



## EAST CENTRAL COLLEGE RETURN TO CAMPUS PLAN

### INTRODUCTION

The 2020 COVID-19 pandemic created significant disruption for East Central College. Beginning March 18, 2020, normal instructional activities ceased and the institution moved swiftly to remote delivery of instruction and services. This mode continues through the end of the spring semester, and the college will begin allowing students and prospective students in buildings by appointment beginning May 18, 2020. The Return to Campus Plan is intended to provide operational direction for the phased resumption of operations.

### MISSION/VISION/VALUES

The institution's Mission, Vision, and Values serve as an overarching framework by which the college expects to operate, even during extreme circumstances.

**Mission:** Empowering students and enriching communities through education.

**Vision:** East Central College will be a leader in higher education, inspiring academic excellence and driving community development.

**Values:** Integrity, Diversity, Empowerment, Service, Learning, Collaboration

### GUIDING PRINCIPLES

Consistent with the mission, vision, and values of the institution, the guiding principles of the college's operations during the pandemic have been to enable student success and ensure the health and safety of employees, students, and the community.

### DECISION MAKING

Decision making during the pandemic has rested primarily with the President and the leadership team of the Vice President of Academic Affairs, interim Vice President of Student Development, and Vice President of External Relations. Others engaged in planning and decision-making include the Director of Human Resources, Executive Director of Institutional Effectiveness, Director of Facilities and Grounds, Director of Rolla Site, Information Technology Director, Executive Director of the Foundation, Executive Assistant to the President, leadership of the employee associations (Faculty Association, ECC-NEA, Professional Staff Association, Classified Staff Association) and others. The Board of Trustees met in emergency session on March 20, 2020, and granted emergency authority for the President to act in a timely manner during the pandemic.

## **PANDEMIC RESPONSE ASSESSMENT PLAN**

Data is currently being collected to assess ECC's response and associated institutional outcomes related to the pandemic. Quantitative and qualitative data will be analyzed.

## **RETURN TO CAMPUS**

The Return to Campus Plan phases in operations by the following dates:

**May 18**—Operations resume with significant restrictions on normal procedures. Hours of operation will be 8 a.m. to 4:30 p.m. through the end of May and 8 a.m. to 6 p.m. beginning June 1.

**June 1**—Classes resume online with selected classes requiring in-person instruction permitted with approval of the Chief Academic Officer

**July 1**—Operations continue with fewer restrictions, but less than normal procedures.

**August 17**—Operations resume with limited restrictions, as dictated by guidelines of the Centers for Disease Control and all applicable state/local orders.

The color-coded table accompanying this plan (East Central College Return to Campus Plan 2020) summarizes the guidelines contained herein. The plan is organized by stakeholder groups (Students, Employees, Public), and provides specific guidance on operations throughout the summer and into fall. All of these directives and procedures are subject to change, based on educational and public health goals.

Where applicable, occupancy limits will provide guidelines for the number of people in a given space. Where spaces have occupancy limits, this will be no more than 25% of the applicable space. Occupancy guidelines will be made available on SharePoint in the Employee Resources/COVID-19 file.

Throughout the phased Return to Campus, employees and students should continue to follow guidelines from the Centers for Disease Control ([www.cdc.gov](http://www.cdc.gov))

- Practice Social Distancing
- Wash Hands Frequently With Soap & Water for 20 Seconds
- Clean and Disinfect "High-Touch" Surfaces and Items Every Day
- Do Not Come to Campus If Feeling Ill
- Follow Your Doctor's Orders If Exposed to Someone With COVID-19
- Do Not Return to Work If You Have Tested Positive for COVID-19 Until Cleared by Your Physician

Supplies for sanitizing surfaces and hands have been deployed across campus and should be used frequently to mitigate risk. Custodial staff will rotate through the building continuously throughout the day to sanitize high touch surfaces. Any employee in need of sanitizing supplies should contact the facilities office.

## **STUDENTS/PROSPECTIVE STUDENTS**

As students return to campus by appointment beginning May 18, there are a number of protocols to be followed.

### **GENERAL REQUIREMENTS AND GUIDELINES**

Students will be welcomed back to campus on an appointment basis between May 18 and June 30. Masks will be required of students as indicated below.

#### **Instruction**

Beginning June 1, summer semester classes will be offered primarily via remote delivery. Selected classes requiring in-person instruction will be permitted with approval of the Chief Academic Officer. As of May 13, those classes include: Sheet Metal, EMT, CNA, and selected health care classes with social distancing and other safety measures. This schedule is subject to change. The ACT test and EMT testing will also occur in-person over the summer with social distancing and other safety measures.

