

Pandemic Response Team

August 12, 2020

Zoom

9:00 a.m.

Attendees:

Dr. George Pimentel, President
Dr. Larry Bailey, Vice President of Academic Affairs
Steve Cornelison, Director of Athletics
Patrick Davis, Dean of Academic Support
Tim Dellinger, Vice President of Financial and Administrative Affairs
Meda Falls, Director of Savannah Center
Heather Freeman, Administrative Assistant to the President
Jessica Gelinas, Classified Council Chair
Janiah Kyle, SGA Representative
Robin Marek, Interim Vice President of Student Services
Shannon Mayo, Director of Paris Site
John McCommon, Director of Public Relations and Marketing
Linda Nickell, Dean of Students
Dr. Tom Pigg, Dean of Health Sciences and CIT
Lisa Rojas, Director of Humboldt Center
Will Shull, Professional Technical Council Chair
Sandy Stanfill, Director of Lexington Center
Candyce Sweet, Faculty Council Chair
Preston Turner, Director of Physical Plant
Amy West, Director of Human Resources
Shane Young, Chief of Police

Absent:

Dr. Leslie West Sands, Dean of Nursing

Welcome:

Dr. Pimentel began the meeting at 9:05 a.m.

Updates:

Updates on Covid-19 exposures and cases were given from the three campus point of contacts (employees, students, and guests). All three had minimal reports this week.

There was an issue with a limit on use to the QR code for Covid-19 screening. That is being addressed to ensure there is no limits on the number of scans for the QR code.

On Tuesday, August 11, Student Services had thirty-one (31) contacts with the phone line for guests at jHub.

Discussion:

- **Communication Plan**

The Team discussed a communication plan for proper use of masks and other safety protocols. Short videos and other publications will be created and circulated on social media and JSCC communication channels, including the jTV.

- **JSCC logo mask**

Public Relations and Marketing will work on a design for a JSCC logo facemask. Access and Diversity Dollars will be considered to assist with a purchase of these masks.

- **Closing of areas/buildings**

Seating in the common areas should be limited. Some furniture in the Student Center is being stored, so students can be helped in the large common area and not enter offices. We also discussed leaving one chair per table in the café with monitoring to ensure no congregating.

Water fountains will be taped off. The water bottle filling stations in the Nursing and Health Sciences buildings will remain open.

There may be a time when we close off certain offices for cleaning or buildings, if they are not being used. We are looking at every way possible to protect those on campus and save dollars.

- **CARES Act Expenses**

Several CARES Act expense requests have been received. If there are other expense items being discussed, please bring them forward as soon as possible.

- **Phased Reopening Plan and Guidelines on Notification of Communicable Disease**

The Team discussed and reviewed final edits to the two documents. The following procedure was clarified.

Once a “yes” is received on the Covid-19 screening, the appropriate point of contact will follow-up with the person answering “yes”. If needed, the point of contact uses the Tennessee Department of Health adopted chart to make the decision on quarantine/isolation start and end date. The point of contact will e-mail the Covid-19 tracking group with the information.

All agreed we were still at level two of the Phased Reopening Plan. The Pandemic Response Team will still meet every Wednesday for reports, questions, and discuss our current level. If we see a drastic increase in cases, then we would call an immediate meeting to discuss course of action.

Dr. Pimentel reached out to TBR legal about follow-up on social media posts. If an employee or student’s post indicates something that could impact the health and safety of the campus, we can reach out and check on them to ensure they are okay and discuss impact on the campus.

- **Computer labs**

We have a few CIT students that have both flex and hybrid classes this fall. They do not have time to travel from home to campus between courses. The need to open a computer lab with social distancing, monitoring, and cleaning for these specific students was discussed.

Action:

- **Vote on Phased Reopening Plan and Guidelines on Notification of Communicable Disease**

A motion was made by Amy West and seconded by Patrick Davis to adopt the JSCC Phased Reopening Plan and Guidelines on Notification of Communicable Disease documents as discussed by the Team. A vote was taken with no opposed. The motion carried. Both the JSCC Phased Reopening Plan and the Guidelines for Notification of Communicable Disease documents are attached.

