

Campus Reopening Plan for Fall 2020 Semester

Casper College

Introduction

All Casper College faculty and staff are excited to have students return to campus and resume normal operations. This Casper College reopening plan was developed by several professional staff from different areas of campus, and in conjunction with the Casper-Natrona County Health Department, to provide for the safe return of all CC employees, students, and guests starting in the fall 2020 semester. This plan is intended to guide our entire campus community in creating and maintaining a safe environment for teaching and learning, realizing that elements of this plan may change as necessary to better mitigate the risks of COVID-19. The reopening team followed these guiding principles when making decisions:

1. Student, faculty, and staff health and safety are of the highest importance.
2. The campus is fully open, but we all must realize a “new normal” in terms of conducting business and following current guidelines to maintain everyone’s safety.
3. We will continue operations knowing that as guidance changes from the Centers for Disease Control and Prevention, the State of Wyoming Department of Health, and the Casper-Natrona County Health Department, we will need to remain flexible in terms of restrictions.
4. We will always make decisions as an institution that are mission- and data-driven as we remain fully committed to high-quality instruction and “Education for a Lifetime.”
5. In addition to guidance from state and county health departments, we make decisions that are based on current data and best practices.

As we move forward as a state and college, public health guidance continues to evolve and change. We remain committed to being thoughtful and swift in making decisions to protect our campus community. Throughout the next several months, we ask that everyone follow the guidance set forth in this plan, respect each other, and work with each other toward a positive outcome. Through a mindset of social responsibility to each other, we will strive to reduce the risk factors associated with COVID-19 and maintain a healthy campus.

We will communicate changes and keep you up-to-date with any new information that may change our operations. We also ask that you remain patient while our college and community work through any issues that may arise.

We look forward to having our campus “alive” again with students, faculty, and activities in the fall semester!

Executive Summary

Casper College is committed to fully opening in the fall 2020 semester for instruction, activities, housing, and other programs hosted by and at the college. While we know there will be varying guidance and restrictions regarding group size, social distancing, and other measures, we seek to provide our students and community with the best possible experience while at Casper College.

As we have all experienced, the COVID-19 pandemic has forced all of us to remain flexible in terms of our responses given the individual circumstances of communities, colleges, businesses, individuals, etc. This plan provides overall guidance based on current circumstances, but as we have seen, guidance can change quickly. Casper College will adhere to these guidelines and will make any necessary changes based on guidance from the Centers for Disease Control (CDC) and Prevention, the State of Wyoming Department of Health, the National Junior College Athletic Association, and the Casper-Natrona County Health Department.

Relevant changes to this plan will be communicated in a timely manner via email and the Casper College website: caspercollege.edu/coronavirus.

Plan Highlights:

- Avoid congregating in groups. Always maintain a minimum of 6 feet between each other. In situations where this is not possible face coverings will be required.
- Face coverings are highly encouraged and are required when a distance of 6 feet cannot be maintained between individuals, including while using college vehicles with more than one occupant.
- Face coverings will be required while in individual classrooms.
- No indoor gathering of more than 50 people is allowed.
- No outdoor gathering of more than 250 people is allowed.
- Employees and students must wash their hands frequently with soap and water for at least 20 seconds. Alcohol-based hand sanitizer is provided to all departments and all student classrooms.
- The college will provide cloth face coverings to employees, and disposable face coverings will be available for students and visitors.
- Employees and students are to cover coughs and sneezes with a tissue.
- All employees and students are expected to monitor their health daily for symptoms before arriving on campus.
- All facility cleaning procedures will follow the [CDC guidelines](#).

Please read this plan in its entirety. This plan provides specific details for certain circumstances and locations on campus where added precautions are necessary. If you have questions about this plan or require clarification, employees, please contact your direct supervisor and students may contact the Student Success office at 307-268-2662.

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Healthy Operations Plan

General Guidance for Returning to Campus

Casper College opened to employees and the public in a phased manner from early to mid-June. Presently, the majority of campus is open to the public, but with restrictions and in accordance with state and local public health guidelines. As Casper College moves toward a broader opening in the fall 2020 semester, the following guidelines should be followed when returning to campus.

