

ESCC FALL 2020 REOPENING PLAN

The purpose of this document is to establish a plan as Enterprise State Community College (ESCC) prepares for fall semester 2020. The College is fully committed to the safety of ESCC students, faculty, and staff. As such, this is a living document which is subject to revision or further development at any time based on the advice of public health officials.



ENTERPRISE STATE
COMMUNITY COLLEGE

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FEEDBACK QUESTIONS

INSTRUCTION

- Hybrid in-person courses will be delivered in half capacity or by appointment. Will half capacity meet the six feet social distancing guidelines?
 - Yes, all in-person instruction will follow the social distancing guidelines outlined in the Health and Safety section of the plan. Hybrid and by-appointment class models were implemented to ensure that social distancing protocols were feasible.

WORKFORCE DEVELOPMENT

- Please incorporate language that would address the college's inability to fulfill contractual obligation to business or industry.
 - ESCC already includes the following clause in Workforce Development contracts for business or industry training: *Impossibility of Performance: Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.*
- Please include a remote instruction clause in enrollment forms in case there is a need to transition from in-person to remote instruction.

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- ESCC will include the following clause as an addendum to existing Workforce Development enrollment forms: *In the event that Enterprise State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other events warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.*

ADULT EDUCATION

- How will assessments that cannot be completed remotely be delivered face-to-face or does the Testing Center cover Adult Education Assessment (TABE, GED, etc.)? Delivery and Proctoring of Assessments are covered under Workforce Development, so the college may be able to use similar language for Adult Education assessments.
 - GED testing will continue to be offered by the Testing Center. The same College-wide protocols (reduced seating, mandatory masks, temperature checks, disinfecting of computers/desks) discussed in the reopening plan for proctoring assessments will be used to provide for safety during testing.
 - TABE testing is being done by appointments and online with teacher monitoring.
 - Work keys testing is being completed in-person by appointment only, and following social distancing protocols,

temperature checks, masks, and disinfecting procedures between students. Testing is done on a one-on-one basis.

- All other testing is available via online.
- Recommend encouraging all students participate in online instruction and offer face-to-face for those that do not feel comfortable taking classes online or that would struggle with technology barriers.

All instruction is currently being done online with the exception of limited, scheduled face-to-face instruction. As on-campus and off-campus sites are opened, face-to-face instruction will be provided. Students are encouraged to continue online instruction if they are in a high risk category for severe illness due to COVID-19, or students who are uncomfortable receiving face-to-face instruction due to COVID-19.

Face-to-Face instruction will be provided following these approved protocols: Students will be given the option to continue receiving instruction online. Students receiving instruction face-to-face must complete COVID-19 Training Course in Canvas and sign COVID-19 waiver before returning to class. Teachers will limit students attending class based on the safe number per classroom to maintain social distancing. This may warrant the restructuring of classes (ie. Split classes per session, divide days of attendance) to maintain a safe number of students in attendance at any given time. On-line instruction will be offered for any student who would prefer on-line instruction instead of face-to-face instruction due to

COVID-19. All Adult Education teachers and staff will follow the ESCC COVID-19 Mitigation Plan.

- Please include a remote instruction clause in enrollment forms in case there is a need to transition fully to remote instruction.
 - **ESCC will include the following clause as an addendum to existing Adult Education enrollment forms: *In the event that Enterprise State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other events warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.***

FINANCIAL AID

- Please provide information on how financial aid services will be provided to students.
 - **The financial aid staff has implemented a work schedule which allows them to be present to assist students in-person and remain as safe as possible. Students will only be permitted to enter the Student Center if wearing a mask and an armband showing temperature has been checked. Students will be directed to waiting areas after signing in. Glass protective shields, masks, and proper sanitation practices in the individual office spaces will be enforced both**

before and after student arrival to ensure safety. Students will still be encouraged to utilize remote appointments. We will email documents/paper resources as an extra precaution if possible.

- The block and mini-term scheduling in the plan led to a team discussion on financial aid disbursement for these students. I thought you may find this information informative: The mini-term options should not affect the students' overall financial aid (Pell) award, however, they should receive financial aid only after beginning/attending class(es) for each mini-term. In other words, they should receive prorated financial aid over the course of the semester rather than the full amount at the beginning of the term. If they are only taking two classes at the beginning of the term, they should only get financial aid for those classes. The remaining financial aid (if eligible) would be received when they start the class in November. Block and mini-term are good for scheduling purposes, but they certainly affect how the students receive their financial aid.
 - **ESCC appreciates the ACCS staff including this information as a precaution in response to the modifications to the course schedule at the Alabama Aviation College in Ozark. The Associate Dean/Director of Financial Aid was an integral part of determining the details of the modified schedule and confirming that it would not negatively affect student financial aid. Our team arrived at the same conclusion that is laid out in the feedback above; while the timing of disbursement will be changed, we do not believe that it will have a cumulative negative effect on students.**

HEALTH AND SAFETY

STUDENT AND EMPLOYEE COVID-19 TRAINING

Before returning to campus, all students and employees must complete an online training course which highlights what is currently known about the virus and the protocols that have been implemented at ESCC to reduce its spread.

