



Office of the Interim Chief Executive Officer

## Reopening Plans for Colleges and University in Phase 3 — Fall 2020

Date submitted: August 3, 2020

<b>Name of Institution:</b> Naugatuck Valley Community College	Waterbury and Danbury campuses
<b>COVID-19 Coordinator:</b> Dana Elm, Interim Dean of Administration	<b>E-mail and cell phone:</b> <a href="mailto:DElm@nv.edu">DElm@nv.edu</a> , WORK CELL: 475-559-4746
<b>Intended date of arrival of the first students:</b>	Wednesday, August 26, 2020
<b>Intended date of classes starting:</b>	Wednesday, August 26, 2020
<b>Intended duration of the fall semester:</b>	Last day of classes, December 9, 2020; plus final exam week, ending December 15, 2020

### PART 1: PLAN FOR REPOPULATING THE CAMPUS

#### (The re-entry of students)

The plan that follows has been developed based on current CDC guidelines, Governor Lamont’s Executive Orders related to COVID, CT Reopens Office plans, and guidance provided by the System Office.

At NVCC we strive to accommodate students’ needs and desires for flexible scheduling as much as possible. Working with division leaders, department chairs, and program coordinators, we created a schedule for this fall 2020 semester that offers a wide range of choices while still ensuring the safety and health of everyone.

Of our over 900 credit-bearing classes,

26% will be offered Online (ONLN, asynchronous);

41% will be offered Live Remote Online (LRON, synchronous);

15% will be offered as a Hybrid (HYBR, combination of ONLN or LRON with an on-ground component);

16% will be offered Traditionally (TRAD, on-ground);

The various [instructional methods](#) are explained on our website.

Please note: this Phase 3 Re-Opening Plan is subject to change depending on the status of the COVID-19 pandemic and/or public health guidelines. Check our website for [COVID updates!](#)

#### CLASSROOMS on WATERBURY and DANBURY campuses:

Classrooms have been identified on both the Waterbury and Danbury campuses that are sufficient in size to accommodate a reasonable and fiscally viable number of seats in which six feet of physical spacing has been achieved around desks and/or chairs at tables.

Desks are positioned throughout the rooms with a six-foot radius; tables are positioned with chairs placed within a six-foot radius. In some instances where furniture could not be removed, signs are placed to indicate that the seat is not to be used. All other furniture is either removed or stacked so that it cannot be used.

On the Waterbury campus, 14 rooms plus science labs will be used in Kinney, Ekstrom, ASL, and Technology Hall; eight rooms in Founders Hall plus some simulation labs.

Several non-classrooms on the Waterbury campus have been converted into instructional space by re-arranging furniture and incorporating a “Smart” lectern and portable white board.

These include the following:

L501, usually a study area

T517, an open computer lab (to be used for a math class and math mSI sessions)

F101, the community room

On the Danbury campus, six classrooms plus one science lab have sufficient space for the six feet of social distancing to be achieved.

Several classrooms on the Danbury campus have two entrances/exits. Signage will be posted to control the flow so that students enter through one door and exit through the other door. This traffic control will also help to reduce crowding in the hallways.

**Scheduling** of classes on both Waterbury and Danbury campuses is scattered throughout the days, Monday through Saturday from 8 AM to 9 PM to allow for sufficient time and space between the classes and to reduce the numbers of students and faculty on campus at any given time. In only a few instances are classes scheduled in the same room with a 15-minute window between: disposable disinfectant wipes will be available for students and the instructors to wipe down the desks and/or tables prior to and after using them. Signs will be posted as reminder to do so.

Maintenance, Public Safety, and the COVID Coordinator have a spreadsheet that shows the daily schedule of classes and where they are held for easy visualization of capacity and anticipated numbers of students so they know when the last class of the day is held and they can clean.

Additionally, each classroom identified for use will have a sign on the door noting the days, times, and type of classes held in that room to facilitate effective cleaning.

The Fitness Center will not be open and the Weight Training Course is canceled.

