



# SCC's Reopen Plan

Updated: Jan. 11, 2021

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

– Kiran Mazumdar-Shaw

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## 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-CoV-2, 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

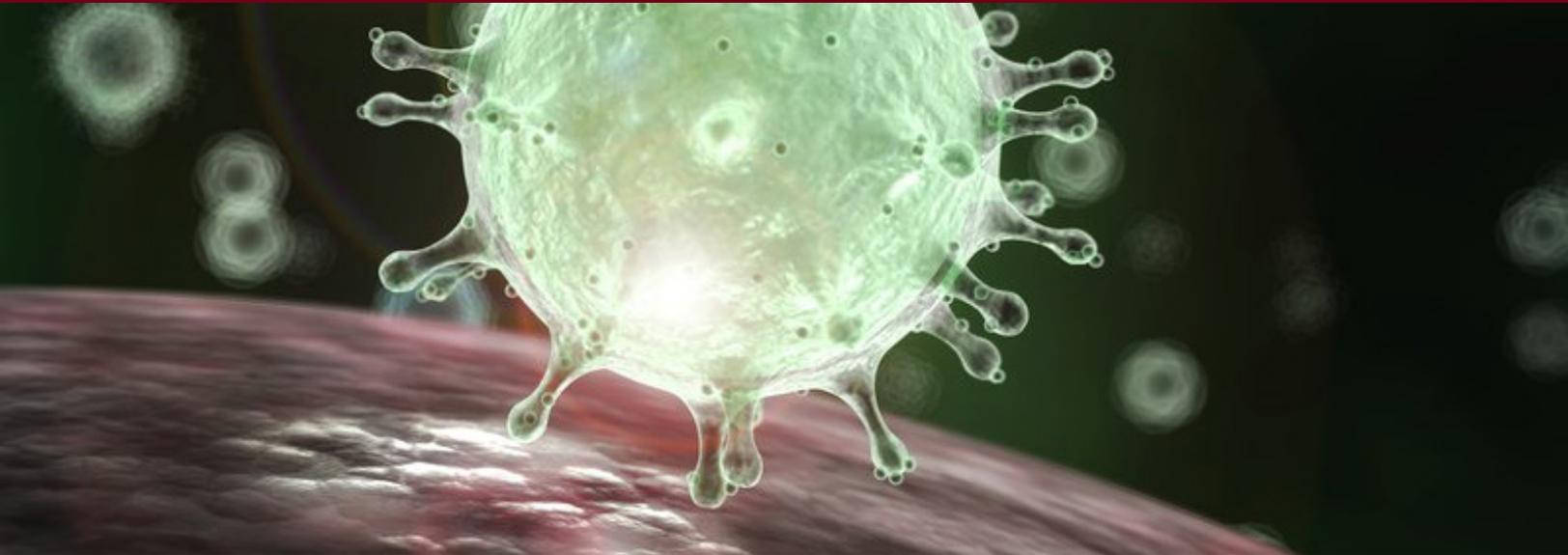


courses are delivered in classrooms that assure close proximity of students.

