



DABNEY S. LANCASTER COMMUNITY COLLEGE

Dabney S. Lancaster Community College *Post-COVID-19 Transition to Campus Plan*

Under review by the State Council of Higher Education for Virginia

Dabney S. Lancaster Community College (DSLCC) will continue to operate out of an abundance of caution as we follow the latest guidelines from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH). In addition, we will follow all mandates issued by the federal government, the Commonwealth of Virginia, and the Chancellor of the Virginia Community College System.

The *Post-COVID-19 Transition to Campus Plan* has been approved by DSLCC College President with support from the COVID-19 Campus Team and has been submitted to the State Council of Higher Education for Virginia for their review.

CONTACT INFORMATION

For questions about the Dabney S. Lancaster Community College *Post-COVID-19 Transition to Campus Plan*, contact one of the following individuals:

PRIMARY CONTACT

Benjamin Worth
Vice President, Academic Affairs
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(540) 863-2933

SECONDARY CONTACT

Angela Graham
Vice President, Financial & Administrative Services
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540-863-2806

SECTION A: REPOPULATION OF CAMPUS

[A1] COVID-19 COORDINATOR AND CAMPUS TEAM

- Angela Graham, Covid-19 Coordinator
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- Benjamin Worth
Vice President, Academic Affairs
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- Gary Keener
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- April Tolley
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FastForward Career Coach
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- Doug Jones
Workforce Programming Coordinator
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[A2] CONTACT INFORMATION AND PROCEDURES FOR REACHING LOCAL HEALTH DEPARTMENT

The COVID-19 Coordinator, Angela Graham, is responsible for maintaining communication with local health departments. Ms. Graham is Vice President for Financial & Administrative Services and attends regular meetings with area Emergency Management officials.

Roanoke/Alleghany Health District

<http://ahelpva.com/allegahny-countycovington-health-department/>

Lex Gibson

Epidemiologist

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Alleghany County/Covington Health Department

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Teresa Byer

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Virginia Department of Health

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Amanda McComas, BSN, RN

Population Health Community Coordinator

Central Shenandoah Health District

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Laura P. Kornegay, MD, MPH

Health Director

Central Shenandoah Health District

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[A3] STUDENTS' INITIAL RETURN TO CAMPUS

DSLCC has planned a Limited Opening for July 27 that will provide online instruction for lecture-based courses and permits only students enrolled in lab classes and/or hands-on clinicals onto campus. Students will be encouraged to not to visit campus if their needs can be met virtually. Students who visit campus must do so by appointment only. Any student coming to campus will:

- Maintain 6 feet of social distance at all times,

- Wear facemasks or face shields as described in Section A11 below,
- Complete a COVID-19 Screening Form. This form is completed prior to or upon arrival to campus for each visit. A copy of the form is available in the Appendix.
- Complete required COVID Awareness training. The training is available in the Canvas Learning Management System and will be provided to all enrolled students, including online.

DSLCC does not provide residential housing for students

OPENING PHASES

CLOSED. Campus is closed to all students and visitors. College employees are permitted on campus by appointment only on an emergency basis. All campus visits must be approved by a member of the Executive Team and will be recorded to support contact tracing should that become necessary. Employees will follow all social distancing, face mask protocols, and safety precautions as outlined in this document.

Status: Currently in effect.

LIMITED OPENING. Students, faculty and staff will be encouraged to stay home. Students may come to campus to receive instruction that cannot be provided at-a-distance. Students will be encouraged to receive services at-a-distance but may come to campus to receive services or instruction provided they follow social distancing, face mask protocols, and safety precautions as outlined in this document. Visits to campus will occur by appointment only. College employees will be encouraged to work from home. Employees who come to campus must follow social distancing, face mask protocols, and safety precautions as outlined in this document. All students and employees coming to campus must complete self-health assessments (the health assessment form is available in the Appendix).

Status: Scheduled for July 27.

FULL OPENING. The full opening of campus, without restrictions, will occur only in conjunction with guidelines from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH) and with approval from the approval from the Virginia Community College System. DSLCC will follow all mandates from the federal government, the Commonwealth of Virginia, and the Chancellor of the Virginia Community College System in determining when to permit a full reopening of campus.

Status: To be determined.

[A4] EDUCATION/TRAINING OF STUDENTS

Before students are permitted to return to campus, students will be required to complete the following training:

- COVID Awareness Training. Safety Training will be available through the *COVID-19 Student Awareness Training* module which will be deployed in all DSLCC courses, credit and non-credit, offered during the Fall 2020 semester. All enrolled students (credit and non-credit) will be required to complete the training. The training includes four modules: (1) handwashing, (2) social distancing, (3) cloth face coverings, and (4) recognizing and reducing stigma related to COVID-19. The training will stress CDC guidelines for washing hands, wearing masks, maintaining social distancing and other hygiene protocols and includes a student attestation to follow CDC hygiene protocols.

[A5] PHYSICAL DISTANCING

- Students will be encouraged to receive assistance at a distance using telephone or videoconference technology. To enforce social distancing, visits to campus will occur by appointment only. Lecture instruction will be delivered online; only lab classes and courses with skill checks will be permitted on campus.
- Capacity in DSLCC instructional spaces have been reduced to allow 6 feet of social distancing. Only lab and skills check courses will be taught on campus. All lecture/didactic instruction has been moved online. Students will wear masks while attending labs unless wearing other protective gear such as face shields. Social distancing will be accomplished by reducing the capacity of the lab and/or expanding lab space into other classrooms. In some cases, multiple sections of labs have been created. In other cases, labs have become hybrid offerings with some instruction taking place virtually and other instruction occurring on ground.
- The DSLCC Library is closed to the general public. No more than 10 patrons are permitted in the library and by appointment only. Patrons are not permitted in the stacks. Social distance will be maintained at all times and signage will be posted to enforce social distancing.
- Faculty, staff, students and campus visitors will maintain 6 feet of social distancing while on campus. Signage about social distancing will be placed at entrances to all buildings and in high traffic hallways.
- Floor tape will be placed in 6' intervals in hallways and other locations;
- Building Entrances and Exits have been identified for all campus location, and the identified exit/entrance will be used except in case of emergency or the need to accommodate patrons with mobility needs (wheelchair access);
- Signage will be placed on all entrances and exits clearly identifying "Entrance Only" and "Exit Only" on both interior and exterior sides of doors. Signage includes the disclaimer: "Except in case of emergency."
- The Backels Hall Elevator is limited to one occupant at a time and is reserved for patrons unable to use stairs. Signage reads: "Elevator is reserved for persons with mobility needs. Only one person may use the elevator at a time."
- Signage will be placed around campus and in restrooms to remind employees and visitors to wash their hands per CDC guidelines.
- Signage will be placed at the top and bottom of the Backels stairwells identifying the East Stairwell as up and the West Stairwell as down.

