

EASTERN WYOMING COLLEGE

**RECOVER,
RESPOND AND RESTART
2020**



RECOVER, RESPOND AND RESTART 2020

MISSION

STUDENT SUCCESS IS OUR FIRST PRIORITY; AS A LEARNING COMMUNITY WE PROVIDE OPPORTUNITIES THAT ENABLE STUDENTS TO ACHIEVE THEIR GOALS AND ENRICH OUR UNIQUE REGION THROUGH WORK, PARTNERSHIPS, AND STUDENT ACHIEVEMENT.

EMERGENCY RESPONSE TEAM (ERT)

The Eastern Wyoming Crisis Response Team is comprised of the following members:

- President: Lesley Travers 307-532-8202
- Vice President, Administrative Services: Kwin Wilkes 307-532-8218
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RECOVER, RESPOND AND RESTART 2020

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EASTERN WYOMING COLLEGE

EXECUTIVE SUMMARY FROM THE PRESIDENT

Lesley Travers, Ph.D.



Since January 2020, the world watched the spread of COVID 19 and the responses by both governments and businesses with both fascination and dread. The transmission patterns have been unpredictable and hard to detect; amplifying the challenge for governments, businesses and colleges. These two variables- hard to predict and hard to detect has made it necessary to respond effectively, safely and strategically. Eastern Wyoming College has had to let go of the conventional

Since January 2020, the world watched the spread of COVID 19 and the responses by both governments and businesses with both fascination and dread.

educational system and learn to provide education in a totally new way.

As COVID 19 pandemic continues to wreak havoc, Eastern Wyoming College has been forced to adapt leadership and management practices into something radically different. Professors have learned new techniques in teaching our students and all employees have been asked to do more to ensure the safety of our employees and students. This includes aligning our strategy to establish protocols that will allow EWC to return to a state of recovery that looks much different. How do we bring our people closer to a problem than each other with the problem being invisible? How can EWC employees and programs engage with


each other appropriately to maintain our mission, while still responsibly providing our students the quality education that they expect from EWC? We do not want to lose the synergy that traditionally comes from trust, constant communication and close physical proximity.

We cannot rely on education's conventional ways, but need to effectively define conditions that are necessary for the college to reopen in a safe and strategic order.

We cannot rely on education's conventional ways, but need to effectively define conditions that are necessary for the college to reopen in a safe and strategic order. The purpose of this plan is to address the COVID 19 issues that impact the attainment of our mission. This plan has been drafted for review by the Eastern Wyoming College Board of Trustees with a plan for flexibility with changing conditions. EWC will communicate further developments to all EWC personnel and board of trustee members as they emerge.

Recover, Respond and Restart Phases:

- Phase I: March 12th through May 18th
- Phase II: May 18 through August 7
- Phase III: August 10 through December 11th
- Rolling Closure Guidelines - Ongoing (will have a plan shortly)



LESLEY TRAVERS, PH.D.
President of Eastern Wyoming College

FOUNDATIONAL PRINCIPLES

COMMUNICATION

Coordinating operations amongst physically dispersed individuals is tricky. Much of the communication that makes most organizations function does not unfold in Zoom, emails or phone calls. Short interactions in hallways or around coffee machines are the hidden elements of human interaction that create synergy, but also build trust and confidence. Losing these interactions in a remote-work environment means we must communicate with more regularity. One email may not suffice. This means we all need to check in with our colleagues and students pretty regularly; ensuring adaptation of “new” ways we will meet, share information and make decisions.

DATA DRIVEN

This plan has been designed to ensure compliance with the best practice and guidance from national, state and county health officials. It will also comply with state health orders.

REALISTIC GOALS

This will not be business as usual, Eastern Wyoming College will phase in a return of staff over time as indicated in this plan.

County health officials will determine whether we move forward or backward with this plan. Be prepared for a rolling closure; much like we experienced in March. All closures will occur because of input and guidance of the local Public Health officials. We may need to revise targets and timelines and the best we can do is keep people focused on an achievable plan with clear directions. Anticipation of unexpected issues related to COVID-19 could occur; with EWC being able to act quickly with little or no warning.

