

RAPPAHANNOCK COMMUNITY COLLEGE

COVID-19 RESPONSE AND SAFE RE-OPENING PLAN



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1. Letter from the President

Dear RCC family,

We are all eager to return to our campuses and see each other in person, but we also know that the health and safety of our students, faculty, and staff come first. Much remains uncertain about the impact COVID-19 will have on us this fall, so in our plans, RCC recognizes that conditions will likely change throughout the semester.

RCC's Fall 2020 plans are based on several guiding principles:

1. Our priority is the health, safety, and wellness – both physical and emotional – of students, faculty, staff, and our community.
2. We will follow applicable CDC, Virginia Department of Health, and local guidance.
3. We will follow Virginia's guidance on both easing and reinstating public health restrictions as the situation changes.

I trust everyone to promote and exhibit safe behaviors as decreasing the spread of the virus is a shared responsibility. Even as public health restrictions ease, we have an obligation to each other to help reduce the spread and stop any resurgence of COVID-19. RCC will do our part and we ask you to commit to doing the same. Help us continue to provide high-quality educational experiences for members of our community by preparing them for success as learners, employees, and citizens.

Wishing you health and peace,



Shannon L. Kennedy, Ed.D.
President

2. COVID-19

2.1. Symptoms of Infection

- Cough
- Fever
- Shortness of breath or difficulty breathing
- Sore throat
- Chills
- Repeated shaking and chills
- Runny nose or new sinus congestion
- Muscle pain
- Fatigue
- Headache
- Gastrointestinal symptoms
- New loss of taste or smell

If you have symptoms of illness, seek healthcare if needed and do not come to class or work, or visit any RCC locations.

2.2. Vulnerable Parties

Per the CDC, certain individuals' conditions may make them more vulnerable to the novel COVID-19 virus. Such conditions may include:

- Older than the age of 65
- HIV
- Asthma (moderate-severe)
- Chronic lung disease
- Diabetes mellitus
- Serious heart conditions
- Chronic kidney disease treated with dialysis
- Severe obesity
- Being immunocompromised

Employees needing to work remotely or have other workplace accommodations due to having a high-risk health condition as delineated by the CDC for the COVID-19 virus should contact Human Resources for further guidance.

3. Communications Policy

3.1. Campus Spokesperson

Please refer all media inquiries to Jeff Macharyas, Director of Communications and Marketing at Rappahannock Community College.

Email: jmacharyas@rappahannock.edu

Phone Number: 804 758-6791

3.2. RCC Website (Rappahannock.edu)

Messaging regarding social distancing, masks, sanitation, room capacity and any other COVID-related information will be posted on the College website. Specifically, but not limited to, the special announcement page that had been established in March 2020: Rappahannock.edu/health. This is the primary source of COVID-related information on the website.

Additionally, subject-specific postings will be added to the website in the form of "posts." These will be individual facts regarding COVID/reopening, i.e. "masks," "class capacity," "hallway directions," etc. Each of these "posts" can then be shared via social media and email. Each post will be tagged as: Rappahannock.edu/covid-XXXXXXX, so they can be aggregated and tracked.

Graphics on the website will be employed and linked to COVID-related messaging. Specifically, the image slider on the homepage, graphics in the posts and graphics on Rappahannock.edu/health. These will be information and can be shared along with the text on social media and email. The log-in page to myRCC allows for short messaging. Pertinent information and/or links to such will be placed here.

A pre-recorded message can easily be accessed at Rappahannock.edu on mobile devices. This link will appear at the bottom of the device and will offer the user the ability to call the number for the message (804-758-6741). This message will be updated as needed and recorded by Dr. David Keel.

3.3. Media

Press releases will be distributed to local news sources (newspapers, magazines, TV, radio) within and near the RCC service region. This would include, but not be limited to: The Northern Neck News, The Rappahannock Record, NBC12, radio stations WRAR, WNNT, WIGO, WGXM, WMDM, The Gloucester Gazette-Journal, The Local Scoop, House&Home, as well as many others. Press releases will carry the

same messaging, links and graphics (if appropriate) as the website and signage for consistency.

Appearances by RCC staff, specifically RCC President Shannon Kennedy, shall be arranged on local media outlets as availability allows. These would include, but not be limited to: WIGO, WGXM, WRAR, WNNT radio, NBC12-TV, as well as others.

3.4. Alert System

RCC uses an alert system for emergencies that broadcasts alert messages in case of inclement weather or other events affecting the operation and well-being of the College. Alerts are sent to subscribers via phone messaging, text messaging and email simultaneously. This alert system will be used to broadcast COVID/reopening information that is in similar style to the language on the website and other media. RCC will encourage people to subscribe to the RCC Alert system so that more people have access to this form of communications.

3.5. Email

In addition to the media distribution email list (approximately 50 news outlets), RCC will use mass email to inform and educate the community on COVID/reopening information. These emails will carry similar language, links and graphics as found on the website and other means of communications.

The email list groups are, at present:

- Local News Media (Press Distribution List)
- Current RCC Students
- RCC Staff/Faculty (RCCusers)
- Boards of Supervisors in RCC Service Counties (King George, Westmoreland, Richmond, Essex, Middlesex, Lancaster, Northumberland, King&Queen, New Kent, King William, Mathews, Gloucester counties as well as the towns of West Point and Colonial Beach), County Administrators
- The 18 School System Principals in the RCC Service Region

3.6. Social Media

RCC uses and will use several social media channels to broadcast COVID/reopening messaging. All social media posts will contain similar language, links and graphics as the website and other messaging channels. RCC will post updates to these channels as either organic (free) or paid (budget to be determined as warranted to increase reach).

RCC's social media channels are:

- Facebook <https://www.facebook.com/rappahannockcc/>
- LinkedIn <https://www.linkedin.com/school/rappahannock-community-college>
- Instagram <https://www.instagram.com/rappahannockcc/>
- Twitter https://twitter.com/rappahannock_cc
- YouTube <https://www.youtube.com/user/rappahannockcc>
- Vimeo <https://vimeo.com/search?q=rappahannock+community+college>

4. Institutional Operating Model

4.1. COVID-19 Coordinator and College Team

Primary College Contact: William E. Doyle, Jr.

