Back to Campus Plan

Phase I
## CONTENTS

From President Tracy D. Hall..................................................................................................................3

Acknowledgements .................................................................................................................................5

Back to Campus Plan...............................................................................................................................6

  Phase I Defined ........................................................................................................................................6

I.  General Guidelines and Precautions.................................................................................................8

II.  Campus Access.....................................................................................................................................9

III. Building and Safety Protocols.........................................................................................................12

IV.  Faculty and Students..........................................................................................................................17

V.   Employees..........................................................................................................................................20

VI.  Third Party Vendors and Visitors.....................................................................................................24

VII. Plan Updates......................................................................................................................................25

Appendices

  A – Students.........................................................................................................................................26
  B – Employee Frequently Asked Questions..........................................................................................30
  C – 2020/2021 Academic Calendar.......................................................................................................33
The year 2020 has been unlike any other time in my career. The world has changed for all of us. Before the COVID-19 pandemic caused the closing of all Southwest Tennessee Community College locations March 20, 2020, meeting face-to-face was a way of life. As a member of the global community, that way of life changed for Southwest, for everyone. We now meet virtually—Microsoft Teams, Zoom and Facebook Live are our meeting rooms and classrooms now. And, due to the ongoing pandemic, this must continue through the summer.

The senior leadership team did not make this decision lightly. Members of my team meet with local and state officials regularly to ensure our decisions align with government and public health agencies’ recommendations. We also continually monitor developments on the national and global fronts. The world is in crisis, a public health crisis. The decisions we make today are to protect life. Yes, of course, enrollment, retention and completion remain priorities. But make no mistake, we will not jeopardize health and safety to achieve metrics. Our decisions, especially during this pandemic, must be informed by local, state, national and even global authorities.

Recently, the Greater Memphis Chamber of Commerce hosted a conference call with Dr. John McCullers, infectious disease expert at the University of Tennessee Health Science Centers and Methodist Le Bonheur. Dr. McCullers is a leading expert on influenza and pandemics. He advised that while at times there has been reason for optimism after social distancing and safer-at-home measures were taken, the path forward will likely require social distancing measures that prohibit large gatherings to continue until a vaccine is developed, hopefully within the next 18 months to two years. I must admit that news was hard to hear and comprehend.

So, what does this mean for Southwest? In early March, I assembled a COVID-19 task force that closely monitors pandemic developments. This team has formulated a Back to Campus Plan that follows a phased-in approach that is based on guidelines outlined in the White House Opening Up America Again Plan. An overview of Phase I of the College's Back to Campus Plan is included in this report. Although the pandemic is fluid and, according to infectious disease experts, far from over, we are working to reopen Southwest as soon as it is safe. Until then, Southwest locations remain closed to the public and only essential personnel are allowed on campus. We maintain this strict standard also to protect those Southwest employees who must work at our locations, namely our public safety officers. While most of us can work safely from home, our police officers must maintain a presence on our campuses. Therefore, we are limiting their exposure to possible infection to the fullest extent possible and will maintain this posture until government and public health officials provide the all clear.
A great deal has changed for us in a very short period of time. What remains the same is our commitment to student, faculty and staff success. And while I look forward to the day when we can return to campus, what I want most is for those who visit Southwest locations and beyond to be safe and healthy. This plan is designed to align with this top priority with the hope that when Southwest and our society emerge from this crisis, we will do so stronger and safer than ever.

Sincerely,

Dr. Tracy D. Hall,
President
ACKNOWLEDGEMENTS

This plan was developed with guidance from several sources, including Shelby County Health Department Director Alisa Haushalter, DNP, RN, PHNA-BC, The College System of Tennessee, The White House Opening Up America Again plan, The Centers for Disease Control, The Shelby County Health Department and Baker-Donelson law firm.

Special thanks to the following members of the Southwest Tennessee Community College COVID-19 Task Force for their diligent work:

Southwest COVID-19 Task Force

Dr. Tracy D. Hall, President
Dr. Kendricks Hooker, Vice President for Academic Affairs
Jacqueline Faulkner, Vice President for Student Affairs
Michael Neal, Vice President for Financial and Administrative Affairs
Cynthia Graham, Vice President for External Relations
Michael Boyd, Chief Information Officer
Cynthia Abadie, Special Assistant to the Vice President for Academic Affairs
Sherman Greer, Executive Director for Government Relations
Daphne J. Thomas, Executive Director for Communications, Marketing and Community Relations
Medical Advisor: Dr. Shelia Bouie, Chair - Health and Natural Sciences / Nursing
Back to Campus Plan
Phase I

The Southwest Tennessee Community College Back to Campus Plan was developed using the best-known practices and guidelines set forth by the White House Opening Up America Again Plan and the Centers for Disease Control and Prevention (CDC). While this plan is based on the most current information available, it is subject to change to address emerging conditions related to the COVID-19 pandemic.

This Back to Campus Plan outlines Southwest Tennessee Community College operating procedures in response to the global pandemic and regarding the strategic reopening of campus facilities. At the core of this plan are three strategic imperatives: 1) Health and Safety, 2) Effective Operational Implementation and 3) Student Success.

The plan is divided into seven broad sections:

I. General Guidelines and Precautions
II. Campus Access
III. Building and Safety Protocols
IV. Faculty and Students
V. Employees
VI. Third Party Vendors and Visitors
VII. Plan Updates

The first three sections apply to everyone: students, faculty, staff and vendors. The next three sections contain specific information that is germane to the group noted. In addition, these sections are linked on the College’s website using commonly used searchable terms.

Phase I Defined

Phase I guidelines were developed according to guidelines outlined in the White House Opening Up America Again plan and safety protocols aligned with Centers for Disease Control recommendations.

