

BUILDING A STRONGER, SAFER CWC

TRANSITIONING FROM VIRTUAL SERVICES TO CAMPUS FACILITIES



TABLE OF CONTENTS

I. INTRODUCTION

Background & Context	3
General Information	4
Resources	5
Guiding Principles	6
Definitions	7

II. GUIDELINES

General Guidelines	8
Social Distancing Guidelines	9
Cleaning & Hygiene Guidelines	10

III. PLANS & PROCEDURES

Cleaning Procedure	10
Cleaning & Hygiene Plan	11
Wellness Screening Steps	11
Academic Plan	12
Student & Employee Health Plan	14
Health Response Plan	15
Food Services Plan	17
Information Technology (IT) Plan	17
Requirements on Campus	19
Phased Staffing Plan	20
Student Services Plan	23
Student Housing	24
Student Life	25

TRANSITIONING FROM VIRTUAL SERVICES TO CAMPUS FACILITIES

BACKGROUND & CONTEXT

This plan was developed to provide general guidelines for college operations for the three constituent groups served by the college: our students, our employees, and our community members. This plan outlines specific details of the main functional areas of college operations in preparation for returning to on-site instruction.

In response to the COVID-19 pandemic, CWC transitioned all classes to remote instruction and moved all service operations to virtual delivery in March 2020. Nearly all employees began working remotely, and all college facilities in Riverton, Lander, Jackson and Dubois closed to the public. The college Emergency Response Team (ERT) engaged in frequent meetings to discuss the daunting challenge of identifying the necessary actions critical to protecting the health and safety of our students and employees while minimally impacting student learning for all spring 2020 courses.

The ERT began to look forward to tackling the next challenge of outlining a plan for resuming college operations while continuing actions to mitigate the spread of the virus. As more details emerged about how to limit transmission of the virus, CWC and the ERT enacted an evidence-based process for transitioning from virtual to facility based operations.

As CWC prepares to resume college activities and services, the pre-COVID-19 routines and practices will not look the same. While the college cannot eliminate the risk of exposure or transmission of COVID-19, we are committed to implementing practices and behaviors that mitigate the risk of illness. This plan incorporates the best practice guidelines outlined by the Centers for Disease Control for institutions of higher education, and is compliant with all county, state, and tribal health orders and requirements. As this expert guidance changes, CWC's plan will be flexible and responsive to those changes.

CWC HAS AN OPPORTUNITY TO REINVENT HOW WE SERVE STUDENTS SEEKING AN EDUCATION, AND IN HOW WE ENGAGE WITH OUR COMMUNITY IN SUCH A MANNER THAT STUDENTS, EMPLOYEES, AND COMMUNITY MEMBERS FEEL IS A SAFE LEARNING AND WORK ENVIRONMENT.

TRANSITIONING FROM VIRTUAL SERVICES TO CAMPUS FACILITIES

GENERAL INFORMATION

As CWC begins the phased reopening/resumption of in person college services, there are some general guidelines that have been used to develop our plan. CWC assumes these guidelines will continue to inform decisions going forward.

- COVID-19 virus activity will still be a factor until a successful vaccine/treatment is widely available. The risk for exposure, spread of the virus, and illness from contracting the virus will be present for the duration of this plan.
- CWC has to assume that there is a possibility the college will have students, employees or visitors who will have contracted or are infected with COVID-19.
- Unpredictable and changing local conditions will occur, which will require revisions to this plan. Any revisions will be communicated to college students, staff, and when necessary, the community.
- Enhanced cleaning will need to occur regularly through the day and consistent with approved activities on campus, following guidelines.
- Social distancing protocols will be required throughout the plan
- Signage in all CWC facilities will be required in most areas to promote good hygiene practices, help people assess for symptoms of COVID-19, and to engage in social distancing practices.

RESOURCES

The specific requirements, guidelines and recommendations in our plan are determined and informed by local, state and national health experts:

The Center for Disease Control (CDC) Guidelines

- [CDC Guidance Documents](#)
- [Interim Guidance for Administrators of U.S. Institutions of Higher Education](#)

The Wyoming Governor's and State Health Officer Orders and Guidance from the Wyoming Department of Health

- [Governor's Plan](#)
- [State Health Orders](#)
- [Wyoming Department of Health Guidance](#)

Fremont County Public Health Guidance and Plan

- [Fremont County Recovery Plan](#)

Guidance from Tribal Health Leaders: Director of Eastern Shoshone Tribal Health and Chief Medical Officer of the Wind River Family and Community Health Clinic

- [Wind River Intertribal Council Stay at Home Orders](#)

Teton County Public Health Guidance

- [COVID-19 Public Health Guidance Dashboard and Guidance Documents](#)

GUIDING PRINCIPLES

This plan is based on these guiding principles:



Primary Goal

The primary goal for Central Wyoming College's response to the COVID-19 pandemic is to continue the institution's vital mission of education while protecting the health of students, staff and the public.