PATIENCE

Many of us have not experienced this type of turmoil; with some students and employees impacted by COVID-19 directly and others anxious about their family members or friends. These may lead to changes in behavior, need to take time off and other expectations. Please be patient, remain calm and encourage them to slow down if necessary.

This is not a simple or easy process. The need to massively reduce social interaction is a very clear mandate. To get there, we will need everyone on the same team and working together. Don't be afraid to ask questions, and help tackle some of these problems. Share your ideas with others; steady resolve and a willingness to

take action will help us with the new normal.

SAFETY

The most important goal of this plan is to ensure the safety of our employees and students. We must minimize the risk for exposure, transmission and resurgence COVID-19. Health and emotional well-being of our employees, students and community are extremely important issues that may occur.

DEFINITIONS

CENTER FOR DISEASE CONTROL (CDC)

The CDC is a branch of the Department of Health and Human Services (federal government) whose mission is to increase the health security of the U.S., saving lives, and protecting people from health threats. Additional information can be found at: <https://www.cdc.gov/>.

CONTACT TRACING

In general, contact tracing involves identifying people who have an infectious disease (cases) and people who they came in contact with (contacts) and working with them to interrupt disease spread. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.

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

Essential personnel is defined as employees in a position who may be required to remain at their work location or report to work to protect, recover, and continue operations when the college is faced with an institutional emergency. These positions may include security, safety, custodial (i.e. snow removal, animal care), food services (if residence halls remain open), emergency purchasing and processing authority, President’s Cabinet members, and /or residence hall director.

GATHERINGS

Any planned or spontaneous events, public or private, bringing people together with twenty-five (25) or more in a single room or a single confined space (whether indoor or outdoor) at the same time.

ISOLATION OR SELF-ISOLATION

Isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible. Isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others you may

come in contact with healthy.

MASKS AND 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.

NEW NORMAL

This is a term used to reflect a change in society, particularly in relation to business or economics in which institutions can focus their efforts to return employees and students safely, effectively, and energetically.

PPE

PPE is the acronym for personal protective equipment and is worn to minimize exposure to hazards that may cause serious workplace injuries and illnesses.

QUARANTINE OR SELF-QUARANTINE

If you have been in close contact with someone who has COVID-19, a contact tracer from the health department might contact you to inform you that you have been exposed to COVID-19. You should stay home and self-quarantine for 14 days from the last day you possibly exposed to COVID-19 while monitoring your health.

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. These may include use of audio-video conferencing, online instruction via LMS and simulation or other technological applications designed to support instruction and communication between faculty and students. In particular, moving content designed for face-to-face instruction online.

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. Additionally, masks must be worn when in communal spaces to others safe.

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

These guidelines are meant to be fluid while using best practices with the anticipation that they could change over time based upon virus activity and what Wyoming Public Officials recommend. This plan is meant to be used for guidance and are to be followed by all areas and functions of EWC operations, in all facilities.

STANDARD ACADEMIC PROTOCOLS

- All students, faculty, and staff will participate in a virtual orientation where they receive, review, and agree to participate in personal hygiene requirements and campus safety regulations. They will sign a document stating they will adhere to these measures and accept the inherent risks, or they will not be allowed on campus.
- Students, faculty, and staff who have formally agreed to follow the above requirements and safety regulations will self-screen daily regarding the presence of any signs of illness (fever, cough, breathing difficulties, headache, body aches) and exposure to a person with COVID-19 infection within the previous 14 days. If any temperature is present, illness is suspected, or they have been exposed to a person with COVID-19 infection within the previous 14 days they will not be allowed entry. If exposure to a person with COVID-19; the person exposed is to self-quarantine

immediately. They will not be allowed to return to Eastern Wyoming College facilities until approved by a medical doctor.

- Any illnesses or suspected illnesses will be reported to the Vice Presidents of Student Services.
- All required on-campus activities will be structured so that social distancing regulations are followed at all times. Labs, clinic floors, offices, meeting rooms, and classrooms will be limited to an appropriate number of students with at least 6 feet between all individuals present unless the course and program requirements provide the necessity for closer contact (e.g., cosmetology) and then PPEs will be provided and utilized.
- Student movement throughout the campus will be limited to labs, clinic floors, adjacent classrooms, restrooms, and other spaces deemed necessary by program faculty/staff.
- Faculty and staff movement throughout the campus will be limited to areas that are absolutely necessary for them to occupy in order to complete their work.
- There will be no impromptu or planned social gatherings or commonly scheduled breaks for students, faculty, and/or staff.
- All spaces utilized by students, faculty, and staff will be disinfected by EWC's custodial staff with EPA approved disinfectants as needed with a focus on high touch surfaces.