- Student Support Services locations including the Business Office, Achievement Center, Financial Aid Office, Workforce Solutions Office will meet with students by appointment only and social distance will be required for any student who visit campus. Campus visits are discouraged. Employees will work from individual office spaces.

[A6] HYGIENE PRACTICES AND CLEANING/DISINFECTING PROTOCOLS

Reducing the risk of exposure to COVID-19 (and other viruses) and maintaining a healthy environment by cleaning and disinfection is an important aspect of our operations and return to campus planning.

1. During the day, DSLCC will have a custodial “day porter” to clean and disinfect frequently touched surfaces throughout occupied buildings using approved disinfectant products.
2. At night, a second shift custodial team will clean and sanitize during the evening. Those areas include doors, public area seating, vending machines, counters, restrooms and other public facing areas in buildings.
3. Classrooms will be sanitized before every scheduled class. Cleaning includes chairs, tables, desks, podiums and doors.
4. As an added layer of quality control, classrooms will also be provided a cleaning checklist for sign-off by custodial staff and/or faculty as an assurance that cleaning has taken place since the last class meeting.
5. All labs where hands-on learning occurs will be provided with sanitizing wipes or spray bottles and paper towels for use by faculty and students prior to and after use of common area equipment.
6. Faculty and staff are encouraged to reach out to Facilities for supplies needed to maintain a clean environment such as hand sanitizer, wipes, etc. In furtherance of these goals, DSLCC Facilities has implemented hygiene practices and cleaning/disinfecting protocols to include:
 - a. Cleaning of campus prior to resuming operations.
 - b. Installation of trash cans at restroom doors where possible.
 - c. Enhanced training for custodial staff and an increase in cleaning protocol:
 - i. Including the use of disinfectant sprayers for disinfection using safe alternatives to bleach.
 - d. Increased cleaning and disinfection protocols to include frequently-touched surfaces on campus and in transport vehicles.
 - a. DSLCC Facilities Department works closely with the VP of Academics and VP of Continuing Education and Workforce on tracking the use of classrooms. This will ensure communication of class changes, modifications to schedules, etc. so as to facilitate the newly established cleaning protocol in between uses and avoid missing rooms due to changes in schedule.
 - b. The VP of Academics and the VP of Continuing Education and Workforce are responsible for completing a VP Reopening

Classroom Checklist prior to the start of in-person classes to ensure all cleaning protocols including supplies are in place. The checklist also ensures all signage and a cleaning checklist is posted.

- c. Cleaning and disinfection of classrooms between use during Phase III, and increased frequency of cleaning of common areas and restrooms.
- d. Provisions for additional hand sanitizer stations throughout campuses.
- e. Provision of disinfectant wipes and gloves in classrooms where hands-on training occurs.
- f. Provision of disinfectant wipes for state vehicles and cleaning instructions for users.
- g. Signage promoting handwashing, proper wearing of masks, etc. has been prominently placed throughout each building. Masks are available at the entrances to the buildings.
 - i. Employees, faculty and staff are advised to follow CDC guidance on how to protect yourself and others by washing hands properly.

[A7] HOUSING

DSLCC does not provide residential housing for students, faculty or staff.

[A8] CONSIDERATION OF VULNERABLE INDIVIDUALS

Employees are to report any medical issues or other concerns to April Tolley, HR Director. Human Resources will work with employees to provide appropriate accommodations specific to their situation and job duties. This practice allows the college to provide accommodations to vulnerable populations including employees who are 65 years or older or who have underlying health conditions.

Policy options to support those at higher risk for severe illness include (1) telework, (2) modified job duties, (3) and sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.

Students will report issues to Joe Hagy, Director of Student Services. Student Services will work with the students to provide necessary accommodations.

Accommodations includes: (1) virtual learning opportunities and (2) extensions on assignments and course requirements, and (3) incomplete grades in order for students to stay home or self-isolate when they are sick or have been exposed.

[A9] INTERNATIONAL STUDENT CONSIDERATIONS

International students will be treated the same as all student populations. DSLCC does not have any international students studying under an educational visa attending classes. Typically, the DSLCC international student population has relocated to the US and has resided in the service area prior to attending classes.

DSLCC will follow all guidance provided by the Centers for Disease Control and the Virginia Department of Health for students and employees who conduct international travel, including quarantining upon return to the US.

[A10] PARTNERSHIP AND COMMUNICATION/INFORMATION SHARING WITH LOCAL COMMUNITY, HEALTH SYSTEMS AND OTHER STAKEHOLDERS.

DSLCC has established a positive relationship with local agencies. Agencies such as the Alleghany/Covington Health Department, VDH, VDEM, local law enforcement, Alleghany County Emergency Manager, Covington Emergency Manager, Rockbridge LEPC, Alleghany Highlands Community Services Board, etc. participate in DSLCC emergency exercises. DSLCC currently participates on weekly VDEM calls and will continue to have open communication with the local stakeholders on the COVID-19 Pandemic.

DSLCC will work with Alleghany/Covington Health Department and the Roanoke/Alleghany Health District to communicate resources for diagnostic testing. Educational messages containing information on COVID-19 symptoms, steps to take if they become ill, prevention and control recommendations, outbreaks, and promotion of flu vaccination (when available) as well as promotion of COVID-19 vaccination (if it comes available) will be distributed to staff and students. DSLCC will assist public health in follow-up of cases, such as identifying students and faculty sharing a classroom and outreach to students and staff identified as contacts as requested by the local health department. The College will maintain confidentiality of staff and students who are part of Case and Contact Investigations. Recommendations for cleaning/disinfection, including areas where cases have been (offices, classrooms, buildings, etc.) will be implemented.

