

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.



**Return to Campus Plan – Adopted 5-14-2020
Prepared by COVID-19 Committee**

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Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

Guiding values

1. Maintain the safety of our students, our faculty and staff and other stakeholders who access our services.
2. Support the college mission, vision and values, community needs and student goal attainment while reducing risk.
 - a. Health risks
 - b. Legal risks
 - c. Business risks
3. Follow government requirements, accreditation rules and College policies and regulations as well as guidance from federal, state and local health officials and healthcare providers and maintains flexibility if conditions or requirements change.

Guiding statement (adopted 4-23-2020)

For decisions about return to campus and long-term crisis response as we work to continue to address the State Fair Community College mission, our priority is the health and safety of our students, faculty, staff, and other stakeholders. The College will follow government and accreditor requirements, College policies and regulations, will seek guidance from federal, state and local health officials and healthcare providers and other experts and will develop processes to reduce health, legal and business risks while maintaining flexibility if conditions or requirements change.

Return to Campus

We will phase in return to campus based first on our ability to meet safety requirements, second on prioritization of programs that require on-ground service. Until COVID infection risk is broadly mitigated in our region, state and country, our programming and services will not be business as usual, as we implement physical distancing and intense sanitization protocols, encourage PPE, and continue to maintain higher-than-preCOVID-levels of work and learn from home services and programming. Our plan is to have Category Three Programs, Services and Operations on campuses by August 1, 2020, if allowed by the federal, state and local officials and with the safety provisions in this plan in place. To make this return to campus successful, we must maintain a college-wide culture among students and employees of care and respect for each other as reflected in focused attention to all health and safety requirements in this plan and the systems and processes related to implementing this plan.

- **Category One Programs, Services and Operations:** Require full or partial programming on-campus to meet outcomes and/or accreditation or other legal requirements.
- **Category Two Programs, Services and Operations:** On-campus programming enhances programming but is not required.
- **Category Three Programs, Services and Operations:** Programming can be delivered just as effectively online or on campus.

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

- **Category Four Programs, Services and Operations:** Programming is not essential to college mission and can be delayed until COVID-19 is no longer a risk.

Recommendations about phased return to campus will be made by the COVID team as allowed by government and accreditor requirements, College policies and regulations, and after seeking guidance from federal, state and local health officials and healthcare providers and other experts, and considering community factors such as the availability of childcare. Initially, ELT members will present to the COVID-19 the designation of programs, services and operations as Category One, Two, Three, or a combination. Subsequently, ELT members will submit changes to that list to the COVID-19 team at its regular meeting. Currently, Category One on-site essential programs, services and operations have been identified. Additional Category One and Category Two programs, services and operations should be submitted to the COVID-19 Response Team for approval. Decisions about Category Three and Four return will be made by the President; all approvals may be rescinded in an emergency, perhaps with little notice.

Prior to the recommendation, ELT members should meet virtually with employees when considering phased return to campus plans, to understand the plans for returning to their workplace, including physical distancing, personal safety, sanitation and communication, as well as to understand what questions or concerns may exist. On-Site Essential Employees or employees and students in a Category One Program, Service or Operation, will be required to work or study on campus. Employee appeals to this requirement may be made to the Human Resources Executive Director. Student appeals to this requirement may be made to the Dean of Students. Employees in Category Two or Three programs, services or operations may be required to work on campus or asked to work online. Not all classes or programs may have an online or an on-campus option.

This plan has been reviewed and approved by the Pettis County Health Department.

Safety Requirements

Physical distancing

Any on site programming must be able to accommodate physical distancing, which for this document means a physical separation of a minimum of 6 feet. Faculty, staff and students will observe physical distancing requirements.

The college if required will adjust offices and classrooms to accommodate physical distancing, increasing physical space between employees at work, and increasing physical space between students and faculty and students and staff. In some cases, Plexiglas shields will be installed. Academic, technical and health science deans will work with division chairs and campus directors to develop discipline and site based physical distancing plans that will include eliminating seats in classrooms, extending lab times, incorporating hybrid programming and/or other strategies.

