



Three Rivers

COMMUNITY COLLEGE

PHASE 3 PLANNING AND FRAMEWORK FOR
REOPENING UNDERGRADUATE COLLEGES AND UNIVERSITIES

August 5, 2020

Prepared by the Office of the President
Dr. Mary Ellen Jukoski
mjukoski@threerivers.edu – 860-215-9007

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; 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 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) 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 COLLEGES AND UNIVERSITIES IN PHASE 3—FALL 2020

Name of Institution: Three Rivers Community College

COVID-19 Coordinator (Name and Title): Stephen Goetchius, Dean of Administration

Email and Cell Phone: sgoetchius@trcc.commnet.edu – Cell: 860-941-7503

Intended date of arrival of the first students (on or after August 10): August 24, 2020

Intended date of classes starting August 24, 2020

Intended duration of the fall semester or quarter: 4 months (August 24 – December 15)

Date submitted: August 5, 2020

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

Classrooms:

All students, faculty, staff, vendors, and visitors are required to wear face masks at all times while on the TRCC campus. In addition, social distancing and physical spacing of 6-feet is required during all interactions between students, faculty, staff, and visitors and will be vigilantly monitored for everyone's safety as we repopulate the campus for the Fall 2020 semester. This will be achieved by employing the following strategies throughout the TRCC campus:

- The Fall 2020 class schedule was updated to employ a wider variety of instructional modalities to reduce the total number of students on campus. Throughout all subject areas, a variety of sections offered in the traditional on-ground format were converted to either: a fully online (ONLN) modality; synchronous/live remote instruction on a regular schedule (LRON); a combination of synchronous/live remote instruction (LRON) and online asynchronous instruction (ONLN); a combination of synchronous/live remote instruction (LRON) and on-ground (TRAD); or a combination of online instruction (ONLN) and on-ground (TRAD).
- A re-evaluation of classroom assignment was carried out for each on-ground course section, leading to on-ground lecture sections then being re-assigned to larger capacity spaces to ensure required distancing. It also led to classes being reassigned to spaces that would allow for an empty class period in between sections to ensure classrooms be fully vacated before students come in for the next class, thus ensuring no simultaneous incoming and outgoing traffic in narrow doorways (that space in between classes also allows for cleaning in between classes offered on-ground). A re-evaluation of course caps was carried out as well for those courses scheduled within the science, technical and computer labs, with certain cap reductions then implemented in order to align with newly revised room caps. Additional sections were added in the sciences and modifications to course offering times were carried out where necessary in order to accommodate the reduction of classroom density in labs and the re-registration of all currently registered students into newly created sections.
- Campus Facilities 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. Facilities 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.
- In addition to signage throughout the building reminding everyone that face masks are required to be worn at all times while in the building, new signage will be posted at each classroom indicating the maximum occupancy for each room, that face masks are required to be worn at all times in classrooms and while in the building, 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 non-classroom space, such as the college’s large multi-purpose room, in order to create large capacity classrooms that can accommodate a greater number of students than standard smaller classrooms, but at the 6-foot 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, we will require students and faculty to wear both face masks and plastic face shields, in addition to any other requirements common in those industry sectors.
- Traffic patterns in the hallways and in stairwells at Three Rivers are now marked with floor signage to remind everyone to walk on the right to accommodate 6-foot distancing for passing traffic.
- At each elevator, signs are posted to ensure 2-occupants only allowing for 6 feet of social distancing.

Dining Hall:

TRCC is a non-residential institution. However, we operate a hot/cold food service servery and offer seating in a separate cafeteria. TRCC will not open its food servery during the Fall 2020 semester. The cafeteria seating area will be open for students’ use. Occupancy will be limited and posted at the entrance. Single-use seating will be available and arranged using the six-foot social distancing guidelines and will include the students’ ability to disinfect seating area before and after use. Additional disinfecting procedures by our Facilities Staff will occur throughout the day and evening, with final disinfecting procedures occurring every evening. In addition, vending machines and water bottle filling stations will be available for use by students, faculty, and staff.

Athletics:

Three Rivers is not providing any athletic programs or activities this academic year.

Spaces “where other groups congregate”:

Three Rivers has reconfigured all common spaces where groups may congregate by either closing the room or establishing 6 feet of physical spacing, redirecting traffic flow, reducing tables and/or seating, reducing the number of occupants at any one time, posting new signage with the maximum occupancy for each room, and directions not to move furniture.