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



### 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 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

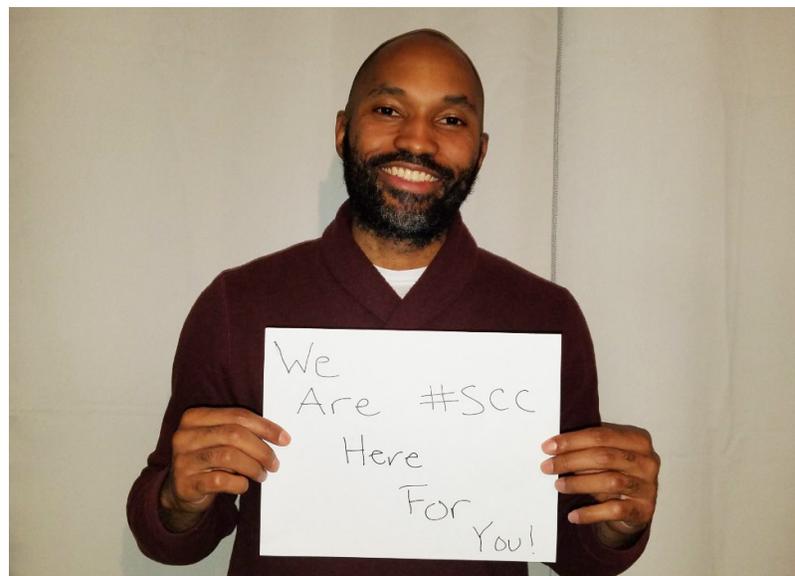
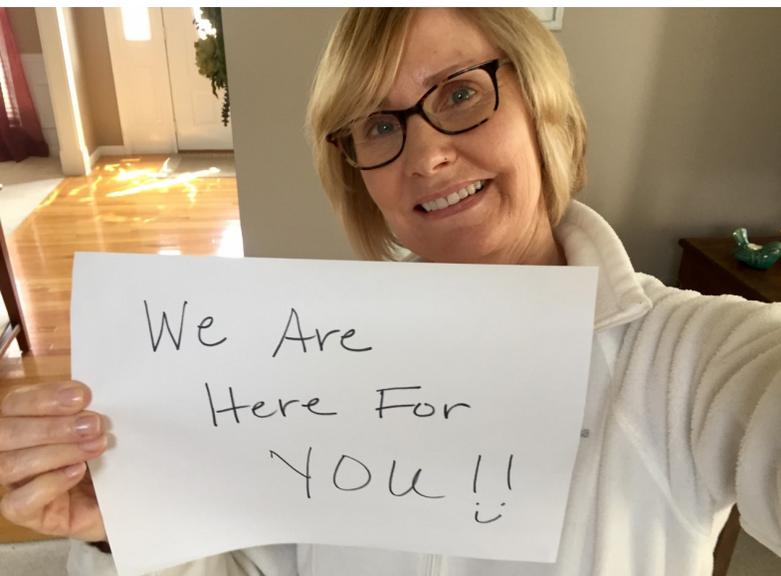
Administration decides not to conduct faculty evaluations.

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

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**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:

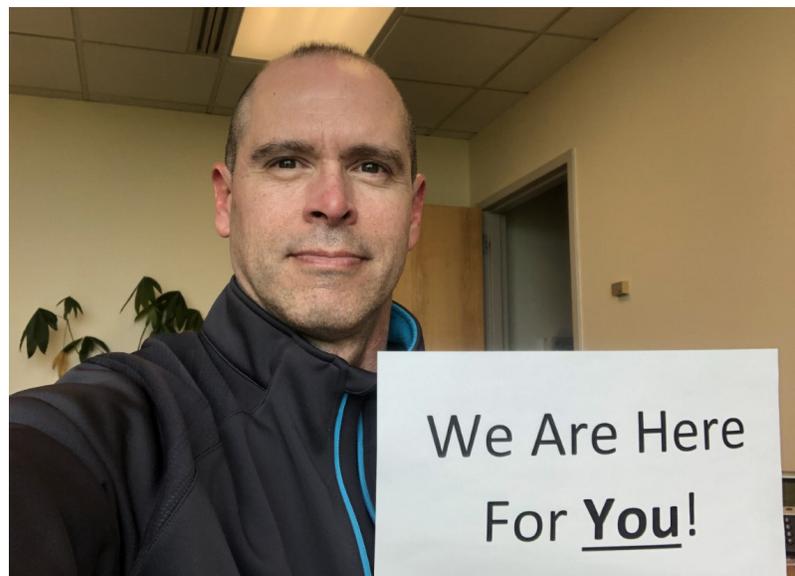
- Flattening the curve and expanding healthcare capacity, while utilizing federal programs and deploying state resources;
- Making decisions based on Missouri-specific data and medical expertise;
- Protecting healthcare workers, first

