COVID-19
Action & Return Plan

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Preface

This plan is designed to be a living document that is used throughout the COVID-19 pandemic. This plan is subject to change at any time based on new information about COVID-19 or lessons learned as the pandemic continues. This document should be considered a guideline and not a policy. Best efforts will be made to update and distribute the updated plan, however there may be instances where decisions must be made for the health and safety of the College Community and distribution prior to implementation may not be possible. The College will always error on the side of health and safety when having to make these changes.
Guiding Principles

Business/Student Support Services
Department heads will inform the Director of Public Safety of their needs for staffing on campus. They will work to evaluate the work areas to ensure:

- that work areas are modified if need be for optimum safety
- schedules are created so that when a positive case occurs (which it is anticipated that it will) that areas are not totally incapacitated by quarantine and services can continue
- that safe social distancing measures are possible and are in place
- proper cleaning of work areas can be maintained and supported by Facilities
- that personal contact tracing is in place, and employees understand the tool and why it is necessary
- that an evaluation of how the community coming onto campus will affect various areas is conducted

Face to Face Classroom Instruction
It is fully appreciated that returning our students to campus is a priority; however face to face classroom instruction will be postponed until we have addressed bringing staff back on campus to business areas.

Through May 2021, GCC will maintain an essential level of on campus activity as it is currently projected that there is a high potential of a COVID 19 resurgence during the fall and into the spring.
Symptom Monitoring

The College must be prepared for the potential of needing to address positive exposure cases within our campus community. Employees and students will need to communicate if they become ill and have been on campus up to 14 days prior. The college will immediately respond by performing appropriate contact tracing procedures in conjunction with the local health department, implement mitigation responses such as decontaminating work areas, and having personnel and student self-isolate. It is important that all employees and students that come onto campus are able to account for all individuals they have come into contact over a 14-day period.

All individuals must be free of ANY symptoms potentially related to COVID-19 before coming to the College. **Employees** who believe they are sick should notify their supervisor and consult with their primary care physician. **Students** who believe they are sick should notify their faculty member and consult with their primary care physician. The College employee who is notified of the illness must notify the College Health Officer (Alex Wiltz). The College Health Officer will consult with the local health department for guidance on how long the individual should be restricted from campus.

At this time, COVID-19 symptoms include one or more of the following per current CDC Guidelines:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For the most up-to-date list, please visit: [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
**Phased Staffing**

GCC will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19. GCC will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from the Director of Public Safety.

As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. Testing will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.

**Staffing Options**

Departments should consider several options to maintain required social distancing measures and reduce population density within buildings and workspaces.

**Remote Work**
Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate.

**Alternating Days**
In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

**Staggered Reporting/Departing**
The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.
Personal Safety Practices

Face masks/Cloth Face Coverings
Anyone on GCC property must wear a face covering at all-times including outside except for the following:
- In a private office/workspace working alone
- In a shared office (such as Bursar/Financial Aid) and seated at their work station and their work station is at least 6 feet from all other people. A face covering must be put on when leaving a work station.
- When operating any equipment or vehicle on campus and by themselves in the cab
Appropriate use of facemasks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick.

Putting on the face covering/disposable mask
- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Social Distancing
Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site must follow these social distancing practices:
- Stay at least 6 feet (about 2 arms’ length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

Handwashing
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
Gloves
Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields
Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. Face shields may be used as a replacement for masks if a mask proves to be a hindrance while working.

Meetings
Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.). In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 8 people per 1,000 square feet, assuming individuals can still maintain 6 feet of separation for social distancing requirements. All attendees should wear a mask or face covering while sharing space in a common room.

During your time on-site, you are encouraged to communicate with your colleagues and Supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.

