Fall Semester 2020 College Operations Plan
COVID-19 Procedures and Protocols

Dr. Chris Cox, Interim President
Cell: (256) 624-8511
ccox@lbwcc.edu

July 2020
# Table of Contents

**Administrative**

- Travel ......................................................................................................................... 2
- Faculty Meetings, Committee Meetings, and College Meetings .................................. 2

**Business Operations**

- Business Office ............................................................................................................ 3
- Bookstore ...................................................................................................................... 3
- Mail and Package Deliveries ....................................................................................... 3
- Human Resources ......................................................................................................... 3

**Health and Safety**

- Education and Safety Measures .................................................................................. 3
- Disinfection ................................................................................................................... 4
- Disinfectant Chemicals .................................................................................................. 4
- Plexiglass Barriers ....................................................................................................... 4
- Signage ......................................................................................................................... 5
- Temperature and Positive Test Protocols ..................................................................... 5
- Reporting Process for Positive Cases .......................................................................... 7
- Return to Work Guidelines ......................................................................................... 7
- Communication Regarding COVID-19 ....................................................................... 7
- Gatherings ................................................................................................................... 8
- Face Coverings and PPE ............................................................................................. 8
- Social Distancing Guidelines ..................................................................................... 8
- Liability Waivers ......................................................................................................... 9

**Instructional Services**

- Modified Instructional Schedule for Thanksgiving End Date ....................................... 9
- Delivery Plan for Academic, Technical, and Health Courses ....................................... 9
- Health Programs and Clinical Requirements .............................................................. 10
- Contingency Plan for Possible Fall Closure ................................................................ 10
- Professional Development .......................................................................................... 10
- Programs and Courses Providing In-Person Instruction .......................................... 10
- Safety Protocols for Face-to-Face Instruction ............................................................ 11
- Virtual and In-Person Office Hours ........................................................................... 11
- Library Services .......................................................................................................... 11
- Reduction of Students in Lab and Classroom Settings .............................................. 12
- Lab/Simulation Experiences ...................................................................................... 12
- Syllabi Addendum ...................................................................................................... 12

**Student Services**

- Operational Plan ........................................................................................................ 13
- Safety Protocols .......................................................................................................... 13
- Social Distancing Protocols for Common Areas and Student Events ......................... 14
- Accommodations for Students with Disabilities ....................................................... 14
- Testing/Assessment ....................................................................................................... 14
- Website Information .................................................................................................... 14
- Cleaning Protocols and PPE ....................................................................................... 15
- Communication Plan .................................................................................................. 15
- Saints Hall .................................................................................................................. 15
- Dining Area Protocols ............................................................................................... 17

**Workforce Development and Adult Education**

- Delivery of Proctoring and Assessments .................................................................... 17
- Adult Education Training Delivery ............................................................................. 17
- Workforce Development Training Delivery .................................................................. 18
- Accommodations and Safety at Non-College Facilities ........................................... 18
- Addendum to Enrollment Forms ................................................................................ 18
- Addendum to Contract for Training ........................................................................... 18
- Virtual and In-Person Office Hours ........................................................................... 18
- Reduction of Students in Labs ................................................................................... 18
- Off-Campus Locations ............................................................................................... 18
FALL SEMESTER 2020 COLLEGE OPERATIONS PLAN

Lurleen B. Wallace Community College – Dr. Chris Cox, Interim President

ADMINISTRATIVE

The information included in this plan outlines the procedures that Lurleen B. Wallace Community College employees, students, and visitors will follow during Fall Semester 2020 in response to the COVID-19 pandemic. LBWCC has developed an operational strategy for all divisions of the College. Employees will work hard to ensure that, to the extent possible, the College maintains a safe and secure learning environment for our students and visitors. The College will continue to maintain operations while promoting social distancing, good hygiene, and personal protective equipment to ensure safety.

The College is strictly following the guidance and best practices recommended for COVID-19 by the CDC, ADPH, and ACCS. All LBWCC employees, students, and visitors are required to adhere to these guidelines and practices at all times while on any campus of the College.

Fall 2020 operations of LBWCC will begin in the “yellow” category as directed by ACCS with a “Modified Access” status. This phase will allow:

• Expanded Faculty, Administrative, Academic, Student Affairs, and Business Operations
• Limited on-campus events and activities maintaining compliance with health and safety requirements
• On-campus housing with temperature check and questionnaire protocols
• Resumption of on-campus classes in modified social distance formats
• All travel requests require strict review and must be essential
• No travel outside of the Continental United States will be allowed without approval of the Chancellor
• Student clinical, externships, and apprenticeships are approved as allowed by local clinical sites and apprentice employers
• Faculty meetings, Committee meetings, and College meetings will be held remotely as much as possible.

Travel

Employee and student travel will be limited due to COVID-19 restrictions and the concern for our health environment. All in-state and out-of-state travel requests will require prior approval from the President. All travel requests will undergo a strict review by the President, and travel approvals will be deemed essential based on necessity. No travel outside of the Continental United States will be allowed without approval of the Chancellor.