- All spaces utilized by students, faculty, and staff will have EPA approved disinfectants available for individuals to clean their respective areas before, during, and after the work day.
- No student will be required to participate in any on-campus activity related to their course requirements if they feel their health is at risk without penalty and with a plan to sign an incomplete contract, withdraw from the course, or other reasonable arrangement for them to complete course requirements.
- Faculty providing instruction will construct a log of each student and their respective presence in labs, classrooms, halls, entry points, and exits. The Vice Presidents for Academic Services and Student Services will receive a weekly report of student activity.
- Students, faculty, and/or staff who fail to follow the personal hygiene and campus regulations or are not forthright with symptoms or locations of travel, will be subject to discharge from campus.

HEALTH SCREENING AND REPORTING GUIDELINES

- EWC 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 EWC function.
- Signage will be provided by College Relations for all EWC facilities for posting at each public entrance, Fitness Center entrance, and at the entrance for all public events for all students, employees, and visitors to any building on our campus.
- Avoid entering any EWC building if they have any symptoms consistent with COVID-19 including: fever or chills, cough, muscle aches/pains, sudden changes in taste/smell, sore throat, shortness of breath, changes in skin/new rash, nausea or vomiting, diarrhea 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 using any EWC facility will follow the daily wellness screening and reporting requirements as outlined in this plan. Any changes to this screening will be provided via Code Red, COVID-19 Updates on our website and via email.

Steps to Complete:

1. Questionnaire form needs to be completed each day
2. Campus Housing residents will follow guidelines on page 12

3. After you have completed the form, stop in and have your temperature taken at the wellness screening stations in any EWC building

SOCIAL DISTANCING GUIDELINES

- Anyone in EWC facilities should congregate in groups and should adhere to the six-foot spacing (about 2 arms' length). Masks/face coverings should be worn in hallways and individual EWC offices and when distancing cannot be maintained.
- There will not be any common gathering areas. I recognize that people will need breaks, both legally and mentally. Please ensure that during your breaks you are respectful of others' space and if you are visiting, you are wearing your mask.
- No indoor group gatherings greater than 50 individuals will be allowed, unless it is an athletic activity (see page XXX for those guidelines)
- Seating and equipment in EWC facilities will be removed, moved or clearly labeled to maintain a minimum of six feet between individuals. In scenarios when this is not possible, students will wear a mask at all times.
- Six-foot distance will be maintained in all lines (business office, bookstore, cafeteria, student center).
- Floor markings are used where appropriate to ensure six-foot distances.
- Communication via phone or email is encouraged. In-person communication should occur from office doorways.

CLEANING AND HYGIENE GUIDELINES

- Hygiene etiquette is encouraged.
- Handshaking is discouraged
- Physical contact such as hugging or the usual form of affection is now discouraged
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Please realize that shared objects, pens, staplers, notebooks, dry erase markers, desk space, file folders, computers, need to be appropriately sanitized. Please be very cognizant of sharing items with colleagues. Physical plant will provide the necessary cleaning supplies to all faculty, staff and classrooms.
- High touch surfaces (such as computer keyboards, light switches, etc.) will be cleaned before and after each group uses a space or classroom. Physical plant will provide the necessary cleaning supplies to all faculty, staff and classrooms.
- Everyone should wash their hands often.
- Clean hands with soap and water for at least 20 seconds especially after being in a public place or after blowing your nose, coughing or sneezing.
- Hand sanitizer and hand washing supplies will be readily available.
- If soap and water is not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Monitor your health daily.

- Be alert for symptoms by watching for fever, cough, shortness of breath or other COVID-19 symptoms.
- Take your temperature if symptoms develop.
- When in doubt, self-quarantine.