The meeting ended at 10:25 a.m.



COVID-19: PHASED REOPENING PLAN

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Overview:

Jackson 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 Response Team (PRT) was convened. The PRT was responsible to research and develop recommendations and a plan on how the college could transition best to a remote operational status this fall 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 Response Team:	Department
• George Pimentel	President, Team Lead
• Larry Bailey	Academic Affairs
• Tim Dellinger	Financial and Administrative Affairs
• Robin Marek	Student Services
• Steve Cornelison	Athletic Director
• Patrick Davis	Dean of Academic Support
• Meda Falls	Director of Savannah Center
• Heather Freeman	President's Office
• Jessica Gelinis	Classified Employee Council Chair
• Janiah Kyle	Student Government Association Representative
• Shannon Mayo	Coordinator of Paris and Dresden locations
• John McCommon	Public Relations and Marketing
• Linda Nickell	Dean of Students
• Tom Pigg	Dean of Health Sciences and CIT
• Lisa Rojas	Director of Humboldt Center
• Will Shull	Professional Technical Employee Council Chair
• Sandy Stanfill	Director of Lexington Center
• Candyce Sweet	Faculty Council Chair
• Preston Turner	Director of Physical Plant
• Amy West	Human Resources
• Leslie West Sands	Dean of Nursing
• Shane Young	Chief of Police

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

- Create a tiered 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 with the flexibility to create and implement plans that complement the committee's recommendations.
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Recommendations:

The recommendations include using the framework of four set plans, 4-1 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 and in 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 Jackson State Community College locations that include Humboldt, Lexington, Paris, and Savannah. Subsequently, the recommendations would apply to all faculty, staff, students, and visitors. 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 too 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.

Overview of Plans:

Level 4: Highly restrictive – Pandemic escalation.

Level 3: Considerably Restrictive with small number of employees returning. Very limited student access permitted.

Level 2: Elevated restrictions – Cautious approach with gradual return of staff, students and faculty. Continual decrease of community spread.

Level 1: The new normal (future plan)

Summary of Plans:

Level 4: Highly Restrictive – Pandemic Escalation

- COVID-19 daily screening protocol in place for all persons visiting a Jackson State campus location(s).
- Essential personnel only allowed on campus.
- All individuals must use face masks when on campus.
- All campus instruction provided remotely using online platforms (eLearn, Teams, and Zoom).
- Clinicals and other experiential learning in the community suspended.
- Employees working both remotely and with some on campus. This includes staffing rotations within offices.
- Domestic Travel suspended.
- International Travel suspended.
- Limited access to main campus in Jackson. No access to off-campus locations. Campus events at all locations cancelled or postponed to later dates.
- International Study trips suspended.
- Athletic programs suspended. (See phase one (1) of TCCAA plan.)
- Large events on campus cancelled or postponed.

Level 3: Considerably Restrictive

- COVID-19 daily screening protocol in place for all person's visiting a Jackson State campus location(s).
- All campus instruction provided remotely using online platforms (eLearn, Teams, 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 and with some on the Jackson campus. This includes staffing rotations within offices.
- Limited operations at Jackson State off-campus locations. Most operate under a remote status.
- No in-person 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 protocols promoted to control public health.
- Enhanced cleaning protocol at all campus locations.
- All individuals must wear face masks when on campus.
- Non-essential travel suspended. (Vice Presidents have authority to determine essential.)
- International travel suspended.
- Athletic recruiting underway with social distancing guidelines in place, where possible. (See phase two (2) of TCCAA plan.)
- Select large events possible with safety plans in place.

Level 2: Elevated restrictions with sustained decrease of community spread. Most operations back on campus, but with restrictions in place.

- COVID-19 daily screening protocol in place for all persons visiting a Jackson State campus location.
- All Jackson 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:
 - Flex Online: Courses are offered online using virtual platforms such as 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 wear face masks when on campus.
- Employees working on campus with remote work option available for those who identify as having 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. (Vice Presidents have authority to determine essential.)
- 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. (See phase three (3) of TCCAA plan.)

