



TIDEWATER  
COMMUNITY COLLEGE  
From here, go anywhere.™

RESPONSE TO  
**COVID-19 AND  
REOPENING PLAN**  
FOR FALL 2020

July 27, 2020

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## **TIDEWATER COMMUNITY COLLEGE**

### **Response to COVID-19 and Reopening Plan Fall 2020 Updated July 27, 2020**

This plan has been reviewed by the State Council of Higher Education for Virginia and has been found to be compliant in containing the required components of the "Higher Education Reopening Guidance," which was developed in consultation with the Virginia Department of Health.

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# TABLE OF CONTENTS

<b>Response to COVID-19</b>	<b>4</b>
1. Establishment of a COVID-19 coordinator/college-wide team.	4
2. Contact information and procedures for reaching the local health departments	5
3. Students' initial return to campus (such as initial screening, move-in)	7
4. Education/training of students	8
5. Physical Distancing according to CDC guidance	13
a. Strategies to allow physical distancing in classroom	13
b. Social Distancing considerations outside the classroom	14
c. Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls	15
d. Limitations on size of gatherings.	15
e. Strategies for food dining services should be consistent with plans to optimize physical distancing.	16
6. Hygiene practices and cleaning/disinfecting protocols	16
a. TCC Student Services Offices (including faculty offices where students visit)	17
b. TCC Classrooms (including classrooms with computer labs)	18
c. TCC Laboratories	19
d. Learning Resource Centers/Libraries	20
e. Student Centers	21
f. Breakrooms	21
g. Facilities contacts at TCC	22
7. Housing	22
8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions)	22
9. International student considerations	24
10. Partnership and communication/information sharing with local community, health systems and other stakeholders.	26
11. Face coverings (students, faculty and staff)	28
a. Plans submitted by each institution should include information on how it intends to teach/reinforce the use of face coverings among students, faculty, and staff.	29
b. For faculty, cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.	30
c. Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.	30
d. Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student	

services, etc.). Face coverings should be worn in public-facing areas and in office spaces where six feet of physical distance cannot be maintained.	31
12. Student Health Services	31
13. Large events, including athletic events, and others such as ceremonies or performances	32
14. Communications strategy	32
15. Orientation and education/training, including anti-stigma training	34
<b>SECTION B: MONITORING HEALTH CONDITIONS TO DETECT INFECTION</b>	<b>35</b>
1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.	35
2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.	35
3. Establishment of a testing strategy.	35
<b>SECTION C: CONTAINMENT TO PREVENT SPREAD OF DISEASE WHEN DETECTED</b>	<b>36</b>
1. Partnership with VDH for contact tracing	36
2. Quarantining and isolating	36
3. Campus outbreak management	37
4. Partnership with local health systems to ensure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)	37
<b>SECTION D: SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE</b>	<b>38</b>
1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.	38
2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.	39
3. Considerations regarding student health and safety on campus versus returning home.	39
4. Communications plan for dismissals/shutdowns.	39
<b>Certification of plan submission</b>	<b>41</b>
Appendix A: Student Return to Class Agreement	42
Appendix B: Instructor Guidelines	44
Appendix C: TCC Health Condition Assessment	46
Appendix D: TCC Faculty/Staff Return to Work Form	48

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## SECTION A: REPOPULATION OF CAMPUSES

### 1. Establishment of a COVID-19 coordinator/college-wide team.

At the direction of President Marcia Conston, Tidewater Community College (TCC) established a COVID-19 Task Force on May 1, 2020. The team is composed of the following:

- Michelle W. Woodhouse - Interim Vice President for Academic Affairs & CAO (lead)
- Curt Aasen, Vice President for Information Systems and Institutional Effectiveness
- Marian Anderfuren - Vice President for Marketing and Communications
- Matt Baumgarten - Executive Director, TCC Real Estate Foundation and Facilities Management
- Karen Campbell - Interim Vice President for Student Affairs
- Beth Lunde - Associate Vice President for Human Resources
- Heather McCraig - Interim Vice President for Finance
- Tim Mallory - Director of Public Safety
- Bert Thompson - Director of Facilities

Since May, the team has worked diligently together and with other campus stakeholders to include faculty senate liaisons, academic deans, student services personnel and facilities to discuss topics relative to CDC guidance and protocols; VDH recommendations; and VCCS recommendations in anticipation of developing the re-opening plan.

In addition, The Return to Work Plan and The Teaching, Creating, and Communicating Instructional Steering Committee (TCCISC) were established to specifically develop instructional plans that are in compliance with directives of federal and state health authorities and VCCS guidance and indicate the steps taken to minimize the risk upon the return of students to campus. The membership is widely representative of administration, staff, faculty and the campuses to ensure college-wide collaboration. The members of the committee are:

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- Jenefer Snyder (Committee Chair), Kerry Ragno, Peter Agbakpe, and Joe Fairchild, Pathway Deans; and David Ekker, Discipline Dean.
  - Curt Aasen, Vice President for Information Systems and Institutional Effectiveness;
  - Bert Thompson, Director of Facilities; and
  - Sarah DiCalogero, Chair of the Faculty Senate.

All Faculty Senators are also engaged in this process. Mike Summers, Special Assistant to the Chief Academic Officer, and Kellie Sorey, AVP for Academic Affairs, are liaisons to this group, which is focusing on logistics and strategies to launch a successful fall schedule.

The Student Affairs Safe Reopening Committee was created to prepare for the safe return of students and student support services staff, using the Safe Reopening Instructional Space Workgroup (SRIS) checklist and a copy of the Governor’s Guidance Reopening Higher Education in Virginia as guiding documents, while adhering to CDC and VDH guidelines to implement protocols to support the health of the campus community. The membership is widely representative of administration, staff, faculty and the campuses to ensure college-wide collaboration.

The members of the committee are:

- Karen Campbell (Chair) – Interim Vice President for Student Affairs;
- Emanuel Chestnut, James Edwards, Kia Hardy, Dana Hathorn and Kevin McCarthy, Student Affairs Campus Leadership; and
- Jennifer Perkinson, Meredith Pollard, Crystal Stafford, Apple Tarves and Veronica Cianetti, Student Affairs Counseling/Advising, Testing, Virtual Student Support, and Veterans and Military Education Staff.

## **2. Contact information and procedures for reaching the local health departments**

TCC services multiple jurisdictions and has established itself as a strong public health partner by, for example, hosting drive-in testing clinics on our campuses. Local health departments notify TCC immediately upon confirmation of a positive COVID-19 test by a student or employee. TCC has designated the college officials who are to be contacted by VDH.

- **Employees:** Beth Lunde, AVP for Human Resources, [blunde@tcc.edu](mailto:blunde@tcc.edu)
- **Students:** Karen Campbell, Interim VP for Student Affairs, [kcampbell@tcc.edu](mailto:kcampbell@tcc.edu)
- **Workforce Solutions (Suffolk):** Tamara Williams, Interim VP for Workforce Solutions, [twilliams@tcc.edu](mailto:twilliams@tcc.edu)

If a faculty, staff member, or visitor indicates that they may have been exposed to coronavirus, advise the employee to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department. If a student indicates that they may have been exposed to coronavirus, advise the student to immediately contact his/her medical provider who will make an assessment and report potential exposure to the local health department.

#### Virginia Department of Health - Regional/Local Health District Contact Information

HEALTH DISTRICT	PUBLIC HEALTH	PHONE	ADDRESS
<b>Eastern Region Emergency Coordinator</b>	John Cooke john.cooke@vdh.virginia.gov	757-594-7879 w 757-435-3858 c	416 J. Clyde Morris Blvd Newport News, VA 23601
<b>Public Information Officer</b>	Larry Hill larry.hill@vdh.virginia.gov	757-683-9175 w 757-449-4287 c	830 Southampton Ave, Norfolk, VA 23510
<b>Regional Epidemiologist</b>	Ana Colon ana.colon@vdh.virginia.gov	757-683-2847 w 757-328-6535 c	830 Southampton Ave, Norfolk, VA 23510
<b>Chesapeake</b>	Jerry Tucker jerry.tucker@vdh.virginia.gov	757-382-8654 w 757-435-2439 c	748 Battlefield Blvd., North Chesapeake, VA 23320
<b>Norfolk</b>	Eve Zentrich eve.zentrich@vdh.virginia.gov	757-683-2834 w 757-639-9939 c	830 Southampton Ave, Norfolk, VA 23510 Suite 200
<b>Portsmouth</b>	Lauren James, M.D. lauren.james@vdh.virginia.gov	757-393-8585 Ext 8518 w 757-262-9261 c	1701 High Street, Portsmouth, VA 23704, Suite 102
<b>Virginia Beach</b>	Bob Engle robert.enge@vdh.virginia.gov	757-518-2784 w 757-969-9390 c	Pembroke Corporate Center III 4452 Corporation Lane Virginia Beach, VA 23462

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### 3. Students' initial return to campus (such as initial screening, move-in)

TCC's fall semester starts August 24, 2020. At that time, only performance-based courses that cannot be delivered online will be held face-to-face. All other courses will be delivered remotely (synchronously or asynchronous), minimizing the number of faculty and students on our campuses.