Faculty Meetings, Committee Meetings, and College Meetings

All in-person meetings at any location of LBWCC will require prior approval from the President. Employees should communicate with others by phone, email, and video conferencing (e.g. Zoom, Microsoft Teams, etc.) as much as possible. All employees will practice social distancing and follow the COVID-19 safety protocols outlined in the HEALTH AND SAFETY SECTION of this plan. Employees must wear face coverings at all times in the workplace when they are interacting face-to-face with others. Employees should avoid socializing with co-workers while on campus.
BUSINESS OPERATIONS

LBWCC will require all students, employees, visitors, and entities utilizing the College’s facilities who are present on campus to wear face coverings for all face-to-face interactions, along with other necessary personal protective equipment. Students, employees, and visitors must adhere to the established safety protocol listed in the HEALTH AND SAFETY section of this plan.

Business Office

LBWCC will continue to handle Business Office functions with students remotely as much as possible. The Business Office will work with students to process payments online. If payments cannot be made online, the Business Office will communicate with students by phone to schedule an appointment to process their payment. Business Office staff will work on campus to perform essential College operations.

Bookstore

Bookstore hours of operation for Fall 2020 will be scheduled to accommodate students. Bookstore employees and students will follow established safety protocol while processing purchases for textbooks and supplies.

Mail and Package Deliveries

LBWCC’s Mail Courier will pick up mail from the U.S. Postal Service for LBWCC in Andalusia, Opp, Luverne, and Greenville. The Mail Courier will deliver campus mail and packages between all four locations of LBWCC Monday-Thursday each day classes are in session. Packages may be delivered to the Andalusia Campus and the MacArthur Campus by the U.S. Postal Service, FedEx, and UPS. Delivery personnel have been instructed to deliver packages to the exterior doors for employees to retrieve the packages.

Human Resources

Employees, students, and the public will be asked to communicate with the Human Resources Office by email or phone as much as possible. Applicants will be asked to mail-in all job applications. Interviews with applicants for vacant positions will be scheduled via Zoom or in-person on campus following the College’s established safety protocol.

HEALTH AND SAFETY

Education on Safety Measures

LBWCC will continue to work with students to the greatest extent possible to schedule safe in-person instruction. The College has put in place preventative measures to reduce the spread of COVID-19.

To help prevent the spread of COVID-19, LBWCC employees and students returning to campus will be required to review the LBWCC COVID-19 Training PowerPoint presentation that includes the protocols and procedures LBWCC will follow when individuals are on campus. All employees and students must complete a COVID-19 Training Acknowledgement Form that will be kept on file at the College. In addition, all employees, students, and entities who utilize the College’s facilities will be required to sign Waivers indemnifying Lurleen B. Wallace Community
College of any legal action as a result of participating in in-person activities. These signed Waivers will be kept on file at the College.

The COVID-19 pandemic is an ever-changing situation. Employees and students will be instructed to check their LBWCC email for the latest information regarding the College’s proactive efforts and responses to changes. Communication will be sent to employees, students, and entities who utilize the College’s facilities requesting they not return to the College premises if they exhibit symptoms of COVID-19.

**Disinfection**

Disinfection measures will be taken routinely to disinfect workplace surfaces, chairs, tables, general use areas, etc. to protect employees, students, and the general public. Disinfection protocol will be followed regularly. Deep cleaning and disinfection protocol will be followed if an employee or student tests positive for COVID-19. The deep cleaning will be conducted by an external, professional service. All hard surfaces will be cleaned frequently such as doorknobs, keyboards, desks, handrails, phones, tools, counter tops, water fountains, sinks, towel dispensers, vending machines, etc. Entrance and exit doors of facilities used for in-person instruction will be sanitized at least twice per day. All equipment, desks, chairs, tables, or other items used during instruction will be sanitized after each use. Athletic weight rooms and restroom facilities will have additional deep cleaning of the rooms and equipment two times per week.

The CDC guidelines for restrooms will be followed to help reduce the spread of germs and maintain a healthy environment. Employees and students will be instructed to follow the protocol listed below.

- Social distancing guidelines should be maintained in restrooms, which includes waiting in lines. Individuals must keep a six-foot distance between each other at all times.
- All employees and students must thoroughly and properly disinfect hands prior to leaving the restroom.
- Restrooms must stay sanitary. Dispose of paper products properly and completely. Flush toilets.
- Report problems immediately. If restrooms need maintenance or custodial attention, students should tell a College employee and employees should contact the Facilities and Maintenance Department.

**Disinfectant Chemicals**

LBWCC will use Spilfyte Sanitizing Wipe Kits (Item #94400WC) to routinely clean and sanitize all doors, hard surfaces, equipment, tools, etc. The wipe kit includes pre-portioned chemical packets that are diluted in 32 oz. of hot water resulting in a cleaning solution that should test at 100-199ppm available Chlorine. The cleaner/sanitizer is a proprietary blended cleaner and solution that is FDA, EPA, and NSF D2 approved. Deep cleaning for positive COVID-19 tests will be conducted by an external, professional service. AVISTAT-D Ready-to-Use Spray Disinfectant Cleaner will be used during the deep cleaning process. This product is a U.S. EPA registered pesticide (EPA Reg. No. 1839-83-2296). MASQUAT 256-NHQ (EPA Reg. No. 10324-141) will also be used to conduct the deep cleaning of affected areas.