[A11] FACE COVERINGS (STUDENTS, FACULTY AND STAFF)

- **FACEMASKS REQUIRED.** Face coverings must be worn by all students, faculty, and staff while inside a College facility. Face masks and face shields will be provided by the College. Employees working alone in their offices or private meeting rooms are not required to wear mask or face covering. Any time employees are in any space shared with another occupant, the employee must wear a mask or face covering. Students, faculty and staff who are unable to wear a facemask due to medical conditions will be supplied with a face shield. Exemptions to this policy:
 - a. Any person seeking to communicate with a hearing-impaired person, for which the mouth needs to be visible.
 - b. Anyone with a health condition that keeps them from wearing a face covering, provided they wear a face shield.

- c. Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face coverings without assistance.
- d. A person in need of medical services may temporarily remove the face covering.

[A12] STUDENT HEALTH SERVICES

DSLCC is not a residential campus and does not provide on-campus student health services. The College works closely with the Allegheny/Covington Health Department to provide information to students. The Allegheny Highlands Community Services Board provides mental health services to DSLCC students per a contractual agreement.

The COVID-19 Coordinator, Angela Graham, is responsible for maintaining communication with local health departments. Ms. Graham is Vice President for Financial & Administrative Services and attends regular meetings with area Emergency Management officials.

[A13] LARGE EVENTS, INCLUDING ATHLETIC EVENTS, AND OTHERS SUCH AS CEREMONIES OR PERFORMANCES

DSLCC has cancelled all community events including athletic programs. No large ceremonies or gatherings are scheduled with the exception of Commencement for Saturday, September 12 at 10:00am and 1:00pm. Commencement has been divided into two sessions and will follow all required social distancing requirements described in the document and recommended by the Virginia Department of Health the Centers for Disease Control.

[A14] COMMUNICATIONS STRATEGY

All employees and students are asked to register with DSLCC Alert. DSLCC Alert is a free service that delivers text messages to cell phones.

Communication will also be delivered through email using employee and student official college email addresses.

In addition to DSLCC Alert and email, communication will be posted to the college Web site, using the *COVID-19 Information and Resources* link, which is posted at the top of the DSLCC landing page:

<https://www.dslcc.edu/dslcc-health-safety>

[A15] ORIENTATION AND EDUCATION/TRAINING, INCLUDING ANTI-STIGMA TRAINING

Safety Training will be available through the *COVID-19 Student Awareness Training* module which will be deployed in all DSLCC courses, credit and non-credit, offered during the Fall 2020 semester. All enrolled students (credit and non-credit) will be required to complete the training. The training includes four modules: (1) handwashing, (2) social distancing, (3) cloth face coverings, and (4) recognizing and reducing stigma related to COVID-19. The training will stress CDC guidelines for washing hands, wearing

masks, maintaining social distancing and other hygiene protocols and includes a student attestation to follow CDC hygiene protocols. A copy of the training questions is provided in the Appendix.

SECTION B: MONITORING HEALTH CONDITIONS TO DETECT INFECTION

[B1] DAILY HEALTH SCREENING QUESTIONS AND/OR OTHER HEALTH MONITORING APPROACHES THAT CAN BE USED TO MONITOR HEALTH OF THE CAMPUS POPULATION.

Students who must come to campus will complete a *COVID Student Screening Form*. A copy of the *COVID Student Screening Form* is provided in the Appendix.

Faculty and staff who must come to campus will complete a COVID Screening form, *Employee Symptom and Exposure Track Sheet*, available from the DSLCC Web site. A screenshot of the form is provided in the Appendix.

For the ability to conduct tracing, attendance will be taken in all campus classes. Faculty and staff visits to campus will be approved and recorded by supervisors using the Campus Tracking sheet.

[B2] CAMPUS LEVEL SYNDROMIC (DISEASE) SURVEILLANCE USING ELECTRONIC HEALTH RECORD DATA OR OTHER DISEASE SURVEILLANCE METHODS AS FEASIBLE.

Syndromic surveillance describes innovative electronic surveillance systems developed to improve early detection of outbreaks attributable to biologic terrorism or other causes (Source: Centers for Disease Control, *Overview of Syndromic Surveillance*, <https://www.cdc.gov/mmwr/preview/mmwrhtml/su5301a3.htm>). As described in B1 above, DSLCC will monitor students, faculty, and staff through health screening protocols. Furthermore, as described in A10 above, DSLCC works closely with state and local public health and emergency management officials to monitor the health of the local community. Advanced electronic surveillance systems are not appropriate for DSLCC given the size and resources of the college.

[B3] ESTABLISHMENT OF A TESTING STRATEGY.

DSLCC partners with local health departments to provide information to students, faculty, and staff on access to testing.

SECTION C: CONTAINMENT TO PREVENT SPREAD OF DISEASE WHEN DETECTED

[C1] PARTNERSHIP WITH VDH FOR CONTACT TRACING

The DSLCC COVID-19 Coordinator, Angie Graham, will partner with the health department on contact tracing and will use the [Contact Tracing as Partnership](#) between VDH and IHE June 23, 2020 as a guide as it relates to a non-residential community college. Executive Team members will keep daily attendance of their employees on campus so that DSLCC can assist the VDH contact investigators and tracers in the

event of a COVID-19 infected person on campus. Attendance is kept using the *On-Campus Tracking Sheet*, stored on the college Intranet.

Faculty will track attendance during each course, lab, or clinical.

DSLCC will continue to follow its *Infectious Disease Policy*, which is part of the DSLCC Continuity of Operations (COOP) plan as the policy provides guidance for individuals who know or have reason to believe they have an infectious, contagious disease.

[C2] QUARANTINING AND ISOLATING

DSLCC is not a residential college. Students, Faculty, and staff who experience COVID-19-like symptoms will be required to remain at home or, if on campus, will be sent home and asked to visit a health care professional and will be required to quarantine at home for 14 days before being permitted to return to campus.

Students, Faculty, and staff who visit locations identified by public health officials as 'hot spots' will be required to quarantine at home for 14 days before being permitted to return to campus.