CLEANING PROCEDURES

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 positive (+) or is assumed to positive 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.
- Custodial services will include bathrooms (not all bathrooms will be open/available).
- Custodians will continue to take care of the garbage and vacuuming in all offices.
- Common areas will be cleaned and sanitized by custodial staff.

All individual offices will be sanitized by the office occupant to ensure their safety standards are maintained.

- This means copy machines and other common use equipment.
- Custodians will clean the fitness center.

STEPS TO PREVENT THE SPREAD OF COVID-19 IF YOU ARE SICK

- Stay home except to get medical care.
- Separate yourself from other people.
- Monitor your symptoms
- Get rest and stay hydrated.
- Call ahead before visiting your doctor
- If you are sick wear a cloth covering over your nose and mouth

- Cover your coughs and sneezes
- Clean your hands often
- Avoid sharing personal items
- Clean all surfaces

REOPENING PLAN FOR STUDENTS

Re-starting On Campus:

- August 1, 2020 – EWC Student Athletes return to campus
- August 10, 2020 - EWC Residence Assistant's return to campus
- August 19 -21, 2020 – EWC Residence Halls reopen
- August 24, 2020 – Fall Semester Classes Begin

General Campus Requirements:

- Prior to arriving on campus all students will:
- Self-quarantine for 14 days prior to arriving on campus
- Complete COVID-19 required online training
- On-Campus Requirements
- Wear a mask or face covering (e.g. cloth that covers both nose and mouth) while on EWC owned property. Masks will be made available to all students.
- Conduct daily temperature checks and symptom checks and self-report the results to EWC App prior to entering any EWC owned property
- Immediately report symptoms that might indicate COVID-19 to the Student Services Office.
- Comply with social distancing guidelines
- Comply with all posted social distancing markers and navigation signs
- Limit gatherings based on CDC, state, local guidelines as posted (i.e. cafeteria, student center, library, common areas, etc.)
- Testing and Isolation of Symptomatic Students who have Tested Positive:
- Support access to medical care to community providers
- Require a negative test for students to return from isolation.
- Contact Tracing
- Coordinate with local public health officials to assist with contact tracing
- Utilize contact tracing app and alert students if they have been potentially exposed to COVID-19.
- EWC will maintain current addresses and contact information for students and employees to ensure timely communication in case testing notification or contact tracing is required.

Student Life and Housing:

Move-In Requirements: To reduce risk during move-in, EWC will:

- Modify move-in schedules and procedures to reduce density through extended move-in times and days, stagger arrivals and drop-offs, and limit contact between students and parents.
- Masks will be required to enter the residence hall facilities. Masks will be made available to students and parents.

- Students will be required to complete the COVID-19 online required training prior to move-in day or returning to campus.
- Follow proper hygiene practices and regularly clean their living spaces.
- Adhere to posted limits on the number of people allowed in communal spaces such as laundry rooms, lobby areas, and study rooms.
- Limitations on non-resident visitors. Temperature checks will be required and completion of mobile app documentation.
- Limitations on unnecessary visitation to other residence halls, sign-in will be required.
- Limitation on travel outside of Wyoming encouraged.

Phases for Re-opening of Residence Halls:

- Phase III: Complete Reopening – 200 beds – Fall 2020
- Continue increased cleaning of common areas / shared spaces
- Eastern - continued schedule of common facilities, i.e., bathrooms
- PPE recommended
- Mandatory reporting of travel/exposure to COVID
- Mandatory reporting of flu-like symptoms and removal from housing and/or quarantine on campus

Phase II: Gradual Reopening – Eastern Hall – One Student per Room Assignment

- Athletes would remain in Lancer Hall – two person occupancy
- Eastern Hall – reassignment of one person per room – reduce capacity to 50 rooms with shared bathroom or communal bathroom facilities
- Prioritized for student requiring face to face instruction as per program requirements and graduation status
- Mandatory Travel/Exposure to COVID by students
- Restrictions on Common Areas and Shared Spaces
- Increase in cleaning schedules of common areas / shared spaces
- PPE recommended
- Mandatory reporting of flu-like symptoms and removal from facility and/or quarantine on campus

