

# East Central College Campus Operations Plan

..... Fall 2020 .....

## 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.

## PLAN

ECC continues to work with state and local health departments to promote the safety of students and employees. Details regarding the overall return to campus plan can be found on the ECC-COVID-19 webpage. This plan is based in part on guidance issued by the Centers for Disease Control, the American College Health Association, and the American Council on Education, as well as the Missouri Department of Higher Education.

## GENERAL REQUIREMENTS AND GUIDELINES

We welcome students back to our main campus in Union and our sites in Washington and Rolla, where instruction will be a blend of in-person and online modalities. We will make extensive use of technology while preserving, as much as possible, the most important elements of the in-person experience.

## PREVENTION, HEALTH, AND SAFETY

- **Face masks are required for all students, staff, and faculty in buildings and as well as in spaces where one cannot guarantee social distancing.**
- **Everyone is expected to social distance at least by six (6) feet and classrooms and gathering places have been configured to support social distancing. Signage indicates each room's capacity.**
- All students will receive a COVID-19 self-guide that describes measures to take care of self, classmates, and the campus community. New student orientation includes information on COVID-19, face covering requirement, social distancing, and hand hygiene as well as ongoing communication with returning students.
- All employees will receive a self-guide which includes the same information as the student guide, supplemented by guidance regarding internal procedures.
- ECC has a single point of contact for positive student and employee COVID-19 reports and communication. Michelle Smith will work with the local health departments to assist with required communication and contact tracing. She will assist student and employees to connect with appropriate resources - covid@eastcentral.edu - 636-234-3199.
- Increase in access to hand sanitizer and disposable masks is found throughout campus. Facilities staff will continue to diligently clean high touch surfaces. Students and faculty will clean classroom work areas before and after use with sanitizing wipes. Employees are asked to maintain clean working spaces to help with this effort. Classrooms and work areas are equipped with disposable sanitizing wipes and additional face masks. Faculty will be provided a "travel" bag with basic classroom supplies such as dry erase markers, eraser, webcam, etc. to take from class to class.
- Disposable masks and hand sanitizer will be available to students, visitors, faculty, and staff. Students and others are encouraged to use reusable and washable face coverings. Clear face shields are an available option for staff and faculty.
- CDC posters with instructions for face coverings, social distancing, and symptoms of COVID-19 are placed on campus.
- Notifications regarding positive tests, close contacts, or potential exposures will be distributed via email.

## CAMPUS OPERATIONS

The table accompanying this plan summarizes specific guidance related to programs and facilities. The plan is organized by stakeholder groups (Students, Employees, Public), and provides specific guidance on operations throughout the fall semester. The plan is subject to change, based on educational and public health goals.

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.

## INSTRUCTION

An Instructional Task Force of faculty and staff has convened regularly since mid-May. Their purpose is to provide input and consultation for instructional plans during these challenging times and communicate recommendations to the administrative COVID-19 team. Deans and Department Chairs have been in contact with faculty within their division over the summer to converse about their courses and options that may work best for their unique curriculum and course objectives. From these conversations a variation of definitions for course delivery methods have been developed (see Course Delivery Descriptions). Course delivery method decisions are made by considering the student's best interest while balancing safety measures to promote social distancing. The variation of course delivery methods will be identified with each course on the ECC Fall schedule of classes.

Below is a summary of Fall 2020 instructional re-opening plans:

- *The Academic Calendar remains unchanged with classes beginning August 24, 2020.*
- *A blend of in-person, hybrid, and online courses are offered.*
- *Smaller class sizes for face-to-face course options will be utilized to promote social distancing. Some classes will not be in their usual building due to the class size restriction.*
- *Some classes will have a smaller cohort of students in a face-to-face option but will also be live-streamed through Zoom for a remote option but with a traditional class format.*
- *Some classes may meet in traditional face-to-face fashion but will be completely live-streamed through Zoom.*
- *The use of Hybrid (blended) course options will be used to promote a balance of online and in-person experiences.*
- *Ample completely online (asynchronous) options are available.*
- *Additional 14-week courses were added to the Fall schedule for those students who may change their mind about their first choice for college or who need a later start in the semester.*
- *Completely online Liberal Studies (transfer) degree as well as Computer Information Systems (CIS) and Health Information Management (HIM) degrees and certificates are options for students that prefer a more remote educational experience.*
- *Additional designated study areas are established for students who need internet and/or computer access to complete coursework while still practicing appropriate social distancing.*
- *Faculty are prepared to move classes online or in a remote fashion utilizing Canvas as the instructional support platform, at any point in time. Course syllabi will have information regarding how an individual course will be held in the event an entire remote delivery is required.*
- *Faculty have plans to allow students to work remotely in the event they are quarantined or need to self-isolate. It is important to support students during quarantine or self-isolation, so they do not feel compelled to come to campus while they are ill or not completely cleared.*
- *Deans and faculty have prepared back-up plans to cover courses in the event the faculty member should become ill and faculty should prepare the course materials to teach remotely in the event a faculty member is well but needs to self-isolate.*
- *Winter Session is scheduled for 12/16/20-1/11/21 and will be delivered online.*

## 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 has granted emergency authority for the President to act in a timely manner during the pandemic.