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. The SCC Pandemic Committee will continue to monitor current data, trends in new hospitalizations, and regularly updated modeling for Missouri.
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 is open, 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

- You may not enter a college building if you:
  - » have a cough, respiratory distress, headache, fever, or loss of smell or taste.
  - » have taken any fever reducing medication such as acetaminophen or ibuprofen in the last 12 hours.
  - » have had masked/unmasked prolonged contact (within 6 feet for a cumulative total of 15 minutes or more within a 24-hour period) with anyone who has tested positive for COVID-19 in the last 14 days or has symptoms of COVID-19 and is pending test results.
  - » have a fever of 100.4 or greater.
- Park a minimum of 6 feet between you and others.
- Ensure your mask is properly worn.
- Use hand sanitizing station once inside.
- Please go directly to your desired location.
- Maintain 6 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 maintain a minimum of 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 indoor and outdoor common areas and shared spaces. Mask-wearing is in addition to (not in place of) 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 and social distancing must be observed.

### Masks

Students will be required to wear masks when in common indoor and outdoor areas and shared spaces. 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 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.

### Computer Labs

Computer labs in the TECH Building and CHL will be available for student use. Individual lab rooms will be open for periods of time. 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.

### 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 is open and is following recommended safety protocols in a limited capacity. Visit the website for details: [www.stchas.edu/bookstore](http://www.stchas.edu/bookstore).

### College Fitness Center

The Fitness Center in the College Center will be closed through Spring 2021.

## 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 high-quality higher education. As we continue to operate campus safely, everyone must do their part. We all have responsibility to ensure a safe environment and must wear masks, observe social distancing, and more. Faculty/staff must complete training videos once during the academic year on or before the first day of returning to campus.

### Social Distancing

Please keep a minimum of six feet of social distancing between you and others on campus at all times.

### Sanitizing

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

### Remain Home If You Are Sick

Assess your health and potential exposures. Do not enter a college building if you:

- have a cough, respiratory distress, headache, fever, or loss of smell or taste.
- have taken fever reducing medication such as acetaminophen or ibuprofen in the last 12 hours.
- have had prolonged contact (within 6 feet for 15 minutes or more) with anyone who has tested positive for COVID-19 in the last 14 days.
- have a fever of 100.4 or greater.

### Masks

Face masks are required for all faculty and staff in indoor and outdoor common areas and shared spaces. Disposable masks should be discarded daily. 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 if possible.

### Bathrooms

Follow occupancy limits posted at bathrooms. Stand 6 feet apart while waiting or wait outside the restroom.

### Break Rooms

Break rooms are available for faculty/staff. Surface areas and appliances should be wiped down before

and after use. Sanitizing supplies will be maintained. Only one person in the break room at a time. Eat meals at individual work spaces or other areas that conform to social distancing requirements.

### Meetings/Interviews

Use video- or teleconferencing when possible for internal, work-related meetings. When video- or teleconferencing is not possible, hold only small meetings and conduct them in an open, well-ventilated space and maintain a minimum of 6 feet apart and wear face masks. Meetings with external parties will be held remotely whenever possible, or when necessary, by appointment as long as the above requirements are followed.

Interviews with search committees must be conducted using videoconferencing. Exceptions must be approved by the VPAS/Chief Operating Officer. Campus tours will be conducted following safety protocols, at the time of one-on-one semi-finalist or finalist interviews with the hiring manager.

Meetings and one-on-one interviews will take place in one of the following locations that contain air purifiers: SSB 1408, 2408 and ADM 2109 and 2121. To schedule one of the rooms, use the Scheduling Room feature in MS Outlook. When meeting, participants must wear masks (except when speaking) and social distancing must be maintained.

### 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 person.

### Deliveries

Deliveries are 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. Contact the Purchasing Manager with delivery questions.

## 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.
- 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 in indoor and outdoor common areas and shared spaces.

### 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 college purposes is suspended and will be evaluated on a monthly basis based on the current outbreak and vaccination 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 after travel.

