



COVID-19: PHASED REOPENING PLAN

Table of Contents:

Overview and List of Team Members and Subgroups..... Pages 1-3

Overarching guidelines and recommendations..... Pages 3-4

Overview and Summary of Plans..... Pages 4-6

Individual Responsibility..... Page 6

Detailed Operating Stages Pages 6-12

Transitioning Between Plans..... Pages 12-13

Safety and Health Measures Pages 13-14

Safety Actions Page 14

Enhanced Cleaning and Disinfection Protocol Page 15-16



Overview:

Volunteer State Community College will execute a plan for faculty, staff and students to return to campus locations in a phased-in manner over the summer months in order to prepare for campuses to be open and operational at the beginning of fall semester.

A Pandemic Crisis Management Team (CMT) was convened in early March as prescribed in the College Pandemic Preparedness and Response Plan. The CMT was responsible to research and develop recommendations and a plan on how the college could transition best to a remote operational status this spring due to the COVID-19 pandemic. Subsequently the group's mission was to develop recommendations and a plan to return to an appropriate operational status as it related to three key areas: academic operations, campus operations and business operations. Within its purview, the workgroup understood that as with measures that took place in spring semester, the group must continually review and assess all aspects of campus life through a COVID-19 lens moving forward. This means conditions with regard to the pandemic are continually reviewed and assessed to ensure the college can retain flexibility, adaptability and preparedness with every decision. This includes the integration of CDC guidelines, THEC and Tennessee Board of Regents recommendations to ensure that safety is first at-hand as campus operational planning takes place for faculty, staff, students and visitors.

Membership to this Team included the following:

Pandemic Crisis Management Team:

- Beth Carpenter, Team Lead
- Jerry Faulkner
- George Pimentel
- Karen Mitchell
- Colette Catania
- Nicholas Bishop
- Emily Short
- Kyle Barron
- Mike Powell
- Lori Richards
- AnneMarie McKee
- Andrea Scruggs
- Kevin Blankenship
- Karen Waller
- Jessica Lewis
- Tami Wallace
- Jennifer Brezina
- Angela Lawson
- Michelle Boyd

Department

Business & Finance
Office of the President
Academic Affairs
College Foundation & Resource Development
Inst. Effectiveness, Research, Planning & Development
Economic & Community Development
Student Services
Student Services
Livingston Center
Cookeville Campus
Springfield Center
Distributed Education, Classified Staff Speaker
Information Technology
Office of the President
Office of the President
Public Relations & Marketing
Academic Affairs
Campus Police
Health & Safety

- Melva Black
 - April Corkin
 - Jennifer James
 - Joey Bowling
 - Lori Cutrell
 - Renee Austin
 - Meredith Young
 - Will Newman
- Division of Humanities
 - Business & Finance
 - Division of Humanities, Faculty Speaker
 - Business & Finance
 - Human Resources
 - Business & Finance
 - Advising, Professional Staff Speaker
 - Plant Operations

Due to the level of planning and detail needed, this same group would then form four sub-groups to address specific needs to outline details as they pertained to reopening phases of the college. These groups are reviewing specific functions of the college and have worked to break down the related items in each area. These sub-groups are looking at all aspects of campus operation in a nimble fashion and with plans in place to either open or restrict various aspects of operations and other safety operations in response to public health status with additional guidance from Health Departments in the counties we serve, the Centers for Disease Control and Prevention, the State of Tennessee, THEC, and the Tennessee Board of Regents. In addition, fellow institutional reopening plans along with trade associations provided insight into a set of best practices being implemented throughout higher education. Additional faculty and staff beyond the members of the CMT were recruited to serve on the sub-groups. The listing of each sub-group with membership follows:

- **Communication**
 - Tami Wallace, Team Lead
 - Beth Carpenter
 - Kevin Blankenship
 - George Pimentel
 - Emily Short
 - Karen Mitchell
 - Will Newman
 - Angie Lawson
 - Michelle Boyd
 - AnneMarie McKee
 - Melva Black
 - Jessica Lewis
 - Leslie Smith
 - **Classes and Classroom Adaptations**
 - Jennifer Brezina, Team Lead
 - Kevin Blankenship
 - Will Newman
 - Rhonda Gregory
 - Tom Ekman
 - Michelle Boyd
 - Kim Christmon
 - Deb Moore
 - Jennifer James
- Department**
 - Public Relations & Marketing
 - Business & Finance
 - Information Technology
 - Academic Affairs
 - Student Services
 - College Foundation & Resource Development
 - Plant Operations
 - Campus Police
 - Health & Safety
 - Springfield Center
 - Division of Humanities
 - Office of the President
 - Student Services – Access Center
- Department**
 - Academic Affairs
 - Information Technology
 - Plant Operations
 - Distributed Education
 - Division of Math & Science
 - Health & Safety
 - Division of Health Sciences
 - Division of Humanities
 - Faculty Speaker