The Return to Work Plan, The Teaching, Creating, and Communicating Instructional Steering Committee (TCCISC), and the Student Affairs Safe Reopening Committee were established to specifically develop plans to ensure the safe return of students to campus. These plans address crucial facility readiness, designated entry and exit points, signage, equipment sanitization, campus student services areas, and classroom/lab preparation. The health and well-being of our students, instructors, and staff are the college's top priority.

Tidewater Community College will repopulate the campus in a safe and sustainable manner in accordance with CDC guidelines while adhering to guidance provided by [Executive Order 65](#) and in consideration of [Higher Education Reopening Guidance](#) and Governor Northam's [Forward Virginia Blueprint](#). Tidewater Community College will use the [Centers for Disease Control and Prevention considerations for Institutions of Higher Education \(IHE\)](#) in assessing when students should return to campus and under what conditions.

With the virus's uncertain future, it is imperative that all students follow the same guidelines. Students who initially return to campus will review the Student Health Agreement. This document provides guidelines for minimizing risks and keeping students, instructors and college staff as safe as possible. A copy of the form is included as Appendix A. Students returning to campus must also sign in after reviewing the Health Condition Assessment prior to attending class or entering open areas on campus (student support areas). A copy of this form is included in Appendix C.

Faculty, staff, and students will continue to engage in virtual learning options, resources, and activities to support student learning while minimizing risk of contracting COVID-19. Students returning to campus in the fall will include those enrolling in small in-person classes, required to complete incomplete grades or instruction that can only be taught in-person. Students in these courses will use the aforementioned check-in procedures and practice social distancing.



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Following steps to support health and safety of our campus community and Pursuant to Phase 2 of Governor Northam's Forward Virginia Blueprint, students will follow the following guidelines:

- Students, faculty, and staff on the campus will practice physical distancing and remain at least six feet apart.
- Face coverings will be required inside buildings and classrooms. Students will not be admitted to class without appropriate face coverings.
- Signage to enforce physical distancing is located in all buildings in use to help direct traffic.
- Plexiglass shields are installed for all front facing employees who are on campus during this phase.
- Cleaning and disinfecting protocols will continue as described in section A6.
- No groups of more than 50 will be permitted.
- Students will be informed of how to maintain safe habits prior to returning to campus by being required to review a COVID-19 safety prevention video, which will be shared through Canvas and social media prior to their return.
- Objects that could potentially be shared will be removed from public areas (i.e. pens).
- Computers will be cleaned and disinfected after each use. (Section A6 ).
- PPE will be available on a limited basis to faculty, staff, students, and guests who do not have appropriate face coverings or access to face coverings.
- Training for staff and faculty returning to campus will be conducted virtually to ensure physical distancing and consistent communication to students and guests.

#### **4. Education/training of students**

The CDC recommends community mitigation activities that slow the spread of the disease. The CDC explains, "Community mitigation is especially important before a vaccine or drug becomes widely available." Therefore, TCC will employ the following educational procedures:

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- New-student orientation, both online and virtual, provides information about best practices for mitigating the spread of COVID-19 (physical distancing, face coverings, hand-washing and sanitizing).
  - Faculty members will be provided with guidelines for classroom/lab instruction.
  - Instructors will send emails before the first day of class sharing safe COVID-19 practice.
  - Best practices for COVID-19 prevention, as outlined by the Centers for Disease Control and Prevention, will be provided to students through a variety of platforms, including social media and posters on LCD screens in buildings. Specific prevention information will include information [directly from the CDC website](#).
  - Students will understand the expectation to comply with CDC guidelines for physical distancing, hygiene, and safety while visiting campus. To enhance the education and training of students, a COVID-19 prevention video will be shown when possible.

**Online Orientation:** Beginning in July 2020, new TCC students will be advised to complete virtual orientation by reviewing a series of online videos. A COVID-19 prevention video will be included.

**Synchronous Zoom Orientation Sessions:** Beginning in Fall 2020, TCC will offer live orientation sessions via Zoom. During this presentation, orientation facilitators will review TCC's safety and prevention guidelines, and a COVID-19 prevention video will be shown.

**Student Development Courses:** All degree-seeking students are required to take a student development course (SDV 100) in their first semester at TCC. SDV instructors in online synchronous courses will review TCC's safety and security guidelines, and a COVID-19 prevention video will be shown. Students enrolled in online asynchronous SDV courses will view the safety and security guidelines and the prevention video on the course's Canvas site.

**Canvas:** All Canvas shells will include a COVID-19 prevention video. Faculty should promote these videos and strongly encourage students to view them as an initial course expectation.

**Course Syllabus:** TCC will provide standard language regarding COVID-19 safety and prevention guidance to be reflected in the standard course syllabus. Faculty will review this information with students on the first day of in-person/online synchronous classes.

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Faculty teaching online asynchronous will require students to review the syllabus to include the COVID-19 safety and prevention information.

**Marketing Materials:** Posters, flyers, and other signage will be located in highly visible areas throughout campus and specifically at sanitation stations: on classroom doors, in bathrooms, on elevators, in hallways, and in common areas. Similar electronic marketing materials will be sent via email and displayed on LCD screens.

**Robo Calls:** A standard call will be made to students prior to the first day of class briefly outlining COVID-19 prevention guidelines and directing students to their emails and the college's website for more information.

Training videos and instruction will include but not be limited to the following information:

**Symptoms of COVID – According to the [CDC](#)**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

**Student and Employee Daily Self Check Information**

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Students, employees, or guests of Tidewater Community College are asked to self-monitor and [self-screen](#) before each time they come to campus. The student and employee daily self-check of health will be distributed regularly via email as a reminder. Reminders will also be included on MyTCC landing page and computer screens in labs and classrooms.

According to the Virginia Department of Health, students, employees and guests should ask themselves: “Since my last day on campus, have I had any of the following, YES OR NO”:

- A new fever (100.4°F or higher) or a sense of having a fever?
- A new cough that cannot be attributed to another health condition?
- New shortness of breath that cannot be attributed to another health condition?
- New chills that cannot be attributed to another health condition?
- A new sore throat that cannot be attributed to another health condition?
- New muscle aches (myalgia) that cannot be attributed to another health condition or specific activity (such as physical exercise)?
- A loss of taste or smell that cannot be attributed to another health condition?

If a student, employee, or guest of Tidewater Community College answers YES to any of the screening questions before coming to campus, the person should stay home and not come to campus.

### **Proper Use of Face Coverings**

Cloth face coverings should

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

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**Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?**

Yes. They should be routinely washed depending on the frequency of use.

**How does one safely sterilize/clean a cloth face covering?** A washing machine should suffice in properly washing a face covering.

**How does one safely remove a used cloth face covering?** Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

## **Hygiene**

**Cover Coughs and Sneezes:** Immediately wash your hands for at least 20 seconds after a cough or sneeze. If soap and water are unavailable, use hand sanitizer that contains at least 60% alcohol until you have access to soap and water.

**Washing Hands:** Individuals are encouraged to wash hands often for 20 seconds following these five steps every time, according to the CDC:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

## **Coping with Fears and Stigma surrounding COVID-19**

CDC states that fear and anxiety arise from a lack of understanding and knowledge of what COVID-19 is and how it is transmitted. Fear and anxiety may lead to stigma, negative attitudes toward people, places and things, which may cause stereotyping. For these reasons, it is important to stay informed and practice self-care (physical and mental).