# Return to Campus Plan Fall 2020

Effective August 17 - December 31

STUDENTS	
<b>Remote Instruction</b>	Fall Semester schedule will include a wide range of courses delivered remotely (online, Zoom, etc.).
<b>In-Person Instruction</b>	Fall Semester schedule includes in-person and remote options. Faculty have developed contingency plans for all classes should a mid-semester transition to remote delivery occur.
<b>Science Labs</b>	Open for use with scheduled courses.
<b>Computer Labs</b>	Available for use, with stations designated with appropriate social distancing.
<b>Admissions Application for Admission</b>	Available online and on campus.
<b>Advising &amp; Counseling</b>	Available on campus.
<b>Registration</b>	Available on campus.
<b>Learning/ Testing Center</b>	Open with modifications to ensure social distancing, appropriate occupancy, and other safety measures. Eating/drinking prohibited.
<b>Library</b>	Students permitted to utilize study & lounge spaces. Staff will assist with check-out. Eating/drinking prohibited.
<b>Financial Aid</b>	Available on campus.
<b>Bookstore</b>	Open: occupancy limits may apply.
<b>Fitness Center</b>	Open with modifications to ensure social distancing, appropriate occupancy, and other safety measures.
<b>Café Central</b>	Open with modifications to ensure social distancing, appropriate occupancy, and other safety measures.
<b>Elevators</b>	1-person occupancy.
<b>Masks</b>	Masks required indoors.
<b>Food Pantry</b>	Normal Operations
<b>Graduation Ceremony</b>	Virtual commemoration. Graduates invited to 2021 ceremony.
<b>Athletics</b>	Fall sports moved to Spring 2021.

EMPLOYEES	
<b>Work From Home</b>	Normal schedules on campus. Working from home permitted with appropriate administrative approval.
<b>Working From Campus</b>	Normal schedules. Administration may rotate staff as necessary to maintain service and limit the number of employees on campus.
<b>Meetings Interviews</b>	Meetings of more than two should be held utilizing Zoom where possible. Administrative approval required for in-person meetings of more than two people.
<b>Use of Leave</b>	FFCRA Emergency Paid Leave, FFCRA Extended FMLA for childcare, College Pandemic Leave, or College Accrued Leave
<b>Dress Code</b>	Normal dress code, with campus appropriate attire.
<b>Breakrooms</b>	Open to use refrigerator and microwave; one person occupancy; meals to be eaten in employee work space.
<b>Masks</b>	Masks required indoors except when working individually in offices or meeting one-on-one when social distancing is maintained.
<b>Gym/Wellness Program Walking</b>	Open, with masks worn and social distancing maintained.
<b>Fitness Center</b>	Open with modifications to ensure social distancing, appropriate occupancy, and other safety measures.
<b>Elevators</b>	1 person occupancy, avoid if possible.

PUBLIC	
<b>Use of Facilities for Meetings</b>	Available with approval of College President and observance of occupancy, social distancing, and other restrictions as applicable.
<b>Performing Arts</b>	Outdoor events include "Theatre in the Glen" and select concert and film events. December events TBD.
<b>Library</b>	Closed to general public.
<b>Fitness Trail</b>	Open
<b>Masks</b>	Masks required indoors.
<b>Elevators</b>	1 person occupancy; avoid if possible.
<b>Business Vendors to Campus</b>	Must schedule appointment with facilities and check-in. Masks required if entering campus buildings.
<b>Athletics</b>	Fall sports moved to Spring 2021.

- Closed/Cancelled
- Open/Available With Restrictions (Subject to Change)
- Open/Available Without Restrictions (Subject to Change)

# COVID-19 Self-Guide for ECC Students

..... *Keep Yourself, Your Classmates, and Your Campus Safe* .....

The purpose of this self-guide is to help you make decisions about seeking appropriate medical care, keeping others safe, and protecting your campus community. This tool is intended only for East Central College students and is not intended for the diagnosis or treatment of disease or other conditions, including COVID-19.

