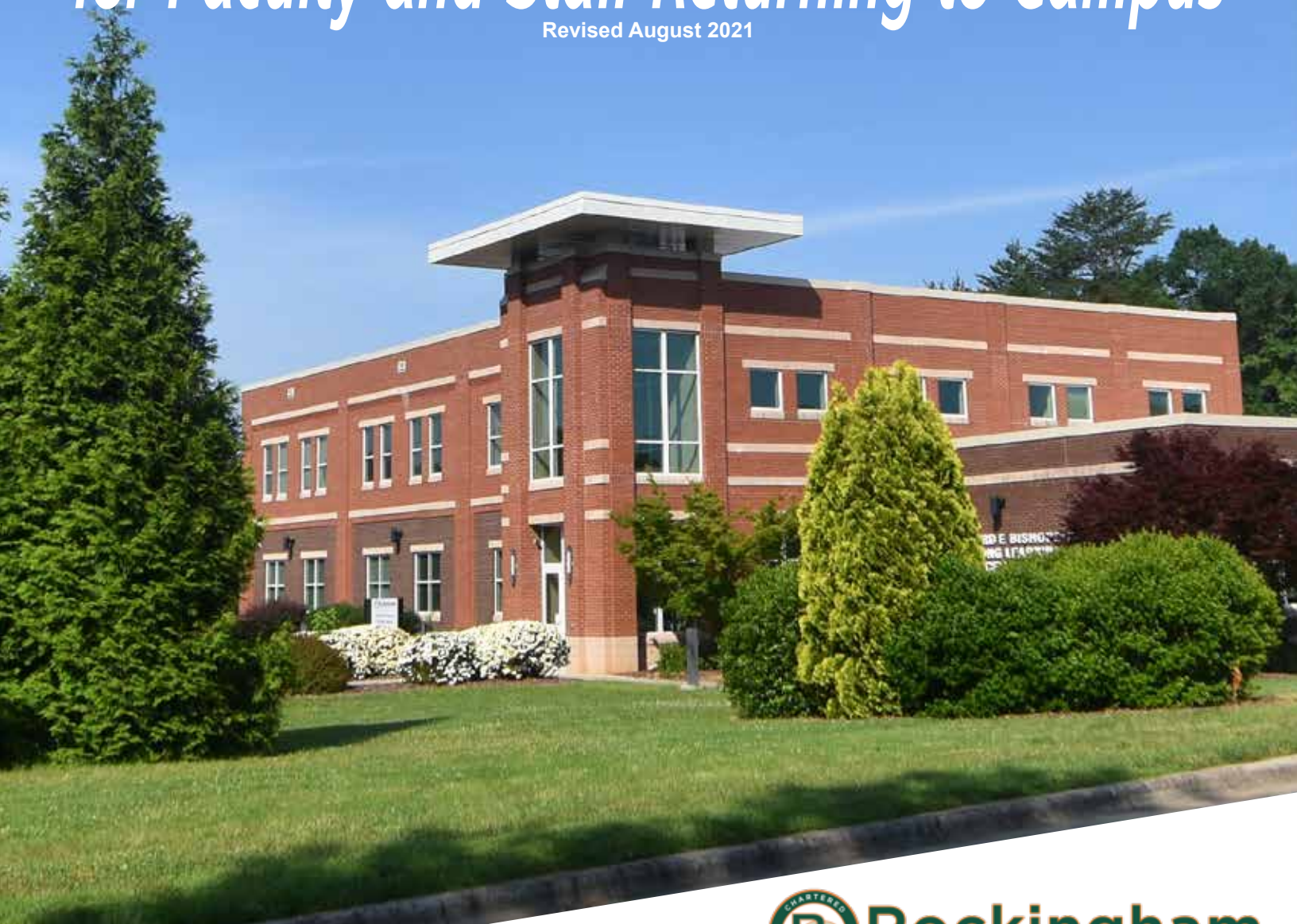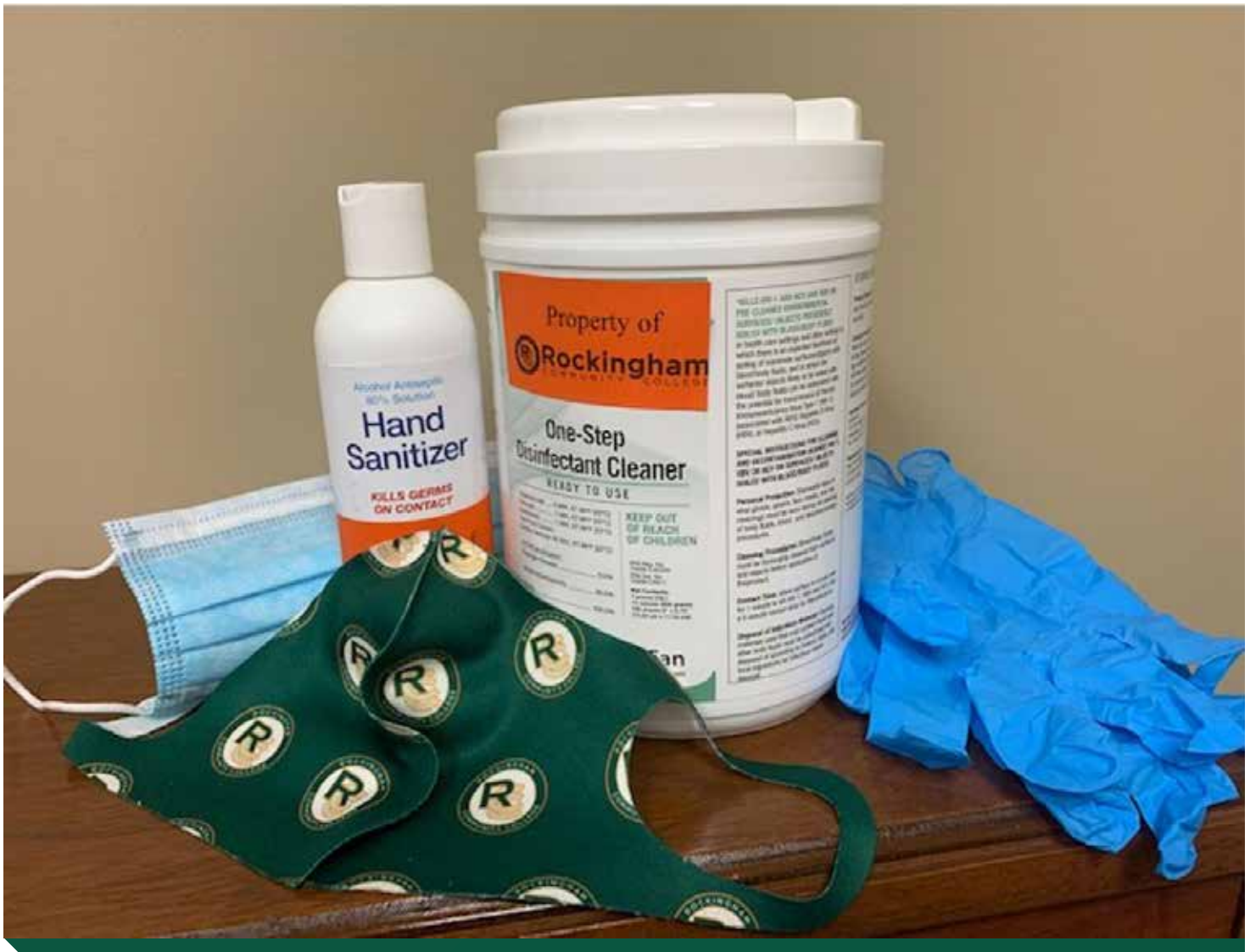# A CALCULATED COMEBACK