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

The deans will also develop strategies where possible, such as in courses with multiple sections, for synchronous or asynchronous delivery for students who develop into COVID positive or COVID exposed during the semester.

The college will modify on campus, community-gathering places to discourage use or to support use with physical distancing. These spaces include but are not limited to:

- Stauffacher Commons
- Library Gathering Spaces
- “Cyber Café”
- Benches in hallways

Signage in hallways will provide direction to students awaiting for class. A classroom should completely empty prior to students entering.

The Cafeteria will modify its services to eliminate shared serving options (see Residence Hall Plan below).

In addition, employees will be encouraged to hold virtual meetings for internal and external publics whenever possible and on-ground meetings will only be allowed if Category Four programming is approved and if physical distancing and other measures can be implemented. Employees should minimize business travel. The college president can approve exceptions.

Health

Students and employees who are sick, or are COVID-19 positive or exposed, must study and work at home, and students or employees who are [high risk to severe illness due to COVID-19](#) are recommended to study and/or work from home.

The CDC identifies people of any age with the following underlying medical conditions are at increased risk for severe illness from COVID-19:

- [Chronic kidney disease](#)
- [COPD \(chronic obstructive pulmonary disease\)](#)
- [Immunocompromised state \(weakened immune system\) from solid organ transplant](#)
- [Obesity \(body mass index \[BMI\] of 30 or higher\)](#)
- [Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies](#)
- [Sickle cell disease](#)
- [Type 2 diabetes mellitus](#)

Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease are at higher risk for severe illness from COVID-19 than other children.

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

According to the CDC, people with the following conditions **might be at an increased risk** for severe illness from COVID-19:

- [Asthma \(moderate-to-severe\)](#)
- [Cerebrovascular disease \(affects blood vessels and blood supply to the brain\)](#)
- [Cystic fibrosis](#)
- [Hypertension or high blood pressure](#)
- [Immunocompromised state \(weakened immune system\) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines](#)
- [Neurologic conditions, such as dementia](#)
- [Liver disease](#)
- [Pregnancy](#)
- [Pulmonary fibrosis \(having damaged or scarred lung tissues\)](#)
- [Smoking](#)
- [Thalassemia \(a type of blood disorder\)](#)
- [Type 1 diabetes mellitus](#)

According to the CDC, people with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Or at least two of these symptoms:
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

This list is not all-inclusive and some people are tested positive but report no symptoms. Community resources are available for testing for COVID-19. In Sedalia, Warsaw, Versailles and Marshall, that testing is available through the Katy Trail Regional Health Center, and in Sedalia testing is available through the Bothwell Walk-In Clinic and AFC Urgent Care. Each facilities requires an appointment and has different requirements.

Until Category Four programming is approved, high-risk students should take online classes, if possible, and high-risk faculty and staff should work from home, if possible.

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

Students, faculty and staff who have symptoms, tested positive or been exposed to a COVID-19 positive should report their absence. The absence will be reported to pertinent faculty or the supervisor. Maintenance and Operations will be alerted if the employee or student has been working or studying on campus so that workspaces are thoroughly disinfected. The illness will be kept confidential.

Addendums to Regulations 4820 and 2810 will set procedures for students and employees affected by COVID-19. Students, faculty and staff who have COVID-19, or who have been exposed to a COVID-19 positive person will be expected stay away from campus until cleared by a public health official and follow other rules as defined in policy and regulation.

Employees, students and other stakeholders who return to campus will be encouraged to monitor their temperature, taking it prior to coming to campus and after leaving campus as a self-monitor of health. Employees, students and other stakeholders should stay home if they have a fever or they are ill.

Employees and students should continue to practice good hygiene, including frequent hand washing with soap and water for at least 20 seconds, using hand sanitizer if soap and water is not readily available, and avoiding touching eyes, nose and mouth with unwashed hands. Employees and students should wash hands before and after work, before and after breaks, after blowing nose, coughing or sneezing, after using the restroom, before eating or preparing food and after putting on, touching or removing cloth face coverings. Employees and students also should cover their mouth and nose with tissue when coughing or sneezing, or use the inside of their elbow to cover mouth and nose.

