



**FTF REOPENING
COVID-19 SAFETY PLAN**

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INTRODUCTION

Haywood Community College cares about the health, safety, and welfare of our students and community. We are grateful for the hard work by our community during the COVID-19 crisis. Thank you for the sacrifices you have made to help mitigate the spread of the virus, all while providing the high-quality instruction that HCC is known for. Over the past weeks of online-only classes, our HCC Coronavirus Response Team has been working to develop a plan that will act as guidance for maintaining a safe environment upon your return. As we now begin the reopening of face-to-face classes, all will play a roll in providing instructional/workspaces that are clean and well managed. Your efforts in upholding the measures in this plan can ultimately save lives. We appreciate your support.



GENERAL PROTOCOL

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an integral part of reopening HCC for face-to-face classes. All HCC faculty, staff, and students must work together to slow the spread of the virus through social distancing and prevention hygiene. The following safety guidelines lay the groundwork to a safe environment for all persons at HCC campuses.

RISK REDUCTION

All persons on HCC property must put forth an effort to reduce the risk of transmission of COVID-19. The following best practices should be used during the reopening phase and until further notice.

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

FACE COVERINGS

Face coverings are a mandatory requirement inside all buildings (unless you are alone in a private office with the door closed). Face coverings shall also be worn outdoors if you are within six feet of another individual. All face coverings must be comprised of a minimum of two layers of fabric and should cover both the mouth and the nose.

HEALTH SCREENING

All HCC Faculty, Staff, and Students may be subject to health screening during the reopening phase. This screening can include non-contact temperature checks and/or health questionnaires. Health Screening may occur, with consent, if/when required. Those who do not consent to medical screening when required may be asked to leave HCC premises.

LIMITATIONS FOR EVENTS / GATHERINGS

No event or gathering shall exceed the current mandated maximum count. No external events shall be booked until the time is deemed appropriate by the HCC President.



MANDATORY BEHAVIORAL PRACTICES

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen the campus to face-to-face classes, all faculty, staff, students, and visitors will need to comply with the following practices:

1. Wear a mask at all times while inside buildings (unless you are alone in a private office with the door closed). Wear a mask outdoors, or in any other setting not addressed, if you are within six feet of another individual.
2. Social Distancing (specifically, staying 6 feet away from others when you must go into a shared space)
3. Frequently wash hands for at least 20 seconds.
4. Use alcohol-based hand sanitizer (at least 60% alcohol) regularly throughout the day.
5. Avoid touching eyes, nose, and mouth.
6. Always cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze. After coughing or sneezing, dispose of any tissues into trash receptacles, and immediately wash your hands with soap and water for at least 20 seconds.
7. Stay home when sick
8. Clean and disinfect frequently touched objects and surfaces with supplied disinfectant.
9. No travel of multiple persons in one vehicle shall be required for HCC classes or work (*unless approved by the President).
10. Instructors shall stagger student restroom breaks so that no more than one student at a time be in a given restroom.
11. Student common areas or break areas shall not be used.
12. Drinking fountains shall not be used.

COMPLIANCE (MANDATORY BEHAVIORAL PRACTICES)

Failure to comply with the behavioral practices specified may result in disciplinary action and/or dismissal from HCC property.

HCC faculty and staff also have a duty to remind individuals that compliance is required. If disregard for these practices is observed, the matter shall be forwarded to HCC Security for follow-up.



PREPARING THE CAMPUS FOR REOPENING

GENERAL AREA PREPARATION

Before the reopening of campus spaces, the Vice President of Instruction will provide the Campus Development Department with a list of classes and areas that will be utilized. This list shall include the following for each class: class location, class times, instructor/s name/s, name of Dean responsible, and name of Departmental Assistant responsible for the area. Based on the provided information, Campus Development Safety staff will evaluate and consider what items may be moved or removed to reduce frequent handling or contact from multiple people. Where practical, soft, and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Proper barriers shall be added to areas as needed, to help prevent the airborne droplets from person-to-person. In areas where lines form, ground symbols shall be placed to indicate the proper distance to leave between individuals for maintaining current social distancing protocols. In spaces where classes will be held during the reopening phase, desks/workstations shall be spaced appropriately or partitioned off to accommodate proper social distancing. Where possible, desks will be rearranged to maximize the space between students and limit seating areas where individuals face one another.