### **SCIENCE & LABS:**

The Waterbury campus labs may accommodate up to 10 students socially distanced in all Chemistry (CHE 111, 121 & 122) and Human Biology (BIO 115) course sections. The microbiology lab may accommodate up to 8 students socially distanced in all Microbiology (BIO 235) sections.

The Danbury campus lab may accommodate up to 12 students socially distanced in all Human Biology course sections.

Some lab-science courses will be offered completely online; with labs completed either virtually using purchased lab simulation software, such as Labster, or with take-home lab kits delivered to the students (e.g., Horticulture). Lab-science courses with the HYBR designation will offer lectures either ONLN or LRON, and the labs will be a combination of alternative, virtual labs and hands-on work with the students split into groups, which will meet on-ground by alternating weeks. Splitting courses into smaller groups of students will allow for responsible social distancing in on-ground labs and does not create extra workload for faculty.

While in labs students are required to wear a mask covering their mouth and nose. Although students will meet in an on-ground lab every other week and will perform half of the scheduled lab activities of a pre-pandemic lab-science course, the missed on-ground lab activities will be replaced with virtual lab work, lab-science simulations, and other experiences to closely mimic critical hands-on work. Lab-science faculty worked closely together to determine the most critically needed hands-on lab activities to meet stated student learning outcomes.

#### **STUDIO ART:**

Studio art classes will be taught online with adjustments in art supply kits. For example, in ART 161, Ceramics, students will use clay at home, glaze at the College in shifts; and the instructor will fire the pieces in the kiln.

Students will need a camera (smartphone cameras are acceptable) to upload images of their work.

#### **PERFORMING ARTS:**

**Dance and Yoga:** Faculty are working with a consortium of dance faculty across the state and have identified an app that records and provides feedback. They are currently recording choreography and movements to be used in the virtual class.

**Music:** Private music lessons will be taught LRON, except for voice lessons that will be hybrid so the instructor can meet with students every other week on campus in the Leever Atrium, which is a large, spacious area that provides plenty of opportunity for socially distanced work while also wearing masks that cover their mouth and nose.

**Chorale** will be limited to 18 students and they will meet in the Leever Atrium and wear masks that cover their mouth and nose. Weather permitting; they will meet outside on the Plaza. Unlike instrumentalists, singers cannot produce pitches “out of thin air,” but, rather, must find their notes relative to other notes. Thus, they will be best served by meeting on campus.

**Musical Theater and Acting** classes will also meet in the Leever Atrium. Students and instructors will wear masks covering their mouth and nose.

### **ALLIED HEALTH & NURSING/Clinical training:**

Courses that have a lecture and clinical or lab component will be offered in a hybrid format. All AH & Nursing programs will have hours for skill practice, skill competency testing, and tutoring in the skill labs. Students will have scheduled appointments for these hours to keep the number of students at a minimum and observe social distancing requirements. Students will be required to wear masks covering their mouth and nose during all learning experiences.

NUR 120 & NUR 220: The lecture component of these courses will be taught synchronously during scheduled course hours. The clinical component will be offered in three ways on a rotating basis for students – lab on ground (15 students per lab), clinical facilities (groups of 6-7), or synchronized virtual experiences.

RAD 197 & 297 are clinical courses where learning occurs at various clinical facilities.

RAD 297L are small groups of students, 6 or less, doing skill practice in labs on campus.

Students are supervised using a manikin, which is disinfected between student assignments.

RAD 200 & 222 are taught online with on-campus competency testing. RAD 112, an orientation course, will be taught in a large lecture hall to accommodate 25 students with 6 feet distancing.

PTA145 & PTA150 Lecture online with lab on-ground (2/three-hour sections per week - no more than 27 students but broken into groups of 5. Students in lab must have a hands-on component to skill practice with each other. Students will be separated into small groups of 5 using appropriate PPE for the tasks. PTA260 is a seminar course in which there are individualized assignments arranged in collaboration with the instructor.