Phase I is the reintroduction of those essential services that cannot be executed exclusively in an online environment. Therefore, our career and technical and workforce development programs will be reintegrated onto campus in this initial phase.
Phase I objectives are to:

- Implement a phased-in approach of essential functions/programs that cannot operate optimally in an online environment.
- Continue to encourage telework, whenever possible and feasible with business operations.
- Adhere to CDC guidelines regarding social distancing and safety.
- Provide reasonable accommodations for employees/students who are members of vulnerable populations or who have primary responsibility for those who are members of vulnerable populations.
I. General Guidelines and Precautions

The following protocols outlined in this report are developed in accordance with Tennessee Board of Regents and CDC guidelines to establish activities and procedures to be implemented as part of the College’s plan for returning employees, students and vendors to campuses and worksites during the phased Back to Campus plan:

- Implement workplace cleaning and disinfection practices with regular sanitation of frequently touched surfaces every 2 hours. Reinforce healthy hygiene practices such as hand washing.
- Implement and enforce social distancing guidelines (at least 6 feet apart). Workstations should be evaluated and spaced apart. Schools may want to consider placing marks 6 feet apart where students stand in line.
- Schools will want to evaluate classrooms and perhaps mark off every other desk or take whatever action is necessary to keep people 6 feet apart in the classroom.
- Post signs on health policies. Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Require employees and students to wear a cloth (or other type) face mask while on campus in common areas. They may supply their own face mask or use one provided by the school.
- Require all employees and students to report any personal illness and any exposure to a Covid-19 positive case.
- Prohibit congregating in break rooms and other common areas and limit capacity of these spaces to permit social distancing of at least 6 feet. In the alternative, you may consider closing break rooms or eating spaces for a period on time. Do not schedule social events of more than 10 people.
- Limit restrooms to 50 percent of capacity and provide signage and other physical barriers to prevent overcrowding and ensuring safe social distancing in these confined areas.
- Post the following notifications at workplace entrances to prevent the spread of COVID-19:
  - Stay at home when sick.
  - Avoid personal contact by practicing physical distancing.
  - Cough and sneeze etiquette.
  - CDC Guidelines on personal hygiene/hand washing practices.
  - Notification requirements if an employee develops any symptoms of COVID-19.
II. Campus Access

Phase I of the Back to Campus Plan will begin during the College’s Summer II semester that runs Wednesday, July 8 to Monday, August 10, 2020.

Campus Access Protocols for Employees and Students

Safety is a top priority as we navigate this new normal that is COVID-19. We will not take chances with student or employee safety. Therefore, each employee and student must undergo a wellness screening prior to gaining access to Southwest locations. To expedite the screening process as much as feasible, all employees and students will be asked to self-screen prior to coming to campus and screened upon arrival to campus for face-to-face instruction each day. This questionnaire is mandatory for anyone who will be on campus. In addition, employees and students will be required to have their temperature screened upon arrival to campus and will not be allowed to participate in face-to-face instruction should their temperature register above 100.6 Degrees Fahrenheit. The screening questionnaire will include the following questions and must be utilized for each campus visit:

- Do you currently feel ill or sick now?
- Do you currently have, or had in the past 14 days, any of the following symptoms: cough, fever, chills, headaches, muscle aches, sore throat, shortness of breath, gastrointestinal symptoms such as diarrhea, nausea, vomiting or change in sense of smell or taste?
- Have you been around anyone having any of those symptoms or diagnosed with COVID-19 in the last 14 days?
- Have you traveled out of state in the last 14 days?

If the answer is “yes” to any of the survey questions, The College will respond: “Please go home now and contact your health care provider to discuss your symptoms/situation and follow their instructions. If you do not have a health care provider, please contact the Shelby County Health Department.”

The following guidance will determine whether an employee may return to work on campus or a student may return to face-to-face instruction:

- Any employee or student who feels ill, regardless of symptoms, will be sent home.
- Any employee or student who develops symptoms (cough, fever, chills, malaise, headache, chest pain, shortness of breath) will be directed to seek medical care and sent home.
- The medical provider’s clearance will be required to access campus in the future.
- Any employee or student who has exhibited respiratory or COVID 19 symptoms (cough, fever, chills, malaise, headache, chest pain, shortness of breath) will be required to be symptom-free without fever-reducing medications for 72 hours and at least 7 days since symptoms started prior to entering campus.
• Any employee or student who has tested positive for COVID-19 will be required to be symptom-free without fever-reducing medications for 72 hours and at least 7 days since symptoms started prior to entering campus.
• Any employee or student who has had a medium or high-risk exposure in either a healthcare or community setting shall be required to remain off campus for 14 days since the last exposure or resolution of symptoms.
• Any employee or student who has been exposed to COVID-19 during their clinical experience will be required to remain off campus for 14 days since the last exposure. If available, the student will access class online or via livestream when possible.

Please refer to this public health guideline online:
https://publichealthmdc.com/coronavirus/what-to-do-if-you-are-sick-or-possibly-exposed#symptoms

Health Pre-screening Online Questionnaire:
https://eas.southwest.tn.edu/request/Health_Declaration.aspx

Accessible Locations

While in Phase I, the following locations will be accessible:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macon</td>
<td>Butler</td>
<td></td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Mechatronics Lab - Rooms 101, 111, 113 and 115</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Process Control Lab</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Room 105</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Room 107</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Room 109</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Room 112</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Room 120</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Automotive Labs - Room 211</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Rooms 350 and 370 (computer lab)</td>
</tr>
<tr>
<td>Macon</td>
<td>Fulton</td>
<td>Soldering Lab - Room 360</td>
</tr>
<tr>
<td>Macon</td>
<td>Whitehead</td>
<td>Rooms 16 &amp; 21</td>
</tr>
<tr>
<td>Union</td>
<td>Allied Health</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td>Emergency Medical Services</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td>Nursing Procurement</td>
<td></td>
</tr>
<tr>
<td>Union</td>
<td>Parrish</td>
<td></td>
</tr>
</tbody>
</table>
Only the identified buildings and classrooms noted above at Macon and Union will be open during Phase I. **All other locations (centers, satellite locations, libraries, cafeterias, gymnasiums, athletic fields, etc.) will remain closed.** However, support staff from Physical Plant and Public Safety will have access to their work areas.