### Fitness Center

The Fitness Center will be closed through Spring 2021.

## 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>

If you are medically unable to wear a face mask, employees may contact Human Resources at 636-922-8421.

## Reopening – Guidelines for Employees

### FACULTY AND STAFF

1. If a faculty or staff member becomes ill with COVID-19 symptoms, or has had masked/unmasked prolonged contact (within 6 feet for a cumulative total of 15 minutes or more within a 24-hour period) with anyone who has tested positive for COVID-19 in the last 14 days or has symptoms of COVID-19 and is pending test results, they should stay home, self-isolate, and contact their county department of public health or a medical provider. Faculty and staff must also report information to the Human Resources Department Contact Tracer at 636-922-8421 or 636-922-8320.
2. Available sick, personal, and vacation time may be used by employees who report their COVID-19 circumstances to the Human Resources Contact Tracer if they are unable to work due to COVID-19 circumstances. Employees are required to participate in all case investigations and contact tracing needs of state, local, and college health officials.
3. Remote work or instruction and staggered on-campus work schedules will be implemented where feasible to mitigate viral spread.
4. 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. All travel for college purposes is suspended and will be evaluated on a monthly basis based on the current outbreak and vaccination status.
2. Only one person per college vehicle.
3. All college-owned vehicles will be thoroughly cleaned and disinfected before being used by another individual.

### CAMPUS VISITORS

1. All Non-business visitors to campus will be restricted until further notice.

## Reopening – Guidelines for Students

### STUDENTS IN SPECIALIZED PROGRAMS

#### 1. Health Sciences Students

- SCC will make every attempt to place health care students in areas that are not knowingly caring for COVID positive clients, but when that is not possible SCC will ensure that the students and faculty have the appropriate Personal Protective Equipment (PPE) per Center for Disease Control (CDC) guidelines. For more information contact the Center for Healthy Living – Director of Operations or the appropriate Healthcare Department Director.

#### 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.
- Instructors will consider outdoor activities and continued virtual instruction, where possible.

### CO-CURRICULAR ACTIVITIES

**Athletics: Decisions regarding spring practices and competition for intercollegiate athletics will be made in consultation with NJCAA and the local health department.**

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

Because athletics presents challenges with social distancing and minimization of groups, particularly with contact sports, special considerations should be made to protect the student-athletes, coaches, and athletic trainers.

Routine symptom screening on a daily basis of all coaches, athletic trainers, and student-athletes is ongoing. SCC's virtual screening and monitoring tools are 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 through Spring 2021. It will reopen at a future date with the guidance of health officials.

**Students who are 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.



## 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. Wear a face mask in indoor and outdoor common areas and shared spaces.
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.
8. All faculty and staff must notify Human Resources when sick with COVID-19 and follow the guidelines of the local public health department.
9. All students must report to the College's Student Life Department when sick with COVID-19 and follow the guidance of their local public health department.
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 Human Resources. Students will report their COVID-19 exposure or status to the Office Coordinator in the Student Life Office.

## ISOLATION AND QUARANTINE

- After testing positive for COVID-19, the need for quarantine will be established by the appropriate county public health department. The COVID-19 positive individual will remain in isolation in accordance with CDC and public health department guidelines.
- If the test results are negative, per CDC individuals and close contacts, housemates/roommates should continue to monitor symptoms and be tested if symptoms arise. If symptoms arise, they should seek care through the appropriate county public health department or healthcare provider of their choice. Normal activities may be resumed as long as test results are negative.
- Discontinuation of quarantine will be based on guidelines from the appropriate county public health department.

## CONTACT TRACING

SCC will work with the St. Charles County Department of Public Health to provide continuity in contact tracing.

## Vaccinations and Therapeutics

1. The College will 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. SCC will communicate any plans to offer the COVID-19 vaccination, as they become 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 to include all faculty and staff.