A Workplace Safety Guide
for Faculty and Staff Returning to Campus
Revised August 2021

Rockingham
COMMUNITY COLLEGE

CONTENTS

Note: This August 2021 guide updates versions published in July 2020 and December 2020. The information in this guide was compiled from various sources, including CDC documents and guides provided by UNC-Greensboro, UNC-Pembroke, and Duke University.

MOVING FORWARD WITH COVID-19

Rockingham Community College's response to the COVID-19 pandemic from the beginning has centered on the continued health and safety of our students, faculty, staff, and community. This focus will continue as we prepare to welcome our students to campus this fall.

The primary goals moving forward will be to continue providing an uncompromisingly exceptional educational experience to the students we serve, and to protect the health of the college community.

To that end, RCC's operations will follow all North Carolina Community College System guidance, directives given by the governor and the N.C. Department of Public Health, and local orders and ordinances from Rockingham County. RCC is also following recommendations from federal government agencies, including the Centers for Disease Control and Prevention (CDC).

This guide details those recommendations and provides what RCC is doing to keep its students and employees safe. This guide also provides the college's academic plan for Fall 2021. All employees are expected to review, understand, and comply with the directives outlined here. Our best hope of preventing the spread of COVID-19 and its variants is by getting vaccinated and changing the way we behave so that we make it much harder for the virus to infect others. Keeping each other safe is a shared responsibility. As educators, we have a responsibility to inform and support each other, especially our students.

We know that this situation will evolve, new knowledge will be created, and procedures and guidance will change. This content may be updated as necessary to reflect changing recommendations and policy. Please monitor your email and regularly review our COVID-19 webpage for the latest information:

https://www.rockinghamcc.edu/about/covid-info/.

PROTECT YOURSELF FROM COVID-19 IN THE WORKPLACE

The world today continues to suffer from SARS-CoV-2, the virus that causes coronavirus disease 2019 (COVID-19). SARS is an acronym for Severe Acute Respiratory Distress Syndrome.

How is it spread?

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

Protect Yourself and Others

Anyone infected with COVID-19 can spread it, even if they do NOT have symptoms.

What You Need to Know

- RCC requires faces masks within all buildings; if you are in your office without others present, face masks are not required.
- In areas with high numbers of COVId-19 cases, consider wearing a mask in crowded outdoor settings and for activities with close contact with others who are not fully vaccinated.

When You've Been Fully Vaccinated

How to Protect Yourself and Others

- If you are fully vaccinated, you can resume activities that you did before the pandemic without wearing a mask or physically distancing, except where required by laws, rules, regulations, or local guidance.
- Members of your family who are unvaccinated, have weakened immune systems, or underlying medical conditions need to continue to take steps to protect themselves from COVID-19.

If you haven't been vaccinated yet, RCC encourages you to get the vaccine. To make an appointment, please call the Rockingham County Department of Health and Human Services at 336-342-8140.

COVID-19 vaccines are effective at protecting you from getting sick. Based on what is known about COVID-19 vaccines, people who have been fully vaccinated can do things that they had stopped doing because of the pandemic.

Have You Been Fully Vaccinated?
In general, people are considered fully vaccinated:
- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions (wear a mask, stay 6 feet away from others, avoid crowds and poorly ventilated spaces, wash your hands often, cover coughs and sneezes) until you are fully vaccinated.