Level 1: The New Normal (future plan)

- On-campus, face-to-face instruction, limited physical distancing expectations.
- Will follow state and CDC guidelines on wearing masks.
- 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.
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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 Jackson 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. (see JSCC Guidelines for Notification)
 - Wash hands more frequently, avoid touching face, wear masks 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.
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Detailed Operating Stages

Level 4 – Highly Restrictive

Parameters, Considerations and Needed Actions

Level 4 - Parameters

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, Work Study recipients do not report 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. (See phase one (1) of TCCAA plan.)

Student Services

- Student support services continue providing assistance via remote connection including, but not limited to, Advising, Registration, Financial Aid, Veterans Affairs, the Records Office, and Admissions.
- Virtual orientation is provided for new students.
- Wi-Fi accessible locations for individuals will be:
 - All campus buildings
 - Jim Moss Center for Nursing parking lot
 - Parking lots in front of and beside F E Wright Administration Building
 - Parking lot behind Nelms Classroom Building
 - Parking lot by Library in front of JSCC Gym
 - McWherter Center Parking lot
 - Baseball Field/Softball Field
 - Parking lot behind Science Building
 - Front parking lots of all off campus centers/site
- The bookstore is closed, but open online
- The Jackson State Café will be closed.

Visitors to Campus

- Jackson 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 masks.
- Employees who are diagnosed with a confirmed case of COVID-19 should notify Jackson 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

- The Office of Information Technology will work with Student Services to ensure students are outfitted properly to continue academic instruction online.

Level 4 Needed Action

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

Level 3 – Substantial Restrictions

Parameters, Considerations and Needed Actions

Level 3 – Parameters

Employees and Offices

- Most employees work remotely.
- Select offices and employees permitted on campus to maintain 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 do not report 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

- Travel by vehicle within the region, which may include visits to other Jackson State campus locations, to donors by College Foundation staff, or to partner clinical sites is permitted.
- All other 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 and Nursing labs and clinical experiences are operating. Select additional labs to support programs will be open and conducted by appointment.
- Academic support services in the Library and Academic Assistance Center will be open with limited occupancy and physical distancing in place.
- Experiential learning on campus and in the community is suspended.
- The testing center is 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, masks, and social distancing.

Athletics

- Athletic recruiting underway with social distancing guidelines in place, where possible. (See phase two (2) of TCCAA plan.)

Student Services

- Student support services continue providing assistance via remote connection including, but not limited to, Advising, Financial Aid, Veterans Affairs, the Records Office, and Admissions.
- Virtual orientation is provided for new students.
- Wi-Fi-accessible locations for individuals will be identified.
- The bookstore is closed, but open online.
- The Jackson State Café will be closed.
- Students permitted on campus by appointment only. Students will continue to be encouraged to schedule appointments to be conducted remotely to limit the number of people in any area at one time.
- Online appointments will continue for Admissions, Advising, and Financial Aid as well as all other offices.
- The Nest (food pantry) will continue to offer contactless food and personal hygiene product pick-up for students.

Visitors to Campus

- The majority of Jackson 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 Jackson State campus location.
- All individuals must wear appropriate masks on campus when around others.
- Select employees permitted on campus are to operate under physical distancing protocols and use of appropriate masks.
- Employees who are diagnosed with a confirmed case of COVID-19 should notify Jackson 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

- The Office of Information Technology will work with Student Services to ensure students are outfitted properly to continue academic instruction online.

