



**John Tyler Community College**

**Campus Reopening Plan**

**July 2, 2020**

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## **A. Repopulation of the Campus**

### **1. Establishment of a COVID-19 coordinator/campus team**

John Tyler Community College (JTCC) established a COVID-19 Operations Task Force on March 18, 2020. The team is comprised of the following college personnel:

- Ted Raspiller, President
- Susan Grinnan, Vice President of Administration
- Bill Fiege, Vice President, Learning and Student Success
- Rachel Biundo, Vice President, Institutional Advancement
- Elizabeth Creamer, Vice President, Workforce Development and Credential Attainment
- Chip Kramer, Director of Facilities Operations and Safety
- Tanya Brown, Assistant Director of College Safety and Security
- Holly Walker, Public Relations Manager
- Fred Taylor, Director, Governmental and Administrative Services

JTCC is committed to compliance with all directives of the Commonwealth of Virginia, the Centers for Disease Control (CDC) and the Virginia Department of Health. The health of our campus community members is a priority. The college will take the steps outlined in this plan to support the health and safety of our campus community. No guarantees of safety are implied in this plan. Every person on JTCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.

### **2. Contact information and procedures for reaching the local health department.**

The Assistant Director of College Safety & Security will contact the local health department located in the county or city in which the student, employee, contractor or visitor resides. The correct health department contact will be determined using the Virginia Department of Health (VDH) health department locator tool at [www.vdh.virginia.gov/health-department-locator](http://www.vdh.virginia.gov/health-department-locator).

### **3. Students' initial return to campus (such as initial screening)**

#### **Before their first trip to campus:**

All students must complete a Student Health Safety Agreement on Canvas (the college's online learning system), acknowledging they understand and will follow the college's COVID-19 safety protocols. The protocols outlined on the form include protocols for face coverings/masks, social distancing, the conditions under which they should not come to campus, self-assessments, and other college guidance.

**Once the initial form is completed:**

For subsequent trips to college and before they arrive on campus, students should perform a self-assessment by asking themselves the following questions:

- Am I sick?
- Do I have symptoms consistent with COVID-19?
- Have I been tested for COVID-19 and are awaiting test results?
- Have I recently tested positive for COVID-19?
- Have I been exposed to someone who has tested positive for COVID-19?
- Have I returned from international travel within the last 14 days?

If any of the above questions can be answered with “yes”, the student should not come to campus or should leave if already on site. The student should then contact the Dean of Students (Sandra Kirkland) for guidance.

John Tyler Community College does not have campus housing or health services on campuses.

**4. Education/training of students: consider COVID-19 prevention education as part of student orientation. (hand washing, staying home if ill, etc.)**

JTCC will use multiple methods to communicate information and to educate students about COVID-19 prevention, including:

- Emails to students
- The college’s COVID-19 web page ([www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19))
- Statements on class syllabi
- New Student Orientation sessions
- Posts on JTCC’s social media sites
- Informational signs posted on throughout campus
- Messages shared on electronic bulletin boards located inside campus buildings
- Verbal reminders

The college will use the communication channel most conducive to the topic being covered.

JTCC will address a number of topics, including but not limited to the college’s safety requirements and COVID-19 contacts; COVID-19 symptoms; how to protect oneself and others from the virus; face coverings/masks information; social distancing; hand hygiene; when to stay home and who to contact if sick or possibly exposed to COVID-19; how to find a COVID-19 testing site; and the importance of cleaning and disinfecting.

## **5. Physical distancing, according to CDC guidance:**

According to the CDC, social distancing, maintaining space between people, “is one of the best tools we have to avoid being exposed to this virus and slowing its spread ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html)). Until further notice, everyone on JTCC’s campuses will practice social distancing. Individuals should maintain a minimum distance of six feet (about two arms’ lengths) from each other in all offices, classrooms, and shared spaces on campus. The number of individuals allowed in classrooms, offices, and other areas on campus will be determined using social distancing measurements and the size of the space. Some areas of the campus may be closed due to spacing constraints that prevent adequate social distancing.

### **a) Strategies to allow physical distancing in classrooms/learning environments.**

JTCC Classrooms (including, computer labs, large lecture halls, and auditoriums):

- Class cap sizes will be based on social distancing guidelines.
- All seats to be used in class will be arranged with at least six feet between them.
- When possible, the student seated closest to the entrance will be at least six feet away from the door and from the pathway for students to get to their seats.
- Faculty will assign seats at the first class period and take roll each meeting.
- Instructors should remain seven feet away from the first row of student seats, or they must wear a mask while teaching.
- Students requiring ADA accommodations should work with the ADA Accessibility Disability Services Coordinator to arrange seating for any adaptive equipment needs. The location must be six feet away from other student seating.