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## 5. Physical Distancing according to CDC guidance

### a. Strategies to allow physical distancing in classroom

To remain in compliance with guidelines as established by the Governor's Safer at Home Phase 2, TCC will only allow those courses that require hands-on training to be delivered face-to-face and in compliance with the Centers for Disease Control and Prevention (CDC) guidelines for safety.

Additionally, TCC has limited the occupancy of classroom spaces to ensure physical distancing is maintained. Floor decals and signs are posted to maintain at least 6 feet of distance from others. TCC classrooms will be configured to respond to the ongoing coronavirus pandemic. Strategies are as follows:

- Classroom and laboratory seating and workstations will be configured to permit a minimum of six feet between each student and between the students and the instructor or other support staff.
- Each seat should be facing in the same direction, rather than having students face one another for delivery of instruction.
- The student seated closest to the entrance must be at least six feet away from the door and from the pathway for students to get to their seats.
- It is recommended that each instructor assign seats so that students know where they are to sit, thus avoiding unnecessary contact with other students searching for a seat.
- The lectern, podium, or instructor seating must be at least six feet away from any entrance or pathway through which students walk to their seats.
- In cases where ADA accommodations need to be made for students, be sure to work with the Educational Accessibility office to arrange seating for any adaptive equipment needs.
- In the Roper Performing Arts Center and Black Box Theatre, which have fixed seating, seats will be sectioned off with caution tape, or an equivalent product such as rope, to indicate which seats should not be used in order to allow for at least six feet or more between seats. In some cases, this will also include sectioning off entire alternating rows in order to extend social distancing in all directions of a given seat.

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- Classrooms will retain social distancing configurations until further notice.

## **b. Social Distancing considerations outside the classroom**

### **Learning Resource Centers/Libraries**

- Front-facing service counters or desks will be provided with portable, clear sneeze guards.
- Any staff offices in which students or guests enter for services will also receive portable, clear sneeze guards to act as a barrier between students and TCC employees.
- In staff offices, chairs should be repositioned so that there are at least six feet between the employee and the student or guest.
- The COVID-19 Task Force recommends that students schedule appointments for tutoring or librarian assistance in Navigate and that staff conduct appointments via telephone or Zoom to alleviate face-to-face contact in the post-COVID era, whenever possible. This will support a “hybrid set-up” to make more efficient, de-densified use of physical spaces by incorporating technologies.
- All student seating at desks, tables, or study cubicles, including the Testing Center, must be arranged with at least six feet between each seat. This will mean that some desks, tables, or cubicles may need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.
- Each seat should be facing in the same direction, rather than having students face one another.
- Until further notice, the LRC will retain the social distancing configuration.

### **Student Centers**

- Indoor and outdoor seating must be reconfigured with at least six feet between each seat. This will mean that some tables and chairs need to be removed or sectioned off with caution tape, or an equivalent product such as rope, to indicate which seating should not be used in order to allow for at least six feet or more between seats.

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- Due to the need to move tables and chairs for cleaning and sterilizing the floors, decals should be placed on the floor indicating a distance of at least six feet in all directions for seating. If the seating positions are marked, then tables can be placed in front of single chairs, offering students additional room for studying or taking breaks.
  - The COVID-19 Task Force recommends the removal of recreational games in the Student Center, including the ping pong tables, billiards, cornhole and video games, as the CDC recommends removing objects in common areas that may be shared.

c. Restrict occupancy/stagger use of communal, shared spaces such as lounges, exercise rooms, dining halls

- The CDC suggests removing objects in common areas that may be shared, like coffee creamer containers. Therefore, shared condiment containers should not be used in break rooms. Employees and students are encouraged to bring their own condiments.
- All seating at tables must be arranged with at least six feet between each seat. This will mean that some tables or seats may need to be removed in order to reconfigure the breakroom.
- Per the TCC Student Health Safety Agreement, students will not congregate in common areas, but leave campus when their classes are completed, with the exception of contract programs, such as Norfolk Naval Shipyard's apprenticeship program..
- No visitors not approved to be on campus buildings will be given access.

d. Limitations on size of gatherings.

- No events will take place that are not in compliance with the CDC recommendations and the recommended guidance by the Governors Forward Virginia Plan.
- Regardless of the number of people allowed to socially gather, the recommended post COVID-19 TCC campus modifications will remain in effect until further notice.



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- Gatherings will be limited to fewer than 50 people and student activities will remain virtual.
  - Campus gatherings will be limited to those considered essential to college operations. Faculty, staff, and students will primarily engage in virtual learning, activities, and events. For campus gatherings considered essential to the college, faculty, staff, and students must first seek approval from their supervising dean or executive member. Essential gatherings will comply with CDC guidelines for physical distancing, hygiene, and safety. Face coverings will be required. All events will include a triage process, and participants will be documented to allow for effective tracing.
- e. Strategies for food dining services should be consistent with plans to optimize physical distancing.

Food service, which is provided by a contractor, will not be offered on TCC campuses during the Fall 2020 semester. Snack and soft-drink machines will remain available in open buildings.

## 6. Hygiene practices and cleaning/disinfecting protocols

In order to maintain a clean and disinfected campus environment during business hours, the following procedures should be followed once we have transitioned any of TCC's operations back to campus.

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While the process of deep cleaning will occur overnight, TCC employees must take on some additional cleaning duties as assigned. In cases where medical conditions prevent employees from being around cleaning products, the employees should notify their supervisors of any concerns so that reasonable accommodations can be arranged.

Supplies have been ordered and are on hand to support sustained use. The full inventory of items and equipment used in classes by faculty and students will be leveraged such that there is minimal re-use where possible.

a. TCC Student Services Offices (including faculty offices where students visit)

- All offices where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every office. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- The supervisor of each office will create a schedule for each office to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the office should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour:
  - A TCC employee from that office should put on disposable gloves in addition to the required face coverings. The employee should inspect the student side of any barriers in place. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
  - Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.

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- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, use alcohol- based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
  - Be sure to wash your hands immediately after removing gloves.

b. TCC Classrooms (including classrooms with computer labs)

- All classrooms where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every classroom or computer lab. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- Facilities and Academics will determine which spaces will be used, ensure that cleaning duties are assigned and cleaning is occurring throughout each day between classes.
- Contact Facilities to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After every class session, the faculty or staff member should put on disposable gloves in addition to the required face coverings.
- The faculty or staff member should inspect the classroom. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, use alcohol- based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.

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### c. TCC Laboratories

- All laboratories where students meet with faculty or staff will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be placed in every laboratory. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- The appropriate program head will create a schedule for each lab space to ensure that cleaning duties are assigned and cleaning is occurring throughout each day between lab sessions.
- Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After every lab session, the faculty or staff member should put on disposable gloves in addition to the required face coverings.
- The faculty member should inspect the classroom. If surfaces are visibly dirty, the hard (non- porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, scientific equipment, countertops, handles, desks, faucets, sinks, etc.
- Many labs already have protocols for cleaning equipment after student use. Remember that COVID-19 requires disinfection as well. Review any laboratory procedures and modify them to include disinfecting protocols.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instructions for cleaning and disinfecting. If no guidance is available, use alcohol- based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.
- Be sure to wash your hands immediately after removing gloves.
- If the industry for which students in a laboratory session are preparing to enter will reasonably require employees to use specific protocols for cleaning and

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disinfecting, the TCC employee teaching the lab can incorporate cleaning and disinfecting objectives into the lab.

- Students should be first shown how to properly clean and disinfect any equipment or tools. Then, the student should be assessed to be certain they are performing the activities in a suitable manner. The lab instructor must observe students to be sure they continue to follow proper protocols.
- In these cases, the instructor should provide students with the industry standards, and document when task training is complete with each student.

#### d. Learning Resource Centers/Libraries

- The Learning Resource Center will be supplied with cleaning and disinfection supplies, in the form of spray bottles of disinfectant and paper towels or disinfectant wipes. In addition, spray bottles for soapy water will be placed in the LRC. Cleaning: The spray bottle with soapy water will be used for cleaning visible dirt and grime, if necessary. Disinfecting: Next, the spray disinfectant is to be used to disinfect surfaces.
- A schedule will be created to ensure that cleaning duties are assigned and cleaning is occurring throughout each day.
- Each morning, someone from the LRC should be designated to make sure supplies are available. Contact maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- Approximately every hour, an LRC employee should put on disposable gloves in addition to the required face coverings.
- The employee should inspect the areas of the LRC used by students. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- For electronics, such as tablets, touch screens, keyboards, and remote controls follow manufacturer's instructions for cleaning and disinfecting. If no guidance is

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available, use alcohol-based wipes or sprays containing at least 70% alcohol. If sprays are used, lightly spray the alcohol and dry thoroughly.

