



South Louisiana Community College

Reopening Plan 2020

COVID-19

As of 5-20-20

Updated as of 6.04.2020

Update as of 7-02-2020

- **Essential Occupational Training Phase**
- **Phase One - Stay at Home Order Lifted**
- **Phase Two - No evidence of a rebound**
- **Phase Three – Normal Business Operations**

The health and safety of our employees is our number one priority.

COVID-19 is thought to spread mainly through close contact from person-to-person in respiratory droplets from someone who is infected. People who are infected often have symptoms of illness. Some people without symptoms may be able to spread the virus.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads.

Employees should avoid touching their face and should wash their hands thoroughly (20 seconds) with soap and water several times during work hours to reduce risk and prevent person-to-person potential infections. If soap and water are not available, use an alcohol-based hand rub. Also, routinely clean frequently touched surfaces.

General:

- **Employee Access Control Lead** (Director of Security)– Works with team to manage social distancing logistics.
- **Virus Prevention and Protocols Lead** (Safety Coordinator) – Works to develop protocols to ensure the wellness of all employees.
- **Sanitization and Disinfection Lead** (Facilities Director / Operations Manager)– Works to manage daily and periodic disinfection logistics, including routine and deep cleaning, and disinfection processes.
- **Communication Lead** (Director of Marketing)– Works to manage all related communications across the college related to preparedness and response.
- **Personal Protective Equipment (PPE) and Materials Lead** (Facilities Director / Facilities Manager)– Works to secure all necessary supplies to implement and sustain the college preparedness and response plans.

DISINFECTING AND PREPARING FOR RETURN TO WORK

- The SLCC Facilities Department, working with internal and external janitorial services, disinfects all surfaces prior to returning to work.
(Once an area has been disinfected it will not be readdressed until staff and faculty return and utilize the area. Per CDC: If it has been more than 7 days since a person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary).
- Shared public spaces will be addressed twice daily with three times per day in high touch point areas and restrooms.
- Workspaces will be cleaned and disinfected daily. Employees are strongly encouraged to disinfect their own workspace multiple times during the day, giving special attention to common surfaces.
- Supplies will be available to employees (masks, disinfectant wipes/solution, gloves as applicable).

SOCIAL DISTANCING PROTOCOL

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Eliminate contact with others, such as handshakes

What should I do if I might have been exposed?

- If you or someone in your home might have been exposed, self-monitor. Be alert for symptoms (take temperature if symptoms develop) and practice social distancing.
- If you feel healthy but recently had close contact with a person with COVID-19, be alert for symptoms, check temperature twice a day, self-quarantine for 14 days from last contact and practice social distancing.

SICK EMPLOYEE PROTOCOL

Employees should not report to work if they:

- Suspect they are sick.
- Have symptoms such as fever, sore throat, cough, or difficulty breathing.
- Have tested positive for COVID-19 (employees must contact HR for notification).

Procedure When Employee who becomes ill at work:

- Immediately notify your next direct level supervisor
- The supervisor should direct the ill employee to leave work and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
 - If the infected person is well enough to drive their own vehicle, ask them to use it.
 - If they cannot drive themselves, they should isolate to the extent possible, (remain wearing a mask) and transportation should be secured for their safe transportation either home or to a physician.
- Human Resources (HR):
 - If the employee has a positive COVID19 result, identify persons who may have been in contact with the suspected infected employee.
 - The name of the infected employee should not be provided.
 - Advise employees that they may have been in contact with an infected employee. Employees should continue to wear a mask and carry out a self-screening check every morning, and based on the results, report to work or contact the HR department.
- Facilities Department:
 - Ensure that both the isolation area and suspected employee’s workstation or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the infected employee.
 - All persons carrying out this cleaning should wear disposable nitrile (surgical type) gloves, and all support persons’ PPE should be appropriately discarded prior to resuming normal work functions.

RETURN TO WORK PROTOCOL AFTER BEING SICK

Employees are requested to remain off the property for 14 days from the first day of symptoms if they have a test that shows positive results.

Employees should avoid leaving their home if possible; but if necessary, should practice exceedingly good hygiene and social distancing. Work while at home is expected to continue where possible.

Returning to Work After Home Isolation:

People with COVID-19 themselves, presumed or tested, or have been directly exposed to others with COVID-19 who have been under home isolation/quarantine can return to work after all three of the following have occurred:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - At least 7 days have passed since your symptoms first appeared
- or
- You received two negative tests in a row, 24 hours apart. Your doctor will follow local health authority or CDC guidelines. (Optional at employee expense.)