Students, faculty, staff and vendors will have access to restrooms in the buildings in which they will occupy. On the Macon Cove campus, the Fulton building is undergoing renovations, thus restroom access to this building is limited. Given that, persons in Fulton will have easy access to restrooms in Whitehead, an adjacent building.

**Common Areas**

All common areas where people are likely to congregate and interact will remain closed. Therefore, cafeterias and libraries will remain closed. Faculty and staff will be encouraged to bring their own food.

**Shipping and Receiving**

Mail and package delivery will run on normal schedule for buildings that are open during Phase I.

**Approximate Number of Persons On-Site at Macon and Union**

The table below provides estimates for the number of students and faculty who will be on site during Phase I. This information is subject to change based on enrollment and other factors.

<table>
<thead>
<tr>
<th>Department</th>
<th>Students</th>
<th>Faculty</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>142</td>
<td>20</td>
<td>Union</td>
</tr>
<tr>
<td>Humanities, Social Sciences, and Mathematics</td>
<td>43</td>
<td>10</td>
<td>Macon</td>
</tr>
<tr>
<td>Business and Technologies</td>
<td>224</td>
<td>15</td>
<td>Macon</td>
</tr>
<tr>
<td>Workforce</td>
<td>89</td>
<td>18</td>
<td>Macon</td>
</tr>
<tr>
<td>Total</td>
<td>498</td>
<td>63</td>
<td></td>
</tr>
</tbody>
</table>
III. Building and Safety Protocols

There are four primary departments facilitating the Phase I reopen process: Public Safety, Physical Plant, Information Technology Services and Human Resources. As noted below, each department plays an important role in its own right. Additionally, cross-departmental coordination is woven into the plan.

**Public Safety/Police Services**

Police Services will take the lead on building access and parking. Everyone entering all campuses, including employees and students, will enter and exit at separate locations for all class sessions. Cones will be installed to promote social distancing in facility parking lots. Parking procedures will be regularly monitored and strictly enforced.

**Physical Plant**

A clean campus and safe operating environment is the top priority for Physical Plant. Additionally, PPE availability is central to Phase I and is a key focus. Disposable masks and gloves have been ordered in sufficient quantities to allow all on-site personnel to frequently refresh their equipment. Disposal procedures have been developed. PPE checkpoints have been identified and social distancing markers are being installed in facilities and classrooms.

Custodial staff will return to campus several weeks before Phase I Back to Campus to set up and sanitize classrooms. Employees responsible for shipping and receiving and facilities maintenance (automotive and locksmiths) will likely return as well to provide the necessary support for Back-to-Campus.

**Custodial Services**

Classrooms and equipment will be cleaned thoroughly after each class/group meeting. Class sessions will be scheduled to provide adequate time for thorough sanitation and trash removal between classes.

Custodial Services will implement the following protocols to minimize the risk of infection and viral spread:

**Pre-Cleaning**

Physical Plant will clean the buildings that will be open during Phase I prior to the start of Phase I. This will begin June 1, 2020, when Physical Plant staff will return to campus.
To minimize the risk of infection, the following protocols will be implemented:

- Facility doors will be kept open to prevent touching.
- Body temperature screening checkpoints will be strategically located.
- Health risk assessments will be performed as part of check-in procedure.
- Classrooms and equipment will be sanitized after each class session.
- Doors to classroom and restrooms will remain open to minimize/prevent touching.
- Body temperature assessment checkpoints will be installed at main entrance (see details below).
- College staff will perform risk assessment for everyone entering the College, including faculty, staff and vendors, at check-in that includes screening questions regarding current health symptoms.
- Digital sign-in protocols are being explored to minimize risk of infection.
- Appropriate instructional and directional signage will be installed at main entrance, PPE stations and other strategic locations.
- Exterior facility doors will remain locked.

**COVID-19 Outbreak Response Protocol**

Should a confirmed case of COVID-19 occur during Phase I of the Back to Campus Back-to-Campus Plan, the building where the case is confirmed will be closed for intensive cleaning and sanitation according to CDC guidelines. The building will be offline for 48-72 hours. Physical Plant will notify the campus when the building is safe for use again. If the affected building houses classrooms that are being used during Phase I, those classes will be relocated to another building when possible. Students, faculty and staff will follow the Southwest internal COVID-19 infection reporting process.

**Parking**

All persons accessing campus will be asked to park in the appropriate parking and comply with measures taken by Public Safety, which could include placing cones in parking lots to create space when vehicles are entered and exited.

**Personal Protective Equipment (PPE)**

All persons on campus during Phase I are required to wear PPE. The College will provide facemasks and gloves to all students, faculty, staff and vendors that will be on-site during Phase I. Additional PPE will be provided for essential personnel in Physical Plant and Public Safety.
Physical Plant will order 72,000 units (disposable gloves and masks) and 500 gallons of hand sanitizer. Secured distribution stations are on order. Clear, plastic sneeze guards are being installed at counters in the Public Safety Office.

