

# Capital Community College

## **PHASE 3 PLANNING FRAMEWORK FOR REOPENING UNDERGRADUATE COLLEGES AND UNIVERSITIES**

Prepared by the Office of the Campus CEO  
Dr. G. Duncan Harris  
gharris@capitalcc.edu • 860-906-5100

## **Update #4 to the Higher Education Report: Recommendations for Reopening Undergraduate Colleges and Universities**

### **PHASE 3 PLANNING FRAMEWORK FOR REOPENING UNDERGRADUATE RESIDENTIAL COLLEGES AND UNIVERSITIES**

**Issued by Mark Ojakian, State Lead for Reopening Higher Education  
May 26, 2020**

The Report of the Higher Education Subcommittee submitted to the Governor on May 6, 2020 sets forth the guidance and requirements for colleges and universities to reopen undergraduate residential programs. See <https://portal.ct.gov/-/media/Office-of-the-Governor/News/20200506-Recommendations-to-Governor-Lamont-for-a-phased-reopening-of-colleges-and-universities.pdf?la=en> for the May 6 report and for the update memos that have been issued. Additional update memos are likely to be issued during the summer as information is obtained.

Four plans are required to be submitted by each institution; these include:

- A plan for repopulating the campus (the reentry of students)
- A plan for monitoring the health of students, faculty and staff
- A plan for containing cases that develop
- A plan for shutdown of the campus if it becomes necessary.

The plans are to be submitted to the Department of Public Health (Thomas.St.Louis@ct.gov; Av.Harris@ct.gov and Brie.Wolf@ct.gov), with a copy to Mark Ojakian, whom the Governor appointed to be the State's lead for the reopening of higher education in Connecticut (CSCU-President@ct.edu.) The Plans need to be submitted in advance of reopening under Phase 3; the Subcommittee recommends that they be submitted no later than three weeks before the intended arrival of students. Students may return to campus on or after August 24, 2020.

This memorandum outlines the requirements for each Plan as interpreted by the Subcommittee.

**Please note that the State will likely make additional guidance during the summer that may modify this Framework. Please visit the Update section of the Subcommittee's Report regularly for supplemental counsel.**

## **REOPENING PLANS FOR UNDERGRADUATE RESIDENTIAL COLLEGES AND UNIVERSITIES IN PHASE 3**

Name of Institution: Capital Community College

Senior COVID-19 Coordinator (Name and Title): Eddie Miranda, Associate Dean of Campus Operations

Email and phone: emiranda@capitalcc.edu; 860-906-5050

Intended date of arrival of the first students (not before August 24): **August 24, 2020**

Intended date of classes starting: **August 26, 2020**

Intended duration of the fall semester or quarter: **Classes and exams end December 16, 2020**

Date submitted: **August 3, 2020**

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

#### **Classrooms:**

Physical spacing of 6-feet between students and employees will be achieved as we repopulate the campus for the Fall 2020 semester. With a few exceptions (noted below), this will be achieved by employing the following strategies:

- The Fall 2020 class schedule was updated to employ a wider variety of instructional modalities to reduce the total number of students on campus to 50% or less than normal. These include but are not limited to fully online, hybrid-scheduling (half of the students on campus with half online), and synchronously delivered online courses with the instructor and students logged in at the same time on a regular schedule. The schedule is 85% fully online, 13% hybrid and 2% on-ground.
- Campus Operations staff have created space between student seats in existing classrooms and labs by first measuring the minimum distance between seats and workstations while trying to maximize occupancy in the safest possible manner. Staff are either (a) removing excess furniture and marking the floor where seats shall be placed, or (b) leaving furniture in place but clearly marking which chairs are available for seating. This practice also applies to computer labs where PCs have been either disabled or removed to prevent students from seating in ways that do not ensure 6 foot distancing.
- New signage has been posted with the maximum occupancy for each room, directions to sit only in marked seats, and directions not to move furniture. A master list of all classrooms with approved caps has been developed. The majority of classes on campus will not be used which reduces the number of spaces that have to be regularly disinfected.
- We have converted two large on campus spaces, Centinel Hall and the Community Room, into large classrooms that can accommodate a greater number of students than standard smaller classrooms. Centinel Hall has also been outfitted to serve as a large lecture hall or writing and computer lab with wireless PCs around the perimeter. Students with vision or hearing impairments will be accommodated appropriately.
- Where 6-foot spacing is not possible for clinical training or workforce development programs, we will require students and employees to wear both masks and plastic face

shields, in addition to any other requirements common in those industry sectors. We are required to follow the hospital's safety precautions.