Students, Faculty, and staff who have been diagnosed with COVID-19 will be required to quarantine at home for 14 days and must bring clearance from their healthcare provider before being permitted to return to campus.

Any faculty, staff or student who has had contact with an individual showing COVID-19-like symptoms will be required to quarantine at home for 14 days.

All areas/buildings visited by individuals who, within a 14-day period, are diagnosed with COVID-19 will be sanitized using the guidelines described in Section A6. Individuals who visited the building within the 14-day period will be asked to quarantine for 14 days.

[C3] CAMPUS OUTBREAK MANAGEMENT

The procedures described in C2 are intended to minimize the exposure to coronavirus on campus.

In the event of widespread outbreak at the college or in the community, DSLCC will work with the local health department on recommendations for disinfecting and/or closing decisions.

All DSLCC faculty and staff are prepared to rework remotely in case of a campus shutdown.

[C4] PARTNERSHIP WITH LOCAL HEALTH SYSTEMS TO ASSURE CARE FOR SYMPTOMATIC INDIVIDUALS AS NEEDED.

DSLCC will refer individuals with healthcare needs to local hospitals and clinics. DSLCC has disseminated information on local health care agencies that provide COVID-19 testing. As described in Section A10, The College works closely with the Allegheny County Emergency Manager as well.

Symptom self-tracking forms will be completed by staff and students who will be on campus to determine who needs care for COVID-19 symptoms.

SECTION D: SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

[D1] PLANS REGARDING THE CRITERIA AND PROCESS FOR CAMPUS DISMISSALS OR SHUTDOWNS. DECISIONS REGARDING DISMISSALS AND SHUTDOWNS SHOULD BE MADE IN CONSULTATION WITH LOCAL AND STATE PUBLIC HEALTH OFFICIALS.

DSLCC will continue to operate out of an abundance of caution as we follow the latest guidelines from the Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH). In addition, we will follow all mandates issued by the federal government, the Commonwealth of Virginia, and the Chancellor of the Virginia Community College System.

In the event of widespread outbreak at the college or in the community, DSLCC will work with the local health department on recommendations for disinfecting and/or closing decisions.

All DSLCC faculty and staff are prepared to rework remotely in case of a campus shutdown.

[D2] NATURE OF REDUCED CAMPUS ACTIVITY IN THE EVENT OF SEVERE CONDITIONS/PUBLIC HEALTH DIRECTION OR GUIDANCE.

The DSLCC limited reopening permits on-campus instruction only for laboratory and skill-based courses. All didactic and lecture-based instruction will be provided online. In the event that the campus must be closed, students attending on-campus (lab) classes will be offered an incomplete grade and permitted to resume work when the campus may be reopened. In some cases, faculty may be able to provide instruction remotely and will be encouraged to do so provided that student learning outcomes can be met and licensure/certification requirements preserved.

[D3] CONSIDERATIONS REGARDING STUDENT HEALTH AND SAFETY ON CAMPUS VERSUS RETURNING HOME.

DSLCC is not a residential campus. Faculty, students and staff who must come to campus will return home at the end of the day. All students who do come to campus are expected to follow the training guidelines provided in Section A4.

[D4] COMMUNICATIONS PLAN FOR DISMISSALS/SHUTDOWNS.

DSLCC uses DSLCC Alert to deliver important emergency alerts, notifications and updates to students. Types of DSLCC alerts include: Campus Emergencies, Hazards, Weather Conditions, Community Alerts College Closings or Delayed Openings. All students are asked to register with DSLCC Alert. DSLCC Alert is a free service. Text messages come from 89361 or 87844.

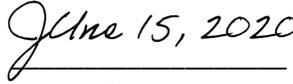
In addition to DSLCC Alert, information will be posted to the college Web site and through college email.

ATTESTATION

I certify that the Dabney S. Lancaster Community College Post-COVID-19 Transition is in compliance with "Higher Education Reopening Guidance."



Dr. John J. Rainone, College President



Date

APPENDIX

1. Designated Entrances and Exits
2. Student Support Services Social Distancing
3. DSLCC Labs Social Distancing
4. Student COVID Screening Form
5. Employee Symptom and Exposure Track Sheet
6. Social Distancing Signage
7. Handwashing Signage
8. Facemask Signage
9. Reopening Checklist
10. COVID Awareness Training

EXITS AND ENTRANCES

Doors are identified by room number; the tilde (~) indicates the closest identified room.
Room Grids are provided in the Appendix

BUILDING	ENTRANCE	EXITS
Backels	West Door (~117) at parking lot	East Door (~149) at campus center South Double Door (~104) at flagpole
Backels-Stairwells	West Stairwell (DOWN) (~117) at parking lot	East Stairwell (UP) (~149) at campus center
Warren	East Door (~421) at waterfall North Door (~427) facing Backels	East Double Door (~400) building main entrance
Moomaw	South Double Door-right side of vestibule (~525)	South Double Door-left side of vestibule (~525)
McCarthy	Northeast Door (~513)	Northwest Door (~502) North Door (~504) North Double Door (receptionist desk)
Scott	North Door (~380) at parking lot	Southwest Door (~302) East Door (~357) West Double Door (~314)
Library	West Double Door (~329)	West Exterior Single Door (~320)
Armory	North Door-left side (~602) at flagpole	North Door-right side (~657) Northwest Door (~651) West Door (~644) South Door (~625)
RRC	East Double Door (~901)-right side	West Double Door (~914)-left side East Single Door (~928)