- Be sure to wash your hands immediately after removing gloves.

#### e. Student Centers

- The on-duty daytime cleaning staff will clean and disinfect the Student Center throughout the business day.
- Every hour, the cleaning staff will disinfect hard (non-porous) surfaces. If surfaces are visibly dirty, the hard (non-porous) surfaces will be cleaned using soap and water prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where students may have touched will be disinfected. These surfaces may include indoor and outdoor tables, chairs, doorknobs, light switches, countertops, handles, etc.

#### f. Breakrooms

- All breakrooms will be supplied with cleaning and disinfection supplies, in the form of spray bottles and paper towels or disinfectant wipes. In addition, a spray bottle for soapy water will be provided.
- If an employee notices supplies are running low, the employee contacts maintenance to secure additional supplies. Due to supply-chain demands, supplies are subject to availability.
- After using the breakroom, the employee should put on disposable gloves in addition to the required face coverings.
- Employees should clean up after themselves by inspecting the area. If surfaces are visibly dirty, the hard (non-porous) surfaces should be cleaned using the soap and water solution prior to disinfection.
- Next, all hard (non-porous) surfaces in the area where the employee touched should be disinfected by using disinfectant spray and paper towels, or disinfectant wipes. These surfaces may include tables, doorknobs, light switches, countertops, handles, desks, faucets, sinks, etc.
- Be sure to wash your hands immediately after removing gloves.

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g. Facilities contacts at TCC

- District Administration Building: Brent Sanders 822-1277, [bsanders@tcc.edu](mailto:bsanders@tcc.edu)
- Norfolk Campus: Mike Franco 822-1300, [mfranco@tcc.edu](mailto:mfranco@tcc.edu)
- Chesapeake Campus: Bobby Thomas 822-5175, [bthomas@tcc.edu](mailto:bthomas@tcc.edu)
- Portsmouth Campus: Clayton Hinton 822-2235, [chinton@tcc.edu](mailto:chinton@tcc.edu)
- Virginia Beach Campus: Tommy Armstrong 822-7125, [tarmstrong@tcc.edu](mailto:tarmstrong@tcc.edu)
- Center for Workforce Solutions: Bobby Mackley 822-2543, [bmackley@tcc.edu](mailto:bmackley@tcc.edu)
- Regional Automotive Center: Bobby Thomas 822-5175, [bthomas@tcc.edu](mailto:bthomas@tcc.edu)
- Visual Arts Center: Mike Franco 822-1300, [mfranco@tcc.edu](mailto:mfranco@tcc.edu)
- Skilled Trades Academy: Clayton Hinton 822-2235, [chinton@tcc.edu](mailto:chinton@tcc.edu)

## 7. Housing

TCC's students live in their communities rather than in campus housing, so this category is not applicable. However, students will be encouraged to continue mitigation practices when they are in their homes, with their families and friends, and when they socialize.

## 8. Consideration of vulnerable individuals (e.g. 65 years or older, underlying health conditions)

Employees who may be more vulnerable to severe illness from COVID-19 (those over the age of 65 and those with underlying medical conditions) are encouraged to self-identify and work with both their supervisor and the Office of Human Resources to explore alternative work arrangements such as telework and alternative schedules. Other potential options include changing work processes or work locations to minimize contact with students, patrons, and other employees and implementing other physical distancing measures within the office environment (installation of shields, rearrangement of workspaces to ensure at least 6 feet of distance between them, etc.). The college will employ an interactive process to address concerns of vulnerable individuals. Beth Lunde, AVP for Human Resources is the primary contact and may be reached at [blunde@tcc.edu](mailto:blunde@tcc.edu).

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The college will take steps to minimize employees' risk of exposure while making sure to be compliant with relevant laws like the Americans with Disabilities Act and the Age Discrimination in Employment Act.

### **Policy Options to Support those at Higher Risk**

The college's [Alternative Work Arrangements Policy \(Policy 3101\)](#) addresses teleworking and alternative work schedules such as compressed work weeks and flexible work hours that may be available to employees.

### **Leave Policies**

Employees may utilize available leave types in accordance with Department of Human Resource Management (DHRM) policies, VCCS policies, and the Families First Coronavirus Response Act (FFCRA). [Summary of various leave types available to employees](#)

Employees are encouraged to stay home when they are not feeling well and/or if they are exhibiting symptoms consistent with COVID-19 and to discuss their leave options with their supervisor and the Office of Human Resources. Employees diagnosed with COVID-19 are required to report their diagnosis to their supervisor and the Office of Human Resources.

### **Return to Work after COVID-19 Illness**

Employees are required to follow [Centers for Disease Control and Prevention \(CDC\) recommendations](#) when ending isolation. When an employee may return to work and be around others depends on different factors for different situations.

Employees are to coordinate with their supervisors and the Office of Human Resources when planning to return to work. Employees who are Virginia Sickness and Disability Program (VSDP) participants will also work with the third-party administrator of VSDP, in addition to their supervisor and the Office of Human Resources, to facilitate a return to work.

TCC students who meet one or more of these criteria should develop an individualized education plan with an advisor for continuing distance education. (Student should work with the instructor and advisor)



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## 9. International student considerations

(e.g. COVID-19 travel health risks, CDC returning travelers guidelines, travel registry, etc.)

### International Student Advising

The ISA/PDSO (International Student Advisor/Primary Designated School Official) is monitoring the global health situation and providing periodic email updates to all current TCC F-1 students and applicants informing them of any of TCC's or SEVP's COVID-19-related updates and any implications for their current or intended F-1 status

The ISA/PDSO continues to provide admission assistance and immigration advising to current and prospective students over the phone, through email, and via Zoom.

Following the announcement of the college's reopening to the public, the ISA/PDSO will release an appointment schedule that phases in in-person assistance, but also supports continued social distancing and the health and safety of the staff and students.

### Current F-1 Student Travel

All F-1 students wishing to temporarily depart the U.S. must first obtain a travel signature from the ISA/PDSO on their Form I-20. They are advised to inform the ISA/PDSO of their intended return date and must follow [CDC guidelines](#) for quarantine and self-isolation upon their return. Students must notify the ISA/PDSO of their travel plans prior to departing for the United States and notify the ISA/PDSO immediately upon their return to the Tidewater local area.

F-1 students wishing to depart the U.S. permanently are not required to obtain a travel signature but are advised to inform the ISA/PDSO of their intent to leave.

### Student and Exchange Visitor Program (SEVP) Reporting

The ISA/PDSO must report any COVID-19-related changes to the college's instructional plan to SEVP within 10 days of their being announced. This report must include the details of the changes and any implications for the college's F-1 student population.

### Fall 2020 F-1 Admissions

**Overseas Applicants:** In response to the COVID-19 pandemic, the U.S. Department of State [announced](#) the suspension of routine visa services at all U.S. Embassies and Consulates.

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As a result, all F-1 students admitted to TCC for the Fall 2020 semester had their admissions deferred to the Spring 2021 semester and were issued an updated Form I-20.

\*This excludes international students exempt from visa requirements (citizens of Canada and Bermuda) and those already in possession of a visa prior to the announcement

Overseas applicants are required to follow [CDC guidelines](#) for quarantine and self-isolation upon their arrival to the area. In alignment with these guidelines, Tidewater Community College will require the following for international students arriving from outside the borders of the United States:

1. To avoid unintended travel delays, overseas students are advised to check with the ISA/PDSO before undertaking travel to the United States.
2. Students arriving in the United States from overseas must contact the ISA/PDSO by email immediately upon arrival.
3. Students arriving in the United States from overseas are required to stay home for 14-days and take these steps to monitor your health and practice social distancing:
  - Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing. Use a temperature log to monitor temperature.
  - Stay home and avoid contact with others. Do not go to work or school.
  - Do not take public transportation, taxis, or ride-shares.
  - Keep your distance from others (about 6 feet or 2 meters)

Students arriving from outside the borders of the United States must factor in the required 14-day quarantine and self-isolation period into their arrival plans and consider them against the college's academic calendar.