If you have a condition or are taking medications that weaken your immune system, you may NOT be protected even if you are fully vaccinated. You should continue to take all precautions recommended for unvaccinated people until advised otherwise by your healthcare provider.

What You Should Keep Doing
For now, if you've been fully vaccinated:
- You will still need to follow guidance at your workplace and local businesses.
- You should still watch out for symptoms of COVID-19, especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get tested and stay home and away from others.
- People who have a condition or are taking medications that weaken the immune system, should continue to take all precautions recommended for unvaccinated people until advised otherwise by their healthcare provider.

What We Know
- COVID-19 vaccines are safe and effective at preventing COVID-19, including severe illness and death.
- COVID-19 vaccines can reduce the risk of people spreading COVID-19.
- COVID-19 vaccines are effective against variants of the virus that causes COVID-19, currently circulating in the United States including the Delta variant.
- People with weakened immune systems, including people who take immunosuppressive medications, may not be protected even if fully vaccinated.

What We're Still Learning
- How long COVID-19 vaccines can protect people.

Watch for Symptoms
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. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

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

This list does not include all possible symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

HEALTH & SAFETY GUIDANCE

Rockingham Community College recognizes that for the Fall 2021 semester, our faculty, staff, students, and visitors will comprise a mixed population of both people who are fully vaccinated and people who are not fully vaccinated on campus; therefore, protecting the people who are not fully vaccinated is a primary concern.

In protecting the campus community, the college considers the level of community transmission of COVID-19 and COVID-19 vaccination rates in the community, as well as guidance from local, state, and federal agencies and officials.

RCC requires face masks within all buildings; if you are in your office without others present, face masks are not required.

RCC recommends the following:
*   Wash your hands often.
*   Maintain physical distance (six feet) from other people when feasible. Because of the importance of in-person learning, RCC is maintaining physical distancing to the extent possible within facilities.

Wearing a Mask
RCC makes exceptions to its mask policy for the following categories of people:
*   A person with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities Act.
*   A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations.

MONITORING PERSONAL HEALTH
We encourage all faculty and staff to pay close attention to their own personal health and regularly check temperatures. If you are feeling unwell or experience any of the following symptoms, do not report to work. Please contact your supervisor and health care provider for additional instructions.

*   Cough
*   Shortness of breath or difficulty breathing
*   Fever or chills
*   Runny nose or new sinus congestion
*   Muscle pain
*   Headache
*   Sore throat
*   Fatigue
*   New GI symptoms
*   New loss of taste or smell

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. These individuals should monitor their health closely and communicate with their supervisors to make workplace accommodations. High-risk conditions may include:

- Older adults (aged 65 years and older)
- People with pre-existing health conditions such as HIV, asthma (moderate-to-severe), chronic lung disease, diabetes, serious heart conditions, chronic kidney disease being treated with dialysis, severe obesity, immunocompromised
- Vulnerable groups

WEARING FACEMASKS

Every faculty and staff member and student must wear a face covering that covers their nose and mouth while indoors – including in classrooms, labs, the library, auditorium, and meeting spaces – and even when social distancing can be achieved. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Even if you do not have any symptoms, you could spread COVID-19 to others. Employees may remove their face coverings when in their individual offices. Face coverings are also required outdoors in situations where appropriate social distancing cannot be maintained. Students, faculty, and staff are required to have a face covering with them whenever they are on campus. We are also requiring visitors and guests to honor our efforts to keep our campus community safe; as such, these policies apply to all visitors, vendors, and contractors. The mask or cloth face covering is not a substitute for social distancing.

Face coverings may be cloth/reusable or disposable. Face coverings will be provided to faculty and staff. RCC also will provide students with face coverings. Individuals – employees and students – may also use their own face coverings, provided they are appropriate for campus and meet CDC guidelines: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html.

Disposable masks may only be worn for one day and then must be placed in the trash. Cloth face coverings must only be worn for one day at a time, and must be properly laundered before use again. Having a week supply of cloth face coverings can help reduce the need for daily laundering.

USING A FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Throughout the process: Avoid touching the front of the face cover/disposable mask.

HOW NOT TO WEAR YOUR MASK
- Do not wear your mask under your mouth.
- Do not pull your mask under the chin, even to drink.
- Do not hang your mask from one ear.

REMOVING A FACE COVERING
- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose and mouth when removing and wash hands immediately after removing.

PROPER HANDWASHING
Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

PRACTICE GOOD PERSONAL HYGIENE
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Discard used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds or use hand sanitizer.
- Avoid or minimize touching your face, eyes, nose and mouth whenever possible.
- Avoid directly touching surfaces immediately after other individuals without wearing gloves or using a protective barrier.
- Avoid sharing electronic devices that have not been cleaned between uses.
- Wash hands thoroughly after trips to the restroom.
- Use paper towel or tissue to open door handles in common spaces or utilize automatic door buttons whenever available.
- Do not use other workers' desks or work tools or equipment.
- Use only your knuckle or elbow to touch light switches, elevator buttons, etc.
- Politely decline hugs, handshakes, high fives or other common gestures involving contact with other individuals.