Phase I: Limited Re-opening of Housing – 40 single beds

- Room assignments - Single room w/private bathroom (capacity - 40 max) Lottery method is requests exceed 40 students. Overflow plan with local hotels
- Restrictions/Limitations of # of students in common areas
- Distancing requirements - front desk access
- Mandatory Reporting - symptoms of Flu and immediate removal from housing and/or quarantine on campus
- Mandatory Reporting - exposure /travel to hot spots are direct exposure - 14 quarantine
- Increased cleaning schedules of common areas

- PPE for employees/students - required
- Employee reporting - symptoms / daily basis - including security personnel

Designated Quarantine Areas:

- 5 Rooms in Eastern Hall have been designated as COVID-19 quarantine areas for students testing positive
- Designated bathroom area for quarantine students

Eastern Wyoming College Athletics COVID-19 Return to Campus Plan:

The EWC Athletics Department will work with the returning student-athletes individually and ensuring their safety as our top priority.

General Guidelines:

- Encourage all student-athletes to self-quarantine for 14 days prior to arriving on campus.
- Face coverings are to be worn in all common areas, screening and temperature checks for staff and student-athletes will be conducted daily.
- The athletic department will provide a mask/PPE for each student-athlete.
- Student-athlete access to athletic facilities will be limited only areas that are related to those participating in workouts.
- Any student-athlete who tests positive will be quarantined in an on-campus facility. Meals and academic services will be provided.
- If a positive test is received, EWC will work with public health for tracking and tracing purposes to determine others who may be at-risk.

Safety Protocol Recommendations for Athletic Facilities and Equipment:

The NJCAA has provided the below safety protocol recommendations for member college athletic facilities and equipment.

- Member colleges should adhere to all state and local regulations and guidelines regarding covid-19 and re-opening facilities.
- Member colleges should clean and disinfect frequently touched surfaces on the field, court, or playing surface.
- Develop a schedule for increased, routine cleaning, and disinfecting.
- Limit the use of shared objects and equipment when possible.
- Eliminate the sharing of water bottles and towels amongst teammates.
- Limit facility access for student-athletes as deemed appropriate.
- Implement social distancing for team benches when possible.

- Encourage fans, staff, and other event attendees to wear face masks.
- Encourage social distancing for fans during the event.

Safety Protocol Recommendations for 2020-21 Regular Season Competition:

The NJCAA has provided the below safety protocol recommendations for member colleges for the 2020-21 academic year.

- Member colleges should adhere to all state and local regulations and guidelines regarding covid-19 and re-opening.
- Temperature checks are encouraged for all student-athletes, coaches, and game personnel prior to each competition.
- Visiting teams are encouraged to check temperatures before departing from their home location.
- Provide sport medicine staff with necessary personal protective equipment.
- Limit contact between teams when possible, including the elimination of the pre-game and post-game handshake.
- Limit student-athlete fan engagement before and after competition.

ACADEMIC SERVICES

Academic Services (AS) is currently presented with the challenge and the opportunity to adapt and transform how we conduct our business at EWC. Dual priorities, which have always existed but have become amplified in light of the COVID-19 pandemic, underpin the plan to return to on-campus instruction in the Fall 2020 semester.

- First, the commitment to protecting the health and well-being of students, faculty, and staff, as well as preventing the occurrence and spread of COVID-19 at EWC and within the community is central to all plans formulated and administered by AS. AS personnel, classes, and other AS functions held on the Torrington campus during the Fall 2020 semester will comply with all public health orders issued by the Governor, the Wyoming State Health Officer, and/or Goshen County. Updated orders can be found at <https://covid19.wyo.gov/governors-orders>.
- Second, the institution's dedication to student success is unchanged. The quality and integrity of course and program outcomes, objectives, and experiences will not be altered by modifications to the delivery of classes nor will the adjustments interfere with students' ability to complete degrees, certificates, or their required coursework.

While AS attempts to provide consistency and stability to students, faculty, and staff, we recognize that uncertainty and a need for adaptability and resiliency exist. Any changes to this plan will be made according to the above priorities and communicated fully.

AS personnel will return to campus at varying points in August. Summer hours and 50% remote work will conclude on Friday, August 7 and normal work hours and operations will resume on Monday, August 10. Faculty will return to campus for fall in-service on Monday, August 17. Modifications to an employee's individual return-to-work plan should be discussed with the individual's supervisor and HR. Students will begin classes on Monday, August 24.

