



## SWTJC COVID-19 Return to Campus Plan

**Mission:** To advance our community through achievable higher education and lifelong learning. In order to fulfill our mission, we will need our most important resources: students and staff. Our top priority is to provide a working and learning environment that minimizes the risk of exposure to COVID-19. This plan represents our fall 2020 plan to reopen.

**Objective:** The health, safety, and well-being of our faculty, staff, students, and patrons have guided the development of the reopening of SWTJC. The SWTJC COVID-19 Return to Campus Plan includes the process to reopen our college and to reintroduce employees to our buildings and campus spaces with new health and safety protocols in place. Departments will provide documentation that will include restrictions and extensions on services, hours, and places. The SWTJC COVID-19 Return to Campus Plan is a general guideline that all will adhere to, but provides flexibility for departments and campuses to make decisions that apply to their individual circumstances. The SWTJC COVID-19 Return to Campus Plan is a fluid plan subject to ongoing review based on the COVID-19 situation. This plan was developed with input from the Dean of Liberal Arts, Dean of Workforce and Technical Programs, Office of Admissions and Registrar's office, Safety Security Coordinator, Campus Directors, and Vice Presidents of SWTJC.

### **Definitions:**

For clarity, the following terms in this document shall have the meanings set forth below:

- **Campus** refers to the physical facilities and grounds of SWTJC.
- **CDC** refers to the Centers for Disease Control and Prevention.
- **THECB** refers to the Texas Higher Education Coordinating Board.
- **Face to face or f2f** refers to an environment where some portion of the courses are offered in person on Campus while others continue to be offered online, where offices are staffed with in-person faculty and staff, and where existing residence halls are operating at some level of capacity in coordination with current guidance from federal, state and local public health authorities. This is not intended to reflect pre-COVID-19 operations where the Campus is open without restrictions, in person and with normal full staffing levels.
- **Hybrid** refers (also known as blended courses) replace a portion of traditional face-to-face instruction with web-based online learning (e.g., video lectures, online discussions, or activities).

- **Hyflex**, refers to courses delivered both in person and online at the same time by the same faculty member. Students can then choose for each and every class meeting whether to show up for class in person or to join it online. Courses could be placed in a regular campus classroom schedule.
- **Case investigation** is the identification and investigation of patients with confirmed and probable diagnoses of COVID-19 (cases).
- **Contact tracing**, also referred to as contact investigation, is the identification, monitoring, and support of the individuals (contacts) who have been exposed to the patient and possibly infected themselves. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.
- **Isolation** refers to the separation of sick people with a contagious disease (such as COVID-19) from people who are not sick.

### **Initial Return to Campus**

In accordance with the Texas Higher Education Coordinating Board's guidance document, CDC Re-Opening Guidelines, Texas Department of State Health services, Minimum Standard Health Protocols for Career and Technical Education Programs at Texas Higher Education Institutions, the following guidelines will be implemented for individuals returning to campus.

### **Timing of Physical Return to Campus**

No employee may return to Campus until/unless they have satisfied the requirements included in “Protocol and Certification for Employees”

<http://swtjc.edu:8080/training/Ecra/qauth.jsp>

Fall return to Campus is naturally and historically a phased process. Most staff are 12-month appointments and are present before faculty begin returning in significant numbers early August. By mid-August most, if not all, faculty are on Campus. Students arrive next at “dorm move-in day”. The first official day of classes is typically when all employees physically return to campus.

Taking advantage of this natural phase-in, SWTJC will structure the August return to Campus in such a way that students are only on Campus at the time their registration and enrollment needs require their presence. This practice will serve to maximize social distancing at check-in as much as is practicable. Similarly, return to Campus in January 2021 should be carefully structured to maximize social distancing.

Students at higher risk for severe illness from COVID-19- will be advised to consider their risk before deciding whether to return to Campus. The decision will solely be that of the student, although we may advise such students to remain at their permanent residence taking courses remotely. Faculty and staff at higher risk for severe illness from COVID-19 will be guided by existing college policies and rules.

## **Upon Arrival on Campus**

In advance, the arrival and/or return to campus at SWTJC sites will be carefully planned for all students, faculty and staff. The time and place for arrival will be communicated sufficiently in advance. (It is assumed in this description that staff are already present. Those staff arriving on Campus in August and January should be similarly scheduled.)