To track completion of this requirement, a shared spreadsheet has been created which includes a roster of all courses that are currently administering on-campus instruction. Daily, the spreadsheet is updated to reflect the status of each students' COVID-19 training and COVID-19 Waiver. Instructors are tasked with reviewing this document and communicating to students who need to complete one of these activities. If a student fails to complete both of these requirements by the second day of their course, they will not be allowed back onto campus until completion.

DISINFECTANT PROTOCOL

Guidance for disinfection of hard nonporous surfaces is to use a one-part household bleach to ten-part water solution (10% chlorine bleach solution). You may also use five (5) tablespoons per gallon, or four (4) teaspoons per quart. The solution must be made daily and left on a surface to clean for a minimum of five (5) minutes. A list of alternative household disinfectants can be found on the Environmental Protection Agency (EPA) website. The EPA manages a pesticide registration which includes [List N: Disinfectants for the use Against SARS-CoV-2 \(COVID-19\)](#). The following information is provided for each disinfectant:

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- ☐ EPA Registration Number
- ☐ Active Ingredient(s)
- ☐ Product Name
- ☐ Company (Manufacturer)
- ☐ Direction to Follow for Comparable Virus Type
- ☐ Contact Time – Minutes the Surface Should be Treated, Visibly Wet for the Duration of Contact Time
- ☐ Formulation Type
- ☐ Surface Types for Use – Porous and Nonporous
- ☐ Use Site – Where the Disinfectant May be Used
- ☐ Emerging Viral Pathogen Claim – If yes, it is effective against a harder-to-kill virus than human coronavirus
- ☐ Date Added to List N

ESCC will use a EPA List N disinfectant to clean all hard surfaces. Guidelines stipulate that the surface should be left visibly wet for 10 minutes to effectively kill the virus. When on campus, everyone will be responsible for ensuring a safe environment. The specific disinfectant responsibilities assumed by employees and by the College have been listed below.

Employee Responsibility

1. To understand expectations, limitations, and processes for the responsibilities for decontamination
2. Exercise sanitary practices - Limit direct touching of objects, equipment and surfaces in common areas
3. Limit the number of personal items that you bring in to work
4. Practice good personal hygiene
 - Self-clean your work area at the beginning and end of each day
 - Wash hands multiple times a day with warm water and soap for

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at least 20 seconds

- Wash hands when moving from one area to another (When you leave one environment to another eg office to classroom, building to building. Treat each area as a mandate to wash hands. Hand hygiene is key.)
- Cover coughs, maintain social distancing and clean other visited areas; this is important to keep yourself and others safe.

Institutional Responsibility

1. Train employees on decontamination expectations, including frequency, methods and safety precautions
2. Develop protocol for decontaminating common areas, offices, labs, and other occupied areas
3. Ensure adequate supply of approved decontamination materials
4. Properly dispose materials used for decontamination and PPE
5. Prevent shaking of clothes and appropriate PPE to reduce the risk of contamination. Wash in accordance with manufacturer's recommendations using warm water, drying completely and potentially use a disinfectant from EPA's List N.

PERSONAL PROTECTIVE GEAR

PPE (Personal Protective Equipment) will be vital in the mitigation of COVID-19 risk. The following products have been procured for use by employees and students.

Instructors, Staff, and Students on Ozark Campus

- Masks

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- Chief Spence has identified and purchased reusable cloth masks. These Dreamfit BFE95 masks are the best replacement for N95 respirators, which remain scarce.
- 500 masks have been ordered for students, staff, and instructors at Ozark who are required to be on campus.
- Students will be given recommended guidelines for regular cleaning of the supplied BFE95 masks.
- Instructors will also be issued an N95 mask.
- Everyone entering a building on campus will be required to wear a mask when interacting with others.
- Goggles/Safety Glasses
 - Every student should already have adequate eye protection due to existing course PPE requirements.
 - Appropriate safety glasses/goggles will be mandatory
- Gloves
 - It was suggested we have approx. 4000 disposable gloves available to students/faculty.
- Face shields are available but optional
- Cleaning Supplies
 - A EPA List N disinfectant will be provided and refreshed daily

Instructors, Staff, and Students on Enterprise Campus

- Masks
 - Chief Spence has identified and purchased reusable cloth masks. These Dreamfit BFE95 masks are the best replacement for N95 respirators, which remain scarce.
 - 100 masks are available for students, staff, and instructors at Enterprise who are required to be on campus.

