



**QUINEBAUG VALLEY  
COMMUNITY COLLEGE**

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

**August 3, 2020 (rev. 1)**

**Prepared by the Office of the Interim Campus CEO**

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## **Update #8 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  
Revised July 17, 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 have been issued during the summer as information is obtained.

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

1. A plan for repopulating the campus (the reentry of students)
2. A plan for monitoring the health of students, faculty and staff
3. A plan for containing cases that develop
4. 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](mailto:Thomas.St.Louis@ct.gov) ; [Av.Harris@ct.gov](mailto:Av.Harris@ct.gov) and [Brie.Wolf@ct.gov](mailto: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](mailto:CSCU-President@ct.edu)). The plans for fall reopening need to be submitted no later than three weeks before the intended arrival of students. Students may return to campus on or after August 14, 2020.

Schools planning to quarantine students per guidance in Update #9 may begin to do so starting August 3rd.

Schools are asked to share their plan with Mark Ojakian ([CSCU-President@ct.edu](mailto:CSCU-President@ct.edu)) no later than July 27th.

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

**Please note that the State will continue to provide additional guidance that may modify this Framework. Please visit the Stay informed section of the state's Reopen website <https://reopen.ct.gov> regularly for supplemental counsel**

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

Name of Institution: Quinebaug Valley Community College  
Senior COVID-19 Coordinator (Name and Title): Rose R. Ellis, Interim CEO  
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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**

### **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.
- Campus Maintenance 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.
- New signage will be posted with the maximum occupancy for each room, directions to sit only in marked seats, directions not to move furniture, and diagrams of how the seats should be arranged to achieve social distancing (in case furniture IS moved).
- We have designated certain non-classroom spaces, such as the college's cafeteria and the auditorium, to create several large classrooms that can accommodate a greater number of students than standard smaller classrooms, but at the 6-foot radius distancing requirement. Equipment will be provided to assist presenters with audio amplification, and projection screens visible to all areas of these rooms. Students with vision or hearing impairments will be accommodated appropriately.
- Where 6-foot spacing is not possible for clinical training or workforce development programs, the college will require students and employees to wear both masks and plastic face shields, in addition to any other requirements common in those industry sectors. For example, all clinical classes in the Phelbotomy program are held at the medical facility of campus. QVCC students are required to follow the facilities safety precautions which include medical-grade N-95 masks.

- The hallways through-out the entire campus buildings been demarked with colored tape to indicate entering and exiting and proper walk-ways with the 6-foot distancing for passing traffic.
- The stairwells are are also marked with tape to show the proper traffic flow.

### **Dining Halls:**

- Since the college converted the cafeteria into a large classroom, the determination is to not have a open cafeteria, but to add additional vending machines to accommodate the students, faculty and staff who are on campus.

### **Spaces “where students/groups gather”:**

- 6 feet of physical spacing has been achieved where students gather, such as in the Library and the tutoring learning center. Plexi-glass partitions have been installed on the reference and circulation desks. The stacks are closed for browsing, a staff member will retrieve items as requested. Clorox wipes, hand sanitizers and plexi-glass has been set-up in all areas where a student may sit and use a computer or in a single study area. Furniture has been (re)moved, signage has been added and a partition door has been put in place to permit one entry/exit to the library and only one entry/exit into the learning center.

The college will not open the wellness center/workout room, until further notice.

### **Dormitories:**

Not applicable. Quinebaug Valley Community College has no dormitories.

### **Orientation/Arrival:**

The college is organizing online orientation events and communications (email, USPS mail, the college website and social media) to advise returning students to maintain 6-foot physical distancing and wearing facial masks while on campus. Students will be advised to seek accommodations through Disability Services, if necessary.

### **Personal protective equipment:**

**Masks:** All faculty, staff and students have been informed to wear masks. 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. Students will be required to wear face masks and they are responsible for cleaning their masks. The college will be posting security at the main entrance of QVCC’s campus, who will check for the presence of a student/employee ID and facial mask. For students who forget to bring/wear a mask, the security guard will provide one.

**Other PPE requirements:** All Faculty and Staff are required to wear a face mask at all times, unless in their single person office with the door closed.

**Disinfection:** Hand sanitizing dispensers are available at entrances to the campus, classrooms, labs and office spaces. Disposable wipes are available in all bathrooms, classrooms and other shared facilities (e.g., copy machines, coffee stations) for wiping down surfaces. Students and

**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 has identified a single point of entry onto campus.

A security guard will be posted at the entry point and another will be doing spot checks and foot patrols around the campus.

Photo IDs and facial masks will be required to enter any part of the campus. Students and employees may show their college-issued ID badge for fastest entry. Visitors may show any photo ID together with proof of appointment (or, the security guard may phone the office where the visitor has a scheduled appointment).

**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. Quinebaug Valley Community 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. Quinebaug Valley Community College has no dormitories.

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

Not applicable. Quinebaug Valley Community College has no dormitories.

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

Not applicable. Quinebaug Valley Community College has no dormitories.

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

Mr. Martin Charette, QVCC Building Supervisor, has been acting as the college's COVID-19 Coordinator. Rose R. Ellis, QVCC Interim Chief Executive Officer, serves in this capacity along with Mr. Charette. Dr. Joe Cullen, Dean of Academic and Student Affairs will serve as the 3<sup>rd</sup> point of contact if needed.

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 the vacant Early Childhood Stand-alone Lab House, as an 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. Quinebaug Valley Community 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. Quinebaug Valley Community College has no dormitories.

### **Contact Tracing**

The CSU 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:**

QVCC has been in contact with the key health care facilities (Day-Kimball) Dr. Ron Franzion and at the North East Department of Public Health, Ms. Linda Coangelo have been identified as the liaisons to assist if an outbreak occurs on campus and/or in the region.

## **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.

QVCC local COVID-19 action team: Martin Charette, Facilities, Sue Breault, Director of Communications, Kim Carolina, Human Resources, Dr. Joe Cullen, Dean of Academic and Student Affairs, Interim CEO-QVCC, Dr. Rose R. Ellis, 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.

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

The college will pivot to total on-line instruction if a shutdown occurs.