Upon arriving on Campus at the designated time, students, faculty, and staff will be provided:

- a daily self-monitoring checklist to monitor for symptoms,
- instructions on actions to follow should symptoms develop,
- “COVID-19 Commitment to the College Community”, specifying behaviors expected of them as they engage safely in the campuses, and
- if not submitted before arrival, students, faculty, and staff must submit self-certification

This self-certification will create a continuing duty on the part of the employee or student to notify the appropriate administrators if the answer to any of the questions over the course of time becomes “no.”

A training module for safe conduct regarding exposure to viruses will be required for all individuals on Campus (faculty and staff via online or some other standard method; students via a system as determined by the college such as Canvas). In addition to the initial training, the college must engage in an education and public health campaign that will continue throughout the semester, and longer if the public health crisis continues, inclusive of videos that demonstrate proper use of face coverings, hand washing, social distancing, etc.

In accordance with CDC health protocols students will be advised to limit their interactions with others both on campus and away from campus, except for work, class and clinicals. Students will be advised to avoid large gatherings or travel to limit exposure of friends and relatives at home and other locations, and/or reduce the likelihood of returning to the college area with virus exposure from these locations.

Faculty, staff, and students will be advised if/when they leave the campus environment to be aware of their exposure to others and to voluntarily place themselves in self-quarantine upon returning to the campus area if they believe they have been exposed to COVID-19 while away, as evidence-based public health protocols dictate.

All campus facilities will be open in limited capacities (e.g., libraries, recreation facilities, student centers, conference rooms, etc.) taking appropriate precautions for the activity designed to occur in that space (e.g., adjusted maximum capacity constraints, PPE—and training for proper use of PPE if required, physical distancing, enhanced cleaning protocols including training for SSC and other staff engaged in cleaning, etc.).

Preparation for Fall of 2020:

Note: Decisions pertaining to face coverings, testing, self-quarantine and isolation should be

communicated to the SWTJC community (faculty, staff, and students, including incoming new students) in advance of the return to Campus.

In preparation for the 2020-2021 academic year, SWTJC will prepare facilities, obtain supplies and protective equipment, and develop processes and protocols for implementation of this guidance.

SWTJC will require employees and students, prior to returning in August and again in January 2021, to self-certify that the person:

- has not been determined to be actively infected with COVID-19,
- does not have a fever, cough, or other symptoms of COVID-19 as listed on the CDC's website,
- has not been in close contact with anyone known or suspected to have tested positive for COVID-19 in the previous 14 days, and
- recommended self-quarantine for employees and students whom returned from travel or traveled through an area with state or local travel restrictions that mandate quarantine upon arrival home in the previous 14 days.

If the employee or student fails to meet any of the above criteria, then the employee or student will be required to notify SWTJC and should not report to any of the campuses. The employee or student should follow current CDC guidance regarding self-quarantine or self-isolation and will only be allowed to return to Campus if cleared to return by their healthcare provider and consistent with CDC guidance. This self-certification will include a continuing duty on the part of the employee or student to notify the college if the answer to any of the questions over the course of time becomes "no." A certification process will be implemented electronically for employees and students.

In order to mitigate the safety of our students, and visitors, all employees must complete an initial Health Screening Agreement. All information provided below will be kept confidential and provided only to the appropriate director or supervisor.

### **Employee General Protocol and Mitigation**

Employees should self-monitor before coming to campus, designated building or office. Any employee showing the following symptoms should not report to campus, building, or office and should contact their immediate supervisor immediately to plan necessary arrangements. Employees will receive a copy of self-monitoring requirements.

- |   |   |
|---|---|
| - Cough   | - Shortness of breath or difficulty breathing |
| - Chills  | - Repeated shaking with chills                |
| - Muscle pain   | - Headache                                    |
| - Sore throat   | - Loss of taste or smell                      |
| - Diarrhea  |   |
| - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit. |   |

- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19.

- All employees will wash or sanitize their hands upon entering the classroom or laboratory.

-All employees will wear face coverings while in the buildings unless they are in a private office space.

-All employees will maintain at least 6 feet of separation from other individuals. If this distance cannot be maintained, or is not feasible, other measures such as cough etiquette hand hygiene, cleanliness, and sanitation will be rigorously practiced

-Any employee with underlying medical conditions should take extra precautions before returning to work and during their working schedule.

- any employee with chronic lung disease or moderate to severe asthma.
- any employee who have serious heart conditions.
- any employee who are immunocompromised.
- any employee with diabetes.
- any employee with chronic kidney disease undergoing dialysis.
- any employee with liver disease

- Screening Checkpoint will be set up at a designated entry point. At the screening checkpoint, each employee will undergo: a temperature check and be screened for the symptoms and conditions listed above before entering any building.