- | | |
|--|---|
| <ul style="list-style-type: none"> • Screening and Tracking <ul style="list-style-type: none"> ○ Emily Short, Team Lead ○ George Pimentel ○ Michelle Boyd ○ Angela Lawson ○ Kevin Blankenship ○ Lori Cutrell ○ Nicholas Bishop ○ Kelly Fuqua ○ Terri Crutcher
 • Cleaning and PPE <ul style="list-style-type: none"> ○ Michelle Boyd, Team Lead ○ Will Newman ○ Jennifer Brezina ○ Delois Regan ○ Kyle Barron ○ Lori Richards ○ Bob Jankiewicz ○ Sherry Watts ○ Doug Schiller | <p>Department</p> <ul style="list-style-type: none"> Student Services Academic Affairs Health & Safety Campus Police Information Technology Human Resources Economic & Community Development Springfield Center Division of Health Sciences
<p>Department</p> <ul style="list-style-type: none"> Health & Safety Plant Operations Academic Affairs Learning Commons Student Services Cookeville Campus Continuing Education – OSHA Plant Operations Information Technology |
|--|---|

The following guidelines were used to inform the Pandemic Crisis Communication Management Team and four sub-group recommendations:

- Create a gradual reopening plan to reintroduce most aspects of our campus community that prioritizes the safety of faculty, staff, students and visitors.
- Provide flexibility for students and employees who may need to continue learning and working from a remote environment.
- Remain intent on the college’s mission to provide excellent academic instruction and support to students in a manner that ensures success in every way possible.
- Devise innovative solutions that are uncomplicated and easy to implement at all levels.
- Promote a campus culture focused on individual responsibility for the health of our campus community.
- Empower departments and divisions the flexibility to create and implement plans that complement the committee’s recommendations.

Recommendations:

The recommendations include using the framework of four set plan “Levels” 3-0 as an operational guide. This document includes a high level of detail for each plan, recognizing the need to provide a great deal of information as guidance with room for flexibility and innovation at every level of the college. It’s recommended that senior leadership use this document as guidance to help make plans, making needed changes to ensure continual operation of the college at every level. There’s a likelihood that plans may shift with changes in the course of the pandemic, so it’s important to remain flexible.

These recommendations would apply to all Volunteer State Community College locations that include Gallatin, Cookeville, Livingston and Springfield. Subsequently, the recommendations would apply to all faculty, staff, students and visitors. Plans for Cookeville will involve the TCAT and TTU which use space there. Also plans for Springfield will involve APSU. We recognize that needs may differ for various sites or for students who are working at external sites for required clinicals or other experiential exposure. Plans for dual enrollment classes will be developed in conjunction with the individual K-12 Systems.

Central to much of the plan's success will be a robust communication plan so operational information and decisions may be shared with our campus community. It's imperative in this messaging to highlight individual responsibility for the collective health and safety of the campus. This includes the need to encourage individuals to constructively address behaviors and situations that fall short of guidelines that promote health and safety for each campus.

The recommendation outlines an adoption of Level 1 as the operating plan for fall 2020 semester. Should pandemic conditions continue to improve, the recommendation envisions Level 0 as an operating plan for starting the spring 2021 semester. With the potential for COVID-19 resurgence in late fall or early winter, the recommendation is to return to summer 2020 operations with the vast majority of operations taking place online.

Overview of Plans:

Level 3: Highly restrictive – Pandemic escalation. (Similar to spring 2020 semester status)

Level 2: Considerably Restrictive with small number of employees returning. Very limited student access permitted. (Similar to summer 2020 semester status)

Level 1: Moderate restrictions – Cautious approach with gradual return of staff, students and faculty. Continual decrease of community spread. Base plan for Fall 2020 operations.