Vice President for Administrative Services & Technology

bdoyle@rappahannock.edu

804/758-6706 (office)

434/906-7948 (cell)

Secondary College Contact: Tara R. Walker

Vice President for Finance

twalker@rappahannock.edu

804/758-6724 (office)

757/404-2301 (cell)

William E. Doyle, Jr., Vice President for Administrative Services & Technology, serves as RCC's COVID-19 Coordinator. Rather than establish a separate COVID-19 College Team, RCC determined the best approach is to leverage two existing management committees – Executive Staff and Administrative Council. Executive Staff is essentially the President's Cabinet, while Administrative Council is comprised of Executive Staff members and their direct reports, principally Deans and Department Heads. Several smaller sub-groups have been utilized to address specific requirements of the College's Safe Reopening Plan.

Executive Staff

Dr. Eric Barna – Interim Assistant Vice President of Instruction

Bill Doyle – Vice President of Administrative Services & Technology

Dr. Glenda Haynie – Dean of Research, Effectiveness and Planning

Dr. Shannon Kennedy – President

Dr. Jason Perry – Interim Vice President of Academic and Workforce Programs

Sarah Pope – Vice President of College Advancement

Caroline Stelter – Director of Human Resources

Tara Walker – Vice President of Finance

Administrative Council

Dr. Eric Barna – Interim Assistant Vice President of Instruction

Cheryl Boltz – Building and Grounds Supervisor, Facilities, Warsaw Campus

Dr. Marty Brooks – Academic Dean

Holly Dixson – Administrative Assistant, Academics
Bill Doyle – Vice President of Administrative Services & Technology
Dr. Glenda Haynie – Dean of Research, Effectiveness and Planning
Lorraine Justice – Administrative Officer, Student Support Services
Dr. David Keel – Dean of Student Development
Dr. Shannon Kennedy – President
Marjorie Lampkin – Coordinator for Office of Career and Transition Services
Richard Lewter – Building and Grounds Supervisor, Facilities, Glenns Campus
Jeff Macharyas – Director of Communications and Marketing
Dr. Miles McCrimmon – Dean of Dual Enrollment
Dr. Jason Perry – Interim Vice President of Academic and Workforce Programs
Sarah Pope – Vice President of College Advancement
Dan Ream – Coordinator of Library Resources, Learning Resources
Dr. Charles Smith – Dean of Health Sciences
Chris Stamper – Assistant to the President
Caroline Stelter – Director of Human Resources
Lisa Tuckey – Faculty – Biology (President of Faculty Senate)
Tara Walker – Vice President of Finance

4.2. College Operating Model During the Pandemic

To enhance the safety and wellbeing of our students, faculty and staff during the pandemic, RCC is modifying its business model and instructional delivery. For most classes, instruction will be delivered online, while College faculty and staff will work schedules comprised of teleworking and on campus work. Classes held on campus will have fewer students in order to meet social distancing requirements. Study areas and computer labs will be reconfigured consistent with social distancing guidelines and certain services will be available by appointment only. Non-student access to College facilities will be very limited and use of our classrooms and meeting spaces by outside groups will be restricted. This operating model will greatly reduce the number of people active on RCC campuses and sites during our hours of operation Monday through Saturday.

RCC will employ three different approaches to instructional delivery for the Fall semester beginning on August 24th, as follows:

- Online On Your Time – asynchronous delivery of instructional material allows students to take classes online on their own schedule online.
- Zoom Online – interactive instructional delivery via Zoom classes, either on campus in Zoom classrooms or online from an off campus location

- Hybrid Delivery combines Online On Your Time and/or Zoom classes with on campus labs

Students may take advantage of any or all of the three approaches to instructional delivery depending on the class and their particular needs and schedule.

Faculty will be available by appointment, with each faculty member determining their campus schedule. Zoom meetings and conference calls can be arranged by appointment. Counselors and advisors will be available by appointment.

For those students wishing to use a computer while on campus, access to computer labs and computers in our libraries and testing centers will be available by appointment. Students without a computer may take advantage of the College's laptop computer loaner program. Students who don't have consistent, stable internet access may utilize free WiFi access in the parking lots at Glenns Campus, Warsaw Campus, and Kilmarnock Center.

In accordance with social distancing guidelines, RCC will not hold any large group gatherings on campus. Study groups will not be allowed on campus and student activities will be conducted online. While RCC has traditionally made available its facilities to outside groups, in response to COVID-19, no outside groups will be permitted on campus.

Orientation for new and returning students will be modified to include training and education on each of the Personal Safety Practices highlighted in Section Five. In addition, the Student Health Safety Agreement will be reviewed and discussed to ensure a clear understanding of the personal accountability accepted by each student as a member of the RCC community. Employing our college counselors and advisors, training will also include an emphasis on anti-stigma guidelines and considerations.

5. Personal Safety Practices

Each individual within the RCC College community is responsible for following prescribed personal safety practices. We share an accountability to one another to follow these practices for our own wellbeing and that of others. COVID-19 is a very serious virus with significant health impacts to those infected, so you are encouraged to take very seriously your responsibility to keep RCC safe for everyone.

5.1. Face Covering Policy

Effective May 29th, Executive Order 63 requires individuals to wear a face covering while inside buildings, including accessing state or local government buildings.

State employees must continue to practice social distancing and when it is not possible to do so, wear a face covering. When providing services to the public, face coverings are required. Students are also expected to wear a face covering. While each individual is expected to provide their own face covering, disposable masks will be provided by the College, if needed. Disposable masks may only be worn for one day and then must be placed in the trash. You may also wear a cloth face covering, which will help the college reduce the need to purchase additional disposable masks, which are in short supply. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. See details regarding cloth face coverings use and care below.

[Cloth Face Coverings per CDC](#)

Proper wearing of face covering:

- Wash hands before putting on face covering
- Place over nose and mouth and secure it under chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Avoid touching your face

Removing face covering:

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#))
- Be careful not to touch your eyes, nose, and mouth when removing

- Wash hands immediately after removing.

5.2. Self-Screening

It is a requirement to self-screen daily before coming to campus, as well as throughout the day. For best results, frequently ask yourself the following questions:

- Are you exhibiting any symptoms of COVID-19? *Section 2.1.*
- If you are experiencing symptoms, is your temperature 100.4 or higher?
- Have you had close contact in the last 14 days with someone who has positively tested for COVID-19?
- Have you been directed by your local health department to remain quarantined?