- Direction arrows have been affixed to the floors in select areas of campus to direct flow of individuals.
- There are two stairwells that service the college's 11 floors. A decision has been made to have the north stairwell serving occupants going up and the south stairwell serving occupants going down. Signage noting these directions have been posted on the doors that grant access to the stairwells.

### **Dining Halls:**

To reduce potential spread, a decision has been made to suspend on campus food service with our vendor, Lessings. In addition to safety concerns, with 85% of our classes being fully online (and 13% half time hybrid), the building closed Fridays and with significant employees continuing to telework, the vendor is not confident it can generate enough revenue to cover operating expenses. Booths in the cafeteria seating area have been roped off to ensure appropriate spacing for individuals that choose to bring items to eat while on campus. Surfaces will be cleaned regularly by custodial services. Disposable wipes will be available for diners to clean tables before/after meals.

### **Spaces "where other groups congregate":**

Six feet of physical spacing has been achieved in spaces where students congregate, such as in the library, academic success center, and study areas. This has been done by (re)moving furniture and adding signage. The student activities game room will be closed.

The College does not have an athletic program, intramurals, or wellness center/workout room.

### **Dormitories:**

Not applicable. The College has no dormitories.

### **Orientation/Arrival:**

Capital is a vertical campus, 11 floors, and only has one entry to access the building. This structure facilitates our ability to ensure everyone entering the building is wearing a mask and signs in using login software noting purpose on campus and location destination. This attribute will enable contact tracing should the need arise. The college is organizing online orientation events and communications (email, paper mail, website) to advise returning students to maintain 6-foot physical distancing and wearing facial masks while on campus. Each floor has signage reinforcing COVID 19 protocols. Students will be advised to seek accommodations through Disability Services, if necessary.

### **Personal protective equipment:**

**Masks:** All faculty, staff and students have been informed of the mask requirement. Employees are invited to bring their own mask and the college will provide each employee a packet of five washable, reusable masks while supplies last. Employees will be responsible cleaning and maintaining the cleanness of their issued reusable masks. Similarly, students will be advised to wear masks. The college has configured the lobby to ensure all entering present their student/employee ID and facial mask. For students who forget to bring/wear a mask, campus safety can provide one, or direct the student to the office of the Associate Dean of Student Affairs for a mask.

**Other PPE requirements:** Campus faculty and staff that have CDC requirements necessitating additional PPE (gloves, eye guards, special masking, etc.) will have access to this material.

**Disinfection:** Hand sanitizing dispensers are available in the lobby area and on each floor. Disposable wipes are available in classrooms and other shared facilities (e.g., copy machines, elevators, computer labs) for wiping down surfaces. Students and employees are reminded to wash hands frequently. Public, corridor and office spaces and their bathrooms are cleaned in accordance with the State's general guidelines for businesses.

### **Air Filtration**

As much as practical with building systems and daily environmental conditions, building HVAC fresh air intake will be increased during normal operating hours and after scheduled hours will be run maximizing the fresh air intake to complete two complete air exchanges. HVAC filters installed have been verified to exceed the CDC MERV 8 requirement and will be exchanged at CDC recommended intervals.

### **Cleaning Shared Workstations**

In places such as the library, the academic support center, and open computer labs, where surfaces such as computers and printers are handled by multiple users, 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 provide instructions.

### **Travel:**

Employees have been advised that the Governor's out-of-state travel ban for professional activities is still in force. College administration will act as a checkpoint for employees' work-related travel through the standard Travel Authorization Request process.

Students and employees have been advised to avoid unnecessary travel domestically and internationally, and to voluntarily inform the college when planning to travel out of state. Students and employees have been advised to comply with Executive Orders and regulations concerning out-of-state travel, such as self-quarantining after visiting certain other States with a high incidence of COVID-19.

### **Staffing:**

Faculty and staff will be encouraged to work at home whenever possible. Employees whose work duties are determined by management to be necessary on-campus and who fall into high-risk categories for severe illness from COVID-19 as identified by the CDC, will be strongly advised to seek official accommodations for teleworking through the HR Regional Manager.

