



# COVID-19 RETURN TO CAMPUS PLAN

Chattanooga State Community College

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## Plan Summary

Following guidance from the State of Tennessee, Tennessee Board of Regents, and local government, Chattanooga State will implement a phased approach to returning to campus after shifting to online classes and shifting to an alternate work schedule in response to COVID-19. This plan is based on the information available at this time and is subject to change based on updated guidance from State and local officials.

Chattanooga State will follow a three-phased approach for returning to campus. The phases will range from one to three with one being most restrictive to three being full access to campus.

### Phase I

- All non-essential employees work from home.
- Limited number of employees access campus for essential functions like mail pick-up.
- Employees and students accessing campus must be approved in advance.
- No access to campus for the public.
- All classes offered online.
- Mail pick-up on Fridays only.
- Facilities staff will implement CDC [disinfecting and cleaning practices](#) in preparation for a move to Phase II.

### Phase II A—Anticipated Dates May 18-May 31

- Limited number of employees return to campus, as approved by departmental supervisors.
- Employees who are sick or exhibit COVID-19 symptoms should not report to campus.
- Employees returning to work will complete an online screening each day before coming to campus using the questions outlined in the [Tennessee Pledge](#) document.
- Employees determined [at-risk for COVID-19 by the CDC](#) will continue to work from home.
- Employees will wear a cloth face covering (not an N-95 or medical mask) while in common areas in order to prevent the spread of the virus. Chattanooga State will provide face masks to employees and students who do not have one.
- College credit classes continue in an online format. Unfinished labs in credit classes from the spring semester will be held during this time. Faculty will schedule these labs with their students. Social distancing of six feet apart and no more than 10 people in a room will be maintained.
- Starting May 18, TCAT classes will be held in person, as necessary, maintaining social distancing of six feet apart and no more than 10 people in a room.
- Economic and Workforce Development classes will be offered on a very limited basis meeting in person only as necessary.
- Social distancing of 6 feet apart and no more than 10 people in a room will be maintained.
- Facility [disinfecting and cleaning practices](#) as recommended by the CDC will be implemented. Hand sanitizer provided by College for use in common areas (i.e., offices, labs, classrooms, etc.).
- Meetings will continue in an online format in order to maintain social distancing.

### Phase II B (June 1—July 5)

- Student serving office and public facing offices open.
- Guests allowed on campus by appointment. They will complete an online screening prior to entry to campus.
- Employees who are sick or exhibit COVID-19 symptoms should not report to campus.
- Employees and students returning to campus will complete an online screening each day before coming to campus using the questions outlined in the [Tennessee Pledge](#) document, as well as guidance provided by the health department and the CDC.
- Employees determined [at-risk for COVID-19 by the CDC](#) will continue to work from home.
- Employees, students, and guests will wear a cloth face covering (not an N-95 or medical mask) while in common areas in order to prevent the spread of the virus. Chattanooga State will provide face masks to employees and students who do not have one.
- Social distancing of 6 feet apart and no more than 10 people in a room will be maintained.
- Physical barriers installed in TCAT, Student Services, Shipping & Receiving Warehouse, HR, Cafeterias, Testing Center, Library, Enrollment Services, HSC Building, and Humanities Building in order to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Facility [disinfecting and cleaning practices](#) as recommended by the CDC will be implemented. Hand sanitizer provided by College for use in common areas (i.e., offices, labs, classrooms, etc.).
- Meetings will continue in an online format in order to maintain social distancing.
- Food service open.
- Child Care Center open.

### Phase III—Anticipated Date July 6

- All employees permitted to return to work.
- All individuals on campus will adhere to CDC COVID-19 guidelines, as applicable.
- Some employees may continue an alternate work schedule, pending supervisor approval.
- Online classes already in progress will continue online.
- Laboratories and other learning spaces will be fully functional.
- Campus is open to the public.

### Phase IIIA – Anticipated Date August 24 (aligns with start of Fall semester)

- Limiting the number of attendees for on-ground instruction and/or events, including establishing maximum allowable capacity guidelines per CDC social distancing guidelines.
- Controlling on-campus traffic flow and minimizing congestion by establishing one-way entrances and exits to the campus, as well as to buildings and classrooms.

## Return to Campus Tactical Plan

In an effort to slow the spread of COVID-19, Chattanooga State Community College closed the main campus and both rural sites on March 26, 2020 and shifted most classes to an online format. Students were no longer allowed on campus. Staff and faculty were asked to work an alternate work schedule. The alternate work schedule required that those who could work from home would do so, and only essential personnel were allowed on campus. This was done in accordance with the direction of the Governor of the State of Tennessee as well as the Chancellor of the Tennessee Board of Regents.

It was determined that the school would return to campus in a cautious, 3-phased approach in an effort to continue to minimize the spread of COVID-19. Any individual on campus during any of the three return-to-campus phases are required to adhere to the following:

1. Answer a series of questions screening for COVID-19 symptoms.
2. Wear masks while in common areas (hallways, cafeteria, restrooms, etc.), confined spaces (classrooms), shared spaces (indoor or outdoor), and/or when two or more individuals are within 6-feet of each other. (*Masks will be provided to students, employees, and visitors who do not have a mask. The College is requiring the usage of masks to protect all individuals and minimize the risk of spreading COVID-19.*)
3. Practice social distancing, maintaining space of at least 6 feet.
4. Not gather in groups of more than 10 people at any time.
5. Limit elevator usage to one person at a time.

### PHASE I (March 26th - May 17th)

Those that are able to work from home should do so. Only essential personnel are allowed on campus. Most classes move to an online format. Mail can be collected on Fridays between 7:30 AM and 11:30 AM.

### PHASE IIA (May 18th - May 31st)

While most classes continue online, some classes will begin on campus (i.e., TCAT, Engineering/IT, Allied Health). Students participating in these classes, as well as a limited number of staff and faculty, are permitted to return to campus. Mail can be collected on Tuesdays and Fridays from 7:30 AM to 11:30 AM. Essential personnel will continue to come to campus as in Phase 1, except they will now gain campus access by using an e-pass (outlined below). Details by Division/Programs including method of return, number of students, faculty, and staff, and building impacted begin on [page 6](#) of this document.

Access to campus will begin with a printed parking pass and then transition to an e-pass which will be generated after completing a questionnaire on TigerWeb. The questionnaire includes a series of health-screening questions for COVID-19 symptoms. Once the individual answers the questions honestly, access will either be granted or denied based upon their response. If approved for campus access, the e-pass will be generated and delivered via text and email. Both the printed pass and the e-pass will be acceptable for access to campus from May 18 to May 22. Only those

students and employees who are required to be on campus will have the option to complete the e-pass via TigerWeb. Employee access will be determined and approved by the Cabinet members.

Beginning Tuesday, May 26, those entering campus will be required to have the e-pass. Those who arrive on campus without an e-pass--including students, employees, and visitors--will be directed to the athletic field parking lot where they will be given access to a digital device in order to complete the health-screening questionnaire. If it is discovered that the individual is not eligible for campus access during Phase 2, they will be rerouted off campus.

#### PHASE IIB (June 1st - July 5th)

Essential personnel continue to report to campus as in Phases 1 and 2. Mail will continue to be collected on Tuesdays and Fridays in the warehouse.

The campus continues its phased return and expanding employee access to include personnel engaging in “student facing” and “public facing” activities. Students and campus visitors will be asked to make appointments with campus personnel. Once the appointment is made, the campus representative will email/text a questionnaire to the campus visitor that will screen them for COVID symptoms and grant them access to campus with an e-pass. All persons entering campus will be required to show an e-pass at the main entrance. Those who arrive on campus without an e-pass will be directed to the athletic field parking lot where they will be given access to a digital device so they may potentially obtain an e-pass. If it is discovered that the individual is not eligible for campus access during Phase 2B; they will be rerouted off campus.

Drinking (water) fountains will be disabled in order to help reduce the risk of spreading the COVID-19 virus. Water will be available in the cafeteria. The College is exploring alternate means to provide water to students across campus.

Food / dining services will resume during Phase IIB. The following actions have been taken to help mitigate the spread of COVID-19.

1. Limited seating or elimination of seating in cafeterias
2. Marking floors to provide 6’ spacing
3. Limited number allowed in the cafés
4. Add plexiglass sneeze guards at all counters and cashiers
5. No self-serve hot bar
6. All associates must wear mask and gloves
7. No longer accept cash as an option
8. Minimize hours of operations
9. Limited menu offering to increase speed of service
10. Mandatory staffing training
11. No campus catering events
12. Take out dining only until further notice

PHASE II DIVISIONS/PROGRAMS RETURNING

I. TCAT

Select classes and labs are scheduled to start on Monday, May 18th.

Method of Returning:

Packets were assembled and included a disposable mask, a brightly colored parking pass and a flyer with best practices in maintaining health and safety. Instructions for gaining access to campus beginning May 18 were distributed via email to TCAT students, faculty and staff. This email covered the questionnaire screening process for COVID symptoms and the e-pass. These packets were created on May 8th and delivered to the guard shack at the main gate for Campus Police to distribute to TCAT students and faculty the week of May 11th.

TCAT Staff and Faculty were asked to stop by on any given day (Monday through Friday) the week of May 11th to collect their packet. The student packets were scheduled for distribution by the students' last name to prevent a large number coming at one time and to reinforce the need for pickup.

TCAT STUDENTS

**542 - TOTAL**

The schedule for student packet pickup is:

<u>Day</u>	<u>Last Name Beginning Initials</u>	<u>Number</u>
Monday	A through D	121
Tuesday	E through H	115
Wednesday	I through M	114
Thursday	N through S	108
Friday	T through Z	84

TCAT STAFF & FACULTY

49 - Faculty

5 - Staff

**54 - TOTAL**

BUILDINGS UTILIZED (8)

TCAT 1

TCAT 2

TCAT 3

TCAT 4

HSC

Kimball Tech Bldg

Dayton Welding

Hixson CDL Site

II. Nursing and Allied Health (N&AH)

Select classes and labs are scheduled to start on Monday, May 18th.

Method of Returning:

Packets were assembled for students and included a disposable mask, a brightly colored parking pass and a set of instructions for recipients to review before their return to campus. An email was sent to those returning to campus and detailed the questionnaire screening for COVID symptoms and access to campus using an e-pass. These packets were created on May 9th and delivered to the guard shack at the main gate for Campus Police to distribute to AN&AH students and faculty between May 13th and May 15th.

<u>N&amp;AH STUDENTS</u>	<b>175 - TOTAL</b>
<u>N&amp;AH STAFF &amp; FACULTY</u>	50 Full Time 150 Part Time <b>200 – TOTAL</b>
<u>BUILDINGS UTILIZED (2)</u>	CBIH & HSC

III. Engineering and Information Technologies (E&IT)

Classes and labs are scheduled to start on Monday, May 18<sup>th</sup>.

Method of Returning

Packets were assembled for students and included a disposable mask, brightly colored parking pass, and a set of instructions for recipients to review before their return to campus. An email was sent to those returning to campus and detailed the questionnaire screening for COVID symptoms and access to campus using an e-pass. These packets were created on May 11th and delivered to the guard shack at the main gate for Campus Police to distribute to E&IT students and faculty between May 13th and May 15th.

<u>STUDENTS</u>	<b>100 - TOTAL</b>
<u>STAFF &amp; FACULTY</u>	10 Faculty <u>5 Staff</u> <b>15 - TOTAL</b>
<u>BUILDINGS UTILIZED (1)</u>	CETAS

IV. Plant Operations

Custodial staff set to return May 13th.

Maintenance staff set to return May 18th.

Grounds staff set to return May 18th.

Shipping and Receiving set to return May 18th.



Method of Returning:

Packets were created, including a disposable mask, brightly colored parking pass and a set of instructions for recipients to review before their return to campus. These packets also included a document that employees were asked to sign agreeing that they would inform their supervisor immediately if at any point they could respond to any of the COVID-19 screening questions with a “yes”. These packets were created on May 12th and distributed as follows:

Administrative	May 18th at the guard shack
Custodial	May 13th in person by Custodial Coordinator
Maintenance	May 18th at the guard shack
Grounds	May 18th at the guard shack
Shipping and Receiving	May 18th at the guard shack

PLANT OPS STAFF

4 Admin  
 35 Custodians  
 15 Maintenance  
 7 Grounds  
3 Ship & Rcvg  
**64 - TOTAL**

BUILDINGS UTILIZED (18)

OMNI	HUM	TCAT 2
Gym	HSC	TCAT 3
CAT	CBIH	TCAT 4
IMC	CETAS	Plant Operations
MTC	Field House	Energy Plant
SC	TCAT 1	Warehouse

V. Campus Police

Although they were deemed essential, the Campus Police were reduced to a skeleton crew during Phase 1. Campus Police returned to full, active duty effective Monday, May 11th as the return to campus plan began to ramp up.

STAFF

2 Admin  
 7 Police Officers  
8 Security Officers  
**17 - TOTAL**

VI. Additional Program Plans for Phase II

- **STEM School** - STEM school students will come to campus to collect their personal items on May 14th and May 15th. STEM School has created a parking pass that will grant their students and their families access to campus. At no time will anyone be allowed out of their vehicle during this time. Tony Donen and his staff have developed a process where they will bring students their respective items curbside.
- **Collegiate High** - Collegiate High students will come to campus and collect their items on May 18th. Collegiate High has created a parking pass that will grant their students and their families access to campus. At no time will anyone be allowed out of their vehicle during this time. Sonja Rich and her staff have developed a process where they will bring students their respective items curbside.
- **Adult Basic Education** - Adult Basic Education will return to campus on May 18th. They will be given a printed parking pass to allow them access on campus while they transition to the e-pass that is still being developed. This program will bring **six full time staff** to campus every day beginning Monday, May 18th.
- **Child Development Center** – see next page.

## ChSCC Child Development Center Reopening Plan

Reopening Date: June 1<sup>st</sup>, 2020

These required and suggested Reopening plans come from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>, U.S. Chamber of Commerce Foundation [https://www.youtube.com/watch?v=B\\_dkVKzaAMk&feature=youtu.be](https://www.youtube.com/watch?v=B_dkVKzaAMk&feature=youtu.be), Tennessee Association for Children's Early Education "Best Practice for Open Childcare Programs", Tennessee Child Care licensing, and Tennessee Board of Regents.

### **Hours of operation:**

The Child Development Center will be temporarily changing its hours. Due to CDC guidelines for Child Care Centers our hours of operation for the Child Development Center will be 8am-5pm, Monday-Friday.

### **Limiting Persons in the Child Care Center:**

The Child Development Center will be limiting the people in the facility. Only those with legal authority will be allowed in the building, such as, Licensing Agents, Officers of the Law, and Child Protective Services. Parents will only be allowed in the building under extenuating circumstances.

### **Payments:**

Parents will still be required to pay on the first of the month. Online payments **only** will be accepted at this time. Parents may find this at <https://www.chattanooga.state.edu/our-campus/child-development-center>. Click on the Apply/Pay and it will take you to the online payment portal.

### **Pick up/Drop Off:**

A Pickup/Drop Off station will be curbside at the Child Development Center. Parents will call the front desk of the Center and a staff member will come out to pick up the child. When a parent is ready to pick up their child, the parent will call the Center and a staff member will bring the child out to the car. We ask that parents try to have the same parent drop off and pick up each time. Parents will need to make arrangements to allow additional time for pick up and drop off.

### **Screening:**

All staff, children, and parents will be screened when coming to work or dropping off their child. Everyone will be asked a series of COVID-19 questions before gaining admittance to the Center. Each person's temperature will be checked with a touchless thermometer. If anyone has a temp of 100.4 or above, they will not be allowed in the facility.

### **Limiting class size:**

The Center for Disease Control is recommending class size ratios stay low with 2 teachers. All classrooms except the Infant Room will be condensed to 2 teachers and no more than 10 children. The teachers will have the same children every day. The Child Care Center will be limiting the mix of children, as much as possible. The Infant Room will stay at 2:6 ratio for this time period. There will be 4 classrooms open, 2 teachers to 10 children. The children will switch classrooms each week so the other classrooms can be detail cleaned in the off week.

### **Personal Protective Equipment (PPE):**

All staff will be required to wear a face covering. All parents will be required to wear a face covering when picking up or dropping off their children. Children ages 2.5 and up will be asked to wear a mask. The parent may provide this mask. The Center will provide the child with a mask if the parent does not supply one. The Center will wash the masks in their facility at the end of each day. The children will not be asked to wear the mask during outside time, mealtimes, or naptime. Children under 2.5 will NOT wear any face coverings. Teachers working with infants and toddlers will be asked to also wear smocks over their clothing for extra protection from bodily fluids. Staff members and children will need to have a separate pair of shoes that is brought and left at the center for school use. There will be a shoe changing/sanitation area in the front office area.

### **Sick Children:**

Children who show a sign of being sick such as constant cough, hard time breathing, rash, or fever of 100.4 and above will be removed from the group and put in an isolation area with the Director or Assistant Director. The parent will be called and asked to pick up the child immediately. Staff working with the sick child will need to have PPE on as well. The child will not be allowed to return to the center until medical clearance has been given by the child's medical provider.

### **Sick Staff Member:**

Staff who show a sign of being sick or have a temperature of 100.4 and above will be asked to leave and seek medical attention. The staff member will not be able to return until medical clearance has been given by the staff member's medical provider.

### **Implementing Strategies to continue education:**

**Toys:** Any items that cannot be wiped down or washed will not be used in the classroom. Classrooms will be rotated each week so classes can receive a deep disinfecting. If a classroom has an item that needs to be disinfected, they will set them outside the door for the custodian or staff to clean. Toys children have put in their mouths will be put in a bucket and cleaned by hand using soapy water and a disinfectant. Some toys may be able to be washed in the dishwashers. Toys will need to be taken out of rotation for cleaning. There will not be any area spaces where toys are shared with other classrooms (such as, upfront area, screened-in porch).

**Meals:** Children will continue to have their meals in their classrooms. All meals will be placed on the classroom windows for the teachers to serve. There will be a chair space between each child while at the table.

**Naptime:** Children will NOT wear face coverings during nap. Children will be spaced 6 ft. apart from each other or a solid barrier between them. All bedding will be placed in each child's own bag when not in use. The bedding will be washed every 3 days or when bodily fluids are on them.

### **Teachers:**

Teachers will report to work 10 minutes early to be screened and prepare to receive children at their scheduled time. Teachers must wear masks at all times while with the children or in community areas. Teachers will stay on campus for their lunch break to help reduce the risk of cross contamination. Teachers may be assigned to another group of children than they were previously with before the COVID-19 outbreak.

**Plan if someone is diagnosed with a confirmed positive COVID-19 diagnosis:**

**Notification:**

Parents and staff will be notified if there is a COVID-19 case in the Center. The Center will follow Health Department and CDC guidelines on how to disinfect the building.

**Disinfecting/Cleaning:**

The Center will be shut down immediately for a minimum of 72 hours. No one will be allowed to clean for the first 24 hours to allow the respiratory droplets to settle. The College will then take over for the detailed cleaning according to the CDC and Health Department Guidelines.

**Parent Check list:**

Parents will need to make sure their child has the following items when returning to the CDC on June 1<sup>st</sup>:

- Pair of shoes to be left at the Center
- 2 changes of clothing (labeled with their names)
- Naptime lovelies for school use only (items must remain at school)
- If applicable: Diapers, Wipes, Formula

***The Reopening Plan for June 1<sup>st</sup> is subject to change with accordance with CDC guidelines, Tn. Licensing, Hamilton Co. Health Dept., or Tennessee Board of Regents Colleges.***

I \_\_\_\_\_ have read the Reopening Plan for Chattanooga State Community College Child Development Center and will adhere to the new policies and changes to the facility.

\_\_\_\_\_  
Parent name (print)

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_

## Cleaning and Disinfecting Protocols During Phase II of the COVID Crisis

As Chattanooga State returns to campus, the Plant Operations Custodial Team will take the lead on cleaning and disinfecting in order to prevent the spread of the COVID-19 virus. Faculty and staff will assist in this effort. All parties will adhere to the CDC guidelines for cleaning and disinfecting as seen here: [Cleaning and Disinfecting Your Facility](#)

### **Training**

- The Chattanooga State Custodial Coordinator will be responsible for training personnel on proper cleaning and disinfecting techniques.
  - Tim Barfield Training Video - <https://youtu.be/YjK0YaB0GKA>
- The Chattanooga State Environmental Health & Safety Coordinator will be responsible for educating personnel on the hazards of any chemicals being used during this process and sharing SDS information as required by OSHA.
  - Xavier Marshall Training Video - <https://youtu.be/-sqs9x5m7e8>

### **Cleaning**

The Chattanooga State Custodial Team will be responsible for providing an initial, deep cleaning of the campus. This will include, but not be limited to:

- Sweeping and mopping of floors
- Emptying trash
- Vacuuming rugs and carpets
- Dusting
- Cleaning restrooms; replenishing hand-soap and paper towels
- Cleaning will continue on a regular basis thereafter.

### **Disinfecting**

Once the campus has been thoroughly cleaned, the Custodial Team, students, faculty, and staff will all work together to disinfect areas. The Custodial Team will provide all materials and cleaning supplies to the faculty and staff. Cleaning supplies and other materials (masks, gloves, etc.) will be available for pick-up at the Shipping and Receiving Warehouse.

Areas of focus will be predominantly “high touch areas” and divided as outlined below based upon access and availability:

#### **Custodial Team – Ongoing**

- Restrooms - Light switches, faucet handles, toilet handles, toilet seats, stall handles, etc.
- Common areas/corridors (i.e., hallways, cafeteria, outdoor spaces, etc.) - Light switches, door handles, handrails, table/desk surfaces, etc.

#### **Faculty & Staff for Chattanooga State & TCAT – Between classes**

- Classrooms - Light switches, door handles, tables/desk surfaces, etc.
- Labs - Light switches, door handles, workstations, equipment, computer equipment (keyboards, mouse), etc.
- Office Spaces - Light switches, door handles, computer equipment, desks, etc.

#### **Students for TCAT – After use and at the end of class**

- Workstations and equipment where work was performed

## Working with Health Department for Case Analysis & Contact Tracing Who Test Positive for COVID-19 or are Deemed a Contact for a COVID-19 Case

Any employee or student who tests positive for COVID-19 should have been notified by the Health Department and will be quarantined. A few exceptions exist regarding notifications if a private agency is used for testing. (The Health Department will be our first point of contact should we have questionable situations).

Per the Hamilton County Health Department, individuals who test positive for COVID-19 must be isolated for a minimum of 10 days, followed by three consecutive days of feeling well and having no fever (maintain temperature less than 100.4 and without fever reducers). Close contacts to a case will need to quarantine for 14 days past the last contact with the positive case. Close contacts should be tested anytime during their 14-day quarantine if they begin to show any symptoms. Otherwise, a close contact should be tested at the end of their quarantine. Note – if tested at the beginning of the 14-day quarantine, the individual will still need to quarantine the full 14 days as the virus could still be in the incubation phase. The Hamilton County Health Department will notify both the positive case and any close contacts to notify them as to when their isolation or quarantine should end. Case and contact data are analyzed daily and posted on the Hamilton County Health Department website. Someone from the Health Department will call daily to monitor your health.

When the Health Department is notified of a positive case, their contact tracers immediately contact the individual or close family members to learn about recent outings, visits, trips, appointments, etc. The contact tracer creates a list of every individual with whom the person has come in contact. The contact tracer calls or otherwise personally notifies each contact to let them know that they have been exposed to a positive case. Contacts undergoing quarantine are assigned a contact monitor from the Health Department. Contact monitors call people undergoing quarantine daily to monitor their symptoms. According to the Health Department, a “contact” is someone in the household or a close contact (within 6 feet for 10-15 minutes or more) of an infected individual. Those exposed to the infected individual would not include everyone who had a class with the infected individual, but rather, someone who sat in the same vicinity, or shared space or surfaces.

If a Chattanooga State student or employee answers positively to the question of contact with an infected person, our follow-up question should be, “**Has the Hamilton County Health Department notified you that you are a ‘contact’ to a case?**”

**College Role:** When we have a student or employee who is a “contact,” the College will provide assistance to the Hamilton County Health Department. Assistance may include providing class rosters, seating charts, identities of students who sat near the infected student, employee with shared office space and a list of locations on campus where the infected student or employee may have accessed, etc. The contract tracer from the Hamilton County Health Department will complete the investigation.

When the Health Department identifies someone as a “contact,” the individual must be quarantined for a minimum of fourteen days.

**College role:** It is easier to maintain quarantine when the College allows a contact to progress in coursework on-line or allows remediation for maintaining course work. Faculty and staff should have an alternative opportunity to work from home.

Additional Important Information:

- The Health Department recognizes a daily fever of 100.4 as the recommended temperature at which an individual would be administered testing.
- The Health Department has a Health Officer who has the authority to issue a “Health Directive.” That person will have the responsibility to police the mandates and quarantines. That is not the responsibility of Chattanooga State or the personnel of Chattanooga State.
- EPA website should be used for accepted cleaning products. ([EPA Disinfectants](#))
- Recommend Clorox wipes be used by employees to wipe light switches, doorknobs, and other surfaces between classes.

The Chattanooga State liaison to the Health Department is Bev Fulbright from the Department of Epidemiology, Phone # is 423-209-8194. The phone # for the Health Department Hotline for questions is 423-209-8383.



## Protocol for When an Individual has a Confirmed Positive COVID-19 Diagnosis

When an individual who has been on campus receives a confirmed positive COVID-19 diagnosis, if an employee, immediately notify the Executive Director of Human Resources (Brian Evans) and if a student, immediately notify the Dean of Students (Sandy Rutter). Once a diagnosis is reported to the College, the following steps should be taken:

1. HR (or the designated contact), acting on behalf of the College, will contact the employee and Student Affairs will contact the student to verify the diagnosis. HR or Student Affairs should advise the individual that his/her self-disclosure is appreciated, that he/she will not be discriminated or retaliated against because of the diagnosis and that, while information about the diagnosis may be shared with others, the individual will not be identified by name.
2. The individual should be instructed to stay home for at least 14 days (or longer if recommended by his/her health care provider or the health department).
3. In order to identify the scope of the risk immediately, the College will interview the individual to determine who they may have come into close contact during the 14-day period prior to the positive test (the “Incubation Period”). The individual should also be asked to identify all areas on the campus where he/she was physically present during the Incubation Period.
4. The College will assist the local health department with the contact tracing of each person identified by the infected individual and all persons who were in any identified areas of the campus. The Health Department, in coordination with the College, shall notify the individuals who have been in recent contact with the infected individual and/or with whom they recently shared a common area. “Contacts” shall be instructed that, out of an abundance of caution, the College is requesting that they not return to campus for at least 14 days since the last point of contact. The “contacts” should be encouraged to self-isolate and seek all medical care and testing that they feel may be appropriate. The “contacts” should also be reminded that discrimination or retaliation against individuals that are suspected to have tested positive for, or been exposed to, COVID-19 (or any other illness) is strictly prohibited.
5. The College should issue a notice that an individual has tested positive for COVID-19 (without identifying the individual). Any such notice should reassure faculty, staff, and students that, unless notified directly by the College and/or local Health Department, it is not believed that they have been in close contact with or shared a common space with the infected individual. Faculty, staff, and students should be reassured that the College is providing the notice out of an abundance of caution so that faculty, staff, and students may continue to monitor themselves for symptoms and seek treatment if needed.
6. Those areas of the campus identified by the infected individual will be cleaned and disinfected in accordance with [CDC guidelines](#).
7. The following administrators shall be notified by HR or the Dean of Students once a confirmed diagnosis has been communicated to HR or the Dean of Students:
  - a. Dr. Rebecca Ashford, College President
  - b. Guy Davis, Plant Operations (ensures prompt and timely cleaning)
  - c. Nancy Patterson, Public Relations (ensures timely notice and media preparedness)
  - d. The employee’s direct supervisor or the student’s instructor.

## Protocol for Individuals Who Have Been in Close Contact with a Confirmed Positive COVID-19 Diagnosis

This information is for individuals who have been in close contact with someone who has been positively diagnosed with COVID-19. Per the Hamilton County Health Department, close contact means being closer than six feet apart for 10 minutes or more. Close contact does not mean walking by or briefly being in the same room.

The following outlines the procedure for individuals who have been confirmed by the Health Department to be a “close contact” with someone who has a confirmed case of COVID-19.

### **Faculty or supervisors/managers must:**

- request that the student or employee leave the campus immediately to self-isolate and self-monitor for symptoms and seek public health or medical advice if symptoms appear\*,
- collect relevant information from the student or employee (with whom have they been in contact while on campus; where have they been on campus; etc.),
- protect the student or employee’s personal information, including medical information; names should not be disclosed unless deemed necessary in the context of COVID-19,
- Faculty should notify the Dean of Students and Supervisors/Managers should notify the Director of Human Resources. The Dean of Students or the Director of Human Resources shall provide information to the health department providing information about possible “contacts.” Faculty and supervisors should be prepared to provide information such as seating charts or office configurations, campus locations accessed, equipment used, etc.
- for employees, identify an alternative individual to perform the employee's duties if the employee’s duties cannot be completed in an alternate work schedule,
- for students, identify an option to allow the student to continue to participate remotely,
- remain in contact with the student or employee to stay informed of their health status and help them feel connected and supported,
- follow the student’s or employee’s medical practitioner's or public health direction regarding the appropriate timing for the student to return to class or the employee to return to work.

### **Student must:**

- notify your instructor immediately, providing campus location(s) used, as well as the names of any individual(s) with whom you had contact while on campus,
- prepare to leave the campus immediately,
- arrange to be tested for COVID-19 and inform your instructor of results,
- self-isolate, self-monitor for symptoms and seek medical and/or public health advice if symptoms appear, in accordance with public health direction.

### **Employee must:**

- notify your supervisor immediately, providing campus location(s) used, as well as the names of any individual(s) with whom you had contact while on campus,
- prepare to leave the campus immediately,
- arrange to be tested for COVID-19 and inform your supervisor of results,
- self-isolate, self-monitor for symptoms and seek medical and/or public health advice if symptoms appear, in accordance with public health direction.

**If you had close contact with a person who has been diagnosed with COVID-19, self-quarantine (stay home) and monitor your health for symptoms of COVID-19 for 14 days after your last contact.** If you live in the same household as someone who has a positive diagnosis for COVID-19, self-quarantine for 14 days after any sick person in the household's self-isolation period ends. Monitor for symptoms, even if mild, of cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell. If at any point you develop symptoms, contact your health care provider by phone to find out if you should be evaluated. Let them know you are a close contact of someone who has been diagnosed with COVID-19.

*\*Exception: To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact (within 6 feet of the employee for a period of 10 minutes or greater) during this time would be considered exposed.*

## PPE and Safety Precautions and Compliance

In an effort to slow the spread of COVID-19, **all individuals on campus are required to wear a mask** when in common areas (hallways, cafeteria, restrooms, etc.), confined spaces (classrooms, labs, etc.), shared spaces (indoor or outdoor), or when two or more individuals are within 6-feet of each other. Personal masks may be used. For those individuals who do not have a mask, Chattanooga State will provide a mask.

The below process will be followed should an individual not adhere to this policy:

- **1<sup>st</sup> Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. The name and A# of the individual will be recorded and forwarded to the respective personnel department for tracking purposes:
  - Student violations will be reported to the Dean of Students.
  - Employee violations will be reported to the Executive Director of Human Resources.
- **2<sup>nd</sup> Violation:** The name and A# of the individual violating the policy will be recorded. Once it is confirmed that this is their second violation, the individual will be referred to their respective personnel departments as listed above.
- **3<sup>rd</sup> Violation:** The name and A# of the individual violating the policy will be recorded. Once it is confirmed that this is their third violation, the Campus Police will be notified, and the individual will be asked to leave campus. All student violations of this nature will be reported to the Conduct Office for a follow up conference and possible further disciplinary action. Employee violations may receive disciplinary action including potential for termination.

Individuals who are not able to wear a mask due to medical restrictions must provide written documentation of these restrictions to the appropriate personnel department and obtain an exception pass. Student exception passes will be issued by the Dean of Students. Employee exception passes will be issued by the Human Resources Department. All medical information will be kept confidential in accordance with HIPPA.

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### **Frequently Asked Questions**

**Q What kind of mask am I required to wear?**

A Either a cloth or surgical mask can be worn.

**Q Where can I get a mask on campus?**

A Students and employees are eligible to receive two (2) re-usable masks which can be picked-up at the following locations:

- Amnicola Campus – Campus Police guard house
- Dayton Site - Administrative Office
- Kimball Site - Administrative Office

**Q What if a mask interferes with other safety equipment that I am required to wear?**

A Students may be granted an exception to the mask requirement if wearing a mask poses a safety concern or interferes with the safety equipment required for their classwork. This exception would only apply when the task in question was being performed. Your instructor will inform you when it is appropriate to not wear a mask.

**Q What do I do if I see someone who is not wearing a mask near me?**

A Politely remind the individual of the requirement for a face covering or mask and direct them to the appropriate location on campus to acquire a mask.

# Campus Access Instructions for Students and Employees

(provided in PDF format via email)

Access file [here](#).

## **CHATTANOOGA STATE** COMMUNITY COLLEGE

Chattanooga State Community College, in coordination with TBR - The College System of Tennessee, is working to provide a safe environment for both students and employees. The College has established the following procedures and practices which must be followed by all individuals when on campus.

### **Requirements to Gain Access to Campus**

1. Daily health screening self-assessment (see instructions below) must be completed.
2. Mask must be worn while on campus in common areas (classrooms, hallways, restrooms, etc.). A mask will be provided for you or you may wear your own.
3. Practice social distancing at all times. Maintain a space of at least 6 feet apart.
4. Wash hands frequently.
5. Do not come to campus if you answer "yes" to any of the following questions:
  - Within the last 14 days, have you been in close contact with someone who has a confirmed case of COVID-19? *Per CDC guidelines, close contact means being closer than six feet apart for 10 minutes or more.* Exception: you can check "no" if you have been in a clinical setting or health care facility wearing appropriate personal protective equipment.
  - Are you currently experiencing any of the following symptoms that are not related to an underlying or existing condition – cough, shortness of breath or difficulty breathing, sore throat, chills, or muscle pain?
  - Have you had a fever of 100.4 or higher within the last 48 hours?
  - Are you experiencing a new loss of taste or smell?
  - Within the last 24 hours, have you experienced gastrointestinal or digestive issues (e.g., nausea, vomiting or diarrhea) that are not related to any underlying condition(s)?

### **Daily Screening Instructions**

Any person seeking to come to campus must complete a daily screening assessment. If approved, individuals will be permitted on campus for the date the screening was completed. A new screening will be required for each day an individual seeks to be on campus.