WEARING OF GLOVES AND PPE

Gloves: Health care workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment). Groups that have high-frequency touching of mail and packages may consider gloves in addition to hand hygiene practices. But according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

If you do use gloves, follow these guidelines:

- Ensure integrity of gloves when putting on – discard gloves if they are ripped, torn, or otherwise compromised.
- DO NOT RE-USE GLOVES! Re-using gloves could lead to the spread of germs to your hands from the worn gloves.
- Treat all worn gloves as if they are potentially contaminated!
- Properly remove gloves to reduce the transmission of the COVID-19 virus to your hands and wrists.
- Discard gloves into the trash immediately upon removing.
- Wash your hands with soap and water (or use an alcohol-based hand sanitizer) immediately after removing gloves to reduce the risk of indirect transmission to your face (mouth, nose, and eyes) from potentially contaminated hands.

Goggles/face shields: Faculty and staff do not need to wear goggles or face shields as part of general activity on campus, unless specific PPE is required for occupation. Good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments.

Gowns/suits: Health care workers generally wear protective gowns and/or body coverings. These are not necessary for faculty and staff in non-health care settings.

Social Distancing at Work

Social distancing is one of the most effective ways to prevent the spread of communicable diseases. Because people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Faculty and staff on campus should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times;
- Do not gather in groups of 10 or more;
- Stay out of crowded places and avoid mass gatherings; and
- Allow proper distance between individuals when passing in hallways, through doorways and in stairwells

BE SMART. STAY APART IN CAMPUS SETTINGS.

WORKING IN AN INDIVIDUAL OFFICE
If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings must be worn at all times.

OPEN WORKSPACES
If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. It is required that you wear a face mask or face covering while in a shared work space/room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other co-workers and customers.

MEETINGS/CONFERENCE ROOMS

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using virtual conferencing services. In-person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50% of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. Attendees are required to wear a mask or face covering while sharing space in conference and meeting rooms. During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email or telephone rather than face-to-face. Until further notice, the campus will be closed to outside groups; only college-sponsored groups or events will be allowed.

USING ELEVATORS AND STAIRWELLS

No more than one person should enter an elevator at a time. Use of the stairs is encouraged, whenever possible. If you are using the elevator, avoid touching the elevator buttons with exposed fingers, if possible. When using the stairs, please be courteous and respectful of others in front, behind or passing in the opposite direction. Step to the side to offer the appropriate 6 feet distance between individuals.

USING RESTROOMS

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

DINING ON CAMPUS

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If eating in common areas, individuals should sit 6 feet apart. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

ENTERING AND EXITING BUILDINGS

When entering or exiting buildings, please be courteous and respectful of others in front, behind or passing in the opposite direction. Step to the side to offer the appropriate 6 feet distance between individuals.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) offers services for personal issues, planning for life events or simply managing day-to-day tasks that may affect your work life, health and family. For more information, please contact Kathy Melvin at 336-616-6593 or Joy Chappell, director of Human Resources, at chappellj@rockinghamcc.edu, or 336-342-4261, ext. 2265.

RESOURCE LINKS AND INFORMATION

RCC has established a COVID-19 response web section at www.rockinghamcc.edu/about/covid-info/. There, you will find a comprehensive list of resources and links collected from across campus. For additional information and updates, please continue to refer to that website.

Implementing Safety Measures

As RCC employees work on campus, we need to ensure appropriate physical distancing, cleaning and sanitizing of work surfaces, and personal protective equipment is available and in use. The college's custodians have been actively cleaning and disinfecting all campus buildings and offices, and will continue to engage in enhanced cleaning efforts, especially in common areas, restrooms, high-touch surfaces and high-traffic areas. RCC is following state and federal standards established to maintain a safe and healthy work environment for all.

In addition, the college has taken the following steps to provide a safe workplace and learning environment:

- Hand sanitizer has been made available at entrances to all buildings, in most office common areas, classrooms, and labs.
- Protective shields or barriers have been installed in most high-traffic customer-service facing areas.
- Masks are available for students, faculty, and staff.
- Signs informing people of proper handwashing techniques have been placed in restrooms.
- Enhanced cleaning protocols have been developed, as well as procedures to take for potential COVID-19 cases on campus.
- Occupancy of restrooms has been limited to no more than two people at one time.
- Use of water fountains has been restricted.
- Signage promoting healthy practices has been placed in building lobbies.
- Decals which serve as a visual reminder to maintain social distancing have been placed in hallways and other areas.

Work Practices

The information in this guide should serve as a resource for leaders to implement health and safety measures in their offices and work areas. The guide will also provide information and resources for individual employees to practice self-care measures for their own personal safety. In resuming operations safely, supervisors should actively work to encourage safe workspaces. Below you will find options for consideration:

STAGGERED ARRIVAL

To avoid large groups traveling into and exiting buildings at a single point in time, supervisors may allow staggered times for employees to report to and depart work, and during meal periods and breaks.

SYMPTOM MONITORING

Employees on campus should closely monitor their personal health for any symptoms. Refer to the Protect Yourself from COVID-19 in the Workplace section for specific details on how to monitor and what to do if you suspect you may have COVID-19. Employees who are feeling ill should not report to work and notify their supervisors immediately.

PERSONAL CARE

Employees are expected to follow personal care guidelines to ensure their own health and safety. These guidelines include frequent handwashing, use of antibacterial products, the wearing of face coverings and necessary PPE, and following all social distancing recommendations. Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas. More details about personal care measures is available in the Health and Safety Guidance section.

COVID-19 CLEANING PROTOCOLS

Labs and classrooms are to be cleaned before and after each class, as schedules and staffing allow.