Level 3 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 2: Moderate Restrictions

Parameters, Considerations and Needed Actions

Level 2: 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 immediate 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 Jackson 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.
 - Flex Virtual Online: Courses offered online, using virtual platforms such as Zoom or Microsoft Teams at 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 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 Academic Assistance Center are 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, masks, 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.
- The NEST 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.
- JHub will be open in-person and online to meet student needs.
- No in-person meetings or gatherings with more than 50 individuals. Meetings held via Zoom or Microsoft Teams are strongly encouraged.
- The bookstore will be open on campus and online.
- The Jackson 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. (See phase three (3) of TCCAA plan.)
- 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 Jackson 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 wear appropriate masks on campus when around others. Each person is encouraged to provide their own mask. However, 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 installed 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 Jackson 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. (see Guidelines for Notification)

Level 2 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 2 Needed Actions:

- 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 1 – The New Normal - Future plan Parameters, Considerations and Needed Actions

Level 1 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). Requires approval of Vice President of appropriate division.
- 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. (Service Learning, Education Observations, etc.)
- Specific limitations for 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 may meet face to face or in a virtual environment.

Visitors to Campus

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

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 Jackson 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

- Use experiences from Levels 4-2 operations to guide any necessary adjustments for Level 1.

Level 1 Needed Actions

- Review physical distancing parameters and mask requirements for service areas to reflect the state of campus.
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Transitioning Between Plans

Jackson 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 Jackson State locations.
- 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

Jackson 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 Masks (update student policy)

Central to ensuring health and safety is the requirement that individuals wear appropriate masks 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 recommendations are based on the 6 feet distancing.

Physical distancing alone without masks 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 Response 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 masks. 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 promote 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 to 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, Jackson State Community College has implemented the following enhanced cleaning and disinfection protocol:

Jackson 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.

Jackson 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 Maintenance 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. Jackson 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 TB-Cide EPA reg# 1839-83 and Clorox Total 360 Disinfectant cleaner EPA reg# 67619-38

- a. Custodial Staff will apply this product to all high-touch surfaces in all occupied spaces
- b. TB-Cide Quat and Clorox Total 360 Disinfectant cleaner is effective against COVID-19 and most other harmful bacteria.
- c. 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 review and update of 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 individuals 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
-

Approved by the Pandemic Response Team on 8/12/2020.

Guidelines for Notification of Communicable Diseases

Jackson State Community College (JSCC) recognizes the implications that the spread of a communicable disease can have on the health, safety and welfare of the campus community. Measures are taken daily by JSCC custodial staff to help prevent the spread of the common cold, flu, and other routine communicable diseases. On occasion, JSCC students or employees may contract a communicable disease that is more severe in nature. In these instances, timely notification is imperative.

Persons who know, or have reason to believe, they are infected with a serious communicable disease that can be spread through casual contact and can impact the health and safety of JSCC students, employees or visitors, should notify the appropriate college personnel by following the guidelines below:

Students who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to their instructor, academic dean, or Vice President of Student Services. If the above are unavailable, they should report it to the Dean of Students. If offices are closed, they should report it to the Campus Police Department.

Employees who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to the Director of Human Resources. If offices are closed, report it to the Campus Police Department. Employees should also inform their supervisor. The preferred method of communication when you have a communicable disease is by phone or email. Please note the following contact information for Jackson State Community College:

Vice President for Student Services	Robin Marek	731-424-3520 ext. 50308	rmarek@jscc.edu
Dean of Students	Linda Nickell	731-424-3520 ext. 50354	lnickell@jscc.edu
Director of Human Resources	Amy West	731-425-2643	awest12@jscc.edu
Chief of Police	Shane Young	731-225-5925	syoung18@jscc.edu

JSCC Reporting

Reporting should include as much information as possible, including:

- names of individuals involved
- all available contact information for the individuals involved:
 1. phone numbers (e.g., cell, home, office)
 2. e-mail address(es)
 3. emergency contact information
- student information (if applicable):
 1. phone numbers
 2. email address
 3. emergency contact information
- the date and time of the following:
 1. diagnosis and/or symptoms
 2. last time on campus
 3. who did they come in contact with?

[CDC Notification of Exposure: A Contact Tracer's Guide for Covid-19](#)

Employees of the college who become aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact must contact the appropriate personnel with that information.

Anyone else who becomes aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact is also encouraged to contact the appropriate personnel, with that information.

The President's Office is responsible for notifying the Madison County Health Department (**as necessary**) and the appropriate campus officials and the Tennessee Board of Regents (TBR). The college will follow recommendations provided by the Health Department.