Data Driven

Our plan is designed to ensure compliance with the most current, best practice guidance from national, state and county health experts, as well as with tribal and state health orders.



Mission-Focused

Our plan is designed to ensure compliance with the most current, best practice guidance from national, state and county health experts, as well as with tribal and state health orders.



Clear, Concise Communication

Our plan includes details for clear and concise communication to the most important stakeholders - our students, our staff, and our community members.



Health & Safety of Individuals

Our plan takes the health and emotional well-being of our students, staff, and community seriously, knowing that our service area has been significantly impacted by the damaging outcomes of COVID-19, much more so than other regions of the state. The ultimate goal of our plan is to minimize risk for exposure, transmission, and resurgence of COVID-19, especially for the most vulnerable populations in our communities.



Responsive and Adaptable

Our plan has flexibility built into the plan to allow for adjustments to ever-changing and unpredictable scenarios. We should be responsive to students and staff, knowing that many are facing difficult and unique situations.

DEFINITIONS

CENTER FOR DISEASE CONTROL (CDC)

The CDC is a branch of the federal Department of Health and Human Services, whose mission is to increase the health security of our nation, saving lives, and protecting people from health threats. For more details, visit <https://www.cdc.gov/>.

CONTACT TRACING

Identifying and monitoring people who may have come into contact with an infected person. While CWC is committed to assisting local and county public health officials to complete this task, contact tracing is the responsibility of public health officials.

COVID-19

COVID-19 is a virus that is spread by respiratory droplets from infected people caused by the SARS-CoV-2 and is an abbreviation for “coronavirus disease 2019” (CDC).

ESSENTIAL SERVICES/FUNCTIONS

Those activities and/or employee duties whose service or function cannot be performed effectively through remote means, or is required to ensure ongoing operations that are critical to the college.

MASKS & FACE COVERINGS

In a non-medical setting, this document uses “masks” and “face coverings” interchangeably. These refer to any fabric covering of the lower face including the mouth and nose.

QUARANTINE VS. ISOLATION

- Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others.
- Isolation keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

REMOTE INSTRUCTION

The delivery of course instruction via methods that are from a distance and are not in person, at the same place, at the same time. Remote instruction may include:

- Use of audio-video conferencing (Zoom, Google hangouts, Microsoft Teams, FaceTime, etc) in place of in-person class sessions.
- Online instruction via the college LMS (Canvas) including learning modules, assessments, and electronic submission of assignments.
- Simulation, or other technology applications to support instruction and communication between faculty and students.

ROLLING CLOSURES

Short term closures of one or more functional areas of a college facility, or closure of all college operations, due to the presence of virus activity. Any closure will occur with the input and guidance of local Public Health officials.

SOCIAL DISTANCING

The practice of staying at least six feet away from others while in public, except for others who share the same household. Because the virus that causes COVID-19 is transmitted through the air and on contaminated surfaces, social distancing (along with frequent cleaning and hand hygiene) is a primary method for preventing the spread of the disease.

VULNERABLE POPULATIONS/INDIVIDUALS:

- Individuals 65 years of age or older, regardless of health status.
- Individuals with underlying health conditions, (as defined by the CDC) including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, and those whose immune system is compromised (such by cancer therapy, or certain medical conditions) and possibly others.

GENERAL

GUIDELINES

This plan addresses specific guidelines for all college operations in all locations.

While these guidelines were developed using best practices and allowed activity at the time they were written, it is assumed that the guidelines will change over time based on virus activity in the communities in which CWC serves. It is likely that local and county health officials will relax the guidance as virus activity subsides, and restrict the guidance if and when a resurgence is noted. This overall plan will be updated as feasible. These guidelines are to be followed by all areas and functions of CWC operations, in all facilities.

Health/Wellness Screening and Reporting Guidelines

- CWC will fully cooperate with Public Health Officials in any contact tracing activity in the event COVID-19 positive individuals are identified to be connected to any CWC function.
- Signage will be provided by Marketing for all CWC facilities for posting at each public entrance, Fitness Center entrance, and at the entrance for all public events, to inform all students, employees, and visitors that they should:
 - Avoid entering if they have any symptoms consistent with COVID-19 including: fever, cough, muscle aches/pains, sudden changes in taste/smell, sore throat, shortness of breath, changes in skin/new rash, or generally feeling unwell.
 - Maintain a minimum of six-foot distance between themselves and others
 - Wear mask/face coverings when in common areas or when social distancing is not feasible,
 - Practice good hygiene such as frequent and thorough hand washing and using hand sanitizer

Health Screening

All employees, students, and visitors (where feasible) using any CWC facility, will follow the daily wellness screening and reporting requirements as outlined in the Student and Employee Health Plan. Any changes to these requirements will be communicated as noted in the Communication Plan.