To complete the daily screening,

1. Log into TigerWeb.
2. Complete and submit the questionnaire linked at the top of the main page.
3. A one-day pass will be generated based on your responses in the questionnaire. If approved for campus access, the one-day pass will be sent via text to the phone number provided in the questionnaire and to your Chattanooga State email (chattanoogastate.edu for employees or mychattanoogastate.edu for students).
4. Show the pass (either on your phone or by printing the pass) to security at the main gate.

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# Campus Access Instructions for Campus Visitors

(provided in PDF format via email)

Access file [here](#).

## **CHATTANOOGA STATE** COMMUNITY COLLEGE

Chattanooga State Community College, in coordination with TBR - The College System of Tennessee, is working to provide a safe environment for our students, employees, and visitors. The College has established the following procedures and practices which must be followed by all individuals when on campus.

### **Requirements to Gain Access to Campus**

1. Daily health screening self-assessment (see instructions below) must be completed.
2. Mask must be worn while on campus in common areas (classrooms, hallways, restrooms, etc.). A mask will be provided for you or you may wear your own.
3. Practice social distancing at all times. Maintain a space of at least 6 feet apart.
4. Wash hands frequently.
5. Do not come to campus if you answer "yes" to any of the following questions:
  - Within the last 14 days, have you been in close contact with someone who has a confirmed case of COVID-19? *Per CDC guidelines, close contact means being closer than six feet apart for 10 minutes or more.* Exception: you can check "no" if you have been in a clinical setting or health care facility wearing appropriate personal protective equipment.
  - Are you currently experiencing any of the following symptoms that are not related to an underlying or existing condition – cough, shortness of breath or difficulty breathing, sore throat, chills, or muscle pain?
  - Have you had a fever of 100.4 or higher within the last 48 hours?
  - Are you experiencing a new loss of taste or smell?
  - Within the last 24 hours, have you experienced gastrointestinal or digestive issues (e.g., nausea, vomiting or diarrhea) that are not related to any underlying condition(s)?

### **Daily Screening Instructions**

Any person seeking to come to campus must complete a daily health screening self-assessment. If approved, individuals will be permitted on campus for the date the screening was completed. A new screening will be required for each day an individual seeks to be on campus. To complete the daily screening,

1. Visit <https://tigerweb.chattanoogastate.edu/covid-19-oc-form> to access the health screening questionnaire.
2. On the day of your scheduled visit, complete and submit the questionnaire.
3. A one-day pass will be generated based on your responses in the questionnaire. If approved for campus access, the one-day pass will be sent via text to the phone number provided in the questionnaire.
4. Show the pass (either on your phone or by printing the pass) to security at the main gate.

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## Daily Health Screening Self-Assessment FAQs

**Q Is it required to complete the daily health screening self-assessment?**

A Yes. No one will be allowed access to campus without a pass for that specific day. Individuals who have not completed the self-assessment before coming to campus will be directed to the screening stations located in the athletic field parking lot to complete the screening self-assessment. Anyone who does not meet the criteria of the screening will not be allowed access to campus.

**Q Can I appeal if I am denied entry to campus based on my answers to the questionnaire?**

A Yes. If you have questions or would like to appeal your campus status, please contact the appropriate individual based on your status.

- Students contact the Dean of Students Office at (423) 697-4475 or (423) 994-5500.
- Employees contact the Department of Human Resources at (423) 697-4458.
- Visitors contact the Vice President, College Advancement & Public Relations at (423) 697-2630.



## Campus Communications and Collateral

Regular communications providing updates related to the campus operations were provided to students and employees in emails from the President's Office and on the College's [COVID-18 information page](#). Additionally, the communications were posted to social media for broader community awareness. Media releases were issued to announce significant milestones (e.g., campus closure, return to campus planning, fall plans, etc.)

Students and employees returning to campus in Phase IIA were supplied a parking pass, which was printed on brightly colored card stock.



Posters were placed at the primary entrance point in buildings across campus. The posters remind students, employees, and campus visitors to follow campus policies and procedures during Phase II and Phase III return-to-campus plan were placed at building entrances.



A smaller version of the poster was included in TCAT packets distributed prior to Phase IIA.

Additionally, a table-top easel was created for use in office spaces, particularly as student-facing offices begin to open in Phase IIB.

When campus initially closed in March 2020, signage was created to provide contact information for those following an alternate work schedule. This signage also provided health and safety tips, based on CDC guidance available at that time.



## COVID-19 Task Force & Planning Committee

Rebecca Ashford, Ed. D - President, Chattanooga State

Debbie Adams - Vice President, Student Affairs

Jim Barrott - Executive Vice President, Technical College

Bo Drake - Vice President, Economic & Workforce Development

Brian Evans - Executive Director, Human Resources

Quincy Jenkins - Executive Director, Diversity, Equity and Inclusion

Gardner Long - Vice President, Technology Division

Beth Norton - Vice President, Academic Affairs

Nancy Patterson - Vice President, College Advancement and Public Relations

Tammy Swenson - Executive Vice President, Business and Finance

Traci Williams - Institutional Effectiveness, Research & Planning

Guy Davis - Executive Director of Plant Operations

Jennifer Cooper - Director of Marketing & Communications

Sandy Rutter - Dean of Students

Martina Harris - Assistant Dean / RN Program Director

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