

REOPENING PLANS FOR UNDERGRADUATE COLLEGES AND UNIVERSITIES – PHASE 3

Name of Institution: Housatonic Community College

Senior COVID-19 Coordinator: Teresa Oravetz, Acting Associate Dean of Campus Operations

Email: TOravetz@HCC.Commnet.edu Phone: 203-332-5014

Intended date of arrival of the first students (on or after August 10): August 26, 2020

Intended date of classes starting: August 26, 2020

Intended duration of the fall semester or quarter: 8/26/20 thru 12/23/20

Date submitted: August 5, 2020

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

Housatonic has used the following strategies to achieve the six-foot social distancing requirement:

Classrooms:

- The fall 2020 class schedule was updated to employ a wider variety of instructional modalities to reduce the total number of students on campus.

Majority of courses will be offered in a mixture of online modalities (LRON, ONLN, HYBR, OLCR and very few traditional). Those courses that require on ground components will utilize the campus lecture halls that have a capacity of 50 + to hold our 18-24 enrolled courses.

HCC breakout of Fall 2020 Modalities:

617	total sections	
ONLN	405	65.64%
LRON	45	7.29%
OLCR	43	6.97%
HYBR	47	7.62%
TRAD	59	9.56%
Internship	7	1.13%
Independent Study	9	1.46%
COOP	1	0.16%
Clinical	1	0.16%

- All classes that utilize the campus have been identified and will be prepared to accommodate 6 ft. social distancing, proper labels/signs, one flow directional signs, and keyboard covers at lecture podium
- Furniture in classroom, labs, and common areas has been rearranged to reflect the 6-foot social distancing requirement. Excess desks, tables, and chairs have been removed and stored or blocked off. Computer stations that do not meet the six-foot social distancing requirement have been blocked off and the chairs removed.
- Where 6-foot spacing is not possible as in Allied Health faculty and students will be required to adhere to the following guidelines:
 1. Adhere to all institutional policies and procedures on COVID-19 and the use of Personal Protection Equipment (PPE).
 2. Document daily temperature and symptom screening prior to entering the clinical unit or department.
 3. Wear CDC approved facemasks at all times.
 4. Maintain 6-feet social distancing at all times, unless it is impossible to do so to perform a procedure. In that case, the policy/procedure of the clinical institution should be followed, to include wearing the appropriate PPE.
 5. Adhere to proper handwashing/hand sanitizing procedures at all times.
 6. Wear gowns and/or gloves if required to perform a procedure.

Students and faculty participating in clinical experiences are also required to attest to the following each day they enter the clinical unit or department:

1. I do not have a fever of 100.4 degrees Fahrenheit or higher
 2. I do not have any flu-like or respiratory symptoms, such as body aches, headache, sore throat, cough, or shortness of breath.
 3. I have not been exposed to anyone experiencing fever >100.4 or symptoms of an upper or lower respiratory infection.
 4. I have not been exposed to anyone testing positive for COVID-19 or is suspected of having COVID-19 within the past 14 days.
 5. I have not traveled outside of the State of Connecticut or the United States within the last 14 days to restricted or banned areas that would require a 14-day quarantine.
- Where 6-foot distancing is not possible for other programs, faculty and students are required to wear both facemasks and plastic face shields, in addition to any other requirements common in those industry sectors.

Cafeteria:

Vending machines will be available.

Spaces where groups congregate:

- Access to HCC buildings is limited to two entrances per building with a security officer on duty at each entrance.
- Social distancing markers have been placed in corridors and offices where students and/or employees are likely to queue up.
- Elevators will be limited to one passenger at a time
- All water fountains have been turned off.
- The Faculty/Staff and Student Lounges have been closed. Student Activities meeting rooms and the workspace reserved for clubs and organizations will remain closed.
- The College will remain closed to visitors.
- The Wellness Center will remain closed.

Library:

The library has been reconfigured to promote social distancing. Study rooms, book stacks, DVDs, magazine sections-roped off and closed. Chairs are taped off. An outdoor book bin will be installed for returned books. Plexiglass has been installed at the circulation desk

Computer Labs:

One Computer Lab will open with 50% capacity to allow social distancing. Computers will be spaced 6 feet apart.