Level 0: The new normal (future plan)

Summary of Plans:

Level 3: Highly Restrictive – Pandemic Escalation (similar to spring 2020 semester status)

- All campus instruction provided remotely using eLearn, Teams, and Zoom.
- Clinicals and other experiential learning in the community suspended.
- Employees working both remotely with some on campus. This includes staffing rotations within offices.
- Domestic Travel suspended.
- International Travel suspended.
- Limited access to main campus in Gallatin. No access to campus locations in Cookeville, Livingston and Springfield.
- Campus events at all locations cancelled or postponed to later dates.
- International Study trips suspended.
- Athletic programs suspended.

- Large events on campus cancelled or postponed.

Level 2: Considerably Restrictive (similar to summer 2020 status)

- COVID-19 daily screening protocol in place for all person's visiting a Vol State campus location.
- All campus instruction provided remotely through eLearn and Zoom with few exceptions.
- Clinicals and other experiential learning in the community is possible on a case by case basis with community partners who will follow appropriate safety standards.
- Select labs on campus are operating with clinical experiences or by appointment per academic area of study.
- Employees working both remotely with some on the Gallatin campus. This includes staffing rotations within offices.
- Limited operations at Vol State Cookeville. Vol State Springfield and Vol State Livingston operate under a remote status.
- No meetings or gatherings with more than 10 individuals
- Plexiglass at reception areas and other service points will be in place. Crowd control measures will be added with appropriate signage in place to promote physical distancing and other protocol promoted to control public health.
- Enhanced cleaning protocol at all campus locations.
- Non-essential travel suspended.
- International travel suspended.
- Athletic recruiting underway with social distancing guidelines in place, where possible.
- Select large events possible with safety plans in place.

Level 1: Moderate restrictions with sustained decrease of community spread. Most operations back on campus, but with restrictions in place. (This is the base plan for fall 2020.)

- COVID-19 daily screening protocol in place for all person's visiting a Vol State campus location.
- All Vol State campus locations are open during regular days and business hours.
- Faculty will identify courses, experiences or competencies that can only be completed in a face-to-face setting. These determinations will be given first priority for using classrooms, labs or other on-ground resources.
- All other academic programs will be offered in varied formats that include:
 - Virtual Online: Courses are offered online using virtual platforms such as Microsoft Teams or Zoom to offer instruction at the days/times listed in the schedule.
 - Online: Traditional online courses that will not meet at a particular day or time.
 - Hybrid: Courses offered part online or virtual instruction and part face-to-face instruction in a classroom. Instructors will let students know which days they will meet on campus.
- Clinicals and other experiential learning permitted with appropriate limitations.
- Laboratory and on-campus experiential courses permitted with physical distancing and other safety measures in place.
- All individuals must use face coverings when on campus.
- Employees working on campus with remote work option available for those who identify an elevated risk of COVID-19 exposure to themselves or others in their household.
- Plexiglass at reception areas and other service points. Crowd control measures with appropriate signage in place to promote physical distancing and other measures to enhance public health.
- Enhanced cleaning protocol at all campus locations.
- Non-essential travel suspended.

- International travel suspended.
- Athletic competition permitted based on guidance from the NJCAA and TCCAA. . This may mean that games are played without the presence of spectators.

Level 0: The New Normal (future plan)

- On campus face-to-face instruction, limited physical distancing expectations.
 - Laboratory and other experiential courses permitted.
 - Clinicals / Experiential learning in the community with few limitations.
 - Employees working on campus with remote option available with approval.
 - Large events permitted.
 - Domestic and international travel permitted.
 - Athletic competition permitted with spectators.
-

Individual Responsibility

Individuals are expected to follow guidelines and principles that promote the health of the campus community at-large. Measures outlined help protect one another and help prevent the spread of the virus. Because medical experts believe the continued spread of the virus is partly due to contagious people who have no symptoms, all faculty, staff, students and visitors are required to adhere to the following guidelines:

- Stay home when feeling ill, when exposed to COVID-19 (e.g. positive household member case), or if diagnosed with a confirmed case of COVID-19. To reinforce individual responsibility, faculty must demonstrate flexibility with students who are absent from class due to illness or quarantine. Likewise, supervisors must be flexible with employees who are absent due to illness or quarantine.
 - Employees or students who are particularly vulnerable to COVID-19 according to the CDC are encouraged to work with their supervisors or course faculty to identify possible alternatives for work or academic instruction.
 - Employees who are diagnosed with a confirmed case of COVID-19 should notify Vol State's Office of Human Resources. Students who are diagnosed with a confirmed case of COVID-19 should notify the Office of the Vice President for Student Services.
 - Wash hands more frequently, avoid touching face, wear face coverings when appropriate.
 - Practice recommended physical distancing when appropriate.
 - Adhere to notices and instructions posted around campus related to COVID-19 mitigation.
 - Follow specific safety and health parameters that are outlined in this document along with future campus directives.
-

Detailed Operating Stages

Level 3 – Highly Restrictive, Similar to Spring 2020 Operations

Employees and Offices

- Employees work remotely
- Select offices and employees permitted on campus for maintaining certain operations or facilities
- Information Technology needs are met for those in need to ensure all appropriate resources are provided and seamless operation continues.
- Federal Work Study workers, Regular Work Study recipients not reporting to work.

Travel

- All outgoing college-related domestic travel is suspended.
- All outgoing college-related international travel is suspended.
- All International Travel programs are suspended.

Academic Instruction

- All campus instruction provided remotely using eLearn and Zoom.
- Experiential learning on campus and in the community is suspended.
- The testing center is closed, but able to provide testing in an online environment.

Athletics

- All athletics-related activities are suspended, including competition, championships, organized practices and meetings.

Student Services

- Student support services continue providing assistance via remote connection including Advising, the Access Center, Financial Aid, the Records Office and Admissions.
- Virtual orientation is provided for new students.
- Wifi accessible locations for individuals will be identified.
- The bookstore is closed, but open online.
- The Vol State Café will be closed.

Visitors to Campus

- Vol State events cancelled or postponed.
- Campus tours suspended with online options available for prospective students.

Health and Safety

- Select employees permitted on campus operate under physical distancing protocols and use of appropriate face coverings.
- Employees who are diagnosed with a confirmed case of COVID-19 should notify Vol State's Office of Human Resources. Students who are diagnosed with a confirmed case of COVID-19 should notify the Office of the Vice President for Student Services.

Access to Resources

- Information Technology Help Desk is available to students, staff and faculty by phone or email.
- The Office of Information Technology will work with Student Services to ensure students are outfitted property to continue academic instruction online.

Level 3 Needed Action

- Notice or permissions sent to accrediting boards in order to provide remote instruction to students.

Level 2 – Substantial Restrictions

Parameters, Considerations and Needed Actions (Base operating plan for the summer 2020 semester)

Level 2 Parameters

Employees and Offices

- Most employees work remotely.

- Select offices and employees permitted on campus for maintaining certain operations or facilities.
- Information Technology needs are met to ensure all appropriate resources are provided and seamless operation continues.
- Federal Work Study workers, Regular Work Study recipients not reporting to work.
- Select office locations are open to students by appointment only.
- Some staff utilized to help in an altered capacity for better use of employee resources.

Travel

- All outgoing college-related domestic travel is suspended.
- All outgoing college-related international travel is suspended.

Academic Instruction

- The majority of campus instruction provided remotely using eLearn and Zoom.
- Health Sciences labs and clinical experiences are operating. Select additional labs to support programs that include Mechatronics and Vet Tech will be open and conducted by appointment.
- Academic support services in the Library and Learning Commons will be open with limited occupancy and physical distancing in place.
- Experiential learning on campus and in the community is suspended.
- The testing center available by appointment, but able to provide testing in an online environment.

Workforce Development

- Most instruction delivered online.
- Some on ground classes with limited class size, screening, face coverings and social distancing.

Athletics

- Athletic teams are not permitted to meet for practices or other activities

Student Services

- Student support services continue providing assistance via remote connection including Advising, the Access Center, Financial Aid, the Records Office and Admissions.
- Virtual orientation is provided for new students.
- Wifi accessible locations for individuals will be identified.
- The bookstore is closed, but open online.
- The Vol State Café will be closed.
- Students permitted on campus by appointment only. Students will continue to be encouraged to schedule appointments to be conducted via Zoom to limit the number of people in any area at one time.
- Zoom appointments will continue for Admissions, Advising and Financial Aid as well as all other offices.
- The Office of Student Engagement has developed various ways to engage with students online and provided the needed support.
- The Feed (food pantry) will continue to offer weekly contactless food and personal hygiene product pick-up for students.