If the answer to any of these questions is “yes,” you should not return to an RCC location until the answers to all screening questions are “no.”

5.3. Student Health Safety Agreement

All students will be required to complete the Student Health Safety Agreement upon starting classes for the fall semester to assure they understand their obligations in maintaining a safe environment when on campus. This form includes the obligation to complete a daily self-check via an instrument provided by the CDC prior to coming to campus. Faculty will be responsible for obtaining these signed agreements and forwarding them to Student Services.



Student Health Safety Agreement

The health and well-being of our students, instructors and staff is a top priority. With the current and uncertain future of the COVID 19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, instructors, and college staff safe during the current COVID 19 pandemic for all in-person classes. As a condition for your return to class, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter at the college.

For my safety, the College will do the following:

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes;
- Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Quickly respond to student concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or polices to adhere to CDC, state, or federal policy/guidelines.

Student Expectations:

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

1. **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 the Workforce Center;
2. **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;
3. **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;
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 (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 Center** office prior to returning.
5. **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;
6. **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;
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. 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,
8. RECOMMENDATION: **I should sign up for the RCC 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 RCC Alert by visiting https://www.rappahannock.edu/about/safety/#rcc_alert.

Signature

By signing below, I agree to the above Student Expectations as a condition of returning to campus for in-person classes. If, at any time, I fail to follow any of these conditions, I understand I may be dismissed from my class without a refund. This agreement will become part of the class record.

PRINTED NAME

SIGNATURE

DATE

5.4. Social Distancing

It is expected that when on-campus, all employees, students or guests are to maintain a six-foot (about two arms lengths) physical/social distance from each other as much as practicable. Workspaces, classrooms have been adjusted to maintain six-feet of distance. [Social Distancing per CDC](#)

5.5. Handwashing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. [Handwashing Protocol per CDC](#)

Hand sanitizer stations are located throughout the main buildings on each campus, as well as in every classroom. In addition to regular handwashing, frequent use of hand sanitizer is encouraged throughout your time on campus.

5.6. Coughing and Sneezing

Cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

6. Guidelines for Entering and Navigating RCC – Campuses and Sites

For all RCC sites, the following requirements must be adhered to in order to have access to College facilities:

- At the beginning of the fall semester, students must sign and return a Student Health Safety Agreement prior to entering an RCC facility
- At the beginning of the fall semester, employees must sign and return a Faculty and Staff Health Safety Agreement prior to entering an RCC facility
- Prior to arrival at an RCC facility each day, students and employees must perform a self-screening assessment; only come to an RCC facility if you are free of COVID-19 symptoms (*Section 5.2.*)
- Individuals must arrive with and wear a face covering into the building; a face covering must be worn at all times while in an RCC facility (*Section 5.1.*)
- Social distancing is practiced at all times within RCC facilities – always maintain a distance of 6 feet from others (*Section 5.4.*)

Entry to and exit from our facilities is limited and controlled in order to reduce travel within the buildings and use of other doors, resulting in reduced risk of contamination.

6.1. Glens Campus & Warsaw Campus

Students will enter only through the Main Entrance where the Welcome Desk is located and should proceed directly to their classroom. If you are on campus to use a College computer (by appointment in the Library or Computer Labs), please check in at the Welcome Desk and then proceed directly to that location. If on campus for an in-person counseling/advising session scheduled by appointment in advance, please check in at the Welcome Desk and then proceed to the location indicated when you scheduled the appointment. Departure will be through the Main Entrance – no check out is required.

All classrooms and public study areas have been set-up to allow for social distancing, so furniture is not to be moved. The vending machines will be available in the Student Lounge. Hand sanitizer will be located nearby – please use the hand sanitizer prior to using the vending machines. Several times during the day vending machines will be wiped down by College staff.

Bookstore hours on each campus will be reduced, however full online services will be offered. Hours of operation will be posted on RCC's website. Social distancing

should be maintained while awaiting service in the Bookstore and while waiting in the hallway outside the Bookstore.

Smoking areas located outside the building will remain open. However, use of the smoking areas is discouraged due to the additional travel required in and out of the front door. Side doors are not to be used for access to the smoking areas or for entering or leaving the building.

6.2. Kilmarnock Center

Students will enter through the main door and should proceed directly to their classroom. Departure will be through the same door. All classrooms and public study areas have been set-up to allow for social distancing, so furniture is not to be moved. The vending machines will be available in the Student Lounge. Hand sanitizer will be located nearby – please use the hand sanitizer prior to using the vending machines. The vending machines will be wiped down daily by College staff.

6.3. New Kent Site

Students will enter through the main door of the building and should proceed directly to their classroom. Departure will be through the same door. All classrooms and public study areas have been set-up to allow for social distancing, so furniture is not to be moved.

All New Kent HVAC and Diesel students will enter the front door of the New Kent site. All other exterior doors are locked from the outside. Students will proceed to class and shop space which has been set-up consistent with social distancing guidelines.

6.4. King George Site

King George High School (KGHS) will provide directions for access to and use of RCC classrooms located within KGHS.

6.5. Chinn House

The Chinn House is an extension of the Warsaw campus and will abide by many of its safety guidelines. Employees will be instructed to wear face coverings unless they are alone in their office. Any outside visitors must be received by appointment only.

6.6. Deliveries and Vendors/Contractors

Following the procedures in place since late March, deliveries by UPS, FedEx and others will continue to come through the side door of the Main Building at each campus. Drop-offs will be made to the special room set aside just inside the door and pick-ups will be made from the same location. Delivery personnel are not to enter the building beyond this point without contacting the B&G Supervisor on campus.

Vendors completing work inside of an RCC building will be held to the same standards and expectations as students and employees. Face coverings are required and social distancing is to followed. Entry and exit will be through the front door, unless otherwise approved by the B&G Supervisor.

7. Campus Health Safety Guidelines

7.1. Cleaning and Disinfecting

RCC will increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as communal rooms, restrooms, classrooms, library tables, buttons, handrails, tables, faucets, doorknobs, and shared keyboards. The increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, according to CDC Guidelines.

