Name of Institution: Asnuntuck Community College  
COVID-19 Coordinator: Timothy St. James, Dean of Students and Facilities  
Email, cell phone, and work phone: tstjames@acc.commnet.edu, 1-860-205-1224, 1-860-253-3011

Intended date of arrival of the first students: 01/22/2021  
Intended date of classes starting: 01/22/2021  
Intended duration of the spring semester or quarter: Full semester

Date Submitted: 01/15/2020  
Plans Submitted By: CEO Michelle Coach  
mccoach@asnuntuck.edu  
1-860-253-3002

PART 1 - PLAN FOR REPOPULATING THE CAMPUS (the reentry of students)

Classrooms:

The majority of courses are being offered hybrid, online, or LRON. In cases where an on-ground experience occurs, at least six-feet of physical space distancing has been achieved in the classrooms. The largest classrooms on the campus will be utilized for on-ground instruction. The course enrollment capacities have been adjusted in order to accommodate the number of students that can be within a classroom (Manufacturing classrooms at a max of 12 students per room and other classes maxs are set according to their sizes). The manufacturing areas have been arranged, so there is at least six-feet of space between the machines used. In the manufacturing lab spaces, a maximum number of 24 students are present. All hybrid and on-ground ACC courses are starting as planned, without a remote start, because the volume of students on campus is spaced effectively during the week and throughout the day.

For courses that have hands-on training, see below which includes the number of students and when the programming will begin on campus:

<table>
<thead>
<tr>
<th>Program</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>Use of 1-2 classrooms for social distancing; PPE: gloves and masks worn; safety glasses with side protection worn when providing hair services; Plexiglass dividers between students when providing nail services; equipment and stations disinfected between services; full salon cleaning at the end of each class; fresh towels, products and materials between experiences; all PPE plus disposable gowns worn during laundry tasks; and clear curtains installed to maintain isolation of each individual between shampoo stations as well as styling stations; and no public contact.</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>Group will maintain social distancing within the classroom; PPE: Level III masks, face shields, gloves, and disposable gowns will be worn; and one student per piece of equipment (with disinfection between use).</td>
</tr>
<tr>
<td>Electro-mechanical</td>
<td>Students will wear masks. Machines and tools will be disinfected with 70% isopropyl alcohol applied with a disposal cloth to clean in between use. Students will rotate between stations while maintaining social distancing. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.</td>
</tr>
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<td>Program</td>
<td>Precautions</td>
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<tr>
<td>EMT</td>
<td>Social distancing; any practicum time less than 6 feet apart will be less than 15 minutes and with full PPE; students separated into assigned working groups during practicum for the duration of the program; PPE: gloves, masks and face shields; and clinical equipment to be disinfected between uses.</td>
</tr>
<tr>
<td>Esthetics</td>
<td>Use of 2 classrooms for social distancing; PPE: gloves, masks and face shields will be worn by all service providers. Service recipients will wear face masks including those receiving facials; curtain dividers and/or safe distancing between stations; and fresh towels, linens, and materials between experiences. All PPE plus disposable gowns worn during laundry tasks. Equipment to be disinfected between uses. Full cleaning of spa at the end of each class. No public contact.</td>
</tr>
<tr>
<td>Machining</td>
<td>Students will always wear masks and safety glasses. Machines, tools, and projects will be disinfected by the student in between use using 70% isopropyl alcohol with a disposable rag. Students will be situated at desks or machines that are at least six feet apart. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.</td>
</tr>
<tr>
<td>Nail Tech</td>
<td>Use 2 classrooms to maintain social distancing; PPE: gloves, masks, and face shields will be worn; and tools and nail stations will be disinfected between uses; all PPE plus disposable gowns worn during laundry tasks; and plexiglass dividers between students when providing nail services. No public contact.</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>Using 2 classrooms and 3 instructors, the group will be separated for social distancing; PPE: masks, gloves, gowns, and face shields will be worn; all areas will be disinfected between each student’s use and blood draw. No public contact.</td>
</tr>
<tr>
<td>RMA</td>
<td>Using 2 classrooms and multiple instructors, the group will be separated for social distancing; PPE: masks, gowns, and gloves will be worn; all areas will be disinfected between each group’s use and performance of clinical activities. No public contact.</td>
</tr>
<tr>
<td>Veterinary Assistant</td>
<td>Group will maintain social distancing within the classroom; PPE: masks and gloves will be worn; One student per animal experience.</td>
</tr>
<tr>
<td>Welding</td>
<td>Students will wear welding helmets, welding gloves, safety glasses, and masks. The students will be given their own welding helmet, gloves, and welding jacket. The booths are metal barriers between each student so social distancing is generated naturally. Machines, tools, booths, and projects will be disinfected by the student in between each using 70% isopropyl alcohol. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.</td>
</tr>
</tbody>
</table>