**Plexiglass Barriers**

An evaluation of all office areas at each location of LBWCC will be conducted to determine areas where social distancing is not possible. Impermeable plexiglass partitions will be placed in all high-traffic areas in preparation for Fall Semester 2020. The partitions will function to re-enforce social distancing requirements and reduce exposure to COVID-19.
Signage
Signage will be placed throughout facilities to remind employees and students of proper distancing and preventative measures. This signage is also described in the PowerPoint training that all employees and students must complete before resuming activities on campus.

Temperature and Positive Test Protocols
Students will be instructed to self-check their temperature at home before coming to campus. If they have a temperature, they should not come to campus, but should consult a healthcare provider before returning to campus.

Temperature checks of all individuals entering buildings will be done with non-contact thermometers. Each campus will have temperature checking stations, staffed by College employees. Campuses may have multiple temperature checking stations available based on the number of buildings and the number of students anticipated on each campus. Temperature checks will be required on a daily basis before attending class or any activities on campuses.

All students residing in the College maintained housing facility will be required to submit to a temperature check and complete the Active Screening Questionnaire. Due to the multi-access design of the facility, students will be instructed to proceed to the Saints Hall Office each weekday between the hours 8:00 a.m. and 12 noon to have their temperature check and Active Screening Questionnaire administered. Students who fail to check-in by 12 noon will be identified and contacted to have their temperature checked. The temperature protocols adopted by the College will apply to Saints Hall. (Additional information regarding Student Housing can be found in the STUDENT SERVICES section of this plan.)

Individuals with a 100.4 or higher temperature will receive a second temperature check within 15 minutes. Once verified the second time, the individuals will be asked to go home and consult a healthcare provider. Symptomatic individuals will be provided a printed statement which includes the following CDC guidance for returning to campus.

Persons WITH Positive COVID-19 test results returning to campus/work

- **Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation and return to campus under the following conditions:
  - At least 10 days have passed since symptoms first appeared, and
  - At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath).

- **Persons with COVID-19 who have not had any symptoms** and were directed to care for themselves at home may discontinue isolation and return to campus under the following conditions:
  - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above should be used.
**Positive Test Protocol**

1. Ask the student/faculty member for a text picture of his diagnosis to confirm

2. Determine when quarantine is over.

3. Ask whether the student/faculty member knows whether his medical provider submitted/reported to ADPH

4. Ask student/faculty member locations on campus that he was in/around (for cleaning purposes)

5. Notify instructors/students/faculty in his/her class/who may have come in close contact with individual. Inform these individuals they will need to self-quarantine for 14 days. Follow **ACCS MEMO #2020-EXE-065** regarding returning to work.

6. Post a notice on website, if diagnosis confirmed. (Please ensure this notice is easily accessible.)

**Persons with EXPOSURE to laboratory-certified Positive COVID-19**

*Exposure* is defined as *close contact*. *Close contact* is defined as within 6 feet of a person with COVID-19 for at least 15 minutes without an N-95 mask and includes household contacts, intimate partners, and in-home caregivers, starting 2 days before symptoms appeared or specimen collection date (whichever was earlier). Distance could be longer and time shorter, depending on the exposure level and setting.

- **Employee/Student is EXPOSED to someone with a POSITIVE COVID-19 Test AND the exposed individual has signs/symptoms of COVID-19:**
  
  o Institution should ask the person to leave campus and consult a healthcare provider before returning to campus/work.
  
  o If the person is positive for COVID-19, follow the steps for persons with Positive COVID-19 Testing.
  
  o The person may return when at least 10 days have passed since symptoms first appeared and once 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath).

- **Employee/Student is EXPOSED to someone with a POSITIVE COVID-19 Test AND the exposed individual does NOT have signs/symptoms of COVID-19:**
  
  o The individual is asked to self-quarantine for 14 days following the last exposure to the positive case, even if the individual obtains a negative test result (Viral or Antibody) or does not obtain testing at all. A negative test does not necessarily mean the person is negative or will remain negative. These individuals must complete the full 14-day quarantine period. If the individual tests positive during the 14-day quarantine period, the guidance above for persons with positive COVID-19 results would apply.
Reporting Process for Positive Cases
Communication will be sent to students, faculty, and staff requesting they not return to the College premises if they exhibit symptoms of COVID-19. Employees and students will be instructed to notify Ms. Lisa Carnley, LBWCC Chief Financial Officer and Senior Personnel Officer, if they have had a positive COVID-19 test during the period between July 1, 2020, to the present date for further guidance on returning to campus or work. LBWCC will report all laboratory-confirmed positive tests for COVID-19 to ACCS for any employees or students. Employees or students who arrive to campus or work exhibiting signs or symptoms of COVID-19 (e.g. fever, cough, and shortness of breath) will be asked to leave campus and consult with a healthcare provider before returning to campus or work.

Return to Work Guidelines
ACCS and CDC guidance will be utilized when providing guidance for employees or students returning to campus or work in accordance with ACCS MEMO #2020-EXE-065.

Communication Regarding COVID-19
As directed by ACCS, the following communication templates will be used should the need arise.

TO INDIVIDUALS THAT MAY HAVE COME IN CONTACT

Dear Student/Faculty:

Please be aware that an individual in one of your classes has notified us that he/she has tested positive for COVID-19 and is currently quarantined and receiving medical treatment in accordance with public health protocols.