### **b) Social distancing considerations outside the classroom**

Face coverings/masks are to be worn, unless an exception for medical reasons has been granted, inside all campus buildings. Face coverings/masks are also to be worn outdoors if social distancing cannot be maintained.

In places where lines for services tend to form or where people need to stand in order to get assistance, floor decals will be placed to mark appropriate social distancing spacing between people (minimum distance of six feet). Even when the floor is not marked, students, employees, contractors and visitors on campus should maintain six feet or more between themselves and others whether inside campus buildings or in outdoor spaces on campus.

Members of the college community are advised to avoid stopping to talk when passing by others in smaller spaces such as hallways, stairwells, and restrooms and to be mindful of others when in spaces such as restrooms and elevators.

The maximum size of gatherings at JTCC will be based on the current phase restrictions outlined in the Governor's Forward Virginia Blueprint guidelines as long as minimum social distancing standards can be met. JTCC reserves the right to impose lower limits than outlined in the Governor's plan if the size of spaces used for gatherings on campus cannot accommodate minimum social distancing requirements.

Employees and students should only hold face-to-face meetings on JTCC's campuses if minimum social distancing standards between participants can be met. Participants in face-to-face meetings should wear masks unless they've received an exception due to medical reasons from the Dean of Students Office or the Human Resources Office. Virtual meeting formats, such as Zoom, and conference calls are encouraged and should be used when social distancing standards cannot be met.

**c) Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, etc. To ensure physical distancing. Occupancy must be consistent with any active executive orders.**

- **High Touch Surfaces:** High touch surfaces around the campuses will be disinfected throughout the day by cleaning crews.
- **Gyms:** JTCC's gyms on both campuses will be closed until further notice.
- **Student Communal Spaces:** JTCC's student lounges and communal spaces on both campuses will be closed or restricted, when social distancing cannot be accommodated. Signs outlining restrictions and rules will be posted in all student communal areas.
- **Food Services/Vending Machines:**
  - The cafe at JTCC's Midlothian Campus will be closed until further notice.
  - Social distancing protocols will be followed at the Chester grab and go, and signs will be posted.
  - Vending machines and public microwaves will be available for use, with hand sanitizer located next to machines.
- **Student Support Services:**
  - JTCC's student support services on both campuses will be opened with limited occupancy and seating, based on social distancing guidelines. Current and prospective students will be strongly encouraged to make appointments for services requiring staff support (testing, tutoring, advising, financial aid, etc.). Walk-in services will be available on a space available basis and following all social distancing guidelines.

- Services will also be available remotely.
  - Plexiglass barriers may be installed at front-facing service counters.
  - Seating will be arranged at a minimum of six feet apart to accommodate for social distancing guidelines.
  - Floor decals, noting social distancing spacing, will be installed in areas where lines tend to form and, when necessary, where people enter work areas for services.
  - Face coverings will be required.
  - Library guests will not be allowed in the stacks until further notice. Library staff will retrieve books when needed.
  - Enclosed study rooms will be limited to one person, by appointment.
- **Employee Workspaces, Break Rooms and Kitchens:**
    - Social distancing practices will be observed.
    - In open work areas or offices with shared spaces, plexiglass barriers temporary desktop barriers, and staggered employee work schedules, as well as staggered break and lunch schedules may be implemented to meet social distancing requirements.
    - Plexiglass barriers may be installed at front-facing service and receptionist desks.
    - Floor decals, noting social distancing spacing, will be installed in areas where lines tend to form and, when necessary, where people enter work areas for services.
    - Supplies for disinfecting offices and shared equipment, including microwaves and refrigerators in office kitchens/break rooms, will be available through the Central Store. Employees are expected to wipe down their personal workspace and shared equipment after use.

**d) Limitations on size of gatherings and/or strict physical distancing to be in place during gatherings.**

The maximum size of gatherings at JTCC will be based on the current phase restrictions outlined in the Governor's Forward Virginia Blueprint guidelines. JTCC reserves the right to impose lower limits than outlined in the Governor's plan if the size of spaces used for gatherings on campus cannot accommodate minimum social distancing requirements.

**e) Strategies for food/dining services should be consistent with plans to optimize physical distancing. Implement engineering controls including: limiting the number of diners or other methods of crowd control, appropriate spacing between tables, eliminating buffet-style or self-serve food, and take out/delivery options.**

JTCC's campuses do not have cafeterias. The college offers on-campus food services through a cafe (Midlothian Campus); grab and go services at the Chester Campus Bookstore; and vending machines on both campuses.

- The cafe at JTCC's Midlothian Campus is closed until further notice.
- Social distancing protocols will be followed at the Chester grab and go. Floor decals marking six-foot spacing and informational signs will be posted.
- Vending machines and public microwaves will be available for use, with hand sanitizer located next to machines.

## **6. Hygiene practices and cleaning/disinfecting protocols.**

JTCC will follow CDC guidance for its cleaning and disinfecting protocols.

