

# REOPEN PLAN



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# INTRODUCTION

At the direction of Tri-County Technical College President Galen DeHay, numerous teams have been assembled to develop a reopening plan in response to the challenges posed by COVID-19.

A draft of the plan is provided in subsequent pages. It was developed with three primary goals in mind:

- 1. Create a safe on-campus learning and working environment;*
- 2. Deliver a high quality learning experience for the 2020-2021 academic year; and*
- 3. Integrate student support and engagement offerings into programs.*

Our three-phase reopening plan is scheduled to begin June 8 with the goal of returning to full campus operations in August. However, progress through the phases is contingent upon the directives of the president of Tri-County Technical College, South Carolina Governor Henry McMaster, and guidance from health authorities such as the South Carolina Department of Health and Environmental Control (SCDHEC) and the Centers for Disease Control and Prevention (CDC). Accordingly, the plan is subject to change.

Any changes to the plan will be announced via email and posted on our website: [www.tctc.edu/coronavirus](http://www.tctc.edu/coronavirus).

# PRE-PHASE: Preparation

*Estimated to continue through June 7, 2020.*

During Pre-Phase 1, our top priority is preparing the campus for a safe return.

## **Personal Health and Safety Expectations**

Anyone approved to be on campus during this time is strongly encouraged to comply with the following preventive measures outlined by the CDC:

- Follow physical distancing guidelines
- Wear a face covering while in common areas or when unable to maintain six feet of distance from another person
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if sick

## **Building Health and Safety**

The following health and safety protocols are instituted:

- Sanitizing, cleaning and disinfecting of facilities
- Installation of hand-sanitizing stations
- Space determinations and alterations made to ensure physical distancing in work and learning areas, which may include removal of or roping off of furniture
- Protective barriers installed in front-line service areas
- Signage placed throughout campuses reminding people to maintain six feet of distance and to practice proper hand hygiene and respiratory etiquette
- Traffic and queuing lanes established in corridors, stairwells and points of service delivery
- Fresh air exchange increased in all areas based on scheduled use and equipment capacities
- Higher efficiency filters deployed in all areas based on equipment capacities

## **Operational Health and Safety**

- Develop workforce re-entry plan
- Design training for employees

## **Exposure Management and Response**

- Establish Incident Command Team and COVID-19 Recovery Planning Task Force
- Develop response to an outbreak or illness
- Update pandemic plan
- Update academic and business continuity plans

# PHASE ONE: Activation

*Estimated to begin June 8, 2020.*

During Phase 1, our top two priorities are delivering on-campus instruction for students completing the summer term and providing enrollment support for fall students.

## **Personal Health and Safety Expectations**

Anyone approved to be on campus during this time is strongly encouraged to comply with the following preventive measures outlined by the CDC:

- Follow physical distancing guidelines
- Wear a face covering while in common areas or when unable to maintain six feet of distance from another person
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if sick

## **Building Health and Safety**

- Janitorial service cleans and disinfects high-touch surfaces in office areas, classrooms and labs in the evening with restrooms and common areas undergoing additional cleaning and disinfecting during the day
- Hand sanitizer and disinfecting wipes available in areas of high circulation, such as classrooms, labs, common areas, office suites and service delivery areas
- Employees and students wipe down their work area/equipment before and after use

## **Employee Guidelines**

- Employees deemed essential who can report to work during Phase 1 are:
  - o Faculty members teaching on campus during summer term
  - o Support staff for faculty teaching during summer term
  - o Employees supporting fall enrollment efforts
- All other employees continue working remotely.
- Before returning to campus, employees are required to complete a one-time COVID-19 training and one-time Families First Coronavirus Response Act training in SPARK.
- Before returning to campus, employees must complete an acknowledgement in SPARK indicating that they have reviewed HR resources on COVID-19 and that they have reviewed the College's reopen plan.
- Employees returning to campus must complete a weekly electronic health screening survey.

## **Student Guidelines**

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- Students who are enrolled in on-campus instruction during summer term are allowed on campus beginning June 19.
- In-person lectures, instruction labs and in-person computer labs are limited to approximately 50% room capacity with physical distancing.
- The following services and locations are available by appointment only for students enrolled in summer term and students preparing to enroll in fall term. Note: All offices remain available for phone and virtual support.
  - o Bridge Programs
  - o Career and Employability Resources
  - o Cashier
  - o Easley Campus
  - o Financial Aid
  - o High School Engagement
  - o I-BEST
  - o IT Service Desk
  - o Learning Commons: Library
  - o Oconee Campus
  - o Recruitment, Admissions, and Orientation
  - o Registrar's Office/Student Data Center
  - o Student Development: Conduct and Advocacy
  - o Student Development: Testing Center
  - o Student Development: Wellness Programs
  - o Success Coaches
  - o TC Central
- Buildings remain locked unless they are being used for instruction. To gain entry for a scheduled appointment, follow the directions provided by the office or individual with whom the appointment is scheduled.
- Before returning to campus, students should watch the return-to-campus video on [tctc.edu](https://tctc.edu) or the EDGE app.
- Students returning to campus should review a weekly COVID-19 health and safety screening document on [tctc.edu](https://tctc.edu) or the EDGE app.

## **Public Guidelines**

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- The general public is not allowed on campus without prior approval.