To the extent possible you are asked to self-quarantine for the next 14 days.

Health and safety remain our number one priority. LBW Community College is following medical protocols from state and national health authorities and has implemented recommended guidelines in relation to social distancing, hygiene, travel, and visits to the College. In addition, we are taking additional steps to attempt to ensure the cleanliness of all of our facilities. While we hope and pray this will be the only positive test for COVID-19 within our College community, in the event there are others of which we become aware, we will use our best efforts to notify those we are able to determine have had contact with that individual so they may take recommended health measures.

The College is committed to keeping you updated on the local COVID-19 risk and will provide direction to our staff, students, and families with additional instruction as appropriate.

NOTICE FOR WEBSITE

LBW Community College has received notice that at this time two students/faculty have tested positive for COVID-19 and are currently quarantined and receiving medical treatment in accordance with public health protocols. Out of an abundance of caution and in our efforts to stem the spread of the COVID-19 virus, we will be notifying the instructor and all students in the students’ classes, to the extent possible, and these individuals will be asked to self-quarantine for the next 14 days.
Health and safety remain our number one priority. LBW Community College is following medical protocols from state and national health authorities and has implemented recommended guidelines in relation to social distancing, hygiene, travel, and visits to the College. In addition, we are taking additional steps to attempt to ensure the cleanliness of all of our facilities. While we hope and pray this will be the only positive test for COVID-19 within our College community, in the event there are others of which we become aware, we will use our best efforts to notify those we are able to determine have had contact with that individual so they may take recommended health measures.

The College is committed to keeping you updated on the local COVID-19 risk and will provide direction to our staff, students, and families with additional instruction as appropriate.

These procedures will continue through Fall Semester 2020, and will be adapted as needed based on further guidance from the ADPH and the CDC.

**Gatherings**
Precautions will be taken to avoid the close proximity of individuals when possible. Individuals will be asked not to congregate in any areas, including parking lots. Appropriate social distancing protocols will be added to all facility rental agreements. These protocols will include appropriate maximum capacity limitations for all areas in use as part of the rental agreement, in accordance with current social distancing guidelines provided from public health authorities. Protocols specific to in-person instruction are described in the INSTRUCTIONAL SERVICES section of this plan.

**Face Coverings and PPE**
LBWCC will require all students, employees, visitors, and entities utilizing the College’s facilities who are present on campus to wear face coverings for all face-to-face interactions, along with other necessary personal protective equipment. Faculty and staff do not have to wear face coverings when alone in their offices.

**Social Distancing Guidelines**
LBWCC will require employees, students, and entities who utilize the College’s facilities to adhere to current social distancing requirements and strict hand hygiene protocols. LBWCC has implemented the following health and safety requirements to minimize the spread of COVID-19, which include specific protocols for social distancing and hand hygiene:

- All employees, students, visitors, and entities who utilize the College’s facilities must wear face coverings at all times in the workplace when they are interacting or face-to-face with others;
- All employees, students, visitors, and entities who utilize the College’s facilities shall maintain physical distance from others of at least six feet to the extent practicable; when not practicable everyone must be wearing face coverings;
- Stay home if you have cough, fever, or other symptoms of illness and contact your supervisor immediately;
- Wash hands with soap and water and use hand sanitizer often;
- Avoid touching your nose, mouth, or eyes;
- Cover cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash hands afterwards.

Hand sanitizing stations will be set up in numerous locations and departments throughout each campus. Employees and students in a classroom or instructional lab area will be required to use hand sanitizer immediately upon entry.
into the room. Employees and students are required to wash hands as often as practicable. Employees and students will be required to disinfect and sanitize their work areas, equipment, tools, and supplies at the end of use for the day.

**Liability Waivers**

All employees, students, and entities who utilize the College’s facilities will be required to sign a *Liability Waiver* indemnifying Lurleen B. Wallace Community College of any legal actions as a result of participating in in-person activities. The College will maintain documentation of these signed *Waivers*.

**INSTRUCTIONAL SERVICES**

**Modified Instructional Schedule for Thanksgiving End Date**

The 2020-2021 *Academic Calendar* accommodates all instructional formats including hybrid and online delivery. All full-term classes have a beginning class date of August 17, 2020. On-campus instruction will transition to online instruction November 20 – December 8, 2020, with final exams conducted in an online format December 9 through December 15, 2020. All Mini-Term 1 classes will begin August 17 and conclude October 8 with a final exam. Mini-Term 2 classes will begin October 12 on campus and transition to online instruction November 20 – December 8, 2020, with online final exams conducted at the same time as scheduled for full-term classes. Hybrid classes will transition any remaining on-campus meetings online as of November 20. Regularly scheduled online classes will not be affected.

**Delivery Plan for Academic, Technical, and Health Courses**

**Academic Course Delivery Plan:** On-campus instruction may be delivered in a hybrid format or traditional format, in larger classrooms if space allows through November 20, 2020, when on-campus instruction will transition to online instruction. Instructors will hold class meetings as originally scheduled (M/W and T/TH); however, students will be informed that they will attend only one class meeting each week. Each student will be contacted by the instructor as to which day of the week to attend class and will receive other information about the required online participation through Canvas.