Mental and Emotional Wellbeing
All employees are eligible to anonymously access the services offered by the college’s Employee Assistance Program. The EAP is designed to help employees, their dependents and household members manage all aspects of their lives. It offers professional short-term counseling, referrals, and resources. The EAP can be contacted at 1-800-451-1834
Access Plan

GCC will require all individuals to adhere to the following safety protocols in order for admittance to campus buildings. Failure to comply with the below may result in refusal of access to campus buildings.

- Anyone on GCC property must wear a face covering at all-times including outside except for the following:
  - In a private office/workspace working alone
  - In a shared office (such as Bursar/Financial Aid) and seated at their work station and their work station is at least 6 feet from all other people. A face covering must be put on when leaving a work station.
  - When operating any equipment or vehicle on campus and by themselves in the cab
- All individuals must agree to maintaining social distancing
- All individuals entering campus must complete training on social distancing, safe hygiene practices and using a mask
- The only people permitted to enter campus will be those who have been pre-approved by the Director of Public Safety or designee and are scheduled to work.

Phased Return to Campus Plan

The Phased Return to Campus Plan is used as a guide. The Commonwealth moving to a new phase does not mean the College will also be moving to a new phase. This is reserved for the administration of the College to decide when the appropriate time is (ie. beginning of a new semester). Like the rest of this document, these phases are subject to change as more information becomes available on safety protocols and how COVID-19 spreads. The College may also chose to move back phases if there is an identified need to limit campus access such as a localized outbreak.

Phase A: Critical Functions Only

- No students on-site for face-to-face classes.
- Strictly minimum staff on site In support of operations only.
- Adhere to the Access Plan.
- No more than two staff per department unless an evaluation is completed of the space to allow more individuals. Department Directors to develop shift rotation and provide scheduling requests for access to the area for approval.
- Private offices to be used as much as possible and not shared. Cubicles used to be limited in order to maintain proper social distancing.
- Mail services per admin services procedure
- Vendors to adhere to Access Plan and to be added to the above mentioned approved staff list
- Campus buildings remain locked and staff must call for access unless the Police Department deems a different process.
Phase B: Return of Additional Critical Staff and Staging for Critical Face-to-Face Classes
- No students on-site for face-to-face classes
- Provide access for staffing in order to provide complete remote operation in support of remote learning, Admissions and Enrollment. Filming and/or generation of online classes using campus equipment or resources
- Departmental Directors and/or management staff to develop shift rotation and provide scheduling requests for access to Director of Public Safety for approval. List containing approved staff to be shared with Director of Public Safety at least two business days in advance of scheduled workday. Staffing levels are to ensure CDC social distancing minimums.
- Mail services continue under admin services procedure
- Vendors to adhere to Access Plan

Phase C: Return of All Necessary Staff in Support of Operations and Critical Face-to-Face Classes
- Face-to-face classes operate per current guidance on gatherings and social distance requirements.
- Only courses that are necessary to be in person are to be available. i.e. laboratories, simulation labs, only. All general-purpose classes to remain online only.
- Temporary storage for not needed furniture must be identified and available.
- Total Building occupancy to be controlled and no areas of mass assembly to be used.
- All social distancing practices must be maintained. In order to do this, significant modifications to classroom furniture and layout, service counters and transition windows may need to be made.
- Media campaign in support of social distancing and Covid-19 safety requirements will need to be developed, approved, and implemented
- Staff will need to be trained on new COVID-19 safety procedures. This includes employee interactions with each other as well as how they will interact with the public and students.
- Support services must follow CDC social distancing parameters. Admissions and other student services to be by appointment and virtual if possible.

Phase D: Continued Return of Necessary Services and Increased Classroom Use
- Many of the above mentioned parameters would need to be modified in support of more people in classes running on campus.
- Determine if food service would be needed at this occupancy level. Phased usage of the cafeteria may be needed meaning assigned times for use.
- Implementation of current social distancing practices to be changed and classroom furniture configuration to be modified in accordance to current guidelines.
- Only classes requiring facilities equipment & infrastructure and classes in support of the before mentioned classes should be meeting on site. All other classes to be remote.
- Testing and other critical academic services may return at this phase.
Phase E: Return to New Normal

- All classrooms, services, and staff available and meet current social distancing guidelines.
- Campus events could take place in adherence to social gathering protocols.
- Update pandemic plans on how to respond to a resurgence of the coronavirus or other public health hazards. Identify thresholds that would trigger return to lower phase levels.