## 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, 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 follow St. Charles County Department of Public Health guidance on quarantine and isolation protocols. A Campus Lake Apartments representative will notify the College when a student resident tests positive for COVID-19.

### 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." 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, counter tops/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 hand washing, 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

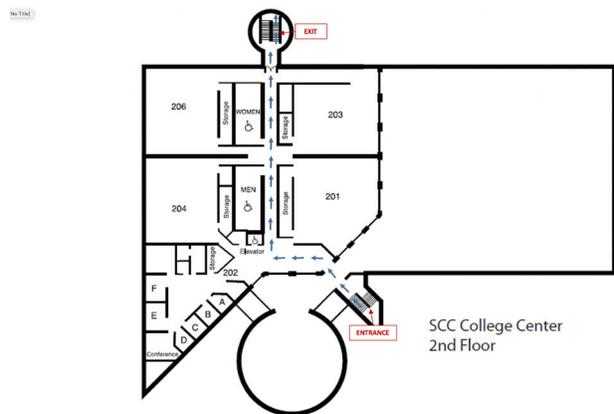
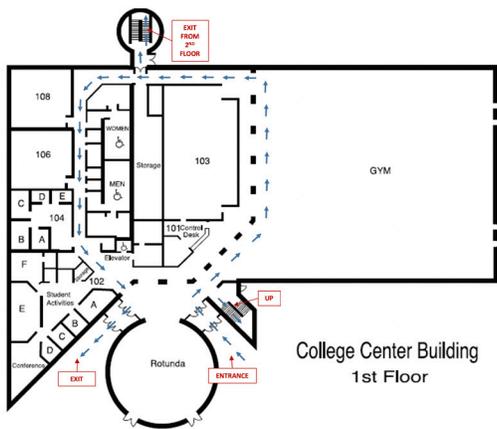
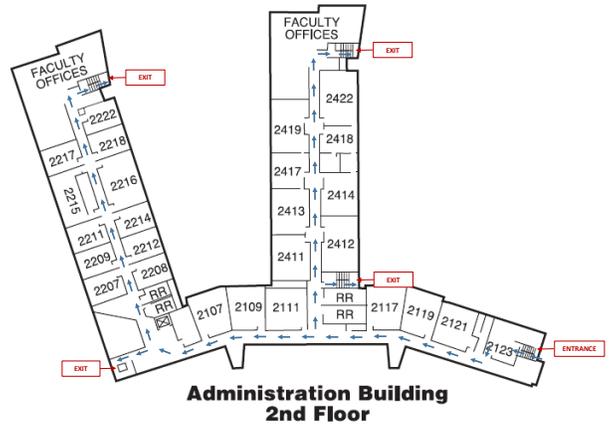
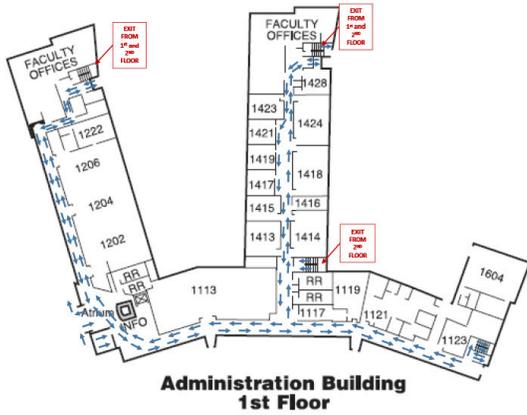
1. Organize classes to minimize risk.
  - Continuation of a hybrid mode of face-to-face and online instruction may be necessary.
  - Minimize class sizes to achieve physical distancing of at least six feet.
  - Adjust schedules to avoid traffic.
  - Cloth masks should be worn on campus and in classes.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