Social Distancing and Face Covering Guidelines

Social distancing and using proactive sanitary procedures have proven to be the most effective strategy in preventing the spread of COVID-19. It is the responsibility of the individual to adhere to the guidance provided by the college. The following social distancing guidelines should be followed at all times:

- All members of the campus community should avoid congregating in groups, and when they do, maintaining a minimum of 6 feet between each other is required. Face coverings are highly encouraged and are required when a distance of 6 feet cannot be maintained between individuals.
- Classrooms, public spaces, theaters, labs, and all other spaces where our campus community congregates will be labeled to help individuals keep 6 feet apart. In situations where this is not possible or when a course cannot be moved to assist with social distancing, face coverings will be required.
- When college vehicles are used for work purposes by facilities staff, student services, security or others, vehicle occupants must use a face covering if there is more than one occupant in the vehicle. For college vehicles utilized for field trips by our museums, continuing education and OLLI, for our students as part of their coursework or any other purposes, face coverings must be worn by all occupants.
- No indoor gathering of more than 50 people is allowed. In these situations, a minimum of 6 feet between individuals must be maintained or wearing a face covering is required.
- No outdoor gathering of more than 250 people is allowed. In these situations, a minimum of 6 feet between individuals must be maintained or wearing a face covering is required.
- In places where the campus community may form lines, signs to indicate 6 feet of distance between individuals will be provided.
- Communication between members of the campus community should largely take place through electronic means. When electronic communication is not feasible or beneficial, individuals should follow all social distancing guidelines. Hygiene Guidelines
- Employees must wash their hands frequently with soap and water for at least 20 seconds. Alcohol-based hand sanitizer will be provided to all departments and all student classrooms. Sanitizer stations will be added to main gathering spaces in all campus buildings.

- Students are highly encouraged to wash their hands frequently for at least 20 seconds in between classes and upon entering buildings on campus.
- The college will provide cloth face coverings to employees, and disposable face coverings will be available for students and visitors.
- Employees and students are to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash.
- All facility cleaning procedures will follow the [Center for Disease Control \(CDC\) guidelines](#).

Monitoring for Symptoms

- All employees are expected to take their temperature before coming to work. If your temperature is above 100.4 degrees Fahrenheit, you are instructed to stay home until your temperature returns to a normal range of 97-99 degrees Fahrenheit without the use of fever-reducing medications such as acetaminophen and/or ibuprofen for at least 48 hours, and/or you are released by a physician.
- If employees or students have any of the following symptoms, you are directed to stay home and consult a medical provider:
 - Temperature above 100.4 degrees Fahrenheit.
 - Chills.
 - A new or worsening cough not caused by another health condition.
 - New or worsening shortness of breath or difficulty breathing not caused by another health condition.
 - New or worsening cough not caused by another health condition.
 - New or worsening fatigue not caused by another health condition.
 - Sore throat.
 - New or worsening muscle aches not caused by another health condition.
 - New or worsening headache that is not normal for you and not caused by another health condition.
 - New loss of sense of taste or smell.
 - Congestion or runny nose.
 - Nausea or vomiting.
 - Diarrhea.

Potential Exposure to COVID-19

If you have had direct contact with someone who has potentially been exposed to a positive COVID-19 person, but the person you had direct contact with has not yet been confirmed to have COVID-19, all you need to do is monitor yourself for symptoms. Employees and students may continue to work and attend class if they have not developed symptoms. According to public health guidelines, please do the following for 14 days from the date of potential exposure:

- Take your temperature twice a day — morning and night. If you do not have a thermometer, document if you feel feverish.
- You should keep a record of whether you are taking any medication with aspirin, Tylenol[®], aka acetaminophen or paracetamol; Aleve[®] aka naproxen; and Motrin[®] or Advil[®] aka ibuprofen. If you are taking any of these medications, temperature readings should be taken before your next dose.
- Monitor daily for symptoms, as listed above.
- If you develop symptoms, you need to stay home and contact a medical provider and inform them of your potential exposure.