- All students, faculty, and staff will participate in a virtual orientation where they receive, review, and agree to participate in personal hygiene requirements and campus safety regulations. They will sign a document stating they will adhere to these measures and accept the inherent risks, or they will not be allowed on campus.

On campus, all students, faculty, staff, and visitors are expected to comply with the institutional guidance, including but not limited to

the following:

- Wear a mask or face covering when inside EWC campus buildings and in public spaces. Employees and students who are alone in their workspace may remove their masks.
- Practice social distancing and comply with all social distancing guidance and signage. Labs, clinic floors, offices, meeting rooms, and classrooms will be limited to 25 or fewer individuals with at least 6 feet between all individuals present unless the course and program requirements provide the necessity for closer contact (e.g., nursing, cosmetology, collaborative lab work, etc.).
- Limit gatherings based on CDC, Federal, State, and county guidelines with the goal of reducing risk. EWC guidelines may change as guidelines dictate. As of June 1, state health orders prohibit groups of over 50 people indoors and 250 people outdoors.
- Self-monitor for the presence of any signs of illness (fever, cough, breathing difficulties, headache, body aches) and exposure to a person with COVID-19 infection within the previous 14 days. Anyone experiencing symptoms of illness or who may have been exposed to COVID-19 should not come to work or attend class. Attendance and/or leave policies should reflect this expectation. Any illnesses or suspected illnesses will be reported to the Vice Presidents for Academic Services and Student Services, and HR, as applicable.

ACADEMIC CALENDAR

A revised Fall 2020 Academic Calendar was approved by the Board of Trustees on July 6, 2020. The changes are intended to reduce the number of students and faculty returning to on-campus instruction following Thanksgiving. The revisions include:

- Move Fall Break days Thursday, 10/15 and Friday, 10/16 to Monday, 11/23 and Tuesday, 11/24 (preceding Thanksgiving break). See the attached calendar.
- Complete instruction during the week of 11/30 - 12/4 and Finals Week (12/7 - 12/10) remotely or on campus in a greatly limited/reduced capacity.
- The majority of students will not return to campus after Friday, November 20 but instruction would continue through the end of the semester (12/10). Programs, courses, and extracurricular activities requiring that students return to campus will be considered on an individual basis, in coordination with directors, sponsors, coaches, and/or department heads, and approved by the appropriate Vice President (Academic Services, Student Services, or Douglas Campus).

Students not returning to the residence halls or who have purchased meal plans would be billed on a prorated basis. Plans to revise the Spring 2021 semester will be considered in September as greater information becomes available.

ACADEMIC CALENDAR - FALL 2020

Adjusted - Board Approved 6/24/2020 Fall 2020

WEEK	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	CLASS DAYS	FACULTY DAYS	
							August 1			
	2	3	4	5	6	7	8			
	9	10	11	12	13 New Faculty Orientation	14 New Faculty Orientation	15			
	16	17 In-Service	18 In-Service	19 In-Service	20 In-Service	21 In-Service	22	0	5	
	23	24 Regular & Block A classes begin	25	26	27	28	29	5	5	
	30	31	September 1	2	3	4	5	5	5	
	6	7 Labor Day	8	9	10	11	12	4	4	
	13	14	15	16	17	18	19	5	5	
	20	21	22	23	24	25	26	5	5	
	27	28	29	30	October 1	2	3	5	5	
	4	5	6	7	8	9 Mid Term End Block A	10	5	5	
	11	12	13 Block B Begins	14	15 Fall-Break	16 Fall-Break	17	3	3	
	18	19	20	21	22	23	24	5	5	
	25	26	27	28	29	30	31	5	5	
	November 1	2	3	4	5	6	7	5	5	
	8	9	10	11	12	13	14	5	5	
	15	16	17	18	19	20	21	5	5	
	22	23 Fall Break	24 Fall Break	25 Thanksgiving	26 Thanksgiving	27 Thanksgiving	28	2	2	
	29	30	December 1	2	3	4	5	5	5	
	6	7 Finals	8 Finals	9 Finals	10 Finals	11 Graduation In-Service	12	0	5	
		REMOTE or limited on-campus								
	13	14 In-Service	15	16	17	18	19	0	1	
	20	21	22	23	24	25 Christmas Day	26			
	27	28	29	30	31					
CLASS DAYS		14	15	14	13	13		69 Total Class Days		
FACULTY DAYS		17	17	16	15	15			80 Total Faculty Days	

ACADEMIC CLASSES

Faculty, in conjunction with Program Directors, Department Heads, and the Dean of Faculty/Student Services, will develop individual plans pertaining to each of their classes in order to accomplish all safety protocols enacted by the College, county, and state.