Residence Halls:

Not applicable. Three Rivers Community College is a non-residential institution.

Orientation/Arrival:

Three Rivers Community College is a non-residential institution. However, our Admissions Department and Student Programs Office now offers new and returning students virtual-online student orientations and other online activities and events. Communications with students include the use of emails, letters from the President’s Office, paper mail, social media, our ALERT texting system, and the Three Rivers website. We continuously communicate the importance of social distancing while on campus and in their personal environments and that face masks are always required while on campus and in the building.

Personal protective equipment:

Three Rivers Community College is committed to the safety of all members of the TRCC community including students, faculty, staff and vendors invited to campus. 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 TRCC faculty, staff, students, and vendors are required to abide by the established safety protocols regarding the wearing of masks, maintaining social distancing, and all other safety guidelines.

The wearing of face masks is required in all campus buildings and at outside locations where social distancing is not feasible.

Masks: All faculty, staff, students and vendors have been informed (through email, social media, website, new building signage) that face masks are required in all campus buildings and at outside locations where social distancing is not feasible. Bandanas, scarves, or stretched shirts are not considered safe alternatives. Masks must cover the nose and mouth and have tension that reasonably seals both the top and bottom of the mask. To support this requirement, TRCC has procured personal protective equipment (PPE) to support the mask safety protocol during the fall semester. All students, faculty, and staff will be given 5 face masks, and are responsible for cleaning and maintaining the cleanness of their issued reusable masks. All students, faculty, and staff will be given 5 face masks, and are responsible for cleaning and maintaining the cleanness of their issued reusable masks. Faculty, staff, and students are welcome to purchase their own face masks provided all are CDC compliant.

In the event that any faculty, staff, student or vendor forgets to bring in or for any reason cannot bring in a mask or if they have a face mask malfunction while on campus, we have procured a supply (to be maintained and distributed at our security desk) of masks that will be given to anyone who needs one.

Noncompliance Procedures:

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

For faculty and staff:

HR will promptly provide assistance and direction to managers, deans, and supervisors to 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 face mask 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 Office of Student Rights and Responsibilities (SRR).

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, social distancing, etc.) should be directed to the “TRCC 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.

Other PPE requirements:

Three Rivers has secured an inventory of PPE items that will be needed for the Fall semester.

All faculty and staff received hand sanitizer and alcohol wipes upon their return to campus. Employees can request refills through our internal supply request process. Once requested, these items will be delivered to the requestor’s office.

In addition to face masks, isolation gowns and gloves are also available for students, faculty, and staff who are required to enter a clinical setting.

A limited supply of N95 masks are available for higher-risk situations including cleaning of the isolation rooms should they be needed.

Acrylic barriers have been provided to employees in high traffic areas, i.e., main entrance at security desk, throughout our student services division, and in designated classrooms. We will continue to monitor need throughout the building and respond as needed. Additionally, hundreds of new physical and digital signs will remind the campus community to follow the six-foot, social distancing safety measures. Plexiglass will be installed in administrative offices and classrooms as an added layer of protection when social distancing could be compromised. Physical barriers will be placed outside of service areas to guide social distancing leading up to service desks/windows/counters. Additional safety measures will include overhead signage, counter signage, floor spacing decals, and a nearby supply of cleaning products.

The college has upgraded the air filters used in the HVAC system from MERV-8 to MERV-13. As recommended by the manufacturer, we will increase the frequency that these filters will be changed. Additionally, 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.

Disinfection:

Hand sanitizer stations are available at the entrance to the building, at classrooms and throughout the building. Disposable wipes or cleaning solutions are available in all bathrooms, classrooms and other shared facilities (e.g., copy machines, vending machines, ATMs) for wiping down surfaces. In addition to requiring face masks to be worn while in the building, all students, faculty and staff are frequently reminded to wash hands and practice social distancing. Public spaces, corridors, office spaces and bathrooms are cleaned in accordance with the State’s general guidelines.

Cleaning Shared Workstations and Other Technology and Equipment:

In places such as the library, open computer labs, and other shared workstations and equipment where surfaces such as computers, keyboards, 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, vending machines, etc.) 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, students and staff have been explicitly instructed not to come to work if they are experiencing COVID-like symptoms, to seek medical attention, and to report such illness to TRCC’s College COVID-19 Coordinator, Stephen Goetchius, TRCC’s Dean of Administration. Dr. Mary Ellen Jukoski, President, will be the next POC should Steve Goetchius be unavailable.