PTA 155 is being taught synchronously during scheduled course hours. PTA262 and 265 are clinical courses where learning occurs at various clinical facilities.

RSP112 and 121 lab groups remain at 10 students per lab section, but a larger space has been secured to allow for social distancing. RSP262 is a hybrid course with the lecture component being taught synchronously during scheduled class hours and an on-campus lab being taught in small groups so that students can use the ventilators. RSP 270 will be taught synchronously during scheduled course hours. RSP281 is a clinical course.

The EMT course will be taught on-ground in the traditional format, as it requires frequent use of equipment and demonstration of lab skills during class hours. EMT enrollment will be limited to 16 based on social distancing guidelines and the size of the EMT classroom. All equipment will be disinfected between uses.

### **ADVANCED MANUFACTURING CENTER**

Lecture portion will remain online

- Machine lab will be on-ground
- Maintenance and cleaning of machines will be done based on CDC guidelines.

Manufacturing classes will be hybrid classes. The Danbury program, if allowed to use Abbott Tech, can safely social distance and have 25 students.

## **NON-CREDIT/WORKFORCE DEVELOPMENT**

### **Welding, beginning mid-July**

- Students will maintain social distancing and wear face masks/coverings covering the mouth and nose at all times.
- Class size is limited to 10 students.
- Students will separate into three work areas for table projects; each welding booth is separated by a metal barrier to maintain distancing.
- Students have their own set of gear; all areas will be disinfected before and after class.
- Any item used by students in lab will be disinfected after each use.

### **Health Careers (Central Sterile Processing Technician, Phlebotomy, Patient Care Technician, CNA, Basic Life Support**

- Labs must be completed on-ground at NVCC.
- Requirements include wearing masks, gloves, and protective glasses if necessary.
- All areas will be disinfected before and after class including items and equipment used by students.
- The Health Careers Programs will continue the classroom, lecture portions online.
  - Pharmacy Technician
  - CNA coursework
  - PCT coursework

### **Motorcycle, beginning mid-July**

- In the classroom and on the range, students will practice social distancing.
- The average enrollment per class is 12; therefore, a max of 15, including instructors, is sufficient to provide social distancing.
- All riders are equipped with their own helmets, gloves, and protective gear for riding.
- Bikes will be wiped down and disinfected after each class session. Classes are held during the week and on weekends.
- The classroom portion (Tech Hall) of the course is 6.5 hours and on cycle sessions are 12.5 hours.
- Masks covering the mouth and nose are worn for all sessions.

**Dining Halls:** Not applicable to NVCC

**Athletics:** Not applicable to NVCC

### **SPACES WHERE OTHER GROUPS CONGREGATE:**

**Academic Center for Excellence (ACE):** Our tutoring center will be closed for the fall; ACE tutors are trained to work remotely with Microsoft TEAMS – with individuals, with small groups for discipline-specific tutoring, and for the modified Supplemental Instruction (MSI) that accompanies our developmental math and English courses. Our website has a “Quick Links” to ACE on the front page that takes students to a [ACE Virtual Tutoring Sign-In](#) link. The hours will be updated for fall when appropriate.

Virtual ACE is promoted through social media, through our virtual new student orientation, through e-mails to students and to faculty, and it will be on the syllabus template.

## **Library**

The Library in both Waterbury and Danbury will be open for limited hours throughout the week for NVCC students only. Evening and weekend hours will be provided virtually via live-chat. The stacks on both campuses will be closed, and the only floor available on the Waterbury campus is the fifth floor.

Many of the [library services](#) will remain online; including synchronous information literacy training that faculty can reserve; chat sessions with students; and assistance with research and reference work.

Books and materials will be able to be checked out for the full semester to limit frequency of returns. Students needing an item that is checked out will be able to recall it using the library's Alma/Primo system. The stacks will be closed, and items will be retrieved by staff and checked out at the main circulation desk. When they are returned, the materials will sit for 72 hours before they are checked back in by library staff.

