

PHASE 2: PARTIAL REOPENING FOR EMPLOYEES JULY 20-AUGUST 3, 2020

TWELVE MONTH EMPLOYEES RETURN TO WORK

- Staff in each department work staggered 4-hour shifts, on campus.
- The remainder of the day will be working remotely.
- Staff must be available via phone or e-mail or should submit the appropriate leave.
- System monitoring each day before returning to work. Employee must be free of ANY symptoms related to COVID-19 prior to coming on campus. Employees are responsible for notifying their supervisor if they are unable to work and file the appropriate leave.
- Practice social distancing. Stay at least 6 feet (about two arms' length) from other people.
- No gatherings allowed.
- All individuals in public settings (common workplaces, hallways, stairwells, 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 the cloth mask becomes wet or soiled.
- If more than one person is in a room and the size of that room prevents social distancing, a face mask should be worn.

SUPPLIES

Hand sanitizer _____
 Face masks _____
 Waste bin _____

SIGNS

Entrance closed _____
 Masks required _____
 Restrooms _____
 (hand washing) _____
 Sanitizing Stations _____

BUILDING CLEANING AND DISINFECTION

Safety measures for cleaning staff:

- Have a safety plan in place for protecting staff who use cleaning chemicals.
- Provide appropriate protective gear to cleaning staff.
- Train staff on using cleaning and disinfectant products according to label directions.
- Remind staff to frequently wash hands with soap and water for at least 20 seconds.
Remind staff to avoid touching eyes, nose and mouth with unwashed hands.
- Provide face coverings at no cost to staff who come into direct contact with other people.
- For more information, visit the Occupational Safety and Health Administration's page on control and prevention at [osha.gov/SLTC/covid-19/controlprevention.html](https://www.osha.gov/SLTC/covid-19/controlprevention.html).

Recommendations for routine cleaning and disinfection:

Routine cleaning and disinfection of surfaces can help slow the spread of COVID-19

High-touch surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, countertops, drawer handles, tables, sinks, faucet and toilet handles, drinking fountains, buttons, push plates, phones, keys and remote controls.

- When cleaning workspaces, cubicles and other office areas, make sure to disinfect frequently touched surfaces and objects, such as desks, chairs, phones, printers, keyboards and computer mice.
- Clean restrooms frequently.
- When cleaning vehicles, pay special attention to surfaces and objects that are touched often by passengers, such as door handles, window buttons, locks, payment machines, arm rests, seat cushions, buckles and seatbelts. Also wipe down surfaces that drivers frequently touch, such as the steering wheel, radio buttons, turn indicators and cup holders.
- Cleaning and disinfection should be done at least after every work shift daily or as needed.
- Focus on shared and high-touch surfaces.

PROFESSIONAL DEVELOPMENT FOR FACULTY

Training

- Determine criteria for new, intermediate, and advanced Blackboard users; send email to all faculty asking them to identify their level of Blackboard experience based on those descriptions
- Develop three professional development surveys for faculty based on Blackboard experience (we're basically asking those who identify as a new, intermediate, and advanced user what kind of PD they would like to have offered); send out surveys to faculty.
- Develop a list of Go2Knowledge Webinars for instructors to view while Team is working on developing specific PD content.

- Determine the best way to deliver these PD offerings to faculty (i.e. Zoom meetings/recordings, individual campus meetings, faculty share sessions, etc.); let faculty know what materials they will need to bring to face to face training.
- Require instructors to use Zoom as the video platform for conducting virtual/remote meetings with students and another faculty.
- Locate people willing to be campus technology and Blackboard "mentors" for faculty who may need help on-the-fly during the semester.
- Faculty will begin professional development to prepare for a full schedule of classes. Additionally, all faculty will develop remote teaching strategy to be included in the syllabi and introduced to students at the start of the semester.
- Mandatory use of BlackBoard.
- Development in the use of other online strategies provided by faculty using distance learning.
- Development of contingency plan for closing campuses.
- Syllabi Revisions/Reviews.
- Student Training protocols
- Delivery determination (hyflex, online, hybrid, other).
- Preparation of student training per course taught by an instructor.