### **F-1 Transfer and Change of Status Applicants**

Transfer and change of status admissions are proceeding as usual.

Transfer and change of status students are required to follow [CDC guidelines](#) for quarantine and self-isolation upon their arrival to the area.

Transfer and change of status students must factor in the recommended 14-day quarantine and self-isolation period into their arrival plans and consider them against the college's academic calendar.

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## F-1 Orientation

The Fall 2020 F-1 Orientation, scheduled for Friday, August 14, 2020, will be offered virtually via Zoom.

## 10. Partnership and communication/information sharing with local community, health systems and other stakeholders.

TCC has a variety of partnerships with the local community, health systems, and other key stakeholders with whom we have established Memorandums of Understanding (MOUs) and contracts. Communication with these partners is fluid and ongoing as many of our students participate in clinicals, internships and dual enrollment programs. These partners will be apprised of our procedures, policies and expectations. Below is a sample listing of community affiliations/partners with whom we are frequently in communication:

Agreement Name	Organization	Contact
Chrysler US LLC Automotive Technical Training Services Agreement	FCA US, LLC	Brian Szalk, Head of Technical Training
Chesapeake Public Schools	Chesapeake Public Schools	Dr. Jared Cotton, Superintendent
Eastern Shore Rural Health Clinical Affiliation Agreement	Eastern Shore Rural Health, Inc.	Nancy Stern, CEO
Funeral Service Student Cooperative Education Placement Agreement	Dignity Funeral Services, DBA Altmeyer Funeral Homes	Christopher P. Sisler, Vice President
Governor's School of the Arts Facilities Use Agreement	The Governor's School for the Arts	Andrea P. Warren, Executive Director

Laurel Regional Schools Clinical Affiliation Agreement	Laurel Regional Schools	Donna D. Lewis, Director
Norfolk Public Schools	Norfolk Public Schools	Dr. Melinda Boone, Superintendent
Norfolk Public Library Federal Work Study Agreement	City of Portsmouth Public Library	Sonal Rastogi, Director of Libraries
Portsmouth Public Schools Dual Enrollment Agreement	City of Portsmouth Public Schools	Elie Bracey III, Superintendent
South University-Savannah Nursing Agreement	South University-Savannah, LLC DBA South University	Matthew A. Gavlik, President
The COVE-Center of Veterinary Expertise Clinical Affiliation Agreement	The COVE-Center of Veterinary Expertise	Danielle Ross, Hospital Manager
Veterinary Technology Clinical Affiliation Agreement	Acredale Animal Hospital	Alysia Doyle, Director
Virginia Beach City Public Schools Dual Enrollment Agreement	City of Virginia Beach Public Schools	Aaron C. Spence, Superintendent

Barnes & Noble, which operates TCC’s bookstores, is another community partner. There are two stores, in MacArthur Center in Norfolk and in the Virginia Beach Student Center. Distribution centers are located in the Portsmouth and Chesapeake student centers. TCC’s Auxiliary Services staff is in frequent contact with the bookstore managers, who provide this plan for fall:

**MacArthur Center:** Will remain open as allowable by CDC and State guidelines.

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**Virginia Beach Student Center:** This location, while located in the Virginia Beach Student Center, can be operated without any other spaces within the Student Center being opened. (i.e. independent entrance).

- B&N is proposing that their stores reopen on or around August 3, 2020.
- Alternative opening would be 1 week prior to the start of classes, August 17, 2020 through the end of book rush (tentative date September 23, 2020).
- After September 23, 2020, there is a potential for reducing hours and/or closing based on student need.
- Masks will be required for all those entering the store
- Social distancing lines can easily be set up on the sidewalk (Security support may be needed)
- B&N is responsible for the cleaning of the interior space of the store.

#### **Chesapeake/Portsmouth Student Centers**

- Remain closed until such time as the Student Centers themselves open.
- If Student Centers open, adjust hours based on Student Center hours and/or B&N regular operational hours (which is less).
  - Operational Hours (Monday – Thursday, 8:00 am to 2:00 pm) Non rush
  - Operational Hours (Monday – Friday, 8:00 am to 6:00 pm) Rush
- Masks and social distancing guidelines would be established.

The college also provides updates to the college board, which is the college's liaison to the four localities the college serves. [Dr. Marcia Conston](#), President, and [Dr. Michelle Woodhouse](#), Interim VP for Academic Affairs and Chief Academics Officer, have both published op-eds in The Virginian-Pilot to communicate the value of community college in the current situation.

## **11. Face coverings (students, faculty and staff)**

The wearing of masks or face coverings has become a polarizing issue among Americans during the COVID-19 pandemic. This is unfortunate because there is a growing body of evidence that face coverings do reduce the transmission of the coronavirus. A [meta-](#)

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[analysis of 172 studies](#) looked at various interventions to prevent the transmission of COVID-19, SARS and MERS from an infected person to people close to them. The analysis, which was published in The Lancet on June 1, 2020, found that mask wearing significantly reduces the risk of viral transmission.

*For this reason, TCC will require students, faculty, and staff to wear face coverings inside buildings, especially in common areas where physical distancing is difficult (hallways, restrooms, breakrooms) and in classrooms, libraries, and labs.*

- a. Plans submitted by each institution should include information on how it intends to teach/reinforce the use of face coverings among students, faculty, and staff.

We believe that wearing face coverings demonstrates that we care for others in our communities and for our loved ones at home. We are developing a TCC Cares campaign using visuals (posters, LCD screens), social media and the website (i.e. showing students and staff wearing masks) in order to cultivate a culture of caring. That said, we also understand that not everyone, for reasons of health or religious beliefs, can wear a face covering.

TCC will create a culture of caring and compliance while educating students regarding the importance of face coverings by enforcing the following guidelines:

- Require students to watch an educational video prior to returning to the campus
  - Video will be in Canvas course shell so faculty can determine which students have reviewed the video
  - Faculty will share the video the first day of class and answer questions
  - Communicate the importance of wearing face coverings and provide information on proper use, removal, and washing by posting information on the website and throughout the buildings through posters
  - Send an email to students providing guidance prior to the first day of class
  - [Face Covering Sign for State Agencies](#)
  - [Face Covering Tips \(CDC\)](#)
  - [Coronavirus disease 2019 \(COVID-19\) Factsheet](#)
  - [Cloth Face Covering Information](#)

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- Include COVID-19 safety information in syllabi
  - Frequently remind students to practice social distancing, not touch their faces, wash their hands and wear facial coverings through verbal cues
  - Video shared on how to make face coverings from household items will be located on website and in Canvas.
    - [How to Make Your Own Face Covering](#)
    - [ASL Video Series: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#) (ASL Video Series)
  - For faculty, cloth face coverings should be worn in times when at least six feet physical distancing cannot be maintained.

The expectation is for all faculty to wear face coverings while in TCC facilities, in classrooms, and around students. While individuals are expected to provide their own masks, a limited supply of masks will be available onsite for those who do not have appropriate face coverings.

- c. Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained.
- Students must wear face coverings in classrooms, libraries, and labs and in common areas where physical distancing is difficult (hallways, bathrooms, breakrooms, etc.). TCC recognizes and honors the exceptions listed in Executive Order 63.
- Students who are unable to wear a face covering must ask for accommodation through the Office of Educational Accessibility.
- TCC requires all students to wear face coverings when attending in-person classes.
- Tidewater Community College also heeds the CDC advice for people to use simple cloth face coverings in the absence of manufactured face masks.

*NOTE: Masks and face coverings, as with all Personal Protective Equipment (PPE), reduces the risk of spreading COVID-19 but does not guarantee that a person will not spread or become sick with COVID-19. No guarantees of safety are implied in this plan. All measures taken by Tidewater Community College represent an attempt to mitigate the spread of COVID-19 during this public health crisis. Every person on TCC's campus should cooperate with the guidance, protocols, and procedures established in this plan.*

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- d. Institutions should consider adopting relevant business-sector guidance for staff regarding the use of face coverings (e.g. fitness center, dining, student services, etc.). Face coverings should be worn in public-facing areas and in office spaces where six feet of physical distance cannot be maintained.

Staff with public facing responsibilities (i.e, student services, dining services) are required to wear face coverings in accordance with CDC guidelines when assisting students and guests.