# PHASE TWO: Activation

*To begin at least four weeks after Phase 1 has been in place and no restrictions have been imposed by local health authorities. Estimated to begin July 6, 2020.*

During Phase 2, our top priorities are completing the summer term and delivering support for new, returning, and prospective students for fall semester.

## Personal Health and Safety Expectations

Anyone approved to be on campus during this time is strongly encouraged to comply with the following preventive measures outlined by the CDC:

- Follow physical distancing guidelines
- Wear a face covering while in common areas or when unable to maintain six feet of distance from another person
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if sick

## Building Health and Safety

- Janitorial service cleans and disinfects high-touch surfaces in office areas, classrooms and labs in the evening with restrooms and common areas undergoing additional cleaning and disinfecting during the day
- Hand sanitizer and disinfecting wipes available in areas of high circulation, such as classrooms, labs, common areas, office suites and service delivery areas
- Employees and students wipe down their work area/equipment before and after use

## Employee Guidelines

- Employees deemed essential who can report to work during Phase 2 are:
  - Faculty members teaching on campus in the fall semester
  - Support staff for faculty teaching on campus in the fall semester
  - Employees supporting enrollment efforts
  - Other employees as defined by their supervisor
- All other employees continue working remotely.
- Before returning to campus, employees are required to complete a one-time COVID-19 training and one-time Families First Coronavirus Response Act training in SPARK.
- Before returning to campus, employees must complete an acknowledgement in SPARK indicating that they have reviewed HR resources on COVID-19 and that they have reviewed the college's reopen plan.
- Employees returning to campus must complete a weekly electronic health screening survey.

# PHASE TWO: Activation

*(continued)*

## Student Guidelines

- In-person lectures, instruction labs and in-person computer labs are limited to approximately 50% room capacity with physical distancing.
- The following services and locations are open for limited walk-in support with physical distancing requirements for students enrolled in summer term and students preparing to enroll in fall term. Students are encouraged to schedule appointments in advance. Note: All offices remain available for phone and virtual support.
  - o Bridge Programs
  - o Career and Employability Resources
  - o Cashier
  - o Easley Campus
  - o Financial Aid
  - o High School Engagement
  - o I-BEST
  - o IT Service Desk
  - o Learning Commons: Library
  - o Oconee Campus
  - o Recruitment, Admissions, and Orientation
  - o Registrar's Office/Student Data Center
  - o Student Development: Conduct and Advocacy
  - o Student Development: Testing Center
  - o Student Development: Wellness Programs
  - o Success Coaches
  - o TC Central
- Before returning to campus, students should watch the return-to-campus video on [tctc.edu](https://tctc.edu) or the EDGE app.
- Students returning to campus should review a weekly COVID-19 health and safety screening document on [tctc.edu](https://tctc.edu) or the EDGE app.

## Public Guidelines

- The general public is not allowed on campus without prior approval.

# PHASE THREE: Activation

*To begin at least four weeks after Phase 2 has been in place and no restrictions have been imposed by local health authorities. Estimated to begin August 3, 2020.*

During Phase 3, our top priority is safely delivering a high quality learning and student support service experience for the fall semester.

## **Personal Health and Safety Expectations**

Anyone approved to be on campus during this time is strongly encouraged to comply with the following preventive measures outlined by the CDC:

- Follow physical distancing guidelines
- Wear a face covering while in common areas or when unable to maintain six feet of distance from another person
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if sick

## **Building Health and Safety**

- Janitorial service cleans and disinfects high-touch surfaces in office areas, classrooms and labs in the evening with restrooms and common areas undergoing additional cleaning and disinfecting during the day
- Hand sanitizer and disinfecting wipes available in areas of high circulation, such as classrooms, labs, common areas, office suites and service delivery areas
- Employees and students wipe down their work area/equipment before and after use

## **Employee Guidelines**

- All employees return to work. However, work schedules may continue to include rotating work-from-home and on-campus schedules as directed by the supervisor and in accordance with the unit's workforce plan.
- Before returning to campus, employees are required to complete a one-time COVID-19 training and one-time Families First Coronavirus Response Act training in SPARK.
- Before returning to campus, employees must complete an acknowledgement in SPARK indicating that they have reviewed HR resources on COVID-19 and that they have reviewed the college's reopen plan.
- Employees returning to campus must complete a weekly electronic health screening survey.

# PHASE THREE: Activation *(continued)*

## **Student Guidelines**

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- In-person lectures and instruction labs are limited to 50% room capacity with physical distancing. In-person computer labs are open with physical distancing.
- All student services are open with physical distancing.
- On-campus student events are limited to 250 people per CDC gathering guidelines.
- Before returning to campus, students should watch the return-to-campus video on [tctc.edu](https://tctc.edu) or the EDGE app.
- Students returning to campus should review a weekly COVID-19 health and safety screening document on [tctc.edu](https://tctc.edu) or the EDGE app.

## **Public Guidelines**

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- The general public is allowed on campus in a limited capacity.
- Approved general public services and gatherings will be defined and disseminated.

### *DISCLOSURE*

*Employees may work rotating schedules that are determined by their supervisors. Schedules are subject to change at any time.*

*Phases and dates of the plan are subject to change and are based on situational changes with COVID-19 and guidance provided by local health authorities.*

*The college will operate under this format until it is determined that it is safe to return to a normal operating environment.*



[tctc.edu](http://tctc.edu)