The library will also be responsible for checking out laptops, chromebooks, and hotspots for students. A [link for students to request](#) one of these items is on our COVID information page.

The library will implement an online scheduling tool that students can use to make appointments, and they will be allowed in the library to use computers for two hours at a time. Only a limited number of students will be allowed into the 5<sup>th</sup> floor computer lab and study area for the two-hour time blocks to maintain appropriate social distancing in the available space. Computers will be numbered for quick identification and contact tracing, if necessary. Students will sign in at the front desk on the fifth floor of Waterbury; the fourth floor will be closed. The librarian assistant will assign the student to a numbered computer, will track the time, and ask students to leave after the two hours.

A plexiglass shield will be placed at the circulation desk, and disinfectant wipes will be available to clean before and after computer use. Signs will direct students to do so.

**Multipurpose Room (Library/Tutoring), Danbury Campus:** The multipurpose room on the Danbury campus will be open for limited hours throughout the week to accommodate students' schedules. An IT and Librarian will stagger their schedules for oversight and will sit in an office behind a plexiglass window.

Tables are set up with one chair per table, and signs are posted throughout reminding students about social distancing, wearing masks, and cleaning their tables/computers before and after each use.

## **Cafeteria:**

On the **Waterbury campus**, the cafeteria vendor is following government guidelines and providing "Grab and Go" meals. The East Cafeteria (game room) will be locked and closed off; the West Cafeteria has tables for seating with one chair per table.

On the **Danbury campus** the vending machine will be placed downstairs in the lobby with security monitoring access and social distancing. The vending machines will be cleaned intermittently throughout the day.

**Bus stops:** Signs will be posted on the bus stop shelters reminding students about social distancing and wearing masks.

Public transportation: According to Northeast Transportation / CT Transit, the following protocols are in place:

- Buses and facilities are sanitized twice daily.
- Signs in the buses encourage passengers to wear masks and to maintain 6-foot distancing. Most passengers are complying; however, drivers are not required to enforce this and will not get confrontational with a passenger not complying.
- Drivers are provided masks and required to wear them if within 6-foot of a passenger.
- All boarding and alighting are through the rear door.
- The front door of the bus is not in use. Caution tape is used to prevent passengers from approaching within 6 feet of the driver.
- No fares are being collected at this time.
- Driver barriers are on order and should be installed by mid to end of October.
- The company will try to put extra buses on crowded routes, but this cannot be guaranteed.

**Follett Bookstore:**

- The Follett Bookstore identified their safety procedures in an April 2020 statement. Please check our website for more information about the [bookstore](#).
- They will remain open as long as the numbers of students can be limited to ensure six-foot social distancing. The store will continue to fulfill student orders by online ordering and mailing the materials.
- Follett staff is responsible for signage to indicate traffic patterns and places to stand in line to ensure social distancing; the Plaza will be used to extend the waiting line if necessary and appropriate social distancing markers will be in place if the line extends.

**Orientation:**

New Students will be invited to a Virtual Orientation that includes links to welcome videos and a wide range of other relevant information about how to navigate the College in a virtual environment as well as physically should the students come to one of the campuses.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Face Mask and Social Distancing Protocols**

NVCC is committed to the safety of all members of the NVCC community, including students, faculty, staff, visitors, and vendors invited to the Waterbury and Danbury campuses. Due to the unique and uncertain nature of the COVID-19 pandemic, strict adherence to safety and other precautionary measures is paramount to protecting against and preventing the spread of the virus.

As such, all NVCC faculty, staff, students, visitors, and vendors are required to abide by the established safety protocols regarding the wearing of masks that cover the mouth and nose, maintaining social distancing, and all other safety guidelines.

Everyone will be required to wear facemasks that cover the nose and mouth in all campus buildings and at outside locations where social distancing is not feasible.

NVCC has procured PPE to support the mask safety protocol during the summer and fall; many packages of five (one per day) reusable masks have already been distributed to office staff who have requested them, and we will continue to fill requests as they are received. Employees will be responsible for cleaning and maintaining the cleanliness of their state-issued reusable masks. The campus community is strongly encouraged to bring their own masks.