- Employees must wear a face covering (mask and/or shield) when in buildings, in common areas and when they are in direct contact with the public. TCC recognizes and honors the exceptions listed in Executive Order 63.
- Employees are not required to keep face coverings on while alone in private offices.
- Employees who are unable to wear a face covering must ask for accommodations through the Office of Human Resources, following the steps as outlined in the interactive process of the Americans with Disabilities Act (ADA). Contact [blunde@tcc.edu](mailto:blunde@tcc.edu) for guidance.
- Faculty and staff who are serving hearing-impaired students may not be required to wear face coverings if the student reads lips.

## 12. Student Health Services

Tidewater Community College does not as an institution provide Student Health Services. However, it does assist students with identifying health resources available to them in the community.

- [Community resources document on TCC website](#)
- [Hampton Roads Mental Health Resources](#)
- [Hampton Roads Community Health Center](#)
- [Single Stop](#)
- [Virginia Association of Free and Charitable Clinics](#)
- [Planned Parenthood](#)

TCC's Diagnostic Medical Sonography program also offers [free and reduced-cost ultrasounds](#) for pregnant women.



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### 13. Large events, including athletic events, and others such as ceremonies or performances

TCC does not have athletic teams. Large Fall 2020 gatherings would include Fall Convocation, Fall Commencement, the Nursing Pinning the Trucking Graduation. All of these will be held virtually for the upcoming semester. Events at the Roper Performing Arts Center and shows at the TCC Planetarium on the Virginia Beach Campus are suspended.

Outside groups will not be hosted on our campuses or in our buildings.

### 14. Communications strategy

An effective communications plan is multi-layered and ongoing. TCC began communicating with students, faculty and staff in mid-June about the Fall semester, and will continue to do so. President Conston held more than half a dozen Zoom town halls with all of these stakeholders, including one for students and another for Classified staff to address specific concerns they raised about returning to the campuses. In addition, the President has sent emails to students about Fall 2020 plans and recorded a wellness check video.

*Message: The safety of students, faculty and staff is our topmost priority. Most TCC courses in Fall 2020 will be delivered in remote formats using technology such as Canvas and Zoom. As an important source of workforce training in Hampton Roads, TCC will begin delivering face-to-face instruction in the fall in programs that require labs and hands-on learning. A workgroup comprising faculty, staff and administration is identifying which programs have to run on a campus and which can remain in remote instruction. All face-to-face instruction will be provided in compliance with applicable requirements under ["Safer at Home Phase 2: Guidelines for All Business Sectors."](#)*

**Strategy:** Emphasize all the positive initiatives happening at the college and communicate how we are protecting people and advancing education and student success safely.

#### Actions

- Streamline website content by focusing on what we are doing to move forward. (There is demonstrated COVID-fatigue in messaging and we need to tweak messaging to keep people reading it.) -- Completed June 18

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- News release with pertinent details explained. -- By June 23
  - Story on TCC.edu with the same information. -- By June 23
  - Specific social media messaging with the exact measures being taken to mitigate the spread of the virus. -- Continuous starting June 18.
  - Emails from President Conston to current students about return to Fall 2020 classes -- Completed June 17 and June 23
  - Email and postcards to applicants and prospects about returning to TCC “safe at home.” -- week of July 1
  - Messages to faculty and staff on intranet homepage -- By July 13
  - Messages to students on Canvas and myTCC landing page. -- By July 13
  - Talking points for faculty and staff to help reiterate the safety measures to students/ guests upon entry to buildings. -- By July 13
  - Guidance for instructors document -- before start of classes
  - Communications and web page for students about expectations for their return to campuses -- by July 13
  - Signs, decals and posters reinforcing good-health practices and personal responsibility throughout the areas where students will be in class. -- by Aug. 24
  - Weekly student and employee daily self-check of health

### **Direct Communication to students**

Recognizing that the instructional schedule will change and and students who registered for classes prior to COVID may be expecting face-to-face classes, specific communications will be sent to students alerting them of the specific changes. A sample of those communications are as follows:

**Hybrid:** Due to COVID-19, this course will be offered in a hybrid format. This will require students to attend a number of on-campus meetings, as determined by the faculty, and will be supplemented with online computer coursework. Students must have access to a personal computer, a modern internet browser, reliable Internet connection, and functional audio, and have the ability to update and install software when needed. Recording video and audio via a device such as a webcam or other personal device is highly recommended and may be required for some courses. Check your course

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schedule and syllabus for specific course requirements. [For more information, see the TCC Help Center article on technical requirements.](#)

**Online Asynchronous:** Due to COVID-19, this course will be offered in an online format with no scheduled meeting times. Students must have access to a personal computer, a modern internet browser, reliable Internet connection, and functional audio, and have the ability to update and install software when needed. Recording video and audio via a device such as a webcam or other personal device is highly recommended and may be required for some courses. Check your course schedule and syllabus for specific course requirements. [For more information, see the TCC Help Center article on technical requirements.](#)

**Online Synchronous:** Due to COVID-19, this course will be offered in an online format with scheduled meeting times that will occur as reflected in the course schedule. The required meeting dates will be provided by the faculty. Students must have access to a personal computer, a modern internet browser, reliable Internet connection, and functional audio, and have the ability to update and install software when needed. Recording video and audio via a device such as a webcam or other personal device is highly recommended and may be required for some courses. Check your course schedule and syllabus for specific course requirements. [For more information, see the TCC Help Center article on technical requirements.](#)

**Addressing the Digital Divide:** In addition, students who need computers or internet access will be directed to resources. We will send communications that computer labs will open on a limited basis. The college's Computer Club has a [Computers for Student Success](#) program that provides refurbished hardware to students for a modest fee. [Our website contains resources](#) for internet access in our communities, and we have designed on-campus areas for internet access.

## **15. Orientation and education/training, including anti-stigma training**

See Section 4 for student education and training

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## **SECTION B: MONITORING HEALTH CONDITIONS TO DETECT INFECTION**

### **1. Daily health screening questions and/or other health monitoring approaches that can be used to monitor health of the campus population.**

Students and employees are encouraged to self-monitor and self-screen daily using the [CDC Coronavirus Self-Checker](#) or the [Virginia Department of Health \(VDH\) COVIDCHECK](#). All employees, students and visitors will be required to sign in daily attesting that their current health condition will not create any COVID-19 health risks or possibility of contamination to any TCC building. See Health Condition Assessment, Appendix C.

### **2. Campus level syndromic (disease) surveillance using electronic health record data or other disease surveillance methods as feasible.**

TCC will use available information to monitor COVID-19 at all campuses and locations. TCC does not provide health services to its students. Should any student or staff member contract COVID-19, the college will work with the local VDH for support and contact tracing. TCC's offices of Human Resources and Student Affairs will maintain records of positive COVID-19 cases reported to the college among our population, following applicable HIPAA requirements.

### **3. Establishment of a testing strategy.**

Employees are required to report COVID-like symptoms to their supervisor and the Office of Human Resources and students to their instructors or campus deans. The college will identify access to testing for symptomatic students and employees. Additionally, the college will isolate cases and quarantine close contact of cases working in collaboration with the local health departments.

The college will continue to partner with local health departments of campus locations to offer onsite testing to the community, using tools such as the [VDH COVID-19 testing location directory](#).

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## SECTION C: CONTAINMENT TO PREVENT SPREAD OF DISEASE WHEN DETECTED

### 1. Partnership with VDH for contact tracing

See Section C3 - Campus Outbreak Management below.

### 2. Quarantining and isolating

Quarantine and isolation helps protect the public by preventing exposure to people who have or may have a contagious disease.

**Quarantine** - separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Isolation** - separates sick people with a contagious disease from people who are not sick.

The timeframe for self-quarantine is 14 days following the last day of exposure to a patient with COVID-19, to ensure that the contact does not get sick themselves and spread the virus to others. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific room or area and using a separate bathroom, (if possible).

- Be alert to symptoms - fever, cough, shortness of breath or other symptoms
- Take your temperature
- Practice Social Distancing
- Follow CDC Guidance if symptoms develop

If a student or staff member reports symptoms or a positive COVID-19 test, that person will be asked to leave the campus or location immediately. If that is not possible, the individual will be isolated in an empty office until such time as the person can safely leave or be picked up.