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, RCC Facilities has implemented hygiene practices and cleaning/disinfecting protocols to include:

- Cleaning of campus prior to resuming operations.
- Installation of trash cans at restroom doors where possible.
- Enhanced training for custodial staff and an increase in cleaning protocol.
- Including the use of disinfectant sprayers for disinfection using safe alternatives to bleach.
- Increased cleaning and disinfection protocols to include frequently-touched surfaces on campus and in transport vehicles.
- Guidance to RCC employees via email regarding the need to clean frequently used electronics in their personal work space area, the proper methods and materials to use.

7.2. Classrooms and Labs

During the day, RCC Facilities will dedicate a full time custodial “day porter” to clean and disinfect frequently touched surfaces throughout occupied buildings using EPA approved disinfectant products and microfiber towels. At night, a second shift custodial team will clean and sanitize during the evening classes. Those areas include doors, public area seating, vending machines, counters, restrooms and other public facing areas.

RCC Facilities Department has developed a protocol for tracking the use of classrooms via the development of a weekly report. This report is being used to 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.

All labs where hands-on learning occurs will be provided with spray bottles and towel dispensers for use by faculty and students prior to, and after use of common area equipment.

7.3. Student Lounge

The Student Lounges at Glenns and Warsaw will be available for study and access to the vending machines. Social distancing must be maintained at all times and face coverings worn. When you are ready to depart, please use the available disinfectant wipes to clean hard surfaces in your study area. Vending machines will be available. Hand sanitizer will be located nearby – please use the hand sanitizer prior to using the vending machines. Facilities staff will wipe down all, vending machines several times during the day.

7.4. Testing Center

Access to the Testing Centers will be by appointment only for testing and computer access. Once you have completed use of a computer, please wipe it down with available disinfectant wipes designated for electronic equipment. Also, wipe down the hard surfaces in the area you occupied. Facilities staff will wipe down all surfaces at the end of each day.

7.5. Computer Labs

Computer labs will be available on each campus by appointment. Once you have completed use of a computer, please wipe it down with available disinfectant wipes designated for electronic equipment. Also, wipe down the hard surfaces in the area you occupied. Facilities staff will wipe down all surfaces at the end of each day.

7.6. Restrooms

In order to facilitate social distancing, capacity in restrooms will be reduced by closing stalls and urinals as appropriate. If the restroom is in use upon your arrival, you are encouraged to wait outside until the restroom is clear. Following use of the restroom, you should wash your hands thoroughly with soap and hot water following CDC guidelines. Paper towels should be disposed of properly in the trash receptacle. Facilities staff will clean restroom several times throughout the day.

7.7. Drinking Fountains

Drinking fountains will remain available for use to ensure compliance with ADA requirements. However, you are encouraged to utilize only the bottle fill feature on the fountain, as it requires less contact with the fountain. Facilities staff will be disinfecting the drinking fountains several times each day.

7.8. Bookstore

Follett staff will be responsible for disinfecting hard surfaces frequently throughout the course of the day.

8. Public Transportation

Bay Aging will continue to provide free transportation services for students with valid RCC IDs. In alignment with their Pledge Campaign, Bay Aging will conduct employee health checks for all Bay Transit employees at the beginning of their shift every day, including checking for COVID-19 symptoms and taking their temperature. Additionally, all buses will be disinfected several times a day.

On demand service is available throughout the service area from Monday through Friday from 6 AM to 6 PM. When students call in to schedule rides, they will be pre-screened. To facilitate social distancing, buses will be limited to a maximum of three people and have seats taped off to keep riders separated and away from the bus driver and other riders. Face masks are required while using Bay Aging services. If a passenger does not have a face mask, the driver will provide them one.

If you are experiencing symptoms of COVID-19, do not ride the bus.

In coordination with area hospitals, Bay Transit has suspended stops at Urgent Care facilities and hospitals along our fixed route lines in Gloucester and Essex County. More information can be found at Rappahannock.edu/bus

9. Signage

The Glens, Warsaw and Kilmarnock sites have electronic signs that face incoming and passing traffic. These signs will be used to display very short messages and/or links that are COVID/reopening specific. The signs can have multiple “slides” so longer messages can be displayed, albeit in one or two word increments.

Signs will be printed and installed by RCC Facilities and designed by RCC Marketing in compliance with regulations and suggestions from the CDC and VDH. These signs will direct building occupants where to go, what the capacities are for each room/section, sanitation methods and timetables, mask requirements, self-screening, and social distancing requirements. These signs will be installed outside the buildings, by the doorways going in and out, along the hallways, on the walls, and on the floors.

Each RCC site has multiple electronic displays (plasma TVs). COVID/reopening messaging will be carried on these devices and will display similar graphics and language that appears on the website to carry through consistent, understandable and readable messaging.

The RCC sites have multiple Plexiglas poster holders. There are larger ones in the hallways and smaller ones in the bathrooms. Messaging similar to what would appear on the plasma TVs will be used in these poster holders.

Table-top sign holders (similar to restaurant menu displays) will be used to display similar messaging and will be placed on available tables or surfaces in the hallways, classrooms, lounges, and any other appropriate locations where people may be.

10. Library Operations

10.1. Staffing

In order to reduce exposure, the library will form two teams to work at each campus, allowing us to quarantine only those on the same team in the event that a staff member contracts COVID-19. Those on the non-quarantined teams can continue to keep the library open, though on a reduced schedule.

10.2. Hours

The library will be open throughout the day, remaining flexible to the needs of RCC students and employees. On weekdays, the libraries will be open until 7pm to be available for test-taking and studying. Operating hours will be evaluated throughout the fall semester and adjusted according to need, especially during exam times.

10.3. Handling Materials and Circulation Procedures

The library will adopt a “closed stacks” model of retrieving books and DVDs for patrons who request items in person, or preferably, via online or phone request for pickup. This will reduce handling of materials by patrons and increase borrowers’ confidence in the safety of our books and DVDs.

An web form for requesting books will convert requests into e-mails for staff processing. Pickup will be offered by placing checked out books and DVDs in biodegradable paper bags (for privacy), using plastic only for outdoor or rain day pickups. These will be stapled shut with borrowers’ last name on them and placed on a table outside the library entrance. Returned materials will be directed to our book return boxes, both outside our main buildings and in the hallway outside each library’s indoor entrance. Library staff will empty these boxes wearing gloves and will quarantine each day’s returned books in a distinct location with a date indicating when they can be checked in and reshelfed after three days.