ENHANCED CLEANING FOR PREVENTION

People can be infected with SARS-CoV-2 through contact with surfaces. However, based on available epidemiological data and studies of environmental transmission factors, surface transmission is not the main route by which SARS-CoV-2 spreads, and the risk is considered to be low. The principal mode by which people are infected with SARS-CoV-2 is through exposure to respiratory droplets carrying infectious virus. In most situations, cleaning surfaces using soap or detergent, and not disinfecting, is enough to reduce risk. Disinfection is recommended in indoor community settings where there has been a suspected or confirmed case of COVID-19 within the last 24 hours. The risk of fomite transmission can be reduced by wearing masks consistently and correctly, practicing hand hygiene, cleaning, and taking other measures to maintain healthy facilities.

Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean surfaces and objects that are visibly soiled first. If surfaces are dirty to sight or touch, they should be cleaned using a detergent or soap and water prior to disinfection. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. RCC is using BETCO pH7Q, (EPA# 47371-131-4170):

DISINFECTION/CLEANING/DEODORIZING DIRECTIONS: Remove heavy soil deposits from surface, then thoroughly wet surface with a use-solution of 2 ounces of the concentrate per gallon of water. The use-solution can be applied with a cloth, mop, sponge, or coarse spray or by soaking. For sprayer applications, use a coarse spray device. Spray 6-8 inches from the surface, rub with a brush, cloth or sponge. Do not breathe spray. Let solution remain on surface for a minimum of 10 minutes. Rinse or allow to air dry. Rinsing of floors is not necessary unless they are to be waxed or polished. Food contact surfaces must be thoroughly rinsed with potable water. This product must not be used to clean the following food contact surfaces: utensils, glassware, and dishes. For Human Coronavirus, treated surfaces must remain wet for 1 minute. Wipe dry with a clean cloth, sponge or mop or allow to air dry. *Note: This product is not for use on medical device surfaces.*

- Provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use
- Ensure adequate supplies to support cleaning and disinfection practices.

A. General guidance:
- Practice good hand hygiene after cleaning (and always!):
    - Wash hands often with soap and warm water for at least 20 seconds.
    - If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

B. Safety guidelines during cleaning and disinfection:
- Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
- Wear eye protection when there is a potential for splash or splatter to the face.
- Gowns or aprons are recommended to protect personal clothing.
- Store chemicals in labeled, closed containers. Keep them in a secure area away from children and food. Store them in a manner that prevents tipping or spilling.

RCC COVID-19 CASE PROCEDURES

The following procedures for responding in cases where individuals have potentially been exposed to COVID-19 are based on CDC guidelines for institutions of higher education, with concern for public safety as the top priority. Knowledge and understanding of the COVID-19 virus continues to evolve, and these procedures will be updated as appropriate as more information becomes available.

I. Student Procedure

Students who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 are to be instructed to follow CDC guidance. RCC recognizes that individuals may have incidental occupational exposure to positive COVID-19 patients. The College does not view this as an exposure if the individual is wearing medically approved personal protection equipment (PPE).

The following actions are to be taken:

• Instructor:
- The student's instructor is to report the case immediately to Caleb Rorrer the COVID-19 student case coordinator, rorrerm8871@rockinghamcc.edu, Tony Gunn, Associate Vice President Facilities and External Affairs, gunnt@rockinghamcc.edu, and appropriate division dean. The instructor will provide the coordinator and division dean with the student name, ID number, when the student last attended class, and any additional information.

• Student Case Coordinator:
- Ask the student the following questions:
  - Did you go anywhere on campus other than the building(s) in which your class/es is/are located?
  - What are your symptoms?
  - When were you last on campus?
  - Have you been tested for COVID-19?
  - What is the best contact number for you?
- Instruct the student to stay home and follow the advice in Section III below, depending on the situation. Copy the appropriate instructor(s), department chair(s) and dean(s) on the communication.
- Look up the student's course schedule to determine if he/she is enrolled in other credit and non-credit classes. Communicate the case to appropriate faculty, department chair(s)/program director(s), dean(s), and the Associate Vice President for Facilities and External Affairs, Tony Gunn.

- Respond to inquiries about whether/when a student can return to class, keeping all appropriate personnel informed.
- Notify Joy Chappell, Director of Human Resources.

• Division Dean
- Communicate with the class(es) that an individual in the class(es) is experiencing symptoms of COVID-19, has been exposed to COVID-19 or has tested positive for COVID-19, and inform students of the status of their classes, copying the appropriate faculty, department chair(s), Caleb Rorrer, Tony Gunn, Joy Chappell, and the appropriate administrative assistant.
- If the communication takes place in the class, it is to be followed up with an email.
- Document decisions about status of classes.

• Associate Vice President for Facilities
- Report the case to the Rockingham County Department of Health (or to the health department in the student's county of residence, if different), and
- Arrange for potentially affected areas to be cleaned and disinfected. Dr. Gunn will work with the coordinator to determine if areas need to be closed and when activities can resume.

II. <u>Employee Procedure</u>

An employee who has been sick with COVID-19 symptoms, tested positive for COVID-19, or has been potentially exposed to someone with COVID-19 is to be instructed to follow CDC guidance to self-isolate or stay home. RCC recognizes that individuals may have incidental occupational exposure to positive COVID-19 patients. The College does not view this as an exposure if the individual is wearing medically approved personal protection equipment (PPE).

