

Norwalk Community College

REOPENING PLANS FOR UNDERGRADUATE RESIDENTIAL COLLEGES AND UNIVERSITIES – PHASE 3

Name of Institution: Norwalk Community College (NCC)

Senior COVID-19 Coordinator: Lucy Brown, Chief Operating Officer

Email: lbrown@norwalk.edu Cell Phone: (475) 459-6268

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 3, 2020

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

Norwalk Community College 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 to 50% or less than normal. These modalities include but are not limited to fully online and synchronously delivered online courses with instructor and students logged in at the same time on a regular schedule.
- Class schedules have been adjusted to both physically distance classrooms apart from each other and to allow sufficient free time between classes to facilitate social distancing in the hallways.
- The college will hang a sign outside of each classroom/lab indicating the maximum capacity of the room.
- 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 separated by plexiglas shields or disabled or blocked off and the chairs removed.
- Where 6-foot spacing is not possible for in Allied Health and Nursing clinical experiences faculty and students must:
 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 face masks that cover the mouth and nose 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 hand washing/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 identified specialty academic and workforce development programs, we will require faculty and students to wear both face masks and plastic face shields, in addition to any other requirements common in those industry sectors.

- The Early Learning Center has reduced its capacity from 60 children to 30 in conformance with OEC and CDC social distancing guidelines.

Dining Halls:

- The cafeteria vendor will offer only vending machine options to include fresh sandwiches, protein shakes, snacks and drinks.

- The seating area will remain closed.

Spaces “where other groups congregate”:

- Social distancing markers are placed in corridors and offices where students and/or employees are likely to line up awaiting service.

- All remaining occasional seating areas throughout the campuses are rearranged to conform to the 6-foot distancing requirement.

- Elevators are restricted to two passengers at a time, with appropriate warnings to maintain social distancing inside the elevator cars.

- All water fountains without bottle filling capacity have been disabled. Disabled water fountains will be replaced with water bottle filling stations, one per floor per building.

- The library will be open for pickup at the main security desk only. Online reference will continue via chat, email, phone, or WebEx. Library instruction will be online. Library Interloan will be restricted to articles only. All other services will continue remotely for the fall 2020 semester.

- The Wellness Center will remain closed.

Dormitories: Not applicable. NCC does not have dormitories.

Orientation/Arrival:

- NCC 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.
- Students with classes scheduled on-campus may park in either open Parking Lot available on the East or West campus.
- Upon arrival, all students, faculty, and staff are required to sign a log book upon entering the campus. Potential students, vendors, and contractors are required to sign a log book upon entering/leaving the campus. The college is closed to visitors until further notice.

Personal protective equipment: Masks:

- All students, faculty, and staff are required to wear masks in accordance with the CSCU Mask and Social Distancing Guidelines.
- Employees will be provided with a packet of five cloth masks to wash and use throughout the semester. Following initial distribution, packets can be picked up and signed for at any of the building entrance security stations. Employees will be responsible for cleaning and maintaining the cleanness of their issued reusable masks.
- A supply of disposable masks will be available at security stations located at all college entrances for those who forget to bring their own.
- The college will provide one face shield/semester to each faculty and student when the six-foot distancing guidelines cannot be met. Face shields will be worn in addition to a cloth mask, and not as a substitute for it. 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.
- Students who do not comply with masking requirements will be referred to the Dean of Students for further action.

Other PPE requirements:

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

Specialized students populations with classes on campus will follow all appropriate PPE protocols.

- Allied Health and Nursing students will follow the requirements set forth by their clinical sites, including wearing KN95 or other approved mask/shields, gloves, and gowns as appropriate. Prior to and after each session, lab areas, including medical equipment, will be cleaned. All surfaces and shared equipment will be disinfected with disinfectant wipes or other EPA approved solution and paper towels. Twenty 20 minutes will be allotted between each group to ensure proper contact time with disinfectant.
- Art students will wear masks and gloves in studio classes.

- Culinary Arts students working in labs will follow the State’s guidelines for opening restaurants and will wear masks and gloves as required.

Disinfection:

- Signage will be hung to remind the college community to wash their hands frequently.
- Hand sanitizing dispensers are available at all entrances to all buildings, and throughout building classrooms, and offices.
- Disinfectant will be provided, and signage will be posted that provide instruction in places such as the library, the ACE, 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 wipes or spray disinfectant/paper towels will also be available in all bathrooms, offices, classrooms, and other shared facilities for wiping down surfaces.
- Contracted Housekeeping service follows CDC guidelines and uses products that meet EPA’s criteria for use against SARS-CoV-2 that are appropriate for the surface. All public, corridor, office spaces, and bathrooms will be cleaned daily in accordance with the State’s general guidelines for businesses. Housekeeping staff will wipe down high touch areas daily.