10.4. Masks, Gloves, and Sanitizing

Library users will be required to wear masks. Library staff will be required to wear masks and disposable gloves when cleaning workspaces or handling items. Gloves should be disposed of at the end of each day, or when visibly soiled or potentially contaminated.

Library staff will wipe down computer keyboards, mice, scanners, and copiers each morning before opening. Each library user will be provided with wipes to clean work stations after use, increasing user confidence that surfaces are sanitized.

10.5. Internet Access

Students without computers have been loaned laptops by RCC. Thus, all students should have their own portable workstations that can be used to access RCC's guest wifi from anywhere on campus. Inevitably, some users may need to use the library's computers because they use a desktop at home and need access while on campus, or need to print a form or assignment.

The library will provide Internet access at workstations that are at least 6 feet distance from the nearest other workstations. To achieve this with the current configurations, the library will close stations and remove chairs at each row of computers in both libraries, having two closed workstations, between each open station.

10.6. Printing

All print jobs will be directed to the service desk at the front of the library. This will be achieved by changing the printer options at each library workstation so they can only send print jobs to our service desk for user pickup. To avoid cash-handling, that printing will be offered without charge.

10.7. ID Cards

Student and employee ID card printing will transition to an online model using a web form. Students will fill out their personal information and upload a photograph to use on their ID card. After verifying the student's enrolment status, ID cards will be mailed to the student's home address. After verifying employment status, employees will receive their ID card directly.

10.8. Library Access and Group Study Rooms

Both libraries have double doors, which will be propped open at all times to increase airflow and to enable more distancing between those who are entering and exiting. Most seating will be put in storage, with single seats at tables and computer workstations to discourage group gatherings. Group study rooms will be closed, with the exception of individual advising sessions where social distancing will apply. Capacity for each library will be as follows:

- Glens Campus: 9 at computers, 2 at study tables, 4 in scattered lounge seating = 15 Total
- Warsaw Campus: 12 at student computers, 4 at public computers, 2 at scattered table/chair combos, 2 in lounge chairs = 20 total

With reduced number of classes and students on campus, these maximum capacities will rarely be reached.

10.9. Monitoring Library Users

The library staff will abide by and reinforce all established RCC regulations pertaining to social distancing, face coverings, and other safety measures.

10.10. Employee Work Spaces

By relocating offices and scheduling alternate teams to different campuses, the library will achieve socially distanced office cubicles. Staff must wipe these down spaces upon opening and closing when transitioning between teams.

The service desk area has two workstations, however, only one of will be used at a time. A second station with a laser scanner for book checkout will be added near the front service desk. Additional protection will be placed at the sides of the front desk to prohibit patrons from approaching too close.

10.11. Home Delivery and Interlibrary Loan Services

The free Home Delivery service of books and DVDs from the library shelves has previously been offered to any students who do not have classes on campus (dual enrollment, online and satellite campus students.) The library will continue to offer this service under the same conditions. This service will be monitored throughout the fall semester.

10.12. Communications and Signage

The library will display signage to explain changes in printing, check out procedures, and closure of the group rooms. Details of the new library safety guidelines and procedures will be included in the paper bags alongside the checked-out books. The library will also provide disposable wipes visible upon entry and available at workstations. Stansions will be placed across shelves to visually alert users that the area is closed.

11. Responding to a COVID-19 Case on Campus

Following confirmation of a positive test for COVID-19 within the College community, the facility affected will be immediately closed until such time as cleaning and disinfecting protocols can be completed. The campus community and surrounding locales will be notified of a confirmed positive case through channels outlined in our Communications Plan. In our communications, students and employees will be reminded of COVID-19 symptoms, self-screening questions, and the local healthcare resources which are available within our service region.

Depending upon the location(s) affected, the local VDH Health District will be advised of a positive test. RCC will work closely with the VDH Health District to facilitate VDH's contact tracing program, providing appropriate contact information for those individuals possibly exposed to COVID-19. Students and employees in direct contact with someone who has tested positive, on and/or off campus, will be required to self-quarantine for 14 days prior to returning to an RCC campus or site. After notification of a person with confirmed COVID-19 on a RCC campus, the following cleaning and disinfecting protocol will be followed:

Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination as determined by the CDC, in coordination with the impacted department.

RCC Facilities staff will do the following (as applicable):

- Communicate the scope of cleaning to other departments.
- Identify areas that require restricted access during and immediately following enhanced cleaning.
- Communicate with impacted department(s).
- Coordinate with the College Deans and Supervisors.

When cleaning and disinfecting rooms with increased surface area due to a large numbers of desks, tables, and other furniture, and where a spray application of disinfectant is needed, Facilities will notify the building coordinators in advance if the spraying will occur during normal work hours. Advance notice allows the building occupants to be apprised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.

Once the proper cleaning and disinfecting protocols have been completed, the College community will be notified the facility is been disinfected and is open for use.

12. Employee Information

RCC faculty and staff gained valuable experience with teleworking during the transition undertaken in March. Overall, teleworking was highly effective for all departments and allowed us to continue most services for our students. For the upcoming fall semester, RCC will continue offering flexible schedules, allowing each department to schedule staff and activities to meet the needs of our students, faculty and staff.

12.1. Teleworking

RCC will continue to offer telework options through Fall 2020 for employees who can work remotely, in conjunction with guidance from the governor and the Virginia Department of Health. Supervisors may also consider options for employees to work alternative schedules and/or use paid leave as necessary to minimize the number of employees on campus and to accommodate those with heightened risk from COVID 19. Telework arrangements will be documented and approved on the CoVA Department of Human Resource Policy 1.61 Standard Telework Agreement form.

Standard Telework Agreement

Authority: Code of Virginia [§ 2.2-203.1](#), requires that the Secretary of Administration, in cooperation with the Secretary of Technology, establish and maintain the Commonwealth of Virginia's employee [Telework Policy](#). Code of Virginia [§ 2.2-2817.1](#), requires Commonwealth agency heads establish and maintain agency specific telework policies and establish work agreements with all employees who telework.

Terms of Telework Agreement

The terms of this agreement must be read in conjunction with agency specific telework policies. Signatories certify they will abide by the terms of this agreement, all applicable telework policies, and all agreement specific terms established by the employing agency.