Student Services**Admissions, Financial Aid, Registrar, Counseling, Testing, Accessibility Services**

Student Services will provide on-campus services by appointment only Monday through Thursday. Walk-ins will be accommodated on a limited basis on Fridays until noon.

Student Accounts

The Student Accounts area will be available to take payments from students with appointments in Student Services areas. Students are encouraged to pay online or by mail.

Dormitories: Not applicable

Orientation/Arrival:

- Housatonic is organizing online orientation events and communications (email, paper mail, and website). Students will be advised of the College's mask policy and asked to maintain six-foot physical distancing while on campus. Students will be advised to seek accommodations through the Disabilities Services Office if necessary.
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Personal protective equipment:**Masks and Face Coverings**

- Students, faculty, staff are required to wear masks in accordance with the CSCU Mask and Social Distancing Guidelines. All faculty, staff and students have been informed to wear masks. The student mask policy has been emailed to students. The policy has been placed in the catalogue. Employees of the college will be provided with five cloth facemasks to wash and use throughout the semester. A supply of disposable masks and gloves will be available at security stations located at all college entrances.
- All students, faculty and staff **MUST** wear masks or face coverings on campus, covering their mouth and nose. Students, faculty and staff must wear a mask or face covering to enter and while present in any academic, administrative, food service, or recreational building. Additionally, students, faculty and staff must wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible. All traditional in-person/on-ground classes will be off-limits to students who refuse to wear face coverings or masks. Students, faculty and staff are permitted to remove their mask or face covering to eat and drink. Students who do not want to wear a mask or face covering may only participate in remote learning and online classes. If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Disability/AccessAbility Office prior to arriving on campus.
- The college will provide one face shield to each faculty and student when required by accrediting bodies. Face shields will be worn in addition to masks, and not as a substitute for them. The sharing of face shields is strictly prohibited. Disinfectant wipes will be provided in the classroom for the wearer to wipe down their mask and/or face shield after each use.

Enforcement

- All faculty and staff share equal responsibility in enforcing these rules both in and out of the classroom. Should a student fail to comply and not wear a mask or face covering, or keep it on, after receiving a warning/directive to put it on (and they are not exempt due to receiving an accommodation from the institution), they will be referred to the Office of Student Conduct/Student Affairs for a disciplinary violation.

- Students who fail to comply with the above rules are subject to immediate removal from the campus and the disciplinary procedures stated in the CSCU Student Code of Conduct.

Possible sanctions for disciplinary violations range from a warning to expulsion from the institution.

Social Distancing Requirement.

- Students, faculty and staff must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors.

Other PPE

Plexiglass

Specialized populations on campus will follow all appropriate PPE protocols.

- Plexiglas shields have been installed in student facing offices, security stations, and other high traffic areas.

Disinfection

- Housatonic employs an outside cleaning service. They have been trained on cleaning protocols in conformance with CDC guidelines using products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Gloves and eye protection will be worn by custodial staff using cleaning chemicals.
- All public, corridor, office spaces, and bathrooms will be cleaned daily in accordance with the State's general guidelines for businesses.
- Custodial staff will wipe down high touch areas nightly
- Hand sanitizing dispensers are available at all entrances to all buildings and will be made available in classrooms and offices.
- Disposable wipes will be available in all bathrooms, offices, classrooms, and other shared facilities for wiping down surfaces.
- Disinfectant wipes will be available in areas with computers for students to wipe down keyboards after each use.
- Signage will be hung to remind the college community to wash their hands frequently.

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.
- Signage will be displayed to advise students, faculty, and staff to avoid unnecessary travel domestically, particularly to states deemed “hot spots” and internationally.
- Housatonic Community College will follow [The Governor's Travel Advisory for Visitors to Connecticut](#).
- CT Department of Public Health guidance instructs those who travel to an affected state to self-quarantine for 14 days.
 - Students and employees have been advised to avoid unnecessary travel whenever possible. Signage advises students and employees to avoid unnecessary travel whenever possible.
 - If an employee was within an affected state for a reason other than Connecticut-related work (e.g., vacation), that worker must self-quarantine and complete [CT Travel Health Form](#). Employees should notify their supervisor and the Office of Human Resources if they have traveled to an affected area. After consultation and clearance from the Office of Human Resources the employee may return to work.
 - Per the Governor’s order, students who travel to a state that is on the travel advisory list must quarantine for 14 days. Students have been made aware of the quarantine requirement and the possible effect it could have on their classes through email and social media. Students taking online or LRON courses would not be impacted by a quarantine, however those in hybrid and on ground courses would have to communicate with their professor to alert them of their absence.