**ECC'S COVID CONTACT: COVID@EASTCENTRAL.EDU OR 636-234-3199**

COVID-19 can cause any one or more of the following symptoms:

<b>Fever*/Chills</b>	<b>Difficulty Breathing</b>	<b>Headache</b>	<b>Congestion/Runny Nose</b>
<b>Cough</b>	<b>Fatigue</b>	<b>New Loss of Taste/Smell</b>	<b>Nausea/Vomiting</b>
<b>Shortness of Breath</b>	<b>Muscle/Body Aches</b>	<b>Sore Throat</b>	<b>Diarrhea</b>

*\*Fever is defined as subjective fever (feeling feverish) or a measured temperature of 100.4°F or higher.*

*\*\*Close Contact is defined as being within 6 ft of an individual for 15 minutes or longer*

## I HAVE TESTED POSITIVE FOR COVID-19

- Isolate yourself until your criteria to end home isolation is complete.
- **DO NOT COME TO CAMPUS** while in isolation.
- Contact your instructor(s). If possible, complete your course remotely through this isolation period. Keep your instructor updated about your ability to progress and to consider options available to you to complete your course(s).
- Contact ECC's COVID Contact
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.
- **Criteria to End Home Isolation:** You can be with others after 3 days with no fever **AND** respiratory symptoms have improved (e.g. cough, shortness of breath) **AND** 10 days since symptoms first appeared (or if you do not have symptoms, 10 days since your test).
- Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

## I HAVE ONE OR MORE OF THESE SYMPTOMS AND...

I have had **close contact\*\*** with an individual who has tested positive for COVID-19

— OR —

I live with someone who has symptoms and has had **close contact\*\*** with another individual who has tested positive for COVID-19.

- Stay home and **DO NOT COME TO CAMPUS** if you are experiencing COVID-like symptoms not explained by another non-communicable illness.
- Contact your medical provider or community health department to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact
- Contact your instructor(s) to arrange to complete your course remotely during the home isolation period.
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.
- **Criteria to End Home Isolation:** You can be with others after 3 days with no fever **AND** respiratory symptoms have improved (e.g. cough, shortness of breath) **AND** 10 days since symptoms first appeared. Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

## I HAVE ONE OR MORE OF THESE SYMPTOMS BUT...

I have had no known contact with an individual that has tested positive for COVID-19.

- Stay home and **DO NOT** COME TO CAMPUS if you are experiencing COVID-like symptoms not explained by another non-communicable illness.
- Contact ECC's COVID Contact
- Contact your instructor(s) to arrange to complete your course remotely.
- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.
- Contact your medical provider or community health department to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact if you have questions, if symptoms develop, or if you or someone in your household tests positive for COVID-19.

## I DO NOT HAVE ANY SYMPTOMS BUT...

I have had **close contact\*\*** with an individual who has tested positive for COVID-19.

- Quarantine (stay home for 14 days after last exposure based on the time it takes to develop illness) and contact your medical provider.
- **DO NOT** COME TO CAMPUS while in quarantine.
- Contact your instructor(s) to arrange to complete your course remotely through this 14-day quarantine period.
- Contact ECC's COVID Contact
- Maintain social distance (at least 6 feet) from others at all times and avoid contact with people at higher risk for severe illness from COVID-19.
- Self-monitor for symptoms by checking your temperature twice a day and watch for fever, cough, shortness of breath, or other symptoms listed above.
- If you develop symptoms, contact your medical provider or community health department to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact if you have questions, if symptoms develop, or if you or someone in your household tests positive for COVID-19.

## I DO NOT HAVE ANY SYMPTOMS AND...

I live with someone who does not have symptoms but has had **close contact\*\*** with an individual who has tested positive for COVID-19

— OR —

I have interacted with an individual who has symptoms OR has tested positive for COVID-19 but I **have not** had **close contact\*\*** with them.

- Self-monitor for symptoms for 14 days by checking your temperature twice a day and watch for fever, cough, shortness of breath, or other symptoms listed above.
- You may continue coming to campus as long as symptoms do not develop **AND** no one in your household tests positive for COVID-19.
- Maintain social distance (at least 6 feet) from others at all times and avoid contact with people at higher risk for severe illness from COVID-19.
- If you develop symptoms, contact your medical provider or community health department to see if you meet criteria to be tested for COVID-19.
- Contact ECC's COVID Contact if you have questions, if symptoms develop, or if you or someone in your household tests positive for COVID-19.