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.
- Norwalk Community College will follow The Governor's Travel Advisory for Visitors to Connecticut.
- CT Department of Public Health guidance instructs those who have traveled to an affected state to self-quarantined 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 Human Resources the employee may return to work.
 - Per the Governor’s order, students that travel to a state that is on the travel advisory list must quarantine for fourteen 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 coursework would have to communicate with their professor to alert them of the absence.

Staffing:

- Signs displayed at all entrances advise not to enter if experiencing COVID-like symptoms.
- The college community will adhere to the BOR's COVID RTW ADA/Leave Guidance for those who have a higher likelihood of serious illness from COVID-19.

Access to campus:

- The college is closed to visitors and the public until further notice.
- On-site student services will be provided by appointment only.
- The Writing Center will provide services remotely.

Facilities:

- 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 be or are scheduled to be changed to MERV 8 or better.

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. Norwalk Community College is a non-residential, commuter institution.

Testing of faculty and staff who interact with students or their living spaces shortly before residential students return to campus: Not applicable. Norwalk Community College is a non-residential, commuter institution.

Ongoing testing of students for the COVID-19 virus: Not applicable. Norwalk Community College is a non-residential, commuter institution.

Relationship with local department of public health: Norwalk Community College is not required to test students, Faculty, or staff. However, the College is committed to partnering with the Norwalk Department of Public Health and will call the dedicated 24/7 hotline for support COVID-19 referrals for testing and contact tracing.

Appointment of a COVID-19 Coordinator: Lucy Brown, Chief Operating Officer has been appointed as the COVID-19 Coordinator for Norwalk Community College. Ms. Brown 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 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 Kellie Byrd-Danso, Dean of Students (203) 857-6887.

PART 3- PLAN FOR CONTAINMENT

Isolation Space:

Norwalk Community College has identified isolation spaces where a student or employee who discloses signs of illness may wait for transportation to take them home or to a health care provider.

- Classrooms Identified: East 121 and West 130

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

Medical Care for those isolated:

Norwalk Community College does not employ medical staff of any kind. Students and employees should monitor their own symptoms and seek care from their own health care providers. Individuals are advised to call the Norwalk Department of Public Health COVID-19 Hotline for a referral if needed.

Quarantine protocol:

Employees are directed to notify their campus HR representative if they receive a diagnosis of confirmed or presumptive COVID-19 before returning to work.

Students are directed to notify the Dean of Students if they receive a diagnosis of confirmed or presumptive COVID-19 before returning to on ground classes.

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 Coordinator at their campus. The COVID 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 Norwalk Department of Public Health (NDPH) is available to provide support/recommendations for any COVID-19 public health efforts including contact tracing. NCC's point of contact at the NDPH is Ms. Darleen Hoffler, Supervisor of Clinical Services. The point of contact can be reached at (203) 854-7776.

PART 4 – PLAN FOR SHUTDOWN**Shutdown initiated by the institution if a serious outbreak occurs on campus:**

In the event that the college is notified that an individual who has physically been on campus receives a diagnosis of confirmed or presumptive COVID-19, the COVID Coordinator will 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. If the infected individual is a student, the Dean of Students will 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, CEO DeVonish will 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.

We will 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. After these discussions, the COVID Coordinator will inform the local public health department of plans to address any outbreaks and seek additional guidance.

If a decision is made to shut down:

- CEO DeVonish (or COO Brown) will distribute communication regarding closure through multiple channels to the college community.
- Lucy Brown, COO NCC will notify Craig Carlson, Building Supervisor and Robert Studivant, Director of Security to close the impacted building(s). Level One employees will remain on campus until directed otherwise.
- Mike Butcaris, Dean of Academic Affairs will notify faculty on both campuses to pivot all classes to an on-line format.
- Security will rope off the infected area.
- Maintenance will schedule the infected area to be cleaned and disinfected no sooner than 24 hours after the infected individual was last in the area. All cleaning and disinfecting will be done in accordance with CDC guidelines.

Shutdown of the State:

Norwalk Community College will follow the Governor's instructions if a statewide shutdown is declared.

Plan for continuation of instruction if a shutdown occurs:

Norwalk Community College will move all instruction online if this occurs.