Steps to Complete:

1. The questionnaire form needs to be completed each day you are in a CWC facility
2. After you have completed the form, stop in and have your temperature taken at any of the wellness screening stations.

SOCIAL DISTANCING GUIDELINES

01

Employees, students and visitors should not congregate in groups and should adhere to the six foot spacing. Masks/face coverings shall be worn if distancing cannot be maintained.

03

Seating and/or equipment in CWC facilities, including classrooms, will be removed, moved, or clearly labeled to maintain a minimum of six feet between individuals. In scenarios where this is not possible, such as when student capacity is needed in a course section, all students will wear masks if a minimum of six feet is not possible.

05

Floor markings should be used where appropriate to mark a six foot distance and to guide directional flow of traffic. Physical Plant will provide these to meet the needs of specific areas.

07

Encourage communication via phone/email. Short in-person communication should occur from office doorways

02

No indoor group gatherings greater than 50 individuals will be allowed. Social distancing of a minimum of six feet must be maintained. If this distance cannot be maintained, individuals will wear face coverings.

04

Any area in CWC facilities that may serve as a waiting or staging area must allow for individuals to be able to maintain at least six feet apart.

06

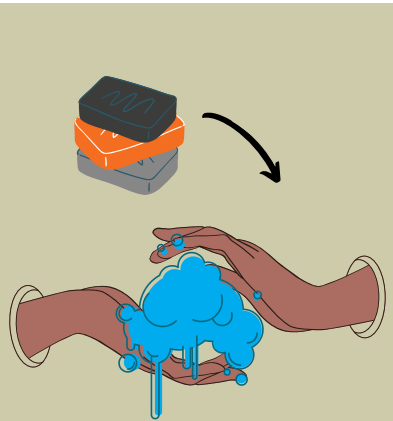
Six foot distance will be maintained in all lines at service counters (mailroom, cashier, bookstore, Rustler Central, The Grind, etc).

08

Face to face conversations should occur by appointment (using the Google Calendar function, to assist with Contract Tracking, should it be necessary)

CLEANING & HYGIENE GUIDELINES

In an effort to decrease transmission of the COVID-19 virus, all areas should adhere to these guidelines for the duration of this plan.



All areas should actively promote hygiene etiquette for coughing, sneezing, and handwashing; avoid touching the face/eyes/nose/mouth.



When possible, discourage sharing of equipment, work tools, classroom supplies, where multiple people may touch surfaces frequently without the opportunity to perform hand hygiene. All shared equipment must be wiped down between individual use. Physical Plant will provide the necessary cleaning supplies.



High touch surfaces (work surfaces, computer keyboard/mouse, lightswitches) will be cleaned before and after each group uses a space (ie: a classroom) consistent with area specific plans. Physical Plant will provide the necessary cleaning supplies.



Hand sanitizer and hand washing supplies will be readily available.

CLEANING PROCEDURE

Custodial staff will follow the CDC's guidelines for routine cleaning of facilities and spaces used by community members. This guidance identifies the surfaces and items that should be cleaned and how often cleaning is recommended. In addition, it provides specific details on how to disinfect spaces that have been used by an individual who tests (+) or is assumed to be (+) for COVID-19.

- Follow the CDC's Guidelines for Cleaning and Disinfection for Community Facilities
- Most surfaces and objects will require routine cleaning per the college's protocol. Frequently touched surfaces and objects like tables, light switches, doorknobs, countertops, desks, handles, toilets, faucets, sinks, phones, computer keyboards and mouse, will need to be cleaned and disinfected to further reduce the risk of germs.
- Frequently used spaces, such as classrooms and labs, will need high touch surfaces to be cleaned more frequently than the routine cleaning provided by the custodial staff. Faculty, students, and staff will clean high touch surfaces after each class session or space use.

CLEANING & HYGIENE

IF SOMEONE IS SICK:

- Quarantine sick person's work space as soon as possible (closing operation is not necessary if the space can be closed off).
- Open outside doors and windows to the space if possible
- Identify quarantined space with biohazard signage and date it was closed.
- Wait a minimum of 24 hours before entering space.
- Custodial services will have two electrostatic disinfectant sprayers that will be used to initially disinfect offices, bedrooms, and similar areas. The sprayers will electrostatically charge VIREX disinfectant so that it will cling to any exposed surfaces. This process will be accomplished when the room is empty and the employee will wear appropriate PPE.
- Custodial services will have two airless sprayers to apply disinfectant to larger common areas such as locker rooms, fitness center, restrooms, apartments, and similar spaces. This process results in a liquid film of disinfectant being applied to exposed surfaces. The disinfectant will leave paper products wet and is generally best used in spaces with hard surfaces.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathroom, common areas, vehicles, and other spaces identified per contract tracing. In addition, clean and disinfect all shared electronic equipment such as tablets, touch screens, keyboards, remote controls, copy machines.
- Vacuum carpeting in spaces identified above.
- Once the space has been cleaned and disinfected, it can be open for use.

