

# REOPEN PLAN



# REOPEN PLAN

## CONTENTS

Planning Team .....	Page 3
Introduction .....	Page 4
Pre-Phase.....	Page 5
Phase 1.....	Pages 6-7
Phase 2.....	Pages 8-9
Phase 3.....	Pages 10-11
Face Coverings/Masks.....	Pages 12-13
Disclosure.....	Page 13

# PLANNING TEAM

**Kate Baggett**

IT Knowledge Manager  
and Trainer

**Dr. Jacquelyn Blakley**

Dean, Business & Public  
Services

**Tim Bowen**

Senior Director,  
Community Campuses

**Dr. Ahmad Chaudhry**

Interim Vice President,  
Academic Affairs  
Dean, Health Education

**Dan Cooper**

Chief of Staff

**Dr. Richard Cothran**

Dean, Corporate and  
Community Education

**Jenni Creamer**

Assistant Vice President,  
College Transitions

**Dr. Galen DeHay**

President

**Dr. Mark Dougherty**

Dean, Student Development

**Amanda Elmore**

Dean, Engineering & Industrial  
Technology

**Daniel Graybeal**

Curriculum Consultant

**Cara Hamilton**

Vice President,  
Business Affairs

**Jason Hart**

Director, IT Operations and  
Information Security

**Scott Harvey**

Registrar

**Jennifer Hulehan**

Associate Dean, Academic  
and Career Foundations

**Adam Ghiloni**

Dean, Enrollment Services

**Linda Jameison**

Vice President, Student  
Support and Engagement

**Dr. Kristen Karasek**

Director, Bridge Programs and  
Educational Partnerships

**Grayson Kelly**

Vice President, Institutional  
Advancement and Business  
Relations

**Ken Kopera**

Director, Physical Plant

**Dr. Tom Lawrence**

Dean, Arts and Sciences

**Jeff Laws**

Human Resources Manager

**Marcia Leake**

Associate Vice President,  
Human Resources

**Bryan Manuel**

Dean, Integrated Workforce  
Solutions

**Dr. Chris Marino**

Director, Institutional  
Research and  
Effectiveness

**Karen Potter**

Senior Director, Strategic  
Communication &  
Engagement

**Sarah Shumpert**

Director, Academic  
Development

**Luke VanWingerden**

Chief Information Officer

**Matt Whitten**

Procurement Manager

# 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. (UPDATE: As of June 29, 2020, face coverings/masks are required of every person on a TCTC campus or at a TCTC learning center. See policy on pages 12-13.)
- 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

- 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

- 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 13, 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
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if you feel sick or have symptoms of COVID-19

**Face coverings/masks are required of every person on a TCTC campus or at a TCTC learning center. See policy on pages 12-13 for more details.**

## 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:
  - o Faculty members teaching on campus during the summer
  - o Support staff for faculty teaching on campus in the summer
  - o Employees supporting fall enrollment efforts
  - o 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 by July 10, 2020.
- 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

---

- 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 appointments and limited walk-in support with physical distancing requirements for students enrolled in summer term and students preparing to enroll in fall term. Current and prospective students are encouraged to schedule appointments in advance. Note: All offices remain available for phone and virtual support.
  - o Academic Division Offices
  - o Accessibility Resource Center, Wellness Programs
  - o Bridge Programs
  - o Career and Employability Resources
  - o Cashier
  - o Community Campuses: Anderson, Easley and Oconee
  - o Conduct and Advocacy
  - o Corporate and Community Education
  - o Financial Aid
  - o High School Engagement
  - o I-BEST
  - o IT Service Desk
  - o Learning Commons: Library
  - o Recruitment, Admissions, and Orientation
  - o Registrar's Office/Student Data Center
  - o Success Coaches
  - o TC Central
  - o Testing Center
- 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 allowed on campus by appointment only. Visitors should confirm their visit before coming to campus.

# 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 10, 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
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if you feel sick or have symptoms of COVID-19

**Face coverings/masks are required of every person on a TCTC campus or at a TCTC learning center. See policy on pages 12-13 for more details.**

## **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.
- Employees must have completed a one-time COVID-19 training and one-time Families First Coronavirus Response Act training in SPARK by July 10, 2020.
- 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**

---

- 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.
- 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 allowed on campus in a limited capacity. Visitors are strongly encouraged to schedule an appointment before coming to campus.
- Approved general public services and gatherings will be defined and disseminated.

# Wearing of Face Coverings/Masks

Every person is required to wear a face covering/mask when on a TCTC campus or at a TCTC learning center. In general, face coverings/masks are required to be worn in areas where physical distancing cannot be maintained. This includes, but is not limited to, the following:

- Classrooms\*
- Labs\*
- Lobbies
- Study areas
- Restrooms
- Lounges/cafes/breakrooms
- Offices where employees, students and/or the public interact

*\*Additional personal protective equipment (PPE) may be required in some cases. If such a requirement exists, it will be communicated to students by their instructor.*

## **Location Exemptions**

The wearing of a face covering/mask may be advisable, but is not required when:

- Alone in a personal or company vehicle
- Alone in a private, individual office, or in an individual work space when not interacting with others
- Outdoors so long as six feet of physical distancing is maintained
- Eating or drinking

## **Persons Not Required to Wear Face Coverings/Masks**

An exception to wearing a face covering/mask will be made for those with a documented medical condition or disability that prevents them from wearing a face covering/mask.

- Students seeking an exemption should complete the COVID-19 Students Issues and Help form located online at [tctc.edu/coronavirus](https://tctc.edu/coronavirus).
- Employees seeking exemption should contact Human Resources.

As they are able, persons exempted from wearing face coverings/masks are encouraged and expected to maintain physical distance from others. If unable to maintain physical distance, such persons are encouraged to use alternative means of protection, such as face shields, if safe to use.

# Wearing of Face Coverings

(continued)

## **Definition**

---

“Face covering/mask” means a clean cloth, fabric, or other soft or permeable material, without holes, that covers both the mouth and nose, including, but not limited to, surgical masks, respirators, face shields, handmade masks, bandanas, neck gaiters, scarves, or wraps made up of tightly woven fabric such as denim or cotton.

According to the Centers for Disease Control and Prevention (CDC), when worn properly, face coverings/masks should:

- Cover the mouth and nose
- Fit snugly against the sides of the face, the bridge of the nose, and the chin
- Not be removed, lowered below the nose or to the neck, expose the mouth, or be pushed up to the forehead

## **Effective Date**

---

This policy shall take effect on Monday, June 29, 2020, and shall remain in effect until it is deemed no longer necessary by TCTC President Galen DeHay.

## *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)