Visitors to Campus

- The majority of Vol State events cancelled or postponed.
- Select large events with more than 50 people may be permitted. These events require the President's approval and a safety plan.
- Visitors must follow COVID-19 screening guidelines as well as other related protocol at all times when on campus.
- Visitors attending events on campus must stay within the area of the approved activity and not peruse the entirety of campus.
- Campus tours suspended with online options available for prospective students.

Health and Safety

- A daily COVID-19 screening tool is in use for all individuals coming to a Vol State campus location.
- All individuals must use appropriate face coverings on campus when around others.
- Select employees permitted on campus operate under physical distancing protocols and use of appropriate face coverings.
- Employees who are diagnosed with a confirmed case of COVID-19 should notify Vol State's Office of Human Resources. Students who are diagnosed with a confirmed case of COVID-19 should notify the Office of the Vice President for Student Services.

Access to resources

- Information Technology Help Desk is available to students, staff and faculty by phone and e-mail.
- The Office of Information Technology will work with Student Services to ensure students are outfitted property to continue academic instruction online.

Level 2 Needed Actions

- Human Resources should review employment policies and procedures to provide insight as to working remotely and other endeavors encountered due to the COVID-19 pandemic.

Level 1 – Moderate Restrictions

Parameters, Considerations and Needed Actions (Base operating plan for the fall 2020 semester)

Level 1 Parameters

Employees and Offices

- Employees working both remotely and on campus with options in place for staffing rotations in offices to maintain physical distancing requirements. Offices should implement a plan to provide for this type of decreased density with employees on campus.
- Flexibility is provided for employees who may need to work remotely (e.g., individuals who identify themselves or immediately family members to be at high risk (as defined by the CDC). Supervisors should work with employees to explore options.
- Offices have the option to open for extended hours to provide flexibility for service and optional staffing rotations.
- Federal Work Study workers, Regular Work Study recipients report to work.

Travel

- Outgoing domestic travel to attend conferences and symposiums is suspended. It may be reviewed for approval on a select, case-by-case basis by the appropriate Vice President.
- Travel by vehicle within the region which may include visits to other Vol State campus locations, donors by College Foundation staff or to partner clinical sites is permitted.
- All outgoing college-related international travel is suspended.
- Recommendation for all who travel are to follow the most current guidelines from the Centers for Disease Control and Prevention.

Academic Instruction

- Faculty will identify courses, competencies or experiences that can only be acquired in a face-to-face setting. These courses, competencies and experiences will be the first priority for using classroom, teaching labs and other on-ground resources. Physical distancing measures and occupancy limits must be used for these courses, competencies and experiences to minimize the potential spread of COVID-19.

- All other academic material will be offered in three other formats:
 - Online: Traditional online courses that do not meet on a certain day or time.
 - Virtual Online: Courses offered online, using virtual platforms such as Zoom or Microsoft Teams at time times and days listed in the college’s fall schedule.
 - Hybrid: Courses offered part online or virtual instruction and part face-to-face instruction in the classroom. Attendance in class sessions must be adjusted to permit associated physical distancing needs.
- Deans and Academic Chairs should work with faculty to set common expectations across the department to address the limitations imposed by physical distancing and remote instruction.
- Academic support services such as tutoring in the Learning Commons is available with social distancing measures in place. The library and certain lab spaces will be open with appropriate screening and precautions. Online options to provide instruction through a virtual platform is also available.

Workforce Development

- Most instruction delivered online.
- Some on ground classes with limited class size, screening, face coverings and social distancing.

Student Services

- Student Services departments will be open during regular business hours. Students will continue to be encouraged to schedule appointments to be conducted via Zoom to limit the number of people in any area at one time.
- Student support services are encouraged to provide resources via remote connection to the greatest extent possible, including the Access Center, Advising, Admissions, Financial Aid, Student Engagement and Diversity and Inclusion. In person is permitted with social distancing measure in place.
- The Office of Student Engagement has developed various ways to engage with students online and provide the needed support.
- The Feed (food pantry) will continue to offer weekly contactless food and personal hygiene product pick-up for students.
- All intramural sports will be cancelled for fall 2020. Student Clubs and Organizations will be encouraged to meet virtually.
- For those spaces that are relatively small and do not provide for social distancing, other larger areas will be identified and converted into an area that will allow for social distancing and may be used for appointments or students needing to transact/complete/conduct college business.
- The Testing Center will be open and available to perform in-person or online services during regular days and hours.
- The Access Center will be open in-person and online to meet student needs.
- No meetings or gatherings with more than 10 individuals. Meetings held via Zoom or Microsoft Teams are strongly encouraged.
- The bookstore will be open on campus locations and online.
- The Vol State Café may be open for limited periods with an abbreviated menu.