STUDENT SUPPORT SERVICES SOCIAL DISTANCING		
Student Visits by Appointment Only		
ROOM	DESCRIPTION	REOPENING PLAN
104	AP 220	One student only permitted at a time. Floor tape to identify 6' social distancing. Work study required to leave during student visits
139	Student Services	One student only permitted at a time.
532	Café	Closed for the Fall 2020 semester; status to be revisited in Spring 2021.
503	CDL Program Office	Closed for the Fall 2020 semester to students and general public. Two staff only permitted at a time. 6' social distancing and use a face covering required.
504	McCarthy Computer Lab	The CDL driving simulator and computer lab will remain closed to students and the general public until further notice.
332	Library	<p>The library to be closed to the general public. Faculty, staff and students will be admitted by appointment only. 10 patrons only permitted at a time.</p> <p>Floor tape to identify 6' social distancing.</p> <p>Computer Lab (331) limited to 3 students (three rows of computers with 1 student per row).</p> <p>Writing Center (329) limited to one student.</p> <p>Testing Center (333) closed for testing. Computer use limited to 2 students.</p> <p>Stacks (332) closed to all patrons.</p> <p>Circulation Computers, Standing (332) limited to two students; one student per row.</p> <p>Circulation Computers, Seated (332) limited to one student.</p> <p>Book drop. Books received in the bookdrop will be removed by employees wearing gloves and facemasks and placed in isolation for 7 days.</p>
524	Bookstore	Students will purchase and return books online. The bookstore is open by appointment only. One student only permitted at a time.
309	Academic Affairs	One student only permitted at a time.
204	Nursing Office	One student only permitted at a time
152	Educational Foundation	One student only permitted at a time
605	IT HelpDesk	One student only permitted at a time
~508	Workforce Solutions	One student only permitted at a time
651	Goodcare	One student only permitted at a time
344	Achievement Center	To ensure social distancing, one student limited at each table, and all tables, except one, will have a laptop or desktop. One laptop placed at the round table as needed.

DSLCC LABS SOCIAL DISTANCING					
PROGRAM	COURSE	SECTIONS	ROOM	MODE	NOTES
Biology (BIO)	BIO 101	M1DL (R 2:30 - 5:20) M2DL (W 2:30-5:20) M3GL (W 8:00 - 10:30)	220	Hybrid	Lab is converted to hybrid delivery. Lab is configured in six stations that typically accommodate four students. Lab capacity will be reduced from 24 to 6. 6 students will attend at a time in in 1 hour sessions. Two sessions occur per class meeting. Students attend every other week.
	BIO 141	M1NL (R 6:00 PM - 8:50 PM) M2DL (M 2:30 - 5:20) M3DL (M 1:00 - 3:50)			
	BIO 142	M1DL (T 2:30 - 5:20) M2NL (W 6:00 PM - 8:50 PM)			
Chemistry (CHM)	CHM 111	M2GL (W 8:00 AM - 10:30)	224	Hybrid	Lab is converted to hybrid delivery. Lab is configured in six stations that typically accommodate four students. Lab capacity will be reduced from 24 to 6. 6 students will attend at a time in in 1 hour sessions. Two sessions occur per class meeting. Students attend every other week.
Physics (PHY)	PHY 201	M1DL/M2GL (W 8:00 - 10:30)	404/ 417	Hybrid	6 students will attend at a time in in 1 hour sessions. Two sessions occur per class meeting. Students attend every other week.
Electronics (ELE)	ELE 150	M1NL (M 6:00 PM - 8:00 PM) M1DL (T 10:00 AM - 12:00) M2DL (R 9:00 AM - 11:00) M2NL (W 6:00 PM - 8:00 PM)	648	Hybrid	9 additional window 10 laptops Safety glasses Face masks. Gloves (latex and nitrile) M and L.
	ELE 175	M1H (T 3:00 PM - 5:00 PM)			
	ELE 176	M1HL (T 1:00 PM - 2:30 PM) M1HL (T 3:00 PM - 5:00 PM)			
	ELE 240	M1HL (W 8:00 PM - 10:00)			
Instrumentation (INS)	INS 220	M1DL (W 10:00 AM-12:00 PM) M2DL (R 2:00 PM-4:00 PM)	371	Hybrid	Three sheets of cast acrylic plexiglass required to separate students. Face masks. Gloves (latex and nitrile) M and L. Safety Glasses
Instrumentation (INS)	INS 110	M1NL (T 7:00 PM- 9:00 PM) M2NL (R 6:30 PM-8:30 PM)			
Forestry (FOR)	FOR 102	M1DL (M 1:00 PM - 3:30 PM)	Outside	F2F	Students meet in Backels Parking Lot OR at site location.
	FOR 105	M1DL (W 1:00 PM - 3:30 PM)			
	FOR 140	M1DL (R 10 AM - 4 PM)			
	FOR 202	M1DL (R 1:00 PM - 3:30 PM)			
	FOR 215	M1DL (T 1:00 PM - 3:30 PM)			
	FOR 227	M1DL (W 9:30 AM - 3:30 PM)			
	HRT 245	M1DL TR Variable			
	HRT 259	M1DL RF (9 AM - 4 PM)			
Culinary (HRI)	HRI 128	R1HL (M 9:55-3:50) 8W1	921	F2F	Students meet in two groups. Group 1 uses lecture time. Schedule: 8:30 - 12:00 & 12:30 - 4:00
	HRI 145	R1HL (W 9:55-3:50) 8W2			
	HRI 218	R1HL (T 9:55-3:50) 8W2			
	HRI 219	R1HL (T 9:55-3:50) 8W1			