### **a) Cleaning and disinfection protocols to include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage**

- The number of custodial staff on campus and the time of day during which they work will be determined by the number of people expected on campus.
- The increased number of associates will provide enough resources to disinfect high touch surfaces. The day associates will mainly focus on disinfecting high touch surfaces and maintaining cleanliness standards. The evening associates perform cleaning responsibilities that include, but are not limited to cleaning and disinfecting of restrooms, offices, classrooms, and common areas.
- Staff, faculty, and students will be responsible for disinfecting their work spaces throughout the day utilizing sanitizing wipes provided by JTCC.
- As part of the janitorial services contract, Goodwill is required to provide the necessary cleaning supplies for their associates. JTCC began ordering and storing additional cleaning supplies as early as March. JTCC has established an inventory control system to track the ordering and inventory levels of cleaning supplies to ensure additional inventory is ordered and received prior to current stock being exhausted.
- Any employee, vendor or contractor that uses cleaning supplies receives Hazardous Communication training, which includes information pertaining to SDS sheets, proper usage and storage, as well as what PPE is required.

## **b) Provisions for hand sanitizer/handwashing stations**

Hand sanitizer stations have been placed inside all building entrances and exits as well as in high traffic areas such as student lounges, libraries, and major corridor intersections. Every classroom and office suite will also be provided with hand sanitizer stations and disinfecting wipes.

## **c) Minimize shared objects and ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc.).**

The college is providing pens for one time use within student service offices.

When students receive equipment within areas such as science labs, skilled trades courses, healthcare labs, computer labs, etc., it should be appropriately disinfected by the individual using it before beginning the activity.

Equipment will be disinfected by the user after each class session.

The college will provide disinfecting supplies.

## **7. Housing:**

Not applicable to JTCC

## **8. Consideration of vulnerable individuals**

JTCC follows CDC guidelines for identifying populations vulnerable to severe illness from COVID-19. Currently, these populations include older adults, especially those over 65, and people of any age with underlying medical conditions. JTCC also follows CDC guidelines for identifying those who may need to take extra precautions due to other factors, as outlined at: [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html).

In addition to accommodations provided in accordance with the ADA, John Tyler Community College provides alternative work arrangements for employees in response to public health emergency guidance when it will enable the performance of the employee's essential functions and when doing so does not create an undue hardship to the institution. This agreement will automatically expire when the public health emergency ends or upon 30 days notice.

Employees who are requesting alternative work arrangements must complete and submit the COVID-19 Alternate Work Arrangement Request along with designated supporting documentation to the Department of Human Resources at [hrhelpdesk@jtcc.edu](mailto:hrhelpdesk@jtcc.edu).

- A confidential interactive discussion with Human Resources is encouraged for employees who are seeking reasonable accommodations.
- If more information is needed, the institution may request that you ask your health care provider to confirm your disability and/or the need for the requested alternative work arrangements.
- It is your responsibility to ensure that your health care provider statement or other supporting documentation is returned to the Department of Human Resources.
- You are not required to disclose to your immediate supervisor the medical basis for a requested alternative work arrangement. Medical records are confidential and maintained in the Department of Human Resources only.

To request assistance with the process or form, please contact Human Resources at (804)706-5036 or [hrhelpdesk@jtcc.edu](mailto:hrhelpdesk@jtcc.edu).

**a) Policy options to support those at higher risk for severe illness to mitigate their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).**

Upon request, employees who are at higher risk for severe illness with COVID-19 should consult with their supervisor and/or human resources to determine appropriate working arrangements. In addition to accommodations provided in accordance with the ADA, John Tyler Community College provides alternative work arrangements for employees in response to public health emergency guidance when it will enable the performance of the employee's essential functions and when doing so does not create an undue hardship to the institution. Employees who are requesting alternative work arrangements must complete the COVID-19 Alternative Work Arrangement Request and submit this form along with designated supporting documentation to Human Resources at [hrhelpdesk@jtcc.edu](mailto:hrhelpdesk@jtcc.edu).

This agreement will automatically expire when the public health emergency ends or upon 30 days notice. A confidential interactive discussion with Human Resources is encouraged for employees who are seeking reasonable accommodations.

- If more information is needed, the institution may request that you ask your health care provider to confirm your disability and/or the need for the requested alternative work arrangements.
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To request assistance with the process or form, please contact Human Resources at (804)706-5036 or [hrhelpdesk@jtcc.edu](mailto:hrhelpdesk@jtcc.edu).

**b) Implement flexible 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.**

When the Dean of Students (for students) or Human Resources (for employees, contractors or visitors) receives a report of a student, employee, contractor or campus visitor who's tested positive for COVID-19; has been tested for COVID-19 and is awaiting test results; has symptoms consistent with COVID-19; or has been exposed to a person who has tested positive for COVID-19, the following steps should be taken immediately.