**Dining Halls:**

N/A

**Athletics:**

N/A
**Spaces “where other groups congregate”:**

**Academic Tutoring Center:** Tutoring services will be available both on ground and online. In order to reinforce social distancing guidelines, on ground tutoring will be available for 4 hours a week per subject area with no more than 2 tutors providing on ground tutoring at any one time. Students will schedule one-hour blocks for on-campus sessions to allow time after tutoring sessions to sanitize workstations. Safety precautions will include plexiglass barriers, wearing a mask, and using hand sanitizer upon entry into the tutoring area. It will be the responsibility of each user to clean keyboards, mice, work surfaces, and any other equipment (printers, copiers) before and after each use. Disinfectant will be provided, and signage will be posted that provides instructions.

Extra computers that are not being used for on ground tutoring sessions will be disabled. The entrance and exit from the Academic Tutoring Center will be the main Library doors. Doors will remain locked, and only students with appointments will be allowed into the tutoring center. Students with on-campus appointments will be added to the shared On-Campus Appointments spreadsheet in MS Teams.

Students can book both remote and on-ground appointments using MS Bookings (links provided on the website, emails to students, ACC social media, and in all other ATC promotional material), or by contacting Tutoring staff via the departmental email or phone. In addition to the on-ground tutoring detailed above, tutoring appointments will be available online via Teams. Tutoring coverage will remain at 52 hours per week; in addition, designated tutors will provide embedded support in the classroom both online and on-ground.

**Bookstore:** The ACC Follett Bookstore will only be taking online orders ([www.asnuntuckshop.com](http://www.asnuntuckshop.com)) for the Spring 2021 semester. Art kits are an exception, and students will call 1-860-253-3186 to make that purchase. At the end of the Spring semester, rentals will be due by 5/17, and students will call the bookstore to make appointments to drop off their rental books.

**Common spaces:** All furniture has been removed from areas where six-feet of social distance cannot be maintained. These areas include the game room area, which will remain closed. The Veterans’ Oasis has workspaces that are six-feet apart. Tables for eating have notices for one-person occupancy, and only one chair is available where possible. A classroom will be designated for eating (with the appropriate distancing) during the Spring semester due to the weather. Notices are posted throughout the campus to maintain six-feet of social distance. These notices are posted at each office to reinforce the policy. Maintenance will consider these areas frequent touch points, and the tables will be wiped in increments throughout the day.

**Computer Labs:** Room 214 and 212 will be used as student computer labs. Room 215 (MAC Lab) will be reserved for students in the ART/DGA/GRA classes who need access to the Adobe Creative Cloud software package. Hybrid classes held on campus will use laptop carts to meet their computer needs during instruction. The computers in the Communications Lab 116 will be moved to room 133A, so social distancing guidelines can be followed. The computers in the Homework Lab will be shut
down because social distancing cannot be followed in that room. Students will be able to book all computer lab time using a Bookings app available on the website. All computer lab time will be in no more than 2-hour increments. Students will be told by a worker to wipe each computer station (mouse, desk, and keyboard) with a disinfecting wipe before and after each time block.

Library: The library will have the stacks closed and only accessible by the librarians. Work areas and computers are spaced six-feet apart. Four computers will be available for student use and the rest will be disabled. Eight study tables supplied with one chair will be spread throughout the library. The librarian stations have plexiglass barriers. The rest of the chairs will be placed into storage. All soft seating will be removed. It will be the responsibility of each user to clean keyboards, mice, work surfaces, and any other equipment (printers, copiers) before and after each use. Disinfectant will be provided, and signage will be posted that provides instructions.

Student access to the Library will be by appointment only via a Bookings app accessible on ACC’s website. The entrance and exit for the Library will be the main Library doors. The library will be student use only and not accessible to the public. The library will be physically staffed 16 hours/week with one staff member and student worker. Library hours will not overlap with Tutoring hours. Virtual coverage will remain at the "normal" 57 hours/week.

Materials that are used on-site in the library by individuals continuously wearing a mask can be reshelved without quarantine. Library materials that are checked out by borrowers and removed from the library will be quarantined upon return for at least 24-hours prior to reshelving.

Offices: Offices are currently staffed at 50% maximum of the occupants. Remote availability occurs for student-facing office during normal business hours. These hours are posted on the ACC website and adjusted as needed. Appointments are required for on-campus or virtual meetings. When on-campus, students are asked to check-in at the front desk upon arrival.

Pantry: The pantry is accessible by appointment. Students can arrange for pick-ups with pantry personnel on Wednesdays between 12-4 by the Conference Center awning. Drop-off are made at Manufacturing.

