



OPERATIONAL PLAN

Instructional/Operation Services ~ Fall 2021

This document outlines the Fall 2021 Operational Plan for Gadsden State Community College instructional programs and operational services. Please read carefully as it covers important information about campus access, COVID exposure guidance, remote work and travel. Because COVID-19 is a fluid situation, this plan could require changes based on published regulatory guidance (regulatory guidelines) issued by the Alabama Department of Public Health (ADPH), the Centers for Disease Control and Prevention (CDC), the Office of the Governor of the State of Alabama (State), and the Alabama Community College System Chancellor (ACCS).

Normal Access (Green)

- All College operations will return to a pre-COVID status for faculty, staff and students.

Mask Wearing and Social Distancing

Wearing masks/facial coverings on Gadsden State campuses is encouraged but not required. Unvaccinated individuals are also expected to practice physical distancing wherever possible. Physical distancing means keeping space of at least six feet between people who are not from your household.

Campus Events / Meetings

- The scheduling of campus events and meetings will return to pre-COVID status.
- The scheduling of faculty meetings, committee meetings and college-wide meetings will return to pre-COVID status.
- The use of campus facilities to external entities requires the President's or designee's approval.

Housing and Dining Services

On-campus housing at Fowler Hall will return to pre-COVID status. On-campus food service will return to pre-COVID status.

Student Services

Student services departments and offices are open Monday through Thursday 7:30 a.m. to 5 p.m. and Friday 7:30 a.m. to 11:30 a.m.

GED and other testing services are available by walk-in and appointment.

Student activities will follow College policies and procedures.

Disability Services and Resources / ADA

ADA accommodations for new and currently-enrolled students will be evaluated, case-by-case, to determine the best method of continuing and/or implementing accommodations.

COVID-19 Exposure

Exposure is defined as close contact. Close Contact is defined as within six feet of an infected person (laboratory-confirmed) for a cumulative total of 15 minutes or more over a 24-hour period.

Persons with Positive COVID-19 Test Results WITH Symptoms

Persons can return to campus/work:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving (for example: cough, shortness of breath. Please note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

Persons with Positive COVID1-9 Test Results WITHOUT Symptoms

Persons can return to work/campus after 10 days have passed since you had a positive viral test for COVID-19 if the person continues to have no symptoms. If the person develops symptoms, they should follow the protocol for “persons with Positive COVID-19 Test Results with Symptoms.”

Persons with Exposure to COVID-19

Anyone who had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person unless that person meets the following criteria:

- The person has been fully vaccinated and shows no symptoms of COVID-19 (NOTE: People are considered “fully vaccinated” two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine)

OR

- Person had COVID-19 illness within the previous three months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (cough, shortness of breath)

Fully-vaccinated persons with exposure to COVID-19 should get tested three to five days after exposure regardless of whether they exhibit symptoms. Fully-vaccinated persons should also wear a mask indoors in public for 14 days following exposure or until a COVID-19 test result is negative.

CDC guidelines related to quarantine and isolation can be found [here](#).

COVID-19 Liaisons

Questions related to COVID-19 exposures, recommendations for seeking health care consultation/treatment, return to work/campus/class should be referred to the following liaisons:

- **EMPLOYEE LIAISON:** Kim Cobb, Director of Human Resources , kcobb@gadsdenstate.edu
- **STUDENT LIAISON:** Kelley Pearce, Associate Dean of Enrollment and Retention, kpearce@gadsdenstate.edu

Vaccinations / Testing

Vaccination is the leading prevention strategy to protect individuals from COVID-19 disease and end the COVID-19 pandemic. The COVID-19 vaccine significantly reduces the potential of severe illness, hospitalizations and death. COVID-19 vaccines are safe and effective and everyone 12 years of age and older is now eligible to get a free COVID-19 vaccination.

Pursuant to state law, Gadsden State will not mandate the COVID vaccine as a condition of attendance or employment, but vaccination is strongly encouraged for all students, faculty and staff.

On July 26, 2021, the Alabama Attorney General issued a Public Notice summarizing Alabama law relating to COVID-19 vaccination requirements and proof of vaccination requirements as set out in [Act 2021-493](#). The Public Notice makes clear that no government, school or business in Alabama may demand that a constituent , student or customer,

respectively, be vaccinated for COVID-19 or show proof of his or her vaccination for COVID-19.

A student may be asked if they have been vaccinated for COVID-19 and asked to provide proof of vaccination; however, a student may not be REQUIRED to report their COVID-19 vaccination status or to provide proof of their vaccination.

Testing for COVID-19 is available in the Gadsden State service area. Employees and students may be tested, based on testing criteria, at any of the following locations or testing may be provided by their healthcare provider.