- Each building will have one common entry point that all employees will be required to use.

- A daily record will be kept of all individuals who enter the campus in the event that it is needed for notification of possible exposure and tracing.

- If applicable staggered shifts will be scheduled for each department, including start times and breaks.
- Employees shall be trained on all protocols, including hand washing, hygiene, and how to use and wash personal protective equipment. Each employee will be provided with a copy of the Health Protocol mandated by the Texas Department of Health and Services and the CDC.
- Employees may be responsible in wiping down their phones, computers, mice and this will include doorknobs, and desk area with antiseptic wipes or disinfectant before they start and after they leave each day, they are at their designated work area. Cleaning products will be provided.

- Employees who are considered at risk will notify concerns to their immediate supervisor and/or human resources may continue to work safely from home through remote working.
- Meetings may continue to be held virtually, with limited personnel and practicing social distancing or no in-person meetings
- Employees should not share equipment, computers, etc. When it is necessary (i.e. copy machine) employees will be responsible sanitizing equipment or have the option of wearing single use Nitrile gloves.
- Bathrooms will be designated for male and female employees recommending usage by one employee at a time. Employee must disinfect area used and wash their hands in accordance to CDC guidelines. Disinfectant spray will be provided for bathrooms.

### **Student Health Protocol and Mitigation:**

Students will practice self-monitoring before coming to class. Any students showing the following symptoms should not report to campus and should contact their instructor immediately to plan necessary arrangements. Students will receive a copy of self-monitoring requirements.

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Cough</li> <li>- Chills</li> <li>- Muscle pain</li> <li>- Sore throat</li> <li>- Diarrhea</li> <li>- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit.</li> </ul> | <ul style="list-style-type: none"> <li>- Shortness of breath or difficulty breathing</li> <li>- Repeated shaking with chills</li> <li>- Headache</li> <li>- Loss of taste or smell</li> </ul> |
|--|---|

- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19.

-Students with underlying medical conditions are recommended to stay at home as per CDC guidelines:

- students with chronic lung disease or moderate to severe asthma.
- students who have serious heart conditions.
- students who are immunocompromised.
- Students with diabetes.
- Students with chronic kidney disease undergoing dialysis.
- Students with liver disease

-Students will be screened each day before class or before entering the campus. Screening will be for:

- Temperature Check and screened for symptoms

-Face mask must always be worn during class and in the building.

-Utilization of gloves and other personal protective equipment may be required for class activities.

-All students returning to class or campus must complete Student Training Certification which include all protocols, hand washing, hygiene, and how to use personal protective equipment.

- A daily record will be kept for all students who enter campus in the event needed for notification of possible exposure and tracing purposes.

-Students must always maintain necessary social distancing of 6 ft. as recommended by CDC guidelines.

### **Campus, Departments, and Facilities Protocol:**

- All facilities will be thoroughly cleaned and sanitized.
- Each learning space/classroom must be assessed for maximum capacity and an adjusted maximum capacity must be designated for each space in accordance with the current COVID-19 physical distancing guidance from public health authorities:
  - Adjusted maximum capacity should be some number not to exceed the maximum capacity established by the Fire Marshall; adjusted capacity will be significantly lower to maintain physical distancing, and
  - Each space must be clearly labeled indicating the adjusted maximum capacity.
  - Approved seating should be clearly marked, and additional chairs should be removed or made unavailable.
- Classroom furniture should be removed or “blocked off” to limit seating to the adjusted maximum capacity and to facilitate physical distancing.
- Barriers and physical guides, such as tape of floors or sidewalks, should be added where possible to facilitate and encourage the separation of individuals, including in transportation vehicles (e.g., vans).
- Custodian schedules will be adapted for cleaning/disinfecting of each occupied building both pre-occupancy and post-occupancy each day. Plans for offsite facilities not owned by SWTJC shall be guided by SWTJC personnel and facility managers and will follow CDC protocol and State protocol.
- Plexiglass guard shields will be installed in areas with moderate to high levels of interaction.
- Signage should be copiously placed throughout the facilities emphasizing physical distance to be maintained (e.g., 6-feet interpersonal physical separation) and maximum capacity. Samples from the CDC include:

- [https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands\\_11x17.pdf](https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_11x17.pdf)
  - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-ofgerms.pdf>
- Hand sanitizer will be available throughout all facilities and will be checked regularly and refill bottle when needed. If needed facilities services will place hand sanitizer stations around the campus.
- Facilities Services will provide deep cleaning of high-touch areas at the end each day for occupied areas as an added precaution.
- SWTJC will evaluate HVAC systems, if possible:
  - The frequency of replacing HVAC filters will be increased.
  - Reduce air circulation and increase air intake, if possible.
  - If possible, consider adding air filtration systems for enhanced air quality, and
  - Consider other solutions to reduce the likelihood of viral exposure in buildings, if feasible and determined to be effective.
- Will meet with custodial staff once a week to monitor supplies and evaluate.
- Existing patterns for foot traffic both inside and outside of facilities should be assessed and redirected as needed to maximize physical distancing.
- Determine residential facilities that may be used for quarantine and/or isolation.

### **Supplies:**

- Cleaning will be enhanced and therefore SWTJC Campuses, Departments, and Facilities should procure sufficient disinfectant cleaning supplies. Disinfectant wipes for, faculty and staff use must be procured, being sensitive to expiration dates that may impact the efficacy of the supplies.
- SWTJC campuses, facilities, and departments should support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, plexiglass shields and no-touch/foot pedal trash cans.
- Personal protective equipment will be required or recommended. (See notation Below on SWTJC obligation when specifying facial covering.)
- Technology interventions that may be implemented (e.g., thermal scans, temperature measures, contact tracing apps, data management, etc.).

### **Processes and procedures to be developed:**

- SWTJC should designate an administrator or office to be responsible for responding to COVID-19 issues and concerns. This designation should be well-publicized, so students, faculty and staff know who to contact for such issues.
- Local decisions on personal protective equipment (PPE) and procedures for implementation of the decisions shall be determined. Facilities, offsite campuses and departments may require face coverings in certain settings and not others, and/or may choose to require specific face coverings. The latest CDC guidance recommends the use of cloth face coverings among students, faculty and staff. Decisions regarding the use of face coverings will be clearly communicated to the SWTJC community or personnel.
- If face coverings are required, but flexibility is provided regarding the type of face covering, SWTJC is not legally required to provide the face covering.
- If SWTJC chooses to require a specific type of face covering that is not widely available, the college should plan to provide the specified equipment.
- SWTJC should obtain at least a limited supply of face coverings should an emergency response be necessary that requires face coverings.
- Logistics and management of check-in and screening for all students, faculty, and staff in August and in January 2021.
  - All students, faculty and staff must complete electronically the self-certification referenced above (“Protocol and Certification for Employees” or the “Protocol and Certification for Students”) prior to arriving on any Campus. Similarly, all members of the college community must complete the self-certification again upon returning in January 2021.
  - Upon arrival, each student, faculty, and staff will receive checklists for self-monitoring of COVID-19 symptoms and processes to follow up on the information.
- Protocols for handling exposure, including space for quarantine or isolation and notification procedures for those who may have been exposed, short term class suspension and/or building and facility closure to clean and disinfect.
- Institutional procedures that facilitate timely contact tracing and additional testing if required per public health guidance.
- Preparation of training modules for students, faculty, and staff, as well as the public health campaign that will occur throughout the academic year.
- Communication plans that comply with FERPA and applicable privacy laws. Plans must include expectations that all faculty, staff and students will regularly receive updated information, information about any on-Campus cases, and how they are being addressed.
- Develop metrics to indicate when to change mitigation efforts in response to changes in local COVID-19 conditions.

## **Classes**

Face-to-face (f2f) classes will resume, but not all classes may be offered in a f2f setting. SWTJC campuses will consider physical facilities (e.g., physical arrangement of the rooms, size of the rooms, mode of instruction, egress to the spaces, ventilation, etc.) course type, priorities, and demand in determining the courses to be offered in various formats. For example, SWTJC campuses may choose to prioritize first-year courses (a focus on student success), courses for which remote learning is more challenging (e.g., some labs, performance courses), or some other criterion central to the institution's mission (e.g., capstone courses, service learning courses, etc.).

SWTJC campuses may use several different formats based on the capacity of the facilities, and the educational demands of the course. "Hyflex" courses, for example, allow the student to take the course f2f or remotely, based on his or her needs. "Hybrid" courses require the student to attend f2f only a portion of the time, being taught remotely at other times. SWTJC may choose to adjust the calendar to begin earlier in August to complete f2f instruction and / or pursue other changes in the college calendar, and expansion of the standard teaching day and teaching week to offer more courses throughout the day and on Saturdays.