Nursing - ADN (NSG)	NSG 106	M1DL (M 2:00 PM-5:00 PM) M2DL (W 1:00 PM-4:00 PM) M3DL (R 9:00 AM-12:00 PM)	218	F2F	Students assemble in small groups for skills checks
	NSG 200	M1DL (M 2:00 PM-5:00 PM) M2DL (W 1:00 PM-4:00 PM) M3DL (R 1:00 PM-4:00 PM)	230	F2F	
Nursing - PN (PNE)	PNE 141	R1DL (F 8:00 AM-11:00AM) R2DL (F 12:30 PM-3:30PM)	915	F2F	Two extra sections created to reduce instructor-student ratio to 1:8
		R3DL (F 8:00 AM-11:00AM) R4DL (F 12:30 PM-3:30PM)	905		
Welding (WEL)	WEL 120	M1DL (MW 9:10 AM-12:50 PM)	365	F2F	Use of PAPR hoods by instructor. Additional electrical outlets required. Students are socially distanced when working from Welding Booths. Questions: where do students assemble to change into work gear?
	WEL 123	M1DL (TR 9:00 AM- 12:50PM)			
	WEL 160	M1DL (MW 9:00 AM-12:50 PM)			
	WEL 164	TBA			
First Aid & CPR (HLT)	HLT 100	M1H (F 9AM - 1PM) 10/18 M2H (F 9AM - 1PM) 10/18 M3H (F 9 AM - 1 PM) 12/13	417/422	F2F	Orientation/Didactic via Zoom. Skills check for 4 students at time. Room 417 uses designated entrances and exits: Entrance = East Entrance. Exit = West Entrance.
		R1H (F 2:30PM - 6PM) 12/13	915	F2F	Orientation/Didactic via Zoom. Skills check for 4 student present at time.
Information Systems Technology	ITN 111	M1N (M 5:30 PM - 8:30 PM)	408	Zoom Online	This class is delivered Zoom online. Only the instructor will be on campus in order to make full use of the Zoom Room equipment
Business Technology	MKT 100	M1Z (MW 2:30 - 3:50)	385	Zoom Online	This class is delivered Zoom online. Only the instructor will be on campus in order to make full use of the Zoom Room equipment
	BUS 201	M1Z (TR 10:00 - 11:20)			
Commercial Driver's License (CDL)	McCarthy Parking Lot and CDL Training Range and Public Roads		McCarthy Parking Lot	F2F	<p>Students meet with instructors in parking lot behind McCarthy Hall</p> <ul style="list-style-type: none"> • Cones and pavement paint will be used to mark off social distancing perimeters on the driving range. • Only 1:1 [student to staff] will be allowed on the driving range at one time. • Only 1:1 [student to staff] will be allowed in a DSLCC vehicle while on a road or highway. • Each DSLCC vocational vehicle will be cleaned after each practice session using an EPA approved disinfecting cleaner. • A face covering is be required while cleaning high-touch surfaces inside and outside any DSLCC vocational vehicles.

				<ul style="list-style-type: none"> • Soiled cleaning clothes, disinfecting wipes and disposable gloves will be placed in a waste disposal bag and properly disposed. • Face coverings must be worn inside any DSLCC vocational vehicle. • Eating and drinking inside a DSLCC vocational vehicle is prohibited. • Each student will be properly trained on "What Long-Haul Truck Drivers Need to Know about COVID-19" provided by the Centers for Disease Control and Prevention (CDC) prior to starting range or road training. See https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/long-haul-truck-drivers-COVID-19.pdf
Manufacturing & Industrial Occupations (MANF)	Core – Intro to Skilled Trades	377 & RCHS T9: TR 5:30 PM – 9:30 PM	Hybrid	Safety glasses Face masks. Gloves (latex and nitrile) M and L.
	Industrial Maintenance Mechanic (IMM)	377: TR 6:00 PM – 9:30 PM		
	Heating, Ventilation, & Air Conditioning (HVAC)	RCHS-T9: L1 (W 5:30 PM – 9:30 PM) L3 (M 5:30 PM – 9:30 PM)		
Electrical (ELEC)	Electrical	649/377: L1 (T 5:30 PM – 9:30 PM) L3 (R 5:30 PM – 9:30 PM)	Hybrid	Safety glasses Face masks. Gloves (latex and nitrile) M and L.



COVID-19 STUDENT SCREENING FORM

**IF YOU DO NOT FEEL WELL AND HEALTHY, DO NOT COME TO CAMPUS. PLEASE STAY HOME!
ALL STUDENTS ARE REQUIRED TO SUBMIT THIS FORM UPON ARRIVAL TO CAMPUS.**

Facemasks are **mandatory** on campus and will be provided if you do not have your own.

Do you have any of the following COVID-19 Symptoms:

Cough/Sore Throat	YES	NO		
Congestion /Runny Nose	YES	NO		
Shortness of breath or difficulty breathing			YES	NO
Fever /Chills	YES	NO		
(CDC considers a person to have a fever when he or she has a measured temperature of 100.4oF or greater, feels warm to the touch, or gives a history of feeling feverish)				
Headache	YES	NO		
Muscle & body aches/Fatigue	YES	NO		
New loss of taste or smell	YES	NO		
Gastrointestinal symptoms like nausea, vomiting, or diarrhea			YES	NO

Have you been in contact with someone in the past 14 days with suspected or confirmed COVID-19?

YES NO

I, _____, attest that the reported and recorded information is true at the time of documentation and understand that this information is collected for the health, wellness and safety of myself, fellow students, and instructors during the current state of emergency issued by Virginia Governor Northam due to the COVID-19 virus. Furthermore, I understand that this information will be kept in my student course file and kept confidential according to college policy and current applicable COV statutes.

I agree to the following conditions to attend class:

1. I will not come to class sick or stay if I feel sick, regardless of symptoms.
2. I will not come to class if I have been exposed to someone with COVID-19 or traveled to an area with high incidence of COVID-19.
3. If after attending class, I find out that I was exposed to someone with COVID-19 outside of class, I will contact my instructor immediately.
4. If I am diagnosed with COVID-19, I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis. I will stay in touch with my instructor as I am able. I will not return to class until a doctor/health professional verifies I have fully recovered, or I am 14-days post-diagnosis and symptom-free.
5. I will practice social/physical distancing and will not congregate before, during and after class.
6. I will wear a protective face covering (mask) to all in-person classes. Other Personal Protective Equipment (PPE) may be required by the College or by the instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave as well as possible dismissal from class.
7. I will be prepared if this in-person class is moved online. In the event of a new outbreak or change in state guidelines, I understand it is possible my class may be moved online, fully or partially.

Student Signature

Date

Instructor Signature

Instructor Printed Name

Employee Symptom and Exposure Track Sheet

To maintain the safety and health of our DSLCC community, you are required to complete this form daily, prior to arriving on campus. If you answer "Yes" to any of these questions, please contact your supervisor immediately. If you start feeling sick with any of the above-mentioned symptoms during your shift, contact your supervisor, go immediately home without coming into contact with coworkers, and contact your physician by phone after leaving work. Thank you for your efforts. Stay safe and stay healthy. Should you need assistance, call Human Resources at (540) 863-2808.