Athletics

- Team activities may occur in accordance with guidelines issued by the NJCAA and TCCAA.
- Any events that include spectators must be approved prior to the event. Regularly scheduled games will not be permitted to have spectators attend.

Visitors to Campus

- Large events with more than 50 people would require the President’s approval and a safety plan.
- Visitors must follow COVID-19 screening guidelines as well as other related protocol at all times when on campus.

- Visitors attending events on campus must stay within the area of the approved activity and not peruse the entirety of campus.

Safety, Health and Security

- A daily COVID-19 screening tool is in use for all individuals coming to a Vol State campus location.
- Entry and exit points of each building on campus have been identified and checkpoints will be established to confirm that anyone coming on campus has been permitted to do so once the screening tool was completed.
- All individuals must use appropriate face coverings on campus when around others. Providing those personally will be encouraged. Some masks will be available for distribution at screening locations when needed.
- Communication will be in place as an ongoing need to educate our campus community about taking individual responsibility for the health and well-being of all campus locations.
- Enhanced cleaning protocols are in place for all areas on campus.
- Avoid holding large meetings or social gatherings. While events with more than 50 people may be approved with a safety plan, individuals should refrain from conducting these types of activities.
- Use Zoom or Microsoft Teams to facilitate meetings whenever needed.
- Crowd control and waiting line measures in place to promote physical distancing. Plexiglass install in high service areas.
- Altered trash collection methods may be instituted per building to avoid cross-contamination.
- Employees who are diagnosed with a confirmed case of COVID-19 should notify Vol State's Office of Human Resources. Students who are diagnosed with a confirmed case of COVID-19 should notify the Office of the Vice President for Student Services.

Level 1 Considerations:

- Several factors could trigger closing campuses and returning to all on-line:
 - Shelter in place directives by local or state government officials.
 - Change in CDC or local public health directives/recommendations.
 - Confirmed multiple cases of COVID-19 among the college community.

Level 1 Needed Actions:

- Department Chairs, Deans and faculty who are teaching on-ground must gain a solid understanding of the plans that have been developed for physical distancing in the classroom or lab, other health and sanitation measures and occupancy limits for instructional spaces.
- Each department must update its plan to provide for altered staffing density in order to accommodate physical distancing expectations.
- Athletics Department updates its operations plan with guidelines and procedures to team activities and student athlete expectations along with guidance from NJCAA and TCCAA.

Level 0 – The New Normal - Future plan

Parameters, Considerations and Needed Actions

Level 0 Parameters

Employees and Offices

- Employees working on campus, to the extent appropriate.
- Flexibility is provided for employees who need to work remotely (at risk individuals).

- Students and Faculty working in Health Sciences clinical areas resume full activities in clinicals and other areas of patient care.
- All offices open on normal days and hours.
- Federal Work Study workers, Regular Work Study recipients report to work

Travel

- Domestic travel is permitted.
- College-related international travel is permitted.
- Recommendations for all travel need to follow the guidelines from the Centers for Disease Control and Prevention and other appropriate authorities.

Academic Instruction

- On campus face-to-face instruction with select physical distancing parameters possible.
- Laboratory and on campus experiential courses permitted.
- Specific limitations for theater, music and voice instruction courses.
- Experiential learning and clinicals permitted in the community with select limitations that may be imposed.
- Significant reconsideration of the “absentee” policy needs to be undertaken to assure that students can miss a class, and still obtain the needed course content during times of documentable illness.

Athletics

- Team meetings, practices and other activities may occur in a regular or modified schedule in conjunction with NJCAA and TCCAA guidelines.
- Any event that would include spectators would require an event safety plan with prior approval needed.

Student Services

- Student Support services are encouraged to be available via remote connection or by appointment only. When meeting in-person, physical distancing requirements need to be in place.
- Intramural activities are permitted.
- Student organizations and clubs need to continue to meet in a virtual environment.

Visitors to Campus

- Large events are permitted with potential for select physical distancing measures.

