

**SHAWNEE COMMUNITY COLLEGE**

RETURN TO CAMPUS PLAN

~~June 2020~~

~~Revised July 15, 2020~~

~~Revised July 28, 2020~~

~~Revised August 3, 2020~~

~~Revised August 4, 2020~~

Revised August 6, 2020

**SHAWNEE COMMUNITY COLLEGE**

**RETURN TO CAMPUS PLAN**

In March 2020, the Coronavirus, COVID-19, affected the entire world including Shawnee Community College located in southern Illinois. Shawnee Community College quickly responded moving to an online environment protecting the health and safety of the students and staff. Since that time, the College, the Shawnee community and all of Illinois was demanded to a stay-at-home situation where social interaction and free unrestricted movement was eliminated.

The highest priority lends to the safety and security of everyone on Shawnee Community College campuses. For the safety of all, the College will consistently monitor the health and wellbeing of students, employees, and anyone using campus facilities. All College employees are expected to help enforce the guidelines established by the College. Requesting voluntary compliance should always be the first action for any infraction.

**Note from Dr. Curphy and Return to Campus Committee:**

Saints Family,

 The Return to Campus committee has committed many hours to creating this plan with the intent of ensuring a safe and healthy environment for our students and employees. The plan also was developed to slow the spread of the coronavirus. Resources used for this plan included Centers for Disease Control and Prevention, Restore Illinois, Illinois Department of Health, Illinois Community College Board, Illinois Board of Higher Education, and Southern 7 Health Department. Numerous webinars and research articles were viewed as well as plans from our sister colleges across the state. As information and directives are collected, the plan will be updated.

 While this plan is lengthy, it is impossible to cover each and every situation. Nor is there a way to predict the days ahead and how COVID-19 will affect fall semester. Although the information in this plan is considered accurate as of the last update, it is not to be a legal document but procedural in nature.

 Remember that we are a family and our past has shown that we have survived tough challenges. Let’s work together, so that we can stay together!

**SHAWNEE COMMUNITY COLLEGE**

**RETURN TO CAMPUS CHART**

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|  | **Phase 2 Flattening** | **Phase 3** **Recovery** | **Phase 4 Revitalization** | **Phase 5 Restored** |

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| **INSTRUCTION** |  |  |  |  |
| Lecture Classes | Online | Online | Face to Face, Zoom, Online | On Campus |
| Lecture/Lab Classes | Online | Lecture Online/Lab Online w/ enhanced simulation  | Face to Face, Online, Zoom,Hybrid | On Campus |
| Lab Only Classes | Online | Lecture Online//Lab Online w/ enhance simulation | Face to Face, Online, ZoomHybrid | On Campus |

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| **STUDENT SERVICES** | Online | Online | On-campus service & remote | Full on-campus service |

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| **PREVENTION** |  |  |  |  |
| Sanitizing and Disinfecting of High Touch Areas | Daily, in areas occupied by required staff | Daily, in areas occupied by staff | Classes and Lab spaces sanitized after each use. Work spaces sanitized daily. | Daily |
| Social Distancing | Enforced | Enforced | Enforced | Not enforced |
| Face Coverings | Required at all common areas  | Required at all common areas | Required at all common areas | Not enforced |
| Hand Sanitizer | Provided on all campus facilities | Provided on all campus facilities | Provided on all campus facilities | Provided as Pre COVID-19 |
| Plastic Barriers | Installed | Being installed | In use | Uninstalled |
| Floor Markings | Installed | Being installed | In use | Uninstalled |
| Entrance | Only required staff on campus or with permission of College president | Students will enter through main entrance. Employees will enter through east door by Security | Students will enter through main entrance.Employees will enter through east door by Security | All entrances open for use |
| Human Temperature Monitoring | Cannot enter without temperature monitor | Cannot enter without temperature monitor | Cannot enter without temperature monitor | N/A |
| Temperature Threshold | 100.4 | 100.4 | 100.4 | N/A |
| Timing if fever | Can return if symptom free & no fever for 24 hours without fever reducing medications | Can return if symptom free & no fever for 24 hours without fever reducing medications | Can return if symptom free & no fever for 24 hours without fever reducing medications | N/A |
| COVID-19 Symptom Questions | Signage on all entrance doors, common areas, and available as handouts | Signage on all entrance doors, common areas, and available as handouts | Signage on all entrance doors, common areas, and available as handouts | N/A |
| Handshaking | Not allowed | Not allowed | Not allowed | Allowed |
| Paper Towel Dispensers | In use. Hand dryers disabled. | In use. Hand dryers disabled | In use. Hand dryers disabled | In use. Hand dryers usable |