Common language describing these expectations has been developed and is included in the Master Course Syllabus.

Face Coverings and PPE

As recommended by the [Centers for Disease Control](#), the wearing of face coverings over the nose and mouth will be required on the SFCC Sedalia campus and all SFCC extended campus sites, effective Monday, July 20, 2020, until further notice.

The required use of face coverings applies to students, faculty, staff, vendors and visitors inside buildings. It also applies outside buildings when physical distancing is not possible. Face coverings are not required in enclosed and isolated areas assigned to an individual such as individual office spaces and individually assigned residence hall rooms, for young children according to CDC guidelines, or when an individual is eating or drinking.

Individuals who have certain health issues may be eligible for accommodations. Faculty and staff who would like to request accommodations should contact Human Resources. Students requesting accommodations should contact the Disability Resource Office.

Certain activities may not be conducive to face coverings and may be excluded with approval of the COVID-19 Team.

Return to campus plan

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Training

Physical distancing and Safety Training will be offered to students, faculty and staff prior to their return to campus and students, faculty and staff will sign an acknowledgement that they were provided those safety expectations. In addition, safety expectations will be announced consistently in course syllabi, campus signage and through other campus communication channels. Included will be hand washing, proper use, care, storage and disposal of face coverings, coughing and sneezing etiquette, and other safety actions.

Facilities and Sanitation

Facilities will be cleaned and disinfected prior to return to campus.

Facilities Management will develop a sanitation process, including documentation, to address regular sanitation and sanitation in special instances where COVID-19 exposure is confirmed. Facilities management will work to limit potential exposure throughout campus facilities, including places where people gather, restrooms, hallways, offices and classrooms, and will coordinate with ELT members to clump Phase One and Phase Two programming into common buildings when possible.

Facilities management will clean and disinfect facilities and surfaces within facilities, including frequently touch surfaces such as workstations, keyboards, telephones, handrails, and door handles, at least daily. All faculty and staff, as well as students as appropriate, will be trained to clean their spaces between classes, between seeing students/employees in offices and after use of common equipment. Materials, including disposable wipes as available, will be provided to clean surfaces.

Faculty and staff must clear desks and other surfaces at the end of each day for nightly disinfection.

Employees should avoid using other employees' phones, desks, offices, or other work tools and equipment, including such things as whiteboard pens and erasers, when possible. If necessary, employees should clean and disinfect them before and after use. Faculty and staff should avoid hand-passing/sharing paper documents within the workplace or classroom, wherever possible.

All external vendor access to campuses will be coordinated through Facilities Management.

The MPC Director will work with Facilities Management to develop a plan for weight room and locker room access.

The college is following CDC recommendation on heating, air conditioning and ventilation systems on buildings it owns to reduce virus spread within buildings.

- Filters were changed in Spring and will be changed again in mid-October.

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

- The colleges uses filters that are above the recommended Merv 8 threshold.
- All Sedalia campus buildings with three exceptions add 10 percent to 20 percent outside air and exhaust 10 percent to 20 percent inside air. In addition, the college exhausts aid from restrooms from 16 to 24 hours a day.
 - Exceptions:
 - Residence hall gets fresh air in hallways and common spaces, restrooms exhaust 24/7 and room windows may be opened.
 - Auto Tech gets fresh air exchange when the shop doors are open.
 - Physical plant gets air exchanges from overhead door openings and has operable windows.