Physical Plant will distribute PPE to the appropriate classrooms and offices. PPE will be disposed of in open top drums that are designed for easy disposal and hazardous waste collection. The following are the protocols for PPE usage and disposal:

- Masks and gloves should be changed and disposed at frequent intervals.
- Glove dispensers will be located at every entrance point and outside every occupied classroom.
- Glove dispensers will be available for employee suites and common spaces.
- Masks will be distributed at every entrance point.
- Disposal receptacles will be located at every entrance point and outside every occupied classroom and main entrances at each open building.
- Hand sanitizer will be located at every entrance point and inside each occupied classroom.
- Hand sanitizer will be available for employee suites and common spaces.

**Body Temperature Screening**

Body temperature screening kiosks have been ordered and will be tested in the coming weeks. If proven effective, kiosks will be deployed at Macon and Union locations to facilitate an orderly check-in and assessment process.

Body temperature assessments will be performed as follow:

- Everyone entering the campus (students, faculty, staff and vendor) will undergo a body temperature screening.
- Crowd control stanchions with a retractable belt will be used to facilitate flow for temperature checks. Persons will be flowed to a particular temperature check kiosk or station where their temperature will be taken by a trained, qualified individual.
- Temperature screens will include a quick survey.
- A kiosk or forehead, infrared or temporal thermometer will be used to administer the test.
- If a person leaves the facility and returns, they will be re-screened prior to re-entry.
- The maximum temperature reading will be 100.6 Degrees Fahrenheit. If someone has a temperature above 100.6 Degrees Fahrenheit they will be asked to stand to the side, practicing social distancing, for five minutes and then their temperature will be checked again. If the temperature remains above 100.6 Degrees Fahrenheit on the second
temperature check they will be asked to leave the campus and provided with information resources on checking for signs of COVID-19.

**Entrance and Exit**

All buildings will have a separate entrance and exit. One-way entrance and exit points will be identified at each campus where students will attend classes. The entrances and exits will be identified in collaboration with Physical Plant staff. All entry and exit points will have a hand sanitizing or handwashing station and a receptacle to safely discard PPE materials.

The Fulton building is unique as it is currently under construction, which renders a majority of the building inaccessible. Specific protocols for this building are in development. All other buildings will have signage and crowd control stanchions to facilitate ease of entrance and exit.

**Information Technology Services (ITS)**

To promote social distancing, ITS will remove keyboards from various workstations in classrooms. ITS also will configure and test the body temperature screening kiosk. If the equipment proves to screen effectively, ITS will lead the deployment to the buildings that will be accessible in Phase I.

ITS will provide tech support for the testing lab in Farris Building on Macon Cove Campus during Phase I. Client Service and Support will image Phase I labs during the third week of May. In addition, Media Services will service Phase I classroom equipment.

**Use of Appliances**

Sanitizing wipes, disinfectants, gloves and paper towels will be provided in areas that will be used during Phase I. After each use of refrigerators and microwaves persons should wipe down all areas (refrigerator door handles, microwaves, etc.). Also, social distancing should be practiced when accessing refrigerators, using microwaves and eating.
COVID-19 Infection Control Strategies

All members of the Southwest community should focus on the following infection control strategies:

- Cover your nose and mouth with tissues when you cough or sneeze and throw the tissue in the trash after use.
- Wash hands often with soap and water for 20 seconds or more, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
- Avoid touching your face, especially your eyes, nose and mouth to avoid spreading germs.
- Improve your immune system by getting enough rest (eight hours is ideal), exercising regularly, and eating healthy.
- Stay home if you are sick and avoid close contact with sick people. Employees with flu-like illness are encouraged to stay away from work and classes and limit interactions with other people (called "self-isolation"), except to seek medical care, for at least 72 hours after you no longer have a fever, without the use of fever-reducing medicines. You should stay away from others during this time period. Promptly seek medical attention if you have a medical condition that puts you at increased risk of severe illness from flu, are concerned about your illness, or develop severe symptoms such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing.

For more COVID-19 recommendations, see the CDC Website for Coronavirus (COVID-19) or Southwest Community College’s COVID-19 Webpage.
IV. Faculty and Students

**Executive Summary for Academic Affairs Phase I Re-entry/Access Plan**

The Back to Campus Plan will allow face-to-face instruction and assessment to resume for students to complete lab-based career and technical courses started during the Spring 2020 term and Summer 2020. Southwest will continue to offer non-career and technical courses without a lab component, as well as other services, will continue to be offered online or remotely as much as possible.

Please be advised that only classes approved for on-campus instruction during Phase I may meet in person. Faculty may direct questions to his or her respective Dean.

**Career and Technical Education Course Delivery Options**

There will be two options for students in the Back to Campus Plan (Phase I). For option 1, students will engage in face-to-face instruction sessions that may be available when the College resumes regular operations. For students who chose not to attend face-to-face instructions, a digital twin of the courses will be developed. The digital twin will enable the same class to be viewed in real-time online. Students can then make appointments to complete the face-to-face portions in staggered labs or other alternatives. The College's grading policy regarding incompletes will be instituted when appropriate and necessary.

Southwest will follow Centers for Disease Control (CDC) guidelines regarding group size, social distancing and hygiene protocols for all face-to-face activities.

The courses/programs/departments for the Back to Campus Plan fall into three (3) categories until further notice:

**CTE Course CATEGORIES**

**Category 0:** Courses/programs that do not require time or access on campus and can be taught 100% online.

**Category 1:** Courses/programs that require minimal hours on campus in the laboratories/clinics (includes CTE courses to complete spring and new summer courses).