In the event someone arrives on either campus without a mask, masks will be available on the **Waterbury campus** at the Public Safety office, the Information Desk in Kinney Hall, and Academic Division offices.

On the **Danbury campus**, masks will be available at the Security desk in the lobby.

Hundreds of new physical signs are in place to remind the campus community to follow the six-foot, social distancing safety measures, indicate they must “stay to the right” in stairwells and hallways, and identify places to stand in line if waiting for a service. Plexiglass will be installed in administrative offices as an added layer of protection where social distancing could be compromised.

### **Noncompliance Procedures**

In the event a member of the NVCC community is observed to be in noncompliance with the College's health and safety protocols, the following actions shall be taken:

#### ***For employees***

The supervisor will address instances of noncompliance, working within the confines of collective bargaining agreements where applicable.

#### ***For students in the classroom***

Faculty will direct students to comply with facemask and safety requirements. Students who fail to follow the faculty member's direction shall be asked to leave the classroom and be referred to the Dean of Students or designee (Waterbury) and to Dean Santiago (Danbury). If the situation escalates, Public Safety will be called.

#### ***For visitors, vendors, and students outside of the classroom***

Reports of noncompliant visitors, vendors, students, and others failing to follow safety protocols (i.e., face masks covering the mouth and nose, social distancing, etc.) should be directed first to the person who is not complying, explaining to them our protocols and directing them to wear a mask that covers the mouth and nose, observe social distancing, or leave. If the person refuses, the person will be referred to our COVID-19 Coordinator. Upon receiving these compliance complaints, designated personnel will be deployed to investigate the matter immediately, identify



the status of the noncompliant individual(s), and make a referral to the area responsible for enforcement.

*Please note: Individuals who have underlying medical conditions and have been advised by a medical professional not to wear a mask or other PPE shall not come to campus without prior approval. Faculty and staff must contact HR immediately following said medical advice to obtain approval prior to coming to campus and/or a workplace accommodation, if appropriate. Students must contact the Office of Student Disability Services.*

### **Disinfection:**

Hand sanitizers are available at

- Building entry points
- Classrooms and labs that are in use
- Student Services offices
- Restrooms will have a log visible verifying when it was last cleaned.
- Other offices visited by students

### **Other safety measures:**

- Disinfectant, disposable wipes are available at all shared stations (copy machines) in shared offices.
- Faculty will be encouraged to send their requests for copies to our copy center to avoid too many people using copy machines.
- Employees on campus will not be allowed to congregate together in break rooms, offices, or other locations on either campus.
- Conference rooms should be avoided whenever possible and virtual meetings scheduled instead. If an on-ground meeting must be held, a reservation must be made in an appropriate room, and the number of occupants will be limited to ensure social distancing requirements are met.
- Waiting in hallways for classrooms will be very limited. Signage will be used to indicate social distance waiting spots. Students will be asked not to show up early for classes, and if they do, they must wait outside college buildings and enter just prior to the start of class.
- Most of the seating in the hallways and around the campus has been removed to reduce the temptation for people to linger and stray closer than the approved six-feet of social distancing. A few single seats remain.
- Elevators are limited to one or two individuals, depending on the elevator, and signs are clearly posted on the wall immediately to the right of the elevator doors.
- Faculty, staff, and students will be encouraged to use the stairs when possible to reserve the elevators for those who must use them for access at both campuses.
- Non-essential amenities (e.g., coffee pot, microwave) will not be allowed. On the Danbury campus, the staff lounge will be locked and made available for staff members with the key. While in the lounge social distancing will be maintained at all times and masks will be removed only when an individual is sitting and consuming food/drink. Disinfectant wipes will be available to clean items and surfaces between use. Food utensils will not be shared at any time.