OTHER PHYSICAL PLANT PREPARATIONS:

- Re-arrange furniture to promote social distancing where feasible.
- Ensure hand sanitizer, soap and water supplies are readily available
- Signage, cones, floor markers, and/or barriers will be used to guide traffic flow, encourage distancing in areas where individuals congregate, or wait for services.
- Polycarbonate windows (plexiglass) will be installed at service counters (cashier, the Grind/concessions, mailroom, bookstore, library, etc)
- Door stops will be used to hold open interior doors to limit need for using door handles.

BUSINESS OFFICE

- Drop off documents to be processed at mail slots in business office hallway.

BOOKSTORE

- All transactions will occur at the back of the bookstore
- Internet pick ups at front counter
- Employees wear masks when patrons are present in the bookstore
- Hand sanitizer at stations

MAILROOM

- Gloves should be worn by employees when handling/sorting the mail.
- Masks must be worn if six feet distance cannot be maintained
- Employees get mail from boxes, discourage transfer of mail by hand
- Increased cleaning of spaces, especially where mail is sorted/stacked.
- Hand sanitizer at window



ACADEMIC PLAN

FOR FALL 2020

In general, academics must prepare for many unknowns and need to plan accordingly with built-in flexibility in course delivery.

Faculty should prepare for potential short-term rolling closures that may impact instruction for a few days to a few weeks if virus activity is discovered. These closures may impact all college areas/functions, or may only impact specific areas. Decisions on closures will be made by the ERT in full collaboration with public health officials. Course schedules should be as flexible as possible, and will more than likely change at some point in the semester.

All classes must adhere to the social distancing as described in the General Guidelines section. In addition, faculty need to determine how they will accommodate and support students who may be affected by Wind River Intertribal orders and requirements for quarantine or isolation of self and/or students during the semester to ensure they can continue to make progress on their degrees.

ACADEMIC CALENDAR

- All onsite course requirements will be scheduled so that they are completed before the Thanksgiving Break, November 25, 2020.
- All courses will transition to remote instruction beginning the first day of classes following the Thanksgiving Break, Monday November 30, 2020 and continue in this modality through the end of the fall semester, December 4, 2020.

FACE-TO FACE THEORY BASED COURSES

- All courses will be set up for face-to-face instruction AND in a remote learning format in case there are rolling closures.
- All courses should begin the semester with some remote learning components to ease any necessary transitions to remote learning if there are rolling closures.
- If there is a rolling closure, face-to-face instruction will transition to remote instruction for the duration of the closure

Courses that require specialized spaces, hands-on learning, labs, internships/clinical rotations

- All courses will be set up for face-to-face instruction and remote learning where possible.
- All courses should begin the semester with some remote learning components to ease any necessary transitions to remote learning if there are rolling closures
- Science labs set up for possible virtual instruction where possible
- Health Science programs (Nursing, Medical Assistant, Dental Assisting, Human Services) should plan on using simulation/alternative learning activities in the event internships and clinical rotations are not allowed in community healthcare facilities.
- Courses that cannot move to remote instruction and/or simulation activities will plan on making adjustments to continue on-site instruction, which may include adding course sections to decrease class sizes for social distancing, adding lab hours, enhanced sanitation of spaces, etc.
- Courses with lab components that cannot be delivered by remote instruction may need to extend lab hours to evenings and/or weekends to accommodate rolling closures.

Student Illness

- Students who are instructed to quarantine or isolate may or may not feel well enough to continue course requirements via remote instruction. Faculty will work with ill students so they stay successful in classes.

Online Courses

- All courses set up for online learning
- No adjustments needed for any rolling closure

Proctored Testing

- Courses that require in-person, proctored testing should also prepare to use remote proctoring options if rolling closures occur.

Cleaning of Instructional Spaces

- Faculty will ensure all classrooms, learning spaces, and any equipment will be cleaned after each use/class session, and that students use hand sanitizer before and after class activities. Physical plant will provide the cleaning materials and sanitizer.

Library

- Library services will be delivered following all the general guidelines identified for all college services.
- Library staff will ensure all study spaces and any equipment will be cleaned after each use, and that students and all library patrons use hand sanitizer when entering and exiting the library, as well as prior to handling any books and reference materials.
- Library computers, including those in the Test Center, will be cleaned as outlined in the Cleaning and Hygiene section of this plan after each use. Reservation or scheduling of library computers may be needed.