**Category 2:** Courses/programs that require significant time on campus, significant hands-on or patient learning, and significant PPE. The risk of COVID transmission is higher in these courses/programs.
<table>
<thead>
<tr>
<th>Courses/Programs/Departments</th>
<th>Cat 0</th>
<th>Cat 1</th>
<th>Cat 2</th>
<th>Proposed Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities, Social Sciences, and Mathematics</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Business and Technologies</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Workforce</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Proposed plans for completion from respective courses/programs/departments are being developed.*

**Timeline**

- Career and Technical Education (CTE) courses resume face-to-face instruction beginning July 8, 2020.
- This will allow all Spring 2020 courses to complete their face-to-face instruction by August 10, 2020.
- In addition, Summer 2020 courses requiring face-to-face interactions also will begin July 8 and end Aug. 10.
- Fall 2020 courses will begin and end as scheduled at this time.

**Room/Area Assignment and Group Size**

All face-to-face instruction under this protocol will occur at designated campus locations. The Deans/Chairs or designee will coordinate scheduling among various programs to ensure small group separation at all times while on campus.

At no time shall groups be larger than 10 people, including both students and faculty. Multiple groups of 10 or less will be allowed in designated buildings, but will be sectioned off within the building to avoid interaction between or among groups. The Dean/Chair will coordinate approved work areas based upon instructional needs and available space.
**Start and End Times**

Start and end times will be coordinated among the Dean or designee, Department Chair and Lead Faculty to accommodate instructional needs. Attempts to stagger start and end times will be made to avoid multiple sections arriving at the building at the same time. Lead faculty and instructors will be required to strictly adhere to assigned times.

Any requests for changes must be made at least 24 hours prior to the scheduled day and sent to the Dean or designee, and/or Department Chair of the respective area.
V. Employees

Human Resources

The safety and wellbeing of Southwest students, faculty, staff, and vendors are top priorities. The Human Resources Department has updated College policies and procedures to reflect the Back to Campus Plan operations and guidelines.

As the situation continues to evolve, employees will be updated with the most current and helpful information. For example, College policies and practices may need to be suspended or adjusted to account for changing circumstances. These adjustments will be determined by TBR and the President’s leadership team.

For specific questions not covered by the following policies and procedures, faculty and staff are encouraged to contact his or her supervisor or a member of the Human Resources team. Employee questions also may be submitted to myHR@southwest.tn.edu.

Phase I Human Resources Policies and Procedures are:

- **Employees Assignments/Work Conditions**
  - The College will develop a survey to determine vulnerable employees. Once employees are identified as vulnerable, they will be allowed to continue working from home.
  - The College will identify and notify those employees who will need to return to campus to work. Most employees will continue to telecommute using equipment and systems provided during Level 2.5 of the Pandemic Preparedness Plan.
  - In departments or operations that will not need 100 percent of the workforce to work on campus, the department will develop a hybrid and/or rotation schedule that is applied as follows:
    - Implement a hybrid work schedule to split time between being physically present at the campus and working remotely.
    - Introduce a small percentage of employees without direct student interactions during Phase I of returning to the campus as needed by the College.
    - Set up a weekly schedule to rotate employees into the campus.
    - Use different days of the week to have a new group of employees return to the campus.
    - Full time employees will be used first, depending upon skills needed for the on-site work.
• Part-time temporary employees will be used to fill any gaps not filled by full time employees.
• If there is, more or less work that can be completed by the full-time or part-time employees, the department head will develop a rotation schedule that is fairly administered allowing the work to be distributed in a fair, consistent, and equitable manner among the available employees.
• Consider offering vulnerable employees duties that minimize their contact with students and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.
  - When possible, employee preferences will be considered when making work

• Recording Work Time
  Procedures are being developed for recording time for non-exempt employees reporting to campus during Phase I. However, all request for time off will continue to be entered into the Kronos timekeeping system.

• Employee Illness
  - Employees with symptoms (fever, cough, or shortness of breath) at work should immediately be separated and sent home.
  - Follow the normal, established procedures for safely transporting anyone sick to their home or to a healthcare facility.
  - Notify local health officials, staff, students, and vendors (if possible) immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA); other information on civil rights protections for workers related to COVID-19 is available from the Human Resources Office or the Equity and Compliance Office.
  - Close off areas used by the sick person until after cleaning and disinfection. Wait 24 hours to clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure safe and correct application of disinfectants and keep disinfectant products away from children. Inform those who have had close contact with a person with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

• Time Off and Leaves (Including Families First Coronavirus Response Act (FFCRA))
  - Time off policies will be liberally applied to allow staff to stay home when they are ill or to care for an ill family member. A doctor's note will not be required for most employees to confirm illness or recovery (depending on your past leave usage you may be required to provide documentation to support your absence).
o Employees can use sick leave if they are absent due to an illness (Time Off and Leave).

o Employees can use sick leave if they are absent due to care of other eligible individuals who need care (Time Off and Leave).

o Employees who are not ill or taking care of ill eligible individuals can request paid Annual Leave through normal methods. Special consideration will be provided to those who have serious underlying health conditions, care of underage children, individuals caring for dependents who need specialized care, etc. Employees with insufficient leave balances can request unpaid time off through normal methods.

o Employees should advise their supervisors who will notify the Human Resources Office when any employee is absent due to confirmed COVID-19 virus.

o Normal FMLA requests and paperwork are not required for short-term illness absences of 3 days or less, unless it involves a serious health condition as defined under the FMLA regulations. In cases where FMLA is requested, normal FMLA policies apply. (FMLA)

o Emergency Family and Medical Leave is available to any employee who has been on the payroll 30 calendar days and is unable to work or telework due to care for a minor if the child’s school or child care is closed due to Covid-19.

o Emergency Paid Sick Leave is available for all employees with no length of employment condition for up to 80 hours if the employee is unable to telework or work on campus because:
  ▪ They are subject to a government quarantine or isolation,
  ▪ They have been advised by a healthcare provider to self-quarantine and are seeking diagnosis,
  ▪ They are caring for an individual subject to or advised to quarantine, and
  ▪ They are caring for a child whose school or day care is closed due to Covid-19.

