



OPERATIONAL PLAN

Instructional/Operation Services ~ Spring 2021

This document outlines the Spring 2021 Operational Plan for Gadsden State Community College instructional programs and operational services. 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).

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.
- On-campus classes will resume in a modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols).
- On-campus events and activities will continue to implement regulatory guidelines.
- On-campus housing will continue temperature check and questionnaire protocols.
- Student clinicals, externships and apprenticeships are approved as allowable by clinical sites and apprentice employers.
- All travel requests must be essential.
- No travel outside of the Continental United States without approval of the Chancellor.
- In-person meetings will continue to implement regulatory guidelines.

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
- **STUDENT LIAISON:** Kelley Pearce, Associate Dean of Enrollment and Retention

Facility Protocols

Everyone entering College property must wear masks covering the nose and mouth. Social distancing (a minimum of six feet) is required in all settings whenever possible.

COVID-19 Testing

Testing for COVID-19 is available in the College 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 health care provider.

Quality of Life Clinics: Students and employees may call (256) 490-3052 or 490-3503 for Quality of Life Health Service's COVID-19 testing information or access more information at <http://qolhs.org/COVID-19-public-announcement/>.

Calhoun County Health Department: Monday and Wednesdays Drive Through Testing, 8:30 - 10:30 a.m.
Free of charge.

Etowah County Health Department: Tuesday, Wednesday, and Thursday Drive Through Testing, 8:00 - 10:00 a.m. Free of charge.

Cherokee County Health Department: Tuesday Drive Through Testing, 8:00 - 10:00 a.m. Free of Charge, but testing is available only for individuals who are symptomatic.

Persons arriving to campus / work with signs / symptoms of COVID

Should a faculty, staff, student or visitor arrive to campus exhibiting signs or symptoms of COVID-19 (e.g. fever, cough and shortness of breath), the individual will be asked to leave campus and consult a healthcare provider before returning to campus. Employees may be able to utilize the Families First Coronavirus Response Act (FFCRA), which has been extended through March 31, 2021.

Return to work / classes following positive COVID results

The following CDC guidance will be utilized when providing guidance to students, faculty and staff returning to campus.

1. Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions.
 - At least 10 days have passed *since symptoms first appeared*, and
 - At least 1 day (24 hours) has passed *since recovery* defined as the resolution of fever without the use of fever reducing medications and improvements in respiratory symptoms (e.g. cough and shortness of breath).
2. Persons with COVID-19 without symptoms who are directed to care for themselves at home may discontinue isolation under the following conditions.
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their first positive test. If they develop symptoms, then the symptom-based strategy listed in 1 above should be used.
3. Persons who received a second positive COVID-19 test within three months of the initial positive test and who have not had any symptoms may return to campus under the following conditions:
 - At least 10 days have passed since symptoms first appeared, and
 - At least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever reducing medications and improvement in respirator symptoms (e.g. cough, shortness of breath), and
 - Individual has received clearance from a healthcare provider (e.g. physician or mid-level provider that he/she may return to campus.

NOTE: CDC data shows that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to three months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within three months of initial infection, they may continue to have a positive test result even though they are not spreading COVID-19. Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation (ADPH, CDC, September 2020)

Persons with EXPOSURE to laboratory-certified POSITIVE COVID

Exposure is defined as close contact. Close Contact is defined as within six feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period without an N-95 mask and includes household contacts, intimate partners, and in-home caregivers starting two days before symptoms appeared or specimen collection date (whichever was earlier). Distance could be longer and time shorter, depending on the exposure level and setting.

1. Employee/Student is EXPOSED to someone with a POSITIVE COVID-19 Test AND the exposed individual has signs/symptoms of COVID-19:
 - The person will be directed to leave campus and consult with a healthcare provider before returning to campus/work.
 - If the person is positive for COVID-19, follow steps for persons with positive COVID testing.
 - At least 10 days have passed *since symptoms first appeared*, and at least 1 day (24 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath).