STUDENT & EMPLOYEE

HEALTH PLAN



TOGETHER, WE CAN BE STRONGER & SAFER

All students, employees, and visitors to any CWC facility will be screened daily for current symptoms of illness.

The wellness screening protocol is a two-step process that includes answering brief questions regarding daily health and potential exposure to those with COVID-19, and a daily temperature check. The screening questions and body temperature parameters are those recommended by the CDC (and will be revised if/when the CDC guidelines are updated) and alert the college if there is a potential concern of current illness. The screening process is not a guarantee of identifying all individuals who may be ill. While this process is helpful in identifying potential current illness, it is known that individuals can have an active COVID-19 infection and be transmitting the virus and be completely asymptomatic. All responses will be archived, and will be made available to public health officials in the event COVID-19 illness is noted to have impacted CWC.

WELLNESS SCREENING STEPS:

1. **Log on to [cwc.edu](https://www.cwc.edu)**, and from your MyCentral page, click on the “Daily Wellness Screening” tile. Students and staff are encouraged to complete this daily questionnaire prior to coming to campus when possible, and ideally before visiting the wellness screening station. The questionnaire can be completed at the station if necessary.
2. **Answer the brief questions**, and submit your responses. Visit a wellness screening station as early as possible each day you are present in one of CWC’s facilities to have your temperature taken and documented.
3. **Visitors to the CWC** Riverton Campus or one of our other locations (Dubois, Lander/ASI, Jackson, Thermopolis) must complete the wellness screening questions and visit one of the wellness screening stations first thing each day of your visit. The guest/visitor health form for those who do not have a [cwc.edu](https://www.cwc.edu) log in can be accessed on the college coronavirus website at <https://www.cwc.edu/coronavirus/>
4. **Locations of wellness screening stations** will be communicated to staff and students, and signage will be posted to alert campus visitors of the screening requirement.
5. **Anyone who answers “YES”** to any of the questions should not come to campus, and if already on campus, will be asked to return home. Guidance on next steps are outlined in the Health Response Plan

HEALTH RESPONSE PLAN

Any individual who answers “YES” to any of the questions on the daily health screen, or who develops COVID-19 symptoms while on campus, will notify their supervisor (if an employee) or if a student, notify the Dean of Students.

IF YOU SAID YES

- Supervisors will instruct the employee to stay at home, or if on campus, to immediately be separated from others and sent home
- Employees MUST contact their healthcare provider and the Public Health Office and share any guidance received by the healthcare provider and/or from Public Health with their Supervisor and HR.
- Supervisor will notify HR of the situation and any guidance received.

 Employees

IF YOU SAID YES

- Students who DO NOT live in college housing will be instructed by the Dean of Students to stay at home, or if on campus, to immediately be separated from others and sent home. Housing student process is identified below.
- Students MUST contact their healthcare provider and the Public Health Office, follow all guidance, and share any guidance received with the Dean of Students.

Students 

RETURNING TO WORK/CAMPUS AFTER A "YES"

- **Employees** must stay off campus until they are able to discuss their return to work with HR pending healthcare provider work release or documentation of a pre-existing health condition that may account for a “YES” response outside of any new COVID-19 symptoms. If symptoms are new and COVID-19 related, a healthcare provider release will be required to return to on-site work. If a COVID-19 test is recommended, the results of testing must be shared with HR. If it is positive, the employee will be referred to the CDC guidelines for isolation and work with HR before returning to on-site work.
- **Students** must contact a healthcare provider and keep the Dean of Students updated on any guidance. If a COVID-19 test was recommended, the results of the testing must be shared with the Dean of Students to confirm COVID-19 status before returning to campus



If the individual is confirmed as negative for COVID-19 they may return to campus.



If the individual is confirmed as positive, they will follow the CDC guidelines for isolation before returning to campus, which are outlined on the next page.

IF YOU ARE SICK CAMPUS PROCEDURE:

- The employee or student work area will be closed and the protocol for cleaning and disinfecting areas if someone is sick, outlined above, will be followed.
- If a student residing in on-campus housing becomes sick, they will be placed in a single occupancy room, with a private bathroom, to avoid contact with others while awaiting confirmation of COVID-19 status. Meals and other essential items will be brought to the student.
- If any student or employee is confirmed COVID-19 positive, the public health department will be contacted so they can perform contact tracing of others who may be at risk of exposure.