1. Safety

- Employee will verify the safety of an alternate worksite using the safety checklist in Section II of this agreement.
- Employee is covered by the Commonwealth's Workers' Compensation Program and/or the Virginia Sickness and Disability Program (VSDP), as appropriate, if injured while working at the alternate worksite.
- Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved alternate work location.
- Supervisor will investigate all accident and injury reports immediately following notification.
- Agency reserves the right to inspect the alternate work location to ensure safety standards are met.

2. Confidentiality and Information Security

- Employee will apply approved safeguards, in accordance with agency policy, to protect agency or state records from unauthorized disclosure or damage, and will comply with all records and data privacy requirements set forth in state law, agency specific policies, and state policies.
- Employee will conduct work at the alternate work location in compliance with all information security standards.

3. Work Standards and Performance

- Employee will meet with their supervisor to receive assignments and to review completed work as the supervisor deems necessary or appropriate.
- Employee may be required to return to the central work location on scheduled telework days based on operational requirements.
- Employee will complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and expectations stated in the employee's work profile and performance plan.
- Supervisor will regularly evaluate and provide feedback on the employee's job performance as defined in the employee's work profile and performance plan.
- Employee agrees to perform telework at the agency-approved alternate work location(s) and times defined in this agreement unless they notify and receive explicit approval from a supervisor to temporarily shift telework to another alternate work location or time period. Failure to comply with this provision may result in loss of pay, termination of the telework agreement, and/or appropriate disciplinary action.
- If children or adults in need of primary care are in the alternate work location(s) during employees' work hours, some other individual must be present to provide the care.

4. Compensation and Benefits

- All pay/salary rates, leave/retirement benefits, and travel reimbursements will remain as if the employee performed all work at the employee's established base work location.

4. Compensation and Benefits (cont.)

- A non-exempt employee who teleworks approved overtime at the direction of a supervisor will be compensated in accordance with applicable law and state policy.
- Employee understands that supervisors will not accept unapproved overtime work from non-exempt employees. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in termination of the telework agreement and/or appropriate disciplinary action.
- Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

5. Equipment and Expenses

- Employee who borrows agency equipment agrees to protect such equipment in accordance with agency guidelines. State-owned equipment will be serviced and maintained by the agency.
- If employee provides their own equipment, employee is responsible for servicing and maintaining it.
- Neither the agency nor the state will be liable for damages to an employee's personal or real property during the performance of assigned work or while using state equipment in the employee's residence.
- Neither the agency nor the state will be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence.

6. Initiation and Termination of Agreement

- The agency and employee understand that telework shall be governed by the same state personnel policies as those applicable to employees at the agency's central workplace except as modified by this agreement.
- Agency concurs with employee participation and agrees to adhere to applicable policies and procedures.
- Employee may terminate this telework agreement at any time unless telework is a condition of employment. Two weeks notice to the agency should be provided when possible.
- Agency may terminate this telework agreement at any time. (Agreement may be terminated for reasons to include, but not limited to, declining performance and organizational benefit). Two weeks notice to the employee is recommended when feasible.

7. Agreement Agency Specific Terms and Conditions:

-

NOTE: The language used in this agreement does not create an employment contract between the employee and the agency. This agreement does not create any contractual rights or entitlements, but, instead, establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking. The agency reserves the right to revise the content of this agreement or its terms,

Standard Telework Agreement

in whole or in part, at its discretion. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph are binding upon the agency.

Section I – This document constitutes the terms of the telework agreement for:			
1. Employee (Last Name, First, Middle Initial)		2. Title	
3. Agency		4. Alternate Work Location(s) Address(es)	
5. Telework Arrangement Implementation Dates <i>(Agreement should be reviewed annually and revalidated at least once every two years)</i>			
a. Start Date		b. End Date	
6. Alternate Work Location(s) Telephone Number(s) (Include Area Code)		7. Alternate Work Location(s) Email Address(es)	
Telework Arrangement Category (select one)			
<input type="checkbox"/> Full-Time Telework Employee teleworks their entire work schedule from the alternate work location(s) documented in this agreement.	<input type="checkbox"/> Hybrid Telework Employee consistently teleworks 32 hours or more per month, typically one to two days a week from the alternate work location(s) documented in this agreement and as documented in the Hybrid telework pattern section below. Notice and approval process for deviations from this alternate work location or telework pattern must be documented in the notification and approvals section below.	<input type="checkbox"/> Limited Telework Employee consistently teleworks less than 32 hours per month on a sporadic or task driven basis. May be expected and/or required to work in a telework mode for limited periods in response to a specific agency need. The notice and approval process to inform the employee of the need to telework or for the employee to request a shift to telework must be documented in the notification and approvals section below.	
Hybrid Telework Pattern - Document the normal pattern of days and hours the employee will telework each week. Document the process required to request and receive approval for deviations in days or hours in the notification and approvals section to the right.		Notification and Approvals - Document the notification and approval processes required for the employee to request and receive approval for telework locations or pattern changes - or for the organization to inform the employee of the need to shift to limited telework.	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
Normal work hours at alternate work location will be from _____ to _____			
Continuity of Operations "Emergency Closing" Status (select one)			
Employee <input type="checkbox"/> IS or <input type="checkbox"/> IS NOT expected to telework for the duration of an emergency pursuant to a pandemic and/or when the employee's central workplace is closed due to natural or manmade emergency situations (e.g. snowstorm, hurricane, act of terrorism, etc.). If employee is unable to telework during an emergency due to illness or dependent care responsibilities, the employee must take appropriate leave. The employee may be asked and expected to report to an agency central workplace, other alternative locations, or be granted emergency closing authorization, on a case-by-case basis, when other circumstances (e.g. power failure) prevent the employee from teleworking at the alternate work locations listed above.			
Employee Signature		Date	
Authorized Supervisor or Manager Signature		Date	

Section II – Safety Checklist		
Safety Feature Verified at Alternate Work Location Listed Above:	Yes	No
1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location.	<input type="checkbox"/>	<input type="checkbox"/>
2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3. Electrical system allows for grounding of electrical equipment (three prong receptacles).	<input type="checkbox"/>	<input type="checkbox"/>
4. Alternate work location is free of any obstructions that could restrict visibility and movement (including doorways).	<input type="checkbox"/>	<input type="checkbox"/>
5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.	<input type="checkbox"/>	<input type="checkbox"/>
6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.	<input type="checkbox"/>	<input type="checkbox"/>
7. If materials containing asbestos are present, they are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>
8. Work location space is free of excessive amounts of combustibles, floors are in good repair, and carpets are well secured.	<input type="checkbox"/>	<input type="checkbox"/>
I verify that this safety checklist is accurate and that my alternate work location is a reasonably safe place to work.		