Staffing:

Signs will be hung at all entrances instructing faculty, students and staff not to come to work if they are experiencing COVID-like symptoms. Currently these symptoms include the following: Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list will be updated in conjunction with CDC guidance.
The college community will be adhering to the BOR's COVID RTW ADA/Leave Guidance for those who have a higher likelihood of serious illness from COVID-19.

PART2 –PLAN FOR MONITORING THE HEALTH OF STUDENTS, FACULTY AND STAFF

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

Not applicable.

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

Not applicable.

Testing strategy beyond the re-entry period:

Not applicable.

Appointment of a COVID-10 Coordinator: Teresa Oravetz has been appointed as the COVID-19 Coordinator for Housatonic Community College. Teresa Oravetz will (i) be the liaison with the coordinators at the other colleges and universities who will convene periodically during the fall (and beyond as needed) and (ii) oversee reporting for the common Dashboard that will be developed for the higher education sector.

Protocol for collecting information about COVID-19 cases:

Employees who receive a diagnosis of confirmed or presumptive COVID-19, or have been in "close contact" (defined as having been within 6 feet and spent more than 15 minutes) with someone with such a diagnosis should immediately notify Marlene Cordero, Regional HR Manager for Shoreline-West at (203) 285-2534.

Students who have been on campus and who receive a diagnosis of confirmed or presumptive COVID-19, or have been in "close contact" (defined as having been within 6 feet and spent more than 15 minutes) with someone with such a diagnosis should immediately notify Kim McGinnis, HCC Dean of Students 203-332-5183

PART 3- PLAN FOR CONTAINMENT

Isolation Space:

- Any faculty, staff or student displaying COVID-19 symptoms while on campus will be sent home immediately. L 117-Health Services in Lafayette Hall has been designated as an isolation room.
- Any faculty, staff or student who reports “close contact” with a confirmed case of COVID-19 will be sent home and asked to self-quarantine and get tested according to current local, state and CDC guidelines

Isolation Protocol: Not applicable since students are not housed on campus

Medical Care for those isolated:

Housatonic Community College does not offer medical care for infected students or staff. They will need to seek medical care from their own physician or health care professional.

Quarantine protocol:

Employees who receive a diagnosis of confirmed or presumptive COVID-19, or have been in “close contact” (defined as having been within 6 feet and spent more than 15 minutes) with someone with such a diagnosis should immediately notify Marlene Cordero, Regional HR Manager for Shoreline-West at (203) 285-2534.

Students who have been on campus and who receive a diagnosis of confirmed or presumptive COVID-19, or have been in “close contact” (defined as having been within 6 feet and spent more than 15 minutes) with someone with such a diagnosis should immediately notify Kim McGinnis, HCC Dean of Students 203-332-5183

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.

The contact person at the Bridgeport Health Department is:

Lisa Morrissey, Director of Health
999 Broad Street
Bridgeport, CT 06604
Email: Lisa.Morrissey@bridgeportct.gov

To assist with contact tracing, the College will use the People Track electronic system to maintain a record of everyone who enters/exits the campuses. Handwritten logs will be maintained in classrooms. Appointments for student services will be scheduled electronically.

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

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 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.

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.

HCC has identified a local action team to implement steps to mitigate the spread of the virus as discussed with the CSCU team.

CEO- Dwayne Smith
Assoc Dean of Campus Operations- Mario Pierce
Dean of Students- Kim McGinnis
Academic Dean- Robin Avant
HR Generalist- Kara Turman
Director of Security- Chris Gough
Assoc Dean of Marketing, Comm- Evie Gard
Covid-19 Coordinator- Teresa Oravetz

After these discussions, the COVID 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.