Faculty, students and staff have been explicitly instructed not to come to work if they are experiencing COVID-like symptoms, seek medical attention, and report such illness to College Administration.

**Access:**

The College only has one entry way to access upper floors. The lobby area has floor markings to ensure proper distancing for individuals that arrive at the same time to access the building.

Photo IDs and facial masks will be required to enter the building and will be verified by campus safety. Students and employees will swipe their college-issued ID badge for fastest entry. All students and staff shall wear college issued ID's while on campus. Visitors may show any photo ID together with proof of appointment. If the individual does not have an appointment, campus safety will contact the office the guest wishes to visit prior to entry.

**Testing upon arrival:**

The College is not required to provide health screening upon campus entry. Faculty, staff, and students should monitor their own symptoms and report them to their own health care providers.

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

### **Testing of students in residential institutions for the COVID-19 virus upon arrival on campus:**

Not applicable. The College has no dormitories.

### **Testing of students for the COVID-19 virus a second time 10 to 14 days following the initial test:**

Not applicable. The College has no dormitories.

### **Testing of faculty and staff who interact with students or their living spaces shortly before residential students return to campus:**

Not applicable. The College has no dormitories.

### **Testing strategy beyond the re-entry period.**

Not applicable. The College has no dormitories.

### **Appointment of a COVID-19 Coordinator:**

Eddie Miranda, Associate Dean of Campus Operations, has been designated as the college's COVID-19 Coordinator. Dr. G. Duncan Harris, Chief Executive Officer, will serve in this capacity during Dean Miranda's absence.

The Coordinator will be the liaison with the coordinators at the other colleges and universities who will convene periodically during the fall (and beyond if needed) and oversee reporting for the common Dashboard that will be developed for the higher education sector.

### **Protocol for collecting information about COVID-19 cases:**

Faculty, staff, and students should monitor their own symptoms and report them to their own health care providers. They are also asked to disclose to college administration that they are experiencing possible COVID-19 symptoms and to inform a designated administrator if they test positive.

## **PART 3- PLAN FOR CONTAINMENT**

### **Isolation space:**

The College has identified a small, single-occupancy isolation space where a student or employee, who discloses signs of illness, may wait for transportation to take them home or to a health care provider.

### **Isolation protocol:**

Not applicable. The College has no dormitories.

### **Medical care for those isolated:**

The College does not employ medical staff of any kind. Faculty, staff, and students should monitor their own symptoms and report them to their own health care providers.

### **Quarantine protocol:**

Not applicable. The College has no dormitories.

### **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 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 Coordinator at their campus. The COVID Coordinator should ask for proof of the result and 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 College is fortunate to be in close proximity to St. Francis and Hartford Hospitals and has long standing relationships with both organizations. Faculty in our nursing department receive regular updates regarding the pervasiveness of the virus in the region and share this information with college administration when spikes arise.



## **PART 4 – PLAN FOR SHUTDOWN**

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

All individuals are encouraged to report to the college if they have tested positive for COVID-19. The COVID Coordinator should be made aware of, and ask for documentation of the positive case, by the HR Department in the case of an employee and the Dean of Students or a faculty member in the case of a student.

The COVID 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, if they were not the first point of contact. 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.

As discussed in the contact tracing section, the college, in consultation with the system office, will call the local public health department to document the case and to share plans to address and seek additional guidance/referrals. The campus can provide daily attendance logs, etc. if helpful to the department in their contact tracing.

Each school should identify 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 and the local public health department. 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:**

The College will follow the Governor's instructions if a statewide shutdown is required. Shutdown procedures were enacted in March so the college community has experienced protocols previously.

### **Plan for continuation of instruction if a shutdown occurs:**

Faculty and staff are prepared to move to a fully online format for the provision of instruction and services, as they did during the spring semester should the need arise. Software systems are ready and level one essential employees have been identified to support the shutdown should the need arise.

***FURTHER AMENDMENTS TO THE FRAMEWORK WILL BE POSTED AS UPDATES TO THE MAY 6, 2020 REPORT OF THE SUBCOMMITTEE.***

*For questions, contact Mark Ojakian at CSCU-President@ct.edu*