The following actions are to be taken:

• Employee's supervisor
- Report the case immediately to Joy Chappell at chappellj@rockinghamcc.edu and Megan Bailey, Human Resources Specialist, at baileym4990@rockinghamcc.edu
- Department chair/program director (where applicable)
- Division dean

• Human Resources
- Instruct the employee to stay home and follow the advice in Section III below, depending on the situation.
- Ask the employee when s/he was last on campus, with whom s/he came in contact, and buildings s/he entered.
- Inform supervisor, department chair/program director and division dean when employee can return.
- Communicate possible exposure to potentially affected parties after consulting with Tony Gunn.

• Associate Vice President for Facilities and External Affairs
- Report the case to the Rockingham County Department of Health (or to the health department in the student's county of residence, if different)
- Arrange for potentially affected areas to be cleaned and disinfected
- Work with appropriate individuals to determine if areas need to be closed and when activities can resume.

III. Students/Employees Return to Campus

The following five situations are provided as guidance for determining when students and employees can return to campus:

A. I think or know I had COVID-19, and I had symptoms

You can be with others after:
- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

  Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

B. I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with other people after:
- 10 days since you had a positive viral test

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID, and I had symptoms."

C. What if I was in close contact with someone who has been exposed to a confirmed COVID-19 patient?

If you are healthy and the exposed person you came into contact with did not have any symptoms, you do not have to get tested, self-isolate or take any special precautions. Exceptions may be made if you are part of a high-risk population, such as the elderly and those with diabetes, lung disease and heart conditions.

D. What if I received the COVID-19 vaccine?

Anyone who receives a COVID-19 vaccination may experience reactions to the vaccine similar to symptoms of COVID-19. Symptoms may include, but are not limited to, mild to moderate fever, fatigue, headache, chills, and joint pain. Symptoms typically last 2-3 days. Precaution should be taken if symptoms last longer as this may indicate exposure to COVID-19. In all cases, those who develop symptoms after receiving the vaccine should stay home until they have felt well for at least 24 hours, have no fever, and have had no unprotected exposure to COVID-19. If fever persists, or other symptoms of COVID-19 develop, CDC guidance will be applied and COVID-19 testing should be considered.

You are considered fully vaccinated if it has been 2 weeks since your final COVID-19 vaccination dose.

E. For Anyone Who Has Been Around a Person with COVID-19

Persons who are unvaccinated and have had close contact with someone with COVID-19 should stay home for 10 days without a test after their last exposure to that person and have no symptoms, or 7 days after their last exposure to that person, have no symptoms, and a negative test 5-7 days after exposure.

Persons who are fully vaccinated and have had close contact with someone with COVID-19 should get tested 3-5 days after the date of their exposure. If you develop symptoms of COVID-19 at any time after being fully vaccinated, you should stay home and consider getting tested before being around others again.

IV. <u>Steps to Take After COVID-19 Testing</u>

There are a number of reasons why you may be tested for COVID-19. It may be because you have COVID-19 symptoms, were a close contact of someone with COVID-19, are in a job or a population that may be at higher risk for exposure and suspect you may have been exposed to COVID-19; or are in a job or a population for which routine or repeat testing is recommended or required.

The information below will help you to determine what you should do while you are waiting for your test results, and what to do after your test results are available.

What do I do while I wait for my test results?

For persons who are unvaccinated:

If you have any COVID-19 symptoms, were tested because you were exposed to someone with COVID-19, or you suspect you may have been exposed to COVID-19, you should stay home and, as much as possible, avoid others in your household. In addition, if you were tested because you have COVID-19 symptoms, everyone in your household should stay at home as much as possible until your results are known.

If you were tested for COVID-19 but have no symptoms and no known or suspected exposure to someone with COVID19 (for example, as part of a workplace screening program), you do not need to stay home while waiting for your results unless you are told to do so by your employer or by a public health official.

For persons who are fully vaccinated:

If you have any COVID-19 symptoms, you should stay home and, as much as possible, avoid others in your household. In addition, if you were tested because you have COVID-19 symptoms, everyone in your household should stay at home as much as possible until your results are known.

If you were tested because you were exposed to someone with COVID-19, or you suspect you may have been exposed to COVID-19, you do not need to stay home while waiting for your results unless you are told to do so by your employer or by a public health official.

If you were tested for COVID-19 but have no symptoms and no known or suspected exposure to someone with COVID19 (for example, as part of a workplace screening program), you do not need to stay home while waiting for your results unless you are told to do so by your employer or by a public health official.

What if my test is negative?

If you were tested because you have symptoms, you should stay home until you have no fever without the use of fever-reducing medicines, and you have felt well for at least 24 hours.

If you were tested because you have symptoms and a healthcare provider still thinks you have COVID-19, even with a negative test, you should stay home and, as much as possible, avoid others in your household until you can say yes to ALL three of the following questions:

- Has it been at least 10 days since you first had symptoms?
- Has it been at least 24 hours (1 day) since you have had a fever without using fever-reducing medicine?
- Have your other symptoms improved (such as coughing and shortness of breath)?

A test-based strategy is no longer recommended to discontinue isolation or precautions, and RCC does not require documentation of a negative test before allowing an employee to return.

If you were tested for another reason that is not because of a known or suspected contact with someone who tested positive for COVID-19 and have no symptoms, then you can resume your regular activities.

V. <u>Cleaning/Disinfecting Procedures</u>

The following protocol for cleaning and disinfecting a building or facility if someone is sick will be followed by RCC's Maintenance Department:

If there has been a sick person or someone who tested positive for COVID-19 in RCC's facilities within the last 24 hours, Maintenance will clean and disinfect the spaces they occupied.