Some areas/conveniences may not be available during the reopening phase in efforts to limit repetitive touching of surfaces. Unavailable areas/conveniences include:

- Student Meal Prep/Break Areas
- Student Commons Areas
- Interior Study Locations (Excluding the HCC Library)
- Drinking Fountains
- Common Seating Areas

PERSONAL PROTECTIVE EQUIPMENT

PPE ACQUISITION

Campus Development Safety staff shall acquire an adequate four week supply of the following PPE before face-to-face classes should be approved to commence:

- hand sanitizer (minimum 60% alcohol)
- latex gloves for staff and faculty who exchange money and or documents with non-HCC personnel routinely throughout the workday
- disinfectant spray/towels or wipes for high traffic areas in each building
- reusable cleaning gloves

DEPARTMENTAL PPE KITS

Campus Development Safety staff shall assemble Departmental PPE Kits, including an estimated four week supply of hand sanitizer, latex gloves (in areas where deemed applicable), chemical proof cleaning gloves, and disinfectant spray/paper towels or disinfectant wipes. Instructions for distribution and use will be included in each kit. If standard (non-N95) masks are needed, they shall be requested from the HCC Safety Officer by appointed PPE Coordinators on an as-needed basis.

PPE DISTRIBUTION

Faculty: PPE packages will be delivered to Departmental Assistants of each instructional division. The Instructional Departmental Assistants will act as PPE Coordinators for their respective areas. As PPE Coordinators, they will issue PPE Kit materials and instructions, as required, to all instructors in their area. The Departmental Assistants responsible for distribution shall maintain an inventory of each category of supply and report the current inventory, weekly to the HCC Safety Officer.

Staff: PPE packages will be delivered to Directors of each staff division. The staff division Directors must assign a PPE Coordinators for their area. The Coordinators' names must be reported to the HCC Safety Officer. PPE Coordinators shall make available these materials and instructions, as required, to staff in their area. The PPE Coordinators responsible for distribution shall maintain an inventory of each category of supply and report the current inventory, weekly to the HCC Safety Officer.

CAMPUS CLEANING

GENERAL CLEANING

Disinfectant PPE shall be used by HCC Faculty and Staff for cleaning in their respective areas per guidance provided by the Campus Development Department. General cleaning will include, but is not limited to, the following:

- High touch surfaces (light switches, door handles, toilets, faucets, sinks, shared equipment, desks, countertops, phones, keyboards)
- Seating
- Break rooms
- Common areas

CUSTODIAL

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. During the reopening phase for face-to-face classes, HCC Custodial Contractors shall only use disinfectant products from the EPA approved list.

It shall be the responsibility of the Custodial Contractor to provide proper PPE and training for custodians to ensure safety in their role related to COVID-19.

Custodians shall evaluate the campus environment to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to reduce the risk of germs on surfaces and objects.

Standard disinfectant practice shall be as follows:

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together.
- If an area has been unoccupied for seven days or more, only normal routine cleaning is needed to reopen the space. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

SPECIAL CLEANING

Special cleaning is disinfection required after a known COVID-19 exposure has occurred. In this case, more extreme cleaning measures shall take place based on the recommendations of the Haywood County Health Department and the CDC.