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| **CONFIRMED POSITIVE COVID-19 CASE** |  |  |  |  |
| With Symptoms | Quarantine for 10 days from onset of symptoms | Quarantine for 10 days from onset of symptoms | Quarantine for 10 days from onset of symptoms | Quarantine for 10 days from onset of symptoms |
| Without Symptoms | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test |
| Cleaning | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | N/A |
| Communication | Faculty and staff report to HR. Students report to Dean of Student Services and contact ALL instructors | Faculty and staff report to HR. Students report to Dean of Student Servicesand contact ALL instructors | Faculty and staff report to HR. Students report to Dean of Student Servicesand contact ALL instructors | N/A |
| Contact Tracing | Conducted by S7HD in conjunction with HR & DSS | Conducted by S7HD in conjunction with HR & DSS | Conducted by S7HD in conjunction with HR & DSS | N/A |

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| **EXPOSED -UNCONFIRMED COVID-19 CASE****(PENDING TEST RESULTS)** |  |  |  |  |
| With Symptoms | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test |
| Without Symptoms | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test | Quarantine for 14 days from date of test |
| Cleaning | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | Sanitize areas visited by infected person after 24 hours. Restrict access to space until sanitized | N/A |
| Communication | Faculty or staff report to HR. Students report to Dean of Student Services and contact ALL instructors | Faculty or staff report to HR. Students report to Dean of Student Services and contact ALL instructors | Faculty or staff report to HR. Students report to Dean of Student Services and contact ALL instructors | N/A |

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| **BUSINESS MEETINGS** | Virtual Only | Less than 10 people with social distancing enforced or virtual | No Non-SCC meetings allowed on campus. Less than 50 people with social distancing enforced. Virtual meetings encouraged | N/A |

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| **BUSINESS TRAVEL** |  |  |  |  |
| Local | Allowed | Allowed | Allowed | Allowed |
| Regional (Including KY & MO) due to clinicals and staff residences | Allowed-Essential Only | Allowed-Essential Only | Allowed | Allowed |
| In state | Not allowed | Not allowed | Not allowed | Allowed |
| Out of state | Not allowed | Not allowed | Not allowed | Allowed |
| International | Not allowed | Not allowed | Not allowed | Allowed |

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| **ON CAMPUS STAFFING** |  |  |  |  |
| Main Campus | Remote Operations Only | Only Required Staff | July 20-Staggered staffing/August 3 Full staffing per state guidelines | Full Staffing |
| Anna Extension Center | Remote Operations Only | Remote Operations Only | July 20-Staggered staffing/August 3 Full staffing per state guidelines | Full Staffing |
| Metro Extension Center | Remote Operations Only | Remote Operations Only | July 20-Staggered staffing/August 3 Full staffing per state guidelines | Full Staffing |
| Cairo Extension Center | Remote Operations Only | Remote Operations Only | July 20-Staggered staffing/August 3 Full staffing per state guidelines | Full Staffing |
| Vienna Extension Center | Remote Operations Only | Remote Operations Only | July 20-Staggered staffing/August 3 Full staffing per state guidelines | Full Staffing |



**PHASE 4**

**REVITALIZATION**

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| **DESCRIPTION**The rate of infection among those tested and the number of patients admitted to the hospital continues to decline. All gatherings of up to 50 are allowed, restaurants and bars reopen, travel resumes, childcare and schools reopen under guidance from the IDPH. Face coverings and social distancing are the norm. |