Travel Orders

All employees and students entering Massachusetts must follow current travel guidelines. Effective August 1, 2020 any visitor coming from or Massachusetts resident returning from High-risk States must quarantine for 14 days or produce a negative COVID-19 test taken no more than 72 hours before arriving in Massachusetts. Individuals commuting for work or school from high-risk states are not required to follow these requirements. Individuals that fall under these travel restrictions must report their quarantine to the College Health Officer along with the other requirement of reporting to the Commonwealth. Employees may work with their supervisor to telework if possible. To see the latest information about travel orders visit: https://www.mass.gov/info-details/covid-19-travel-order

Positive Case Mitigation

With the current spread of COVID-19, it is likely that bringing students to campus will result in contact with individuals who test positive for COVID-19. Although precautions will be taken to prevent spread of the virus, the College must be prepared to mitigate any affects.

Detection
Any employee or student who tests positive for COVID-19 or believes that they are positive for COVID-19 must contact the College Health Officer (Alex Wiltz) and their supervisor or instructor(s). The College Health Officer will then start the process for mitigation.

Mitigation
Anyone that has tested positive for COVID-19 or has had prolonged contact with someone with COVID-19 will quarantine in accordance with the current quarantine guidelines at the direction of local public health and College Health Officer. Prolonged contact can be defined as being within 6 feet of someone for at least 15 minutes without medical grade face coverings (fabric face covering are not medical grade). If the individual starts to show symptoms but has not been tested for COVID-19, it is highly recommended that this occur in consultation with their Primary Care Provider. If the person does test positive they should isolate themselves from family members and pets until a negative COVID-19 test occurs.

Returning to Campus
Anyone who had symptoms (listed above) will need to meet the following requirement to return to campus:
1. At least 3 days (72 hours) has passed since recovery defined as resolution of fever (less than 100.4) without the use of fever reducing medications.
2. Improvement of respiratory symptoms.
3. At least 10 days have passed since the first symptoms were noticed.

Specific programs may also require:

1. The individual has had a negative COVID-19 test and documentation has been provided to the College Health Officer or designee

**Contact Tracing**

If an individual has tested positive for COVID-19 and has been on campus, the College Health Officer will begin the contact tracing process in partnership with the local public health department. The following steps will be taken:

**Employees not engaged in classroom instruction**

The College Health Officer will work with the individual to identify anyone that they have been in contact with for 14 days prior on campus. The local health department for the campus (Greenfield, Northampton, or Montague) will be notified of the possible exposure and will assist the College with notifying other local health departments and MA DPH.

**Employees or Students engaged in classroom instruction**

The College Health Officer will work with the individual to identify anyone that they have been in contact with for 14 days prior on campus. A notice will be sent to the entire class that someone in class has tested positive for COVID-19. Depending on the level of PPE used in the classroom, a determination will be made on if instruction can continue or if the entire class will need to quarantine from campus for 14 days. The local health department for the campus (Greenfield, Northampton, or Montague) will be notified of the possible exposure and will assist the College with notifying other local health departments and MA DPH.

**Testing**

All students attending on-campus classes in Spring 2021, must have a COVID-19 test weekly. These tests must be submitted to the College Health Officer. Employees are strongly encouraged to also test weekly.

**Post-positive Sanitation**

If an individual who has tested positive was on campus, the individual will be contacted to obtain where on campus they were over the prior 3 days. A list of possible areas with exposure will be created for decontamination to occur. The Director of Facilities Management will be notified of the possible areas of exposure and will coordinate decontamination following CDC and MA DPH guidelines along with industry best practices.