- 1) Call the student, employee, contractor or visitor as quickly as possible.
- 2) Advise them to seek medical advice and to follow medical guidance regarding self-quarantine, isolation, and healthcare. If they need information about testing sites, direct them to the VDH testing site webpage at [www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites](http://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites).
- 3) Remind them they will need to stay off campus until they meet the Virginia Department of Health criteria outlined at [www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic\\_FINAL.pdf](http://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic_FINAL.pdf), and let them know they need to contact you to discuss their return to campus.
- 4) Assure them their name will not be disclosed.
- 5) Explain that you need to ask some questions so they college can trace others who may have been exposed while on campus and so the college can initiate decontamination procedures.
- 6) Other information to share:
  - a. For an employee
    - i. Discuss whether the employee has informed their manager/supervisor they will be unable to come into the office and/or work remotely
    - ii. Discuss telework if this is an option (depending on the employee's health and job type)
    - iii. Discuss leave options including Public Health Emergency Leave and the Families First Coronavirus Response Act (FFCRA).

### **c) Develop policies for return to class/work after COVID-19 illness.**

If a student, employee, contractor, or visitor has tested positive for COVID-19; has been tested for COVID-19 and is awaiting test results; has symptoms consistent with COVID-19; or has been exposed to a person who has tested positive for COVID-19 they will need to stay off campus until the Virginia Department of Health criteria outlined at [www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic\\_FINAL.pdf](http://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/Home-IsolationQuarantine-Release-Graphic_FINAL.pdf) can be met. Additionally, prior to returning to campus, they will need to speak with and following guidance provided by:

- For employees, contractors, and visitors; Danita Harper, Human Resources
- For students; Sandra Kirkland, Dean of Students

## **9. International student considerations**

JTCC is not a residential college. Its international students do not live on campus.

Any individual - student, employee, contractor, or visitor - who has travelled internationally must remain off campus for 14 days after their arrival in the U.S. and should follow CDC guidelines regarding staying at home and monitoring for symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>). Employees should contact Human Resources (Danita Harper) to discuss leave or telework options. Students should contact the Dean of Students (Sandra Kirkland) to discuss options for informing instructors and continuing classes.

## **10. Partnership and communication/information sharing with the local community, health systems and other stakeholders.**

JTCC's stakeholders include its employees; students; alumni; College Board members; Foundation Board members; Real Estate Foundation Board members; advisory committee members; business and industry partners; community partners; four-year college and university partners; donors; state and local government officials, and community members.

The college shares information with these stakeholders through emails, phone calls, the college website, the college's social media sites, phone calls/conference calls, and meetings (face-to-face and Zoom/remote meetings).

Although JTCC does not provide health services, the program heads for the college's healthcare majors, which require clinicals for students, are in direct communication with our service region's health systems.

All college stakeholders can access information about the college's response to COVID-19 on JTCC's website at [www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19).

## 11. Face coverings.

**a) Plans submitted by each institution should include information on how it intends to teach/reinforce use of face coverings among students, faculty and staff.**

**Overview:** According to the CDC, COVID-19 mainly spreads from person to person through respiratory droplets, which are produced whenever an infected person coughs, sneezes or talks. Face coverings/masks may help slow the spread of the virus by preventing droplets from spreading into the air. This is especially important because many with COVID-19 have no symptoms and can pass the virus to others without knowing it. So wearing a face mask can help protect those around you. When we all wear face coverings, we are protecting each other ([www.vdh.virginia.gov/coronavirus/cloth-face-covers/](http://www.vdh.virginia.gov/coronavirus/cloth-face-covers/) and [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html)).

Everyone on JTCC's campuses will be required to wear a face covering/mask when inside campus buildings. Face coverings/masks are also required outdoors on campus when near other people and minimum social distancing requirements (six feet between people) cannot be maintained.

- Anyone not wearing a face covering/mask will not be allowed to remain on campus, unless they meet the conditions listed under "Face coverings/masks may be removed" or the "Exceptions to wearing a face covering/mask" sections listed below.
- Employees, students, contractors and campus visitors should provide their own face coverings/masks. Information about face coverings, including how to properly wear them, clean them, and make them at home, may be found on the Centers for Disease Control's website ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html))
- If an employee, student, contractor or visitor does not have a mask and/or forgets to bring a mask, a disposable mask may be obtained from the college's security desks located in the Nicholas Center (Chester Campus) or the Administration Building (Midlothian Campus). If disposable face covering/masks are out of stock, the person requesting a mask will need to leave campus and obtain a face covering elsewhere.
- Face coverings/masks should cover the nose and mouth.
- In on-campus learning labs, the lab's safety guidelines must be followed. If cloth face coverings/masks pose a safety hazard or do not provide sufficient protection for those learning and working in these settings, then face shields, respirators or other safety equipment for the face, should be used during performance-based

activities in labs. Instructors will provide students with guidance on the rules that apply to their specific lab setting.