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| **General Guidelines**  |
| * College is open for business. Beginning July 20, 2020, campus will be staffed at 50% with staff being staggered. Students may be seen on campus and extension centers by appointment. On August 3, 2020, campus is open 100% and fully staffed.
 |
| * Individuals MUST NOT be on a campus facility if they have been directed to self-quarantine by the local health department or waiting for test results.
 |
| * No children under 18 on campus unless enrolled in SCC academic program.
 |
| * Visitors will not be allowed in college facilities.
 |
| * No extraneous persons should be brought to campus, for example, children.
 |
| * Temperature will be checked, 100.4 being threshold.
 |
| * Clear expectations including consequences will be publicly promoted using all media channels and distributed to students during the first week of classes.
 |
| * Ensure that Support Services (tutoring, counseling, retention referrals) are well advertised to students and known by all faculty.
 |
| * Student, faculty and staff are required to wear face coverings at all times while on all campus facilities. Individuals may provide their own face coverings. SCC will provide if needed during first week of classes. Face shields will be provided upon request. SCC has a zero tolerance for not wearing face coverings.
 |
| * Face masks and face shields will be sold in the Bookstore.
 |
| * Continue to maintain Joint Response Team and Cabinet to monitor situation.
 |
| * A quarantine area will be established for students who arrive on campus or at Extension Centers and their temperature is above the threshold and need to wait on transportation home.
 |
| * Diners are to wear face coverings when not eating.
 |
| * Continue to provide laptops, Jetpaks, and other technology equipment to students, faculty and staff as needed.
 |
| * Complete IT services including stability and accessibility of the data center will be provided using remote support and a staggered onsite staffing schedule.
 |
| * Course options include: face-to-face, synchronous (Zoom), or asynchronous (online using Moodle.) Front load lab components as much as possible. Internships allowed.
 |
| * Face-to-face components of courses will be completed by Thanksgiving with remainder of coursework being done online.
 |
| * In the event we are required to return to Phase 3, all face-to-face courses will be converted to Zoom or online delivery.
 |
| * All face-to-face course enrollment caps have been adjusted to allow for a 6 foot social distancing between student seating.
 |
| * SCC Athletics will follow directives by SCC Board of Trustees, IDPH, NJCAA, Region 24 and GRAC.
 |
| **General Guidelines for Campus Facilities** |
| * Deep cleaning and sanitizing of high touched and frequented spaces will continue to take place in campus facilities.
 |
| * Paper towels will be used in restrooms. Hand dryers will be disabled.
 |
| * Water fountains will be disabled. Water bottle filling stations will be enabled. Bookstore will sell bottles of water.
 |
| * Doors that allow will be propped open to prevent handle touching.
 |
| * Cleaning and sanitizing of fitness center will be conducted per IDPH guidelines.
 |
| * Access to main campus will be limited to front entrance for students. Staff and faculty will enter through east and south doors by Security.
 |
| * Directional signage will be placed marking 6-foot spacing to maintain proper distancing.
 |
| * COVID-19 symptom signs will be placed on all entrance doors, bulletin boards, and common areas.
 |
| * Standing hand sanitizer holders will be placed in multiple places.
 |
| * Unused classrooms, labs, conference rooms and common areas will be cleaned, sanitized, and locked.
 |
| * Employees should regularly wipe down and sanitize their individual workstations or office with provided supplies.
 |
| * Bookstore will be open with a limited number of customers at a time and with proper social distancing.
 |
| * Plexiglass barriers will be placed on employee desks and teaching podiums by request.
 |
| * Rental and usage of College facilities by outside organizations is generally prohibited and can only be approved by the College president.
 |
| * Table and chairs in common areas will be removed to meet social distancing requirements.
 |
| * Game tables will be closed.
 |
| * Vending machines will be on for use. Signage will direct users to wipe down with provided sanitary wipes.
 |
| * Furniture in hallways will be distanced and taped.
 |
| * SCC Library will be open to students with proper social distancing. Disinfecting and sanitizing will occur at intervals during the day, between users and each evening.
 |
| * SCC Library -Open Monday through Thursday to students. 7:45 a.m. to 3:15 p.m. Staff will clean from 3:15 to 4:15. No evening hours.
 |
| * SCC Library- Maximum of 8 computer lab users at one time to maintain social distancing. Sanitizing between users.
 |
| * SCC Library- Have designated computer in the library for computer help with tv monitor and connections for students’ computers to connect (Huddle Space) to provide staff the ability to troubleshoot computer problems while maintaining a safe distance. Also, place signs that explain which computer to sit at if need assistance.