All courses where all or a portion of the course is offered f2f must be designed to shift to a remote instructional environment if necessary given local, state, or national directives regarding COVID-19. SWTJC may prepare for this possibility in a variety of ways, including block scheduling, short courses, hybrid courses, hyflex courses, offering each course in both remote and f2f formats, etc. SWTJC will ensure that best practices in this area are shared among instructors and adjunct instructors.

SWTJC Fall 2020 breakdown of offered course work:

- **Liberal Arts**
  - Evening sections 100% synchronous remote learning via Zoom/Teams
  - Online sections 100% Asynchronous (normal setting)
  - Two Way Video (DL) 90-100% transition to synchronous remote learning via Zoom/Teams
  - Face to Face (f2f) sections 25-30% across Institution with limited enrollment, flexible scheduling, and concurrent with Zoom/Teams accessibility
  - 75-100% across Institution transitioned to synchronous remote learning via Zoom/Teams
- **Technical Programs**
  - Lecture Components 80-90% transitioned to synchronous remote learning via Zoom/Teams
  - Lab Components 80-90% will remain 80-90% hands on with mitigation protocols in place
- **Work Force Training**
  - 80-90% continuation of course offerings

- **Adult Education Literacy (AEL)**
  - 80-90% continuation of course offerings

Students should be encouraged to leave the building between classes when possible and congregating in hallways and lobbies will not be allowed. Teaching spaces must be disinfected regularly to reduce the likelihood of COVID-19 spread and different sites will:

- consider adjusting scheduled courses to allow for additional time to periodically clean surfaces,
- provide easily accessible disinfectant wipes for students to clean their own spaces before and after use, as they desire (e.g., similar to the model commonly used in gyms and fitness centers), and
- request that staff clean each learning space (for example, before classes begin in the morning, at the noon hour, and again in the late afternoon between afternoon and evening classes), while also providing disinfectant wipes for students to wipe down their immediate area before each class if the student desires.

SWTJC campuses may also consider additional protection for instructors, including but not limited to, Plexiglas barriers and face coverings.

### **Special Note for Students in Clinical Programs and Technical Vocation**

Special arrangements and precautions will be required for students and faculty engaged in clinical programs (e.g., nursing, allied health, welding, A/C and refrigeration, EMT, Police academy, etc.). Arrangements and precautions are unique to the program and guided by the program's accreditation as well as medical and public health guidance. The college should provide oversight of these arrangements.

### **Student Services**

SWTJC Student Services should begin preparing for students to return to Campus by conducting an inventory of their PPE, hand sanitizer, cleaning, and supplies. They should prepare for in-person visits in accordance with the current guidance from the CDC. These plans may include:

- appointments for students for an in-person visit or utilizing technology like TEAMS or ZOOM to advise students.
- developing an online or telephone process for student appointments
- posting information online and signage to provide guidance on the safety precautions in effect,
- screening all staff and students for symptoms and checking temperatures before entering the buildings,
- adjusting hours of operation
- follow-up appointments with students.

## **SWTJC Residence Halls**

SWTJC will determine appropriate safety precautions for the residence dorms using evidence-based public health protocols for the control of infectious disease, considering issues such as density of the student population, restroom/shower facilities, cleaning protocols, a/c and ventilation, etc. SWTJC must also consider student mental health, and the health ramifications of limiting residence dorm density as students not accommodated by residential living will instead be living in off-Campus housing that may observe different safety protocols than is available in the SWTJC residence dorms. In light of the current concerns, SWTJC should consider requirements to live on Campus, continuing those requirements or adjusting those requirements as SWTJC determines is in the best interests of the student. SWTJC decisions regarding residence hall requirements shall be communicated to students in a timely manner.

Common spaces in the residence dorms such as restroom facilities, lobbies, shared kitchens, etc. will have limited or designated furnishings to encourage physical distancing and must be disinfected regularly (multiple times per day). Disinfectant wipes should be readily available in the residence halls for residents to wipe surfaces as desired.

Students living in the residence dorms will be suggested to avoid any visitors in their rooms. Residential living students will also be strongly discouraged from leaving the campus grounds for the duration of the semester to limit exposure to those they visit elsewhere and limit the exposure they may bring back to the residence dorms. If students do leave the residence dorms and suspect they have been exposed to COVID-19, the student will be required to report this exposure to the appropriate resident advisor and may be required to place themselves in self-quarantine for a period of time in accordance with current CDC and THECB guidance.