If the person you had direct contact with is confirmed to have COVID-19, the Casper-Natrona County Public Health Department should contact you in their contact tracing process. If they do not, you should quarantine at home for 14 days, contact public health, and be tested.

Current COVID-19 Testing Sites Include:

Casper-Natrona County Public Health, free

475 S. Spruce Street, Casper, WY
307-235-9340

Wyoming Medical Center

Mesa Primary Care, for a charge
3632 American Way
307-234-6765

Immediate Care, for a charge
3632 American Way
307-233-7300

Sage Primary Care, for a charge
1020 S. Conwell
307-265-8300

Urgent Care East, for a charge
660 East Second Street
307 473-6777

Returning to Work or School After Illness

Some situations will need to be reviewed on a case by case basis; however, the following are guidelines to follow if an employee or student is absent from work or school from COVID-19 related symptoms or the disease itself.

- If you had any COVID-19 symptoms but were not around anyone who has been diagnosed with COVID-19 in the last two weeks and you were not tested for COVID-19, you can return to work when:
 - You have had no fever for at least 72 hours — that is three full days of no fever **without** the use of medicine that reduces fevers **AND** improvement in respiratory symptoms, e.g., cough, shortness of breath, etc.
- If you have tested positive for COVID-19, you must isolate as recommended by the Casper-Natrona County Public Health Department and receive an isolation release before returning to work or school.
 - This review with the Casper-Natrona County Public Health Department can be conducted over the phone.
 - The student or employee will receive an email from the Casper-Natrona County Public Health Department that can be sent to the Casper College Office of Human Resources.
 - Students and employees can also sign a release of information with the Casper-Natrona County Public Health Department, and the isolation release can be sent directly from the office.

Academic Affairs Plan

The academic semester will begin with no modifications to the academic schedule, and courses will be delivered in the format indicated on student schedules, i.e., live, hybrid, digital, online. While some variance may need to be provided that is not covered in this guide, the Casper College Academic Dean and Department Chair will provide necessary guidance to protect the health and safety of both students and faculty. All decisions will be made to align with guidance provided by the Centers for Disease Control and Prevention, the State of Wyoming, and the Casper-Natrona County Health Department.

Academic Calendar

The fall 2020 semester will begin Aug. 24 and end Dec. 18. Classes will resume as indicated in the student schedule after Thanksgiving until the end of the semester unless other guidance is provided. Please refer to the Casper College Academic Calendar available on the college's website for other important dates.

Course Delivery

Courses will be delivered as indicated in the fall 2020 schedule and according to student schedules. No modifications to course delivery will be made unless necessitated by the State of Wyoming Department of Health or the Casper-Natrona County Public Health Department.

Guidance for Instructors

- Develop Moodle shells that provide materials to students electronically to assist with a need to move courses to an online format should that become necessary.
 - Complete the “Teaching with Moodle” course provided by the Casper College Digital Learning Center if you have not already.
- Plan your semester so that most or all hands-on instruction is completed by Thanksgiving break in the event we need to switch to remote instruction.
- Require students to submit assignments electronically and through the Moodle system to reduce unnecessary contact.
- If possible, record lectures and classroom activities for those students who may be ill or are not able to attend class.
- Be flexible with students who miss class due to illness or other circumstances related to COVID-19, e.g., child care issues, illness, medical appointments, students with compromised immune systems.
- Physically distance students as much as possible in classes. In the case where distancing 6 feet is not feasible, require students to wear face coverings.
- If you cannot maintain 6 feet or more of distance from your students while teaching, wear a face shield or some other face covering.

- Hold students accountable for not wearing face coverings in class.
- Ensure hand sanitizer is available in your classroom and your office.
- If you meet with students in your office, both you and your student need to wear face coverings.
- Regularly sanitize your office if you have students come in during your office hours.
- Do not come to campus if you are ill, but be prepared to offer an alternative instructional format for that class, i.e., Zoom, presentation in Moodle, etc.