**Face coverings/masks may be removed:**

- While eating or drinking
- When communicating with a person who is hearing impaired and for which the mouth needs to be visible
- When outdoors and social distancing requirements (minimum of six feet between people) can be met
- By employees when in their own office and alone
- By faculty when teaching face-to-face, as long as a minimum of seven feet is maintained between the faculty member and their students

**Exceptions to wearing a face covering/mask:**

In certain circumstances, JTCC may grant an exception to wearing a face covering/mask on campus. These include:

- An individual has a health condition in which a face covering would pose a danger.
- An individual is performing a job in which a face covering would impair their ability to safely work.

Before coming to campus, individuals seeking to receive an exception under one of these circumstances must submit their request, in writing, to the appropriate department for review. Additional documentation may be required for the review.

- Employees seeking an exception: Must submit their request to their supervisor and to Human Resources to be reviewed. Human Resources will determine whether the exception will be granted and will provide the final decision to the requestor in writing.
- Students seeking an exception: Must submit their request to the Dean of Students Office to be reviewed. The Dean of Students Office will provide the final decision to the requestor in writing.
- Contractors and visitors seeking an exception: Must submit their request to Human Resources to be reviewed. Human Resources will provide the final decision to the requestor in writing.

Employees who do not follow the college's face covering/mask requirements and who have not received an exception, in writing, will be in violation of the Employee Code of Conduct and will not be allowed on campus.

Students who do not follow the college's face covering/mask requirements and who have not received an exception, in writing, will be in violation of the or the Student Code of Conduct and will not be allowed on campus.

A contractor or campus visitor who does not follow the college's face covering/mask requirements and who has not received an exception, in writing, will be denied access to the campus.

## **Communications**

JTCC will communicate face covering protocols to employees and students through:

- Emails sent to all students and all employees
- The college's COVID-19 web page ([www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19))
- Statements on class syllabi
- A form that students will complete online through Canvas
- The Faculty and Staff Health Safety Agreement form
- New Student Orientation sessions
- Reminder posts on JTCC's social media sites
- Signs, explaining the importance of wearing face coverings, posted throughout JTCC's campuses
- Messages shared on electronic bulletin boards located inside campus buildings
- Verbal reminders during classes, during college activities, and by supervisors

**b) For faculty cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.**

Everyone on JTCC's campuses will be required to wear a face covering/mask when inside campus buildings. Face coverings/masks are also required outdoors on campus when near other people and minimum social distancing requirements (six feet between people) cannot be maintained.

In on-campus learning labs, the lab's safety guidelines must be followed. If cloth face coverings/masks pose a safety hazard or do not provide sufficient protection for those learning and working in these settings, then face shields, respirators or other safety equipment for the face, should be used during performance-based activities in labs. Instructors will provide students with guidance on the rules that apply to their specific lab setting.

Anyone not wearing a face covering/mask will not be allowed to remain on campus, unless they meet the conditions listed under "Face coverings/masks may be removed" or the "Exceptions to wearing a face covering/mask" sections listed below.

**Exceptions to wearing a face covering/mask:**

In certain circumstances, JTCC may grant an exception to wearing a face covering/mask on campus. These include:

- An individual has a health condition in which a face covering would pose a danger.
- An individual is performing a job in which a face covering would impair their ability to safely work.

Before coming to campus, individuals seeking to receive an exception under one of these circumstances must submit their request, in writing, to the appropriate department for review. Additional documentation may be required for the review.

- Employees seeking an exception: Must submit their request to their supervisor and to Human Resources to be reviewed. Human Resources will determine whether the exception will be granted and will provide the final decision to the requestor in writing.

**Face coverings/masks may be removed:**

- While eating or drinking
- When communicating with a person who is hearing impaired and for which the mouth needs to be visible
- When outdoors and social distancing requirements (minimum of six feet between people) can be met
- By employees when in their own office and alone
- By faculty when teaching face-to-face, as long as a minimum of seven feet is maintained between the faculty member and their students

**c) Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.**

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In on-campus learning labs, the lab's safety guidelines must be followed. If cloth face coverings/masks pose a safety hazard or do not provide sufficient protection for those learning and working in these settings, then face shields, respirators or other safety equipment for the face, should be used during performance-based activities in labs.

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- An individual is performing a job in which a face covering would impair their ability to safely work.

Before coming to campus, individuals seeking to receive an exception under one of these circumstances must submit their request, in writing, to the appropriate department for review. Additional documentation may be required for the review.

- Students seeking an exception: Must submit their request to the Dean of Students Office to be reviewed. The Dean of Students Office will provide the final decision to the requestor in writing.

