



**Reopening Plans**  
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**Clinton Community College**  
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*Higher education institutions must develop and submit a plan for reopening and operating for the duration of the COVID-19 public health emergency. Plans should reflect engagement with campus stakeholders, including but not limited to administrators, faculty, staff, students, and, where appropriate, affiliated organizations (e.g. union, alumni, and/or community-based groups). Each institution must develop and submit a plan that, at a minimum, covers the topics included in this document. See "Interim COVID-19 Guidance for Higher Education" for more information and instructions on how to submit plans.*

*During the COVID-19 public health emergency, all operators of higher education institutions are accountable for staying current with any updates to local, state, and federal requirements related to higher education and auxiliary activities and incorporating those changes into their operations. This guidance is not intended to replace any existing applicable local, state, and federal laws, regulations, and standards.\**

## **REOPENING PLANS FOR CLINTON COMMUNITY COLLEGE** (*Plans for restarting campus operations including student, faculty, and staff return*).

### CAPACITY:

- Phasing of faculty and staff will be done so that campus does not have more than 25% of staff on campus at any one time. With 90% remote learning, students and faculty will be less likely to come to campus on a regular basis.
- Thermometers will be used on those who enter the buildings to monitor temperatures. A questionnaire will be required to be completed daily (refer to section on Testing below). It will be noted that anyone who feels ill should not report to work. Should a temperature be out of the norm, the person tested will be required to leave the premises.
- Majority of general classrooms and lecture rooms will be cut by 50% or more of original capacity.
  - Built-in lab tables with plumbing and electrical will be cut to 25% availability
  - Fixed seating includes:
    - Theatre to 34 seats (175 normal capacity)
    - Lecture Hall to 14 seats (90 normal capacity)
    - Computer Labs reduced to six-foot distancing
    - Remove two student seating tables to one seating desks for maximum usage
    - Additional classroom space if needed (large areas that allow six-foot spacing):
      - Forrence Gym
      - Moore Cafeteria
      - Moore Learning Commons Atrium
      - Moore Library
      - Forrence Aerobics Room
      - Stafford Atrium

- Nursing Skills Lab as well as the IAM Technology Labs, with careful planning, should conform to social distancing practices in current layout.
- The Institute for Advanced Manufacturing Building is currently being used by the Clinton County Department of Health for contact tracing.
- Clinton Community College does not have residence halls, therefore maintaining social distancing in this type of area is not necessary.
- Tables and chairs will be socially distanced (most removed) in large common areas such as the cafeteria and atriums.
- Clinton Community College cafeteria will be closed and food vendor notified of closure for fall semester. Upon reopening, the cafeteria will adhere to DOH industry specific guidelines.

PPE:

- Clinton Community College is currently receiving masks from local businesses as well as procuring them.
- Splash shields have also been ordered.
- Face coverings will be mandated, in accordance with state and local laws, to be worn by all employees, students and vendors. If a person comes to campus without one, a mask will be provided.
- Face coverings will be worn whenever outside staff work areas (if they are in private office or socially distanced offices).
- Plexiglass barriers shall be placed in all locations that have face-to-face interaction (library, student services, bursar, etc.)
- Plexiglass barriers will also be placed in science and nursing labs for social distancing as well as the IAM technology labs.

TESTING:

- There will be a mandatory health screening assessment (questionnaire, temperature check) before employees begin work each day and for essential visitors and will ask the following:
  - Have they had COVID-19 symptoms within the last 14 days?
  - Have they tested positive for COVID-19 in the past 14 days?
  - Have they had close contact with anyone who has tested positive for COVID-19 in the last 14 days?
- The same protocols in regard to health screening assessments will be used with students who are on campus for class/labs.

RESIDENTIAL LIVING:

- Clinton Community College does not have residential halls.

OPERATIONAL ACTIVITY:

- Classrooms will be reduced to 50% capacity with six-foot social distancing for those classes that need to be held on campus.
- Labs will be reduced to 25%

- Computer Labs will be downsized for six-foot social distancing.
- 90% of classes for the fall 2020 semester will be held remotely, therefore eliminating the majority of faculty and students on campus to a minimum.
- Appointments will be made for one-on-one needs (Counseling and Advising).
- Teleconferencing will be used for the majority of student/staff interactions.
- Hallways, elevators and stairways will have markers identifying where to stand and directional arrows for social distancing.

#### RESTART OPERATIONS:

- Plans are in place with the Buildings and Grounds department to continue to maintain sanitizing schedule once a room/office has been vacated.
- Cleaning and disinfecting will be done on a daily basis by both the day and evening shift of the B&G department with checklists showing areas disinfected, with date and time noted.

#### EXTRACURRICULARS:

- All extracurricular activities will be held remotely for the fall semester to decrease risk of students contacting COVID-19.
- Athletic Programs have been canceled for the fall semester.

#### VULNERABLE POPULATIONS:

- Those individuals who are considered vulnerable shall be so noted and given the opportunity to work remotely.
- Essential workers will be given extra safety precautions for their departmental work (masks, hand sanitizers, work in areas not populated by individuals, where able).