## FACILITIES

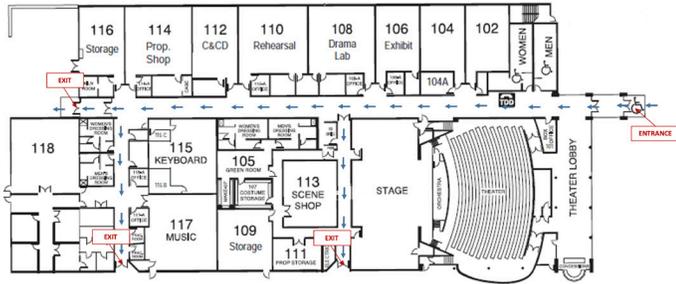
1. Post and promote hygiene prevention strategies.
  - Provide hand sanitizer upon entry to all buildings.
  - Increase visibility (signage) and availability of hand washing facilities and hand hygiene products.
  - Provide face covering and social distancing reminders.
  - Place appropriate signage 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 hand washing facilities.
  - Ensure hand washing facilities are fully stocked and operational.
  - Empty trash more frequently, as needed.
  - All touch points should be sanitized more frequently.

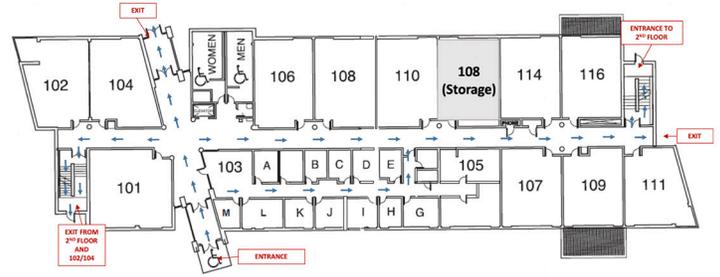
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



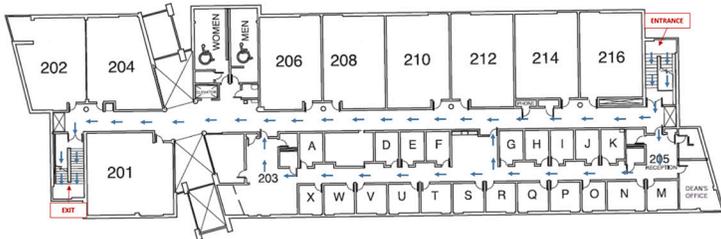
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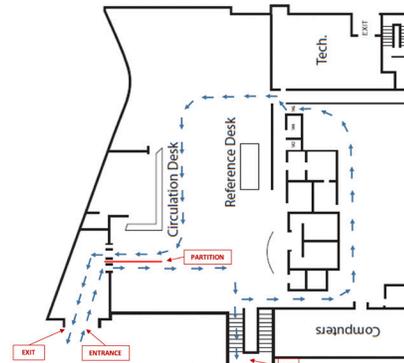
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Floor Plan



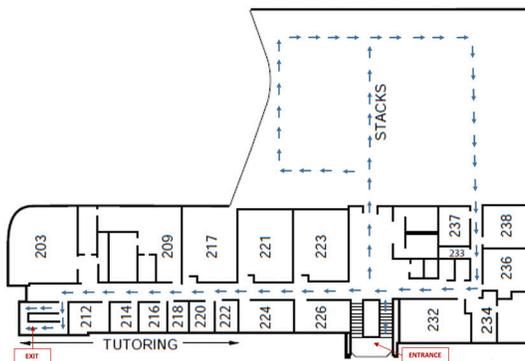
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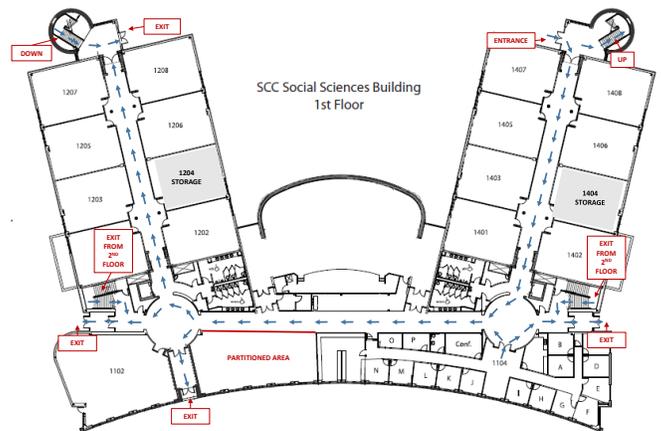
SCC Humanities Building  
2nd Floor