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- Students will be given recommended guidelines for regular cleaning of the supplied BFE95 masks.
- Everyone entering a building on campus will be required to wear a mask when interacting with others.
- Cleaning Supplies
 - A EPA List N disinfectant solution will be provided and refreshed daily
 - Instructors will be responsible for lab sanitation and receive training on proper procedures

Facilities Staff

- N95 respirators will be issued
- Cartridge respirators issued to all staff
- Tyvek suits are available
- 300 paper masks on order
- Additional hand sanitizer has been ordered
- Sixty quarts of Diffence RTU cleaner/disinfectant purchased for labs and classrooms
- Adequate disposable gloves are available
- Recommended to prioritize use of COVID rated PPE
- Staff already completed PPE training and complete additional training prior to deep cleaning scenarios
- 10 additional sprayers ordered, currently have one per building
- Additional hand sanitizer dispensers have been ordered to supplement the 10 on hand.

SELF-DISTANCING

Self-distancing, also known as social distancing, is one of the primary ways to avoid contracting a virus or contamination. It is imperative that ESCC

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employees maintain proper self-distancing, as recommended by the CDC and other health organizations. This means that a minimum of 6-feet must be maintained between employees and students, at all times, even when wearing protective equipment. Also, avoid gathering in groups, entering crowded areas, carpooling with others that live outside of your home, hugging, shaking hands, eating face-to-face and similar activities that would put you and/or others in close proximity that would increase the risk of contamination. (CDC Social Distancing Guidelines) Since some activities may require staff, students, or employees to be within 6 feet, it is extremely important that masks and other forms of PPE be worn at all times.

ESCC administrators will be reviewing all duties which require an employee to be physically on campus. We will attempt to complete as much work remotely as possible. In situations where employees must be on campus, safeguards such as physical barriers will be installed. These barriers will not prevent the need to practice social distancing. The following instructions are established to help maintain proper self-distancing while on-campus:

1. Workstations

- a. Remain isolated when possible
- b. Maintain 6-feet of separation between yourself and the nearest co-worker at all times
- c. Designate walking paths to and from workstations to avoid close proximity to others in the office.
- d. Avoid sharing tools or other equipment, if possible
- e. When equipment is shared, such as rolling carts, copy machines and computers, properly disinfect equipment using the Disinfection Protocol above
- f. Avoid coming within 6-feet of outside personnel. Including, those making deliveries, such as truck drivers, parcel workers, post

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office personnel or other individuals coming onsite. To maintain self-distancing, the following instructions must be followed:

- Do not receive items directly from delivery personnel.
Rather, allow the driver to place items down and back away prior to pick up
- g. During training and meetings, a minimum distance of 6-feet must be maintained by ESCC employees

2. Breakrooms

- a. Employees must maintain proper self-distancing
- b. Employees shall not sit directly next to or across from one another
- c. Minimize touching objects such as vending machines, coolers, refrigerators and other commonly shared breakroom items
- d. If a breakroom item is touched, employee must immediately wash hands and/or use hand sanitizing procedure
- e. Prior to exiting the breakroom, properly disinfect all items that were used with the Disinfection Protocol
- f. When possible, use separate doors to enter and exit the breakroom to avoid close proximity with other employees

3. Restrooms

- a. Social distancing guidelines must be maintained in restrooms, including waiting in lines
- b. All employees must thoroughly and properly disinfect hands when finished
- c. Restrooms must stay sanitary, dispose of paper products properly and completely flush toilets
- d. If possible, restroom doors shall remain open to avoid repeated contact by employees

ONGOING MONITORING

One of the difficulties about COVID-19 is the long incubation period, which is the period from initial infection until the onset of symptoms. One can be harboring the virus inside his or her body and not know it; all while, it is possible to spread the virus to others. (CDC Protecting Yourself and Others)

Should self-distancing fail to prevent the spread of the virus, it is also important that employees be monitored/observed/screened for the display of symptoms. This can include several aspects:

- Self-screening
- Observation of symptoms by co-workers

Self-Screening at Home

One of the most vital aspects of detection involves self-screening. All ESCC employees and students are expected to ask themselves the following questions before choosing to visit campus.

1. Do you have a temperature of 100.4 fahrenheit or greater?
2. Do you have a cough?
3. Are you experiencing shortness of breath?
4. Are you having difficulty breathing?
5. Are you experiencing unusual fatigue?
6. Are you experiencing nausea or vomiting?
7. Have you recently lost taste or smell?
8. Are you experiencing chills or repeated shaking with chills?