- Signage and other communications will be used to provide instruction on the importance of hand washing and the proper technique and information on respiratory hygiene to protect other from sneezing and coughing.
- Anti-bacterial hand sanitizers are available at entrances to buildings and to the classrooms being used, and disposable wipes are available in classrooms and where shared facilities are used (e.g., copy machines).
- Doors to offices will remain closed, with signage directing people to call for an appointment. Walk-ins will not be allowed unless previously scheduled.

### **HVAC Systems**

Filtration in air handling units will be improved by installing MERV-13 rated filters (Merv-8 minimum recommendation).

During normal operating hours HVAC fresh air intake will be increased as practical, and fresh air will be increased in the evening hours to flush the air within buildings.

### **Restrooms**

- Where possible, restroom doors will remain open to prevent contact with door handle. This is not possible in Danbury due to privacy.
- Only restrooms on floors with occupants will be open. This is to ensure that custodial staff resources are maximized in areas where they are needed. For closed restrooms, signage will be used to direct people to open restrooms.
- Restrooms will be equipped with soap and water and paper towels for hand drying. The rooms will be stocked and checked daily for supplies. Where possible, lids to trash containers will be removed to prevent contact while disposing of soiled material. Signage is clearly placed reminding people to wash hands for 20 seconds.
- Each restroom will have disinfectant available (wipes or spray) and signage will be used to urge users to clean the sink area after use.
- Bathrooms will be cleaned and disinfected twice a day. A log of dates/times will be posted in each restroom for verification.

### **Plexiglass Sneeze Guards**

Reception points frequented by visitors will be equipped with plexiglass sneeze guards to provide an extra layer of protection between staff and visitors. In most cases the guards will be portable so staff can move them to offer the most protection.

Reception and transaction areas provided sneeze guards are:

- Admissions
- Financial Aid
- Registrar
- Library
- Other offices that might generate traffic close to a desk

### **Water Fountains**

Only water bottle filling stations will remain open; water fountains with mouth nozzles will be disabled and covered.

## Daily Cleaning

- Custodians will use disinfectant each day on high touch surfaces such as door handles, desktops, counters, elevator buttons, vending machines, ATM, etc.
- Each restroom will be disinfected daily by custodial staff. A log of dates/times will be posted in each restroom for verification. Restrooms with high use will be disinfected at mid-day in addition to a nightly cleaning (after the last class adjourns)

## Cleaning Shared Workstations

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 will be provided, and signage will be posted that provide instructions.

## Building entry points

### *Waterbury Campus*

- Currently, the Waterbury Campus is limited to three entry points: Kinney Hall, Tech Hall, and Founders' Hall.
- The doors will be open 30 minutes prior to a class starting and locked again after the class is over.
- Kinney Hall will be open from 7:30-9:15 to accommodate staff arrival, and then the locked entrance will be staffed by a student worker.
- Tech Hall and Founders Hall will have signs that ask visitors to call Public Safety, identify themselves, and state their purpose.
- All employees will be required to show their College ID if requested.

### *Danbury Campus*

- The Danbury Campus has one entrance open to the public and an ID scanner system is being put in.
- All individuals who have made an appointment to meet with an Advisor will need to sign in at the security desk at Danbury to ensure contract tracing. Students will be discouraged from being accompanied by guests. Guests of visitors will be asked to wait outside of the building until the appointment is complete. Those who do not make an appointment will be asked to make an appointment to meet with an advisor.

## Travel:

NVCC is communicating to all employees through e-mail and on our website that unnecessary travel should be avoided. Additionally, the link to the constantly updated "quarantine list" of states is on our website. Employees are reminded that they must follow the State's guidelines for quarantine and plan accordingly to be ready for the start of the semester.

Student communication is through the virtual orientation, the Student Activities newsletter that will go out just prior to the start of the semester and will continue weekly, and through social media.

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

NVCC is not a residential institution, so testing is neither recommended nor required. However, we are regularly communicating with faculty, staff, and students and encouraging those who feel they are experiencing symptoms to stay home.