Guidance for Students

- Prioritize securing proper technology at the beginning of the semester in the event Casper College needs to change to an all-online format. Familiarize yourself with your technology and Moodle, our learning management system aka LMS. You will be asked to submit much of your work online.
- Communicate with your instructors if you have any issues with your ability to attend class.
- Wash hands in between classes and/or sanitize your hands upon entering each class.
- Limit your physical contact and maintain social distancing with other students.
- If you cannot physically distance yourself 6 feet from others, you must wear a face covering. Face coverings are required in classrooms.
- Notify Casper College Student Services if you have any problems with access to technology and/or internet service. The college may be able to provide some assistance.
- Do not come to campus if you are ill or have potentially been exposed to COVID-19. Instructors will work with you to meet deadlines associated with your course work. The best prevention for the spread of COVID-19 is to remain away from others while you are ill.

If Resurgence of COVID-19 Necessitates Another Move to Remote Instruction

- Instructors and students should be ready for this transition.
- The Casper College Vice President of Academic Affairs will work with the Casper-Natrona County Public Health Department to seek variances to continue live instruction for those courses that require clinicals, hands-on instruction, or in areas where there is equipment the college provides that facilitates the education of our students. These will occur on a case-by-case basis.
- Increased sanitary procedures will be required of faculty, students, and staff if this happens and will be provided if new procedures deviate from the current guidance.

Specific Areas in Academic Affairs

Academic Support Centers

- Students can request a live or virtual/Zoom meeting with a faculty member or tutor.
- All persons entering any academic support center must sanitize their hands. Hand sanitizer will be provided.
- If 6 feet of distance cannot be maintained, the faculty/tutor and student must wear a face covering.
- All surfaces will be sanitized after a student leaves and will have a regular cleaning schedule performed throughout the day.

Goodstein Foundation Library

- Patrons are asked to sanitize their hands upon entering the library. Sanitizing stations are available at each entrance.
- Patrons are encouraged to wear masks as recommended by our state and local health departments.
- Patrons will abide by safety procedures, such as social distancing of at least 6 feet with respect to computers and at tables, in consideration of staff and others.
- Patrons who are sick with a fever or are experiencing a cough or other symptoms are asked to stay at home. If you are visibly ill, you will be asked to leave.
- Patrons who refuse to follow distancing guidelines or threaten the health and safety of staff or others will be asked to leave the library.
- Soft furnishings and toys will be removed from the children's area.
- Staff will regularly sanitize workspaces and high touch areas in the library, including the circulation desk, keyboards on computers, and study stations.
- Staff will wear face coverings when unable to maintain 6 feet of distance from patrons and other employees.

Casper College Testing Center

- Patrons are asked to sanitize their hands upon entering the library. Sanitizing stations are available at each entrance.
- Staff will only schedule a number of tests at any given time to accommodate 6 feet of distance between test-takers. In cases where this cannot occur, test-takers will be required to wear a face covering.
- Staff will regularly wipe down testing areas, computers, and other areas where test-takers may touch.
- Staff will adhere to the guidance from testing companies if there are additional precautions that must be taken.

- Test-takers will be required to wash or sanitize their hands before entering the testing center. The sanitizer will be available at the entrance of the Casper College Testing Center.

Casper College Museums

- Museums may have reduced hours throughout the fall semester to allow custodians and staff to sanitize the museum properly.
- All patrons will be required to wash or sanitize their hands before entering the museum. Hand sanitizer will be provided.
- Patrons will be limited to 15 at any time to allow proper social distancing.
- Birthday parties, gatherings, groups, and formal tours will not be held in the fall 2020 semester.
- Individuals in the Rex Annex will be required to wear face coverings when in the museum as tours/instruction may be difficult to maintain 6 feet of social distancing.
- Interactive instruction areas will be greatly reduced, and staff will sanitize all high-touch surfaces after use.
- If congestion is likely to occur at an entrance, alternative exits will be used to maintain proper distancing.
- Changes to hours and other events will coincide with guidance from the college.

