



CISCO COLLEGE

# COVID-19 OPERATIONAL PLAN

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# GUIDING PRINCIPLES



## **COVID 19 Guiding Principles**

Cisco College's policies and protocols for responding to the COVID-19 pandemic will be rooted in safety for our staff, safety for our faculty and students and for the public we interact with. The primary goals for Cisco College's response to the COVID-19 pandemic are to protect public health and continue the institution's vital missions of providing educational opportunities that meet the diverse needs of the communities and students we serve. Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. **Please note that our success is contingent upon everyone taking individual responsibility over their personal health and that of our students and coworkers.**

Cisco College's plan aligns with and is consistent with local, state, and federal orders and ordinances. Cisco College will begin June 8 with a phased operational procedure - consistent with Governor Abbott's Executive Order No. GA-23.

The following resources are utilized in this plan:

Texas Helping Texans Governor Abbott's Executive Order No. GA-23

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Report.pdf>

Opening Up American Again

<https://www.whitehouse.gov/openingamerica/>

Centers for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## **RETURN TO THE WORKPLACE**

### **Workplace Expectations & Guidelines**

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of Cisco College's Workplace Expectations and Guidelines

### **Symptom Monitoring Requirement**

Staff who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing

- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

### **SCALING UP STAFFING**

Cisco College will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources.

**Cisco College will scale-up staffing beginning June 8<sup>th</sup>. Once the desk sneeze guards are completed, the campuses in Cisco and Abilene will open to current and future students.**

Appropriate social distancing and individual responsibility should be maintained consistently.

Expanded staffing will be communicated through your respective dean, vice president or provost. The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. As staffing on-site increases and operations expand, we will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

## STAFFING OPTIONS

Once staff members who have been instructed to return to work on-site, there are several options departments should consider to maintain required social distancing measures and limit population density within buildings and work spaces to reduce the spread of COVID-19.

**Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so. Arrangements should be approved by the immediate supervisor and can be on a full or partial day/week schedule as appropriate.

**Alternating Days:** Departments should schedule partial staffing on alternating days to help enable social distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas

## PERSONAL SAFETY PRACTICES

**Face masks/Cloth Face Coverings:** Face masks or face coverings may be worn by all staff working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.) Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Masks will be provided by the college, if needed. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

**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% 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.

**Gloves:** Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face shields:** Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non healthcare environments.

**Personal Disinfection:** While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Working in the Office:** If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared work

space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and students.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times. Masks/face coverings should be worn by any staff in a reception/receiving area. Masks/face coverings should be used when inside any college facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings:** Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a rooms capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Go to Meetings, etc.).

**Meals:** Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each individual, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation. If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between

employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

**Travel:** If you travel to areas considered “hotspots” where the spread of COVID 19 is above other areas, please notify your supervisor.

### [Classes, Office Hours, and Student Engagement](#)

Faculty are encouraged to provide other options to students for Office Hours. These may include online and zoom appointments rather than in person office visits. Office hours should be posted online and included in the course syllabus.

- Classes will be delivered face-to-face, hybrid and/or online beginning Fall, 2020.
- Steps will be taken to mitigate the spread of COVID 19 for face-to-face classes and CTE experiential learning. (smaller classes, social distancing, etc.)
- COVID-19 syllabus statements examples (CDC guidelines)

### [Plan for when faculty, staff, students becomes ill](#)

1. Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
2. Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate.
3. Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
4. Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible.
5. Advise sick staff members to not return until they have met CDC criteria to discontinue home isolation.
6. Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation. Maintain healthy operations (Steps 1-3)
7. Implement flexible sick leave policies and practices, if feasible.
8. Monitor absenteeism to identify any trends in employee or student absences due to illness. This might indicate spread of COVID-19 or other illness.

9. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
10. Create a communication system for faculty, staff, and students for self-reporting of symptoms and notification of exposures and closures. (See pages 11 & 12)
11. It is very important to check State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.
12. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a few days for cleaning and disinfection

### SCALING UP OPERATIONS

1. Establish and maintain communication with local and State authorities to determine current mitigation levels in your community.
2. Protect and support staff and students who are at higher risk for severe illness, such as providing options for telework and virtual learning.
3. Follow CDC's Guidance
4. Provide faculty/staff from higher transmission areas (earlier Step areas) telework and other options as feasible to eliminate travel to schools and campuses in lower transmission (later Step) areas and vice versa.
5. Encourage any other external community organizations that use the facilities also follow this guidance.
6. E-learning or distance learning opportunities should be provided for all students.
7. Support provision of student services, as feasible.
8. Remain open with enhanced social distancing measures.
9. Restrict attendance to those from limited transmission areas only.
10. Safety Actions Promote healthy hygiene practices
11. Teach and reinforce washing hands and covering coughs and sneezes.
12. Teach and reinforce use of face coverings among all staff.
13. Face coverings may be challenging for students to wear in all-day settings such as school.
14. Face coverings should be worn by staff and encouraged in students (particularly older students) if feasible and are most essential in times when physical distancing is difficult.

15. Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
16. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
17. Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
18. Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol for students, faculty, and staff.
19. Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

### INTERIM GUIDANCE HIGH RISK POPULATIONS

Please be advised that some are at higher risk for severe illness from COVID-19. These individuals include those over age 65 and those with underlying medical conditions. Such underlying conditions include, but are not limited to:

- chronic lung disease
- moderate to severe asthma
- hypertension
- severe heart conditions
- weakened immunity
- severe obesity
- diabetes
- liver disease
- chronic kidney disease that requires dialysis.

Individuals at higher risk for severe illness should be encouraged to self-identify.