**Technical Course Delivery Plan:** Theory courses will be online through Canvas, and instructors will utilize Screencast-O-Matic as well as Microsoft Office 365/Teams, Zoom, or Canvas Conference for theory instruction. All classroom time on campus will be dedicated to labs.

**Health Course Delivery Plan:** On-campus instruction will be delivered through November 20, 2020. After November 20, theory courses will be online through Canvas, and instructors will utilize Screencast-O-Matic as well as Microsoft Office 365/Teams, Zoom, or Canvas Conference. Classroom time on campus will be divided between labs and additional theory instruction.
Health Programs and Clinical Requirements
All clinical hours for Diagnostic Medical Sonography, Emergency Medical Services, Nursing, and Surgical Technology will be completed in off-campus clinical settings following guidelines established by the clinical providers. Clinicals and preceptorships will continue after the Thanksgiving holiday.

Contingency Plan for Possible Fall Closure
In the event that in-person classes must close due to the pandemic or other event, all course instruction will be delivered in an online format through Canvas. As appropriate to each course, instructors will utilize Screencast-O-Matic, Respondus LockDown Monitor, Respondus LockDown Browser, as well as Microsoft Office 365/Teams, Zoom, or Canvas Conference. Each course section is assigned a Canvas course shell for hybrid or complete online delivery. Instructors will be required to utilize Canvas from the beginning of the Fall Semester to post assignments and communicate with students.

Students will be informed of the necessary technology required by an online delivery format through the New Student Orientation conducted by the Student Services Division and by the individual course instructors during the first on-campus meeting date. Students will be asked to inform their instructors if they do not have a computer that meets the following requirements or if they do not have reliable internet access.

**Computer requirements include:**
The computer must be compatible with LockDown Browser Monitor because it is required for many courses.

Students will need computers with audio (microphone) and video capabilities. The following computer systems are compatible:

Windows: 10, 8, 7

Mac: MacOS 10.15 to 10.12, OS X 10.11, OSX 10.10

iOS: 11.0+ (iPad only)

Chrome books are not compatible with LockDown Browser. MacBooks that do not meet the specifications above are also not compatible.

Professional Development
All instructors (full-time, adjunct, and dual enrollment instructors at off-campus sites) scheduled to teach Fall Semester 2020 will be required to complete all distance education certification training prior to August 17, 2020. Training will be provided in small groups according to the level of expertise with Canvas, Screencast-O-Matic, Respondus Monitor, LockDown Browser, and Microsoft Office 365/Teams. Training will begin in June 2020 and conclude by August 10, 2020.

Programs and Courses Providing In-Person Instruction
In addition to online courses, all academic courses have been set up in a hybrid format to decrease the number of students on campus. In this format, the College will reduce the number of students on each campus by half. For on-campus meetings of hybrid classes, the College determined the number of students that can be safely accommodated in each classroom and set maximum course enrollments in Banner registration. College administrators will monitor the number of students registering for classes on each campus by using a dashboard
which indicates the number of students in each building of any hour of the day on each campus. The following table is a snapshot of the dashboard developed by the College to limit and monitor enrollment. This sample shows the maximum number of students who might be in the Greenville Conference Center each day of the week after class sizes have been reduced by 50% and scheduled in a hybrid format. College administrators are able to monitor all buildings this way and are using the tool to reduce a mass population on campus each day for instruction. Should student numbers for any given building or time of day be deemed too high, courses will be adjusted or reassigned as online sections.

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of MONDAY</th>
<th>Sum of TUESDAY</th>
<th>Sum of WEDNESDAY</th>
<th>Sum of THURSDAY</th>
<th>Sum of FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01:00P 03:00P</td>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01:00P 03:30P</td>
<td>9</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08:00A 09:15A</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>09:30A 10:45A</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00A 12:15P</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>33</td>
<td>42</td>
<td>33</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

Safety Protocols for Face-to-Face Instruction
Desks will be spaced six feet apart. Instructors may lecture without a mask, but will wear masks when less than six feet from a student. Students must wear masks.

Virtual and In-Person Office Hours
Students will be served virtually and on-campus. Students will be encouraged to receive assistance virtually to limit office visits. The College has a Virtual Office Hours Policy for faculty teaching online or hybrid courses as part of their regular teaching schedule. This policy allows 1.5 hours of virtual office hours per week per online/hybrid course up to a maximum of 5 hours per week that can count toward the faculty member’s 35 hour workload during a term. Virtual hours cannot be taken all in one day. Any faculty member who must transition to teaching a traditional course in an online or hybrid format due to the pandemic or other emergency event will be considered as an online instructor and will communicate with distance education students in compliance with the Virtual Office Hours Policy. In-person office visits will be scheduled by appointment in order to manage traffic flow and the number of people in the office. LBWCC will require all students, employees, visitors, and entities utilizing the College’s facilities who are present on campus to wear face coverings for all face-to-face interactions along with other necessary personal protective equipment. Students visiting Instructional Offices must adhere to the established safety protocol listed in the HEALTH AND SAFETY section of this plan.