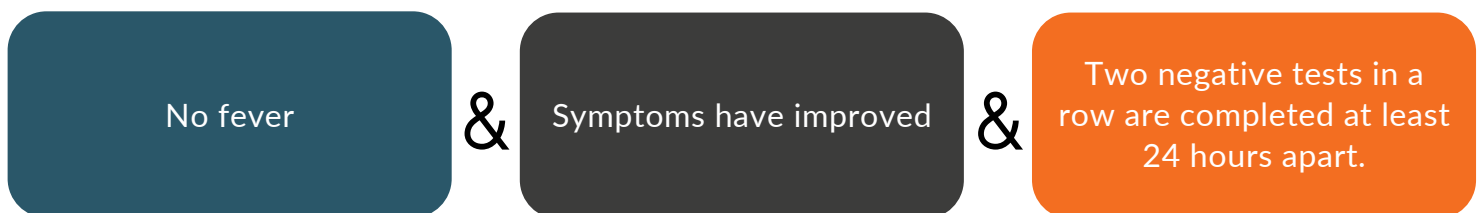
RETURNING TO WORK/CAMPUS AFTER A POSITIVE TEST (CDC GUIDELINES)

- Students and employees should not return to campus until they have met the CDC criteria to discontinue isolation and have consulted with a healthcare provider.
- The CDC has established both symptoms-based and test-based criteria. While the test-based criteria is preferred, access to testing may not be available in all cases.

Per the CDC criteria, persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:



If testing is available, the following criteria must be met to end isolation:



In either case, a student or employee must see a healthcare provider and provide a note to HR or the Dean of Students to confirm COVID-19 status before returning to campus.

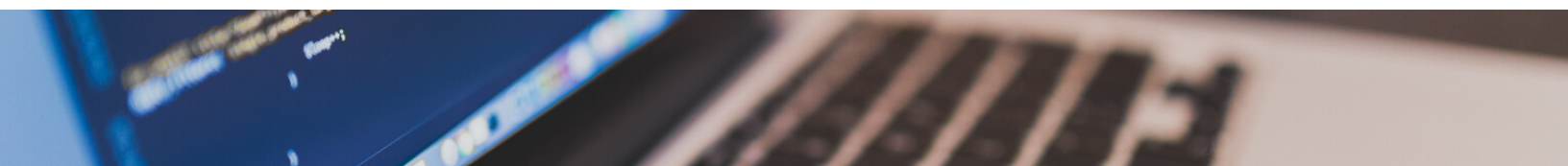


FOOD SERVICES PLAN

All food services, including those provided by the Food Court, the Grind, and Concessions will comply with current county and state health orders focused on requirements for restaurants. This plan will be updated as needed:

- Distancing will be maintained with signage, floor markings
- There will be a separate entrance and exit to discourage congregating of people
- Hand sanitizer will be placed at the entrance and exit, and throughout the Food Court
- No self-service, such as salad bar or buffets
- Food Court employees will wear gloves and face coverings
- Will place an emphasis on to go orders, offer a limited menu to provide quick and encourage a “get in and get out” traffic pattern
- Tables will be properly spaced with limited seating at each table
- Increased cleaning/disinfecting will occur of all counters, tables, and high touch items
- Contactless transactions will be encouraged - self-swiping of cards, discouraging payment with cash
- Food Court employees will sanitize hands between handling payment options and food containers/items
- If catering resumes, meals may be provided in pre-made to go boxes and portable hand sanitizing stations will be placed in the location of the event

INFORMATION TECHNOLOGY



The IT plan is designed to be flexible and responsive to the needs of students and staff, which will certainly vary based on the nature of how the educational services are provided in response to virus activity. Fundamentally, the CWC IT department is a support department to the college’s academic mission and administrative support units. Technology is likely a part of many other areas of the reopening plan, and the department stands ready to assist and support whatever ways requested.

Open Computer Labs (Library, SSS TRIO, Lander, Jackson):

- Open computer labs are available for walk in user traffic when scheduled to be open and will always have staff present to observe compliance with COVID-19 mitigation measures
- Users will wipe down keyboard/mouse/work area upon starting and stopping use
- Users will be logged and monitored - if more open lab resources are needed, additional open lab spaces will be scheduled
- Computer stations in open labs will be spaced apart to meet COVID-19 mitigation - if there are too many computers in one lab for adequate spacing, some computers will be disabled by the IT staff
- IT staff is ready to launch an online computer reservation system if needed to reserve computer equipment in open labs

Scheduled Classes in Computer Labs

- Classes scheduled in computer labs will follow the COVID-19 mitigation requirements listed above for classrooms including cleaning/sanitation before and after use, and spacing of computers to comply with social distancing. Students enrolled in these classes do not need to reserve/schedule class time. These classroom computer labs will be locked when no class is scheduled and are unavailable for use except during scheduled class times.