JSCC will follow the Health Department response rubric to determine proper course of action.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need to-know basis.

Covid-19 online screening form

All students, faculty, staff, visitors, and vendors must complete the Campus Screening form before coming to campus. The Point of Contact for students is the Dean of Students, the Point of Contact for employees is the Human Resources Director, and the Point of Contact for visitors and vendors is the Chief of Campus Police. In the event that a submitted survey triggers a "yes" response, the POC will contact the **Covid Tracking Group**.

Internal Reporting Procedure

Once notification is made, the following areas should be notified (**Covid Tracking Group**):

President's Office

Vice President of Academic Affairs

Vice President of Student Services

Director of Human Resources

Director of Public Relations

Chief of Police

Director of Physical Plant

President

1. Maintain close liaison with Vice Presidents to determine course of action.
2. Contact Health department (if necessary)
3. Work with Public Relations on campus notification.
4. Send weekly report to TBR. (Every Wednesday by 4:00 pm).

Vice President for Academic Affairs

1. Ensure all key department personnel are notified, including off campus sites
2. Monitor and direct ongoing necessary operations.
3. Maintain communications with the President and the Pandemic Response team.
5. Develop plan for contact tracing.
6. Ensure all students and faculty are contacted.
7. Work with Human Resources for employee related cases.
8. Work with Student Services for student related cases.

Vice President Student Services

1. Ensure all key department personnel are notified.

2. Monitor and direct ongoing necessary operations.
3. Maintain communications with the President and the Pandemic Response team
4. Develop plan for contact tracing (Student Services and support personnel).
5. Work with Human Resources for employee related cases.
6. Work with Student Services for student related cases.

Director of Human Resources

1. Advise leadership on all matters pertaining to Human Resources issues.
2. Communicate with the Vice President of Business and Finance on circumstances such as employee furloughs and modified employee leave policies, etc.
3. Closely monitor employee staffing and absenteeism during an emergency event and offer recommendations regarding employee reassignments to maintain essential functions.
4. During a pandemic event, staff absences due to illness and other obligations are to be expected and HR will offer recommendations regarding alternative staffing options.
5. Coordinate the Employee Assistance Program (EAP) and other counseling services for staff and faculty as required.

Director of Physical Plant

1. Collaborate frequently with the Pandemic Response Team to provide necessary services for various campus facilities.
2. During a pandemic event, it is likely that certain facilities would be closed and the function of other facilities might be modified.
3. Ensure that necessary logistical support elements (facilities, utilities, vehicles, etc.) are adequate to support the college's role during the time frame of the pandemic.
4. Communicate with other off-site JSCC campuses.
5. In the event of closure of portions of the campus, ensure that unused buildings are secured.

6. Provide qualified personnel to maintain sanitation needs of the occupants who remain in the open campus buildings.
7. Offer training to Facilities personnel on methods used to prevent infection transmission (hand hygiene, mask, gloves)

Chief of Campus Police/Security

1. Collaborate frequently with the Pandemic Response Team to provide necessary services and security for various campus facilities.
2. Routinely, communicate with local law enforcement to coordinate safety and security efforts that might impact the community at large.
3. Serve as point of contact for visitors and vendors request for access form.
4. Maintain emergency services both day and night.
5. Communicate with other off-site JSCC campuses.
6. Offer training to Campus Police Officers and staff on methods used to prevent infection transmission (hand hygiene, mask, gloves).

Campus Notification Procedure and Cleaning protocols

Communicate with students, staff, and faculty. Communicate decisions and the possible COVID-19 exposure.

- President' Office will contact Public Relations when to notify campus community of confirmed or possible Covid-19 exposure.
- Plan to include messages to counter potential stigma and discrimination.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

Clean and disinfect thoroughly.

- Close off areas used by the infected person. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

*Jackson State Community College will adhere to the TDH Covid-19 Response Rubric dated July 22, 2020

Approved by the Pandemic Response Team on 8/12/2020.