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### **3. Campus outbreak management**

Tidewater Community College will implement a short-term building closure if a COVID-19 infected person has been on campus, regardless of the level of community spread. According to CDC recommendations, if TCC is notified by the local health department that an infected person has been on campus:

- Tim Mallory, Director of Public Safety, will coordinate with campus officials to determine a course of action. TCC administrators, working with public health officials, may choose to close buildings and facilities that had been entered by the individual(s) with COVID-19.
- Tim Fobbs, College Custodial Service Manager, will coordinate a team of facilities employees who will enter the affected spaces, wearing appropriate PPE, and sanitize the areas using an Air Mate Hurricane ES electrostatic fogger.
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- TCC will partner with the VDH for contact tracing.

If a student learns they have tested positive for COVID-19, they should notify their instructor so the student can be isolated immediately, pending their safe removal from campus. The instructor should contact a campus dean.

### **4. Partnership with local health systems to ensure care for symptomatic individuals as needed. (e.g. a local health system representative could serve on the COVID-19 team)**

Our local health systems will be provided copies of this plan. Contact information for health coordinators can be found in Section A-2. Individuals who are symptomatic should quarantine for 14 days.

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## SECTION D: SHUTDOWN CONSIDERATIONS IF NECESSITATED BY SEVERE CONDITIONS AND/OR PUBLIC HEALTH GUIDANCE

### 1. Plans regarding the criteria and process for campus dismissals or shutdowns. Decisions regarding dismissals and shutdowns should be made in consultation with local and state public health officials.

Tidewater Community College will implement a brief building closure if a COVID-19 infected person has been in that building, regardless of the level of community spread. Once the local health department confirms a positive COVID-19 test, health officials will notify TCC.

- TCC has designated college officials who will receive notifications from local health officials in TCC's five jurisdictions.
  - **Employees:** Beth Lunde, AVP for Human Resources, blunde@tcc.edu
  - **Students:** Karen Campbell, Interim VP for Student Affairs, kcampbell@tcc.edu
  - **Workforce Solutions (Suffolk):** Tamara Williams, Interim VP for Workforce Solutions, twilliams@tcc.edu
- Health officials will assist TCC administrators in determining a course of action, including whether a short-term closure of campus spaces or buildings is needed to ensure there is adequate time for cleaning and sanitizing.
- Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- TCC will partner with the VDH for contact tracing.

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## **2. Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.**

In the event of severe conditions and public health guidance, campus activities will be reduced to essential staff and all student services in-person activities will be closed and offered virtually. Classroom instruction will be provided in an online environment. TCC's Continuity of Operations (COOP) Plan provides guidance as to loss of facility access.

## **3. Considerations regarding student health and safety on campus versus returning home.**

The great majority of our students live locally. TCC will adhere to guidance from the following when determining student safety on campus:

- Governor Northam's Executive Orders and Reopening Guidelines
- Forward VA Blueprint
- CDC guidelines
- VDH guidelines

## **4. Communications plan for dismissals/shutdowns.**

TCC's President's Cabinet will communicate with students, staff, and faculty in coordination with local health officials. This coordinated effort will lead to the communication of dismissal decisions and the possible COVID-19 exposure. However, all TCC employees must follow all TCC policies regarding the dissemination of private information, in addition to all requirements related to the Family Educational Rights and Privacy Act (FERPA).

- All communication to the TCC community must come from the President's Cabinet and should align with our Continuity of Operations (COOP) Plan.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Educational Rights and Privacy Act, as applicable.



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- Therefore, all TCC faculty and staff members must maintain confidentiality and allow all communications about dismissal decisions, COVID-19 cases, and possible COVID-19 exposure to come exclusively from the appropriate President's Cabinet member.

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## Certification of plan submission

- I certify that we will adhere to the practices outlined in the attached document and that the document complies with the guidance issued by the Governor. Should our practices change, I will notify SCHEV of these changes.



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Marcia Conston, Ph.D.  
President

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### Contacts for questions about the plan:

**Michelle Woodhouse**, mwoodhouse@tcc.edu (lead), Interim Vice President for Academic Affairs and Chief Academic Officer

**Marian Anderfuren**, manderfuren@tcc.edu (backup), Vice President for Marketing and Communications

# COVID -19 IN-PERSON CLASS STUDENT GUIDELINES



Tidewater Community College is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority.

This document provides guidelines for safety during the current COVID-19 pandemic for all in-person classes. It is critical that all students practice and reinforce these guidelines consistently for the safety of not only themselves, but also their classmates, instructors, and others they may encounter while at the college.

**TCC is monitoring and following all Centers for Disease Control (CDC) guidelines as well as adhering to all State Regulations and guidelines regarding disease control and prevention. The following guidelines must be followed before, during and after each class meeting during Fall 2020.**

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- ➔ **AT YOUR FIRST IN-PERSON CLASS MEETING:** You will be asked to sign the TCC Student Health Safety Agreement acknowledging your current health condition and ongoing responsibility to not attend class if you are sick or have been exposed to COVID 19.
  - ➔ **AT EACH SUBSEQUENT CLASS MEETING** your instructor will take attendance and ask each student to affirm their current health condition meets the guidelines outlined by the CDC. Guidelines will be posted on the door or in the classroom.
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## Student Expectations:

- Do not come to class sick or stay if you get sick, regardless of symptoms. Stay home. Contact your instructor so that he/she is aware and can make instructional accommodations if necessary. Stay in touch regularly with your instructor until you return to class. They will provide contact information and if you are uncertain, ask them during class.
- Do not come to class if you have been exposed to someone with COVID-19 or traveled to an area with a high incidence COVID-19. Stay home and quarantine per CDC guidelines. Do not come back to class until you have quarantined 14 days. Contact your instructor so that they are aware and can make instructional accommodations if necessary. Stay in touch with your instructor until you return to class.
- If after attending a class, you find out you were exposed to someone with COVID-19, contact your instructor immediately and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Your instructor may make instructional accommodations if possible. Stay in touch with your instructor until you return to class.
- If you are diagnosed with COVID-19 do not come to class. If you recently attended class, contact your instructor immediately. Quarantine at home but advise your instructor immediately so they are aware of your diagnosis. Please stay in touch with your instructor as able. Do not return to class until a doctor/health professional verifies you have fully recovered and contact the Office of Student Affairs before returning.
- Practice Social/Physical Distancing and do not congregate before, during, and after class, as well as during breaks. Leave the classroom, building, and campus promptly when your class ends;

- Wear a protective face covering (mask) to all in-person classes. This will be required for class admission. Other Personal Protective Equipment may be required by the college or by your instructor. Failure to wear a face covering while on campus may result in being asked to leave;
- Be prepared if this in-person class is moved online. In the event of a new outbreak or change in state guidelines, it is possible your class may be moved online, fully or partially. Please be certain that you have access to technology and internet if that were to occur; and,
- Sign up for TCC Alerts ([www.tcc.edu/alerts](http://www.tcc.edu/alerts)) to receive the latest college information.

### **The college will do the following:**

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes;
- Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms; and,
- Quickly respond to student concerns and/or questions as they may arise;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.



**IF YOU ARE DIAGNOSED WITH COVID-19, IMMEDIATELY CONTACT YOUR INSTRUCTOR.**

# COVID -19 IN-PERSON CLASS INSTRUCTOR GUIDELINES



Tidewater Community College is committed to compliance with all directives of the CDC and VDH. The health of our campus community members is a priority. This document provides guidelines for all in-person classes. It is critical that all faculty members share, practice, and reinforce these guidelines for the safety of yourself and your students. TCC is monitoring and following all Centers for Disease Control (CDC) guidelines as well as adhering to all State Regulations and guidelines regarding disease control and prevention.

**As a faculty member, your role is to ensure students follow these guidelines consistently.**

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- ➔ **AT YOUR FIRST IN-PERSON CLASS MEETING:** All students must sign the TCC Return to Class Agreement attesting to their current health condition and ongoing responsibility not to attend if they are sick or have been exposed to COVID-19.
  - ➔ **AT EACH SUBSEQUENT CLASS MEETING:** You must take attendance and ask each student to affirm their current health condition meets the guidelines outlined by the CDC. Guidelines will be posted on the door or in the classroom.
- 

**The health and well-being of our students, instructors and staff is our top priority.** Implementing these protocols will enhance the health and safety of those around you. The following guidelines must be followed at each class meeting during the Fall 2020 semester.

## We expect students to do the following:

Be sure you give your students a method to contact you that you will monitor regularly.