1. Date of Visit *

Please input date in format of M/d/yyyy



2. Have you had close contact with someone confirmed to have COVID-19? *

- Yes
- No

3. Are you currently experience any of the following symptoms NOT due to underlying medical condition: *

- *Fever greater than 100.4 degrees*
- *Shortness of breath*
- *Cough*
- *Runny Nose*
- *Chills*
- *Repeated shaking with chills*
- *Muscle pain*
- *Headache*
- *Sore throat*
- *New loss of taste or smell*

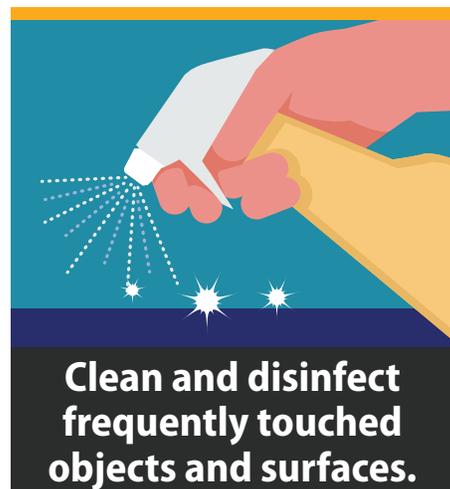
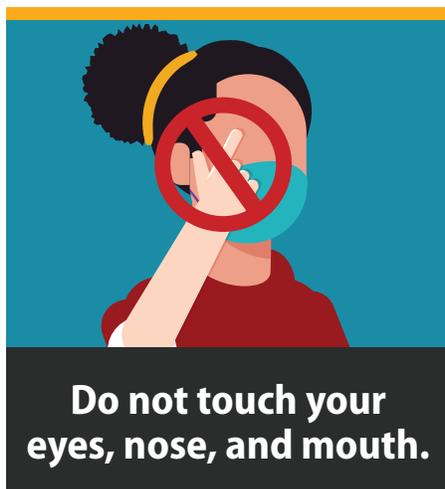
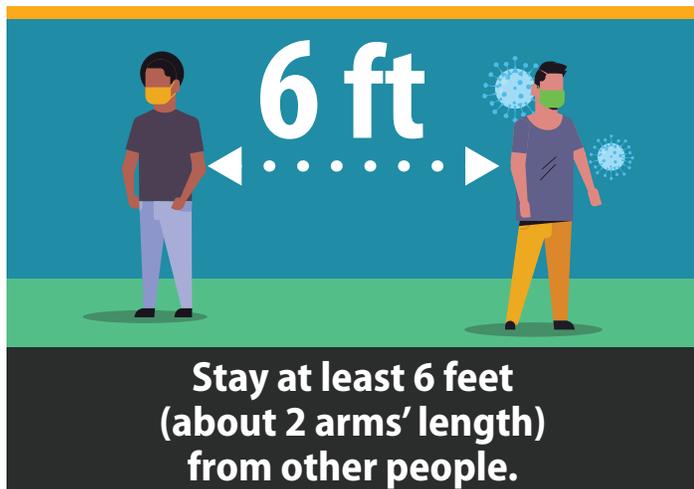
- Yes
- No

4. Add COMMENTS *

Enter your answer

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus



**CLEAN
HANDS KEEP
YOU HEALTHY.**

**Wash your hands with soap
and water for at least**

20 SECONDS.

LIFE IS BETTER WITH

**CLEAN
HANDS**



www.cdc.gov/handwashing



STOP

**FACE MASK
REQUIRED**



VP COURSE START CHECKLIST

COURSE:
Building & Room #:
VP Signature:

	SIGNS POSTED	COMMENTS
	Entrance & Exit Signs Marked	
	Masks Mandatory Signs at Entrance	
	Masks Mandatory Signs in classroom	
	Handwashing signs in classrooms	
	Handwashing signs in restrooms	
	Social distancing signs at Entrance	
	Social distancing signs in classrooms	
	Cleaning Chart on door in classroom	

	SUPPLIES PROVIDED	COMMENTS
	Masks	
	Hand Sanitizer	
	Disinfectant Spray	
	Paper Towels	
	Wipes (May not be available; paper towels & disinfectant should be used).	
	Instructors trained on Cleaning Protocol	

	CLASSROOM SETUP	COMMENTS
	Desks/Tables follow social distancing guidelines	

COVID-19 STUDENT AWARENESS TRAINING MODULE

OVERVIEW

Dabney S. Lancaster Community College is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority. To support the health and safety of our campus community, we are providing this training for students who are attending classes on campus during the Fall 2020 semester.

The training is available in separate modules and requires you to complete an affirmation statement at the end. ***IMPORTANT*** This training must be completed prior to your first visit to campus.

Welcome Video Narrative

Hello and welcome to the Fall 2020 semester at Dabney S. Lancaster Community College. This training has been created to provide information on COVID-19 and DSLCC.

Please know that the welfare of our students and staff is of utmost importance. With that said, DSLCC is following the latest guidelines from Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health (VDH).

Where possible, our classes are delivered online. DSLCC student support services professionals, tutors, advisors, financial aid counselors are available to work with you by appointment and at a distance. We discourage you from coming to campus or the Rockbridge Regional Center unless absolutely necessary.

However, some of you may need to visit campus or RRC for labs and receive other hands-on instruction.

If you do have lab and hands-on instruction components, please be aware doors to buildings will be unlocked 15 minutes prior to the start of class and then locked soon thereafter. Designated building entrance and exits will be clearly displayed.

If you need to visit Student Services, tutoring, the library or the bookstore, please call in advance and schedule an appointment.

PLEASE DO NOT COME TO CAMPUS OR THE ROCKBRIDGE REGIONAL CENTER IF YOU FEEL SICK.

If you must come to campus or RRC, we ask that you wear a facemask and maintain 6 feet of social distancing at all times. We have made changes to our labs and classrooms to allow you to do so.

In addition, we also ask you to complete a health self-screening before coming to campus – each time you come to the main campus or RRC. A link to the prescreening document can be found in your Canvas courses.

Thank you, be safe, be smart, and have a great Fall 2020 semester.

UNIT ONE: SOCIAL DISTANCING

Limiting face-to-face contact with others is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.

To practice social or physical distancing stay at least 6 feet (about 2 arms' length) from other people.

In addition to [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.