REQUIRED ROLES FOR HCC EMPLOYEES / STUDENTS

PPE COORDINATOR/DESIGNEE

A Personal Protective Equipment (PPE) Coordinator is an individual selected by the Campus Development Department to act as the lead employee in charge of PPE distribution in their division. PPE Coordinators may appoint Designees for delegation of PPE tasks as necessary. PPE Coordinators will distribute products from PPE Kits as instructed, and ensure proper use of these products by whom they are issued. It is the responsibility for each PPE Coordinator, or their Designee, to utilize HCC provided sanitation and disinfectant products to clean high-touch surfaces in their respective areas. These areas are to include common areas, lunch/break areas, lobby spaces, and workrooms. Proper PPE use instructions will be provided. In departments that occupy multiple buildings, the PPE Coordinator shall appoint a Designee to act on their behalf for common area cleaning duties.

FACULTY ROLE

It is the responsibility for each faculty member to utilize HCC provided sanitation and disinfectant products to clean high-touch surfaces in their respective areas per instructions provided, throughout the day, each day. Classrooms should be cleaned before and after instruction. Students can be called upon to assist as needed to ensure a safe environment is maintained. Measures should be taken to clean high touch surfaces during class time as needed, dependent upon instructional usage. Instructors must limit restroom breaks to one student at a time, per restroom. Instructors are responsible for securing their PPE supplies in their office outside of class times. Each instructor will have one set of PPE to utilize for all classes they are teaching.

Faculty shall ensure that students comply with the behavioral practices, as specified. If non-compliant, they may ask the student to leave the class and proceed with disciplinary action if applicable.

STAFF ROLE

It is the responsibility for each staff member to utilize HCC provided sanitation and disinfectant products to clean high-touch surfaces in their respective areas periodically throughout the day, each day. Staff shall be provided a disinfectant station/location in their area, from which they can pick up and return PPE for periodic usage.

STUDENT ROLE

It is the expectation that HCC students will do their part in protecting other individuals and themselves by making an effort to reduce contact with surfaces as much as possible. When provided PPE by instructors, it is expected that students will utilize the materials appropriately per the instructor's guidance.

COVID-19 ON CAMPUS

It is imperative that HCC employees and students remain astutely aware of their own physical condition. If feeling ill or exhibiting any symptom of sickness, the following guidelines will apply:

FEELING ILL OFF CAMPUS

If any HCC faculty, staff, or student feels ill while off-campus, they should not come to campus, but rather seek medical attention to determine if the symptoms occurring are related to potential COVID-19 infection.

FEELING ILL ON CAMPUS

If any HCC faculty, staff, or student feels ill while on campus, they should leave promptly and seek medical attention to determine if the symptoms occurring are related to potential COVID-19 infection and follow the medical advice/recommendations they receive. After departing campus, the individual must contact their supervisor or instructor to notify them that they have left campus due to illness.

COVID-19 POSITIVE

If any HCC faculty or staff member is diagnosed with COVID-19, they must notify the HCC Human Resources Department by phone as soon as possible. Once a positive diagnosis is reported, HR shall notify the college President and the Haywood County Health Department for Guidance. In the event of a positive COVID-19 diagnosis from an individual who has been on HCC property while determined to be positive or experiencing symptoms, the campus shall close for a period of 2-5 days (as determined by the college President) for special cleaning of all areas where exposure may have occurred.

If out sick with possible COVID-19 symptoms, it is important that you seek advice from a medical doctor, and strictly follow any quarantine guidelines imposed. HCC employees should confer with their supervisor or the Director of Human Resources before returning to work. Students should confer with their instructor or the VP of Student Services before returning to class.

FACULTY/STAFF/STUDENT CONCERNS

Faculty or staff who have concerns related to the COVID-19 Pandemic or their role in cleaning may contact the HCC Director of Human Resources for assistance.

Students who express concern related to the COVID-19 Pandemic or the expectations placed upon them for maintaining a safe environment may be referred to the Vice President of Student Services for assistance.

COPING WITH STRESS

Faculty or staff members who are having difficulty coping with stress related to COVID-19 should contact HCC Human Resources. Students who are having difficulty coping with stress related to COVID-19 should contact HCC Student Wellness for assistance.