Library Services
The following LBWCC Library changes will go into effect for Fall Semester 2020.
• Student capacity for all Libraries will be reduced. A specific number will be determined at a later date.
• To meet social distancing guidelines:
  o Seating will be moved and/or removed from the Andalusia and MacArthur Libraries.
  o Only every other computer in Andalusia, MacArthur, and the Luverne Center will be available for use.
  o Computers in the Greenville Library will be spaced at least six feet apart if feasible. If not feasible, one or two computers will be unavailable for use if unable to provide at least six feet between computers.
• All Campus Libraries will be closed for community/public use.
• Study rooms in the Andalusia Library will be limited to one person per room.
• The Andalusia Library will have one door designated for entrance only and one door designated for exit only. The middle door will be locked at all times.
• The Andalusia Library will close at 6:00 p.m. Monday-Thursday.
• Curbside service will be optional. Students should call the Library when they pull in the parking lot.
• After Thanksgiving, curbside service will be the only way to checkout books.
• After Thanksgiving, students can return books at the outside drop boxes of the Andalusia Public Library, Opp Public Library, Luverne Public Library, or the Greenville-Butler County Public Library.

Reduction of Students in Lab and Classroom Settings
Classrooms without the necessary space to comply with social distancing guidelines at a course’s published maximum enrollment will reduce the number of students to the number that can be safely accommodated in the available space. The maximum enrollment occupancy for each classroom will be reduced as needed to maintain a minimum physical distance of six feet. Courses with room enrollments over the maximum number allowed for social distancing will be delivered in a hybrid format with students attending one class meeting each week and completing the remaining weekly assignments in an online format. Prior to August 17, 2020, instructors will inform each student regarding the day of the week they will attend classes on campus.

Lab/Simulation Experiences
All labs for the following courses and programs will be conducted in small group settings, a six-foot distance will be maintained, and masks will be worn by all participants. Simulations will be conducted when appropriate. Courses include Biology, Chemistry, Physics, Physical Science, Automotive Mechanics, Child Development, Computer Science, Cosmetology, Esthetics, Diagnostic Medical Sonography, Diesel and Heavy Equipment Mechanics, Emergency Medical Services, Forest Technology, Industrial Electronics, Medical Office Administration, Nursing, Surgical Technology, and Welding.

Syllabi Addendum
Each instructor will update Fall Semester 2020 syllabi to include the following statement:

Although this class is currently scheduled in a face-to-face, on-campus format, the uncertain nature of the COVID-19 pandemic may require changes to the format and method of instruction. These may include, but are not limited to, a shift to partial or complete online instruction, modified class meeting times, virtual class meetings, or other measures. If changes are needed, specific details and directions will be conveyed to students in the class by the instructor through Canvas.
The computer must be compatible with LockDown Browser Monitor because it is required for many courses. Students will need computers with audio (microphone) and video capabilities. The following computer systems are compatible:

Windows: 10, 8, 7

Mac: MacOS 10.15 to 10.12, OS X 10.11, OSX 10.10

iOS: 11.0+ (iPad only)

Chrome books are not compatible with LockDown Browser. MacBooks that do not meet the specifications above are also not compatible.

STUDENT SERVICES

Operational Plan
The College will have multiple ways to provide Student Services functions such as Admissions, Financial Aid, Recruitment, Counseling, and Student Support Services to current and prospective students. Students will be served both on campus and virtually. Students will be encouraged to receive assistance virtually to limit office visits. When an office visit is necessary, students will be encouraged to make appointments in order to manage traffic flow and the number of people in office areas. Students visiting the Student Services offices must adhere to the established safety protocols.

Safety Protocols
Student Service areas will follow College established safety protocols and procedures. LBWCC will work with students, to the greatest extend possible, to provide safe assistance. The College has put in place preventative measures to reduce the spread of COVID-19. LBWCC has implemented the following health and safety requirements for employees and students on campus to minimize the spread of COVID-19:

• All employees and students must wear face coverings at all times in the workplace when they are interacting with others;

• All employees and students shall maintain physical distance from others of at least six feet to the extent practicable; when not practicable everyone must be wearing face coverings;

• Stay home if you have cough, fever, or other symptoms of illness and contact your supervisor immediately;

• Wash hands with soap and water and use hand sanitizer often;

• Avoid touching your nose, mouth, or eyes.

• Cover cough or sneeze with your sleeve or tissue. Dispose of tissue and wash hands afterward.

A hand sanitizing station will be set up in each department. Employees and students in a classroom or instructional lab area will be required to use hand sanitizer immediately upon entry into the room. Employees and students are required to wash hands as often as practicable. Employees and students will be required to disinfect and sanitize their work area, equipment, tools, and supplies at the end of use for the day.
Social Distancing Protocols for Common Areas and Student Events

Social distancing procedures will be followed by employees, students, and the general public to help prevent the spread of the virus. Individuals will stay at least six feet from each other. Contact with others such as handshakes, embracing, etc. will be eliminated. Precautions will be taken to avoid the close proximity of individuals when possible. Individuals will be asked not to congregate in buildings or parking lots. Individuals will be asked to avoid touching commonly used surfaces when possible, and avoid anyone that appears ill. The number of individuals allowed in recreation and common areas will be significantly limited. Furniture in common areas such as lounge areas, student centers, and waiting areas will be removed or greatly reduced. Activities offered will be re-imagined to comply with social distancing and safety protocols and will be held either virtually or outdoors.

