



<https://www.pccua.edu/about/coronavirus-disease/covid-10-reopening-plan/>

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PCCUA

Adapted from the Fall 2020 Reopening Plans Used by University of Rhode Island Plan, East Central College, Vanderbilt University, and Chattanooga State University, Health & Safety Operational Guidelines & Recommendations for Small and Midsize Live Music Venues in Texas For Phase 2 of Reopening by the Music Venue Alliance – Texas.

COVID-19 TASK FORCE PERSPECTIVE

The Phillips Community College of the University of Arkansas (PCCUA) COVID-19 Reopening Task Force's primary goal is to establish the plan the College will be using to direct efforts to resume instruction, services, and activities. The plan is presented in four phases beginning with the existing closure environment and gradually opening offices for employees; classrooms, service offices, and shared spaces for students; and the College public spaces used for activities and events for the community.

Reopening PCCUA is a challenging endeavor which the Re-opening Task Force takes seriously. The safety of employees and students is at the forefront of the COVID-19 Reopening Plan. All College constituents want to get back to normalcy but because of the campus closing and due to threats posed by the Coronavirus Covid-19 pandemic, Spring 2020 changed College operations.

The PCCUA Reopening Task Force is composed of three subcommittees assigned to work toward three actions: reopening offices, reopening for instruction and students, and reopening for the community. The Task Force meets jointly and each committee within the Task Force meets to coordinate the work of the subgroup.

Many students in the PCCUA service area lack access to technology, resources, and even work space to complete online classes. Some faculty are using remote instruction which includes phone calls, Zoom meetings, and assignment packets rather than an entirely online course delivery. While the Task Force is aware that there are online access and digital divide issues, we are committed to assisting with alleviating technology access and utilization barriers. The College faculty and staff believe that face-to-face instruction is the best format for many of our students. In addition, many services are more effective when these are provided directly to a student rather than remotely. However, realities of this uncertain time make us aware that we need to help students develop stronger technology skills. It is the desire of the College faculty and staff to provide the best and safest environment for students and to be prepared if instruction and services are interrupted and transitions to remote delivery are required in the fall or spring semesters.

Keeping in mind that safety precautions reduce the chances of infections, returning to the campus for full operations without considering very specific safety precautions related to screening for possible infection or symptoms related to infection would be irresponsible. The Task Force recognizes that screening, hygiene, wearing face masks, social distancing, and the sanitation of buildings, classrooms, and office spaces must be integrated into all aspects of the reopening plan. The reorganization of the delivery of instruction and services is critical to keeping all the safety protocols in place.

The Reopening Task Force has identified the following four phases for reopening the campus:

- Phase 1: March 18-July 3, 2020**
Remote work for all employees except essential workers.
Campus closed.
Extremely limited student and employee access.
- Phase 2: July 7-August 3, 2020 (July 4th Observed July 6th)**
Partial reopening for employees.
Staggered Shifts.
Social Distancing and use of all safety protocols.
- Phase 3: August 3, 2020**
Open campus and employees work full schedule.
Faculty return Wednesday, August 12
Classes begin Wednesday, August 19
Employees and students use social distancing.
Temp and Arkansas Department of Health Screening tool.
Modified instructional schedules.
Contingency plan for possible outbreak.
All safety protocols in place.
Classroom and service spaces use social distancing.
Employ instructional strategies which meet the needs of students.
- Phase: 4: To Be Determined**
Open campus and other college buildings to the community.
Buildings, libraries, and centers are open to the public for events and activities. All health, safety and sanitation protocols are in place.

The COVID-19 Reopening Plan is flexible and can be modified as needed. Open communication about the plan and protocols designed to implement the plan are

important to employees and students. The Task Force recognizes that changes to the plan may occur as outbreaks to the virus are identified.

All faculty and staff members are required to comply with the policies, protocols, and guidelines in this document, as well as any published amendments to this document.

Amendments will be noted with the date and time of the modification and sent to employees through College assigned email addresses.

Committee Members

Joseph Berry, Robin Bryant, Kathy Dulaney, David Dunigan, Deborah Gentry, Shelby Gentry, Cindy Grove, Debbie Hardy, Joyce Hargrove, Keena Henderson, Vivian Hoskins, Amy Hudson, Kimberley Johnson, Tracie Lynn Karkur, Debby King, Kim Kirby, Bryant Lytle, Brandy Kay Hanley McGee, Charlotte Purdy, Monica Quattlebaum, Kim Rawls, Kelly Roberts, Rhonda St. Columbia, Shannon, Edmondo Torelli, Michelle Waites, Shannon Willer

COLLEGE-WIDE COVID-19 CONCERNS

SYMPTOM MONITORING EXPECTATIONS

Employees instructed to return to the workplace must conduct symptom monitoring each day before reporting to work. Employees must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work.

Symptoms may appear 2-14 days after exposure to the virus.