Student Services Plan

Housing, Dining, and Campus Activities

Casper College recognizes the important role of student engagement opportunities in student success and retention. Living on campus will remain optional, and normal occupancy for on-campus residences is planned. Dining options will remain open and available for students, employees, and guests. Campus activities will also be available for students to enrich their experience as a Casper College student. Necessary modifications to service delivery will be made in accordance with guidance from governing agencies. Specific modifications based on current guidance can be found in the points listed below.

- **Housing:**
 - Half of all seating has been removed from the Casper College Residence Hall's common areas to allow for appropriate spacing and distancing.
 - Laminated signs will be placed on the back of every student room door with instructions on what to do if you have symptoms or feel sick.
 - Casper College Resident Assistants and Casper College Security will wear masks while on building rounds, and when responding to lock outs and policy violation incidents.
 - Rooms have been set aside to assist with quarantine or isolation should the need occur.
 - CC Residence Hall students will be discouraged from having nonresident guests.
 - CC Residence Hall move-in will be spread over two days to reduce traffic, and hand sanitizer and masks will be provided to students and families during move in.
- **Dining:**
 - All campus dining locations will remain open, including Tobin Dining Hall, The Sub Connection, Doornbos Lounge, and the Gateway Café.
 - All food will be served to guests by Sodexo staff; no self-service food will be available.
 - Seating in Tobin Dining Hall will be modified, and tables will be spaced to comply with required social distancing.
 - Hand sanitizer will be available at each entrance to the dining areas, as well as in all serving areas.
 - Sodexo has agreed to increase "Simply To Go" options at retail locations, which dining plan students can use as part of their meal plan exchange.
 - Sodexo is offering an app called "Bite" that allows students to pre-order their food for pickup. The app is available at bite.sodexo.com. Students can use the app to pick up food to go or have a friend do so if they are sick.
 - Sodexo employees will wear face coverings at all times.

- **Campus Activities:**

- Student clubs and organizations will continue to operate and be available for student participation. All club meetings and activities must comply with campus guidance and governing agency orders.
- Seating will be reduced in the T-Bird Nest to allow for more distancing. Planned student activities in this space will allow for social distancing and will comply with governing agency guidance on indoor gatherings.
- Outdoor intramural sports leagues will continue as planned in the fall semester. Indoor leagues planned to begin after fall break will be evaluated based on governing agency guidance at that time.

Student Success Office

The Casper College Student Success Office is committed to providing services and assistance to students to help in their college journey. The following safety guidelines will be used when working with students:

- CC Student Services front counters will have plexiglass barriers.
- Students can request an appointment to be either live/in person, phone, or via Zoom. All appointments in the office will require both the staff and students to wear face coverings.
- All staff will properly clean their work areas frequently.
- All pens used by students are sanitized.
- Sanitizer is available in the office.

Athletics

Athletics is an integral part of campus life and to the Casper community. Casper College is fully committed to continuing our sports program and athletic teams. Recently, significant changes occurred with other schools regarding athletics and guidance from the National Junior College Athletic Association, aka NJCAA. Casper College will follow the protocol outlined below as it pertains to sports and athletic teams:

- Casper College will follow all guidance and recommendations made by the NJCAA and local public health guidelines in terms of athletics, travel, games, spectators, and tournaments.
 - Currently, athletic teams may begin practicing 60 consecutive days in the fall semester for a spring start.
 - All current social distancing and sanitizing procedures will be followed during the time athletes are able to practice.
 - Athletes will be briefed on all current sanitizing procedures. They will be responsible for monitoring their current state of health and reporting any signs or symptoms of illness to their respective coach.