Standard Telework Agreement

Employee Signature	Date
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12.2 Faculty & Staff Health Safety Agreement

All employees will be required to complete the Faculty and Staff Health Safety Agreement (attached) by August 20, 2020 at the onset of the fall semester to assure they understand their obligations in maintaining a safe environment should they be on campus at any point. This form includes the obligation to complete a daily self-check via an instrument provided by the CDC prior to coming to campus. Supervisors will be responsible for obtaining these signed agreements and forwarding them to human resources.



COVID-19 RETURN TO ON-SITE WORK ENVIRONMENT **Faculty and Staff Health Safety Agreement**

The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 Pandemic outbreak, it is imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, faculty, and staff safe during the current COVID-19 pandemic for all ON-SITE WORK/EMPLOYMENT ACTIVITIES.

As a condition for your return to the on-site work environment, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter on-site.

For my safety, the **College/my employer will do the following:**

- Maintain a commitment to keeping educational/academic interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and transmission of COVID-19 including the thorough cleaning and disinfecting of the on-site work environment, to include, but not limited to: offices, classrooms, lab areas, etc., at the conclusion of use;
- Provide hand sanitizers and hand sanitizing stations on-site; provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Respond to faculty and staff concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

Faculty and Staff Expectations:

As an employee, **I agree to the following conditions to return to class:**

1. **I will not come to work on-site if I am sick or stay on-site if I feel sick**, regardless of symptoms. I will contact my supervisor so that he/she is aware and can provide guidance as necessary. I will stay in touch regularly with my instructor during my work absence. If he/she has not provided me with guidance, I will contact my next level supervisor or Human Resources;
2. **I will not come on to work if I have been exposed to someone with COVID-19** or traveled to an area with a high incidence of COVID-19. I will quarantine per CDC guidelines. I will not come back on to work until I have quarantined for a minimum of 14 days. I will contact my supervisor and work with Human Resources to request appropriate accommodations, i.e., telework options, alternative work options, etc., if appropriate, until I return to work on-site;
3. **If after returning to work on-site, I find out that I was exposed to someone with COVID-19 outside of the work environment, I will contact my supervisor immediately** and quarantine per CDC guidelines. I will not come back on-site to work until I have quarantined for at least 14 days. My supervisor in consultation with Human Resources may offer work accommodations, i.e., telework options, alternative work options, etc., if appropriate for the type of job/position I hold at the college. I will stay in touch with my supervisor and Human Resources during my work absence;

4. **If I am diagnosed with COVID-19 I will not come on-site to work. If I recently worked on-site, I will advise my supervisor immediately of my diagnosis.** I will stay in touch with my supervisor and Human Resources as I am able. I will not return to work on-site until I have been authorized by Human Resources.
5. **I will practice Social/Physical Distancing and will not congregate** before, during, and after on-site work activities, as well as during breaks. I will not loiter or socialize on-site and will leave the premises when not engaged in work-related activities;
6. **I will properly wear a protective face covering (mask) when on-site.** This will be required for entry to any building until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor, to include, but is not limited to: face shields, gloves, sanitizer, antibacterial wipes, etc. Failure to properly wear a face covering and/or use required PPE while on-site may result in conduct violations that may lead to possible disciplinary action and/or faculty sanctions.
7. **I will be prepared if the college is moved to a fully remote work environment for all employees.** In the event of a new outbreak or change in state guidelines, I understand it is possible the college may be moved to a full or partial work environment. I understand that if this occurs, I will need access to technology and internet with as little as 24 hours' notice;
8. RECOMMENDATION: **I should sign up for my College's Alert System** so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closings, but other emergency information I should know. For the latest emergency closing information, please sign up.
9. **Self-Check before Returning to On-site Work/Employment** – Faculty and staff are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work on-site or attending class.

Signature

By signing below, **I agree to the above Employee Expectations as a condition of returning to on-site work/employment.** If, at any time, I fail to follow any of these conditions, I understand I may be subjected to possible disciplinary action, up to and including termination. This agreement will become part of my official personnel file.

PRINTED NAME

SIGNATURE

DATE

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

12.3 Instructor Return to Class Guidelines

All faculty and staff will be provided a copy of Instructors Return to Class Guidelines, which highlights specific requirements of faculty in conducting their classes. Many of these guidelines will be reinforced throughout the semester through our Communications Plan and campus signage, e.g., self-screening, use of a face covering, and personal accountability.

Instructor Return to Class Guidelines



The health and well-being of our students, instructors and staff is our top priority.

The purpose of this document is to give you guidelines and directions for your class as we return to campus under very unusual circumstances. With the current and uncertain future of the COVID 19 Pandemic outbreak, it imperative we follow very specific guidelines until such time as the Pandemic ends. With that in mind, we ask that you do the following:

At your First Class back on Campus:

- Distribute the [Student Health Safety Agreement](#) to all students as they arrive/enter the classroom. They should already have received an electronic copy via email prior to coming back to campus;
 - Ask that they please familiarize themselves with the agreement while they are waiting for class to start;
- Take class attendance;
- Review your contact information with your class, even if you have already given them information at the first class. We don't want students to have any reason not to stay in touch if they have to miss class or need direction;
- Review the Student Health Safety Agreement with the class before beginning any class activity;
 - Review line-by-line and in particular, cover all 8 points of the Student Expectations. We would ask that you explain how you prefer to stay in contact (telephone, text, email, etc.) with them if they need to communicate with you.
 - Emphasize:
 - Stay home if they have ANY SYMPTOM of illness or any illness;
 - Importance of maintaining social/physical distancing whenever possible and particularly on breaks;
 - Wearing face coverings (masks) until such time as it is no longer required nor recommended by the state and CDC;
 - Ask them to sign up for the RCC Alert that will be used anytime there is important information to share with students. They can opt to receive texts or emails depending on their method of signing up;
 - Explain that failure to abide by this agreement may result in dismissal and loss of tuition;
 - Ask students if they are clear on the expectations;
 - Have students print their name on the agreements, then sign and date them. Please compare your roster to be certain you have an agreement from all students;
 - If a student is absent, make sure you cover this with them when they return and have them sign and date;
 - Place the agreements in the catalog envelope once you have forms from all students and return to the Workforce Solutions office;
 - Unless otherwise directed, if you have a student who has not returned after two class meetings, please reach out to the student to determine their status. If they are returning to the next class, wait and get their form and then return all forms to the office; and,
 - If a student is not returning, please advise your supervisor