If the answer to any of these questions is “**Yes**”, you are expected to **stay at home**, complete the [ESCC COVID-19 Referral Form](#), and contact your local physician for further directions.

Temperature Checking on Campus

ESCC is using infrared thermometers to check the temperature of all visitors to campus upon arrival. On both campuses, security officers are set up near the entrance to campus and administer colored arm bands to anyone with a temperature below 100.4 degrees. If a person's temperature is at or above the 100.4 degree threshold, then they will be asked to wait for fifteen minutes in their car and be rechecked. If, at that time, their temperature remains at or above 100.4 degrees, they will be asked to leave campus and seek medical assistance, beginning the protocol in the PROCEDURES FOR SUSPECTED INFECTION section below. Employees are strongly encouraged not to bring any visitors to campus.

Observations of Symptoms at Work

If an ESCC employee observes a coworker or student exhibiting symptoms of the virus this should be reported immediately. Detailed instructions on the steps to be taken are located in the PROCEDURES FOR SUSPECTED INFECTION section below.

PROCEDURES FOR SUSPECTED INFECTION

Identification and isolation of potentially infectious individuals is a critical first step in protecting students, employees, and others. If an individual is visibly unwell and suspected of COVID-19 symptoms, they will be approached by an ESCC instructor or administrator and asked to leave campus and seek medical assistance. A one-page handout has been prepared that can be given to individuals at the time that they are asked to leave campus. If the person is an employee of ESCC, normal procedures for applying sick leave will be followed unless the employee tests positive for COVID-19 and is mandated

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to quarantine. ESCC will follow the Chancellor's memorandum regarding sick leave.

Any such student or employee, who has been asked to leave campus due to suspected illness will not be allowed to return until either:

1. The individual has tested negative for COVID-19
2. The individual has:
 - a. Remained in quarantine for 10 days
 - b. Records no fever for 3 days (without medication)
 - c. shows improvement in respiratory symptoms.
3. The individual has received a doctor's note allowing them to return AND symptoms have cleared

We are aware that not all of our students will have access to a physician due to a lack of insurance. To prevent this from being a barrier to them, our handout will include a reminder that drive-in testing clinics are available for free.

Protocol for Confirmed Positive

In the event that a student, faculty, or staff member that has visited an ESCC campus tests positive for COVID-19, the following steps will be taken:

1. The Chief of Safety and Security should be notified, as he is the designated contact person for ESCC.
2. The Chief of Safety and Security will immediately notify Rachel Adams, Communications and Marketing Administrator at ACCS, and Susan Price, ACCS Chief of Staff.
3. A thorough decontamination will be conducted by Performance Carpet Cleaning, Inc. if the individual has been on campus within the past 7 days. A retainer has already been secured for these services should they be needed. ([link](#))

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4. Students will be notified, in accordance with the CLEARY Act.
5. EMA and ADPH will be contacted to ensure they have noted the positive test result.
6. After decontamination is complete, instruction will resume with the same protocols described herein.
7. Individuals who have been in close contact* with the confirmed positive will be reminded to practice diligent safe screening.

Returning to Campus after Confirmed Positive

Individuals with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g. cough, shortness of breath); **and,**
- At least 10 days have passed since symptoms first appeared.

Individuals with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy listed above should be used.

***CDC defines close contact as being within 6-feet of an infected person while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include**

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brief interactions, such as walking past a person. At ESCC, fifteen minutes of interaction while within six feet of another person can be defined as close contact and would need to be reported on daily logs.

SIGNAGE

The following signs have been designed to promote social distancing and clearly convey the steps to follow. They will be placed around both the Enterprise and Ozark campuses.

NOTICE

**TO ENSURE PROPER SOCIAL DISTANCING
WE ARE LIMITING THE NUMBER OF
STUDENTS PER CLASSROOM.**



ALABAMA AVIATION COLLEGE
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MAXIMUM OCCUPANCY ____ PERSONS

COVID-19

Protect yourself
and loved ones

Help prevent the spread of respiratory diseases like COVID-19

+ WASH YOUR HANDS

Wash your hands with soap and warm water regularly.



+ COVER A COUGH OR SNEEZE

Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.



+ DON'T TOUCH

Avoid touching eyes, nose or mouth, especially with unwashed hands.



+ KEEP YOUR DISTANCE

Avoid close contact with people who are sick.



+ STAY HOME

If you experience respiratory symptoms like a cough or fever, stay home.



+ GET HELP

If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.