Please contact Human Resources Elyse McIver, Benefits Coordinator (p: 337.521.6603, remote phone: 337.735.4544, elyse.mciver@solacc.edu) prior to returning to work to advise that you have met the above criteria for your return, and to discuss documentation that may be required prior to returning to company premises.

EMPLOYEES NOT EXPECTED TO RETURN TO WORK

There are some employees that will not be able to return to the work site.

School and Child Care Closure:

- Employees who have school age children may not be able to return to work until child-care is open and available or until another caregiver can be identified.
- Upon request by the employee to HR, reasonable accommodations should be made in accordance with the Families First Coronavirus Response Act.
- Remote working is the preferred accommodation.

ESSENTIAL OCCUPATIONAL TRAINING

The following occupational training programs have been identified as producing essential personnel. As such, steps have been taken to restart the training of essential occupational programs effective May 11, 2020. All students will be contacted and afforded the option of continuing training. Students may opt out and continue at a future time. Only students identified in the rosters related to the courses will be allowed access. No children or family members may enter with students, faculty, or staff.

Programs producing essential personnel:

- Registered Nursing
- Licensed Practical Nursing
- Certified Nursing Assistant
- Nondestructive Testing
- Welding
- Machine Tool Technology
- Diesel Technology
- Culinary Arts
- Scaffolding
- Commercial Driving Licensure
- Power Lineman
- Heating, ventilation, and air conditioning (HVAC)
- Maritime
- Electrical
- Healthcare Related Programs

Guidance of the CDC will be followed to help ensure the safety of students and faculty.

Note: all provisions noted below under Phase One also apply to essential occupational training.

PHASE ONE

ENTRY REQUIREMENTS

Most SLCC faculty and staff will continue to telecommute/work from home. However, essential services such as security, facilities and other(s) noted below in the third bullet will be re-established in a limited capacity.

All students, faculty and staff **who are not wearing a mask** will be required to complete a screening questionnaire prior to entry.

All entrances will be equipped with hand sanitizing to be utilized prior to entry and upon exit.

- Personal Protective Equipment (PPE) – All employees who have contact with the public must wear a mask. All employees should wear PPE based on function and existing social distance measures. Masks do not need to be worn if the employee is working alone in their personal office space. Masks should be worn in an area where there is more than one employee even if they are greater than 6 feet away. Masks must be worn when students or other staff/faculty would enter. Students will be encouraged to wear masks as per CDC recommendations.

- The college will provide masks when possible, but all employees and students should attempt to obtain individual cloth face coverings and wear a mask/face covering in public settings as recommended by CDC where other social distancing measures (6-feet of spacing) are difficult to maintain.
- Gloves should only be worn by those handling edible products, during sanitation cleaning, and in certain circumstances, by those interacting with the public. Gloves need to be changed frequently and when contaminated. Gloves should **not** be worn at all times by employees. There is no difference in frequent hand washing or changing the gloves frequently.
- Locations to be partially re-opened with entry into phase one (i.e. buildings). Phase One occupancy for these buildings will be limited to a maximum of 25 percent of capacity. When departmental services are open to the public, only student/potential student with maximum of one parent/other is allowed – no more than two in a party for any entrance – others are asked to wait in vehicles or outside in open spaces.
 - Main entrances to each building will be utilized for entrance and exit (Clearly marked entrance lines must be used to prevent entrance and exits at the same time) Notifications are to be placed on all other exit doors to use the main entrance.
 - Security will track entrance and exit of building occupants and ensure social distancing within the building. A checklist or standard questions of those entering a workplace or worksite to identify those individuals that may pose an increased risk will be used **if they arrive without a mask**.
 - All entering a facility must utilize hand sanitizer. In the event hand sanitizer is not available, the closest restroom to the entrance will be identified and designated for handwashing only.
 - Supervisors are responsible for ensuring employees wear PPE. Security will assist with visual identification.
 - Employees not adhering to PPE requirements will be subject to suspension and placed on leave without pay for up to 2 days.
 - Each department must have floor markings for waiting lines at 6-foot intervals. If not feasible due to space restraints, students/other should wait outside until the department verifies availability of space.
 - No groups within a building greater than 10.
- Essential services are to be re-established. **Each division must identify essential services and such reentry must be approved by the respective Vice Chancellor.** Written departmental authorization must be provided to Security no later than 24 hours prior to authorized building entry.
- Workspaces/Learning Environments:
 - Employee work shifts and educational course start times should be staggered to space out staff/students,
 - All spaces are to be reconfigured, as needed, to create more distance between workers/students (separation of 6 feet),
 - Utilizing classrooms or other locations for expanded office space or student separation is recommended,

