatos, G., Walker, J., & Bennett, A. (2013). Testing the efficacy of homemade masks: would they protect in an influenza pandemic? *Disaster medicine and public health preparedness*, 7(4), 413-418. doi:10.1017/dmp.2013.43
- <sup>4</sup> Howard, J., Huang, A., Li, Z., Tufekci, Z., Zdimal, V., van der Westhuizen, H.-M., . . . Rimoin, A. (2020). Face Masks Against COVID-19: An Evidence Review. *Preprints.org*. doi:10.20944/preprints202004.0203.v1

---

### Sources Used by the Committee Include:

In addition to the many data sources used by committee members in their professional duties, the following have also been considered:

CDC. (2020). Appendix F: Guidance for Implementing the Opening of America Again Framework. Centers for Disease Control and Prevention.

CDC. (2020). COVID-19 Guidance for Shared or Congregate Housing. Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html>

CDC. (2020). COVID-19 Travel Recommendations by Country. Centers for Disease Control and Prevention. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>

CDC. (2020). Global COVID-19 Pandemic Notice. Center for Disease Control and Prevention. Retrieved from <https://wwwnc.cdc.gov/travel/notices/warning/coronavirus-global>

CDC. (2020). Healthcare Infection Prevention and Control FAQs for COVID-19. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.html>

CDC. (2020). Interim Guidance for Administrators of US Institutions of Higher Education. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-administrators-college-higher-education.pdf>

CDC. (2020). People Who Are at Higher Risk for Severe Illness. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

## REFERENCES CITED

CDC. (2020). Quarantine and Isolation. US Federal Government. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

CDC. (2020). Reopening Guidelines. Retrieved from [http://cdn.cnn.com/cnn/2020/images/04/30/reopening\\_guidelines.pdf](http://cdn.cnn.com/cnn/2020/images/04/30/reopening_guidelines.pdf)

American College Health Association. (2020, March 3). ACHA Guidelines: Preparing for COVID-19.  
Archer-Daniels-Midland Company (ADM). (2020, May). Return to the workplace, COVID-19: Strategy, process, tactics.

Centers for Disease Control and Prevention. <https://www.cdc.gov/>  
Centers for Disease Control and Prevention. (2020). Coronavirus Disease 2019 (COVID-19): Workplace decision tool.

Centers for Disease Control and Prevention. (2020, February). Interim guidance for businesses and employers to plan and respond to coronavirus disease 2019 (COVID-19).

Centers for Disease Control and Prevention. (2020, March 3). Coronavirus disease 2019 (COVID-19) outbreak.

Centers for Disease Control and Prevention. (2020, March 10). Interim guidance for emergency medical services (EMS) systems and 911 Public Safety Answering Points (PSAPs) for COVID-19 in the United States.

Centers for Disease Control and Prevention. (2020, March 14). What law enforcement personnel need to know about coronavirus disease 2019 (COVID-19).

Choi, Mun. (2020, March 17). Enhanced UM system HR polices for staff and faculty [Personal communication]. University of Missouri System.

Cushman & Wakefield. (2020). The safe six: Workplace readiness essentials.

East Central College. (2020, May 13). East Central College return to campus plan.

Johnston, Susan Whealler. (2020, March 19). Families First Coronavirus Response Act: Public employer tax credit exclusion [Personal communication]. National Association of College and University Business Officers.

Kansas City Kansas Community College. (2020, May 11). Blue Devils comeback plan.  
Lear Corporation. (2020, April 6). Safe work playbook.

Missouri Department of Higher Education & Workforce Development. (2020, March 17). COVID-19 update meeting.

Missouri Office of Administration. (2020, March 16). COVID-19: Frequently Asked Questions in the workplace.

## REFERENCES CITED

OSHA. (2020). COVID-19 related guidance. Occupational Safety and Health Administration. Retrieved from <https://www.osha.gov/SLTC/covid-19/>

Parson, M. L. (2020, April 27). Show Me Strong recovery plan: Phase 1. State of Missouri. Society for Human Resource Management. <https://shrm.org/>

Steelman, S. (2020, March 16). Re: Leave guidance related to Coronavirus Disease 19 (Revision 1). Missouri Office of Administration.

Tueth, Keeney, Cooper, Mohan & Jackstadt, P.C. (2020, March 20). Families First Coronavirus Response Act – Update for public education employers regarding family and paid leave requirements.

U. S. Department of Labor. (n.d.). COVID-19 and the American workplace. <https://www.dol.gov/agencies/whd/pandemic>

U. S. Equal Employment Opportunity Commission. (n.d.). Coronavirus and COVID-19. <https://www.eeoc.gov/coronavirus>

The White House. (2020, April 17). Opening up America again.

Williams, Randall W. (2020, April 27). Economic reopening order. Missouri Department of Health and Senior Services.