TCTC STRONG: OUR PATH FORWARD

TriCounty TECHNICAL COLLEGE

RUBY S. HICKS

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CONTENTS

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

TCTC Strong: Our Path Forward is the name of Tri-County Technical College's journey to return to on-campus learning amidst the coronavirus pandemic, while protecting the health and safety of students, employees and the community.

At the direction of TCTC President Dr. Galen DeHay, numerous teams have been assembled to develop a plan outlining our path forward. 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 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.

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 13-14.)
- 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 or the EDGE app.

- Students returning to campus should review a weekly COVID-19 health and safety screening document on 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 13-14 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:
  - Faculty members teaching on campus during the summer
  - Support staff for faculty teaching on campus in the summer
  - Employees supporting fall 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 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 or the EDGE app.

- Students returning to campus should review a weekly COVID-19 health and safety screening document on 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 13-14 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

- Essential employees who can return to work are faculty members who teach on-campus classes, support staff, employees supporting enrollment efforts, and other employees as defined by their supervisor. All others continue working remotely. For those returning to campus, work schedules remain flexible and may include a mix of on-campus and remote work.
- 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.

Student Guidelines

- Face-to-face, online and hybrid courses will be offered. Course delivery decisions have been made based on the unique needs of each program/major. Courses that require hands-on learning will continue in person as much as possible. In general, most courses previously published as face-to-face courses will have a combination of online and on-campus instruction.

    In total, there are eight different course delivery methods:

    Face-to-Face – Courses are taught in person on campus.

    Distance Learning – Courses are taught entirely online; students complete coursework based on an established schedule of assignments and activities but are not required to be online at the same time.

    Distance Learning with Option to Come to Campus – Courses are taught entirely online. An assigned classroom will be available on campus for students who do not have access to Internet at home or have another need to be on campus.

    Distance Learning: Synchronous/Asynchronous – Courses are taught entirely online; students engage in online learning at the same scheduled time (synchronous) for a portion of the course and other instruction occurs via recording or other assigned activity (asynchronous).

    Distance Learning Synchronous – Courses are taught entirely online; students are online at the same scheduled time.

    Hybrid Asynchronous – Students rotate between face-to-face learning on campus at a scheduled time and asynchronous (not a defined time) online learning.

    Hybrid Synchronous – Students rotate between face-to-face learning on campus and online learning at a scheduled time.

    Modified Tutorial – Courses are taught online at a scheduled time with a face-to-face component as needed. Face-to-face instruction occurs via flexible attendance rather than a predefined meeting pattern.

- Traditional face-to-face courses will be adjusted to reduce class density.
- Laboratory, hands-on skills or simulation labs will be held on campus with small groups of students.
- Online courses will include various methods to engage students. Some instructors will teach via live virtual lectures so that students can interact with faculty as they would in a classroom.
- Students are expected to attend, be engaged, and participate in conversations and group/learning activities.

PHASE THREE: Activation *(continued)*

- Student support services will be offered in both a virtual and in-person format. Physical distancing and safety measures will be in place in all support offices and appointments are strongly encouraged. Appointments can be scheduled by phone, email or Starfish.

- Before returning to campus, students should watch the return-to-campus video on tctc.edu or the EDGE app.

- Students returning to campus should review a weekly COVID-19 health and safety screening document on tctc.edu or the EDGE app. If a student answers "yes" to any of the questions on the form, they should stay home and notify the Student Support Office using the COVID-19 Students Issues and Help form located online at tctc.edu/coronavirus.

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

This policy has been updated to align with Executive Order No. 2020-50, which states that face coverings/masks must be worn in all state government offices, buildings and facilities.

Every person is required to wear a face covering/mask when on a TCTC campus or at a TCTC learning center. This includes, but is not limited to, the following:

- Classrooms*
- Labs*
- Study areas
- Lobbies, hallways, elevators, stairwells or restrooms
- Lounges/cafes/breakrooms
- Entrances and exits
- While interacting in person with another student, employee or visitor
- While in a state vehicle with another individual, while in a vehicle for the purposes of conducting state business that is occupied by another individual, and while using drive-through services
- In any area that TCTC determines that wearing a face covering is required

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 with Conditions that May Impact Their Use of Face Coverings/Masks

Accommodations will be reviewed with individuals and determinations made based on documentation of a condition or disability and suggestions for face covering/mask alternatives by a medical provider. Possible accommodations will be discussed specific to each individual's documented needs. Students and employees should request accommodations and discuss their needs prior to visiting any TCTC campus or location as face coverings/masks are required at this time.

- Students seeking an accommodation should complete the COVID-19 Students Issues and Help form located online at tctc.edu/coronavirus.
- Employees seeking an accommodation should contact Human Resources.

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 snuggly 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

For complete guidance on wearing face coverings/masks, visit the CDC's website: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html

Face Covering/Mask Design

Any designs or insignia on face coverings/masks should be professional and adhere to TCTC's dress code and other policies.

Provision of Services

TCTC may refuse to provide in-person service to an individual who is not wearing a face covering/mask and will not or cannot wear a face covering if an alternate means of service is readily and reasonably available to the individual and the individual is provided with information about how to access the alternate means of service.

Effective Date

This policy took effect on June 29, 2020, and was updated on August 3, 2020, to align with Executive Order No. 2020-50. The policy 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.

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