- Limit equipment use (i.e. sharing of equipment such as tools, printers, faxes, phones, copiers, etc.) and where impractical utilize additional sanitizing.
- Identification of employees at a Higher Risk as identified by the CDC.
 - Higher Risk Employees should self-identify to Human Resources. Human Resources will notify the employee's supervisor of applicability (not the medical or other condition) and employees will coordinate work schedules with their supervisor. Examples include: 65 or older, underlying medical conditions, including: chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, prolonged use of corticosteroids and other immune weakening medications), severe obesity (Body Mass Index [BMI] of 40 or higher), diabetes, kidney disease undergoing dialysis, liver disease, pregnancy, etc.
 - Higher Risk Employees – steps you can take:
 - Where practical, stay home and work via telecommuting,
 - Wash your hands often,
 - Adhere to Social distancing (stay 6 feet away)
 - Clean and disinfect frequently touched surfaces.

IMPLEMENTATION

Upon successful completion and establishment of all phase 1 entry requirement measures the following guidelines shall be applied to any re-opened buildings:

- Common areas (breakrooms, conference rooms, etc.) within re-opened buildings will remain closed and unavailable for use to building occupants.
- Restrooms remain open. PPE must be worn by faculty/staff and recommended by students. Single use restrooms should be utilized first. In multi-use restrooms, skipping stalls is recommended and always wash hands for 20 seconds before and after use.
- All non-essential travel will be prohibited and CDC guidelines regarding isolation following essential travel shall be enforced.
- Special accommodations (i.e. single occupancy office, etc.) shall be referred to Administration for consideration.
- Human Resources shall work with departments to contract essential service personnel, if needed.
- Face – to – face classes will continue to remain closed with the exception of workforce and technical sections which will limit students to adequate spacing based on the physical space layout of the area.
- No in person events shall be allowed without written approval from the Chancellor and following strict social distancing protocols.
- Meetings should remain virtual if possible. Otherwise, no more than 10 people may be present and social distancing followed.

PHASE TWO

SLCC will enter phase two of the re-opening plan once there is no evidence of a rebound and gating criteria have been satisfactorily met for a second time. SLCC shall abide by the following guidelines upon entrance to Phase 2:

- All Higher Risk individuals shall continue to shelter in place. Employees who have vulnerable residents as members of their households should take precautions to isolate from their vulnerable residents.
- Personal Protective Equipment (PPE) – All employees must wear PPE based on function and existing social distance measures.
- **Effective 7-08-2020, students are required to wear a mask to enter a building, obtain services, and to attend class.**
- **Effective 7-08-2020, all vendors, to include repair/service providers, must wear a mask to enter a building.**
- Social gatherings of more than 50 people are prohibited.
- Social distancing measures (minimum 6 ft. distance between individuals) will still be in effect
- Non-essential travel can resume (based on the discretion of the college administration) (all travelers are asked to continue to wear personal protective equipment and practice social distancing during their travels).
- The college will reopen to students and potential students ~~the public~~ reinforcing moderate physical distancing protocols. Technology should continue to be used to service students. In person appointments are highly recommended. Some face to face classes may resume in addition to workforce and technical education. The college remains closed to the general public/visitors (exceptions only if granted by college administration).
- Events can resume with moderate physical distance protocols in place.
- Meetings should remain virtual if possible.
- Non-essential personnel can begin to return to the workplace (based on the discretion of the college administration). **Each division must identify essential services and such reentry must be approved by the respective Vice Chancellor.** Written departmental authorization must be provided to Security no later than 12 hours prior to authorized building entry. Some employees may continue to telecommute due to their classification as “vulnerable” or due to others within their residence being classified as “vulnerable”.
- New Iberia gym will remain closed.
- Nursing and Allied Health may resume clinical setting trainings, this will be left to the discretion of the clinical site and students/faculty/SLCC employees may need to adhere to additional safety rules, guidelines, expectation, etc.

PHASE THREE

Phase Three will begin when the state/region has no evidence of a rebound and that satisfy the gating criteria a third time. SLCC shall abide by the following guidelines for Phase Three:

- Normal business operations resume at all sites/locations
- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.
- Low-Risk populations should consider minimizing time spent in crowded environments.
- Events can resume with limited physical distancing protocols.
- All face – to – face classes can resume with normal occupancies.