- **Close off areas** used by the person who is sick and do not use those areas until after cleaning and disinfecting.
- **Wait as long as possible** (at least several hours) before you clean and disinfect.
- **Open doors and windows** and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- **Use products from EPA list N** according to the instructions on the product label.
- **Wear a mask and gloves** while cleaning and disinfecting.
- **Focus on the immediate areas** occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected
- **Vacuum** the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
    - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
    - Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to **wash dirty laundry** from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure **safe and correct use and storage** of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions (high transmission of COVID-19 in the community, low vaccination rates in the community, infrequent use of other prevention measures such as mask wearing among unvaccinated people and hand hygiene, and if the space is occupied by people at increased risk for severe illness from COVID-19) or everyday practices required by RCC.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

2021-2022 EDUCATION PLAN

Like many community college campuses in North Carolina and nationwide, RCC plans to return to pre-pandemic modes of course delivery and operate "pre-pandemic" with a return to predominantly face-to-face instruction and in-person activities with safe precautions in place.

For Fall 2021, instructional delivery models for workforce development continuing education and credit programs include: traditional, in-person face-to-face, hybrid/blended (synchronous, asynchronous online) and fully online (synchronous, asynchronous). Most academic programs will offer instruction in a hybrid/blended format with primarily face-to-face instruction and a percentage of online asynchronous or synchronous instruction. Students will be able to choose in-person, online or hybrid classes (a mix of in-person and online instruction), just as they have in the past.

Students can expect the following in the fall:
- In-person classes will resume to pre-pandemic norms
- Online and hybrid classes will continue to be available
- Classrooms and labs will return to regular capacity. Note: Plexiglass shields have been installed in most classrooms
- In-person student services, academic and student support resources, sports, and activities will resume
- Some classrooms, labs, and other facilities have been renovated

Personal Protection Equipment (PPE):

The College is continuously monitoring the latest recommendations from the Centers for Disease Control and Prevention (CDC) and the North Carolina Department of Health and Human Services (NCDHHS). At this time, face coverings will be required inside all buildings until further notice. This policy is subject to change as guidance updates are issued from the CDC and NCDHHS. Note: RCC reserves the right to convert all instruction to the online environment for health and safety reasons. Students will be notified of any changes to the educational plan.

The Fall 2021 semester starts August 16.

ACADEMIC AND STUDENT SUPPORT RESOURCES

In an effort to provide students with the academic services and resources needed to support their learning and success, RCC has established several support services. All students who access academic and support services in person must follow *A Calculated Comeback: A Workplace Safety Guide for Faculty and Staff Returning to Campus*, including mandatory face coverings and social distancing, and should not come to campus when feeling sick.

Tutorial Services

RCC offers tutoring services for students through two online platforms, NetTutor and Pisces. Both services are available to students at no cost through Moodle. There are drop-in times available and students can schedule one-on-one tutoring sessions. Students also have the option to drop off papers and questions and return later for feedback.

With NetTutor, students have access to tutoring 24/7 with professional tutors in almost every course RCC offers. Pisces is an online platform which offers tutoring services provided by RCC peer and professional tutors. Peer tutors are current RCC students who have excelled in certain courses in their program of study and have been recommended by RCC faculty. Professional tutors are highly qualified individuals with degrees in areas related to the subjects in which they tutor. Our students find value in receiving tutoring services through our RCC peer and professional tutors as they are most familiar with the concepts covered in our courses.

Students can access NetTutor and Pisces through the NetTutor link in the Course Introduction page in each Moodle course.

James Library Services

The library is open Monday-Thursday from 7:45 a.m.-6 p.m. and Friday from 7:45 a.m.- 3 p.m. for computer use, study and research by RCC students, faculty and staff. Community users may request curbside service or assistance by phone or email.

All digital resources such as journal articles, ebooks and streaming video are available through the James Library homepage with your MyRCC login and password. Online assistance via chat is available at all hours except Friday and Saturday from midnight til 6 a.m. Assistance is also available by email or phone during business hours. Study rooms are available for individual study. Reserve a room online or by phone.

A limited number of laptops are available for semester checkout. Borrowers must be full-time students and must present a current RCC ID at the time of check out. WiFi hotspots are available for loan to students who apply and are approved through the Technology Support Services department.

Web Page and Chat Service: https://library.rockinghamcc.edu/home
Digital Resources: https://library.rockinghamcc.edu/az.php
Library Catalog: https://library.rockinghamcc.edu/resources/catalog
Phone: 336-342-4261 ext. 2247   Email: library@rockinghamcc.edu

Technology Support Services
Support Desk
Free WiFi: Free wireless internet access is available at Rockingham Community College in the parking lots in front of the Whitcomb Student Center (Lot D), Advanced

Technologies Building (Lot E), and behind the Humanities Building near the Center for Creative Arts (Lot C).

RCC is working on additional partnerships to provide internet access to students and these may be found here.

Moodle Technical Support

RCC is committed to providing students participating in online and hybrid classes the support necessary to ensure their academic success. As a part of that commitment, the following eLearning services and learning opportunities are available.

Technology Support Services assists helps students with issues related to Moodle. In addition, the staff can assist students with basic training in how to successfully navigate the online class environment. The support staff is available during the normal business hours of the college from 8 a.m. to 5 p.m. on Monday through Thursday, with abbreviated hours on Friday from 8 a.m. to 3 p.m. Summer hours for the department vary based on the college schedule. Contact Support at 336-342-4261 ext. 2877 or tsshelpdesk@Rockinghamcc.edu.

In addition to receiving direct support from the eLearning team, students have 24-hour, 7-day-per-week access to technical assistance from several of our technology partners.