 |
| * SCC Library (Study Rooms) Limited to use of one or two people maximum at a time while maintaining social distancing.
 |
| * SCC Library- One-way traffic. Enter from H hallway door. Exit through door into J. Door into J will be locked, allowing exit traffic only. Signs placed on doors.
 |
| * Interlibrary loan will resume Wednesday, August 5.
 |
| * SCC library will offer no-contact curbside service for community users.
 |
| * Campus dining will be open with take-out options.
 |
| * Cafeteria will follow IDPH guidelines.
 |
| * Disinfecting wipes will be available in labs/all classrooms to allow students to wipe down their seating location, work surface and/or equipment.
 |
| * Disposable keyboard covers will be used in computer labs and testing centers.
 |
| * Lab equipment will be appropriately spaced in program labs to meet social distancing requirements for students.
 |
| * All extension centers will follow same campus operations.
 |
| * Fitness center equipment will be configured for social distancing.
 |
| * Create schedule for fitness center users with cleaning time.
 |
| **General Guidelines for Students** |
| * Testing and tutoring services will be provided by phone, email or Zoom. Beginning July 20, 2020, tutoring and testing services will be provided on campus by appointment.
 |
| * Student support services and registration will be provided by phone, email or Zoom. Beginning July 20, 2020, student support services will be provided on campus by appointment.
 |
| * Students are required to wear face coverings at all times while on campus.
 |
| * Students not wearing or refusing face coverings will be asked to leave. Before two week drop period, students will be counseled to drop the face-to-face class and enroll in a remote learning section. After the two week drop period, if the student continues to refuse face coverings, the student will be asked to leave and administratively withdrawn.
 |
| * Temperatures will be checked as determined by administration with a 100.4 threshold.
 |
| * Individuals with a documented sensibility to face coverings will be counseled regarding remote learning.
 |
| * Offer SEM 111 for students – emphasis will be college survival during a pandemic.
 |
| * A quarantine area will be established for students who arrive on campus or at Extension Centers and their temperature is above the threshold of 100.4 and need to wait on transportation home.
 |
| * Disinfecting spray will be available in labs/all classrooms to allow students to wipe down their seating location, work surface and/or equipment.
 |
| * Disposable keyboard covers will be used in computer labs and testing centers.
 |
| * Student-athletes will follow guidelines in accordance with IDPH, NJCAA, Region 24, and GRAC.
 |
| **Guidelines for Faculty and Staff** |
| * When requesting to work remotely for an extended period, a doctor’s note (not physician’s assistant/nurse practitioner) including medical condition and terms and length of leave which will be reviewed with HR and approved President.
 |
| * When working remotely, home is considered their primary residence. Other remote working locations for remote must be pre-approved by a Vice President or President.
 |
| * Faculty and staff are required to self-monitor their health and not return to campus if ill.
 |
| * When interacting with students (and others) about wearing masks and social distancing, everyone should use positive verbiage and explain why the protective steps are being taken.
 |
| * Faculty and staff are encouraged to minimize face-to-face meetings and personal interactions while on campus and continue to utilize telephone, email and video conferencing technology.
 |
| * When faculty and staff are meeting with a student, meetings should be one-on-one using social distancing and face coverings.
 |
| * Student, faculty and staff are required to wear face coverings at all times while on all campus facilities. Individuals may provide their own face coverings. SCC will provide if needed during first week of classes. Face shields will be provided upon request. SCC has a zero tolerance for not wearing face coverings.
 |
| * If a student is non-compliant with the face covering requirement, faculty or staff should contact Security. Security will then contact the Dean of Student Services, Vice President of Academic Affairs, or Vice President of Student Success and Services. **SECURITY-618-634-3232**
 |
| * Faculty or staff with offices or areas using plexiglass, must still wear face coverings for protection when meeting with others.
 |
| * Face coverings may be removed when alone in office.
 |
| * Faculty or staff should regularly wipe down and sanitize their individual workstations or office with provided supplies.
 |
| * Testing Center will use keyboard covers.
 |
| * Disinfecting and sanitizing will occur between testers.
 |
| * Athletic coaches should have campus visits with recruits approved by AD and DSS/VPSSS.
 |
| * Athletic coaches can utilize the SCC virtual tour.
 |
| * Employees are permitted to eat lunch in their office as long as social distancing guidelines are followed and sanitization occurs after.
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**COVID-19 INDIVIDUAL EXPOSURE GUIDELINES**