- **Calhoun County Health Department:** Tuesdays, 8:30 a.m. to 9:30 a.m., appointment required. Call 256-237-7523.
- **Cherokee County Health Department:** Appointment required. Call 256-327-3132.
- **Cleburne County Health Department:** Appointment required. Call 256-463-2296.
- **Etowah County Health Department:** Tuesdays, 8 a.m. to 10 a.m., appointment required. Call 256-547-6311.

Remote Work

Any employee who is COVID-19 positive, has symptoms of COVID-19 or has had close contact exposure to a positive COVID-19 case shall not come to work and shall isolate as recommended by the CDC or quarantine as required by a health provider. Employees shall take sick leave or other appropriate leave in these cases and strictly adhere to the College's leave policies.

There are certain essential jobs and functions at Gadsden State that may require remote work from an employee who is taking leave related to COVID-19 reasons. If remote assistance is necessary, the individual's supervisor will initiate contact with the employee on leave to see if they are willing and able to assist remotely as needs dictate. If the isolating or quarantining employee remotely assists during their leave period as requested by their supervisor, the employee will be temporarily approved for that specific remote work, which was requested by the College and paid for such work.

It should be noted that ACCS does not recommend the general use of remote work as an employee-requested option to COVID-19 quarantine or isolation.

Travel

College-sponsored domestic travel is allowable at the discretion of the President. College-sponsored international travel continues to be prohibited except as approved by Chancellor Jimmy Baker.

Instruction / Operational Protocols by Access Level

While Gadsden State is at normal access (green), more restrictive access (orange) or even a campus closure with all instruction and business operations delivered remotely (red) will be implemented if required by the CDC, ADPH, the State and ACCS. The additional access levels following normal access (green) are outlined as follows:

ADJUSTED-NORMAL ACCESS (BLUE)

- Faculty, administrative, academic, student affairs, and business operations will continue to implement regulatory guidelines as provided by CDC, ADPH, State and ACCS.
- Limited on-campus events and activities maintaining compliance with health and safety requirements
- On-campus housing with temperature check and questionnaire protocols
- Resumption of on-campus classes in modified social distance formats (e.g. utilizing six-foot distancing, facial coverings and strict hand hygiene protocol)
- On-campus food services follow limited occupancy and health and safety guidelines
- All travel requests require strict review and must be essential.
- Student clinical, externships, apprenticeships are approved as allowable by clinical sites and apprentice employers
- No travel outside the Continental United States without approval of the Chancellor.

- Colleges may progress to in-person meetings maintaining regulatory guidelines (e.g. CDC, ADPH)

MODIFIED ACCESS (YELLOW)

- Expanded faculty, administrative academic, student affairs, and business operations as communicated based on accepted reopening plans.
- Limited on-campus events and activities maintaining compliance with health and safety requirements.
- On-campus housing with temperature check and questionnaire protocols.
- Resumption of on-going classes in modified social distance formats (e.g. utilizing six-foot distancing, face coverings, and strict hand hygiene protocols).
- On-campus food services following limited occupancy and health & safety guidelines.
- All travel requests require strict review and must be essential.
- Student clinicals, externships, apprenticeships are approved as allowable by local clinical sites and apprenticeship employers.
- No travel outside the Continental United States without approval of the Chancellor.
- Faculty meetings, committee meetings and college meetings will be held virtually as much as possible.

LIMITED ACCESS (ORANGE)

- No public access to campuses will be allowed. Student access will be restricted to essential in-person instruction. All faculty meetings, committee meetings, and college meetings will be held remotely.
- On-campus events and activities will be restricted to the Chancellor's approval. Wallace Hall, Beck Conference Center, and the Cherokee Center Arena will be closed to the public.
- Athletic events will be restricted to the Chancellor's approval.
- Essential/critical non-instructional personnel will have access to campus as needed to ensure business and operational continuity. When feasible, temporary remote work and/or flex scheduling will be utilized.
- Instructors will have access to campus if approved by the respective dean but will be expected to work remotely.
- All lecture and theory-based in-person classes will transition to online. Instructors of in-person instruction will have developed corresponding online materials to ensure an easy transition to a completely online environment.
- Online testing will be available with Respondus, Kaplan, and/or Collaborate.
- Health Sciences, Career Tech, and science labs will be allowed if necessary to achieve learning objectives with social distance protocols in place.
- Dining services will be pre-packaged and pick-up only.
- With Chancellor's approval, the Residence Hall will remain open with temperature checks and health questionnaire protocols.

RESTRICTED ACCESS (RED)

- No public access to campuses will be allowed. No student access will be allowed.
- Essential/critical non-instructional personnel will have restricted access to campus as needed for business and