ENTERPRISE STATE
COMMUNITY COLLEGE

NOTICE

**ANYONE ENTERING
THIS COLLEGE
MUST WEAR A
FACE MASK AND
MAINTAIN 6FT OF
SEPARATION FROM
OTHER VISITORS.**



AVISO

CUALQUIER PERSONA QUE INGRESE A ESTE UNIVERSIDAD DEBE USAR UNA MÁSCARA FACIAL Y MANTENER 6FT DE SEPARACIÓN DE OTROS VISITANTES.



PREVENT THE SPREAD OF CORONA VIRUS



**PLEASE USE
HAND SANITIZER
BEFORE ENTERING**



ALABAMA AVIATION COLLEGE
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Please Stand
**6 FEET
APART**



**WHILE
WAITING
FOR
SERVICE**

Thank You!



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COMMUNICATION PLAN

Timely, precise communication is necessary for the successful execution of this plan. Therefore, ESCC will direct focused communications toward specific groups. In all released information, the safety and well-being of our students, faculty, and staff will be highlighted.

Students

- Administration will send updates and announcements through CANVAS, email, and social media
- Instructors will disseminate class information by contacting students directly via CANVAS, email, or phone
- The following statement will be added to all syllabi to inform students about the possibility of a transition to remote instruction and to explain the documentation they will receive should a transition occur.
 - In the event that ESCC should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor.

Faculty And Staff

- Administration will send updates and announcements through video conferencing, phone calls, or email
- Division chairs will communicate regularly with division faculty through video conferencing, phone calls, or email
- Directors and Supervisors will communicate regularly with departmental staff through video conferencing, phone calls, or email

Community

- ESCC will release any necessary information to its communities using social media or press releases as needed

ESCC STAFF WORK HOURS

Enterprise State Community College staff are transitioning back to on-campus. After a period of productively working from home, the President has initiated a progressive return to campus for all staff members. At this time, staff members are required to work a minimum of 50% of their scheduled hours in the office. This allows for offices with multiple employees to stagger their scheduled hours in a way that mitigates the risk posed by close interaction. The ESCC COVID-19 Task Force will continue to meet with local public health officials to gauge the status of our communities, and adjustments to on-campus hours may be made as a result of those discussions. Barring setbacks, the plan is to fully return all staff members to on-campus work for the fall semester.

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ENTERPRISE CAMPUS

INSTRUCTIONAL PLAN

Enterprise State Community College has transitioned its fall schedule to include asynchronous distance learning classes, virtual synchronous classes, and hybrid classes. The majority of classes offered on the Enterprise campus will utilize a traditional distance learning model or hybrid model requiring virtual synchronous lecture during the published course times. Due to the multiple variations of hybrid models, no on campus instruction will take place during the first week of the fall semester (August 24-28) to allow for instructors to communicate potential schedules to students.

Consideration was given to select academic courses requesting a hybrid/face to face model (reduced capacity) based on the pedagogical needs and nature of the course. All classes will include a virtual component that will assist in the transition to a 100% remote learning environment due to the potential of future directives or orders from the Chancellor's or Governor's office. Any courses that require face to face instruction under a hybrid model will comply with the college's requirement of social distancing in the learning environment, mandatory face coverings while in class, and additional sanitation measures. On-campus attendance in these courses will be capped depending on the size and space available in the respective classroom. Students will be notified through multiple communication channels that all courses could transition to remote learning based on the threat of the pandemic. Instructors will continue to hold virtual office hours. [This virtual schedule template](#) was created to clearly outline the requirements for instructors during this time.

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Fall Schedule Start Date

Courses on the Enterprise, Ozark, and Andalusia campuses will begin on August 24th.

In-person Instruction End Date

All in-person instruction will be completed by November 25, 2020 on the Enterprise Campus. Instruction delivered between November 30 and December 11 will take place remotely. All final exams will be administered using HonorLock within Canvas.

Delivery Methods of Instructional Courses

English/Communication Division

The majority of courses will be offered utilizing distance learning and virtual hybrid models. Select consideration was given to a minimum number of courses listed as in-person half capacity hybrid or by-appointment hybrid.

Math Division

Math instruction will primarily use hybrid, in-person, and hybrid synchronous instruction. Hybrid in-person instruction will be delivered in half capacity or by appointment.

History/Social Science Division

All History, Social Science, Early Childhood, and Orientation courses will be delivered online using a traditional distance learning model or virtual synchronous model. There will be no on campus instruction for courses in this division.

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Business/Paralegal/Health Information Technology/Computer Information Systems

All Business, Office Administration, CIS, Paralegal, and HIT courses will be delivered online using a traditional distance learning model or virtual synchronous mode. There will be no on campus instruction for courses in this division.