**Face coverings/masks may be removed:**

- While eating or drinking
- When communicating with a person who is hearing impaired and for which the mouth needs to be visible
- When outdoors and social distancing requirements (minimum of six feet between people) can be met

**d) Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public facing areas and in office spaces where six feet of physical distance cannot be maintained.**

Everyone on JTCC’s campuses will be required to wear a face covering/mask when inside campus buildings. Face coverings/masks are also required outdoors on campus when near other people and minimum social distancing requirements (six feet between people) cannot be maintained.

Anyone not wearing a face covering/mask will not be allowed to remain on campus, unless they meet the conditions listed under “Face coverings/masks may be removed” or the “Exceptions to wearing a face covering/mask” sections listed below.

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- An individual is performing a job in which a face covering would impair their ability to safely work.

Before coming to campus, individuals seeking to receive an exception under one of these circumstances must submit their request, in writing, to the appropriate department for review. Additional documentation may be required for the review.

- Employees seeking an exception: Must submit their request to their supervisor and to Human Resources to be reviewed. Human Resources will determine whether the exception will be granted and will provide the final decision to the requestor in writing.

**12. Student Health Services (SHS):**

Not applicable to JTCC. The college does not provide health services.

**a) Assurance of provision of medical-grade PPE for health services staff**

**b) Maintenance of typical (non-COVID-19) health services**

**c) Mental health services**

**d) SHS facility considerations such as waiting areas, signage, environmental management/cleaning, IT considerations, etc.**

**e) SHS administrative/staff considerations such as PPE, employee health program protocols, education/training of staff, billing/charges, staff scheduling, etc.**

**f) SHS patient care considerations such as online appointments, strategies to limit shared objects (e.g. pens, keypads), triage protocols, screening forms, patient screening procedures (e.g. for symptoms/temperature checks before entering the clinic).**

### **13. Large events, including athletic events, and others such as ceremonies or performances**

The maximum size of gatherings at JTCC will be based on the current phase restrictions outlined in the Governor's Forward Virginia Blueprint guidelines as long as minimum social distancing standards can be met. JTCC reserves the right to impose lower limits than outlined in the Governor's plan if the size of spaces used for gatherings on campus cannot accommodate minimum social distancing requirements.

The college does not have athletic programs.

JTCC will evaluate proposed ceremonies and activities on a case-by-case basis and determine if these activities can take place in person or must be postponed or held virtually. The college will base its evaluation of such activities on the Governor of Virginia's current social gathering guidelines, current guidance from the CDC, and the ability to meet social distancing minimums within the space designated for the activity.

### **14. Communications strategy**

JTCC will communicate important information related to COVID-19, including but not limited to:

- Information about COVID-19, including symptoms; how to protect oneself and others; and COVID-19 resources, including important CDC and VDH web links
- Information on when to stay off campus/remain at home and who to contact with questions

- The college's response to the pandemic, including information about class formats; how to access student support services; and safety requirements and practices on campus
- Information about a COVID-19 illness on campus, should one be reported
- Changes to campus access, academic calendar, class schedule, student services, student activities, or college COVID-19 protocols if Virginia moves to a different phase of the Governor's Forward Virginia Blueprint

JTCC uses multiple communications channels to disseminate information, including:

- Mass emails
- Targeted emails
- JTCC's [www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19) web page
- JTCC's social media sites
- Signs and decals
- Indoor electronic bulletin boards
- Class syllabi
- Canvas messages (online learning management system)
- Verbal reminders and conversations
- Phone calls
- Meetings
- Tyler Alert and the college's public address system (used in instances when urgent information needs to be disseminated immediately)

Information is shared, as frequently as needed, using the communication channel (or channels) most appropriate for the stakeholder the college is trying to reach. New information is added and existing information is updated on the college's COVID-19 web page as needed, so the web page can be an ongoing resource for students, employees, and all stakeholders.

College communications are directed by Holly Walker, Public Relations Manager. The Public Relations Manager also provides guidance and assistance to administrators, faculty and staff on targeted communications for their employees and students.

## **15. Orientation and education/training, including anti-stigma training**

JTCC will use multiple methods to communicate information and to educate students about COVID-19 prevention and anti-stigma training, including:

- Emails to students
- The college's COVID-19 web page ([www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19))
- Statements on class syllabi

- A form that students will complete through Canvas
- New Student Orientation sessions
- Posts on JTCC's social media sites
- Informational signs posted on throughout campus
- Messages shared on electronic bulletin boards located inside campus buildings
- Verbal reminders shared during classes and college activities

The college will use the communication channel most conducive to the topic being covered.

JTCC will address a number of topics, including but not limited to the college's safety requirements and COVID-19 contacts; COVID-19 symptoms; how to protect oneself and others from the virus; face coverings/masks information; social distancing; hand hygiene; when to stay home and who to contact if sick or possibly exposed to COVID-19; how to find a COVID-19 testing site; and the importance of cleaning and disinfecting.

