



Southern
West Virginia
Community and Technical College

Board of Governors

**Agenda Book
July 16, 2020**

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**Southern West Virginia Community and Technical College
Board of Governors**

**Special Meeting of July 16, 2020
VIA Zoom/Teleconference - 5:00 p.m.**

Join Zoom Meeting: <https://zoom.us/j/92902666014>

Meeting ID: 929 0266 6014

Dial-in Only: 1-646-876-9923

Join by Skype for Business: <https://zoom.us/skype/92902666014>

AGENDA

1. Verification of Quorum and Call to Order Dr. Lisa Haddox-Heston
Board Chair

2. Discuss and act upon matters relating to Southern West Virginia
Community and Technical College's ongoing response to the
COVID-19 pandemic Dr. Pamela Alderman
President
 - 2.1 Return to Campus Operations Guidelines*

3. Adjournment Chair Heston

*Denotes an item requiring action/approval.

DRAFT

Return to Campus Operations Guidelines
Southern West Virginia Community and Technical College

Fall 2020



Southern West Virginia Community and Technical College

DRAFT Return-to-Campus Operations Guidelines

July 20, 2020

The COVID-19 pandemic continues to evolve rapidly and Southern has, and will continue, to evaluate and plan for numerous “what if” scenarios. These guidelines are based on the information that is known today. We will continue having open dialogue opportunities to reassure employees and students that their health and safety are our number one priority.

Employees will begin transitioning from remote to campus-based work in phases beginning July 20, 2020. By August 3, 2020, we anticipate the majority of employees will have returned to campus. Supervisors will communicate specific schedules to increase social distancing where appropriate.

It is the responsibility of Southern employees and students to monitor their daily health for their own benefit and the safety of others. Anyone with any COVID-19 symptoms will be required to contact their supervisor along with consultation of the Director of Human Resources to determine if remote work is appropriate.

If any employee or student tests positive for COVID-19, the College will work with the local health department in accordance with all regulatory guidance and applicable laws to ensure contact tracing occurs. Contact tracing warns contacts of exposure in order to stop the chains of transmission. The campus(es) affected will close until the facilities can be decontaminated and cleaned by a professional cleaning service.

Face masks or face coverings must be worn by all employees and students in all interior spaces including classrooms, hallways, restrooms, etc. The College will provide all employees and students with washable face masks; however, everyone is encouraged to have additional face masks/coverings for use. Each campus will have a limited supply of disposable masks if you happen to forget yours.

Exceptions for employees are private offices except when occupied by more than one person. When not wearing a mask, office doors should be closed to discourage others entering into your work area and you becoming unprotected.

Instructors may use face shields in classrooms to better facilitate communications. The Office of Disability Services will work with students who may need appropriate accommodations and the Office of Human Resources will work with faculty and staff.

Hand sanitizing supplies will be readily available throughout the campuses.

Work related travel will continue to be restricted for the fall. Required business travel for accreditation and other essential travel will be reviewed and may require you to self-quarantine for 14 days upon return.

Employees should avoid office gatherings, break rooms, and unnecessary in-person meetings and socializing in the workplace. Work spaces will be configured and managed to allow for 6 feet distances. Similarly, students should avoid congregating in groups. Employees and students should wear masks or face coverings in all public spaces and spaces used by multiple people. Meetings should be conducted electronically, even when working on campus. If meetings cannot be conducted virtually, participation should be limited to ten (10) participants while maintaining appropriate physical distancing and wearing of masks or face coverings. The largest available meeting location should be used.

High touch items have been removed from common areas. These include magazines, common pens, etc. Community supplies of paper plates, cups and utensils will be discontinued. Employees should keep a supply for their private use only in their offices.

Classroom, computer labs, and common area doors will be open to maximize traffic flow and minimize the need to touch handles. Elevators will be marked for maximum occupancy. Only those with a physical need should use the elevators. The College will continue to utilize virtual advising sessions and online tutoring to promote health and safety.

Hand hygiene supplies are available on all campuses and in each building. All common areas will be cleaned daily. Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, will be cleaned with soap and water or another detergent at least daily when facilities are in use. Supplies will be available so that certain high-use surfaces and objects in public spaces, such as telephones, common printers and copiers, and point of sale keypads, can be cleaned and disinfected before each use. If you notice that sanitizing wipes, hand sanitizer, or other supplies have been depleted, please request additional supplies through the appropriate Director of Campus Operations and they will be replenished. While cleaning alone does not kill germs, it reduces the number of germs on a surface. Wipes or disinfect spray and cleaning rags will be available in all classrooms. Faculty and students are strongly encouraged to wipe the surface areas of their desks, chairs, podiums, etc. upon classroom arrival.

NOTE: At this time cleaning wipes are not available due to high demand.