Home Internet

- If CARES funding is provided, CWC will pay ongoing subscription charges for student internet connectivity at home where available
- If CARES funding is provided, CWC will reimburse (partial) ongoing subscription charges for employee internet connectivity that enables an employee to work from home
- If CARES funding is provided and supply can be found, CWC will purchase and pay ongoing subscription charges for student mobile hotspots where adequate cell service exists but not other internet connectivity

Drive-Up WiFi:

- Currently, CWC provides WiFi access to the Health & Science Center and Lander Center parking lots for drive-up internet. If additional capacity is needed, CWC will expand WiFi to other drive-up locations.

Student Laptops

- Currently CWC provides student laptops for check out in the Library, SSS TRIO lab, Lander and Jackson Centers. Demand exceeds supply at this time.
- If CARES funding is provided and supply can be found, CWC will purchase, for checkout, a Zoom capable laptop to all eligible students. Eligible student criteria depends on the level of funding available, and will be defined and communicated once details on funding and equipment availability are known

Virtual Desktop

- If CARES funding is provided and supply can be found, CWC will purchase (and pay ongoing subscription charges if any) for virtual desktop service for students. Depending on funding, this may include only students requiring specialized software for their coursework, or may be expanded to more eligible students.

Remote Access for Staff

- Remote 2 and 3 Shared Access: all full-time (and part time staff as requested by supervisor and approved by HR) have access via RDP to the shared Remote2/Remote3 (or similar) servers that provides on campus e-services remotely
- D2D RDP: if an employee has specialized software installed on their work computer, upon request by supervisor and approved by the CIO, remote access to the employee desktop will be provided. This allows the employee to work on their office computer while off-campus remotely

Training

- The CWC IT department offers training on demand and by request. Currently training is available on newly implemented services (electronic PO and electronic travel requisition), Zoom video conferencing, JIVE phone system, and Remote2/Remote3 RDP access.



Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available. Special circumstances will abound. Work closely with your supervisor and stay in touch with her/him for any questions you have. Patience is not only a virtue but a necessity on everyone's part as we enter these uncharted waters.

REQUIREMENTS WHEN YOU COME TO CAMPUS

- 01** Answer a short screening survey and have your temperature measured at a wellness screening station.
- 02** Maintain 6' of social distance whenever possible.
- 03** You must wear a mask anytime you are not able to maintain 6' of distance. It is recommended that you wear a mask anytime you are in the same room as others. If you do not have a mask, you will be provided with one at the wellness screening station.
- 04** Document all meetings using a calendar or other system. This will facilitate contact tracing in the event of positive cases.
- 05** Avoid large gatherings. As of June 1, state health orders prohibit groups of over 50 people indoors and 250 people outdoors.

ADDITIONAL RECOMMENDATIONS



Wash hands frequently. Use hand sanitizer when washing is not possible



Avoid meeting with others in the same space; continue to hold meetings via Zoom when possible.



If possible, consider locking your office or office suite to control entry.



Instead of dropping by others' workspaces, make appointments or call ahead.



Frequently sanitize items that are touched by multiple people, where practical.



Sanitizing spray and paper towels will be widely available.



THREE PHASES FOR A "NEW NORMAL"

PHASED STAFFING

CWC will phase in a return of staff over time as indicated by the [Fremont County Recovery Plan](#).

County health officials determine which phase we are in. Depending how COVID-19 dashboard metrics change over time, they may move us forward or backwards through phases. In all staffing phases, if you have unique personal circumstances that make it difficult or ill-advised to come to work that are not listed in this document, you may request an exemption from HR and/or your supervisor. You may also be eligible for expanded leave under the [Families First Coronavirus Response Act](#).

Not everyone, not full-time, not 8 to 5

In all staffing phases, as more people return, supervisors should exercise the following options that make sense for their departments. Different departments that work in overlapping physical locations should coordinate with each other:

- **Partial Remote Work:** Many people who do site-specific work on campus can still accomplish other portions of their job remotely. If possible, on-campus work should be less than full-time.
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days.
- **Staggered Schedules:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings, and may create bottlenecks at the health check stations. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing guidelines.

PHASE ONE:

- Almost everyone works from home, except people needed for essential on-campus services.

CURRENT PHASE

Remote work combined with carefully considered on-campus work

STAY HOME if you meet any one of these criteria:

- You are able to continue to do your work from home without issues.
- You have any of the COVID-19 symptoms or are generally not feeling well.
- You have had direct contact with any individual who tested positive for COVID-19 in the past 14 days.
- You have had contact with an individual who had direct contact with any individual who tested positive for COVID-19 in the past 14 days.
- You are at higher risk for severe illness, according to the CDC, and you prefer to stay home to protect yourself.
- Someone in your immediate household is at higher risk for severe illness, according to the CDC, and you prefer to stay home to protect them.
- You are quarantined pursuant to Federal, State, or local government order, or the advice of a health care provider.
- You need to care for an individual subject to quarantine. You need to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- You live in area with a stay-at-home order.

