

# FALL 2020 COVID-19 RESPONSE PLAN

Guidance for the Conduct of In-Person Instructional and  
Research Activities at Clatsop Community College

*Last edited: August 18, 2020*



**Clatsop  
Community  
College**

***This is a living plan that is regularly updated for changes. Consistent with OHA guidelines, changes must be reviewed and approved by the Clatsop Community College Board of Education at each Board meeting. The College will continue to request feedback from stakeholders as needed.***

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## APPLICABILITY

Clatsop Community College operates under ORS chapter 341.

## KEY PRINCIPLES

### Reducing potential exposures

The mainstays of reducing exposures to the coronavirus and other respiratory pathogens are:

1. Physical distancing — minimizing close contact (<6 feet) with other people
2. Hand hygiene — frequent washing with soap and water or using hand sanitizer
3. Cohorts — conducting all activities in small groups that remain together over time with minimal mixing of groups
4. Protective equipment — use of face masks, barriers, etc.
5. Environmental cleaning and disinfection — especially of high-touch surfaces
6. Isolation of those who are sick and quarantine of those who have been exposed
7. With the above considerations foremost, outdoor activities are safer than indoor activities.

Clatsop Community College will have the flexibility to determine how and when students return, but must meet, at a minimum, the public health requirements contained in this document.

Clatsop Community College will determine the resumption of on-site operations which will be informed by local circumstances in Clatsop County and regional readiness, in consultation with the Clatsop County Public Health Authority.

Clatsop Community College shall provide the greatest level of choice and flexibility to equitably support student access and success in their education while minimizing risks to students and staff.

## STANDARDS

### General requirements

Clatsop Community College shall:

- Follow Oregon Health Authority's (OHA) General Guidance for Employers on COVID-19.
- Encourage students, staff, faculty, and other community members to follow OHA's Public Guidance and Centers for Disease Control and Prevention (CDC) public guidance on COVID-19.
- Implement measures to limit the spread of COVID-19 within buildings and the campus setting, such as appropriate cleaning and disinfecting procedures; screening, monitoring, and testing for illness among symptomatic students, staff, and faculty; and use of face masks, as more fully described in this document.
- Permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness from COVID-19 including those with any of the following characteristics:
  - People 65 years and older;

- People with chronic lung disease (other than mild asthma);
  - People who have serious heart conditions;
  - People who are immunocompromised
  - People with obesity (body mass index [BMI] of 30 or higher);
  - People with diabetes;
  - People with chronic kidney disease undergoing dialysis;
  - People with liver disease;
  - Any other medical conditions identified by OHA, CDC or a licensed health care provider.
- Require the use of face masks in indoor settings for all students, staff, and faculty, in accordance with Clatsop County Department of Public Health, OHA, and CDC guidelines.
  - Require the use of face masks in settings where six feet of physical distance between people is difficult to maintain.
  - Follow the relevant OHA guidance for the respective sector for Clatsop Community College bookstore, Bandit Café, events, or other functions that are not addressed in this standards document.
    - Bookstore guidance – The bookstore will allow five people in the store at once. Others will be requested to wait outside the bookstore six foot apart on floor markers. Each customer will be asked to use hand sanitizer before entering the bookstore, which will be provided at the entrance. Face masks are required while inside the bookstore. Counter service is available for those not wishing to enter the main part of the store. Counter and credit card machine are wiped down after each customer.
    - The Bandit Café is operated by a private contractor and will follow OHA guidance for restaurants and other food service establishments.
    - Fitness facilities in Patriot Hall are addressed separately in this document since they are not planned to be open to the general public.
  - Work with Clatsop County Department of Public Health to ensure they are able to effectively respond to and control outbreaks through sharing of information when appropriate.

## Entry and self-screening

Clatsop Community College shall:

- Allow campus spaces and buildings to be open only for official college business. Campus or Center spaces and buildings will not be open to the general public. Clatsop Community College may allow campus use for authorized community programs that lack alternative venues, if programs can adhere to the requirements in this or other applicable guidance.
- Strongly advise students, staff, and faculty to perform appropriate hand hygiene upon their arrival to campus every day by washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
- Require students, staff, and faculty to conduct a self-check for COVID-19 symptoms before coming to a campus. Instruct students, faculty, and staff to stay at their residence if they have COVID-19 symptoms.

Self-screening tools can be found online from the [Mayo Clinic](#) and from the [CDC](#). COVID-19 symptoms are as follows:

- Primary symptoms of concern are cough, fever or chills, shortness of breath, or difficulty breathing
- The following emergency signs and symptoms require immediate medical attention:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to awaken
  - Bluish lips or face
  - Other severe symptoms
- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID19, but are non-specific. More information about COVID-19 symptoms is available from CDC [here](#).
- Faculty, staff, or students who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence. Those who have other symptoms that are chronic or baseline symptoms should not be restricted.

### Isolation Measures

Clatsop Community College shall take steps to ensure that if a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus:

- The person should notify Facilities Director, Shaun Martin, at [smartin@clatsopcc.edu](mailto:smartin@clatsopcc.edu) or 503-338-2393.
- The person should immediately return to their place of residence, or isolate in a designated isolation area, until they can safely return to their residence or be transported to a health care facility.
- The person should seek medical care and COVID-19 testing from their regular health care provider or through the Clatsop County Department of Public Health. They should follow instructions from Clatsop County Department of Public Health regarding isolation.
- Any faculty, staff, or student known to have been exposed to COVID-19 within the preceding 14 days should stay in their place of residence and follow instructions from Clatsop County Department of Public Health .

### Health-related communication

Clatsop Community College shall:

- Advise faculty and staff that working while ill is not permitted.
  - Messaging from Human Resources as well as Marketing and Communications will be sent prior to the start of each term to employees of Clatsop Community College that includes the information that working on campus while ill is not permitted.
  - Human Resources is evaluating the college's Sick Leave Bank for employees and will send further messaging on processes when taking time off for being ill.