#### HYGIENE, CLEANING AND DISINFECTING:

- Buildings and Grounds department has developed plans, as well as a routine, for cleaning and disinfecting protocols that will utilize DEC products identified by the EPA as effective against COVID.
- Buildings and Grounds department will ensure that regular cleaning and disinfection of restrooms will occur and will note date/time they were sanitized.
- Disinfecting of classrooms that need to be used (labs) will be done immediately after each class and before the next class enters. Staggering of class hours will take place to ensure this occurs.
- Hand sanitizing stations have been placed at all entrances, elevators, bathroom locations, and along the hallways in each of the five buildings on campus.
- Masks will be mandatory for anyone on campus.
- In the event an individual is confirmed as having COVID-19, the areas that were exposed will be closed and receive a deep cleaning following appropriate CDC guidelines. This deep cleaning will include high transit and high touch areas to ensure safety of staff/students.

## **MONITORING** *(Policies to track health conditions on campus).*

### TESTING RESPONSIBILITIES:

- Testing is currently offered through the Department of Health as well as through the request of personal physicians. Should the College be required, testing could cost up to \$100 per test.
- Temperature and questionnaire shall be administered by the college nurse, Dean of Students as well as other individuals on campus that include security and student life personnel. Others may be assigned this duty should it become necessary.

### TESTING FREQUENCY AND PROTOCOLS:

- Testing of all employees will be done on a daily basis as they come to campus as well as a questionnaire to be filled out on a daily basis (reference Testing above).
- Students will be screened each and every time they come to campus for classes/labs as well as campus appointments with departments. Temperatures will be taken as well as administering a health assessment questionnaire.

### EARLY WARNING SIGNS:

- Should an employee be symptomatic, they will be asked to be tested and give the results to the college nurse who will in turn notify the Dean of Students as well as the President.
- Currently, the Clinton County Department of Health is on campus for contact tracing and will be available to assist the college.

### TRACING and SCREENING:

- Clinton County Health Department is on campus every day (and have been since the end of March) for contact tracing. They will be available to assist.
- Communications via email, social media, etc. will be used to share information with staff, faculty, and students about regular health screenings.

## **CONTAINMENT** *(Plans for how to respond to positive or suspected cases, as well as preventative policies and practices).*

### ISOLATION:

- Clinton Community College does not have residence halls, therefore the need to create an isolation area for this group is not needed.
- Communication will be sent out to all groups on campus (faculty, staff, students) that if they are not feeling well, they should stay home.
- In the event an individual is confirmed as having COVID-19, the areas that were exposed will be closed and receive a deep cleaning following appropriate CDC guidelines. This deep cleaning will include high transit and high touch areas to ensure safety of staff/students.

### QUARANTINE:

- For those individuals who test positive for COVID-19, the college has a food pantry as well as many areas of outreach to assist anyone in need of this service.
- Clinton Community College also has on campus support from Behavioral Health Services for those individuals who need counseling or psychological support.
- Tutoring and academic services (as well as accommodative services) are also offered on campus and can be done remotely to those in quarantine.

### STUDENTS CONFIRMED OR SUSPECTED TO HAVE COVID-19:

- Clinton Community College does not have residential halls.

### HYGIENE, CLEANING AND DISINFECTING:

- Buildings and Grounds department has protocols and schedules in place to disinfect all areas of the college.
- Checklists for classroom/office use will be created to show a timeline of when area(s) last disinfected.
- Plexiglass barriers shall be placed in all areas that have one-on-one contact with students/individuals (library, student services, bursar, etc.).

### COMMUNICATION:

- Safety protocols and requirements for faculty/staff and students shall be distributed via email.
- Employees will be given instructions on how to minimize being infected as well as how to protect their health and minimize transmission to others.
- Clinton Community College will continue to seek advice from local and state health officials for new information that needs to be shared with the college community.
- Clinton Community College will create a communication schedule with a consistent means to provide updated information starting with:
  - Email to Entire Campus Community (staff, faculty, and students)
  - Social Media Posts
  - Updates placed on college website
  - Press Releases
  - Signage to be posted on all entries to college and buildings
  - Virtual training with faculty and staff
  - Communicate with community in general on updates at the college (via the above noted media).

## **SHUTDOWN** *(Contingency plans for decreasing on-campus activities and operations and/or closing the Campus).*

### OPERATIONAL ACTIVITY:

- Should there be a required shutdown of campus, all personnel will be made aware of this through an “Everybody Email” as was done in March. If someone is not on campus and unable to see email, there is a phone tree for supervisors to contact their employees.

- As in the first shutdown in March, Clinton Community College is very prepared to go fully remote. VPN has been given to all employees who require it; faculty are planning for a remote fall session.
- Buildings and Grounds will begin the process of closing off classrooms and offices as well as the larger areas.
- Campus Administrators will speak directly to their staff about the circumstances and expectations during the shutdown.
- Faculty will reach out to their students, with the assistance of Academic Affairs staff, to provide information to them on the current condition.

MOVE OUT:

- Clinton Community College does not have residence halls.

COMMUNICATION:

- Clinton Community College will immediately begin the process of alerting the local media of the shutdown.
- The website and social media will post the closure.
- An “Everybody Email” to faculty, staff and students will be sent out immediately with known information and will note that updates will be sent to them via this communication process and to watch their email for updates.
- Community at large will be notified (will use Chamber of Commerce, The Development Corporation and Advisory Boards) and ask they get the word out that Clinton Community College has shutdown.
- All communications will come from the President’s Office and Vice President of Academic Affairs. Other Administrators may be called in to assist with this process.

**\*Once campus reopening plans are approved, they are still subject to change due to new information, guidance and/or direction from the State.**