- Classrooms will be arranged in accordance with social distancing guidelines and altered capacities will be updated in Colleague.
- It is acknowledged that social distancing is not possible in all educational settings including laboratory and clinical spaces. Those instances should be minimized as appropriate, and required face coverings, sanitation, and personal hygiene practices should be utilized.
- Faculty members should develop plans for instruction that maximize safety, accessibility, and flexibility, while maintaining rigor and fulfill the course outcomes. Instructors should also ensure that they are meeting expected seat time requirements.
- Classes that are moved to an entirely online mode of delivery must be coordinated through the Academic Services office.
- Room change requests must be coordinated through the Academic Services office and will be prioritized by the Vice President for Academic Services.
- Modifications that include Zoom or web conferencing, hybrid delivery, and/or altered class times will be reported to Academic Services on the Fall 2020 Class Planning form that will be disseminated.
- Faculty should consider the need for technological assistance, support, and/or products or professional development or continuing education related to remote delivery and

communicate those to Academic Services as soon as possible.

- Additional guidance and planning will be provided on an ongoing basis.

FOOD SERVICE

All food services, including those provided by the cafeteria and the student activity center will comply with current county and state health orders focused on requirements for restaurants.

This plan will be updated as needed:

- Pre-assign students a timeframe for meals with flexibility to accommodate course schedules
- 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 cafeteria and student activity center.
- No self-service, such as salad bar or buffets
- Food Service 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 Service employees will sanitize hands between handling payment options and food containers/items

Dining options may change as conditions evolve

CUSTODIAL

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.

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 one electrostatic disinfectant sprayer that will be used to initially disinfect offices, bedrooms, and similar areas. The sprayer will electrostatically charge 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 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 concessions, cafeteria, student activity center, mailroom, bookstore, library,etc)

INFORMATION TECHNOLOGY

Information Technology is designed to be flexible and responsive to the needs of students and employees, which may vary based upon the nature of services provided in response to virus activity. Technology is a very large part of the reopening plan and the department works hard to assist and support whatever way they can.

Open Computer Labs

- Open computer labs are available for walk in user traffic when scheduled to be open.
- Users will wipe down keyboard/mouse/work area upon starting and stopping use
- Computer stations in open labs will be spaced apart to meet COVID-19 mitigation
- 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. These classroom computer labs will be locked and unavailable for use except during scheduled class times.
- If CARES funding is provided, EWC will pay some monies toward ongoing subscription charges for student internet connectivity at home where available
- If CARES funding is provided, EWC 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, EWC will purchase and pay ongoing subscription charges for student

mobile hotspots where adequate cell service exists but no other internet connectivity

- WiFi access may be added to drive up locations for students and the public.
- EWC can provide some student laptops until the demand exceeds the supply.
- If CARES funding is provided, EWC may purchase for checkout, a Zoom capable laptop to all eligible students.

DOUGLAS CAMPUS PLAN

Standard Douglas Campus Protocols - in response to the COVID-19 pandemic and our efforts to decrease the spread of the virus, the following protocols will be enforced to support the health and safety of EWC students, faculty, and staff upon reopening.

- All staff will be trained on proper safety precautions and signage will be posted in public and staff areas.
- Students, faculty, and staff will be screened daily regarding the presence of any signs of illness (fever, cough, breathing difficulties, headache, body aches) and exposure to a person with COVID-19 infection within the previous 14 days. This screening will take place at the point of entry into buildings. Everyone's temperature will be logged and questions answered. If a temperature is present, illness is suspected, or they have been exposed to a person with COVID-19 infection within the previous 14 days they will not be allowed entry and will be referred to the public health hotline and directed to self-quarantine immediately. They will not be allowed to return to Eastern Wyoming College facilities until approved by a medical doctor.
- Any illnesses or suspected illnesses will be reported to the Vice President for Douglas Campus.
- All required on-campus activities will be structured so that social distancing regulations are followed at all times. Labs, clinic floors, offices, meeting rooms, and classrooms will be limited to 25 or fewer individuals with at least 6 feet between all individuals present unless the course and program requirements provide the necessity for closer contact and then

PPEs will be provided and utilized.

