

## PHASE 1: REMOTE WORK FOR ALL EMPLOYEES EXCEPT ESSENTIAL WORKERS -CLASSES DELIVERED REMOTELY

### ALL EMPLOYEES WORK REMOTELY (March 18-July 3)

All staff and professional staff work remotely. Work verification tables are filed outlining weekly work. Professional development sessions are provided using online functional area development and Go2Knowledge Webinars.

### ESSENTIAL STAFF REPORT TO CAMPUS (March 18-July 3)

All employees are expected to work their 40-hour, 5-day workweek and provide to their supervisor a work verification table identifying work completed. If an employee is unable to work and cannot be available during our regular 8-4:30 schedule, the appropriate leave (vacation or sick) should be submitted.

Employees may return to the campus during this time, limiting their office time daily. Faculty complete teaching students during the spring and summer semesters remotely.

### FACULTY DELIVER INSTRUCTION REMOTELY (March 18-May 15)

All faculty are expected to deliver instruction using remote resources which include Blackboard, Web assignments, apps such as GroupMe, Zoom, and other approved formats. Assignments are to be posted and format for delivery shared with the dean/chair and the Vice Chancellor for Instruction. Faculty are expected to engage students in all aspects of instruction.

### SUMMER SCHOOL SCHEDULE OFFERED ONLINE (MAY 27-July 23)

All faculty teaching summer school are delivering courses remotely through BlackBoard with the exception of the math instruction which relies on remote delivery with Pearson and Hawkes publishing. All course sections are merged to one or two. The University of Arkansas Online Consortium courses are offered as Internet Section 1 (I1) and the PCCNet courses are identified as Internet 2 (I2). This has resulted in a reduction in the number of course sections and summer faculty course loads.

**Extends into Phase 2.**

### LIMITED FACE TO FACE INSTRUCTION (May 27-July 23)

Selected face-to-face classes are allowed for programs essential to the workforce such as CDL/truck driving, construction, welding, and completion of the RN and PN programs. Protocols include the following tasks. **Extends into Phase 2.**

- Faculty & student monitoring each day entering the classroom area. Faculty & student must be free of ANY symptoms related to COVID-19 prior to coming on campus.
- Staff member screens all faculty and staff.

#### SUPPLIES

Thermometers \_\_\_\_\_  
Hand sanitizer \_\_\_\_\_  
Face masks \_\_\_\_\_  
Waste bin \_\_\_\_\_

#### TOOLS

COVID-19 Survey Tool\_\_\_\_\_

- Social distancing will be practiced at all times. Stay at least 6 feet (about two arms' length) from other people.
- No gatherings allowed.
- All individuals in classrooms (common workplaces, hallways, meeting rooms, classrooms, break-rooms, restrooms, etc.) must wear face masks/coverings. Those wearing cloth face masks will be required to wash the covering each day and must have a replacement on hand in the event a fresh one is needed.
- If more than one person is in a room, a face mask should be worn.

Screening entails responses to Arkansas Department of Health COVID-19 survey tool and includes the following: check for symptoms, check for travel to high risk area, temperature check, sanitizer on hands, proper wearing of face mask, signature of screener.

**SIGNS**

- Entrance closed \_\_\_\_\_
- Masks required \_\_\_\_\_
- Restrooms (hand washing) \_\_\_\_\_
- Sanitizing Stations \_\_\_\_\_

**LIMITED SUPPORT SERVICES IN PLACE ON CAMPUS**

The College offers online tutoring service available for students and remote library support services are available. One computer lab per campus is available for student use (capacity 3 students per lab depending on room size).

**Lab Requirements**

- Faculty & student monitoring each day entering classroom area. Faculty & students must be free of ANY symptoms related to COVID-19 prior to coming on campus.
- Staff members screen all faculty and staff.
- Social distancing will be practiced at all times. Stay at least 6 feet (about two arms' length) from other people.
- No gatherings allowed.
- All individuals in classrooms (common workplaces, hallways, meeting rooms, classrooms, break-rooms, restrooms, etc.) must wear face masks/coverings. Those wearing cloth face masks will be required to wash the covering each day and must have a replacement

**LAB SUPPLIES**

- Hand sanitizer \_\_\_\_\_
- Face masks \_\_\_\_\_
- Waste bin \_\_\_\_\_

**TOOLS**

- COVID-19 Survey Tool \_\_\_\_\_

**SIGNS**

- Entrance closed \_\_\_\_\_
- Masks required \_\_\_\_\_
- Restrooms (hand washing) \_\_\_\_\_
- Sanitizing Stations \_\_\_\_\_

on hand in the event the cloth mask becomes wet or soiled.

- If more than one person is in a room, a face mask should be worn.
- All spaces and surfaces will be disinfected after student use.

## **BUILDINGS, OFFICES, AND CLASSROOMS CLEANED AND DISINFECTION PROTOCOLS IN PLACE (May, June, July 2020)**

### **BUILDING CLEANING AND DISINFECTION PROTOCOLS**

- Use protocols for high-risk/high-touch areas (door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables).
- Increased cleaning will be performed in restrooms and common areas.
- Hand sanitizer dispensers will be placed at entrance/exit points of buildings on campus.
- Copiers, computers, and surfaces will be sanitized with 50/50 mix of isopropyl alcohol and distilled water. Hand sanitizer will be available at each copier, shared telephones, computers, and FAX machines.

### **DAILY CLEANING PLAN**

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

Check/refill disposable masks and hand sanitizer.

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

Empty waste bin.