SCC Learning Resource Center  
1st Floor

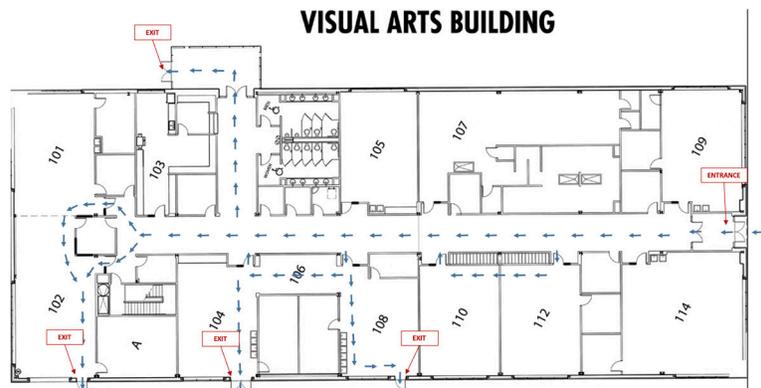
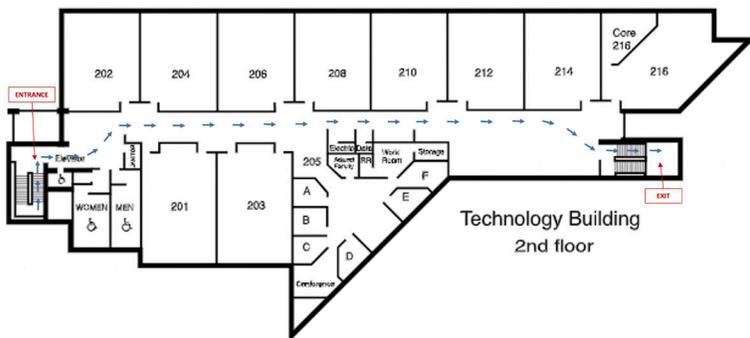
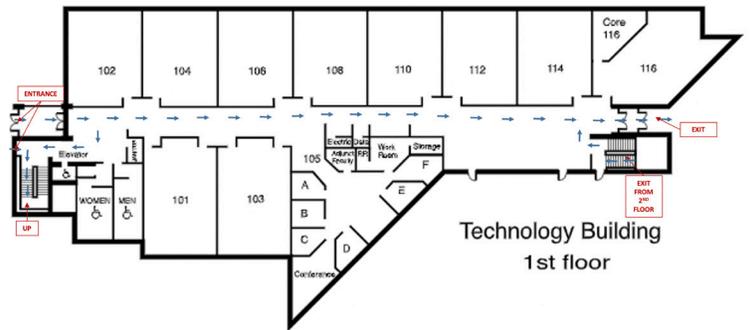
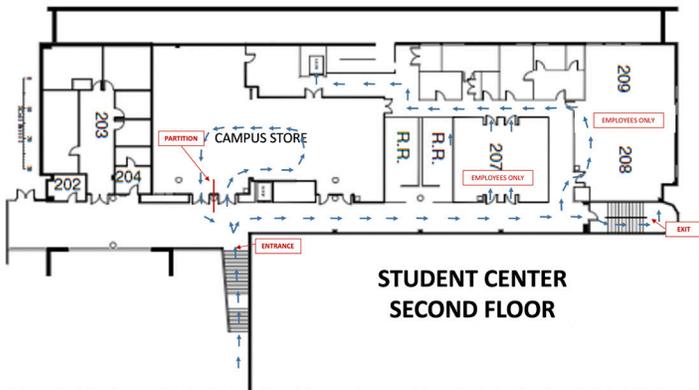
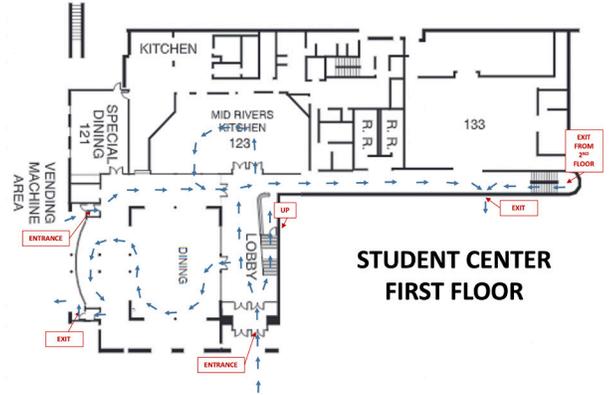
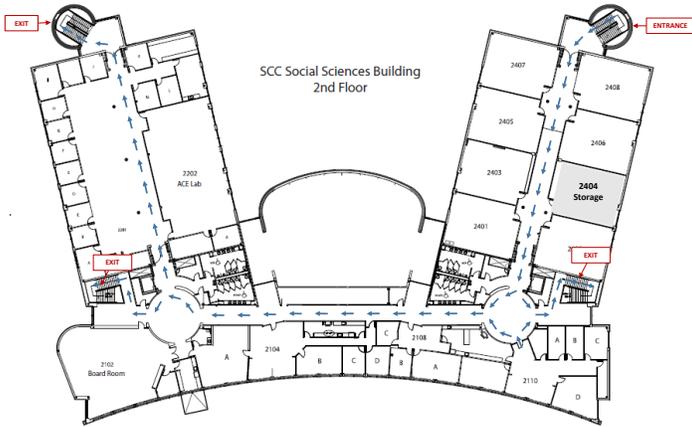