Science

Science courses will be delivered using multiple hybrid and traditional distance learning models. Any in person hybrid instruction will be delivered in a half capacity environment. All Biology and Chemistry labs will use Labster to ensure that social distancing measures can be maintained during in person instruction.

Fine Arts

The Fine Arts Division will use multiple delivery models to include in-person studio classes at reduced capacity, traditional distance learning, and various hybrid models. All classes will incorporate a digital aspect in the event that we have to transition to remote learning only. All in-person choral performances have been cancelled for the fall semester. Instructors and administrators are still researching the risks posed by in-person, socially distanced choral practices.

Health Science

Health Science instruction will be delivered using multiple hybrid and traditional distance learning models. All instruction that occurs on campus will be delivered in a half capacity environment. Course instruction will

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transition to fully online after the Thanksgiving break. Tests and final exams will be delivered through Canvas and proctored by HonorLock during that time. All classes will incorporate a digital learning aspect throughout the semester in the event that instruction has to transition to remote learning before Thanksgiving. Courses with labs and skill-based assessments will make every effort to have those components completed before the Thanksgiving break.

Often, our students participating in clinicals, practicums, etc. need to acquire certain skills during the semester prior to entering their clinical sites. Because of this, our clinical and practicum schedules will not be changed as long as those sites continue to allow our students to come and participate.

OZARK CAMPUS INSTRUCTIONAL PLAN

Aviation Maintenance Technology

Beginning Aug 24, 2020, our Aviation Maintenance Technology (AMT) classes will have a different scheduling format. Day and night class start times, break times, dinner times, and end times are staggered to reduce the number of students coming in the building or on break at the same time. Day classes start at 6:45, 7:00 or 7:15am and evening classes start at 3:30, 3:45, or 4:00.

Traditionally, fall and spring semesters were 6.4 hours per day, Mon-Thu and 3.2 hours on Friday. A student could take 3 classes per semester for a full load of 15 credit hours. Class 1, Mon 6.4 hours, Tues 3.2 hours; Class 2 Tues 3.2 hours, Wed 6.4 hours; Class 3 Thu 6.4 hours, Fri 3.2 hours. See table 1.1 below for a

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visual representation. Students were in class/lab for 28.8 hours per week over 5 days. Each class is 140 total class/lab hours. All day classes started at 7:00am and all evening classes started at 4:00pm.

Table 1.1 Traditional AMT Course Schedule

	MON	TUE	WED	THR	FRI
CLASS 1	6.4	3.2			
CLASS 2		3.2	6.4		
CLASS 3				6.4	3.2

In order to better adapt in case of another shutdown, we will use a modified block system. A full time student will still take three classes per semester, each with 140 class/lab hours. Our first block is 10 weeks long and we offer 2 classes for the student; Class 1, Mon & Tues, 7 hours each day; Class 2, Wed & Thu, 7 hours each day. The first 10 week block is from Aug 24th to Nov 2nd. See table 1.2 below.

The second block is 5 weeks long in which one 7 hour per day course is offered Mon-Thu. This block is taught from Nov 3rd to Dec 15th. Students are in class 28 hours per week. See table 1.3 below.

Table 1.2 10-Week Block AMT Course Schedule (8/24/20-11/2/20)

	MON	TUE	WED	THR	FRI
CLASS 1	7	7			
CLASS 2			7	7	

Table 1.3 5-Week Block AMT Course Schedule (11/3/20-12/15/20)

	MON	TUE	WED	THR	FRI
CLASS 3	7	7	7	7	

This system has many advantages. Primarily, it increases the likelihood that a student could complete two courses before a potential shutdown, instead of being in-progress in three courses. It allows the College to reduce student interaction with other students, classrooms, and labs since the student is not in three different classes per week. This system reduces the amount of lab equipment needed because it allows the instructors to use the same equipment for both 10 week and a 5 week classes instead of using it for an entire 15 week class.

Enterprise State Community College's Andalusia campus only offers a dual enrollment course in Aviation Maintenance Technology. This course will follow the traditional high school calendar and will not the modified block schedule used at the Ozark campus. However, all other protocols to mitigate the transmission of COVID-19 will be in place at the Andalusia campus.

Avionics

The Avionics program is significantly smaller than the AMT program but will follow the same safety protocols. It is not practicable to finish the avionics labs before Thanksgiving due to the relationship of class and lab work, so some lab time will be necessary after the Thanksgiving break. All theory portions of instruction that can be delivered online will be.

Since the program is small and the course progression is sequential, it was possible to use the 10-week and 5-week block system described above for second-year students. First year courses were not good candidates for this structure and so they will follow a traditional 16-week schedule.