## **Food Service**

Food service will resume/continue with a greater emphasis on take-away options, barriers between cashiers and customers, no buffets, maximized safeguards and limited seating, remaining consistent with the accepted standards in place at the time.

## **Co-Curricular Activities**

Co-curricular activities are essential to the holistic education of the student. However, some co-curricular activities may be equally efficacious when delivered and engaged in remotely as compared to the f2f mode. SWTJC should weigh the relative risks and advantages of delivery mode in consideration of co-curricular activities.

Activities such as clubs, study sessions, intramural sports, etc. that occur f2f will observe the limitations on the size of gatherings established by local public health authorities and based on college guidance and the space used. (The adjusted maximum capacity of each space will be posted at the entrance of the space, and no co-curricular activity may exceed the adjusted maximum capacity.) All f2f co-curricular activities will be expected to observe the precautions recommended by local health authorities at the time to limit the spread of, and exposure to, COVID-19 (e.g., physical distancing, face coverings).

SWTJC will provide f2f co-curricular activities as much as is practicable and safe. While activities may not be possible this fall, such activities will resume as soon as possible. Similarly, field trips and other experiential learning activities will occur where possible. All of these activities will be expected to observe the precautions recommended by local health authorities at the time to limit the spread of, and exposure to, COVID-19 (e.g., physical distancing, face coverings).

### **Travel**

Students: regarding fall semester SWTJC sponsored student travel shall be reviewed. SWTJC sponsored student travel should be limited to mission critical functions to assure the continued safety of the Campus. If a student travels and suspects they have been exposed to COVID-19, the student will be required to report this exposure to the appropriate administrator and may be required to place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

Employees: Business travel may be limited to mission critical functions to assure the continued safety of the Campus community. Employees engaged in business-related and personal travel who suspect they have been exposed to COVID-19 while away from the college are required to notify their supervisor and place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

CDC recommends that everyone wear a [cloth face covering](#) over their nose and mouth when in public, including during travel. Cloth face coverings and maintaining a social distance of 6 feet may slow the spread of COVID-19 by helping keep people who are infected from spreading the virus to others.

CDC recommends that you avoid all nonessential travel because of the COVID-19 pandemic.

### **Use of Facilities by Outside Groups**

Use of SWTJC facilities by outside groups must be approved by the SWTJC President or designee using already established SWTJC approval processes. College should revise their approval processes considering the current environment to fully consider the safety of the students, faculty, staff, and third parties. Use of facilities by outside groups should only be approved if the use advances the mission of the college. Safety requirements and recommendations established by local health authorities and college policies in effect at the time of the event should be observed (e.g., gathering size, physical distancing, face coverings, etc.), and visitors will certify they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

## **Visitors to Campus**

College must limit external guests to those considered critical to the mission of the university or agency as approved by the President or designee. All visitors should be expected to observe safety requirements and recommendations established by local health authorities and SWTJC policies in effect at the time of the visit (e.g., meeting size, physical distancing, face coverings, etc.) and declare they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

## **Exposure Protocol:**

If an employee or student begins to show any symptoms as listed under General Protocol at the top of this page while in class or on the campus, SWTJC will coordinate with local health officials to determine the appropriate protocol.

Any employee or student, with new or worsening symptoms will not be allowed to return to the classroom or laboratory until:

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and,
- The employee or student has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 14 days have passed since symptoms first appeared.

Any employee or student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, is assumed to have COVID-19, and the individual may not return to the classroom or laboratory until the individual has completed the same three-step criteria listed above; or

If an employee or student has symptoms that could be COVID-19 and wants to return to the classroom or laboratory before completing the above self-isolation period, the employee or student must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Any employee or student with known close contact to a person who is lab-confirmed to have COVID-19 cannot return to the classroom or laboratory until the end of the 14-day self-quarantine period from the last date of exposure.

(See attached "Summary of CDC guidance" regarding isolation and quarantine requirements.)

SWTJC will close off areas used by infected person and will not be used until all areas have been cleaned and disinfected. As recommended for Institutions of Higher Education by THECB SWTJC may wait at least 24 hours before cleaning and disinfecting areas used by infected person. If 24 hours is not feasible, wait as long as possible. SWTJC will ensure safe and correct use and storage of cleaning and disinfection supplies.

## **Case investigation and Contact Tracing of an Infected Employee or Student**

Case investigation and Contact tracing may be conducted for close contacts of confirmed or probable COVID-19 patients. SWTJC will report the infection of any employee or student to the local health authorities and the Texas Department of State Health Services for the purpose of case investigation and contact tracing. Monitoring and tracing for those who test positive for COVID-19 will be dictated by local public health officials.