#### **Labs**

Science labs will be limited to selected courses in the summer (currently Microbiology). Social distancing and other safety measures will apply. Computer labs will be closed for general use, but available through the summer on an appointment basis. Work stations will be closed as necessary to ensure proper social distancing. Labs will be open on an as-needed basis, and not every computer lab will be available for appointments through the summer.

Beginning in the fall semester, science and computer labs will be open for normal use, subject to change.

#### **Student Services**

Beginning May 18, student services will be available remotely or on-campus by appointment in Union and at Rolla Main (Rolla Technical Center, 500 Forum Drive). This includes assistance with admissions, advising, counseling, registration, and financial aid. Appointments can be scheduled by calling or emailing:

Union: 636-584-6588 or [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu)

Rolla: 573-466-4100 or [eccrolla@eastcentral.edu](mailto:eccrolla@eastcentral.edu)

Individual appointments with students will occur in spaces that will allow for the observance of appropriate social distancing. Employees will sanitize contacted surfaces between appointments. Exchange of paper will be limited to the extent possible. Promotional pens shall be provided for students to use and keep, without exchange with staff. Facilities staff will maintain high frequency cleaning of these spaces throughout the day.

Where possible, Plexiglas protective structures will be put in place as an added protection in locations such as the cashier's window, Student Service Center, and other transactional places.

Beginning July 1, these services will also be available on a drop-in basis. Protective measures shall remain in place consistent with CDC and/or state and local guidelines.

### **Learning Center & Testing Center**

Testing/tutoring services shall be available in the Learning Center on an appointment basis in Union and at Rolla Main (Rolla Technical Center, 500 Forum Drive) from May 18 through June 30. Beginning July 1, these services shall be available without an appointment. Remote options will be made available to students throughout the summer.

Exchange of paper will be limited as much as possible, and promotional pens shall be made available for students to use and keep.

### **Library**

Materials will be available upon request with contact-free distribution following MOBIUS guidelines. Throughout the summer, students will not be permitted to browse the stacks within the facility. Limited study areas will be available by appointment after May 18. Beginning July 1, students shall inquire when they arrive to the library to determine availability of study areas.

### **Bookstore**

The ECC Bookstore will be available during normal business hours throughout the summer. No appointment is necessary, but occupancy within the store will be limited to five customers, plus staff. Customers in excess of five will remain outdoors, observing appropriate social distancing, and enter on a one-in, one-out basis as managed by college staff.

### **Fitness Center**

The Fitness Center will be closed to students throughout the summer, with normal hours and policies expected to resume in the fall semester. The facility will be open on a limited basis for college employees in June and July; see section below.

### **Gym**

The Gym will be closed to students throughout the summer, with normal hours and policies expected to resume in the fall semester. Pending NJCAA guidelines the facility may be available to student athletes for practice/conditioning after July 1.

### **Café Central**

The cafeteria will be open throughout the summer, with social distancing and other applicable food service guidelines in place. Regular hours of operation will resume with the fall semester.

### **Elevators**

One person occupancy, avoid using if possible.

### **Masks**

Students will be required to wear masks between May 18 and July 1 when meeting inside facilities by appointment or in a class/lab setting for selected in-person courses offered.

Faculty may elect to forego masks for general purposes as long as social distancing is observed and masks are utilized as appropriate for individual instruction. A decision will be made by June 9 concerning the requirement for masks beginning July 1. Students may use masks that they bring to campus; disposable masks will be available for distribution to anyone arriving for an appointment without a mask.

### **Graduation**

Spring Commencement has been postponed indefinitely. Every effort will be made to hold a ceremony in 2020, subject to applicable guidelines and restrictions on large gatherings. A decision regarding a date for a commencement ceremony will be made by June 9. A ceremony held later in the year will be open for spring, summer, and, if applicable, fall semester graduates.

## **EMPLOYEES**

With the return of students on an appointment basis and/or selected classes, ECC will staff the campus as necessary to meet the needs of these students.

### **GENERAL REQUIREMENTS AND GUIDELINES**

Applicable CDC and/or state and local restrictions will be followed. Until further notice, social distancing will be observed. Employees are encouraged to use sanitizing products throughout the day to maintain their office areas. Facilities staff will maintain high frequency cleaning of high-traffic spaces throughout the day.