Mechatronics

Mechatronics will be utilizing two 8-week mini terms for the fall semester. Students will be encouraged to take two classes during each mini term instead of four full-term classes. All lectures and homework learning content for the classes will be done online, and students will only be on campus to complete hands-on labs each week.

There will be a limit of one student per lab station, lab stations will be spaced at least 10 feet apart, and lab stations will be sanitized after each use. Students will be scheduled into specific lab times, and start times will be staggered in order to limit the number of students in the building to approximately 15 at any given time. Labs will be open for approximately 12 hours per day Monday-Thursday.

Utilizing the 8-week term allows for more control to limit the number of people coming into contact with a given piece of lab equipment. It also allows us not to lose an entire 16-week semester of progress should another shutdown occur before year's end. It is not possible with current resources to move these courses to being fully online, and that is not desirable to our customers - both students and local industry. Since the theory learned is directly applied in the labs, we cannot wait and cover all of the theory at the end of the semester. Therefore, it will be necessary to have students return to finish labs during the final three weeks of the semester after Thanksgiving.

Dual Enrollment Sites

ESCC has agreements with many of its service area high schools in which the College offers dual enrollment courses to high school students. ESCC will clearly communicate to dual enrollment students that to participate in an ESCC course, they will be required to adhere to the same protocols imposed on traditional ESCC students. The Director of Dual Enrollment will work with the administrators of the respective off-campus sites to ensure that their protocols are sufficient to ensure the safety of all ESCC students and employees that visit them.

INSTRUCTIONAL PROFESSIONAL DEVELOPMENT

Over the past few months, the faculty at Enterprise State Community College has worked diligently to successfully transition to online instruction. However, the College is aggressively pursuing innovative training techniques and strategies to continually improve instruction. The following professional development opportunities will be made available to faculty as a means to this end.

Canvas Instructional Design

This virtual training will provide instructors with course development strategies. The discussion will center on how Canvas modules, assignments, discussions, and quizzes are used to accomplish the outcomes of good course design.

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Canvas Assessments and Honorlock

This session will focus on developing Quizzes that can be used to challenge student understanding and assess comprehension of course material. This session will also include how to create and deliver an exam through Honorlock's proctored exam system within Canvas.

Canvas Studio/Video Lectures

This virtual session will focus on Canvas Studio and other tools to engage students through video or live lectures. Instructors will learn to create engaging video content so students can participate in dynamic conversations as they view the video independently. We will identify ways students may interact and participate in class virtually.

Canvas Assignments and Discussion Boards

This virtual session will focus on how to use Canvas Assignments and Discussion Boards to engage students and provide feedback. Instructors will be shown how to challenge students' understanding and help assess competency by using a variety of media.

Blackboard Ally (August 2020)

In this virtual session, instructors will be introduced to Blackboard Ally. Instructors will be shown ways to improve course content to ensure ESCC is meeting the needs of diverse students with unique learning abilities in each course. Emphasis will be placed on providing students with more accessible original content where they can choose formats that work best for them: HTML for improved reading on mobile phones, Electronic Braille for the

visually impaired, and Audio for learning on the go. During this session, a demonstration of how Ally automatically scans original content and performs a series of steps to make content more accessible will be provided.

Quality Matters: An Introduction

This virtual workshop will introduce participants to the QM Quality Assurance System. A brief overview of QM is provided, followed by an exploration into the question, “Why QM?”. QM Rubrics and the types of course reviews are also introduced. The workshop will culminate in the development of a personal plan for continued engagement with Quality Matters.

LIBRARY SERVICES

(BOLL WEEVIL CENTRAL)

General Information

Before arrival to campus, students will be given specific instructions via e-mail reminder as to the proper safety check-in procedures while on campus. This College procedure includes a temperature check upon arrival to campus. If students do not have a fever and are not exhibiting symptoms of COVID-19, they will be given an armband to wear while they are on campus. Only those students and employees who have been issued an armband signifying they have had a temperature check will be permitted into Boll Weevil Central.

Please be advised that the College is monitoring the current local COVID-19 status very closely and will prohibit any face to face interaction in Boll Weevil Central based on current local COVID-19 monitoring, as necessary.

Learning Resource Center

Glass protective shields, masks, and proper sanitation practices in the individual office spaces and work stations will be enforced both before and after students enter the LRC to ensure safety. Students will still be encouraged to utilize digital resources as opposed to print resources. However, both will be made available to students.

The LRC will offer curbside pick-up of print materials to all students. Students will need to call the LRC and let us know which materials they will need and a date/time that they want to pick up the materials. We will then pull the materials and meet students at the side of the LRC. Students who have been issued an armband showing they have had their temperature checked can physically come into the LRC to request print materials. LRC staff will pull the materials for the students.