2. Employee/student is EXPOSED to someone with an initial (first) POSITIVE COVID-19 test AND the exposed individual does not have signs or symptoms of COVID-19:
 - The individual is asked to self-isolate for 14 days following the last exposure to the positive case, even if the individual obtains a negative test result (Viral or Antibody) or does not obtain testing at all. A negative test does not necessarily mean the person is negative or will remain negative. These individuals must complete the 14-day isolation period. If the individual tests positive during the 14-day quarantine, the guidance above for persons with positive COVID-19 results would apply.

3. Employee/Student is EXPOSED to someone with a second POSITIVE COVID-19 test within three months of the initial COVID test AND the exposed individual does NOT have signs/symptoms of COVID:
 - The individual should self-monitor for signs/symptoms of COVID-19, self-isolation is not necessary.

NOTE: Following the three-month mark of the initial POSITIVE COVID-19 test, any individual exhibiting signs or symptoms of COVID or those who are exposed to someone with an initial test should fall into the exposure category outlined in Numbers 1 or 2 above.

Retesting

Per the CDC and ADPH, retesting is not recommended within three months after the date of symptom onset for the initial COVID-19 infection.

Exceptions to Quarantine Requirements

Persons who meet the following requirements do not need to quarantine:

People who have tested positive for COVID-19 within the past three months and recovered do not have to quarantine as long as they do not experience any symptoms.

People who have been in close contact with someone who has COVID-19 are not required to quarantine if they meet ALL of the following criteria:

- Are fully vaccinated (e.g. greater than or equal to two weeks after second dose in a two-dose series, or one dose of a single-dose vaccine).
- Are within three months following receipt of the last dose in the series.
- Have remained asymptomatic (e.g. no symptoms) since the current COVID-19 exposure.

Campus Events / Meetings

Will continue on-campus events and activities and follow regulatory guidelines.

Faculty meetings, committee meetings and college-wide meetings will continue and follow regulatory guidelines.

The use of campus facilities is still under review and use will remain closed to external entities. The President must approve use of campus facilities by external entities.

Housing and Dining Services

On-campus housing at Fowler Hall will continue with temperature checks and questionnaire protocols. On-campus food service will continue and follow regulatory guidelines.

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 appointment only.

Student activities will continue to implement regulatory guidelines.

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. As much as possible, accommodations will be submitted and implemented by email and telephone to limit in-person contact.

Instruction/Operational Protocols by Access Level

While the College is transitioning to an adjusted-normal access (blue), more restrictive access (orange) or even a campus closure with all instruction and business operations delivered remotely (red) will be implemented as required by the CDC, ADPH, the Office of the Governor of the State of Alabama, and the Alabama Community College System Chancellor. The protocol access levels are outlined as follows:

NORMAL ACCESS (GREEN)

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

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.
- On-campus classes will resume in a modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols).
- On-campus events and activities will continue to implement regulatory guidelines.
- On-campus housing will continue temperature check and questionnaire protocols.
- Student clinicals, externships and apprenticeships are approved as allowable by clinical sites and apprentice employers.
- All travel requests must be essential.
- No travel outside of the Continental United States without approval of the Chancellor.
- In-person meetings will continue to implement regulatory guidelines.

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 clinical, 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 operational continuity. All personnel should transition to remote work when possible and avoid coming to campus.
- All courses will immediately transition to remote operations with no on-campus instruction.
- No athletic or academic extracurricular activities will be allowed on campus.
- The Residence Hall and cafeteria will be closed. Students will be informed of the possibility of a campus closure at the beginning of the semester.
- All clinicals and work-based learning (internships, apprenticeships, preceptorships) will be suspended.
- Students needing 1:1 Health Sciences skills validations will receive an incomplete, until such time the validations can be completed on campus.
- Career Tech students needing in-person labs will receive an incomplete, until such time as these activities and assignments can be completed on campus.