This plan has been communicated to all Southern employees and students via email and is posted on the Southern Coronavirus web page. Virtual Town Hall meetings for students and families will be held prior to the start of the fall semester and when appropriate after the start of the fall semester. Virtual Town Hall meetings for employees will continue to be held as appropriate. The date, time, and access information for all Virtual Town Hall meetings will be distributed via email. Southern will provide regular update, reminder, and myth-rumor busting communications throughout the fall semester via email and on our COVID-19 web page.

Signage using Centers for Disease Control guidelines and materials will be posted throughout campuses. Southern uses an emergency messaging system, Southern Alerts (<https://southernwv.bbcportal.com/>). All emergency alerts will automatically be sent to every Southern provided email address (@southernwv.edu), every Southern office or classroom phone, Southern's website, Southern's Facebook page, Southern's Twitter feed, a pop-up

window on every Southern owned desktop/laptop computer on the Southern network. In addition, you may also sign up to have alerts delivered via email to any personal email address, text messages sent to any cell phone numbers you provide, and voice calls made to any voice phone number you provide.

Visitors will not be permitted to enter without College approval. Non-essential visitors will be discouraged. Access to buildings will be restricted to one entrance (*larger buildings will have two*), and exits will be marked accordingly. All doors may be used as an exit in the event of an emergency.

ADDITIONAL CRITERIA IN REGARDS TO THE COVID-19 CRISIS:

If you have any of the COVID-19 symptoms you should stay home and continue to monitor for 48 hours.

If an employee travels out of state or to a “hot spot” region of the country, you should discuss with your supervisor and self-quarantine for 14 days. If a student travels to a “hot spot” region, you should discuss with your instructors about making up work and self-quarantine for 14 days.

Any student who self-quarantines, needs to report the situation to the Director of Campus Operations at your appropriate campus.

Appropriate masks are to be worn in all public places in buildings, such as entrances, hallways, restrooms and all common areas. You may remove your mask when alone in your office.

If a student does not cooperate in wearing a mask, they would be considered disrupting class and will be ask to leave.

The traffic flow in each building has been laid out to keep social distancing practices in place such as walk on right side of hallways, stairwells are directional (either up or down), only one or two people are allowed on elevators at a time, and limitations have been put on the number of people that are allowed in a restroom at one time.

Signage will be placed to give instructions on traffic flow as mentioned above.

Students and non-employees must have an appointment to enter any Southern building in the interim. An area will be set up on each campus for Student Services staff to deal one-on-one with students. An eight (8) foot table will be set up and a chair at each end to discuss student matters.

When students return, all “Common Areas” will be adjusted to provide Social Distancing.

Faculty will assign classroom seats for students due to the possibility of contact tracing.

The President and Supervisors, along with the Director of Human Resources, can discuss and make decisions on employees who may need to continue working from home due to underlining health issues.

The President will continue to hold Town Hall Meetings to keep staff advised with updates regarding policies and changes that may be made as we continue to deal with the COVID-19 crisis.

Employees will be asked to “contact trace” with anyone they may come in contact at all times in the event of a COVID-19 outbreak.

These guidelines could change at any time and you may contact your Campus Director or Supervisor if you have any questions or concerns.

Employees must complete, sign, date and return the **COVID-19 Employee Return-to-Campus Acknowledgement** form prior to returning to their office or work area. Upon return of the completed form, masks will be issued. Employees at the Logan Campus are to return forms to the Office of Human Resources in Building B; all other employees are to return forms to their respective Director of Campus Operations.

NOTE: Any changes or directives issued by West Virginia Governor Jim Justice, will supersede any procedures in this document.

Pamela L. Alderman, Ed.D., MSN, RN
President

COVID-19 EMPLOYEE RETURN-TO-CAMPUS ACKNOWLEDGMENT

By signing this form and submitting to the Human Resources Department, I acknowledge that I understand I have a continuing obligation to self-screen on a daily basis and to self-quarantine if any of my answers to the screening questions listed below are “YES,” and to my supervisor and Director of Human Resources. I further acknowledge that this is for my health and safety as well as the health and safety of students and co-workers.

Do you have any of the following symptoms:

- Fever?
- NEW cough?
- NEW shortness of breath?
- NEW body aches?
- NEW sore throat?

Are you currently in quarantine or have a test pending for COVID-19? Yes No

Have you had any close contact outside of work with:

- Person who has tested positive for COVID-19? Yes No
- Person in quarantine or awaiting COVID-19 results? Yes No

Until further notice I will register my vacation and travel plans with my Supervisor and the Director of Human Resources for the following:

- All international travel;
- Out of state travel or to an area deemed as a “hot spot” for COVID-19;
- Travel by plane, cruise ship or other multi-passenger mode of transportation; or
- Traveling and attending events for 50 or more people in which social distancing is difficult to maintain.

I have received the policies and procedures related to appropriate PPE utilization and wearing of a face covering while at work and agree to abide by them.

Printed Name

Signature

Date