More detailed guidance on these two forms of emergency leave have been issued by TBR Human Resources.

o An employee may, with permission, use accrued annual leave. Regular FMLA leave should also be considered and evaluated upon request. Working from home could be a possible accommodation under the ADA.

o An employee who does not qualify for Emergency Family and Medical Leave, Emergency Paid Sick Leave, regular sick leave/ FMLA, or annual leave and who cannot work from home can be required to come to work at the campus. Failure to report to work under such circumstances could be grounds for discipline.

- Pay, Paychecks and Pay Days
  o Employees who receive a paper paycheck are strongly encouraged to complete a payroll direct deposit form (Payroll Direct Deposit).
Employees will receive paychecks through the normal methods on the scheduled pay dates. Faculty will be paid per their Faculty Agreements and their paychecks will be provided through the normal means.

- **Benefits and Other Resources**
  Doctor's offices are extremely busy and may not be able to provide immediate care and/or absentee documentation in a timely manner. We encourage employees who are covered in a Southwest group health plan to enroll in the Telehealth Service Program (MDLIVE for Cigna members and PhysicianNow for BCBS members) for virtual medical consults:

  **Cigna Members**
  - Log into [MyCigna.com](http://www.cigna.com)
  - Look for MDLIVE
  - Or, call 888.726.3171 for MDLIVE

  **BlueCross BlueShield Members**
  - Look for and select talk with a Doctor Now
  - Or, call 888.283.6691

- All employees and their dependents who are eligible for Southwest group health care benefits (do not have to be enrolled) have access to psychological counseling and crisis debriefing to individuals affected by the pandemic through the Employee Assistance Plan (EAP) which is Here4TN. Some services employees may want counseling for could include loss of loved ones, health issues related to the disease, or financial hardship.

- Employees who are enrolled Southwest’s group benefits should make sure you have a copy of your insurance cards and provider contact information for quick reference and use in case of provider visits or hospital admissions. ([Group Benefit Quick Reference](http://www.southwest.tn.edu/policy/section5/5-01-00-00-18.pdf))

- **EMPLOYEE RESOURCES**
  - [SOUTHWEST TENNESSEE COMMUNITY COLLEGE POLICIES AND PROCEDURES](http://www.southwest.tn.edu/policy/section5/5-01-00-00-18.pdf)
  - Attendance Policy: [http://www.southwest.tn.edu/policy/section5/5-01-00-00-18.pdf](http://www.southwest.tn.edu/policy/section5/5-01-00-00-18.pdf)
  - Time Off and Leave: [https://www.tbr.edu/hr/time-and-leave](https://www.tbr.edu/hr/time-and-leave)
  - Telecommuting: [https://policies.tbr.edu/policies/alternate-work-arrangements](https://policies.tbr.edu/policies/alternate-work-arrangements)
VI. Third Party Vendors and Visitors

Vendors coming to campus to perform indoor work on campus while the College is in Phase I will be required to follow the protocols of the institution that are detailed in the General Guidelines and Precautions and Campus Access section of this plan.

While in Phase I of the reopen plan, Vendors coming on campus simply to deliver goods (package delivery companies, equipment being delivered for construction projects, etc.) will be required to wear PPE (face shields and gloves). Vendors performing external work (lawn care, external repairs, etc.) will be required to wear PPE if they enter any College buildings.

**General visitors to the campus will not be allowed during Phase I of the Back to Campus Plan, including visits by prospective students.**
VII. Plan Updates

Future updates and messages will be made through various Southwest communication channels, including email, website, newsletters, RAVE, and social media (Twitter, Facebook and Instagram).

For more information and additional guidance, please refer to the links below to the Southwest Tennessee Community College homepage:
STUDENT FREQUENTLY ASKED QUESTIONS

1. WHAT IF I HAVE CONCERNS ABOUT THE CORONAVIRUS?

A good way to manage any worries about COVID-19 is to stay as informed as possible. The Centers for Disease Control and Prevention (CDC) has posted great information about how to protect yourself from respiratory illnesses, like COVID-19 at: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html.

2. IF SOME CLASSES ARE RETURNING TO CAMPUS, WILL I BE ABLE TO VISIT ADMINISTRATIVE OFFICES ON CAMPUS?

During Phase I of the Southwest Tennessee Community College Back to Campus Plan, administrative offices, such as Admissions, Financial Aid, Advising, and Cashiers will continue to provide services to students remotely. You can still schedule appointments, submit documents, meet with your advisor, get tutoring, and more through virtual formats. Visit the Student Services Online page at http://www.southwest.tn.edu/coronavirus/student-services-online.htm for more information about how to access these critical support services.

3. WHAT PRECAUTIONS ARE SOUTHWEST TAKING WHILE STUDENTS RETURN TO CAMPUS?

Please see the “Building and Safety Protocols” section of this report on page 12. There you will find a comprehensive description of the precautions Southwest is taking to promote health and safety.

4. I AM NEW TO ONLINE LEARNING. WHAT DO I DO?

This increased level of online learning or remote instruction is new for everyone at Southwest. The shift to remote instruction has meant that both faculty and students have had to make significant adjustments. However, there are significant technical solutions and support available. Your instructors will likely use a combination of Paws, Microsoft Teams, email, and other web-based tools to offer remote instruction. To familiarize you with these
online resources and many others, a special guide has been developed to help you plan and prepare for the online learning environment. The Achieving Your Dreams Online guide is available at this link 24-hours a day: http://www.southwest.tn.edu/saluqi-connect/achieving-your-dreams-online.pdf.