All employees are required to complete two on-line courses offered via SafeColleges. These courses shall be completed no later than June 19 (username for login is the ECC email address):

**CLEANING AND DISINFECTING WORK SPACE:** [https://eastcentral-mo.safecolleges.com/training/launch/course\\_work/C7A8A7DC-9066-11EA-9D0E-6B031733563A](https://eastcentral-mo.safecolleges.com/training/launch/course_work/C7A8A7DC-9066-11EA-9D0E-6B031733563A)

**CORONA VIRUS AWARENESS:** [https://eastcentral-mo.safecolleges.com/training/launch/course\\_work/22530C0E-93A5-11EA-A986-639D9BB303BD?course\\_work\\_before=2020-06-30&course\\_work\\_after=2020-05-11](https://eastcentral-mo.safecolleges.com/training/launch/course_work/22530C0E-93A5-11EA-A986-639D9BB303BD?course_work_before=2020-06-30&course_work_after=2020-05-11)

In addition to these general requirements, the following provisions apply:

### **Masks**

Masks will be required when employees are working with students or working in close proximity with other staff, but will not be required in offices or other settings that do not include visitor traffic. Faculty may elect to forego masks for general purposes in labs/classrooms as long as social distancing is observed and masks are utilized as appropriate for individual instruction.

### **Work Schedule**

Employees may continue to work from home through June 30, subject to supervisory approval. Managers are empowered to schedule staff as necessary to meet the needs of students on campus. Beginning July 1, normal work hours and schedules resume. Working from home will be permitted only with administrative approval (President or Vice President, as applicable) due to extenuating COVID-19 related circumstances.

### **Meetings/Interviews**

Throughout the summer, meetings and interviews will be conducted via Zoom, Microsoft Teams, or similar platforms. Individual meetings may be held in person, provided social distancing is observed. Travel to meetings or conferences that may be held off campus is prohibited without administrative approval.

### **Use of Leave**

Employees may use one of several forms of leave made available by federal law or the college. These forms of leave are detailed at: <https://www.eastcentral.edu/covid/employee-fags/>

### **Dress**

Business casual attire is expected throughout the summer as per Board Policy 5.11. Business casual capris and cropped pants are acceptable attire. Jeans are not appropriate unless otherwise approved by administration.

### **Break Rooms**

Break rooms will be available for employees to store food and drinks, wash utensils, etc. Surface areas should be wiped down after each use. Cleaning/sanitizing supplies will be maintained in each break room. Occupancy/usage is limited to one person at a time, and meals will be eaten at work spaces. These restrictions will be reevaluated prior to July 1.

### **Elevators**

One person occupancy, avoid using if possible.

### **Fitness Center**

The Fitness Center will be made available for midday use from June 1 through July 23. Hours are 11 a.m. to 1 p.m., Monday-Thursday, with a limit of five people in the center at any one time. As available, selected items will be provided on a checkout basis throughout the summer. Resources for wiping down equipment will be readily available for employees making use of the center. Normal operations will resume with the start of the fall semester.

### **Gym/Wellness Program Walking**

The Gym will be closed to employees throughout the summer, with normal hours and policies expected to resume in the fall semester. Employees wishing to walk during their breaks will need to walk outside the buildings either on the fitness trail or the campus drives; please do not use hallways in the buildings.

## **GENERAL PUBLIC**

The phased approach to reopening the campus generally means that facilities are not available for public use during the summer. Instead, facilities will be open to serve the needs of students and prospective students. The following provisions apply until the start of the fall semester.

### **Rental of Facilities**

Facilities are not available for rent or use through June 30. A decision will be made by June 9 regarding availability beginning July 1. With the start of the fall semester, facilities are expected to be available according to the normal rental policy and schedule of rates. Availability and dates are subject to change.

### **Theatre**

A decision will be made by June 9 regarding the July 23-26 production of "Grits: The Musical." Tickets will not be made available prior to that date. The college reserves the right to limit seats, control ingress/egress, and otherwise manage the event, if held, according to applicable restrictions and guidelines.

### **Library**

Throughout the summer, the ECC Library is closed to the public.

### **Elevators**

One person occupancy, avoid using if possible.

### **Fitness Trail**

The Fitness Trail will remain open for public use. Social distancing should be observed. This is subject to change as necessary to meet public health guidelines and/or restrictions.

### **Vendors**

Meetings with vendors should be held via telephone, e-mail, Zoom, Microsoft Teams, or other technology whenever possible. When necessary to meet on campus, vendors must schedule an appointment. Masks will be required if entering campus buildings.