Limit close contact with others outside your household in indoor and outdoor spaces. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you—or they—have no symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

Many people have personal circumstances or situations that present challenges with practicing social distancing to prevent the spread of COVID-19. Please see the following guidance for additional recommendations and considerations for:

- [Households Living in Close Quarters: How to Protect Those Who Are Most Vulnerable](#)
- [Living in Shared Housing](#)
- [People with Disabilities](#)
- [People Experiencing Homelessness](#)

VIDEO

<https://www.youtube.com/watch?v=0rH9970DVP0>

SOURCE

Center for Disease Control, <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

UNIT TWO: CLOTH FACE COVERINGS

A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others.

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. [Studies and evidence](#) on infection control report that these droplets usually travel around 6 feet (about two arms lengths).

Wear cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations.

- Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
- Cloth face coverings can be made from household items.

While people who are sick or know that they have COVID-19 should isolate at home, COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. That's why it's important for everyone to practice [social distancing](#) (staying at least 6 feet away from other people) and

wear cloth face coverings in public settings. Cloth face coverings provide an extra layer to help prevent the respiratory droplets from traveling in the air and onto other people.

Who should wear

- People older than 2 years of age in public settings where other social distancing measures are difficult to maintain

Who should not wear

- Children under age 2
- Anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance

VIDEO

<https://www.youtube.com/watch?v=VciAY7up1Fs>

UNIT THREE: HANDWASHING

Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy.

How Germs Spread

Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

You can help yourself and your loved ones stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After [changing diapers or cleaning up a child who has used the toilet \(Links to an external site.\)](#)
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste

- After handling pet food or pet treats
- After touching garbage

Source: Center for Disease Control, <https://www.cdc.gov/handwashing/when-how-handwashing.html> (Links to an external site.).

VIDEO

<https://www.youtube.com/watch?v=d914EnpU4Fo&feature=youtu.be>

UNIT 4: RECOGNIZING AND REDUCING STIGMA RELATED TO COVID-19

Social stigma in the context of health is the negative association between a person or group of people who share certain characteristics and a specific disease. In an outbreak, this may mean people are labelled, stereotyped, discriminated against, treated separately, and/or experience loss of status because of a perceived link with a disease. Such treatment can negatively affect those with the disease, as well as their caregivers, family, friends and communities. People who don't have the disease but share other characteristics with this group may also suffer from stigma. The current COVID-19 outbreak has provoked social stigma and discriminatory behaviors against people of certain ethnic backgrounds as well as anyone perceived to have been in contact with the virus.

The Effects of Stigma

Fear and misunderstanding often lead to prejudice against people with mental illness and addictions, even among service providers. It's one of the main reasons why many people don't consider it a real health issue. This prejudice and discrimination leads to feelings of hopelessness and shame in those struggling to cope with their situation, creating a serious barrier to diagnosis and treatment.

- Stigma seriously affects the well-being of those who experience it.
- Stigma affects people while they are experiencing problems, while they are in treatment, while they are healing and even when their mental health problem is a distant memory.
- Stigma profoundly changes how people feel about themselves and the way others see them.

Seven Steps to Reduce Stigma

1. Know the facts. Educate yourself about COVID-19 and
2. Be aware of your attitudes and behavior. Examine your own judgmental thinking, reinforced by upbringing and society.
3. Choose your words carefully. The way we speak can affect the attitudes of others.
4. Educate others. Pass on facts and positive attitudes; challenge myths and stereotypes.
5. Focus on the positive. COVID-19 is a challenge we all face and are only part of anyone's larger picture.
6. Support people. Treat everyone with dignity and respect; offer support and encouragement.

Adapted from:

A guide to preventing and addressing social stigma associated with COVID-19. (n.d.). WHO | World Health Organization. <https://www.who.int/publications/m/item/a-guide-to-preventing-and-addressing-social-stigma-associated-with-covid-19?gclid=CjwKCAjw88v3BRBFEiwApwLevfqlvXOcsHvAyMtrUjMnRcGPFuBqXL8nDvJ9R7>

Addressing stigma. (n.d.). CAMH. <https://www.camh.ca/en/driving-change/addressing-stigma>

MODULE TEST

As a student, I agree to the following conditions to return to class:

1. I have reviewed the guidance provided in this module on Social Distancing, Cloth Face Coverings, and Recognizing and Reducing Stigma Related to COVID-19.
2. I will regularly wash my hands with soap and water for at least 20 seconds per CDC guidelines.
3. I will not come to class sick or stay if I feel sick, regardless of symptoms. I will contact my instructor so that he/she is aware and can make instructional accommodations if necessary. I will stay in touch regularly with my instructor until I return to class. If he/she has not provided me with contact information, I will ask or contact Student Services, 540-863-2820.
4. I will not come to class if I have been exposed to someone with COVID 19 or traveled to an area with a high incidence COVID 19. I will quarantine per CDC guidelines. I will not come back to class until I have quarantined for a minimum of 14 days. I will contact my instructor so that he/she is aware and may make instructional accommodations if appropriate, until I return to class;
5. If after attending a class, I find out that I was exposed to someone with COVID 19 outside of class, I will contact my instructor immediately and quarantine per CDC guidelines. I will not come back to class until I have quarantined for at least 14 days. My instructor may make instructional accommodations if appropriate. I will stay in touch with my instructor until I return to class;
6. If I am diagnosed with COVID 19 I will not come to class. If I recently attended class, I will advise my instructor immediately of my diagnosis. I will stay in touch with my instructor as I am able. I will not return to class until (1) a doctor/health professional verifies I have fully recovered OR I am 14-days post-diagnosis and symptom-free and (2) contact the Workforce Solutions office prior to returning.
7. I will practice Social/Physical Distancing and will not congregate before, during, and after class, as well as during breaks. I will not loiter or socialize on campus and will leave the campus when not engaged in active course-related activity;

8. I will wear a protective face covering (mask) to all in-person classes. This will be required for class admission until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my instructor. Failure to wear a face covering and required PPE while on campus may result in being asked to leave as well as possible dismissal from class;
9. I will be prepared if this in-person class is moved online. In the event of a new outbreak or change in state guidelines, I understand it is possible my class may be moved online, fully or partially. I understand that if my class is moved online, I will need access to technology and internet with as little as 24 hours' notice; and,
10. RECOMMENDATION: I should sign up for the DSLCC Alert so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closing, but other emergency information I should know. For the latest emergency closing information, please sign up for DSLCC Alert by visiting <https://www.dslcc.edu/alerts>.