Employees experiencing any of these symptoms should immediately contact the Arkansas 211 hotline or their physician for assessment. If occurring at work, the employee should immediately notify their supervisor, leave the workplace and contact the Arkansas 211 hotline or their physician for assessment. In these situations, employees will maintain contact with their supervisors and follow the guidance of their healthcare provider in determining a return to the workplace.

These symptoms could include:

- Cough
- Shortness of breath, difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Unexpected runny nose or sinus congestion (not previously diagnosed seasonal allergies)
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- A rash similar in nature to frostbite
- Other skin rashes/discoloration
- New loss of taste or smell

POSITIVE COVID-19 REPORTING EXPECTATIONS

Any individual who tests positive for COVID-19 should contact the Office of Human Resources at 870-338-6474 EXT. 1271 and should not report to work until their attending or primary care physician has sent a letter of clearance to return to work.

Employees who test positive for COVID-19 are expected to follow their physician's directives for home quarantine or hospitalized care and may not return to work until the letter of clearance has been received. The Office of Human Resources will confirm receipt of the clearance to return to work and will retain this letter in the employee's personnel file.

Employees living with or caring for an individual who tests positive for COVID-19 are expected to self-quarantine and not to return to work until 14 days after the individual's positive COVID-19 diagnosis.

For additional information, please review <https://www.healthy.arkansas.gov/programs-services/topics/novel-coronavirus>

COVID-19 RELATED LEAVE

Employees who are (1) subject to a government quarantine or isolation order, (2) have been advised by a health care provider to self-quarantine, or (3) are experiencing COVID-19 symptoms and seeking a medical diagnosis are entitled to use up to 80 hours (reduced or part-time employees) of paid leave under the Families First Coronavirus Response Act if they are unable to telework (i.e., work remotely). After the FFCRA expires on December 31, 2020, or if an employee has exhausted paid leave under the FFCRA, employees will be required to use accumulated sick leave to account for their absence. If an employee does not have sufficient accumulated sick leave, they may use vacation leave and unpaid leave to cover the time of treatment or required self-quarantine. Employees using FFCRA Leave, should submit a FFCRA Leave Request Form to HR as well as file COVID-19 (sick leave) in BambooHR.

COVID-19 HIGH RISK CATEGORIES

Employees with certain conditions may be at higher risk for contracting COVID-19 or may have a higher risk for severe illness.

Employees with these or other high-risk conditions who have concerns about returning to work on campus should contact their direct supervisors (i.e., department head, director, academic dean, etc.) to discuss their needs.

When applicable, PCCUA will work to provide reasonable accommodations for individuals who may not be able to return to campus immediately due to these and other risks.

The Centers for Disease Control and Prevention (CDC)'s latest guidance suggests that people in the highest risk categories include individuals who:

- Are over the age of 65,
- Suffer from chronic lung disease or moderate to severe asthma,
- Suffer from serious heart conditions,
- Severely obese (Body Mass Index of 40 or higher),
- Have diabetes,
- Suffer from chronic kidney disease undergoing dialysis, or
- Suffer from liver disease.

COVID-19 SCREENING STATIONS

Campuses will have designated entries with screening stations. Employees and students entering the building will be screened using the Arkansas Department of Health survey tool, hands will be sanitized, and temperatures will be taken.

SUPPLIES

Thermometer ____
(Infrared, wall mounted, non-contact)
Hand sanitizer ____
(wall mounted, non- touch)
Face masks ____
Waste bin ____

The COVID-19 trained staff member taking the employee or students' temperature will identify the person and document the temperature, time, and date following Arkansas Department of Health Guidelines. That documentation will be maintained in the Registrar's Office. Screening stations will be in the entry way of the campus buildings.

SIGNS

Primary Entrance ____

Masks required ____

Sanitizing Stations ____

COVID-19 BUILDING, OFFICE AND CLASSROOM CLEANING

BUILDING CLEANING AND DISINFECTION PROTOCOLS

- Protocols for high-risk/high-touch areas (door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, any touchable surface or space).
- Increased cleaning will be performed in restrooms and common areas.
- Hand sanitizer dispensers will be placed at entrance/exit points of buildings on campus.
- Computers and copiers will be sanitized with 50/50 mix of isopropyl alcohol and distilled water. Hand sanitizer should be available at each copier, computer area, by shared telephones and shared FAX machines.

DAILY CLEANING PLAN

Wipe down common touch surfaces every 3 hours or after each use from 7am to 6:30 pm (determined by use).

Check/refill disposable masks and hand sanitizer.

Mop/vacuum floor every 4 hours from 7am to 6:30 pm (determined by use).

COVID-19 CONTINGENCY PLANS FOR FUTURE CLOSURES

All functional areas and faculty need to have contingencies in place. The plans will include protocols for transition to remote delivery of services and instruction. All staff and instructors will ensure that students have information needed to navigate access to services and utilize remote instruction if the contingency plan needs to be implemented.