At all Subsequent Classes:

- Ensure that PPE is consistently worn, social distancing is practiced as appropriate, and lead by example;
- If you have students who will not follow these guidelines, please approach them and reemphasize the importance of compliance and the fact that if students don't comply, they risk infection, removal from the class, and loss of tuition. Most importantly, they jeopardize the health of classmates;
- If you have any issues or concerns or the students do, please contact your supervisor; and,
- Immediately report any positive or suspected cases of COVID to your supervisor.

12.4 Use of College Vehicles

College vehicles will remain available for use by employees while on College business. Ride sharing/carpooling will not be allowed – single occupancy only. All other regular guidelines for vehicle use are to be followed. When the vehicle is returned, the driver should wipe down the steering wheel, controls, and other areas which may have been touched – disinfecting wipes will be available in the vehicle. After each use, B&G staff will thoroughly disinfect the interior of the vehicle prior to use by another employee. Please note that travel is discouraged unless absolutely necessary to complete College business.

12.5 Security

Uniformed security will return to Glenns Campus and Warsaw Campus during all College operating hours – Monday through Saturday. Security Guards will be trained regarding protocols to follow under this Safe Reopening Plan.

13. Diagnostics, Testing, and Treatment

RCC will work in partnership with Virginia Department of Health (VDH) Health Districts and local healthcare providers to ensure students, faculty and staff have access to COVID-19 related information, testing and treatment. In addition, RCC will coordinate with VDH units to facilitate contact tracing in the event of a positive COVID-19 diagnosis within the College community.

13.1. Virginia Department of Health (VDH) Health Districts (vdh.virginia.gov)

VDH is an excellent source of information relating to COVID-19, through their comprehensive website and the local Health Districts (see contact information listed below). In the event of direct exposure to a COVID-19 infected individual and/or the onset of COVID-19 symptoms, VDH recommends you contact your Primary Care Physician or an Urgent Care for diagnosis and direction regarding testing and treatment. VDH maintains a listing of Public Testing events held periodically, which is available with other current information by following the VDH on FaceBook.

To facilitate effective contact tracing in the event of a positive diagnosis within our College community, RCC will maintain a daily record of all persons present on each campus and site. Attendance will be taken daily in each classroom and records will be maintained of those visiting campus for computer access, counseling/advising appointments, bookstore visits, and/or pick-ups and returns to the library. Coordinating with the applicable VDH Health District, RCC will provide information required for VDH to contact individuals who may have come into contact with the COVID-19 infected person.

Three Rivers Health District – RCC’s Glenns & Warsaw Campuses

Matt Carpentier, Public Health Emergency Preparedness Coordinator
matthew.carpentier@vdh.virginia.gov
804/758-2381, ext. 34

Johanna Hardesty, Medical Reserve Corps Coordinator
johanna.hardesty@vdh.virginia.gov
804/758-2381, ext. 14

Holly Balderson, Nurse Manager – COVID-19 Contact Tracing
holly.balderson@vdh.virginia.gov
804/333-4043, ext.19

Phillip Carr, Epidemiologist – COVID-19 Contact Tracing
phillip.carr@vdh.virginia.gov
804/769-4988, ext.4711

Chickahominy Health District – RCC's New Kent Site

Steven Rykal, Public Health Emergency Preparedness Coordinator
steven.rykal@vdh.virginia.gov
804/365-4345

Nancy Davis, Nurse Supervisor – COVID-19 Contact Tracing
nancy.davis@vdh.virginia.gov
804/556-6235

Karen Stalzer, Nurse Manager – COVID-19 Contact Tracing
karen.stalzer@vdh.virgini.gov
804/365-4354

Rappahannock Health District – RCC's King George Site

Wendi Lane, Public Health Emergency Preparedness Coordinator
wendi.lane@vdh.virginia.gov
540/322-5940

13.2. Local Community Healthcare Providers

Within RCC's twelve county service region, we are fortunate to have excellent regional healthcare resources. RCC is well known to and closely connected with these healthcare providers through our highly regarded Nursing and Emergency Services programs. The hospitals listed below can be contacted for COVID-19 related information and testing and treatment resources available to local residents. Each hospital is supported by a network of physicians, specialists and clinics to aid those in need of medical attention. Additionally, Middle Peninsula Northern Neck Community Services Board (CSB) provides comprehensive clinical and support services to individuals and families in need for assistance with mental/behavioral health, early intervention, prevention services, and substance

use. The COVID-19 pandemic environment brings with it many life challenges, so having CSB resources and service readily available is very positive for our local residents.

Bon Secours Rappahannock General Hospital
101 Harris Road
Kilmarnock
804/435-8000

Riverside Walter Reed Hospital
7519 Hospital Drive
Gloucester
804/693-8800

Riverside Tappahannock Hospital
618 Hospital Road
Tappahannock
804/443-3311

Middle Peninsula Northern Neck Community Services Board
Information/Contacts – 804/758-5314
COPE Crisis Hot Line – 800/542-2673
Youth & Family Services – 804/758-4035

13.3. Resource Links

Center for Disease Control: [cdc.gov](https://www.cdc.gov)

Virginia Department of Health: <https://www.vdh.virginia.gov/>

Middle Peninsula Northern Neck Community Services Board: [mpnnscsb.org](https://www.mpnnscsb.org)

Riverside Tappahannock Hospital: <https://www.riversideonline.com/rth/>

Riverside Walter Reed Hospital: <https://www.riversideonline.com/rwrh/>

Bon Secours Rappahannock General Hospital:

<https://www.bonsecours.com/locations/hospitals-medical-centers/richmond/rappahannock-general-hospital>