## **MODIFICATION OF RETURN TO CAMPUS PLAN**

The procedures and guidelines outlined in this plan represent the decisions as of May 13, 2020. These plans may change as necessary to meet CDC guidelines, state or local restrictions, and the needs of ECC, its students, and employees.

Changes to the plan, as well as decisions that are pending until dates specified within this document, will be communicated quickly and broadly to all stakeholders.

# STUDENTS

## East Central College – Union/Rolla Return to Campus Plan 2020

 Closed/Cancelled  Open/Available With Restrictions (Subject to Change)  Open/Available Without Restrictions (Subject to Change)	Phase 1	Phase 2	Phase 3
	Effective May 18-June 30	Effective July 1-August 16 <i>*Decisions still to be determined will be made by June 9</i>	Effective August 17-December 31 (Classes Begin Aug. 24) <i>*Decisions still to be determined will be made by July 14.</i>
<b>Remote Instruction</b>	Summer classes offered remotely (online, Zoom, etc.) beginning June 1.	Summer classes offered remotely (online, Zoom, etc.).	Fall Semester schedule will include a wide range of courses delivered remotely (online, Zoom, etc.).
<b>In-Person Instruction</b>	Closed	Closed	Fall Semester schedule is planned with the full range of in-person (seated) classes. <b>Decisions regarding potential changes to the Fall Semester will be made by July 14.</b>
<b>Science Labs</b>	Limited to selected courses, with social distancing and other appropriate safety measures.	Limited to selected courses, with social distancing and other appropriate safety measures.	Open for use with scheduled courses.
<b>Computer Labs</b>	Closed for general use. May be available by appointment* as needed.	Available by appointment.	Available
<b>Admissions/Application for Admission</b>	Available online; assistance by appointment.*	Available online and on campus; appointments available.	Available online and on campus
<b>Advising &amp; Counseling</b>	Available remotely or on campus by appointment.*	Available remotely and on campus; appointments available.	Available on campus
<b>Registration</b>	Available remotely or on campus by appointment.*	Available remotely and on campus; appointments available.	Available on campus.
<b>Learning/Testing Center</b>	Testing and tutoring by appointment*, with remote and in-person options.	Open for normal operations.	Open for normal operations.
<b>Library</b>	Materials available upon requests, with contact-free distribution following MOBIUS guidelines. Limited study areas available by appointment only.	Contact-free distribution of materials. Inquire upon arrival to determine availability of study areas.	Students permitted to utilize study & lounge spaces, browse and check out materials.
<b>Financial Aid</b>	Available remotely or on campus by appointment.*	Available on campus.	Available on campus.
<b>Bookstore</b>	Limited to 5 customers occupancy.	Limited to 5 customers occupancy.	Open
<b>Fitness Center</b>	Closed	Closed	Open
<b>Café Central</b>	Open with social distancing and other applicable food service guidelines in place.	Open with social distancing and other applicable food service guidelines in place. Changes to be determined by June 9.	Open
<b>Elevators</b>	1 person occupancy, avoid if possible	1 person occupancy, avoid if possible	no restrictions
<b>Masks</b>	Required while inside buildings by appointment.* Disposable masks available for use.	To be determined by June 9.	Not required, pending further CDC guidance and/or state/county/local orders.
<b>Food Pantry</b>	ECC Food Pantries (Union & Rolla) will mail grocery gift cards. Request online.	Food pantries will have curbside food pickup on established days; students can request food online.	Normal operations
<b>Graduation Ceremony</b>	Postponed until further notice.	Scheduling of event to be decided by June 9.	Ceremony to be held on date to be determined.

**\*Students coming to campus by appointment should not bring additional individuals along in order to manage the number of people inside campus facilities.**