Safety, Health and Security

- Potential for modified crowd control and waiting line measures in place to promote physical distancing. Plexiglass remains at high service areas with marks on the floors as needed.
- Employees who are diagnosed with a confirmed case of COVID-19 should notify Vol State’s Office of Human Resources. Students who are diagnosed with a confirmed case of COVID-19 should notify the Office of the Vice President for Student Services.

Level 0 Considerations

- Use experiences from Levels 3-1 operations to guide any necessary adjustments for Level 0.

Level 0 Needed Actions

- Review physical distancing parameters for service areas to reflect the state of campus.

Transitioning Between Plans

Volunteer State Community College leadership will make decisions on how to move between operating plans based on available outcomes and public health data. Decisions should be made in collaboration with Tennessee Board of Regents, THEC, the Health Department and local city and county officials. Factors to inform these decisions include:

- Data and guidance from the Tennessee Department of Health
- Data and guidance from other experts within our service region
- Trajectory (upward or downward) of COVID-19 cases reported
- Changes in the severity of SARS CoV-2-related disease
- The state and local transmission rate
- Local hospitals' capacity to handle case loads
- Testing availability
- Cases reported on the four Vol State locations of Gallatin, Springfield, Livingston and Cookeville
- Community information from local governments and school systems
- Mandates from THEC, TBR and other appropriate authorities
- Federal or state directives, guidelines or executive orders
- Availability of cleaning supplies and PPE for use at campus locations

These are caveats for shifting from one level to another, mainly related to providing an appropriate amount of time to transition. Timing an implementation for another level would likely fall at the start of a new semester, whenever possible.

Safety and Health Measures

Vol State will continue to promote the safety and health measures outlined by the CDC, Tennessee Department of Health and other appropriate authorities. As part of its demonstrated advocacy for campus health and safety, the college must communicate broadly about the importance of individuals' health and safety.

Physical Distancing and Face Coverings

Central to ensuring health and safety is the requirement that individuals wear appropriate face coverings on campus, adhere to physical distancing measures, and engage in appropriate sanitation activities. Based on current CDC recommendations, the current standard of 6 feet of distancing between individuals should be maintained as much as possible. Physical distancing is especially important for times when individuals are sitting or standing in an area for longer periods of time. Thus, staffing plans for work areas should take this distance measure into account. Additionally, the classroom physical distancing recommended are based on the 6 feet distancing.

Physical distancing alone without face coverings is not sufficient. Individuals will be expected to provide their own face covering. Although the college may be able to provide some masks, supplies are based on availability.

Face Covering / Mask Protocol

In conjunction with the Pandemic Crisis Management Team and following health agency recommendations, the college has adopted the following protocol. During the implementation of our return to campus plan, social distancing and the wearing of a mask will be required. Toward that end, here is guidance:

Mask Fitting

- Masks should be worn so that they fully cover the nose and mouth.

Mask Required

- Transiting from your vehicle to your work area and back to your vehicle.
- Staff at front office or reception areas where walk in traffic may occur.
- All in person meetings with other members of the college community even when social distancing is possible.
- Occupying an office with one or more other persons where fixed walls are not in place.
- Visiting or transiting through any interior public spaces. This includes restrooms, hallways, conference rooms, or break rooms.

Mask Not Required

- In your office when alone.

This protocol will remain in place until notified otherwise. We will continue to monitor the CDC and other health agency recommendations.

As we anticipate the return of students and the public to our campus, plexiglass sneeze guards and signage will be installed to help people maintain social distancing.

Safety Actions

The college will continue to promote healthy hygiene practices, including frequent reminders about hand washing, covering coughs and sneezes and using appropriate face coverings. Individuals should maintain physical distancing practices. Employees and students should stay home if they are sick or if they have been exposed to a documented or highly suspected case of COVID-19. Notification to the college should take place if a confirmed COVID-19 case is diagnosed. Signs promoting these everyday protective measures will be widely distributed across campus. Central to promoting these practices will be emphasis on an individuals' responsibility for the health of the campus and community. The college should re-evaluate practices and policies that might discourage a faculty, staff or student from self-isolating when they feel they have a communicable disease. As these plans provide for more employees on campus and for academic instruction on campus, offices and divisions should work collaboratively to meet physical distancing expectations. Unit plans should complement plans outlined in this document.

