REOPENING PLANS FOR COLLEGES AND UNIVERSITIES IN PHASE –FALL 2020

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

Intended date of arrival of the first students: 08/26/2020 (Note: Student that did not complete the hands-on portion of their Spring 2020 courses began on 6/22/2020)  
Intended date of classes starting: 08/26/2020  
Intended duration of the fall semester or quarter: Full semester until 12/15/2020

Date Submitted: 08/04/2020  
Plans Submitted By: CEO Michelle Coach  
mcoach@asnuntuck.edu  
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PLAN 1—PLAN FOR REPOPULATING THE CAMPUS (reentry of students)

Classrooms:

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. The manufacturing areas have been arranged, so there is at least six-feet of space between the machines used.

For courses that have clinical training and workforce development programs:

<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, gloves and masks worn; equipment and stations disinfected regularly; clear curtains installed to maintain isolation of each individual; plastic barrier used and replaced on chairs used; no public contact.</td>
</tr>
<tr>
<td>Esthetics</td>
<td>Use of 2 classrooms for social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.</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.</td>
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<tr>
<td>Program</td>
<td>Precautions</td>
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<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.</td>
</tr>
<tr>
<td>Nail Tech</td>
<td>Use 2 classrooms to maintain social distancing; gloves, face shields, and masks will be worn; tools will be disinfected between students.</td>
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<tr>
<td>Dental Assisting</td>
<td>Group will maintain social distancing with the classroom; PPE: masks, face shields, and gloves will be worn; and one student per piece of equipment (with disinfection between use).</td>
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<tr>
<td>EKG</td>
<td>Group will maintain social distancing within the classroom; PPE: masks, face shields, and gloves will be worn; and one student per piece of equipment (with disinfection between use).</td>
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</table>

**Dining Halls:** N/A

**Athletics:** N/A

**Spaces “where other groups congregate”:**

**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 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.

**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 slots within the campus blocks. Meeting 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.

All other tutoring appointments will be available online via Teams. All tutoring will be by appointment only. 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 done through the main Library doors. All appointment will be made using a Bookings app accessible through the website.

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.

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. 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.

Pantry: The pantry is accessible by appointment only. Students can arrange for pick-ups with pantry personnel.

Residence Halls: N/A

Orientation/Arrival:

All students and employees are to wear an ACC ID at all times. If they have not been provided one, they are to visit the front desk to be issued one. Their ID is to be worn at all times.

New students are strongly encouraged to participate in a virtual A.S.P.I.R.E. (Asnuntuck Student Planning Information & Registration Event) session. After completing this virtual workshop, students will be able to:
1. Explain Asnuntuck Community College’s position in the Connecticut higher education landscape.
2. Describe college terms, policies, and procedures related to enrollment.
3. Navigate resources for success such as Advising, Library Services, the Registrar, the College Catalog, Financial Aid, and Student Disability Services.
4. Locate on-line platforms such as my.commnet.edu, Starfish, Degree Works, student e-mail, and Microsoft Teams.
5. Understand steps to complete before scheduling an advising appointment.

Upon completion of ASPIRE, students will complete a quiz, then receive information about setting up an advising appointment through an online scheduling system in Starfish.

In-person orientation sessions have been postponed until further notice. For the Fall, the Main campus presentation will be done via Microsoft Teams on Wednesday, 8/19 at 11:00am and Thursday, 8/20 at 6:00pm. A video will also be sent to the students who were unable to attend. Manufacturing will also hold virtual orientation sessions on August 18, 19, and 20.

A video for orientation with Blackboard will be sent to the students to provide further instruction about how to use Blackboard. This video will also be posted on the ACC website under Technology Support. Contact information for Blackboard assistance will also accompany the video on the website and be within the informational email.

**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:

![Mask Sign](image)

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 information in multiple ways:
1. At our All-College meeting on 07/07/2020, the CEO explained the policy using a PowerPoint presentation.
2. The CEO’s PowerPoint presentation was recorded and sent via email on 07/10/2020 to all employees. Additional information was included in the email, including the student mask policy. The PowerPoint will be resent again, closer to the start of the semester.
3. Another All-College meeting to discuss PPE, reopening, and other updates will occur in mid-August.
4. 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/
5. 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.
6. All on-ground instructors receive an informational guidance about what to announce and do at the start of the courses.
7. Every employee will receive 3 reusable cloth masks at the front desk. Employees will be responsible for cleaning and maintaining the cleanliness of their issued reusable masks.
8. 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. During the first week of August (8/5), an open forum will be conducted with the CEO.
2. Short videos will be recorded to show the students how to enter the campus, what to expect upon arrival, and how to move around campus. The final list of videos will be created with the assistance of the students over the next 2-3 weeks.
3. All policies are being listed under the Campus Reopening Info page for students: https://asnuntuck.edu/campus-reopening-info/
4. During the third week of August (8/18 and 8/20), two open forums will be conducted with the students, CEO, and other important contributors.
5. 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.

**Other PPE requirements:**

The custodial staff will wear gloves, safety glasses, and masks as necessary for cleaning and other maintenance functions.
Disinfection/Precautionary Measures:

Hand sanitizer: Hand sanitizer has been placed in all offices and classrooms. It is also in the bathrooms 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 bathroom. 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: Bathrooms are cleaned at least three times per day. A log is posted on the exit door of the bathroom 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 9PM-1AM each night.

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. MERV8 filters are being used on campus and changed quarterly. MERV13 filters will be utilized starting in mid-Fall.

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 Fall 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

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

Ongoing testing of students for the COVID-19 virus: N/A

Appointment of a COVID-19 Coordinator:

Timothy St. James, Dean of Students and Facilities will be the coordinator for ACC.

Protocol for collecting information about COVID-19 cases:

All individuals have been instructed to not come to the campus if they have the COVID-19 CDC-defined symptoms. Employees are to notify their supervisors immediately (phone and email). Students are to notify their instructors immediately (email and phone, as possible). They are told to have a COVID-19 test performed and contact Dean St. James (students) or Human Resources (employees) when they have their results. The CEO and COVID-19 coordinator are notified about all suspected cases and the results of all testing. Students are informed according to Part 1 above.

PART 3—PLAN FOR CONTAINMENT

Isolation space: N/A

Isolation protocol: See contact tracing

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 bathrooms. 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.
Contact tracing:

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.

Liaison with regional hospitals and health care facilities:

The COVID-19 coordinator, CEO, or designee will contact the local Health Department upon confirmation of a positive student or employee. ACC has a good working relationship with Patrice A. Sulik (psulik@ncdhd.org), Director of Health, and Tricia Sedelow (tsedelow@ncdhd.org), Public Health Nurse, at the North Central District Health Department (1-860-745-0383). Attachment A to this plan will be completed and sent to the Public Health Department. We have also worked with Thomas St. Louis from the CT Department of Health about campus health issues in the past.

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. In the event the infected individual is a student, the Dean of Students should be made aware of the positive test, or the HR manager in the case of an employee.
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.