SCC Learning Resource Center  
2nd Floor

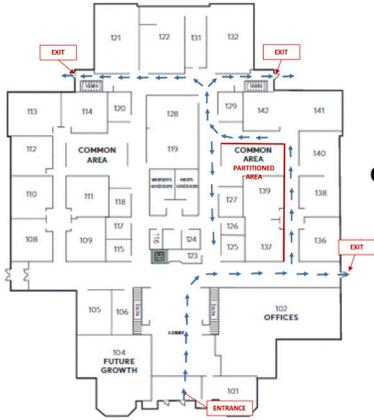


SCC Social Sciences Building  
1st Floor

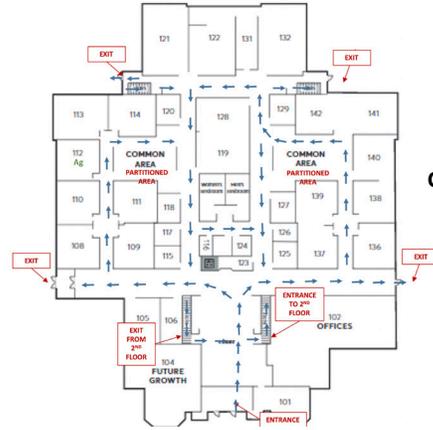
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



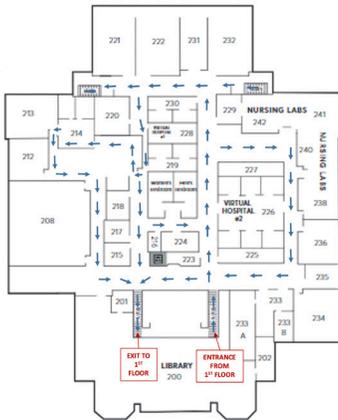
# BUILDING SCHEMATIC DESIGN FOR SOCIAL DISTANCING



**Center for Healthy Living  
1st Floor  
Summer**



**Center for Healthy Living  
1st Floor  
Fall**



**Center for Healthy Living  
2nd Floor**

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- <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
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