The college should provide resources that promotes personal hygiene and appropriate sanitation. In the context of a situation of scarce resources, the college should explore how best to procure and provide items like masks, tissues, alcohol-based hand wipes that contain at least 60% alcohol, disinfectant and disposable towels for individuals clean their work surfaces or desks in classrooms. Employees should be discouraged

from using other workers' phones, desks, offices or other work tools and equipment, when possible. Public seating spaces should be altered to discourage gatherings of individuals. Plexiglass should remain in place throughout all phases of operational plans. Plant Operations should maintain an enhanced cleaning protocol throughout all phases of operational plans.

Enhanced Cleaning and Disinfection Protocol

To help prevent the spread of COVID-19, Volunteer State Community College has implemented the following enhanced cleaning and disinfection protocol:

Vol State custodial personnel have received extensive training on the proper cleaning and disinfection of surfaces to include the following general guidelines:

1. Proper cleaning of visibly soiled surfaces prior to disinfection.
2. Thorough cleaning and disinfection of surfaces where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
3. The identification and use of disinfectants approved for use against COVID-19 (Buckeye Disinfectant, bleach, etc.).
4. Importance of following the manufacturer's instructions for the safe and effective use of all cleaning products, including ensuring the proper kill time.
5. Proper use of Personal Protective Equipment (PPE) to prevent exposure and/or cross-contamination.

Safety guidelines and PPE required for custodial staff during all cleaning and disinfection:

1. Disposable gloves.
 - a. Custodial staff must complete training on the proper removal of gloves to prevent cross contamination
 - b. Gloves must be discarded after each use.
 - c. Wash hands immediately after removal
2. Eye protection when there is a potential for spray or splash to the face.
3. Face mask or other face covering
 - a. Custodial staff must complete training on the proper usage of face masks
4. Practice good hand hygiene at all times:
 - a. Wash hands often with soap and water for at least 20 seconds.
 - b. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Vol State custodial staff will increase the intensity and frequency of cleaning and disinfecting in the following areas:

Restrooms

- a. Restrooms will be thoroughly cleaned and disinfected at least twice per shift
- b. Soap, paper towels, and other paper products will be fully stocked at all times

Classrooms and labs

- a. Classrooms and labs will be cleaned and disinfected on a regular schedule throughout the day based on occupancy
- b. Cleaning supplies will be made available in classrooms/labs for disinfection of shared equipment prior to use
- c. Unused classrooms/labs will be cleaned/disinfected and locked to prevent usage

Personal office space

Faculty and staff will be responsible for cleaning their own office/personal space

- a. Each occupant will pull his/her own trash at the end of the day and place it in the hallway receptacle for disposal
- b. When detailed cleaning is needed, a work order must be created through the Plant Operations work order system

Meeting/Conference/Event spaces

- a. These spaces will be cleaned and disinfected on a regular schedule based on usage

Hallways and Other Common Spaces

- a. Vol State will limit large gatherings by closing/blocking off areas and by wrapping furniture to prevent usage

Break Rooms and Other Community Spaces with Shared Equipment

- a. Break Rooms and other shared spaces will be cleaned and disinfected on a daily basis. Additionally, users should disinfect shared equipment before and after use and regularly practice good hand hygiene.

All High-touch surfaces

- a. High-touch surfaces will be cleaned and disinfected on a regular schedule throughout the day. High-touch surfaces include:
 - i. Doorknobs push bars, handrails, light switches, buttons, shared computer equipment, countertops, desktops, shared furniture, water fountains, etc.

In addition to following an enhanced cleaning protocol, staff will also treat surfaces with PreventX 24/7:

- a. Custodial Staff will apply this product to all high-touch surfaces in all occupied spaces
- b. PreventX 24/7 is effective against COVID-19 and most other harmful bacteria.
- c. When applied to surfaces it forms an invisible antimicrobial barrier that protects against microbes for up to 30 days.
- d. Product is non-toxic and food safe

People at Higher Risk for Severe Illness

The college should provide flexibility for employees and students who may need to continue working and learning from a remote environment because of being at higher risk for severe illness. A few and update or employment and attendance policies should occur to provide a standard approach to offering flexibility in the work and classroom environments while ensuring continued compliance with ADA and other regulations. Currently the CDC notes the following individual are at high risk for severe illness with COVID-19:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids or other immune weakening medications.)
 - People with severe obesity (body mass index (BMI) of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease