



Fall 2020 Reopening Plan

Health and Safety

Faculty and staff will be required to watch the Return to Fall Campus video placed on our website and submit the acknowledgement certification to the Office of Human Resources, Dr. Pamalon Rollins at prollins@trenholmstate.edu before the first day of class, August 14 2020. The Fall 2020 Reopening Plan is being incorporated into student orientation and instructors will on the first day of classes review the Fall 2020 Reopening Plan with their class.

1. Masks and Face Coverings for Employees and Students

Until further notice, all individuals on campus (employees, students and visitors) shall use face coverings, which must cover, at a minimum, nose and mouth. This face covering shall be worn when moving throughout the campus, in hallways, breakrooms, restrooms, classrooms, or common areas or any time social distancing of at least six feet is not possible.

The CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain. The purposes of the cloth face coverings are to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Individuals may only remove their face coverings while on campus if all the following three conditions are met:

- a. They are within their enclosed private workspace, and
- b. They are consistently at least six feet from others, and
- c. They are not interacting with others.

All individuals on campus are encouraged to bring their own face mask covering to campus. However, TSCC will provide a limited number of disposable masks to employees and students as deemed appropriate to their on-campus function. Supervisors and faculty should complete an on-line Building Work Order located on the College's Intranet at <https://trenholm.sharepoint.com/Pages/Default.aspx>. Requests are limited to two masks per employee and student.

To conserve the College's mask supply, employees and students should follow the re-use guidelines:

- a. Disposable three-layer masks worn should be worn on campus for five consecutive days, or until soiled, whichever occurs first.
- b. Fabric masks should be washed and fully dried, as needed, but at least once per work week. Appropriate cleaning of masks is the responsibility of the wearer.

2. Travel Standards

- Non-essential business travel is prohibited until further notice. Any business travel deemed essential must be pre-approved by the appropriate dean and submitted for approval to the Office of the President.
- All student activity related travel is prohibited until further notice.

3. Testing, Isolation, for Employees and Students

Positive Tests - If a student or employee is diagnosed with COVID-19, he or she must stay home for the recommended 14-day period. Students should contact the Dean of Students, Theresa Mays (tmays@trenholmstate.edu). All employees should contact their immediate supervisor. If an employee or student tests positive for COVID-19, the College will report to ACCS using established notification processes as outlined in MEMO 2020-EXE-48.

- a. Supervisors who are made aware that an individual in their area has tested positive must contact Robert Allen (334-420-4266) for disinfecting assistance, if the individual was in the area within the last four days.
- b. All employees who have received a positive COVID-19 laboratory test must obtain clearance from the Office of Human Resources before returning to campus. All students who received a positive COVID-19 laboratory test must obtain clearance from the Dean of Student Services.

Confirmed Exposures - Students who were exposed to laboratory confirmed COVID-19 positive individuals are expected to notify the Dean of Student Services and to follow all directions provided by the Alabama Department of Public Health. All employees must contact their immediate supervisor. In the event of an exposure, employees and students may be required to remain away from College property and from campus events until approved for return by the Office of Human Resources for employees and the Office of Student Services for students.

4. Individual Sanitation and Respiratory Etiquette for Employees and Students

- Wear your face coverings. Avoid touching your eyes, nose, or mouth.
- Frequently wash hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. The College will provide hand sanitizer in common areas and entrances and ensure soap and paper towels at all handwashing areas.
- Practice good respiratory etiquette, including coughing and sneezing into your elbow or a tissue and turning away from others when coughing or sneezing.

5. Facility Access, Disinfecting, and Signage

TSCC will implement the following measures to encourage social distancing and to avoid COVID-19 transmission at work. In implementing these measures, TSCC remains committed to compliance with all applicable building codes, laws and necessary security measures.

The College will continue to provide increased cleaning and sanitizing of frequently used facilities and common areas, including elevators, restrooms, classrooms, and other high-traffic spaces with the use of approved cleaners that meet CDC guidelines for disinfecting COVID-19 (See attached Cleaning Plan).

The College will adjust the number of entrances where possible (while maintaining code compliance) to help manage traffic flow to allow social distancing for employees, students and guests when entering and leaving TSCC facilities.

TSCC will dedicate staff, at each campus, who will help support and clarify building access and safety protocols that impact how occupants use and move throughout the building. The names of those individuals will be placed on the entrances.

Floor markings will be in place where possible to help ensure proper social distancing in waiting and common areas.

In some areas, furniture will be removed or rearranged to reduce public touchpoints.

Signs will be posted at multiple locations and entry points around campus. Signs will be posted that outline campus protocols on social distancing, physical contact, wearing of masks, and other requirements.

The signage at all entrances will warn against entry for anyone answering “**Yes**” to any of the following within the previous 14 days:

- a. Flu-like or COVID-19 symptoms (cough, shortness of breath, fever, sore throat, muscle aches, loss of sense of smell or taste, or gastrointestinal issues);
- b. Close contact with symptomatic family member(s) or other person(s) exhibiting symptoms;
- c. Tested positive for COVID-19;
- d. Exposure to someone who has tested positive;
- e. Been advised to self-quarantine by a healthcare provider

Classrooms

Based on guidance from public health authorities, maximum occupancies for classrooms will be reduced, and signs will be posted indicating the maximum number of people permitted in each classroom, unless due to size, the room will be closed.

Libraries and Shared Computer Spaces

Based on guidance from public health authorities, maximum occupancies for conference rooms will be reduced, and signs will be posted indicating the maximum number of people permitted in each conference room, unless due to size, the room will be closed.

Bathrooms Guidelines for Employees and Students

Employees and students should limit bathroom usage to the facilities closest to their area.

Soap and water remain readily available. Employees and students should wash hands for 20 seconds using warm water.

Employees and students should use a paper towel to open the door.

For more information, contact:

Human Resources at 334-420-4253

Facilities Division at 334-420-4266

Student Services at 334-420-4418

Instructional Services and Adult Education

A. General Safety Practices

- **PPE-** Faculty, staff, and students will be required to wear their own face coverings that protect both the mouth and nose while on campus during in-person instruction, any face-to-face interactions, or when it is determined that wearing a mask is necessary for specific job duties. The College will maintain a supply of disposable 3-layer masks purchased from Cintas to distribute to faculty, staff, and students should the need arise. Faculty/staff and students who have documented health condition that prevents them from wearing a mask will be referred to the human resource department and the College's ADA coordinator, respectively.
- **Students Waivers** - Students will be required to sign a waiver. Students who voluntarily decide not to participate in in-person instruction during this public health emergency shall not face any disciplinary action under the normal procedures of the College. However, students will be governed by the college's policies and procedures regarding make-up work, course completion, and resolution of Incomplete ("I") grades.
- **Communication-** All students, faculty, and staff will receive emails and text messages related to campus instructional protocols and reporting of positive COVID-19 diagnosis. This information will also be available on the College's website. Every student, upon arrival to assigned classroom or office, will be asked the following questions:

In the last 14 days:

- **Have you had a fever >100.4?** _____
- **Have you had any of the following symptoms:**
 - **Fever**
 - **Difficulty breathing or shortness of breath**
 - **Cough**
 - **Sore throat**
 - **Diarrhea**
 - **Myalgia (muscle aches)**
 - **Fatigue**
- **Have you been exposed to a known COVID 19 positive person?** _____
- **Have you traveled outside of the U.S.?**

Individuals who answer “**Yes**” to any of the questions, will be denied entry to the building or lab and will be referred to a healthcare provider for further evaluation. Individuals who answer “**No**” to all questions will be allowed access. Based on the high probability of identifying high-risk individuals who take the questionnaire, temperature checks will not be utilized on campus. The College will follow the communication guidelines provided in Memorandum #2020EXE048-Revised Return to Work/Classes.

- **Signage-** The College will place appropriate signage throughout facilities used for in-person instruction and Student Services to remind students and employees of proper distancing. Signage will address lab/classroom maximum occupancy and preventive measures to ensure ongoing awareness and actions to reduce the spread of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>).

- **Disinfecting of Classroom Equipment** - Any equipment, desks, chairs, tables, or other items used during instruction will be sanitized after each use. Each participating instructor will be provided with a “kit” of supplies that he/she will be responsible for keeping secure, yet available to students when necessary. When kits are used, instructors will sign for supplies whereby the signed document will note the importance of monitoring and securing supplies.

The kit will contain the following and will be restocked periodically as needed.

- Spray disinfectant or disinfectant wipes
- Paper towels
- Face masks- (Students will provide their own face masks; the masks in this kit are reserves should something occur to the student’s mask and a back-up is needed)
- Gloves

B. Instruction

Delivery Formats

Classes will begin at the College on **August 14, 2020**. All theory classes will be delivered online both asynchronously and synchronously. Faculty will be required to engage with students weekly during either through regularly scheduled virtual class times (synchronously) or discussion boards (asynchronously). Additionally, prerecorded lectures and ancillary instructional resources will be mandatory for all classes. Laboratory instruction for all natural and physical science courses will be completed using virtual simulations provided by publishers (ex: MyA&P, MasteringBiology).

Career and technical and health programs will deliver courses requiring laboratory hours using a hybrid format. All theory components will be delivered online. Laboratory work that cannot be achieved virtually will be completed in-person on campus. Multiple lab times will be scheduled to minimize the number of students in the laboratory setting and maintain the six-feet physical distancing requirement.

Career and Technical Programs

Classroom Guidelines

- Classrooms may be used for minimal tasks that need to be completed in conjunction with a laboratory visit. If the classroom is used, it will be cleaned and sanitized at the end of every day. If multiple groups of students use the classroom, it will be cleaned and sanitized between each rotation of students.

Lab Guidelines

- Adjustments in the use of lab stations will be made based on social distancing protocols.
- When hand tools are being used, in addition to standard safety PPE, students should wear disposable gloves during use.
- Lab equipment, tools, and work areas will be cleaned and sanitized at the end of each class and at the end of every day. If multiple students use the same piece of equipment, tools, and/or work area, these will be cleaned and sanitized between each rotation of students. *
 - *Cleaning and sanitizing of building space (classroom and lab) will be the responsibility of each instructor. Instructors may use students to assist with the cleaning and sanitation process with appropriate oversight. Cleaning and sanitizing will be completed in accordance with CDC recommendations found at <https://www.cdc.gov/coronavirus/2019->

[ncov/community/disinfecting-building-facility.html](https://www.ncov/community/disinfecting-building-facility.html) . Maintenance personnel will continue cleaning and sanitizing per their protocols.

Allied Health & Nursing Clinical Requirements

The Dental Assisting Technology and Emergency Medical Services programs have received notification that students can resume clinical rotations during the fall semester based upon the current approvals and guidelines provided by their state authorizing and accrediting bodies.

The Nursing program will complete up to 60% of course clinical requirements using vSims software. The remaining clinical hours will be completed in the clinical setting once authorization is granted.

Similarly, all other allied health programs (Diagnostic Medical Sonography, Radiological Technology, Respiratory Therapy, Medical Assistant) will not be able to begin clinical/preceptorships until permission is obtained to return to authorized facilities. Currently, the College's largest clinical provider, Baptist Health, is not accepting any student cohorts due to the current COVID-19 numbers in the River Region. The ability to offer clinical/preceptorship opportunities for our students is fluid and will be updated as information becomes available.

Procedures for Ending In-person Instruction by Thanksgiving

- All student communications (webpage, syllabi, CANVAS announcements, emails) will include a remote instruction clause as recommended by the guidelines provided by the System office. Additionally, students will be informed that on-campus instruction will end on **November 20, 2020**. Online instruction for **all** instructional units will begin on **November 30, 2020**.
- Where appropriate, curriculum will be reorganized and streamlined to ensure competencies that cannot be accomplished successfully online are covered between **August 14, 2020 – November 20, 2020**.
- The remaining course competencies will be completed using online simulations, student-demos/videos, faculty-led case studies, clinical-simulated software etc.

Second Wave COVID-19 Closures

- If the College is required to terminate on-campus instruction (Phase Red) before November 20, 2020, all classes will move to remote instruction. CTE and health programs will utilize online simulations (Amatrol, Vsims, etc.)

Office Hours

Faculty will be required to maintain office hours during the semester. While virtual hours will be strongly recommended as the preferred meeting mode, both virtual and on-campus hours will be permitted. All on-campus meetings will be scheduled in advance and social distancing and safety protocols will be followed. Office hours will be a part of 35-hour work week and will be reflected on all faculty members weekly schedule which are submitted to supervisors at the beginning of the semester. Faculty have either established Google numbers or routed office numbers to personal phones to provide student access. Faculty will be encouraged to use Microsoft Teams to meet virtually with students to have a face-to-face connection when meeting with during office hours.

Professional Development Opportunities

The College will use several resources to provide professional development opportunities for faculty as we continue to strive to offer quality course offerings. These resources include the following:

- National Institute for Staff and Organizational Development (NISOD) - The College is a member of NISOD and the organization offers a number of virtual webinars, symposiums, and conferences that will be required faculty.
- Internal course review- All program coordinators/division chairpersons are responsible for reviewing all online courses in their respective areas. Each faculty member is provided a rubric which incorporates Quality Matters standards and addresses expected outcomes for the organization and execution of online courses. Faculty are provided feedback and mentors are assigned to assist faculty with development and online teaching strategies.
- Canvas Professional Development- The College provides 2-3 Canvas workshops each academic year. The workshops provide training for new online faculty as well as continuing online course development opportunities.

C. Library Services

- The library will retain virtual hours of operations of Monday – Thursday, 7:30 a.m. – 8:00 p.m. and Fridays, 7:30 a.m. – 11:30 a.m. The library staff is available to assist students and faculty via library@trenholmstate.edu.
- The library will be closed to students and community visitors however staff will report to work to complete projects, training for new equipment and inventory.
- All services have been moved to online formats and general email account will be monitored by all library staff to ensure reference questions can be answered in real time.
- A library link is integrated in every CANVAS course shell. Information literacy session are conducted for faculty via TEAMS throughout the summer. A link for Information literacy for English and History was been sent to students via instructors and sessions are done as requested by faculty.
- The library is increasing the number of eBooks in its collections and producing helpful tutorial and guides to help students and patrons use the library resources easily from home.

D. Adult Education

Enrollment – The Adult Education department will continue to enroll students through the ACCS Online Application & Enrollment portal. Applications received online through AAESAP will be processed and students will be assigned to a class to begin the enrollment and orientation process.

Instruction – Students will continue to receive virtual class instruction via various learning platforms such as GED Academy, TABE Academy, Microsoft Teams, Zoom, Google Classroom, Burlington English, and Canvas. Instructors will prepare learning packets for students that do not have access to a computer or the internet.

- **Incarcerated students**- Learning packets will be provided to incarcerated students. Packets will be delivered to correctional institution liaisons and completed work will be returned to instructors for review and feedback.
- **Ready to Work (RTW)**- RTW classes are offered via Canvas. RTW students will follow the same process listed above.

Testing- Students will schedule appointments for Tuesdays, Wednesday, and Fridays. Priority will be given to students who have minimal requirements to complete in order to attain their GED/HSDO. Cohorts of 5-7 students will be allowed in the testing room to maintain distancing guidelines of six feet.

Below is the contact information for the Adult Education Division. This information will be posted on the Trenholm State website on the Adult Education webpage.

Adult Education Contact

- Ms. Carol Millender- Adult Education Director
 - (334) 420-4346 Office or (334) 391-9622 Cell
 - cmillender@trenholmstate.edu

Student Services

How will Student Services operations (e.g., Admissions, Testing/Assessment, Financial Aid, Career Services, Counseling/ Advising) be handled at your college? Will all Student Services offices be open to students, visitors, and the general public?

- For the Fall 2020, the Student Services Department will continue to serve students remotely. The College continues to maintain regular business hours during the Fall semester. A hybrid work schedule will be utilized to ensure that employees will not be entering the building at the same time. All Student Services departments (***Admissions, Records, Financial Aid, Student Success and TRIO***) will continue to assist students through interactive meetings via phone, teleconferencing, videoconferencing using Zoom, Microsoft TEAMS, etc. and will utilize email, scan and fax options for submission of documents. Student Services offices will not be open to students, visitors or the general public for in person visits. Should students, visitors or the general public need assistance and are unable to utilize the above options to conduct business, he/she will be provided the option to make an appointment with the respective departments for assistance.

What safety protocols and procedures will be utilized in Student Services areas?

Anyone that has scheduled an appointment for assistance from the Student Services department must following procedures to ensure the safety of personnel:

- Visitors with appointments will contact the respective area of appointment to notify staff that they have arrived on campus.
- Visitors must remain in their vehicle until contacted to enter the building at their scheduled appointment time.

Prior to entering the facility, those with a schedule appointment will be asked the following questions and should respond “NO” to obtain access:

- Within the last 14 days, have you experienced a new cough that you cannot attribute to another health condition?
- Within the last 14 days, have you experienced a new shortness of breath that you cannot attribute to another health condition?
- Within the last 14 days, have you experienced a new sore throat that you cannot attribute to another health condition?
- Within the last 14 days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
- Within the last 14 days, have you had a temperature at or above 100.4°F ?
- Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?* (*Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes.*)

Individuals who answer “Yes” to any of the questions, will be denied entry to the building and will be referred to a healthcare provider for further evaluation. Individuals who answer “No” to all questions will be allowed access to the respective area for their scheduled appointment.

How will the College address social distancing and health/safety protocols in recreation areas and common areas on campus as well as student activities/student life events?

The following safety guidelines will be implemented and required for all employees and visitors during their visit to the College:

- All employees and students will be required to wear mask continuously while in the building. Signage will be posted to remind anyone entering the facility of this policy.
- Students will be required to use hand sanitizer upon entering the building.
- Restrooms will be available to those with schedule appointments and staff only.
- Accessible areas (offices and bathrooms) of the building will be cleaned and disinfected daily.
- Entrance/exit doors will be sanitized at a minimum twice a day.
- Students will be directed to their designated area of appointment.
- There will be no gathering of students or employees in the building.
- Staff will ensure that all surfaces are properly cleaned and disinfected before and after any appointments.
- Social distancing guidelines of 6 feet must be maintained and will be enforced.

COMMON AREA

- Only students receiving admissions, financial aid, or SSC (Student Success Center) services will be allowed to enter Building F and wait in the sitting area if an appointment has been scheduled.
- Seating if necessary, will be at least six feet apart to ensure that CDC guidelines are met.
- Excess furniture within individual offices will be removed if necessary, so that there is a minimum six-foot distance between the staff member and the student receiving services.

ORGANIZATION MEETINGS

- Student organizational meetings and trainings will be held virtually via Microsoft Teams.

RECRUITMENT

- Currently, campus tours have been suspended indefinitely and a virtual tour is currently being prepared.
- Off-site recruitment activities outside of the campus are suspended until further notice. We will continue to work with our feeder schools to develop virtual strategies as well as visits that allow for social distancing with groups of 10 or less. More may be required depending on the size and location of the venue. These determinations will be made on a case by case basis.

STUDENT ACTIVITIES

- Student activities where 10 or more are gathered will be suspended until further notice.
- Student Development will work on creating virtual opportunities to engage students for the following activities:
 - September 11 tributes
 - Black History Month tributes
 - Breast Cancer Awareness education sessions
 - Inauguration of 2020-2021 SGA Leadership & Crowning of Miss Trenholm State
 - Induction Ceremony for Phi Theta Kappa and NSLS
 - National Society of Leadership and Success – leadership training and activities
 - Other organizations will be charged with the creation virtual opportunities as well.

STUDENT TRAVEL FOR TRAINING

- Student travel has been suspended until further notice.

How will the college address reasonable accommodations for students with disabilities?

The Office of Disability Support Services is the central campus resource for students who wish to request academic accommodations. In collaboration with students and instructors, our staff coordinate accommodations and support to ensure that students have equal access to an education, campus resources and activities.

Due to the impact of the coronavirus (COVID-19), our office will maintain operations in the following ways:

- Students will continue to receive accommodations remotely or on-campus. Students may continue to access the Office of Disability Services website to request accommodations. The ADA Coordinator may be contacted via email or phone to connect with students via Microsoft Teams when needed.
- Faculty will continue to provide accommodations remotely or on-campus. Faculty will continue to receive students' accommodation letters and related information through email. Faculty who have questions about providing accommodations may contact the ADA Coordinator by email at ada@trenholmstate.edu.

Submitting Required Documentation:

- Documentation is required to provide reasonable accommodations for students. Students will be able to provide copies of their documentation via email to ada@trenholmstate.edu. If a student has difficulty obtaining documentation from a doctor or clinician due to restrictions or the impact of COVID-19, we may base accommodations decisions more on the history of a student's use of accommodations.
- Any computer hardware, assistive technology device, workspace, etc. used by students on campus will be cleaned after each use. Social distancing guidelines will also be followed in the testing space/computer labs. Accessible design requirements will continue to be provided for students who may require use of a wheelchair or other mobility device. Students who have an approved accommodation for priority seating in class will continue to receive this academic accommodation. The ADA Coordinator will conduct virtual meetings with students receiving accommodations to identify any potential challenges that may be encountered in the classroom space.
- The Office of Disability Services will continue to provide testing accommodations for students taking the ACCUPLACER, ACT National Test, etc. Students requesting testing accommodations will need to schedule an appointment with the ADA Coordinator well in advance of their preferred test date. Any computer hardware or workspace used on campus for testing accommodations will be cleaned after each use. Social distancing guidelines will also be followed in the testing space/computer labs.

For questions about academic accommodations or to schedule an appointment, students will contact the ADA Coordinator through the various methods:

- Virtual Appointment: [Click Here To Schedule A Virtual Appointment with the ADA Coordinator](#)
- Phone: 334-420-4418
- Email: ada@trenholmstate.edu

Website and Communication Plan

The Student Services departments will continue to update the respective webpages and sliders on the website on information regarding student assistance. The information will be updated frequently on the college's website regarding appointments to all services provided by the Student Services departments (admissions, records,

financial aid, etc.). The departments will also utilize Yammer and Trellis to communicate via email and text updates on deadlines, programs, and activities.

Workforce Development

Delivery and Proctoring of Assessments:

- Every effort will be made to deliver assessments using an online platform. In the event an assessment cannot be completed online, students will schedule appointments for Tuesdays, Wednesday, and Fridays. Cohorts of 5-7 students will be allowed to test to maintain distancing guidelines of six feet.

Training Delivery:

- On-Campus:
 - Every effort will be made to deliver training using an online platform. In the event training cannot be completed online, training will be provided in accordance with the college-wide instructional plan.
- Off-Campus:
 - The Dean of Workforce Development will be responsible for oversight of all off-campus non-credit training to ensure the safety of students. The Dean will work closely with off-campus partners to ensure safety measures are in place that mirror the college's on-campus instructional plan. The Dean will review guidelines of the off-campus partners and compare with the college's established plan and mitigation strategies. The Dean will then impose the most stringent protocols being utilized between TSCC and the partner entity.
- Labs:
 - When Workforce Development training involves a lab component, the college-wide lab instruction plan will be utilized. It is understood that when developing said training courses, additional instructors may be needed and/or reduction in class sizes may be required

Additional Actions:

- Addendum to Enrollment Forms
 - A remote instruction clause will be added to enrollment forms in the event there is a need to transition to remote instruction during the Fall 2020 Semester. The clause will read as follows: *In the event Trenholm State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact Danny Perry, Dean of Workforce Development and Career and Technical Education at 334-420-4277 or dperry@trenholmstate.edu*
- Addendum to Contract for Training
 - Language will be incorporated in Workforce Development contracts that address the college's inability to fulfill the contractual obligation to the business or industry. The clause will read as follows: *Impossibility of Performance: Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.*
- Virtual and/or Face-to-Face Office Hours
 - The Office of Workforce Development has implemented a rotating schedule which provides on-campus office hours and telework. This rotating schedule allows employees to meet with industry partners via

virtual methods or if needed face-to-face. In the case of face-to-face meetings, the WFD employees adhere to college-wide safety and mitigation guidelines.