Fitness Center

Casper College will open the fitness center for physical education classes and for students and staff to exercise. When using the fitness center, please adhere to the following guidance:

- The fitness center will be open for use by students, student-athletes, and faculty/staff.
- Patrons of the fitness center will be asked about specific symptoms related to COVID-19 before entering.
- The number of individuals will be limited in the fitness center at any given time, not to exceed the occupancy that can reasonably accommodate appropriate social distancing of 6 feet.
- Equipment will be properly sanitized before and after use.
- Equipment will be spaced appropriately to accommodate social distancing.
- If guidelines are not followed by any patron, they will be asked to leave by fitness center staff.

Student Travel

Casper College realizes students often travel as a part of their curricular and co-curricular experiences. Unfortunately, during this time, travel may be restricted and will require additional precautions. Casper College remains committed to continuing access to these opportunities as much as possible. The following guidelines must be followed when students travel:

- All travel destinations must be evaluated based on current conditions and incidence rates of COVID-19. If the destination is deemed unsafe, travel to that location will not be permitted.
- All student travel must be initially approved by the appropriate CC Vice President before any travel forms are completed or travel plans are made.
- If approved, all travel forms must be completed before departing.
- All COVID-19 guidelines must be attached to the form for the respective travel destination, and guidelines must be followed.
- Travelers must maintain a distance of at least 6 feet while traveling. In cases where this is not feasible, travelers must wear a face covering.
- All travelers must monitor symptoms two weeks before and after traveling and follow guidance if exhibiting any symptoms.
- Travelers with any COVID-19 symptoms must be tested before they will be allowed to travel.
- If any traveler develops symptoms while traveling, appropriate quarantining procedures will be followed.

Early Childhood Learning Center — ECLC

The Early Childhood Learning Center is an integral program offered at Casper College for both students and employees.

- The staff at the ECLC will follow all current guidelines set forth by state and local health departments and licensing agencies.
- Hand sanitizer will be available at the entry of the building.
- Regular cleaning and sanitizing of the classrooms, toys, instructional materials, etc. will occur.
- Parents will not be allowed past the main reception area when dropping off students.
- If a child exhibits symptoms, it is the parent's responsibility to notify the ECLC staff and keep the child at home.
- All teachers, student teachers, and Casper College employees working in the ECLC must:
 - Monitor symptoms and refrain from coming to work when sick.
 - Wash hands frequently and use hand sanitizer.
 - Use face coverings when 6 feet of distance cannot be maintained.

Wellness Center

The Casper College Wellness Center will continue to be open for students seeking mental health counseling and medical attention regarding general physical health concerns.

- If you have symptoms of COVID-19, please call the COVID-19 hotline at 307-223-7299 and DO NOT come to the CC Wellness Center.
- If a student or employee is unsure about their symptoms and would like to speak with the nurse, call 307-268-2263.
- Students seeking medical services will be asked to wait in the lobby area outside the Wellness Center until they are called and escorted in by a Wellness Center staff member.
- Students waiting for counseling services will be properly distanced in the Wellness Center waiting area.
- All individuals should sanitize their hands upon entering the Wellness Center.
- Face coverings are required while in the Wellness Center.

Communications

This plan provides the basis for students to return to campus for the fall 2020 semester and will be communicated broadly to students and employees. The plan will remain in effect until it is deemed unnecessary, and official communication is sent to all employees and students, in the same manner, to inform them that any restrictions in the plan have been lifted.

The plan is expected to change from time to time and as conditions and/or public health guidelines change. Again, the plan will remain in effect, but important changes will be communicated in a timely manner with employees and students.

Official communication of the college is accomplished using the Casper College email system, the COVID-19 informational page on the website, and digital signs located throughout campus buildings. Changes to this plan will be communicated in this manner.

In rare or emergency situations, important communications may be sent over the CC Alert system. For your safety, employees and students are automatically registered to receive CC Alerts via email and/or text message. If you would like to view your current CC Alert settings or manage your contact methods, go to caspercollege.edu/alert.

Since March, the college has maintained COVID-19 information and the current status of the college campus on a dedicated website page. The page is accessible from the college's homepage or by visiting: caspercollege.edu/coronavirus.