## **B. Monitoring Health Conditions to Detect Infection**

### **1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.**

As JTCC's campuses reopen:

- All employees must complete the Faculty and Staff Health Safety Agreement before they return to campus for the first time. Essential employees who were already working on campus during Phase 0, Phase 1, or Phase 2 must complete the Faculty and Staff Health Safety Agreement as soon as it is made available to them. Human Resources will oversee this documentation. Employees who do not complete the Faculty and Staff Health Safety Agreement will be in violation of the Employee Code of Conduct.
- Starting with Fall 2020 semester students, all students registered for classes, regardless of their courses' delivery formats, must complete the Student Health Safety Agreement, embedded in Canvas. The form must be completed at the beginning of each of the student's classes, and the completed document will be part of the student's class record. Students who do not complete the Student Health Safety Agreement will be in violation of the Student Code of Conduct.
- As a condition for being on campus, employees and students will be expected to practice and follow the guidelines outlined in the Health Safety Agreement for their own safety and for the safety of others they will encounter on site.

- Signage will be placed at campus entry points, listing restrictions that would prohibit someone from entering campus facilities.

## **2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.**

JTCC has identified the requirements for being on campus and communicate those to:

- First-time campus visitors through signage and a self-evaluation form of questions at the main security desks, which are check-in points, at each campus.
- Students who will be required at the beginning of the semester to complete the Student Health and Safety Agreement in Canvas.
- Employees who will be required to complete the Faculty and Staff Health Safety Agreement in EAMS.

Students, employees and visitors are asked to self-monitor and self-screen for symptoms, which are described on the CDC website and indicated on signage posted throughout campus.

JTCC does not provide health services to its students. Should any student or staff member contract COVID-19, the college will inform the local VDH office for support. JTCC's Human Resources and Dean of Students Office will maintain records of employee and student positive COVID-19 cases reported to the college.

## **3. Establishment of a testing strategy. Testing strategies should consider testing for all students, faculty or staff with symptoms and access to testing for close contacts of cases as recommended by public health. Institutions may consult with their local health department, local health systems and other relevant partners.**

JTCC is not a residential college. It will follow VDH guidance (<https://www.vdh.virginia.gov/coronavirus/health-professionals/vdh-updated-guidance-on-testing-for-covid-19/>) and will contact VDH to determine the need for testing students or employees. The college will coordinate any necessary communications to students and employees with the VDH.

If students or employees request information about COVID-19 testing, the college will direct them to the VDH testing site locator at <https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites> so they may find a testing site close to them.

## **C. Containment to Prevent Spread of the Disease When Detected**

### **1. Partnership with VDH for contact tracing**

If JTCC receives a report that a student, employee, contractor or visitor who's been on campus has tested positive for COVID-19, the Assistant Director of College Safety & Security will contact the local health department located in the county or city in which the student, employee, contractor or visitor resides. The correct health department contact will be determined using the Virginia Department of Health (VDH) health department locator tool at [www.vdh.virginia.gov/health-department-locator](http://www.vdh.virginia.gov/health-department-locator).

At VDH's request, the college will provide class rosters, classroom assignments, office assignments, security footage, sign-in logs, employees' logs of their movements between offices/buildings, and other information to help public health officials determine the locations on campus visited by the infected person and who the infected person may have been in contact with while on campus.

### **2. Quarantining and isolating**

Not applicable to JTCC. The college does not provide housing or medical services.

### **3. Campus outbreak management**

In the event of a confirmed COVID-19 case on one of JTCC's campuses:

- If the infected person is a student, the Dean of Students will be the point-of-contact for the student. If the infected person is a college employee, a contractor, or a campus visitor, JTCC's Human Resources Department will be the point-of-contact.
- The Dean of Students or Human Resources will notify the college's COVID-19 Operations Task Force that a COVID-19 case is being investigated, so appropriate team members can assist with gathering information that may be needed by the VDH for contact tracing; will be needed to determine building or campus evacuations and closures; and will be needed to begin initial plans for disinfecting impacted campus areas. The name of the infected person will be protected throughout this work. All JTCC employees must follow all JTCC policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
- The Assistant Director of College Safety and Security will contact the local health department located in the county or city in which the student, employee, contractor or visitor lives. The correct health department contact will be

determined using the VDH health department locator tool at [www.vdh.virginia.gov/health-department-locator](http://www.vdh.virginia.gov/health-department-locator).