- Communication Plan

- Below is the contact information for the Workforce Development Division. This information will be posted on the Trenholm State Website on the Workforce Development Page.

- Danny Perry, Dean of Workforce Development and Career & Technical Education
 - 334-420-4277 dperry@trenholmstate.edu
- Renita Scott, Administrative Assistant to the Dean of Workforce Development
 - 334-420-4400 rscott@trenholmstate.edu
- Sharon Portis, Administrative Assistant to the Dean of Career and Technical Education
 - 334-420-4384 sportis@trenholmstate.edu
- Angela Cone, Workforce Development and Special Projects Program Coordinator (Apprenticeships)
 - 334-420-4313 acone@trenholmstate.edu
- Takenya Taylor, Project Director, Workforce Investment and Opportunity Act - Occupational Skills Training
 - 334-420-4344 tataylor@trenholmstate.edu
- Annie Ellison, Career Coach and Continuing Education Coordinator
 - 334-420-4240 aellison@trenholmstate.edu

Cleaning Plan

Entrance, Lobbies, and Corridors

Daily:

- Empty waste receptacles, remove debris, leaves, and litter.
- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor. Pick up soil from floor with dustpan. With a lightly dampened mop, **spot-mop** floors as necessary to remove soil.
- Disinfect drinking fountains and door handles.
- Clean entrance door glass.

Weekly:

- Clean glass partitions, display cases, and interior door glass.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
- Dust Furniture.

Provide hand sanitizing stations at entry doors

Classrooms

Daily:

- Empty waste receptacles and replace liners.
- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor. Pick up soil from floor with dustpan. With a lightly dampened mop, **spot-mop** floors as necessary to remove soil.
- Clean glass in doors and disinfect door handle.

Weekly:

- Dust furniture surfaces and damp clean desk and tabletops.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

Semi-annually:

- Restore floor finish on non-carpeted floors.

Provide disinfecting kit (Disinfect wipes and spray bottle with liquid hand sanitizer)

Office, Breakrooms, and Conference Rooms

Daily:

- Empty waste receptacles and damp clean.

- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor. Pick up soil from floor with dustpan. With a lightly dampened mop, **spot-mop** floors as necessary to remove soil.
- Clean glass in doors and disinfect door handles.
- Check dispensers; soap and paper towel.

Weekly:

- Dust furniture surfaces and damp clean tabletops.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

Provide disinfecting kit (Spray bottle with disinfect, paper towel, and spray bottle with liquid hand sanitizer)

Restrooms

Daily:

- Empty waste receptacles and change liners.
- Thoroughly clean and disinfect toilets and urinals, door handles and sink
- Restock dispensers: soap, paper towel, and toilet tissue.
- Clean mirrors
- Check dispensers; soap, paper towel, and toilet tissue.
- Spot wash walls and partitions.
- Dust mop and wet mop floors with disinfectant solution.

Weekly:

- Damp clean and polish partition thoroughly.
- Pour at least one gallon of water down floor drains.
- Dust wall and ceiling vents.
- Clean doors and wall tile.

Twice Monthly:

- De-scale fixtures.
- Scrub floor with floor scrubber.

Will maintain signage concerning proper hand hygiene, social distance, hand sanitizing stations, and important information about spreading viruses.

The cleaning plan is in line with CDC guidelines from May 21, 2020 for Institutes of Higher Education.

Maintaining Healthy Environments

IHEs may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
 - [Clean and disinfect](#) frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within IHE facilities at

least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) should be limited when possible, or cleaned between use.

According to Association of School Business Officials International: <https://asbointl.org/>

ASBO has estimated that school custodial staffing should expect productivity of about 2,500 square feet per hour of cleaning time, which equates to 20,000 square feet per cleaning workday

Taking this into consideration for Trenholm. One person dedicated to cleaning only can clean Building AB and C on the Trenholm campus or Building E on Patterson campus in a day pre-COVID-19. Based on the size of the buildings it would take six custodial staff members for each campus to maintain normal cleaning standards. Trenholm has over 250,000 square feet of usable building on campus. This doesn't include Culinary Arts, Cosmetology, nor Truck Driving.

Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.