5. **DO I HAVE TO ENROLL IN A COURSE AGAIN IF I RECEIVED AN INCOMPLETE GRADE FOR SPRING 2020?**

There is no need to reenroll in your Spring course if you received an “I” grade; however, you must work closely with your instructor to complete all requirements that are remaining for the course **during the summer**. This can ensure no impact to your GPA, financial aid, scholarships, or graduation requirements.

6. **WHAT IS HAPPENING TO STUDENT SUPPORT SERVICES, SUCH AS THE STUDENT DISABILITY CENTER, CAREER SERVICES, ACADEMIC ADVISING, ETC.?**

Student support services are available remotely using Zoom, Microsoft Teams, email, phone, etc. For more information and to stay abreast of any changes or developments, check the webpage of the office you are interested in at www.southwest.tn.edu.

7. **ARE COUNSELING AND SOCIAL SUPPORT STILL AVAILABLE THROUGH THE OFFICE OF STUDENT DEVELOPMENT?**

Yes. Both the mental health counselor and social services coordinator are available to support students struggling with challenges and crisis-related issues that interfere with their academic and student life success. If you lost your job or are experiencing financial hardships or barriers, some emergency funds may be available. For more information on how to access assistance or to schedule appointments, please visit http://www.southwest.tn.edu/counseling/

8. **WHAT DO I DO IF I QUALIFY FOR ACADEMIC ACCOMMODATIONS AND HAVE CONCERNS ABOUT THE IMPACT THAT REMOTE INSTRUCTION MAY HAVE ON ME?**

Please contact the Student Disability Services office http://www.southwest.tn.edu/sds/ for any questions or concerns related to requests for accommodation, approval of services, or equitable access to educational programs.
9. WHAT ABOUT TUTORING AND SUPPLEMENTAL INSTRUCTION?

All of the academic support provided by Academic Support Centers will happen remotely through online classes, workshops and individual tutoring. For information on academic support services:

- Students may email asc@southwest.tn.edu and writingtutor@southwest.tn.edu to receive online tutoring via email.
- Students may log into PAWS and select “self-register” under “Self-Registration Courses” on the right side of the main page to enroll in the ASC’s two PAWS sites: “ASC Math Workshop” and “ASC Writing, Literature, Reading, or Spanish Online Tutoring.” Students can upload assignments to receive feedback.
- Students may also use Smarthinking which is accessible in every PAWS site. Links to Smarthinking are on the main page of each course page. By signing into PAWS and selecting your course, students can access up to 24/7 tutoring.

10. CAN I PURCHASE AND RETURN TEXTBOOKS ON CAMPUS?

The on-campus bookstores will remain closed during Phase I. The Follett Bookstore, Southwest’s bookstore provider, is OPEN ONLINE 24 hours a day, 7 days a week. You may purchase, rent, return and sell back books via the Follett website anytime.

11. WHAT IS THE STATUS OF COMMENCEMENT?

In response to the coronavirus pandemic, orders from the state government and recommendations from global, state and local public health organizations, Southwest Tennessee Community College will hold its spring 2020 commencement ceremony via livestream June 13 at 10:30 a.m.

12. HOW CAN I COMPLETE GRADUATION REQUIREMENTS FOR SUMMER GRADUATION?

For August 2020 graduates, all ETS Proficiency Profile exit exams will be waived. Major Field exams for Southwest Associate of Applied Science programs remain accessible online through PAWS and are required for graduation. If you require Testing Services assistance, please contact Southwest at testing@southwest.tn.edu or 901-333-4170.
13. WHAT IS THE STATUS OF THE CARES ACT EMERGENCY ASSISTANCE?

Southwest Tennessee Community College expects to begin distributing federal emergency financial assistance to students in May. The payments are provided under the CARES Act approved by Congress. The U.S. Department of Education states the funds are intended to help students cover expenses related to the disruption of campus operations due to the coronavirus pandemic, including such cost-of-attendance eligible expenses as course materials, technology, health care and child care. Eligible Southwest students are those who are degree-seeking and were enrolled full- or part-time on or after March 13 for the Spring 2020 semester.

The following students are NOT eligible for CARES Act funding:

- Students who are not eligible to participate in such Title IV federal aid programs as Pell Grant, federal student loans and other federal financial aid programs;
- Students who initially enrolled exclusively in distance education courses,
- High school dual-enrollment students,
- Non-degree-seeking students, and
- Students who enrolled in special-industry training programs through their employer.
EMPLOYEE FREQUENTLY ASKED QUESTIONS

1. SHOULD ALL EMPLOYEES BE REQUIRED TO RETURN TO WORK AT THE CAMPUS IMMEDIATELY?

   The College may require employees to work at the campus as necessary to fulfill the mission of the College. It will be important for the College to determine whether a specific job function must be carried out on campus before requiring an employee to return. If an employee can continue to fully perform their job duties at home, it would be advisable to continue that arrangement or to design a phased-in return on a case-by-case basis.

2. WHAT PRECAUTIONS SHOULD BE TAKEN FOR EMPLOYEES AND STUDENTS RETURNING TO CAMPUS?

   Please refer to Section I entitled “General Guidelines and Precautions” on page 8 for an overview of the precautions the College is taking in Phase I. In addition, refer to the “Campus Access” section on page 9 for information on the campus access safety protocols in place for Phase I.

3. CAN THE COLLEGE LEGALLY CONDUCT TEMPERATURE CHECKS?

   Yes, the Equal Employment Opportunity Commission (EEOC) has issued the following guidelines:

   • The EEOC enforces workplace anti-discrimination laws including the Americans with Disabilities Act (ADA) and the Rehabilitation Act, including the requirement for reasonable accommodation and rules about medical examinations and inquiries.
   • The ADA and Rehabilitation Act rules continue to apply, but they do not interfere with or prevent employers from following the guidelines and suggestions made by the CDC about steps employers should take regarding the Coronavirus.
   • The EEOC has provided guidance, consistent with these workplace protections and rules, that can help employers implement strategies to navigate the impact of Coronavirus in the workplace.
4. **I HAVE AN UNDERLYING HEALTH CONDITION. CAN MY EMPLOYER FORCE ME TO RETURN TO WORK?**

The White House guidelines call for a three-phase return to work, with special accommodations for vulnerable individuals until the third phase, at which time the policy envisions a return to “unrestricted staffing of worksites.” Under the guidelines, vulnerable people are the elderly and those “with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.”