Work at your regular location with supervisor permission

If you meet any one of these criteria and you do not meet any of the above “keep staying home” criteria:

- You have work that cannot be accomplished from home, or is much easier to do from campus.
- Because of your home environment, you are not able to work remotely effectively. (Examples: you don't have reliable internet; you do not have a distraction-free workspace)
- You are needed to teach classes or support events and activities taking place on campus. On-campus activities will gradually resume over time. Please consult with your supervisor on specifics.

IMPORTANT DATES

- Some in-person classes begin June 29 (second summer session).
- Athletes return August 1.
- Fall classes start August 24.

PHASE THREE

“New normal:” Many people will return to on-campus work.

**Even in phase 3, we may need to continue social distancing and mask wearing.*

Stay Home

- You have any of the COVID-19 symptoms or are generally not feeling well.
- You have had direct contact with any individual who tested positive for COVID-19 in the past 14 days.
- If you have had contact with an individual who had direct contact with any individual who tested positive for COVID-19 in the past 14 days, please call Public Health. Follow their instructions on whether you should come to work.
- You are quarantined pursuant to Federal, State, or local government order or the advice of a healthcare provider.
- You live in an area with a stay-at-home order.

Work at your regular work location

- Everyone else.



STUDENT SERVICES



- Student Services will be provided either via distance over the phone, via Zoom, socially distanced, or with participants wearing masks.
- All staff will be trained on proper safety precautions and signage posted in both public and staff areas.
- No student meetings will happen in staff offices unless at least 6 feet can be maintained or all parties wear masks; the default will be for staff to use alternative meeting spaces where the distance can be easily achieved. This includes advising, tutoring, counseling, and other services.
- Campus tours will be provided to single family units at a time, and masks will be provided.
- Workshops and training will be held in spaces large enough to maintain social distancing.
- Staff meetings will be held via Zoom.
- For work trips, staff members will travel individually or attend virtually.
- Spaces that are shared such as offices housing multiple student employees will be cleaned before and after each occupancy.
- Student orientation will be conducted through a combination of virtual elements and socially-distanced small group sessions.
- Student athletes will travel as teams; other student travel will not be permitted unless he or she is driving alone in their own vehicle with the exception of collecting international students from the airport, in which case both the driver and student will wear masks.
- Community education activities will be conducted either socially distanced or virtually, following current health orders.



STUDENT HOUSING

01

All housing residents will receive education about cleaning protocols and safe behaviors and provided weekly supplies of Virex.

03

All CWC students are to be checked for symptoms (questioned and temperature) every day. Details on the location of the wellness screening station for housing students will be communicated at a later date.

05

No guests will be permitted in student housing except in a designated area maintaining social distance.

07

Students will be assigned times to check in to housing to prevent crowds.

02

Non-athlete residents will be housed one student per room.

04

In addition to posted instructions for residents to clean bathrooms and common areas after each use, they will be thoroughly cleaned and disinfected at least once per day by the custodial staff.

06

Five rooms, with private bathrooms, will be reserved in the event a student needs to quarantine or be in isolation (see Health Response Plan).

08

Resident Assistants will be charged with enforcing COVID safety precautions as they do other housing regulations.

STUDENT SERVICES PLAN

STUDENT LIFE

STUDENT LIFE

- Student activities will be conducted either socially distanced or virtually; activity sponsors will comply with all current health requirements

ATHLETICS

- If orders are expanded to allow for close contact sports, athletes will be treated as family units/members of the same household as they cohabitate and have consistent physical contact in practice and competitions.
- Before they will be allowed to commence practicing or living with the team, they will be required to quarantine for 14 days or provide proof of a negative test for COVID-19 (no more than 14 days prior).
- Athletes will be housed in residence halls with standard room occupancy.

The Fitness Center will comply with current county and state health orders focused on requirements for gymnasiums. This plan will be updated as needed:

FITNESS CENTER

- Student and staff use of the CWC fitness center will be limited to the capacity possible while maintaining social distance.
- Equipment will be rearranged to be at least 8 feet apart.
- Hand sanitizer and/or hand washing stations will be available; use will be encouraged by patrons and staff
- Group workout classes are permitted providing that social distancing can be maintained at all times, class size is limited based on current health orders
- Close contact group activities are prohibited; personal training is permitted
- Overall number of patrons in the facility must not exceed 1 person per 120 square feetThe locker rooms will be open based on the college's ability to comply with the current health orders in place at the time
- Open gym will not be available, and the climbing wall will be closed.
- Details on other outdoor campus recreation spaces, such as the tennis courts, volleyball pit, etc will be provided at a later date.