- Ensure that faculty and staff remain current on health trainings. The College should anticipate the need for additional faculty and staff training related to increased precautions and updated protocols. Administrators will collaborate with health professionals to provide evidence-based education.
  - Training on increased precautions and updated protocols will be provided at the 2020 Fall in-service.
- Advise students, faculty, and staff not residing on campus to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms. See “Entry and self-screening”, above.
  - Messaging from Human Resources, as well as, Marketing and Communications will be sent to students and employees of Clatsop Community College that includes the information to stay at their place of residence if they or anyone in their household have recently had an illness with COVID-19 symptoms. The message will recommend contacting their medical provider if they have symptoms and will include local resources.
  - CDC flyers posted in common spaces of campus and in restrooms advising students and employees with symptoms to stay home.
  - The college will follow the guidance from Clatsop County Department of Public Health to determine when the affected persons are allowed to return to campus.
- Advise and encourage all people on campus to wash their hands frequently. Alcohol-based hand sanitizing products may be used as an alternative to handwashing, except before eating, preparing or serving food, and after using the restroom.
  - Decals will be posted on all campuses at building entrances and bathroom entrances stating “high touch areas-wash hands often” (See [APPENDIX A: High Touch Area Decal](#))
  - Flyers in bathroom stalls on all campuses educating on Germ Spread (See [APPENDIX B: CDC Germs Sign](#))
  - Flyers by sinks in bathrooms describing CDC standards of washing hands and other safety practices. (See [APPENDIX C: CDC Guidance](#))
- Provide ongoing training to custodial staff on cleaning protocols and COVID-19 safety requirements.
  - Facilities Management and Planning shall provide ongoing training to custodial staff on cleaning protocols and products in accordance with CDC and OSHA guidance related to COVID-19. Additional training will be provided as new information becomes available. (See [APPENDIX D: Cleaning and Disinfecting Plan and Procedures](#))
- Develop communication to faculty and staff to be shared at the start of each term and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
  - The Director of Communications and Marketing will continue to use the CCC COVID-19 website and email communications to distribute updates to employees and students. Communications

- will be provided at the start of each term and at periodic intervals as appropriate, to describe infection control measures the College is implementing to prevent spread of disease.
- Communication to all CCC employees at the start of Fall Term 2020. (See [APPENDIX E: Fall Term Start COVID-19 Message](#))
  - Reminders of the measures implemented will go out once a month in the Clatsop Connection E-Newsletter to all CCC employees
  - Refer to the [CCC COVID-19 webpage](#) for updates and log of previous messages.
- In partnership with Clatsop County Department of Public Health, develop protocols for communicating with students, faculty, and staff who have come into close/sustained contact with a person with COVID-19.
    - The Vice President, Student Success will be notified of COVID-19 cases on campus and will confirm which buildings/classrooms/spaces the person visited while on campus and implement the notification and support process for students, faculty and staff in partnership with Clatsop County Department of Public Health. The Student Access Services will be advised to start the accommodation process for students in quarantine.
    - Social Media and the College website banner ads will run starting August 2020 to educate students of the protocols of communicating if students have come into contact with someone who has COVID-19 to get students familiar with the process.
  - In partnership with Clatsop County Department of Public Health, the Director of Communications and Marketing will develop and enact protocols when needed for communicating immediately with students, faculty, staff, and the community when new case(s) of COVID-19 are diagnosed in students, faculty, or staff, including a description of how the institution is responding.
    - Protocol:
      - Clatsop County Department of Public Health notifies the College of a positive case
      - Vice President, Student Success starts protocol for close/sustained contact
      - Communications Office sends out College wide confirmed case message and updates COVID-19 webpage with most current information.
    - See [APPENDIX F: Confirmed Case Communication](#)
  - Provide all trainings, protocols, informational letters and other communications in languages and formats accessible to our campus community.
    - CDC flyers posted are in both English and Spanish.
    - Information posted on the COVID-19 webpage on the CCC website is able to be translated via google translate. Assistance with Spanish translation is available through the Welcome Center.

## Hand hygiene and respiratory etiquette

Clatsop Community College shall:

- Use signage and other communications to remind students, faculty, and staff about the utmost importance of hand hygiene and respiratory etiquette.
  - Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
  - Respiratory etiquette means covering coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately.
  - Face masks should be worn at all times while on campus.
- Provide hand hygiene stations with alcohol-based hand sanitizer in high use areas such as entrances to buildings and classrooms and other areas, as feasible. Strongly encourage students to use hand sanitizer on entry and exit to each room.

## Faculty and staff

Clatsop Community College shall:

- Clatsop Community College does not employ any health care providers therefore the requirement for PPE for health care providers does not apply. Ensure that campus health care providers have the personal protective equipment that they need to see students safely. As appropriate, provide face masks, shields, N95 masks, gloves, and protective clothing for health and other personnel who might interact with ill staff or students. Clatsop County Department of Public Health can help if colleges and universities are unable to obtain PPE through usual channels.
- Make available face masks for use by faculty, staff, and students as necessary. The College does not use nor supply N95 masks.
- Distribute a sealed bag “Stat Kit” containing a disposable mask, gloves, and protective gown in designated locations and to staff and faculty as appropriate.
- Provide training on the use of Stat Kits and on required disinfection protocols. College staff and faculty will be instructed to use PPE, what PPE is necessary, how to put on and to dispose of PPE properly. The college will prepare a centralized collection point for turn-in and disposal of PPE.
- Review and revise where necessary sick-leave and absentee policies to minimize any incentives to work while ill.
  - The College will review all pertinent policies and procedures and expedite their review and approval by Cabinet, College Council, the Board Policy Committee, and ultimately the Board of Education.

## General facilities

Clatsop Community College shall:

- Clean and disinfect facilities at least daily, and will clean classrooms between classes to prevent transmission of the virus from surfaces in accordance with [APPENDIX D: Cleaning and Disinfecting Plan and Procedures](#).
- After review and analysis of the existing system, meaningful modification to our ventilation systems is not a feasible option. Consider modification or enhancement of building ventilation systems as

recommended in the [CDC guidance on ventilation and filtration](#) and American Society of Heating, Refrigerating, and Air-Conditioning Engineers ([ASHRAE](#)).

- Open windows and doors where feasible to reduce recirculation of air and transmission of airborne pathogens.

## Instructional Activities

For all *general* instruction offered by Clatsop Community College for courses that lead to a certificate or degree:

- In-person classroom instruction will not exceed 50 persons at any given time and classrooms, including lab spaces, will be modified to allow for physical distancing utilizing either markings, physical barriers, or a reconfigured layout. The number of students in each course section will determine designated classrooms for in-person instruction. Rooms currently used for meetings will be repurposed for larger in-person classes. Increased fresh air ventilation of classroom spaces will be promoted and facilities maintenance will be notified of room use schedules. Signage regarding face masks and physical distancing will be posted on all Clatsop Community College campuses.
- Instructors, staff, and students are required to utilize face masks while in Clatsop Community College buildings. Faculty and staff may take their face mask off if isolated in an office.
- Where feasible, classes will be held in a hybrid format to allow for more flexibility in room scheduling and allow for staggered schedules of when students are on campus. Where applicable, cohorts will be established to help minimize in-person interactions.
- For specific information pertaining to Fall term face-to-face, hybrid, remote or online/synchronous, and online/asynchronous instruction, see [APPENDIX G: Fall Instruction Plan](#) and [APPENDIX H: College Course Instructional Delivery Descriptions](#).