Those entering our campuses are expected to self-monitor for symptoms of COVID-19 as defined by CDC. Signage placed at open entrances lists the symptoms and advises people not to enter if they are not feeling well or symptomatic of the virus.

### **Formalize relationship with Department of Public Health to support referrals for testing and contact tracing:**

Waterbury Department of Public Health

Contact Information for Assistant Director Cynthia Vitone

Phone: (203) 573-6679

Email: [civtone@waterburyct.org](mailto:civtone@waterburyct.org)

Several testing centers are available in Waterbury for those with or without symptoms, and with or without a medical prescription for the test. Locations (subject to change) are:

Duggan School, Tuesdays from 9 am – 4 pm

Waterbury Police Activity League, 9 am – Thursdays from 4 pm

Community Health Center of CT, North Elm Street, Monday – Friday from 9 am – 1 pm

Other testing locations can be found by clicking following this [link](#) to search by location.

Positive cases reported to NVCC will be reported to the Nursing Division of the Waterbury Health Department [(203) 574-6880] during normal business hours. As an alternative, positive cases can be reported to the City of Waterbury's Emergency Operations Center 24/7 by calling 311. This department will assist with contact tracing and can provide Waterbury residents who are sick or quarantining with support services.

### **Danbury Health & Human Services**

Contact: Kara Prunty, Acting Health Director

### **COVID-19 Coordinator:**

Dana Elm, Interim Dean of Administration, will serve as the COVID-19 Coordinator and, act as the liaison with coordinators at other colleges, provide reporting to external stakeholders when requested, and will coordinate the daily activities for NVCC and ensure our communication is consistent.

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

- NVCC has developed a protocol indicating that faculty, students, and staff are asked to inform their most immediate supervisor as soon as possible when they are experiencing possible COVID-19 symptoms.
- Please see the flow chart at the end of this document for reporting information.

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.

To facilitate contact tracing, we have the following processes in place:

- All instructors who teach on ground will be required to take attendance so that we know what and when students have been on campus.

### **Part 3: PLAN FOR CONTAINMENT**

If someone falls ill while on either the Waterbury or Danbury campus, they will be asked to leave immediately. If that is not possible, they will be sent to an unoccupied room that has been identified at each campus and communicated to Public Safety and Maintenance while they wait for a ride.

Since we are a commuter school, we do not anticipate anyone having to stay on campus for more than an hour.

If a student or employee has tested positively, that individual will be asked to quarantine for 14 days, and we will notify those individuals who may have come into contact with the infected person and ask them to quarantine for 14 days as well.

### **PART 4: PLAN FOR SHUTDOWN**

#### **Protocol for immediate shutdown if serious outbreak occurs on campus:**

If a serious outbreak occurs on either the Waterbury or Danbury campus, we will discuss with Regional President Lombella and the CSCU system office. Any actions taken will be communicated via e-mail as well as walking to the various areas where people are scheduled to be and letting them know.

#### **Shutdown of the State:**

NVCC will follow the instructions of the Governor if he determines that a statewide shutdown is again required.

We will work with the communication plan established by the State to ensure that all employees, faculty, and students have access to the specific, relevant information. We will also post relevant information on our website; place an announcement through MyCommnet; and use social media to communicate that the College is closed.

**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 notify the Regional President and together meet with Alice Pritchard, CSCU Chief of Staff, and Keith Epstein, VP of Facilities, to discuss recommended next steps.

NVCC 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. 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:**

NVCC will continue all instruction online if a shutdown occurs.

All full-time and part-time faculty are required to have active Blackboard shells in which they include the following:

- Their syllabus
- Gradebook
- Tools for announcements, e-mails, discussions, assignments, and assessments

Additionally, all full-and part-time faculty have been actively engaged this summer in training to understand best practices for online teaching and learning.

In this way, those faculty teaching in traditional or hybrid formats will be prepared to pivot fully to online, remote learning in either ONLINE or LRON modalities if the COVID situation warrants.

## NVCC: Reporting of Positive Cases of COVID-19 and Response Sequence

