**REOPENING PLANS FOR COLLEGES AND UNIVERSITIES — SPRING 2021**

Name of Institution: Three Rivers Community College

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

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Intended date of arrival of students: January 22, 2021

Intended date of classes starting January 22, 2021

Intended duration of the Spring semester or quarter: 5 months (January 22 – May 31)

Date submitted: December 2, 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 Spring 2021 semester. With a few exceptions (noted below), this will be achieved by employing the following strategies:

* The Spring 2021 class schedule was designed 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.
* New signage will be posted at each classroom indicating 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 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 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.

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**Dining Halls:**

TRCC will not open its food servery during the Spring 2021 semester. The cafeteria seating area will be open for students’ use. Single-use seating areas will be arranged using the six-feet 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.

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**Athletics:**

Three Rivers does not offer or sponsor any athletic programs or activities.

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**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. These areas include:

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**Residence Halls:**

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

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**Orientation/Arrival:**

Three Rivers Community College is a non-residential institution without dormitories. However, our Admissions Department and Student Programs Office offers new and returning students many opportunities to attend 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, 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 required at all times while on campus and in the building.

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**Personal protective equipment:**

**Masks***:* All faculty, staff, and students have been informed (through email, social media, and website) that face masks are required to be worn on campus and in the building. Faculty, staff, and students are required to bring their own masks. However, in the event that any faculty, staff, or student forgets to bring or cannot bring a mask or if they have a face mask malfunction, we have procured a supply (maintained at our security desk) of masks that will be given to anyone who needs one. In addition, all staff were provided with personal sized bottles of hand sanitizer and disinfected wipes to use at their work areas. These supplies will be replenished periodically.

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**Other PPE requirements:**

As mentioned earlier, programs where 6-foot spacing is not possible such as clinical training or workforce development programs, we will require students and faculty to wear both masks and plastic face shields, in addition to any other requirements common in those industry sectors.

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**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. Students, faculty and staff are reminded to wash hands frequently. Public spaces, corridors, office spaces and bathrooms are cleaned in accordance with the State’s general guidelines.

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**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.

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**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.

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**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 met 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.

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**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-non-dormitory institution.

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**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.

Three Rivers Community College has established a formal relationship with the Uncas Health District to advise us on procedures/protocols to implement for testing and contact tracing. Our COVID-19 Coordinator, Stephen Goetchius will be the point-of-contact (POC) to monitor all reports of any sick faculty, staff, and student who reports illness and will implement procedures.

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

Stephen Goetchius, TRCC’s Dean of Administration is designated as our College COVID-19 Coordinator. Dr. Mary Ellen Jukoski, President, will be the next POC should Steve Goetchius be unavailable. The COVID-19 Coordinator will be the liaison with coordinators at other CSCU colleges and universities who will convene periodically during the Spring (and beyond if needed) and will oversee reporting for the common dashboard that will be developed and to external stakeholders when requested.

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**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 (our COVID-19 Coordinator, Steve Goetchius, that they are experiencing possible COVID-19 symptoms. Our protocol will include the procedure for Steve Goetchius to ensure the individual follows our procedures and will follow up with said individual regarding status, including test results. Based on test results, our COVID-19 Coordinator will then implement further protocols including contact tracing, etc.

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**PART 3- PLAN FOR CONTAINMENT**

**Isolation space:**

Three Rivers has identified two small, single-occupancy isolation spaces for any faculty, staff, or student, who discloses signs of illness, may wait for transportation to take them home or to transport to a health care provider. Our COVID-19 Coordinator will monitor occurrence(s) and determine needs of comfort for the individual (food, beverages, warm blankets, call to emergency contact, if needed, etc.).

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**Isolation protocol:**

Not applicable. Three Rivers Community College has no dormitories.

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**Medical care for those isolated:**

Three Rivers does not employ medical staff. Care for sick individuals does not Spring under our Nursing Division. Faculty, staff, and students should monitor their own symptoms and report them to their own health care provider. Our COVID-19 Coordinator will implement procedures if anyone discloses illness.

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**Quarantine protocol:**

Not applicable. Three Rivers Community College has no dormitories.

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**Contact tracing.**

CSCU Community Colleges are not required to implement a formal system of contact tracing.

If an employee or student reports testing positive for COVID-19, their contact with others can be traced through class rosters, staff appointment schedules, and our internal required check-in and check-out system. We anticipate a very limited number of faculty, staff, and students on campus during Spring 2021. Contact tracing will be carried out by the appropriate Health District with the assistance of TRCC’s COVID-19 Coordinator using our internal procedures to monitor all individuals on campus at any time.

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**Liaison with regional hospitals and health care facilities.**

Three Rivers Community College has established a formal relationship with the Uncas Health District to advise us 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.

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**PART 4 – PLAN FOR SHUTDOWN**

**Shutdown initiated by the institution if a serious outbreak occurs on campus:**

Three Rivers Community College is a non-residential institution. However, in the event a shutdown is recommended and authorized by regulatory partners, our health care partners, and CSCU oversight committee, Three Rivers is poised to immediately implement shutdown/closing procedures using email, our ALERT Texting System to all cell phones, Radio, television, and social media to contact all faculty, staff and students and surrounding community.

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**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.

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**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.

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