- Student movement throughout the campus will be limited to labs, clinic floors, adjacent classrooms, restrooms, and other spaces deemed necessary by program faculty/staff.
- Faculty and staff movement throughout the campus will be limited to areas that are absolutely necessary for them to occupy in order to complete their work.
- Large gatherings will be avoided. As of June 1, state health orders prohibit groups of over 50 people indoors and 250 people outdoors.
- All spaces utilized by students, faculty, and staff will be disinfected by EWC's custodial staff with EPA approved disinfectants every 24 hours with a focus on high touch surfaces.
- All spaces utilized by students, faculty, and staff will have EPA approved disinfectants available for individuals to clean their respective areas before, during, and after the work day.

A daily log of all campus visitors and EWC employees with sign-up sheets will be provided. Visitors will sign in at the front entry of the Douglas Campus, employees will sign in at the conference room. All EWC employees are required to sign in DAILY if they are going to be on campus.

DOUGLAS CAMPUS FACILITY PLAN

Workforce Development/Community Education/CCR

- All activities will comply with current public health orders and will be conducted either virtually or follow proper social distancing requirements.

Testing Center

- Testing will be conducted by appointment only. Social distancing of more than 6 ft. will be applied so candidates do not need to wear PPE. Some testing can be done virtually.

Shared office/work spaces

- All door handles, desk and table tops, and other high contact points will be disinfected before and after each occupancy of share space.
- Staff will maintain proper social distancing with students, other staff, and visitors. If it is not possible to maintain proper distancing, masks shall be worn.

Campus Tours

- Campus tours will be provided to single family units at a time and PPE will be provided.

Student Services

- Student orientation will be conducted through a hybrid format of virtual elements and socially distanced small group sessions.
- Student services will be provided in compliance with current public health orders requirements.

DOUGLAS CAMPUS ACADEMIC PLAN

The Douglas Campus will adhere to the Academic Plan of Eastern Wyoming College. Specific academic programs to the Douglas campus include nursing and gunsmithing. These programs and supplemental academic courses will need to plan for flexibility in course delivery and prepare for potential short-term rolling closures that may impact instruction. All course schedules should be as flexible as possible. All courses should begin the semester with a remote learning component to assist in the necessary transition to remote learning should a rolling closure occur. All classes will adhere to social distancing recommendations.

Nursing

- Seating and or equipment in the nursing lab will be arranged to maintain a minimum of six feet distancing between individuals. If it is not possible during lab simulation to maintain proper distancing, masks must be worn by students and instructors.
- Students in the nursing program will comply with all public health mandates and requirements established by each respective clinical site.
- 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.

Gunsmithing

- Courses that cannot move to remote instruction and/or simulation activities will plan to continue face to face instructions in a reduced class size setting. Lab hours may be extended to

evenings and/or weekends to accommodate rolling closures.

- 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.

Eastern Wyoming College will be vigilant in addressing and following the State of Wyoming Public Health Orders. If State officials announce findings and orders that directly state and/or imply that in order to support the health and safety of students, faculty, and staff, EWC will immediately return to the our more restrictive plan.

ROLLING CLOSURE GUIDELINES

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.

Eastern Wyoming College will be vigilant in addressing and following the State of Wyoming Public Health Orders. If State officials announce findings and orders that directly state and/or imply that in order to support the health and safety of students, faculty, and staff, EWC will immediately return to the previous more restrictive Mitigation I plan. The administration and faculty of Eastern Wyoming College are actely aware of the magnitude of risk and current COVID-19 situation places on our communities. The health and safety of our students and employees are the first priority for decisions, but feel that the college is well positioned to facilitate completion of degree and certificate requirements for these limited number of student while providing the additional recommended protection to them to prevent exposure to COVID-19.