Housing

The Residence Hall and the Stone Creek Apartment Units will be occupied as designed with numerous requirements in place to help ensure health and safety of residents and staff. These include but are not limited to the following:

- Students will be required to schedule a time slot during which they will be moving in to campus housing. If you arrive early or late for your scheduled time, you are asked to remain in your vehicle until Student Life staff indicates it is your turn to move-in.
- All students and staff living in campus housing will be required to submit to a COVID-19 screening by nasal swab on move-in day. Students are asked to conduct themselves in a manner that demonstrates caution and respect for the well-being of others during the 72-hour period before test results are available.
- All students and staff must wear appropriate face coverings when in general spaces (hallways, lobby, computer lab) – not rooms or restrooms. One mask will be provided to you at check-in.
- No visitors will be allowed in the Residence Hall or campus apartments after Move-In Day. Students run the risk of being removed from campus housing at any time when the Director of Student Life deems it appropriate. Reasons can include but not limited to safety, health and other serious violation of campus housing policy.
- Students must provide notification to Student Life staff when leaving student housing for more than one night. A Check-in/Check-out system will be in place when residents are traveling. SFCC reserves the right to require COVID-19 testing for any students who travel away from campus housing for an extended period of time (four or more days), including after Thanksgiving or Winter Breaks.
- Students must self-report feeling ill, showing symptoms of COVID-19, diagnosis of COVID-19, and/or exposure to someone who has been diagnosed with COVID-19. Self-reports can be made to Student Life staff and/or the Dean of Academic & Student Support Services. Depending on circumstances and current county public health guidance, students may be required to self-isolate/quarantine for a specific period of time. Students are encouraged to self-isolate/quarantine off-campus, if possible. Quarantine/self-isolation rooms will be available and assigned as needed.

Page 8

6-25-2020 Revisions: **Added CDC revised risk factors for COVID-19. Deleted reference to training in Canvas and reference to absence reporting link in MyStar.**

7-16-2020 Revisions: **Face coverings changed from recommended to required. Added explanation of facilities HVAC response.**

7-23-2020 **Added Residence Hall Plan information and clarified that face coverings must be worn over nose and mouth.**

Return to campus plan

Adopted 5-14-2020, Revised 7-23-2020.

- Students with a confirmed diagnosis of COVID-19 in student housing will be connected with county public health authority for the purposes of monitoring and contact tracing. Student Life and college personnel will take every precaution to ensure confidentiality.
- Non-latex rubber gloves and cleaning supplies will be made available in the Residence Hall and students are responsible for wiping down surfaces prior to use (such as machine knobs, doors, etc.) Similar supplies will be made available to residents of the college apartments upon request.
- All on-campus housing is subject to Health and Safety Checks by State Fair Community College Student Life staff once a month, or as deemed necessary by Director of Student Life. Such Health and Safety Checks may include a brief interview about COVID-19 symptoms.
- There will be limited access to computer labs and dining services on campus and in the Residence Hall.
- Entry into the Residence Hall will be limited to the main entrance only. The other doors will be for exit only or fire exit during emergencies.

Great Western:

- Meals will still be served in cafeteria. Great Western will be eliminating buffet style and moving to a full serve or pre-made meals. Meals will be into to-go containers. The residence hall will eat in the upstairs MPC and the campus apartments will eat the meals in stauffacher commons.
- Plexie glass Protection will be on the salad bar, hot meal lines and grab and go for extra protection.
- No ID swipe on the computer, residents will have to give their id numbers to the cashier.
- If a residents goes into quarantine, they will have meals brought to them. If in the residence hall, they can only go to the bathroom and back.

Communication

Marketing and communications will work with ELT members to design and implement communications for faculty, staff, students and other stakeholders prior to return to campus, during the return and after the return, using multiple mediums starting no later than two weeks prior to programming if possible.

Posters and other communication that encourage hand hygiene, avoiding face touching, discouraging handshaking and encouraging non-contact methods of greeting, encourage physical distancing and teach coughing and sneezing etiquette will be posted throughout campus and in multiple communication channels, including the MySFCC.

Additional exposures to employees or students may require a Cleary Act communication, according to policy and law.

This plan and its updates will be posted for employees and students to see but more general communication will be pushed to students and employees about the plan. Employees should address questions or concerns with their supervisor or human resources. Students should address questions or concerns with their faculty member, their program director and/or with the dean of students.

Page 9

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