# EMPLOYEES

## East Central College – Union/Rolla Return to Campus Plan 2020

 Closed/Cancelled  Open/Available With Restrictions (Subject to Change)  Open/Available Without Restrictions (Subject to Change)	Phase 1	Phase 2	Phase 3
	Effective May 18-June 30	Effective July 1-August 16  *Decisions still to be determined will be made by June 9	Effective August 17-December 31 (Classes Begin Aug. 24) *Decisions still to be determined will be made by July 14.
<b>Work From Home</b>	Employees permitted to work from home until July 1, with supervisor's approval.	Normal schedules on campus resume. Working from home not permitted.	Normal schedules on campus. Working from home not permitted.
<b>Working From Campus</b>	Work from campus permitted. Masks permitted, and may be required for selected interactions by appointment.	Normal schedules resume on campus.	Normal schedules.
<b>Meetings/Interviews</b>	Remote where feasible. One-on-one permitted with social distancing.	Remote where feasible. One-on-one permitted with social distancing.	Remote or in-person as appropriate.
<b>Use of Leave</b>	FFCRA Emergency Paid Leave, FFCRA Extended FMLA for childcare, College Accrued Leave or College Emergency Paid Leave for Childcare	FFCRA Emergency Paid Leave, FFCRA Extended FMLA for childcare, or College Accrued Leave	FFCRA Emergency Paid Leave, FFCRA Extended FMLA for childcare, or College Accrued Leave
<b>Dress Code</b>	Business casual, business capris and cropped pants are acceptable.	Business casual, business capris and cropped pants are acceptable.	Normal dress code, with campus appropriate attire.
<b>Breakrooms</b>	Open to use refrigerator & microwave; one person occupancy; meals to be eaten in employee work space.	Open to use refrigerator & microwave; one person occupancy; meals to be eaten in employee work space.	Open
<b>Masks</b>	Permitted at all times. Required for in-person interactions by appointment. Not required in offices without other occupants.	*Decision will be made by June 9 regarding use of masks.	Not required, pending further CDC guidance and/or state/county/local orders.
<b>Gym/Wellness Program Walking</b>	Closed; staff wishing to walk on breaks should utilize the fitness trail or campus drives.	Closed; staff wishing to walk on breaks should utilize the fitness trail or campus drives.	Open
<b>Fitness Center</b>	June 1-30: Employee lunchtime workouts available. Mon-Thu, 11 a.m. – 1 p.m. Limit of 5 on machines. Small equipment available for checkout for office/home use.	July 1-23: Employee lunchtime workouts available. Mon-Thu, 11 a.m. – 1 p.m. Limit of 5 on machines. Small equipment available for checkout for office/home use.	Open
<b>Elevators</b>	1 person occupancy, avoid if possible	1 person occupancy, avoid if possible	no restrictions
<b>Mandatory Safety Training</b>	All employees complete Two online SafeColleges courses before June 19. <b>Cleaning and disinfecting work space:</b> <a href="https://eastcentral-mo.safecolleges.com/training/launch/course_work/CTABA7DC-9086-11EA-9D9E-8B031733583A">https://eastcentral-mo.safecolleges.com/training/launch/course_work/CTABA7DC-9086-11EA-9D9E-8B031733583A</a> <b>CoronaVirus Awareness:</b> <a href="https://eastcentral-mo.safecolleges.com/courses/details/9CB308C8-9CD3-11EA-BF75-29792C253C89?splash=0">https://eastcentral-mo.safecolleges.com/courses/details/9CB308C8-9CD3-11EA-BF75-29792C253C89?splash=0</a>		

## PUBLIC

<b>Use of Facilities for Meetings</b>	Facilities are unavailable for public meetings. ACT and EMT tests will be administered for those registered.	Public use of facilities to be determined by June 9.	Available per rental policy.
<b>Theatre</b>	Decision by June 9 regarding July 23-26 performance of "Grits".	Scheduled July 23-26, pending decision by June 9.	2020-21 Patrons of the Arts planned to be held as scheduled.
<b>Library</b>	Closed to the public.	To be determined by June 9.	Open
<b>Fitness Trail</b>	Open to the public, social distancing applies; masks permitted.	Open to the public, social distancing applies; masks permitted.	Open
<b>Masks</b>	Buildings closed to the public.	To be determined by June 9.	Not required, pending further CDC guidance and/or state/county/local orders.
<b>Elevators</b>	Buildings closed to the public.	To be determined by June 9.	no restrictions

## VENDORS

<b>Business Vendors to Campus</b>	Must schedule appointment with facilities and check-in. Masks required if entering campus buildings.	Must schedule appointment with facilities and check-in. Masks required if entering campus buildings.	Open
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### CONTINUE TO FOLLOW CDC GUIDELINES

[www.cdc.gov](http://www.cdc.gov)

- Social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- Frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
  - Wearing cloth face coverings
  - Avoiding touching eyes, nose and mouth
  - Staying home when sick
- Cleaning and disinfecting frequently touched objects and surfaces

**Appointments for admissions, advising, counseling, registration, and financial aid can be scheduled by calling or emailing:**

Union: 636-584-6588 or [admissions@eastcentral.edu](mailto:admissions@eastcentral.edu)

Rolla: 573-466-4100 or [eccrolla@eastcentral.edu](mailto:eccrolla@eastcentral.edu)