LRON Room: Room 204 will be available for on-campus appointments to students enrolled in Live Remote Online (LRON) classes who have insufficient time between their Traditional (TRAD) or Hybrid (HYBR) courses that meet on campus. On-campus hours and appointments for Room 204 are limited, and services will be provided by appointment only.

Residence Halls: N/A
Restroom usage:

All Restroom users are to:

- Minimize time in all shared restrooms.
- Not use cell phones in shared restrooms.
- Not store personal items in shared restrooms.
- Air hand dryers are discouraged

Multi-stall shared restroom users:

- For sinks and open showers, 6 feet of separation should be maintained when in use.
- If there are multiple communal restrooms available on a floor, restrooms should be assigned by zone or other criteria, and users should only use their assigned restroom, to limit cross contamination and assist with traffic control.
- If quarantined because of close contact with a COVID-19 positive individual, communal restroom users should have a single-user restroom, if possible.

Cleaning/Disinfecting practices:

Hand sanitizer: Hand sanitizer has been placed in all offices and classrooms. It is also in the restrooms and at entrances. Refill contents have been ordered for replenishment.

Disposable wipes: Disposable wipes have been supplied to all offices and classrooms. Areas will be cleaned with wipes after visits by students and employees. The maintenance staff disinfects all touch surfaces multiple times per day. If disposable wipes are not available, cleaning solutions will be prepared, SDS will be provided, gloves will be given, and instructions will be specified for proper use (time of contact and what not to mix with).

Hand washing: Everyone is encouraged to wash their hands frequently. Signs are posted in every restroom. The campus community discussed the false sense of security when wearing gloves. They were provided a video of this information and the proper way to remove gloves.

General cleaning: Restrooms are cleaned at least three times per day. A log is posted on the exit door of the restroom to depict the cleaning frequency. All classrooms and office spaces (that are used) are cleaned at least once per day. Employees within the offices will periodically clean their spaces as deemed necessary by the office traffic. An outside contractor cleans the campus each evening (when it is occupied by staff).

Water fountains: Water fountains have been adjusted, so that only the bottle filler can be used. Hand sanitizer has been placed by the water fountains for use, and the touch surfaces are disinfected repeatedly throughout the day. Additional vending machines are being set-up within the building for water purchase as well.

Air intake: Building HVAC fresh air intake is being regulated by an outside vendor to allow for increased air exchange. MERV13 filters will be used on campus as deemed warranted and depending on stock. Filters are changed quarterly.
Personal protective equipment:

Masks:

All faculty, staff, and students should wear masks or face covering (covering their nose and mouth) at all times on campus (see below for further information). Every door to the campus has a sign that states a mask must be worn in the building. Mask signs are posted throughout the campus in English and Spanish:

Employees have been directed to contact Human Resources, if they are unable to wear a mask. They have been told that they cannot come onto campus. All employees have been informed of this in multiple ways:

1. A notice has been added on the landing page of the ACC website that masks are required on campus. Furthermore, the CSCU mask policy can be found: https://asnuntuck.edu/campus-reopening-info/

2. When within an office that allows for segregated spaces (i.e., cubicles with walls, private offices, etc.), employees may remove their face coverings. Masks or face covering must be worn at all other times when moving around the campus. When outdoors with six feet or greater distancing, a mask is not required.

3. Reinforcement of the mask policy is the responsibility of everyone on the campus. We are in this together, and need to help each other positively with enforcement.

Students that are unable to wear a mask are directed to the Accessibility/Disability services (Deb Kosior) before coming on campus. The students will be receiving this information in multiple ways:

1. All policies are being listed under the Campus Reopening Info page for students: https://asnuntuck.edu/campus-reopening-info/

2. The students will receive an email communication, prior to the start of classes, with the campus policies that are in place. They also receive a list of rules/policies for the start of class. These rules/policies have been utilized during the summer for students completing the hands-on portion of their Spring courses. Students who fail to comply with the mask requirements will be subject to removal from the campus and the disciplinary procedures stated within the CSCU Student Code of Conduct.
Other PPE requirements:

The custodial staff will wear gloves, safety glasses, and masks as necessary for cleaning and other maintenance functions.

Travel:

Students, faculty, and staff are updated according to Governor Lamont’s policies for travel: https://portal.ct.gov/Coronavirus/Covid-19-Knowledge-Base/Travel-In-or-Out-of-CT All campus travel is suspended until further notice is given.

Staffing:

All employees, students, and the public encounter these signs on every door to the campus and at all check-in desks:

All individuals have been instructed that they are not to come to campus if they have the COVID-19 CDC-defined symptoms. Employees are to notify their supervisors immediately. Students are to notify their instructors immediately. They are told to have a COVID-19 test performed and contact the campus when they have their results. The CEO and COVID-19 coordinator are notified of this situation. Actions will be taken upon receipt of the testing results (according the CSCU protocol, which could include room shutdown for 24 hours and cleaning, depending on the situation).