- The Assistant Director of College Safety and Security will contact the Director of Emergency Planning, Safety and Security services at the VCCS to inform the System Office of a COVID-19 case at Tyler.
- JTCC will follow the guidance given by public health officials and will coordinate its response efforts with health officials.
  - Class rosters, classroom assignments, office assignments, security footage, sign-in logs, employees' logs of their movements between offices/buildings, and other information will be used to determine the locations on campus visited by the infected person and who the infected person may have been in contact with while on campus.
  - The college will work with public health officials to determine if a short-term closure of the entire campus (2 - 5 days) is needed, or if only the buildings and locations entered by the infected person need to be closed. If impacted areas are occupied at the time of this determination, the areas will be evacuated and closed down.
  - Communications to those who may have been exposed to COVID-19 will be coordinated with public health officials. If it is determined JTCC staff will notify these individuals (the name of the infected individual will not be released):
    - The Dean of Students Office will notify students.
    - The Human Resources Office will notify employees, contractors, or campus visitors.
  - JTCC will work with public health officials to identify all areas of the campus that must be disinfected. JTCC will follow CDC guidelines for disinfecting these areas. JTCC's Director of Facilities Operations and Safety will coordinate this work with the Facilities Event Support Coordinator and Goodwill.
  - JTCC will issue communications to the college community, informing it of a COVID-19 case on campus; of building or campus closures; of changes to classes or services due to closures; and of whom they may contact if they want additional information or have concerns. Communications methods will include emails and updates on the college's COVID-19 web page ([www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19)). If impacted buildings are occupied and must be immediately shut down, the college will issue notifications through its Tyler Alert system, its public address system, and its social media accounts.

#### **4. Partnership with local health systems to assure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)**

JTCC is not a residential college and does not provide health services.

The college will work directly with VDH and will follow the guidance of public health officials should a COVID-19 case be reported on JTCC's campus.

### **D. Shutdown Considerations If Necessitated by Severe Conditions and/or Public Health Guidance**

#### **1. 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.**

JTCC will close or restrict access to its campuses if the Governor of Virginia orders the Commonwealth to move back to a previous phase.

In the event of a confirmed COVID-19 case on campus, JTCC will close campus buildings or entire campuses after consulting with the VDH, so campus facilities may be disinfected and public health officials can perform contact tracing.

Should JTCC have to close or restrict campus access, impacted classes will be rescheduled or moved to remote formats; student services will be offered remotely; and all non-essential employees will move to telework.

#### **2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.**

In the event JTCC has to close its campuses, the college will remain open and its operations, classes, and student support services will continue.

- Only essential personnel will be allowed on campus, and all other college employees will move to telework
- Classes will move to remote formats
- Student support services will be offered in remote formats
- Student Activities will offer online activities
- Meetings will be moved to remote formats

- Access to the college's Wi-Fi will be available to students and employees in the campus parking lots
- Technology will be loaned to students and employees if needed on a first-come, first-serve basis using a request system and contactless pickup and return
- If conditions warrant, and depending on what phase Virginia is in and the Governor's orders, some faculty and students may be allowed on campus to conduct performance-based learning in skills labs to allow for completion of courses

### 3. Considerations regarding student health and safety on campus versus returning home.

Not applicable to JTCC. JTCC does not provide housing.

### 4. Communications plan for dismissals/shutdowns.

If JTCC needs to close its campuses due to COVID-19, the college's Public Relations Manager, who is a member of the COVID-19 Operations Task Force, will coordinate communications about the closure. After gathering all relevant information pertaining to the closure, the Public Relations Manager will determine which communication channels should be used and will coordinate the dissemination of those messages with members of COVID-19 Operations Task Communication.

Once the initial campus closure announcement is made, JTCC will regularly communicate college updates to students, employees and other members of the college community.

Communications channels used to disseminate information at JTCC include:

- **Mass emails** will be used to provide important college wide information regarding the closure; large-scale changes to class formats; changes to student support services; changes in important deadlines; cancellation or changes in college activities; resources for students and employees, including JTCC's COVID-19 web page; and other need-to-know information. Mass email distribution includes:
  - All JTCC students, using the all-student distribution list
  - All JTCC faculty and staff, using the all-employee distribution list

- **Targeted emails** will be used to provide subject-specific information to smaller groups within JTCC's community. These targeted efforts include, but are not limited to, course-specific emails to students; updates sent to students who had signed up for assistance from a support services office; and college updates sent to members of JTCC's boards, advisory committees, donors, and community partners.
- **JTCC's [www.jtcc.edu/covid-19](http://www.jtcc.edu/covid-19) web page**, which is used by students, employees and members of the community to get the latest information on the campus closing, classes, services, COVID-19 resources, and other resources.
- **JTCC's social media sites**, which are used by students, employees and members of the community to get updated information about the college (posts related to COVID-19 include a link to the college's COVID-19 web page).
- **Tyler Alert** will be used if the college's campuses are occupied and an immediate evacuation or shutdown is needed. It will also be used after the college's normal operation hours to inform the college community that the campuses will be closed. Tyler Alert is a notification message that allows the college to send texts and emails to those who have registered to receive notifications.
- **Campus public address system** will be used if the college's campuses are occupied and an immediate evacuation and shutdown are needed.