Accommodations for Students with Disabilities

The College will serve students with disabilities virtually to the greatest extent possible. Students requesting accommodations can contact the ADA Coordinator for their respective campus via email or telephone. The Coordinator will email the student the appropriate documents. Students can return forms with documentation via mail or email. The Coordinator will review materials and schedule a teleconference or virtual meeting (e.g. Zoom) to complete intake. Once complete, the Coordinator will email recommended accommodations to the Instructor. The College may need to obtain additional technology based on the accommodation to be made and the delivery type of the student’s course.

Testing/Assessment

LBWCC will offer ACCUPLACER placement assessment testing on the Andalusia, MacArthur, and Greenville Campuses. The following procedures and protocols will be followed for assessment testing.

- Placement testing will be offered on scheduled days and by appointment.
- Students must schedule appointments for testing.
- Placement testing sessions will begin with staggered start times and no more than nine students will be tested during each session.
- The required six-foot distance will be marked in the hallways for students as they wait to enter the testing lab at check in.
- Proctors and students will wear face coverings.
- Proctors will wipe down the computers and testing area at the start of each day, after each test taker has completed their test, and again at the end of the day.
- Clorox wipes and hand sanitizer will be provided for test takers.
- Test takers will be seated six feet apart in the lab, which will allow every other computer to be used.
- Students will be required to sign Waivers indemnifying Lurleen B. Wallace Community College of any legal action as a result of participating in on-site assessment proctoring.

Website Information

Student Services personnel will continuously review the College website to ensure that all Student Services information is accurate and easily accessible. The College has established an “Updates” page on the LBWCC website to provide employees, students, and the community with the latest information regarding the local COVID-19 risk and College operations.
Cleaning Protocols and PPE
Enhanced levels of cleaning will be conducted in all common areas and high-touch surfaces. Disinfection measures will be taken routinely to disinfect workplace surfaces, chairs, tables, general use areas, etc. to protect employees, students, and the general public. Deep cleaning and disinfection protocol will be followed if an employee or student tests positive for COVID-19. The deep cleaning will be conducted by an external, professional service. LBWCC will require all students, employees, visitors, and entities utilizing the College’s facilities who are present on campus to wear face coverings for all face-to-face interactions, along with other necessary personal protective equipment. More information concerning LBWCC’s established cleaning and safety protocol can be found in the HEALTH AND SAFETY section of this plan.

Communication Plan
The COVID-19 pandemic is an ever-changing situation. Information regarding the College’s proactive efforts and responses to changes will be disseminated through a variety of channels. Employees and students will be instructed to check their LBWCC email, the College website, and the College’s social media feeds for the latest information. Communication will be sent to students, faculty, and staff requesting they not return to the College premises if they exhibit symptoms of COVID-19.

Saints Hall – Room Occupancy
The College managed housing facility, Saints Hall, consists of two buildings. Each with 12, four bedroom apartment units. Each unit has four single-occupancy bedrooms, two shared bathrooms, and a shared living and kitchen space. The College’s plan is to allow units to be filled to the maximum occupancy of four. Students will be encouraged to maintain social distancing within their unit and discouraged from congregating. In addition, the students will have the shared responsibility of cleaning their bathrooms and shared areas. Students will be provided with a supply of cleaning materials.

Saints Hall – Testing
The College will require all residential students to undergo COVID-19 testing prior to being allowed to enter Saints Hall in addition to completing the Saints Hall Student Medical Report. Guidance and information regarding COVID-19 testing will be provided by the Alabama Community College System.

Saints Hall – Quarantine Protocols
In the event of a necessary isolation, students will be encouraged to return home for the duration of their quarantine. If that is unavailable, the College will reserve one unit in each building to remain unoccupied in the event that a resident needs to be isolated. In the event of an isolation, College personnel will be responsible to provide an isolated student with meals and other necessary items. Symptomatic individuals will be provided with a printed statement which includes the following CDC guidance for returning to campus:

Persons WITH Positive COVID-19 test results returning to campus/work

- Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation and return to campus under the following conditions:
  - At least 10 days have passed since symptoms first appeared, and
At least 1 day (24 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g. cough, shortness of breath).

- Persons with COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation and return to campus under the following conditions:
  - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above should be used.

In the event of a need for quarantine, the unit from which the quarantined individual resided and was quarantined will be deep cleaned by an external, professional service.

**Saints Hall – Healthcare**
The College does not currently provide nor does it plan to provide healthcare to Saints Hall residents. However, the College will develop a list of healthcare providers and distribute the list to residents.

**Saints Hall – Cleaning and Safety Protocols**
Saints Hall will use the College’s adopted safety protocols. The College has put in place preventative measures to reduce the spread of COVID-19. LBWCC has implemented the following health and safety requirements for employees and students on campus to minimize the spread of COVID-19:

- All employees and students must wear face coverings at all times when they are interacting with others;
- All employees and students shall maintain physical distance from others of at least six feet to the extent practicable; when not practicable everyone must be wearing face coverings;
- For the housing facility, there shall be no gatherings or assembly of more than 6 (six) people in any one area;
- Stay home if you have cough, fever, or other symptoms of illness and contact the Saints Hall Manager immediately;
- Wash hands with soap and water and use hand sanitizer often;
- Avoid touching your nose, mouth, or eyes.
- Cover cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash hands afterward.

The College is not currently responsible for any cleaning within the housing units. However, common areas such as stair case handrails, mailboxes, and doorknobs will be sanitized twice per day by Saints Hall staff.