## Physical Education Instruction

Overview for the Opening of Patriot Hall, Physical Education and Health Instruction:

- Use of Patriot Hall and physical education facilities for Fall Term will be restricted to students taking academic credit courses, faculty and staff until further notice.
- Appointments will need to be scheduled to use the facility in order to limit the number of individuals. This will be done through email or by using an app or other designated method.
- The track will be limited to five individuals at a time and appointments will receive priority for use.
- The cardio and weight room will be limited to 50 percent capacity (12 for the cardio and 15 for the weight room).
- The cardio and weight room equipment will be taped-off in “Zones or Pods” that are 6-foot by 6-foot area.
- The water fountains will be restricted to the use of refillable containers only. The faucets will be disabled to prevent any use.
- Staff will be positioned in Patriot Hall to monitor physical distancing and perform other duties such as cleaning and more.
- Staff will frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces.

- Staff will ensure restrooms are cleaned and disinfected. A cleaning schedule sign-in should be in each restroom with initials of staff, time and date of the cleaning.
- Only non-contact sports will be allowed in the facility until further notice.
- Everyone must wear a face mask while in Patriot Hall.
- Air circulation will be increased when possible.
- One-way traffic flow will be established where possible.
- All equipment should be cleaned between uses by participants.
- Sanitation wipes will be provided for participants to assist in cleaning equipment.
- Hand sanitizer will be provided for all individuals.
- We will strongly encourage individuals to wash hands with soap and water for 20 seconds and/or use hand sanitizer (60-95% alcohol content) immediately before and after each gym session as well as several times during the session.
- Showers, lockers and locker rooms will be closed until further notice.

Classes will be modified to meet distancing requirements in the following ways:

- Dance and some fitness classes will use the gym floor or the 3<sup>rd</sup> floor open area instead of the studios due to the need to have 35 square feet available to each student.
- Volleyball instruction will be limited to four students per each side of the court.
- Pickleball and badminton will be limited to four individuals per court.

Signs will be posted in English and Spanish (whenever possible) throughout the building regarding the following topics:

- Washing hands
- Social distancing
- Covid-19 symptoms and requirements to isolate when necessary
- Wearing of face masks
- Wiping down equipment

#### Career and Technical Education (CTE) Instruction

- In-person CTE instruction will adhere to General Instruction guidelines as well as industry safety standards where applicable.
- For CTE Instruction located in a shop setting, face masks are required for instructors and students within the shop space.
- For specific information pertaining to Fall term face-to-face, hybrid, remote or online/synchronous, and online/asynchronous instruction, see [APPENDIX G: Fall Instruction Plan](#) and [APPENDIX H: College Course Instructional Delivery Descriptions](#).

#### Health Professions Instruction in Fields Leading to Certificates and Degrees

- In-person Health Professions Instruction will adhere to General Instruction guidelines as well as industry safety standards where applicable.
  
- For laboratory instruction or demonstration of clinical skills without physical contact:
  - The physical layout of classrooms will be modified to permit students to maintain at least six feet of distance between each other and the instructor(s);
  - Face masks must be worn at all times while on campus;
  - Compliance with physical distancing requirements will be monitored during class sessions by faculty/staff and unresolved issues involving non-compliance will be referred to the college enforcement officer;
  - Enhanced cleaning as indicated will be performed before and after each session in the manner described in the college plan for cleaning and disinfecting.
  
- For standardized patient simulations or laboratory instruction in close quarters or practicing clinical skills with physical contact:
  - Mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE) will be provided;
  - Face masks must be worn at all times while on campus;
  - Enhanced cleaning as indicated will be performed before and after each session in the manner described in the college plan for cleaning and disinfecting.
  
- For preceptorships, observerships, and direct patient care:
  - Mandatory instruction on infection control practices and the appropriate use of personal protective equipment (PPE) will be provided;
  - Clinical facilities' infection control protocols will be strictly adhered to by students and faculty;
  - Faculty will confirm that the clinical facilities have the appropriate personal protective equipment (PPE) for their students who are involved in direct patient care within those facilities;
  - Faculty and students will perform regular symptom monitoring and comply with facility monitoring requirements prior to entering facility.
  - Faculty and students will follow the college's communicable disease management plan (and facility's occupational health protocols) if exposed and/or symptoms develop, including immediate exclusion from all patient care, consultation with Clatsop County Department of Public Health, testing for SARS-CoV-2 if indicated, and mandatory reporting to college enforcement officer and dean/director of program;
  - Faculty and students will perform cleaning and disinfecting per the facility's protocols as required.

- For specific information pertaining to Fall term face-to-face, hybrid, remote or online/synchronous, and online/asynchronous instruction, see [APPENDIX G: Fall Instruction Plan](#) and [APPENDIX H: College Course Instructional Delivery Descriptions](#).

### Library and Learning Commons

If the Lexington Campus opens for regular, credit-bearing, face-to-face classes, the Library & Learning Commons will support in-person curriculum in several ways, including open hours for the facility from 8-5, Monday through Friday. Various services such as tutoring and research assistance will be provided during business hours remotely via email, chat, facetime, text or by telephone. Sneeze guards will be installed at the front counter and a hand sanitation station will be placed at the door. All people in the facility will be expected to wear masks. Desk workers will work no longer than one-hour shifts as the primary point of contact with patrons and a rotation schedule will be employed.

If the Lexington Campus is closed for regular, credit-bearing, face-to-face classes, the Library & Learning Commons plans to continue delivery of vital support services even though our facility will be closed until in-person classes resume. In lieu of physical spaces, many electronic information sources are available. We will be checking out physical items to all patrons by appointment only. Also, various services will be provided during business hours via email, chat, Zoom, text or by telephone.

Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, [jjahn@clatsopcc.edu](mailto:jjahn@clatsopcc.edu) Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

### Research Activities

Clatsop Community College's research partners including but not limited to NOAA, Oregon State University (OSU) and the Columbia River Intertribal Fish Commission (CRITFC); shall ensure the following for research activity:

- Indoor labs utilized for on campus research will be set up to provide for physical distancing, limiting the number of researchers in each lab space to no more than 3 individuals at any given time. If physical distancing cannot be achieved due to certain core activities research partners will wear masks and utilize ventilation in the lab space.
- On campus research offices will be set up to provide for physical distancing and adhere to the same standards set forth for all Clatsop Community College staff and faculty offices.
- Off campus research utilizing M/V FORERUNNER when students are present will be determined appropriate by the vessel captain and adhere to the same standards set forth for all Clatsop Community College classroom spaces. When students are not present for off campus research, the number of researchers allowed on the vessel will be determined by the vessel's Certificate of Inspection and the vessel captain. Researchers will maintain physical distancing and wear masks when physical distancing

cannot be achieved due to certain core activities. If at any time the captain does not believe the research cruise can be safely conducted under Clatsop Community College standards his decision is final.

- When utilizing college vehicles research partners will wear masks and utilize ventilation if more than one person is in the vehicle. When returning a vehicle, research partners will note the mileage and gas level in the vehicle log and wipe down areas that were touched, such as steering wheels and door handles, with disinfectant.
- Human subjects research is not performed by Clatsop Community College or its partner institutions at Clatsop Community College locations and, thus, is not outlined in this plan.

### Residential Activities

Clatsop Community College does not have residential services.

### Communicable Disease Management Plan

Clatsop Community College will develop a written communicable disease management plan. The plan must include protocols to notify the Clatsop County Department of Public Health of any confirmed COVID-19 cases among students, faculty or staff; process and record-keeping to assist the Clatsop County Department of Public Health as needed with contact tracing; protocol to isolate or quarantine any ill or exposed persons; plans for systematic disinfection of classrooms, offices, bathrooms and activity areas; coordinating with the Clatsop County Department of Public Health on contingency planning for response to a person diagnosed with COVID-19 who had been in a campus facility. Plans must adhere to OHA and CDC guidance for controlling spread of COVID-19 (see Resources).

Clatsop Community College shall:

- Report to the Clatsop County Department of Public Health any cluster of illness (two or more people with similar illness) among staff or students.
- , Report anyone who has been on campus and is known to have been diagnosed with COVID-19 to the Clatsop County Department of Public Health and consult with them regarding cleaning and possible classroom or campus closure.
- In accordance with the exceptions for a health emergency provided in FERPA, provide student name and contact information to Clatsop County Department of Public Health of any students attending in-person classes, or otherwise determined to be in contact with, an individual who tests positive for COVID-19 for the purposes of contact tracing and notification.

## COVID-19 HEALTH AND SAFETY OPERATIONAL PLAN

### Plan Development

- Prior to September 1, 2020, in-person activities at Clatsop Community College may resume prior to the submission and approval of their institutional operational plans, as long as they meet the requirements of the OHA guidance.

- Clatsop Community College shall designate an employee to implement and enforce, or supervise the implementation or enforcement, of the standards and requirements provided in this guidance and established in the institution's operational plan.
- Clatsop Community College assembled an inclusive shared governance planning team to develop an institutional operational plan. The first meeting was May 28, 2020;
- Clatsop Community College consulted with the Clatsop County Department of Public Health and familiarized themselves with the disease management metrics within the health region or regions in which their institution and its campuses reside; and
- Clatsop Community College consulted with students, faculty, staff and others in the community in developing an institutional operational plan.

### Public Health Review

Clatsop Community College submitted the operational plan to the Clatsop County Department of Public Health on July 21, 2020. The Clatsop County Department of Public Health will review the plan and support their efforts towards ongoing COVID-19 mitigation efforts.

### Final Plan Submission

Clatsop Community College shall:

- No later than September 1, 2020, submit the operational plan to the Board of Education for approval.
- Presented to College Council for review on July 21, 2020.
- At each regular board meeting, the operational plan will be reviewed and any amendments thereto.
- Following the approval of by the Board of Education, the Clatsop Community College operational plan will be submitted to the Higher Education Coordinating Commission. The operational plan shall be resubmitted to the Higher Education Coordinating Commission upon any significant amendments.
- Clatsop Community College will post the approved operational plan on the website.

## COMPLAINT PROCESS

Clatsop Community College has established a complaint process specific to this plan's enforcement and compliance. The process utilizes the following key principles:

- Education of individuals regarding requirements shall be the first step in any enforcement and compliance action.
- Proactively minimizing obstacles to compliance such as availability of personal protective equipment, arrangement of furniture, and other modifications of procedures and facilities in order to encourage compliance shall be utilized to the greatest extent possible.
- The process for submitting a complaint shall be easily accessible and widely known.
- Timelines for investigating and responding to complaints shall be as short as possible.

- Complaints regarding actions of individuals shall be resolved through familiar and pre-existing processes whenever possible and utilizing pre-existing policy and contract authorities.

## Education

In addition to the items contained in the communications portion of this plan, when an encounter is required with an individual whose actions are not in compliance with this plan, the individual shall first be verbally informed of the requirement that they are in noncompliance with, and given the opportunity to comply with the plan. This may include informing the individual that they must obtain a face mask, or in the case of an individual exhibiting symptoms of COVID-19, informing them that they must leave the college premises and offering to provide appropriate notifications to supervisors, faculty, etc. as appropriate. Additionally, all members of the campus community shall be provided with scripts and other information so that they can assist with encouraging compliance with the college's plan.

## Minimizing obstacles to compliance

In addition to facility modifications, faculty and staff will be encouraged to review processes and policies that require students and colleagues to be in close proximity to each other or create conflicting motives. These obstacles can include "no miss" classroom attendance policies which encourage students to attend class, even when sick, and business processes that require in-person interactions or create disincentives for utilizing virtual interactions with staff (e.g. the time delay involved in mailing a physical form for a time sensitive matter).

## Process for submitting a complaint

Complaints may be submitted via an online form linked from the COVID-19 FAQ and COVID-19 update pages as well as the college's complaint form. Complaints may also be submitted via e-mail at [studentsuccess@clatsopcc.edu](mailto:studentsuccess@clatsopcc.edu), in person in the Office of the Vice President, Student Success, or via phone at (503)338-2371. The method of submitting complaints shall be posted prominently on campus as part of the educational materials. While a form will be provided, other communications such as voicemail, e-mail, etc. shall be accepted as a complaint.

## Timelines for investigating and responding to complaints

Complaints shall be investigated in an expedited manner with a targeted maximum turnaround time of 1 business day between receipt of the complaint and the start of the implementation of a resolution. Complaints regarding personnel that result in discipline may take longer in order to complete the resolution process, however the respondent should be made aware of the complaint and any findings of merit within 1 business day.

## Complaint Resolution Process

While complaints against individuals shall follow expedited processes for investigation and initial notification, complaints that may result in discipline will utilize the processes established in the student code of conduct, and the collective bargaining agreements as applicable. For non-represented employees, the Full Time Faculty contract shall provide a template for the complaint resolution process with the exception of the provision of a

union representative. This approach will allow for familiar processes and ensure that due process requirements are met for any potential discipline.

Complaints regarding facilities or unsafe conditions will be reported immediately to the facilities director who will attempt to resolve the issue through facilities modification, change in usage pattern, or other actions consistent with the facilities portion of this plan. Complaints regarding business processes/policies, etc. will be brought to the official responsible for managing the relevant business processes or policies and suggestions for modification will be provided. Where policies or business processes can be reasonably modified they should be.

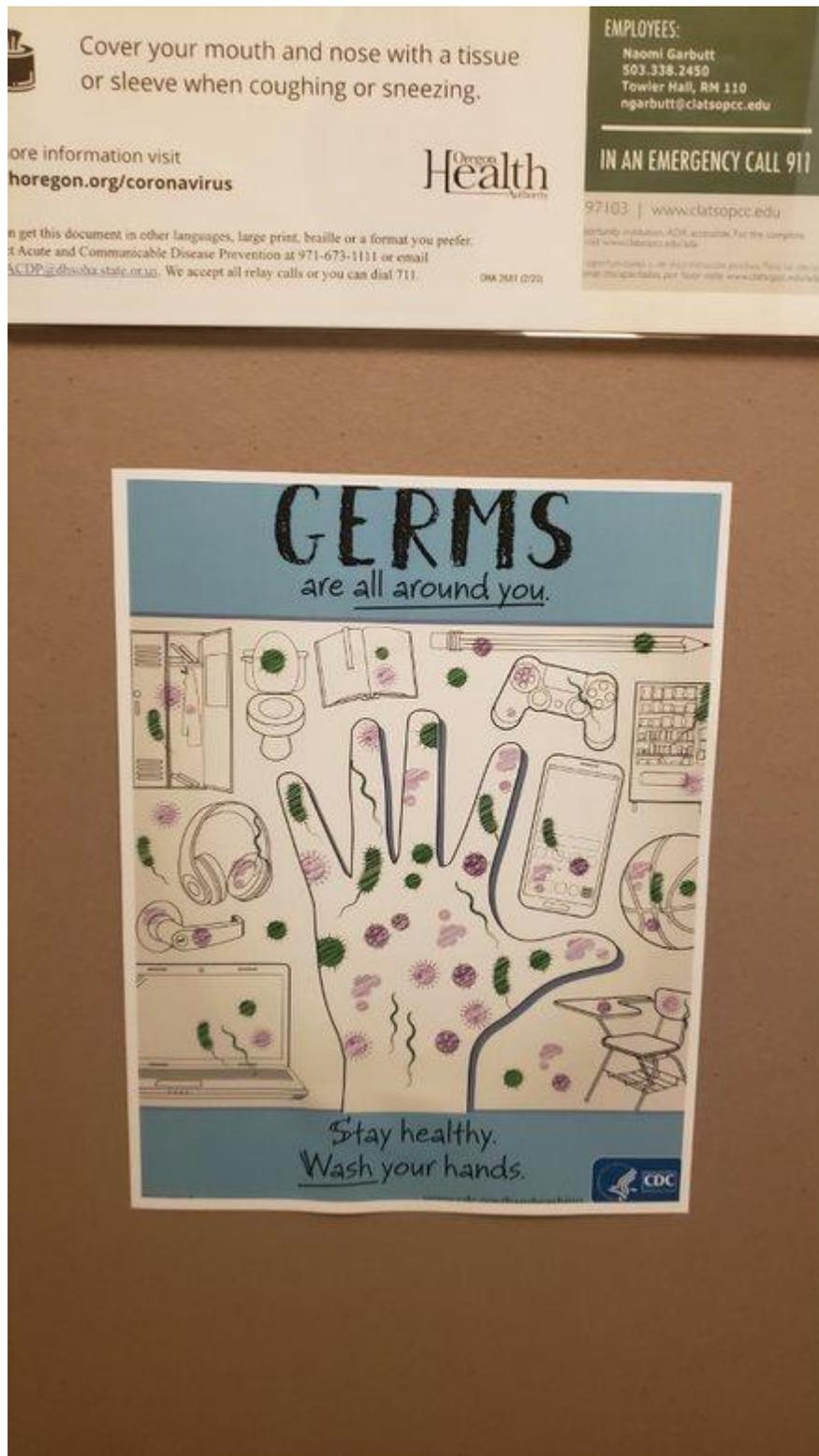
## RESOURCES

1. Oregon local public health authority (LPHA) directory; note that “CD nurse” is the number for communicable disease issues:
2. <https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/ReportingCommunicableDisease/Documents/reportdisease.pdf>
3. CDC guidance on the use of face coverings: <https://www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/diy-cloth-face-coverings.html>
4. CDC guidance: “Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes”, <https://www.cdc.gov/coronavirus/2019ncov/community/reopen-guidance.html>
5. CDC guidance on ventilation and filtration (<https://www.cdc.gov/coronavirus/2019ncov/community/guidance-business-response.html>)
6. American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidance on ventilation: (<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operationsduring-the-covid-19-pandemic>)
7. OHA COVID-19 signs and documents (<https://govstatus.egov.com/OR-OHA-COVID-19#collapseOHAGuidance>)

## APPENDIX A: High Touch Area Decal



## APPENDIX B: CDC Germs Sign



## APPENDIX C: CDC Guidance



## APPENDIX D: Cleaning and Disinfecting Plan and Procedures

July 21, 2020

### OVERVIEW

Clatsop Community College is committed to creating and maintaining a campus environment that is conducive to teaching and learning, and applicable safety guidelines are established and maintained. The cleaning and disinfection plan is based on three principles.

1. Creating spaces that are equipped to provide the best possible environment for teaching and learning
2. Ensuring common and classroom spaces are regularly cleaned and disinfected, using approved materials, with a consistent level of detail
3. Continuous monitoring to ensure cleaning protocols are enforced

For this plan, any reference to "Campus" refers to the South County Center, the Lexington Campus, and the MERTS Campus unless otherwise specified.

### Common Areas

Common areas are cleaned through the day and each night. Hand sanitizer dispensers are located at the entrance to each building and within large seating areas.

Large seating areas located at the entrance to Towler and Columbia require special consideration. These areas will always require face masks except while consuming food or beverages. Social distancing will be required, and seating will be reduced to encourage 6 feet between seats. The daytime cleaning staff will regularly clean tables, high touch areas, and refill hand sanitizing dispensers throughout the day. Each night these areas will be deep cleaned by the night cleaning staff.

### Office Spaces

The occupant will generally clean office spaces. Each night the Janitorial Staff will empty trash and vacuum, but desks keyboards, etc. will be disinfected by the owner.

Cleaning materials will be available and regularly resupplied in common-area supply cabinets or other storage areas near the work areas.

### Elevators

All elevators on campus will function as single occupant and will display appropriate signage to inform users.

### Designated Classrooms

The general intent is to minimize the number of classrooms requiring disinfection and cleaning while ensuring an adequate number of classrooms necessary to meet enrollment of in-person classes. Our

general philosophy of in-person classrooms is that students will enter the classroom wearing an appropriate face mask.

The classrooms are configured to provide 35 SF per student. The furnishings are arranged to maintain 6 feet distance from each seated student, and there is no additional furniture located within the classroom. Instructors are not permitted to make any changes to the furniture arrangement or allow extra chairs to be brought in. In the event a student requires the use of a wheelchair, they will be seated at one of the designated desks. The chair will be moved to the rear of the classroom.

### **Classroom Setup and Materials**

Each designated classroom will be equipped with cleaning materials and supplies before the beginning of each in-person class. Classrooms will remain locked when not in use and will be unlocked by Facilities staff as required.

Outside each classroom, a cleaning record shall be posted and updated daily. Instructors should refer to the record to confirm the classroom has been disinfected, resupplied, and ready to support instruction.

After each class, the instructor will flip the door placard to indicate the classroom is ready to be reset for the next class.

### **Special Considerations for Fire Science Training Classroom**

The fire science training area does not function as a standard classroom. Students are issued protective fire hoods that are worn to protect from heat/temperature upon arrival to the classroom. These hoods are always worn while in the classroom and serve as a face covering. At different phases of training, the students don and conduct training in full firefighting PPE (coats, pants, helmets, boots, gloves, breathing mask, and tank/pack.)

At the end of the training day, the PPE used by the students is bagged until washed for reissue.

### **Special Considerations for Maritime Training Vessel**

The Maritime Science program operates a training vessel for students enrolled in the program. It is generally not possible to maintain 6-foot social distancing while aboard.

While aboard, instructors and students will wear face masks unless safety considerations prevent wearing them.

Upon returning to dock after training, students will disembark, and instructors will disinfect all high touch surfaces in the ship's interior spaces.

### ***Classroom Cleaning Kit***

Each classroom will be stocked and regularly resupplied with a classroom cleaning kit. The contents of the package will include:

1. 5 Disposable face masks in a single container.
2. 1 Reusable face shield
3. 1 Spray bottle full of disinfection cleaning solution
4. Quantity of dry-cleaning cloths
5. 1 Small pump container of hand sanitizing gel

### ***Hand Sanitizing***

Touchless hand sanitizing stations will be located throughout each building. At a minimum, touchless dispensers will be located at each entrance to occupied buildings, within each designated classroom, at the doors to restrooms, and within office common-areas. Hand sanitizer will be replenished as required throughout the day as a normal part of the daily Janitorial program.

### ***Stat Kit***

Each classroom will be stocked with a "Stat Kit." The purpose of the stat kit is to provide a package of PPE meant to be used in the event a student or member of the college faculty becomes ill. The materials will provide protection while escorting the sick individual to an area.

1. 1 Disposable face covering
2. 1 Face shield
3. 1 PR small gloves
4. 1 PR medium gloves
5. 1 Disposable protective gown

### **Staffing**

Prior to the effects of the Coronavirus pandemic, the standard cleaning program included a nightly cleaning of the campus buildings and minor spot cleaning throughout the day. Under the new guidelines, the level of effort has been significantly increased.

The night cleaning crew will continue providing overnight deep cleaning of all occupied spaces, including the South County Center, the Lexington Campus, and the MERTS Campus, adding the disinfection protocols implemented with this plan. This night crew will gain one additional FTE.

The day cleaning crew will be staffed with temporary workers supervised by the Facilities Director. The present daytime janitorial FTE will continue to serve as the liaison between the day janitorial crew and the night janitorial crew to maintain continuity of effort.

## **Training**

All Janitorial staff will be instructed in the required disinfection protocols and will maintain the disinfection checklist during their work shift.

Training will include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to dispose of PPE properly. They will be trained on the hazards of the cleaning chemicals used on the campus following OSHA's Hazard Communication standard (29 CFR 1910.1200).

During the night shift, the cleaned areas will be inspected by the crews Lead Worker to ensure compliance with the prescribed procedures. Shortfalls will be corrected immediately, and retraining will be provided as required.

During the day shift, the cleaned areas will be inspected by the Director of Facilities to ensure compliance with the prescribed procedures. Shortfalls will be corrected immediately, and retraining will be provided as required.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The college will maintain a supply of PPE materials and distribute them as required. These Materials will include:

1. Disposable face masks
2. Reusable face shields
3. Disposable gowns
4. Gloves

College staff and faculty will be instructed to use PPE, what PPE is necessary, how to put on and to dispose of PPE properly. The college will prepare a centralized collection point for turn-in and disposal of PPE.

The college facilities staff will be responsible for the disposal of all expended PPE for the campus.

## **Disinfection Materials**

The CDC has developed a list of safe and effective disinfection products for use against COVID-19.

CCC has chosen to use the following approved materials for cleaning and disinfection in classrooms, office spaces, and common areas. This list is based on product availability and effectiveness based on CDC guidance.

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Contact Time (in minutes)
84150-4	Ethanol (Ethyl alcohol)	Ethyl alcohol	Charleston	0.5 (30 seconds)
675-54	Quaternary ammonium	Lysol® Brand Heavy Duty Cleaner Disinfectant Concentrate	Reckitt Benckiser LLC	5
777-99	Quaternary ammonium; Ethanol (Ethyl alcohol)	Lysol® Disinfectant Spray	Reckitt Benckiser LLC	2
777-114	Quaternary ammonium	Lysol® Disinfecting Wipes (All Scents)	Reckitt Benckiser LLC	10

## GENERAL CLEANING PROCEDURES

In compliance with current public health recommendations, Clatsop Community College is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures.

### Enhanced Cleaning for Prevention

#### General guidance

- a. Facilities Staff will increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as public restrooms, exercise rooms, buttons, handrails, tables, faucets, doorknobs, and shared keyboards. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.
- b. Practice good hand hygiene after cleaning. Wash hands often with soap and warm water for at least 20 seconds, and if soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

#### Safety guidelines during cleaning and disinfection

- a. Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- b. Wear eye protection when there is a potential for splash or splatter to the face.
- c. Store chemicals in labeled, closed containers. Store them in a manner that prevents tipping or spilling.

### **Cleaning and disinfection of surfaces**

- a. Cleaning surfaces and objects that are visibly soiled is the first step in our disinfection process. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water before disinfection.
- b. Clean and disinfect surfaces as soon as possible in areas where a person with respiratory symptoms (e.g., coughing, sneezing) was present.
- c. Use an EPA-registered disinfectant for use against COVID-19.
- d. Follow the manufacturer's instructions for safe and effective use of all cleaning and disinfection products (e.g., dilution concentration, application method and contact time, required ventilation, and use of personal protective equipment). The disinfectant concentrations and contact time are critical for effective surface disinfection. Ensure that disinfectants are prepared in well-ventilated areas and handled safely, wearing the appropriate PPE to avoid chemical exposures.
- e. Consult manufacturer recommendations on cleaning products appropriate for electronics. Dry surfaces thoroughly to avoid pooling of liquids on electronics.

### **Enhanced Cleaning and Disinfection After Notification of a Confirmed Case of Covid-19**

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time on the college campus. It is applied from 48 hours before the onset of symptoms until after seven days have passed since the person was present on campus.

- a. After notification of a person with confirmed COVID-19 on campus, the following cleaning and disinfecting protocol will be followed:
- b. Buildings and specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis. The cleaning scope will be implemented based on the risk of potential contamination.
- c. Identify areas that require restricted access during and immediately following enhanced cleaning.
- d. Communicate with the impacted department(s).

### **The cleaning crew will:**

- a. Install signage indicating the affected area is restricted
- b. Follow the Enhanced Cleaning for Prevention guidance outlined previously in this document.
- c. Open windows to the outside to increase air circulation, if possible.
- d. Wait 24 hours after a person with COVID-19 was present in a given space before beginning cleaning and disinfection.
- e. Wear the required personal protective equipment (PPE) during cleaning and disinfecting. Additionally, disposable gloves, gowns, or a lab coat will be worn to protect from the contamination of clothing. Safety glasses/goggles will be worn when there is a potential for splashing/spraying the disinfectant.
- f. Wait 24 hours after cleaning before area is returned to service.

### **Specific Daytime Cleaning Requirements**

Daytime regular operating hours will be 8:00 am to 5:00 pm Monday thru Friday, except for regular closures and Holidays. The daytime cleaning protocol intends to provide light cleaning with particular attention to high touch areas.

- a. Staff working within their offices will be responsible for cleaning and disinfecting their own office space.
- b. At the end of each class session, instructors will be responsible for disinfecting the instructor's work station, and any classroom equipment used.
- c. After each class session, facilities staff will clean the classroom, verify stock of disinfection materials, and restock as required.
- d. A record sheet will record the date and time the cleaning and resupply were completed, and each entry will include the last name of the janitorial staff updating the record. This record will be posted at the entrance of each classroom.
- e. Facilities staff will continuously clean and resupply disinfection materials in common areas and restrooms.

### **Specific Nighttime Cleaning Requirements**

Nighttime regular operating hours will be 10:00 pm to 6:00 am Sunday thru Thursday, except for regular closures and Holidays. The nighttime cleaning protocol intends to provide deep cleaning for all occupied areas of the campus.

- a. Each night individual office trashcans will be emptied, and carpet vacuumed as required. Disinfection of desks, keyboards, etc. remain the responsibility of the office occupant.
- b. Facilities staff will clean each operating classroom, including all work surfaces, chairs and verify stock of disinfection materials and restock as required.
- c. Facilities staff will clean all restrooms and resupply as required.
- d. Facilities staff will clean all common area.

## APPENDIX E: Fall Term Start COVID-19 Message

From: Julie Kovatch/Clatsop Community College  
To: Media/CCC employees and students  
Date:  
Subject: CCC Prepares for Fall Term Amid COVID-19  
Release Dates: immediately  
Contact: Julie Kovatch, 503-338-2429, jkovatch@clatsopcc.edu

### Title: **CCC Prepares for Fall Term Amid COVID-19**

As Clatsop Community College gears up for Fall Term starting September 28, the Board of Education has approved the **Fall 2020 COVID-19 Response Plan** that outlines guidelines and procedures that align with the Governor's Executive Order and Oregon Health Authority standards for higher education. These procedures have been put in place to minimize the spread of COVID-19 while best serving the needs of our area students.

Moving forward through this upcoming academic year, CCC will evolve and adapt plans, as necessary, to maintain essential college operations while keeping the health of students, employees and the community as top priority. Many academic classes will continue to rely on remote instruction and services wherever practical, and practice social distancing, mask-wearing, and enhanced cleaning regimens when in-person classes are approved for learning needs.

#### **Guidelines and Procedures:**

The complete **Fall 2020 COVID-19 Response Plan** can be found online at:

The following is a list of the guidelines and processes to take special note of. Further information regarding each item can be found in the complete response plan.

#### **Face Coverings/Masks:**

- Face masks that cover a person's nose and mouth are required in all buildings on all campuses or when unable to maintain 6-feet between people. No one is allowed to be in campus buildings without a face mask or alternate accommodation approved of by HR or Student Access Services.
- Face masks are recommended when moving about campus between buildings.
- Requests for an alternative to a mask-style face covering may be made through the Student Access Services office for students and Human Resources for employees.
- Employees working in office spaces that can isolate themselves are allowed to remove their face masks.

#### **Illness/Symptoms:**

- Working or attending class on campus while ill is NOT permitted. Conduct a self-screening assessment every day prior to coming to campus.
- If you or anyone in your household have recently had an illness with COVID-19 symptoms, stay in your place of residence and contact your health provider if needed.
- If you test positive for COVID-19, follow the county health authority's guidance as they set up a monitoring plan for you. The college will contact you to offer assistance that aligns with the health authority's plan.

- If there is a positive case on campus, the college will be alerted, and information will be shared with the college community concerning the locations affected and if there are any area closures for deep cleaning.
- If there is a positive case on campus and you have been identified as someone who was in close/sustained contact with that person, you will be notified, asked to quarantine, and public health authorities will guide you through the monitoring process.

**General Info:**

- When entering campus, use the hand sanitizer stations available
- Wash hands often, especially before eating, and after using public spaces.

Disposable masks will be available at each campus, but it is encouraged for everyone to use their own personal reusable face masks. Disposable masks may be found:

- MERTS- Masks available with IMTC and MERTS Program Assistants (Emily and Toni)
- Lexington Campus- Masks available in the Bookstore in Columbia Hall
- South County- Masks available at the front entrance

Attendance requirements for class will include accommodations deemed reasonable for any students needing to quarantine. If possible, classes will offer online/remote opportunities if students are in quarantine. Some classes are not able to flex in-person requirements and in these situations, students may be eligible for extensions on assignments or other instructional solutions. Accommodations will be documented and approved through the Student Access Services Office. Employees of CCC requesting accommodations due to COVID-19 will be handled through the Human Resource Office.

Classroom layouts will be preset and seat locations will be spaced out in classrooms to ensure proper distancing. Markers on floors will be placed in various locations where lines may form to assist individuals in keeping proper spacing. Follow instructions by college leadership for classroom cleaning, sanitation and securing procedures.

Any complaints regarding the implementation and enforcement of the college’s COVID-19 response will be able to be submitted through a complaint resolution process lead by Vice President Jerad Sorber, who may be reached at [jsorber@clatsopcc.edu](mailto:jsorber@clatsopcc.edu).

**Summary of Operations in Place for Fall Term- Effective Immediately**

- CCC Campuses are NOT open to the general public. Students and employees are allowed on campus.
- **College business hours of operation will be Monday-Friday 8 AM to 5 PM.** Most college offices will be open for in-person business with virtual services still available via the CCC website at <https://www.clatsopcc.edu/virtualstudentcenter/>.
- **Patriot Hall** will be open for academic student and employee use during the Fall quarter.
  - Hours of Operation for Patriot Hall are Monday-Friday 6 a.m. to 10 p.m. and Saturday-Sunday 8 a.m. to 5 p.m.

For more information on the college’s response and plans during the pandemic, please visit the [CCC COVID-19 webpage](#).

Non-Discrimination Declaration It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Naomi Garbutt, Affirmative Action/Gender Equity (Title IX) Officer, Towler Hall, Suite 110, [ngarbutt@clatsopcc.edu](mailto:ngarbutt@clatsopcc.edu) 503-338-2450; TDD 503-338-2468. The Title II/Section 504 Coordinator, Mallory Vollner, is located in Towler Hall, Suite 104A, [mvollner@clatsopcc.edu](mailto:mvollner@clatsopcc.edu) 503-338-2474.

Accommodations Persons having questions about or a request for special needs and accommodation should contact JoAnn Zahn, Vice President of Finance and Operations, at Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, [jzahn@clatsopcc.edu](mailto:jzahn@clatsopcc.edu) Phone (503) 338-2421 or TDD (503) 338-2468. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión de discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Naomi

Garbutt, Oficial de Acción Afirmativa / Título IX localizado en Towler Hall número 110, [ngarbutt@clatsopcc.edu](mailto:ngarbutt@clatsopcc.edu) (link sends e-mail) número de teléfono 503-338-2450, TDD (discapacidad auditiva) 503-338-2468.

El Coordinador de la Título II/Sección 504, Mallory Vollner, se encuentra en Towler Hall, numero 104A, [mvollner@clatsopcc.edu](mailto:mvollner@clatsopcc.edu) número de teléfono 503-338-2474. Para ADA y otras peticiones de servicios llame al 503-338-2474 o para TDD (discapacidad auditiva) 503-338-2468.

Ayuda a personas discapacitadas En cuanto a las personas discapacitadas, se les pide que se comuniquen con JoAnn Zahn, la Vice Presidente de Finanzas y Operaciones en Clatsop Community College, 1651 Lexington Avenue, Astoria, Oregon 97103, Library Suite 110, [jzahn@clatsopcc.edu](mailto:jzahn@clatsopcc.edu) número telefónico (503) 338-2421 o a TDD (503) 338-2468. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo.

La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.

## APPENDIX F: Confirmed Case Communication

**DATE:**

**TO:** All students, faculty and staff

**FROM:** Julie Kovatch, PIO

**SUBJECT:** COVID-19 Case Confirmed at CCC

Dear CCC community,

An individual who has visited one of the Clatsop Community College (CCC) campuses has tested positive for the coronavirus (COVID- 19). We are sharing this message with all members of the community to provide awareness and understanding of what it means that a case associated with the college has been confirmed.

The person is currently self-quarantined at home, following the guidance of the U.S. Centers for Disease Control and Prevention (CDC). Anyone who may have been in close sustained contact with the person will be contacted with further information by the local health department.

If you believe that you are experiencing symptoms consistent with COVID-19 you are encouraged to utilize the CDC Symptom Checker at [www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus) . Clatsop County Health Department is providing drive-through COVID-19 testing with priority for those who are experiencing symptoms. For more information on drive-through please go to <https://www.co.clatsop.or.us/publichealth/page/drive-through-covid-19-testing>.

The person visited college locations on [CAMPUS, BUILDINGS] on [DATES]. The Public Health Authority has confirmed that the risk of spread to the campus community remains low and the college has taken immediate action to clean and sanitize areas the person visited.

Since learning of the confirmed case, we have done the following:

- We are supporting the individual, ensuring they have the resources they need. We wish them well and will provide information and support during this isolation.
- CCC is working with the Public Health Authority to communicate with anyone believed to have had close sustained contact with the individual while on campus. They will be instructed to also self-quarantine.
- The college is completing a thorough cleaning of the buildings, classes and areas where the person visited.

We urge every member of our college community to continue adhering to basic health, self-protection, and cleaning habits to help prevent contracting and spreading illnesses and to conduct self-checks for COVID-19 symptoms every day before coming to campus. The college also has a [COVID-19 webpage](#), which has information and updates relevant for all CCC community members.

We understand this is a difficult time for our community and our nation. New information is being shared each day. The college is actively monitoring COVID-19 issues and continuing to follow the guidance of local authorities, state mandates, and the CDC.

We greatly appreciate our community's continued care for each other, and your willingness to navigate the many disruptions to protect the health and safety of our college. We will continue to send communications as needed and update our webpage as developments occur.

## **APPENDIX G: Fall Instruction Plan**

### General Instruction including Lower Division Transfer, Academic Credit and Adult Basic Education Instruction

Face to face instruction for degree and non-degree seeking students will be provided in the following disciplines: Art, Communications, Mathematics, Social Science, Science, Physical Education, Health, Writing, Literature, Foreign Language and other areas of discipline. Some courses will be taught in hybrid, remote and online formats which involve various types of instructional delivery. Most courses have the capability of moving to an online, remote or hybrid format if determined that social distancing precautions or other changes need to be implemented.

Adult Basic Education courses will be provided for students. Most instruction will be available in an online, remote or hybrid delivery format. Face to face instruction will be provided when determined necessary and to meet student learning needs. All Adult Basic Educations courses and instruction is capable of moving to an online, remote or hybrid format if deemed necessary.

### Career and Technical Education (CTE) Instruction

For fall term, face-to-face classes for degree and non-degree seeking students will be offered in Plumbers Apprenticeship, Maritime Science, Fire Science, Automotive Technology, Welding, EMT, CAD, and Historic Preservation. Criminal Justice courses are currently scheduled to be taught in a hybrid format with only one course scheduled to be taught in a traditional face-to-face format. Business courses are currently scheduled as either hybrid or online with only two courses scheduled in a traditional face-to-face format. Both Business and Criminal Justice coursework can move to an online or remote model if it is determine that this is needed for fall term.

Community Education and Workforce will also have courses taught face-to-face and online/remotely over the term and prospective students can be referred to the online schedule for these course offerings.

### Health Professions Instruction in Fields Leading to Certificates and Degrees

For fall term, Nursing and Medical Assisting program classes will be offered in a face-to-face and hybrid format. A Nursing Assistant class will not be offered.

## APPENDIX H: College Course Instructional Delivery Descriptions

**Face to Face** - Direct instruction will be offered in a face-to-face format. Students will attend course activities at specific times and at a specific physical location. Faculty may require online research and the use of Brightspace or other online formats to provide course materials, course assignments and assignment submissions.

**Hybrid** - Course will have some of the instructional materials and other course requirements online. Students will also attend class activities at specific times and at a specific physical location. Some class activities will be delivered remotely via Zoom, other remote methods or online via Brightspace in lieu of meeting in-person.

**Remote (Online Synchronous)** - Students will meet at a specific time through Zoom or other online methods. Other course information, requirements and materials will be provided online via Brightspace or course specific software.

**Online Asynchronous** - All activities and course materials will be delivered online. There is no requirement for students to attend any activity at a specific time. Assignments will have deadlines throughout the term. Faculty will be available for help related to the course through communication online, email, phone or other remote method.