5. **WHAT IF I AM PREGNANT?**

Pregnant women are not identified as vulnerable workers in the White House guidelines.

6. **WHAT SHOULD I DO IF MY EMPLOYER IS NOT FOLLOWING CENTERS FOR DISEASE CONTROL AND PREVENTION GUIDELINES FOR A CORONAVIRUS-SAFE WORKSPACE?**

Discuss your concerns with your manager. If nothing changes, contact Human Resources.

7. **MY EMPLOYER FOLLOWS SAFETY GUIDELINES, BUT I WORRY ABOUT EXPOSURE. WHAT ARE MY OPTIONS?**

If you can work from home, ask to do so. If you are considered a vulnerable individual or have an ADA-qualifying disability, you may qualify for an accommodation. Otherwise, you could be required to come to work. If working from home is not an option, you may be able to take paid leave if available.

8. **IF I GET COVID-19 BECAUSE OF MY JOB, AM I ELIGIBLE FOR WORKERS’ COMPENSATION?**

The rules on this are tricky and evolving. Generally speaking, having an infectious disease such as the flu hasn’t entitled workers to compensation because it is nearly impossible to determine where someone contracted the illness.

9. **AM I ENTITLED TO HAZARD PAY IF MY JOB PUTS ME AT RISK OF EXPOSURE TO THE VIRUS?**

No, not under current law.
10. CAN MY EMPLOYER TAKE MY TEMPERATURE AT WORK?

Under normal circumstances, temperature screening would be considered a medical exam and would violate the ADA. But the U.S. Equal Employment Opportunity Commission has determined that, given the risks associated with Covid-19, temperature screenings are permissible.

11. DO I HAVE TO REPORT ANY CORONAVIRUS SYMPTOMS TO MY EMPLOYER?

Yes. If an employer asks you if you are symptomatic, which it should, they can require that you report that as a workplace-safety matter, but only under pandemic conditions. It is recommended that employers require a simple daily health questionnaire, and that workers proactively report any symptoms. The information should be protected as confidential under the ADA.

12. CAN MY EMPLOYER SEND ME HOME IF I AM SHOWING SYMPTOMS?

Yes. Your employer has a duty to protect all employees. If you are sick or not feeling well stay at home or go home if you have already reported for work.

13. IF A COVID-19 VACCINE IS DEVELOPED, CAN MY EMPLOYER REQUIRE I GET IT?

During a pandemic, employers can require vaccinations, the EEOC says. An employee may be entitled to an exemption if the vaccine would interfere with a medical condition or violate that person’s religious beliefs.

14. WHAT WILL BE DONE IF AN EMPLOYEE REFUSES TO WEAR PROPER PPE OR REFUSES TO STAY 6 FEET APART?

The employee refusing to wear a cloth facemask or other proper PPE or refusing to stay 6 feet apart will be sent home until they consent. Days absent as a result can be recorded on attendance charts for students and failure to report to work for employees. For an employee, disciplinary action can be considered after more than one refusal.
Due to the COVID-19 global pandemic, Southwest is reimagining the academic calendar. This new calendar was designed with safety and students in mind. Our goals are to provide the safest teaching and learning environment possible and help students get in, get out and get on with their bright futures.

There are two schedules. One is for classes that are taught exclusively online. The other schedule is for classes that are hybrid, or taught online and on campus.

**2020/2021 ACADEMIC CALENDAR – ONLINE CLASSES**

This schedule is more traditional and features classes that are taught exclusively online. None of the courses that follow this schedule meets on campus.

Fall Semester (15 Weeks):  August 24, 2020 – Dec. 12, 2021  
Winter II Session (4 Weeks):  January 11-31, 2021  
Full Spring Semester (15 Weeks):  January 19 – May 7, 2021

**2020/2021 ACADEMIC CALENDAR – HYBRID CLASSES**  
*(CLASSES HAVE ONLINE AND ON-CAMPUS COMPONENTS)*

Due to COVID-19, lectures are delivered online. However, those technology, allied health and nursing, and other career and technical programs that require laboratory sessions or skills-based learning have on-campus components. Check the College course schedule to determine whether the class you desire is exclusively online or is a hybrid class that has an on-campus component.

The schedule for hybrid (online and on-campus sessions) classes is below. This schedule is more accelerated and especially designed for safe on-campus learning. There are 10 sessions designed to help students get in, get out and get on with their bright futures. Courses taught according to the following schedule are exclusively skills-based or have laboratory components that require on-campus learning. Classroom lectures are delivered and attended online.

Fall Semester (13 Weeks):  August 24 – November 22, 2020  
Flex I (6 Weeks):  August 24 – October 4, 2020  
Flex II (6 Weeks):  October 12 – November 22, 2020  
Spring Semester (13 Weeks):  January 19 – April 18, 2021  (No Spring Break)  
Flex I (6 Weeks):  January 19 – March 1, 2021  
Flex II (6 Weeks):  March 22 – May 2, 2021  
Maymester (3 Weeks):  May 10-28  
Summer Extended Semester (10 Weeks):  June 1 – August 6, 2021  
Summer I (5 weeks):  June 1 – July 2, 2021  
Summer II (5 weeks):  July 6 – August 6, 2021