**For Students, Faculty, and Staff**

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| * The College will abide by the Families First Coronavirus Response Act.
 |
| * Per CDC/IDPH guidelines, a **POSITIVE** COVID-19 case is placed in isolation or quarantine for a minimum period of 10-14 days depending on the type (case or contact.) This could be longer based on symptoms however it will never be less than 10 or 14 calendar days.
 |
| * Per CDC/IDPH guidelines, a **contact** is considered someone who was within 6 feet of the positive person for 15 minutes or longer for the 2 days prior to symptom onset or, if no symptoms, 2 days before a test collection date.
 |
| * A period of quarantine is also dependent on the presence of symptoms and when those symptoms resolve.
 |
| * Cases must be fever free without the use of medications for 72 hours prior to return to campus.
 |
| * A doctor’s note does not negate the quarantine period.
 |
| * A negative test does not negate the quarantine period.
 |
| * Individuals who test **positive** for COVID-19 and **having symptoms** should: quarantine for 10 contact either HR or the DAA/DSS who will confirm test result and assist in contacting S7HD regarding contact tracing.
 |
| * Individuals who test **positive** for COVID-19 and **NOT having symptoms** should: quarantine for 10 days and contact either HR or the DAA/DSS who will confirm will confirm test result and assist in contacting S7HD regarding contact tracing.
 |
| * Individuals **exposed** to the coronavirus or who have an unconfirmed COVID-19 case and are waiting for test results and **having symptoms** should: quarantine for 14 days from onset of symptoms and report to either HR or the DAA/DSS who will confirm test date and assist in contacting S7HD regarding contact tracing pending test results.
 |
| * Individuals **exposed** to the coronavirus or who have an unconfirmed COVID-19 case, are waiting for test results and **NOT having symptoms** should: quarantine for 14 days and report to either HR or the DAA/DSS who will confirm test date and assist in contacting S7HD regarding contact tracing pending test results.
 |
| * In order to return to campus, individuals must present a quarantine release from the health department.
 |

**Faculty & Staff** Contact: Human Resources (HR)

Emily Forthman

 emilyf@shawneecc.edu

 PH: 618-634-3223

**Students** Contact: Dean of Academic Affairs/Student Services (DAA/DSS)

Dr. Kristin Shelby

 kristins@shawneecc.edu

 PH: 618-634-3240

**Local Testing Sites**

Massac Memorial Hospital 618-638-1344 (7:00am-7:00pm line)

Southern Illinois Healthcare 1-844-988-7800 (24-hour line)

St. Francis Medical Center 573-331-4200 (7:00am-5:00pm line)

Baptist Health 1-888-227-8478 (24-hour line)

Rural Health 618-833-4471 (Call for hours)