## **Other Monitoring Approaches**

SWTJC, in coordination with local public health authorities, may choose to use other mechanisms for monitoring the health and safety of their students, faculty, and staff. Options that may be considered include but are not limited to:

- temperature monitoring as a tool for keeping students, faculty and staff informed of their health and protecting the health of the Campus or university community (Students, faculty and staff with a temperature exceeding 100.4 (38C) should be directed to medical services for additional screening),
- thermal scanning,
- location analytics to assess traffic and congregating patterns and adjust spaces accordingly,
- other approaches that may emerge as efficacious over the course of the intervening time.

## **Confirmed Positive COVID-19 & Return to SWTJC Work Criteria**

Employees who have returned to campus must notify Southwest Texas Junior College immediately if they have a confirmed positive for COVID-19.

Employees who test positive for COVID-19 will be required to work remotely or take sick leave if they cannot work in accordance with SWTJC policies and regulations. They will place themselves in self-isolation as determined by local health officials at the time of testing.

Employees who test positive for COVID-19 may return to Southwest Texas Junior College after testing negative and after their return has been cleared by their healthcare provider and consistent with CDC guidance.

When a confirmed case has been on campus, regardless of community transmission, the college will follow the guidelines outlined in [the CDC's COVID-19 Interim Guidance for Administrators of US Institutions of Higher Education](#) and coordinate with local health officials to determine closures and the disinfection of buildings.

Reporting Liaison for Southwest Texas Junior College is Richard E. Jones, Safety & Security Coordinator, [rejones@swtjc.edu](mailto:rejones@swtjc.edu), (830) 591-7250

Summary of CDC Guidance as of May 21, 2020  
Regarding Isolation and Quarantine Requirements

**1. Guidance regarding Isolation.** Persons who are confirmed to have COVID-19 or are showing COVID-19 symptoms should be placed in isolation and should discontinue isolation and return to campus/workplace only as follows:

a. **Symptom-based strategy** – Remain in isolation until the following conditions are met:

- fever free for 72 hours (without the use of fever-reducing medication),
- improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- at least 10 days have passed since COVID-19 symptoms first appeared.

b. **Test-based strategy** – Remain in isolation until the following conditions are met:

- fever free (without the use of fever-reducing medication),
- improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- two negative tests in a row, at least 24 hours apart, provided certain testing guidelines are followed (FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens).

c. **Time-based strategy** – For asymptomatic people that have tested positive for COVID-19, isolation is required until the following conditions are met:

- at least 14 days have passed since the date of their first positive COVID-19 diagnostic test, and
  - no COVID-19 symptoms have subsequently developed.
- If COVID-19 symptoms develop, then the symptom-based or test-based strategy should be followed.

**2. Guidance regarding Quarantine.**

- CDC recommends that asymptomatic persons exposed to persons known or suspected of having COVID-19 be quarantined for 14 days after their last known exposure.
- This includes people who have been in close contact with a person with COVID-19, returning from international travel and returning from cruise ship or river voyages.
- These persons should maintain social distancing (at least 6 feet), check their temperature twice a day, watch for COVID-19 symptoms, and avoid contact with people at higher risk for severe illness.

**3. Other Considerations.**

- The CDC has specific guidance for certain persons (e.g., healthcare personnel and immunocompromised persons).
- CDC guidance recommends that employers may choose to apply a more stringent criteria to return to work (such as a longer period of isolation after recovery) for certain persons where a higher threshold to prevent transmission is warranted.
- If enacting stricter criteria, the CDC recommends doing so explicitly, with clear justification, and in coordination with local public health authorities.

**RETURN TO ON-CAMPUS WORK**  
**CHECKLIST FOR VICE PRESIDENTS, DEANS, DIRECTORS, & MANAGERS**

**PRIOR TO RETURN**

- Consider your area's workspace, workflow, constituent flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, determine what changes need to be made, including which jobs can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.
  - Assess other common spaces, i.e. conference rooms, break rooms. Document and communicate what the common area procedures are upon returning to the workplace.
  - Identify the need for signage to encourage healthy habits and social distancing in the workplace. Ensure it is posted in visible areas in the workspace.
  - Survey each employee to determine their ability to return to on-campus work.
  - DO NOT attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.
  - If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with your HR Consultant regarding possible employee accommodations, options for telework, or leave support for the employee. If an employee voluntarily discloses, this information will be kept confidential in accordance with SWTJC personnel policies.
- 
- Develop a plan and schedule for who returns and when based on the Re-Opening Committee timeline, the return to on-campus dates established by your department, and employees' ability to return.
  - Communicate the return to on-campus work plan for your department to your employees and ensure they understand their expected return to on-campus work date.
  - Ensure all employees have completed COVID Training Video before returning to On-Campus Work.
  - Encourage employees to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website or your healthcare provider for the most current information. Employees with any of the symptoms below SHOULD STAY HOME until they have contacted their