For assistance with SmarterProctoring, the online proctoring service, and SmarterID, the online identify verification tool, students can contact SmarterServices support through their website: https://www.smarterservices.com/contact.

Accessibility Services

Students with disabilities in colleges and universities are eligible to request accommodations to assist them in their courses. To receive accessibility services, students must provide documentation of their disability to determine the range of accommodations that may be provided. The first step to obtain accommodations is to contact the Accessibility Counselor, Deborah Wodhanil, 336-342-4261, ext. 2243. Ms. Wodhanil will discuss your situation with you and lead you through the process to request accommodations. She will be pleased to assist you.

Career Services

The Career Development Services office provides you with the personal guidance to a variety of resources that help students to determine their educational and career interests, information regarding transfer to four-year institutions, and information about various jobs and employment opportunities. The office provides you with information, ideas, and assistance in thinking about good career/life decisions and how to create a plan to successfully navigate job entry, retention, and performance to help you move from where you are to where you want to be. Individual conversations are available, as are various online and other tools, programs, and activities/workshops that can help you with this important area of your life. Please feel free to contact either **Gwendolyn Roy** - Director of Career Development Services at 336-342-4261, ext. 2006, or **Iris Carter -** Career Development Services Specialist at ext. 2330, for an appointment.

Personal Counseling Services

RCC makes available to students the services of a licensed professional counselor who is available to discuss a wide range of issues and to provide you with assistance through personal counseling. If you find that you are dealing with personal issues that affecting your life (academic work, relationships, outlook on life, unemployment, or any number of other issues), you will find excellent assistance from our Counselor, Heather Simons. Your conversations with our Counselor are confidential. Contact her at 336-342-4261, ext. 2308.

The Testing Center

The Testing Center is located in the Advanced Technologies Building, Room 106. This is the location where students come for proctored testing for RCC courses, accommodations testing, curriculum make-up tests and re-tests, and placement/entrance testing. Placement/entrance testing includes the following: Reinforced Instruction for Student Excellence (RISE) placement; Comprehensive Adult Student Assessment Systems (CASAS); Test of Essential Academic Skills (TEAS); and Foundation of Nursing Exam (NACE I). The Testing Center also offers Pearson VUE Testing and proctored testing for non-RCC online students.

For Fall 2021, testing occurs in the Testing Center on the following schedule: Monday – 8 a.m. to 3 p.m.; Tuesday, Wednesday and Thursday – 8 a.m. to 6 p.m.; and Friday – 8 a.m. to 1 p.m.

Persons taking tests in the Testing Center must show a current photo ID. Tests must be completed during the posted hours of operation. Tests must be scheduled by appointment, at least 24 hours in advance. To schedule a test in the Testing Center, either email testing@rockinghamcc.edu or call 336-342-4261, ext. 2225. Persons scheduled for tests are expected to arrive at the scheduled time. If arrival is more than 15 minutes after the scheduled appointment, the Testing Center will reserve the right to re-schedule the test to another time.

A small computer lab is also located in the Testing Center and is available during the hours that the Testing Center is open.

Complete information regarding the services of the Testing Center is found on the RCC website. On the RCC home page, select "Student Services." Then select "Academic Support," for the link to "The Testing Center."

CONTACT INFORMATION

If you have any questions about the health and safety of our campus community, please use the following contacts:

HUMAN RESOURCES
Joy Chappell
chappellj@rockinghamcc.edu
336-342-4261, ext. 2265

MASKS/GLOVES/CLEANING MATERIALS
Steve Woodruff
woodruffs@rockinghamcc.edu
336-342-4261, ext. 2209

Dr. Tony Gunn
gunnt@rockinghamcc.edu
336-342-4261, ext. 2213

FACILITIES OPERATIONS/ENVIRONMENTAL HEALTH & SAFETY
Dr. Tony Gunn
gunnt@rockinghamcc.edu
336-342-4261, ext. 2213

CAMPUS SAFETY
Chris Smoot
smootb2473@rockinghamcc.edu
336-342-4261, ext. 2326 or ext. 2299

TECHNOLOGY SUPPORT SERVICES
For technical issues such as password resets or Microsoft Office installation, and Self-Service questions, our Technology Support Team is available during the fall and spring semesters on Mondays-Thursdays 8 a.m.-7 p.m., and Fridays 8 a.m.-3 p.m. Email is monitored until 10 p.m. Summer hours may be adjusted and will be posted online at:
https://www.rockinghamccedu/technology-support/
Phone: 336-342-4261 ext. 2877
Email: tsshelpdesk@rockinghamcc.edu
(Email is monitored until 10 p.m.)

COVID-19 TESTING INFORMATION

Below is the link through the North Carolina Department of Health and Human Services for finding COVID-19 test sites:

https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place/test-site-finder

North Carolina residents also can request an at-home kit for free
via the North Carolina Department of Health and Human Services. Go to the following website:

https://www.pixel.labcorp.com/nc

ADDITIONAL RESOURCES

More information about COVID-19 and safety guidance
can be found at the following websites:

Cleaning and Disinfecting Your Facility

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

Colleges, Universities, and Higher Learning:
Resources for Administrators, Faculty, and Staff

https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

N.C. Department of Health and Human Services: COVID-19 Information:

https://covid19.ncdhhs.gov/

Rockingham County Division of Health and Human Services: COVID-19

https://www.rockinghamcountync.gov/pview.aspx?id=21123&catID=26

Updated 8-13-2021