- Do not come to class sick or stay if you get sick, regardless of symptoms. Stay home. Contact your instructor so that he/she is aware and can make instructional accommodations if necessary. Stay in touch regularly with your instructor until you return to class. They will provide contact information and if you are uncertain, ask them during class.
- Do not come to class if you have been exposed to someone with COVID-19 or traveled to an area with a high incidence COVID-19. Stay home and quarantine per CDC guidelines. Do not come back to class until you have quarantined 14 days. Contact your instructor so that they are aware and can make instructional accommodations if necessary. Stay in touch with your instructor until you return to class.
- If after attending a class, you find out you were exposed to someone with COVID-19, contact your instructor immediately and quarantine per CDC guidelines. Do not come back to class until you have quarantined for at least 14 days. Your instructor may make instructional accommodations if possible. Stay in touch with your instructor until you return to class.
- If you are diagnosed with COVID-19 do not come to class. If you recently attended class, contact your instructor immediately. Quarantine at home but advise your instructor immediately so they are aware of your diagnosis. Please stay in touch with your instructor as able. Do not return to class until a doctor/ health professional verifies you have fully recovered and contact the Office of Student Affairs before returning.
- Practice Social/Physical Distancing and do not congregate before, during, and after class, as well as during breaks. Leave the classroom, building, and campus promptly when your class ends;

## COVID -19 IN-PERSON CLASS INSTRUCTOR GUIDELINES Cont.

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- Wear a protective face covering (mask) to all in-person classes. This will be required for class admission. Other Personal Protective Equipment may be required by the college or by your instructor. Failure to wear a face covering while on campus may result in being asked to leave;
- Be prepared if this in-person class is moved online. In the event of a new outbreak or change in state guidelines, it is possible your class may be moved online, fully or partially. Please be certain that you have access to technology and internet if that were to occur; and,
- Sign up for TCC Alerts ([www.tcc.edu/alerts](http://www.tcc.edu/alerts)) to receive the latest college information..

The college will do the following:

- Maintain a commitment to keeping educational interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and of transmission including thorough cleaning and disinfecting of classroom/lab areas at the conclusion of classes;
- Provide regular cleaning/disinfecting of common areas such as water fountains and restrooms; and,
- Quickly respond to student concerns and/or questions as they may arise.



**IF YOU ARE DIAGNOSED WITH COVID-19, IMMEDIATELY CONTACT  
YOUR DEAN AND THE OFFICE OF HUMAN RESOURCES.**

# TCC HEALTH CONDITION ASSESSMENT



## NOTICE

Before being granted entry to any Tidewater Community College location, we are asking that you attest to the following statements:

- I have not been exposed to any individuals who have been ill with respiratory illness within the preceding 14 days, who are under investigation for COVID-19, or who have tested positive for COVID-19.
- I have not traveled to or been in close contact with individuals who recently returned from a country where the CDC has issued a Level 3 travel health notice.
- I am not experiencing any of the following symptoms: Fever, Cough, Shortness of Breath.

By signing, you are attesting that the statements above reflect your current health condition and, further, that you believe your entry to this facility will not create any COVID-19 health risks or possibility of contamination to an Tidewater Community College campus.

**Sign in here**

<b>Responsible TCC Employee (Supervisor/Instructor)</b>		
Printed Name	Signature	Phone Number

*By signing in, you are attesting that the statements above reflect your current health condition and, further, that you believe your entry to this facility will not create any COVID-19 health risks or possibility of contamination to any Tidewater Community College campus.*

*In the event there is a report of a positive COVID-19 contact on the day of your visit to the campus your phone number will be utilized by the Virginia Department of Health for notification and Contact Tracing purposes.*



# COVID-19 RETURN TO ON-SITE WORK ENVIRONMENT FACULTY AND STAFF HEALTH SAFETY AGREEMENT



The health and well-being of our students, faculty and staff is a top priority. With the current and uncertain future of the COVID-19 Pandemic outbreak, it is imperative we follow very specific guidelines until such time as the Pandemic ends.

This document provides guidelines for keeping students, faculty, and staff safe during the current COVID-19 pandemic for all ON-SITE WORK /EMPLOYMENT ACTIVITIES. As a condition for your return to the on-site work environment, you will be expected to practice and follow these guidelines consistently for the safety of not only yourself, but for others you will encounter on-site.

### For my safety, the **College/my employer will do the following:**

- Maintain a commitment to keeping educational/academic interruptions to a minimum and helping students stay on track to complete their programs of study;
- Initiate steps to mitigate the risk and transmission of COVID-19 including the thorough cleaning and disinfecting of the on-site work environment, to include, but not limited to: offices, classrooms, lab areas, etc., at the conclusion of use;
- Provide hand sanitizers and hand sanitizing stations on-site; provide regular cleaning/disinfecting of common areas such as water fountains and restrooms;
- Respond to faculty and staff concerns and/or questions as they may arise, and;
- Adapt, adjust, or change procedures or policies to adhere to CDC, state, or federal policy/guidelines.

### Faculty and Staff Expectations:

As an employee, I agree to the following conditions to return to class:

1. **I will not come to work on-site if I am sick or stay on-site if I feel sick, regardless of symptoms.** I will contact my supervisor so that he/she is aware and can provide guidance as necessary. I will stay in touch regularly with my supervisor during my work absence. If he/she has not provided me with guidance, I will contact my next level supervisor or Human Resources;
2. **I will not come to work if I have been exposed to someone with COVID-19 or traveled to an area with a high incidence of COVID-19.** I will quarantine per CDC guidelines. I will not come back to work until I have quarantined for a minimum of 14 days. I will contact my supervisor and work with Human Resources to request appropriate accommodations, i.e., telework options, alternative work options, etc., if appropriate, until I return to work on-site;
3. **If after returning to work on-site, I find out that I was exposed to someone with COVID-19 outside of the work environment, I will contact my supervisor immediately** and quarantine per CDC guidelines. I will not come back on-site to work until I have quarantined for at least 14 days. My supervisor in consultation with Human Resources may offer work accommodations, i.e., telework options, alternative work options, etc., if appropriate for the type of job/position I hold at the college. I will stay in touch with my supervisor and Human Resources during my work absence;
4. **If I am diagnosed with COVID-19 I will not come on-site to work. If I recently worked on-site, I will advise my supervisor immediately of my diagnosis.** I will stay in touch with my supervisor and Human Resources as I am able. I will not return to work on-site until I have been authorized by Human Resources.

**COVID -19 RETURN TO ON-SITE WORK ENVIRONMENT  
FACULTY AND STAFF HEALTH SAFETY AGREEMENT Cont.**

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5. **I will practice Social/Physical Distancing and will not congregate** before, during, and after on-site work activities, as well as during breaks. I will not loiter or socialize on-site and will leave the premises when not engaged in work-related activities;
  
6. **I will properly wear a protective face covering (mask) when on -site.** This will be required for entry to any building until such time as I am directed to discontinue. Other Personal Protective Equipment (PPE) may be required by the college or by my supervisor, to include, but is not limited to: face shields, gloves, sanitizer, antibacterial wipes, etc. Failure to properly wear a face covering and/or use required PPE while on-site may result in conduct violations that may lead to possible disciplinary action and/or faculty sanctions;
  
7. **I will be prepared if the college is moved to a fully remote work environment for all employees.** In the event of a new outbreak or change in state guidelines, I understand it is possible the college may be moved to a full or partial work environment. I understand that if this occurs, I will need access to technology and internet with as little as 24 hours' notice;
  
8. RECOMMENDATION: **I should sign up for my [College's Alert System](#)** so that I will receive school-wide bulletins and update TEXTS/EMAILS not only about closings, but other emergency information I should know. For the latest emergency closing information, please sign up.
  
9. **Self-Check before Returning to On-site Work/Employment** – Faculty and staff are to conduct a daily health screening by completing the [CDC Self-Check Questionnaire](#) before going to work on-site or attending class.

**Signature**

By signing below, **I agree to the above Employee Expectations as a condition of returning to on-site work/employment.** If, at any time, I fail to follow any of these conditions, I understand I may be subjected to possible disciplinary action, up to and including termination. This agreement will become part of my official personnel file.

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PRINTED NAME

SIGNATURE

DATE

6/26/20 2:55 PM

The parties agree that this agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.