Cases of severe illness and/or positive COVID results will be reported to TRCC’s local department of public health, Uncas Health District, and directives will be implemented as needed at TRCC and reported to the System Office.

Access to campus:

TRCC has established a single point of entry at our main entrance, staffed by our Security Team, for anyone entering the building. All faculty, staff, students and visitors will be greeted by Security to check in and if a visitor, to determine purpose of visit. If visitor does not have an appointment, they will be asked to wait in a designated area while contact is made with TRCC personnel to meet with visitor. All social distancing precautions will be observed by the visitor.

Students, faculty, and staff will be required to swipe their ID badges in and out of the building and shall ensure college-issued IDs are worn and visible while on campus. This will give an accurate account of who is in the building at any given time and will allow us to comply with guidelines provided for contact tracing.

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

Testing of students in residential institutions for the COVID-19 virus:

Not applicable. Three Rivers Community College is a non-residential institution.

Ongoing testing of students for the COVID-19 virus:

Not applicable - Three Rivers Community College is a non-residential institution.
Not applicable - Three Rivers Community College does not have any athletic programs.

Community colleges and other non-residential institutions with only commuting students are not required to test students. However, commuter colleges should formalize relationships with local departments of public health to support referrals for testing and contact tracing.

Not applicable.

Appointment of a COVID-19 Coordinator:

Stephen Goetchius, TRCC’s Dean of Administration is designated as TRCC’s primary COVID-19 Coordinator. In addition, the following are also named as secondary COVID-19 Coordinators as back up to the primary coordinator. They are as follows: Gayle O’Neill, Director of Finance, Kem Barfield, Interim Dean of Academics and Student Affairs, and President Mary Ellen Jukoski. The COVID-19 Coordinator will be the liaison with coordinators at other CSU colleges and universities who will convene periodically

during the fall (and beyond if needed) and will oversee reporting for the common dashboard that will be developed and to external stakeholders when requested.

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 (a COVID-19 Coordinator) if/when they begin experiencing possible COVID-19 symptoms. TRCC’s COVID-19 Coordinator will immediately implement TRCC’s protocol as follows:

- Immediately send the individual home.
- Advise our Facilities Team to implement TRCC’s COVID-19 internal cleaning and disinfecting procedures.
- Stay in contact with said individual to monitor health status and COVID test results if applicable.
- Based on test results, our COVID-19 Coordinator will then implement further protocols developed with our local healthcare liaison.

PART 3- PLAN FOR CONTAINMENT

Isolation space:

Three Rivers has identified two single-occupancy isolation spaces for any faculty, staff, or student who discloses signs of illness, while on campus, while waiting for transportation to take them home or for transport to a health care facility. Both spaces are separate from campus population and close to an exit to reduce exposure/contamination to others and the building. Our COVID-19 Coordinator will monitor the situation and determine needs of comfort for the individual (food, beverages, use of a phone, call to emergency contact, if needed, etc.).

Isolation protocol:

Not applicable. Three Rivers Community College has no dormitories.

Medical care for those isolated:

Three Rivers does not employ medical staff. EMS will be contacted for anyone who requires immediate medical attention. Our COVID-19 Coordinator will implement procedures if anyone discloses illness.

Quarantine protocol:

Not applicable. Three Rivers Community 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 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.

Three Rivers Community College has established a formal relationship with the Uncas Health District for advice/guidance on procedures/protocols to implement should a surge occur on campus and/or in the region. Our COVID-19 Coordinator, Stephen Goetchius will be the point-of-contact (POC) to implement pre-defined procedures and communications, with all regulatory agencies and CSCU should this occur.

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.

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. 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.

Shutdown of the State:

Three Rivers Community College will follow the Governor’s instructions if a statewide shutdown is authorized. In the event a shutdown is authorized, Three Rivers is poised to immediately implement shutdown/closing procedures using email, our ALERT Texting System to all cell phones, use of radio, television, and social media to contact all faculty, staff and students and surrounding community. We will implement our procedures regarding tele-working for all faculty and staff to continue our learning objectives and to continue services to students virtually.

Plan for continuation of instruction if a shutdown occurs:

Three Rivers is poised to immediately move to online learning and to continue to provide service to our students virtually. All faculty and staff are equipped to pivot to this online learning and service environment without any downtime. All students, including students who requested assistance with technology (WIFI and laptops through our Loaner Program), will be supported by faculty and staff to continue with classes online.