healthcare provider for further guidance and may be required to return with a fitness for duty release.

- |  |   |
|--|---|
| <input type="checkbox"/> Cough   | <input type="checkbox"/> Chills   |
| <input type="checkbox"/> Shortness of breath or difficulty breathing                             | <input type="checkbox"/> Repeated shaking with chills   |
| <input type="checkbox"/> Muscle pain   | <input type="checkbox"/> Headache   |
| <input type="checkbox"/> Sore throat   | <input type="checkbox"/> Loss of taste or smell   |
| <input type="checkbox"/> Diarrhea  | <input type="checkbox"/> Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit |
| <input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19 |   |

#### WHILE AT WORK

- Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations).
- Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals. If distancing is not feasible, SWTJC may provide face coverings and plexiglass shields.
- Keep meetings to 10 people, if social distancing allows or less and utilize Microsoft Teams or Zoom for meetings to maintain social distancing.
- If an employee shows any symptoms as listed above, they should leave work immediately. Notify their immediate supervisor. Limit the employee's contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.
- Report any known or potential employee absence due to COVID-19 immediately to your HR Consultant for determining next steps and appropriate follow up.
- Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.
- Advise employees with new or worsening symptoms of illness listed above that they are not permitted to return to work until:
  - In the case of an employee who was diagnosed with COVID-19, the individual may return to work when all three of the following criteria are met and the individual may also be required to provide a fitness for duty certification from their healthcare provider:
    - At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)

- They have improvement in respiratory symptoms (e.g., cough, shortness of breath)
    - At least 10 days have passed since their symptoms first appeared
  - In the case of an employee who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has completed the same criteria listed above; or
  - If the employee has symptoms that could be COVID-19 and wants to return to work before completing the criteria above, the individual must follow the SWTJC Return to Work policy and obtain a fitness for duty certification from their health care provider.
- Instruct all employees with known close contact to a person who is lab-confirmed to have COVID-19 that they may not return to work on campus until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for healthcare workers and critical infrastructure workers). They may perform telework dependent upon nature of work and manager guidance.
- If food or drink is provided, provide individually packaged meals and utensils for each employee.
- Discourage employees from sharing other employees' desks or equipment and encourage them to wipe down desks and equipment between uses.
- Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact custodial services.
- Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for any additional assistance needed addressing concerns or answering questions.

## RETURN TO ON-CAMPUS WORK CHECKLIST FOR ALL EMPLOYEES

### **PRIOR TO RETURN**

- Complete COVID training video before returning to On-Campus Work.
- Pack all Information Technology equipment used to telework, including cables and accessories, to bring back to campus. Take note of the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself. IT resources for reinstalling equipment will be limited.
- Self-screen daily before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website or your healthcare provider for the most current information.
  - Cough
  - Shortness of breath or difficulty breathing
  - Muscle pain
  - Sore throat
  - Diarrhea
  - Known close contact with a person who is lab confirmed to have COVID-19
  - Chills
  - Repeated shaking with chills
  - Headache
  - Loss of taste or smell
  - Feeling feverish or measured temperature greater than or equal to 100.0 degrees Fahrenheit
- If experiencing any symptoms listed above, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.

### **WHILE AT WORK**

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as wearing a cloth face covering (over the nose and mouth) is highly recommended for your protection as well as theirs.
- Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.
- Keep meetings to 10 people or less, if social distancing allows, and spread out as much as possible or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.

- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management

The Re Open Committee consisted of Rick Jones-Safety and Security Coordinator, Steve Martinez-Registrar, Rolando Lira-Director of Associate Degree in Nursing, Dr. Cheryl Sanchez-Dean of Liberal Arts, Johnny Guzman-Dean of Technical Programs, Cruz Mata-Instructional Facility Coordinator, Connie Buchanan-VP Del Rio, Gilbert Bermea-VP EP campus, and Derek Sandoval-VP Administrative Services.