Temperature checks of all residents will be done with no-contact thermometers outside the Saints Hall Office daily from 8:00 a.m. to 12 noon. Individuals with a 100.4 or higher temperature will receive a second temperature check. Once verified the second time, the individuals will be asked to return to their room and consult a healthcare provider.

**Saints Hall – Modification of Contracts**
The College will add an addendum to the Saints Hall contract outlining student responsibilities, protocols, changes to residential policies due to COVID-19.
Saints Hall – Building Access
Access to Saints Hall will be limited to residents and housing staff. Non-resident visitors will be limited to immediate family members and must be approved by the Saints Hall Manager in advance. Visitors will be subject to all safety, social distancing, and temperature protocols.

Saints Hall – Training and Education
Students residing in Saints Hall are required to attend an Orientation immediately after move-in. This Orientation will be held in a social-distanced format. In addition to reviewing housing policies and procedures, special training regarding COVID-19 safety will be provided. Residents and student staff will receive information regarding symptoms, prevention, personal conduct and hygiene, shared responsibility, and proper use of PPE.

Dining Area Protocols
LBWCC does not provide dining/food services for employees, students, or the community.

WORKFORCE DEVELOPMENT AND ADULT EDUCATION
Delivery of Proctoring and Assessments
Adult Education and Workforce Development will proctor assessments, by appointment, to ensure adequate space in each classroom. These assessments include TABE, WorkKeys, MSSC, and GED Ready. Students will be required to sign a Waiver and receive training prior to entering the testing lab. Face masks will be provided and temperatures will be checked upon entry into the building. Students will be assigned to workstations a minimum of six feet apart. Workstations will be sanitized after each use.

Online proctoring of assessments will be conducted when possible. The College will work with students to ensure they have the necessary technology and internet access to complete the assessment virtually. The TABE and GED Ready assessments are proctored by LBWCC’s Adult Education Program using Zoom. MSSC has entered into a partnership with Proctor U to administer MSSC assessments virtually.

LBWCC’s GED Administrator will proctor the GED assessment on the MacArthur Campus. Face masks will be provided and temperatures will be checked upon entry into the building. Students will be assigned to workstations a minimum of six feet apart. Workstations will be sanitized after each use. Online GED assessments are available to qualified students through the GED Testing Service.

Adult Education Training Delivery
Adult Education instruction will be provided on-campus, hybrid, and online. Adult Education students will be asked to schedule class time at each location to ensure adequate social distancing space. Hybrid and online students will be assigned course work to complete at home via a learning management system or paper assignments. Students will be required to sign a Waiver and receive training prior to entering the classroom. Face masks will be provided and temperatures will be checked upon entry into the building. Desks and workstations will be sanitized after each use.
Workforce Development Training Delivery
All open enrollment, fast-track courses will be taught on-campus. The College will ensure a disclaimer is posted to our website, banner registration page, in the course syllabus, and communicated to students that the course may be moved to online instruction if the College closes due to COVID-19. Students will be asked to sign an Acknowledgment when taking a placement test. Students will be required to sign a Waiver and receive training prior to entering the classroom. Face masks will be provided and temperatures will be checked upon entry into the building. Desks and workstations will be sanitized after each use.

Accommodations and Safety at Non-College Facilities
The College will review the safety guidelines at all off-site facilities. LBWCC’s safety guidelines will be observed in addition to the guidelines of the off-site facility. Social Distancing and PPE will be required.

Addendum to Enrollment Forms
An addendum will be added to the enrollment process and students will be asked to sign an Acknowledgment that they were informed of the addendum and agree to continue registering for the course.

Addendum to Contract for Training
An addendum will be added to contracts stating:

Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood storm, strikes, or statutory regulations, rule or action of any federal, state, or local government, or any agency thereof.

Virtual and In-Person Office Hours
Students and other visitors will be served virtually and on campus. Any Adult Education or Workforce Development faculty or staff member who must transition to working virtually or teaching a traditional course in an online or hybrid format due to the pandemic or other emergency event will schedule two hours of virtual office hours per week. In-person office visits will be scheduled by appointment in order to manage traffic flow and the number of people in the office. LBWCC will require all students, employees, visitors, and entities utilizing the College’s facilities who are present on campus to wear face coverings for all face-to-face interactions, along with other necessary personal protective equipment. Students and other visitors must adhere to the established safety protocol listed in the HEALTH AND SAFETY section of this plan.

Reduction of Students in Labs
The College will reduce class sizes as needed to maintain a minimum physical distance of six feet. Student needs will be accommodated with a hybrid instructional format. Additional courses will not need to be offered.

Off-Campus Locations
Faculty and students at off-campus locations will observe all LBWCC safety guidelines and will follow additional safety procedures in place at the off-campus facility.
CLOSING

The information included in this plan outlines the procedures that LBWCC employees, students, and visitors will follow during our Fall Semester 2020 Operations. LBWCC employees will work hard to ensure that, to the extent possible, the College safeguards the health and safety of our employees, students, and visitors while providing excellent instruction in a challenging environment. If you have any questions or concerns about LBWCC’s Fall Operations, please contact Dr. Chris Cox, Interim President, at (256) 624-8511 or ccox@lbwcc.edu.