

# COVID-19 PHASE 1 PLAN



Bossier Parish Community College (BPCC), working together with local health departments, has an important role in slowing the spread of disease. BPCC's efforts will help ensure students, staff, and faculty have safe and healthy environments in which to learn and work. BPCC is currently taking steps which will help prevent the spread of COVID-19 among its staff and students, in the event that local health officials identify community transmission.

BPCC will continue to collaborate, share information, and review plans with local health officials to help protect the whole BPCC community, including those with special health needs. BPCC's Phase 1 recovery plan is designed to complement other community mitigation strategies to protect high risk populations and the healthcare system, to minimize disruption to teaching and learning, and to protect students, staff, and faculty from social stigma and discrimination. The BPCC recovery plan builds on everyday practices (e.g., encouraging hand hygiene, monitoring absenteeism, communicating routinely) that include strategies for before, during, and after a possible outbreak.

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the following CDC website periodically for updated interim guidance: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

**As recommended by the CDC, BPCC has developed protocols for the following circumstances:**

Practices during periods of moderate to substantial rate of community spread as determined by the federal government, Governor, and/or local health officials.

## PREPARING FOR RETURN TO WORK

As employees think about returning to work, on-site, in the future, the following information should be considered and guidelines followed.

### DISINFECTING

- Facilities will be 100% disinfected prior to anyone returning to work.
- Disinfection frequencies for workspaces and shared spaces have been established.
- Employees will be provided PPE supplies upon return to work (mask, gloves, disinfectant wipes/solution)

### SOCIAL DISTANCING

Social distancing is a simple, yet very effective, mechanism to prevent potential infection--one which relies on simple distance to avoid infection.

#### SOCIAL DISTANCING GUIDELINES

- Stay 6 feet away from others as a normal practice.
- Eliminate contact, such as handshakes, with others.
- Avoid touching surfaces touched by others, to the extent feasible.
- Avoid anyone who appears to be sick, or who is coughing or sneezing.

## CAMPUS BUILDINGS

- Building/classroom maximum capacity is determined by CDC guidelines and will be monitored accordingly.
- When possible, remote work will be allowed to minimize the number of building occupants at any given time.

## WORK-STATIONS

- Whenever possible, work-stations should be arranged to allow separation of 6 feet.
- Avoid face-to-face desk layouts.
- Clear signage about the desired position of the employees may be placed in each work-station.
- Employee boundaries will be clearly marked on the floor.
- Workers are strongly encouraged to disinfect their own work space multiple times during the day, giving special attention to common surfaces.
- Employees should be reminded to avoid touching their faces and should wash their hands thoroughly with soap and water several times during work hours to reduce risk and prevent person-to-person potential infections.

## MEETINGS

- No more than 10 employees will be allowed to attend any on-site meeting.
- In person meetings should be kept short to minimize exposure.
- Time for meetings may be staggered.
- Each meeting attendee must maintain a distance of 6 feet or greater from other attendees.

## COMMON AREAS

- Increase cleaning intervals to ensure clean environment at all times
- Ensure the required 6 feet of social distancing is maintained
- Avoid non-essential gatherings

# PHASE 1: CAMPUS REMAINS CLOSED

- Per the guidelines received from the Louisiana Fire Marshall's office, colleges and universities will remain closed under Phase 1, and these institutions will continue processes developed during the stay-at-home order (Phase 0 as defined by the State).
- All personnel will continue telework procedures established under the telework policy.
- All instruction will remain online – Summer 2020 will consist of online instruction only.
- All campus visits will continue to require pre-authorization, following the policy and procedures established during the stay-at-home order (Phase 0).
- All personnel should complete the CPTP SCS Preventing COVID-19 WBT training course available on LEO Training [leo.doa.louisiana.gov/irj/portal](http://leo.doa.louisiana.gov/irj/portal). Employees must submit training transcripts providing proof of successful course completion to supervisors and to HR prior to those employees being allowed to return to work on campus.