Access to campus:

At this time, all visitors and students must have an appointment and wear a mask to come onto campus. They are to check-in at the front desk prior to going to their appointment, and they are to leave the campus upon completion of their appointment.

- Enrolling students must have an appointment scheduled and wait outside the specific office in a socially distanced manner. Signs designate how to do such.
- Visitors for the American Job Center must be on the Google calendar provided in order to visit the job center. Staff from the AJC will enter through the side entrance.
• Until further notice, no public access is allowed. All visitors must have a scheduled appointment or course.

For the Spring courses, students go immediately to their classrooms upon arrival to the campus. Individuals will be positioned near the entrances of the campus to ensure students move right along and that masks are worn before entering the campus. Instructors will take attendance for contact tracing purposes each day. A list of reminders will be read by the instructor during the first week of class and reinforced throughout the semester. Note: The above policies may change as conditions change with the pandemic.

PART 2 – PLAN FOR MONITORING THE HEALTH OF STUDENTS, FACULTY AND STAFF

Community colleges and other non-residential institutions with only commuting students are not required to test students. However, commuter colleges should formalize relationships with local departments of public health to support referrals for testing and contact tracing.

Testing of students in residential institutions for the COVID-19 virus:

N/A

Ongoing testing of students for the COVID-19 virus:

N/A

PART 3- PLAN FOR CONTAINMENT

Isolation space:

N/A

Isolation protocol:

The CSCU Community Colleges are not required to implement contact tracing. Contact tracing will be led by the local department of public health and should not be initiated by the colleges.

Positive test results will be reported to the state directly from the testing providers and contact tracing will commence. Employees who have tested positive will be contacted by the health department to check on their condition and to identify potential individuals who may be impacted by close contact with the infected employee. Those contacts will hear from the health department as well to check on their condition and recommend steps to address potential exposure. Employees should indicate that they work at one of the community colleges and provide their recent activities. Schools can share class rosters, staff appointment schedules, and daily campus access logs to the local health department if helpful in the contact tracing.
Should an employee be notified of a positive test result, they are encouraged to contact the COVID-19 Coordinator at their campus. The COVID-19 Coordinator should share that information with the local department of public health. The department will work with the school should steps be necessary to address the spread of virus on campus and conduct the contact tracing as outlined above.

Medical care for those isolated:

N/A

Quarantine protocol:

Most individuals will leave the campus immediately on their own. If they are unable to leave, the quiet room corridor has been designated as the COVID-19 isolation room. It has close proximity to an exit and the single stall restrooms. The individual will remain in that room until transportation arrives. Once the individual leaves, the rooms that the individual occupied will be locked and closed for 24 hours. After 24 hours, a maintenance staff member will gown and wear gloves/mask, and they will enter the room and open the courtyard door (to the outside) to allow for air circulation. After 6-8 hours, the room will then be cleaned with the appropriate COVID-19 disinfectant. Frequently touched areas should have extra cleaning focus.

PART 4 – PLAN FOR SHUTDOWN

Shutdown initiated by the institution if a serious outbreak occurs on campus:

All employees and students are encouraged to notify the COVID-19 Coordinator if they have tested positive for COVID-19. Local departments of public health will also be notifying the COVID-19 Coordinator of positive cases that are reported to the state that are linked to the campus.

The COVID-19 Coordinator should inform the campus CEO and gather specific information on when the individual was last on campus, their role on campus, their schedule for 2-3 days prior to their last day on campus, etc.

Once information has been gathered on the circumstances, the CEO should inform the Regional President, who will meet with Alice Pritchard, CSCU Chief of Staff and Keith Epstein, VP of Facilities to discuss recommended next steps.

ACC has identified a local action team (including facilities, communications, human resources, etc.) to implement steps to mitigate the spread of the virus as discussed with the CSCU team. After these discussions, the COVID-19 Coordinator will inform the local public health department of plans to address any outbreaks and seek additional guidance. No campus can be closed without concurrence from CSCU system office and planned communication strategy to internal audiences and the public.
Shutdown of the State:

Upon declaration of a shutdown by the Governor, a campus-wide email would be sent to notify all employees and students of the shutdown until further notice. An Everbridge announcement would be performed and the website would have a banner notifying all about the shutdown. All understand that a shutdown could occur at any time, and they should prepare as such daily.

Plan for continuation of instruction if a shutdown occurs:

On-campus and hybrid courses will proceed in an online format if shutdown occurs. Every course has been prepped within Blackboard in the case of a shutdown. If a hands-on portion was not completed, that portion will be postponed until the conditions allow for the course to be finished. Incompletes can be granted as deemed necessary. The incomplete deadline will be revisited as needed.