The college will make every effort to reduce individual's risk of exposure to COVID-19, while making sure to be compliant with relevant Americans with Disabilities Act (ADA) and Age Discrimination in Employment Act (ADEA) regulations. All decisions and recommendations will be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems.

CDC is releasing this interim guidance, laid out in a series of three steps, to inform a gradual scale up of operations. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available.

# PROCESS FOR STUDENTS REPORTING POSITIVE COVID-19 DIAGNOSIS

Most likely, students will report a COVID-19 diagnosis to an instructor first. When a student reports that they have tested positive, please follow the steps below. Consistent messaging to students is key.

If you have questions, please contact your chairperson.

If you are unsure how to respond to a student, please direct the student to email the campus counselor identified below.

## INSTRUCTOR SHOULD TELL THE STUDENT THAT:

- a. The instructor will report the student's notification to the campus Disability Services Coordinator and their other instructors will be notified.
- b. They **may not attend** any in-person classes until they provide medical clearance via email to the Disability Services Coordinator.
- c. They should contact all their instructors **via email** to make plans for online/remote work.

## THE INSTRUCTOR SHOULD NOTIFY THE CAMPUS DISABILITY SERVICES COORDINATOR VIA EMAIL ABOUT THE STUDENT DIAGNOSIS. PLEASE INCLUDE STUDENT NAME, COURSE, AND ID # FROM THE COURSE ROSTER.

- **Cisco Campus:** Leigh Dycus - [leigh.dycus@cisco.edu](mailto:leigh.dycus@cisco.edu)
- **Abilene Campus:** Christina Mendenhall - [christina.mendenhall@cisco.edu](mailto:christina.mendenhall@cisco.edu)

\*Note: the Disability Services Coordinators are identified as point of contact for logistical purposes only to ensure that all instructors are notified when students may return to in-person class. A positive COVID diagnosis does not initiate disability services accommodations. Disability Services Coordinators do not authorize or approve absences.

## IF THE STUDENT RECENTLY ATTENDED IN-PERSON CLASSES PRIOR TO NOTIFYING, THE INSTRUCTOR MAY RELAY THE FOLLOWING INFO TO THE CLASS AT THE NEXT CLASS MEETING:

- a. A student has reported a positive diagnosis. Do not reveal student name or gender.
- b. In-person classes will continue because safety protocols were in place at date(s) of his/her/their last attendance.

\*Note: instructors are not required to cancel in-person classes because it is expected that safety practices were followed when the student was last in attendance (masks, social distance, reduced class size) per college safety policy.

## DISABILITY SERVICES COORDINATORS WILL VERIFY MEDICAL CLEARANCE WHEN PROVIDED VIA EMAIL BY THE STUDENT AND SEND EMAIL NOTIFICATION TO ALL INSTRUCTORS FOR THE STUDENT THAT THE STUDENT MAY RETURN TO IN-PERSON CLASSES.

FACULTY SHOULD NOT REFER STUDENTS TO THE DISABILITY SERVICES COORDINATORS IF THEY ARE ABSENT BECAUSE OF EXPOSURE. STUDENTS ABSENT BECAUSE THEY OR THEIR FAMILY/CHILDREN HAVE BEEN EXPOSED SHOULD WORK WITH THEIR INSTRUCTOR AS ALLOWED WITHIN THE COLLEGE ATTENDANCE POLICY.

# PROCESS FOR FACULTY & STAFF REPORTING POSITIVE COVID-19 DIAGNOSIS

Faculty & staff should have plans in place to work remotely and online if possible, and identify a partner or back-up in the event that they may be unable to work remotely or online for an extended period of time. All plans for fully remote work or online classes should be approved by chairpersons and supervisors.

## FACULTY DIAGNOSED WITH COVID-19 SHOULD FOLLOW THE STEPS BELOW. (IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR CHAIRPERSON)

1. Notify your chairperson & confirm plans to move classes online. Chairpersons will notify administration.
2. Notify students that the class will be moved online. Include any changes to office hours & contact methods.
3. Update your voicemail with current contact info or forward your office phone using the STRATUSmobile app. Instructions are available under 'Working Remotely' in Faculty Resources on Canvas.
4. Coordinate with your faculty partner or back-up. Partner faculty should help monitor & support students if you are unable to engage the course for more than 1 week (reply to emails, answer student questions, address Canvas or assignment issues, grade assignments).
5. Add your faculty partner(s) as a TA in Canvas by submitting the TA Request form located under 'Forms' in Faculty Resources on Canvas.
6. Submit medical documentation noting that you are unable to attend work in-person, on-campus to the HR office: [shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu). Documentation will not be placed in personnel files. Questions about documentation should be directed to HR.
7. Check in regularly with your chairperson regarding your recovery and courses.
8. Complete absence reports for any days that you are unable to work remotely.

## STAFF DIAGNOSED WITH COVID-19 SHOULD FOLLOW THE STEPS BELOW. (IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR SUPERVISOR)

1. Notify your supervisor & confirm plans for remote work (if applicable). Supervisors will notify administration..
2. Coordinate with your staff partner or back-up (if applicable).
3. Update your voicemail with current contact info or forward your office phone using the STRATUSmobile app (if applicable; instructions were provided by email at the start of the term).
4. Submit medical documentation noting that you are unable to attend work in-person, on-campus to the HR office: [shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu). Documentation will not be placed in personnel files. Questions about documentation should be directed to HR.
5. Check in regularly with your supervisor regarding your recovery and remote work (if applicable).
6. Complete timesheets, absence reports, or other documentation as required by supervisor.