In addition to print resources, the LRC has digital resources that students can access. These digital resources include our online card catalog, eBooks, and an expansive collection of databases within the Alabama Virtual Library (AVL). These databases include eBooks, scholarly journals, and scientific research. In addition, ESCC will offer students and employees access to JSTOR, which is a digital library of academic journals, books, and primary sources.

The LRC has computer stations that will be available following the social distancing requirement. Furthermore, once a student leaves from a computer station, the entire station, including the table, chair, mouse,

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keyboard, and monitor will be disinfected following protocol. No student will be allowed to use a computer station unless and until it has been disinfected.

BWC Tutoring

BWC Tutoring will maintain online tutoring via Canvas for students. As an alternative to online tutoring, we will utilize AppointmentPlus for students to schedule dates/times for face-to-face tutoring. Upon arrival, students will be required to have their temperature checked before entering the LRC. Students will only be permitted to enter the building if wearing a mask and an armband showing that their temperature has been checked. After signing in for tutoring, students will be directed to the waiting area where they can maintain social distancing.

All participants in face-to-face tutoring sessions will be required to wear a mask and maintain social distancing at all times. In addition, all students arriving for their tutoring session must be wearing their armband signifying that they have had their temperature checked when they arrived on campus. When each of the face-to-face tutoring sessions is complete, the area will be disinfected as per protocol.

STUDENT SERVICES

For all face-to-face meetings within the Student Services purview, students will only be permitted to enter the building if wearing a mask and an armband showing temperature has been checked. Students will be directed to waiting areas after signing in. Glass protective shields, masks, and proper sanitation practices in the individual office spaces will be enforced both before and after student arrival to ensure safety. Students will still be

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encouraged to utilize remote appointments. We will email documents/paper resources as an extra precaution if possible.

Testing and Assessment Services

Testing services for Accuplacer, BAT, Prov, and various proctoring services for student course testing will be provided in the SAS Lab on an appointment-only basis. Appointments are made using our existing electronic test request forms, which are followed up with a phone call/email to confirm appointment times/dates with the student.

Students will only be permitted to enter the lab if wearing a mask and an armband signifying that their temperature has been checked. Students will be directed to testing areas after signing in. Computer tests will only be administered to six students at a time so as to maintain social distancing protocol. Computers will be taped off and chairs at each station removed in order to maintain social distancing. Staff will monitor the space to ensure that proper space between students is enforced. After each computer use, all stations will be sanitized for new testers coming in. If a student comes in without an appointment, we will try to accommodate the student's testing. Walk-ins will follow the same sign-in and safety measures as students with appointments and will be required to fill out a test request form for documentation purposes. Students will still be encouraged to utilize remote proctoring services as their first choice. Accuplacer with Zoom placement testing will be utilized for the safety and comfort of students to take placement tests from home.

The Testing Services webpage www.escc.edu/admissions/placement-testing/ has been updated to provide students with information relevant to the remote proctoring available, as well as other testing in the SAS Lab. Scored

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reports will be provided electronically to avoid direct contact with the student.

Career Services

Career planning meetings with students will be by appointment-only and will be delivered via telephone and/or virtual meetings using Zoom or Google Meet. Group student meetings and career related workshops will also be delivered and conducted using Zoom Meetings, so students can be counseled individually and privately if needed. Online career assessments will be utilized to assist students planning their careers. Students will still be encouraged to utilize remote appointments. We will email documents/paper resources as an extra precaution if possible.

Counseling and Academic Advising

Academic advising, registration, and other appointments for counseling will be conducted by appointment only and will be delivered via telephone and/or virtual meetings using Zoom or Google Meet. Group student meetings will also be delivered and conducted using Zoom, so students can be counseled individually and privately if needed. Online tools, such as the STARS Guide, the online ESCC academic catalog, ESCC Schedule of Classes, ESCC Program webpages, transfer assistance websites, and other online resources will be utilized to assist students with any of their academic advising needs. Online resources for areas of need, such as study skills, time management, organization, and online tutoring will be provided for any student.

Appointments can be made using the electronic Advisor Request Form that can be accessed at

https://esccf.formstack.com/forms/online_advising

Students can also reach the Counseling and Advisement team directly by calling either the office number or cell number on our website at www.escc.edu. Students will receive a follow-up phone call or email to confirm appointment times/dates.

If students need to withdraw, they can do it electronically by visiting https://esccf.formstack.com/forms/course_withdrawal_form

To request guidance on any topic to help students be successful, students can contact the Counseling Team at advising@escc.edu.

ADA Services

Disability service meetings with students will be on an appointment-only basis and will be delivered via telephone and/or through virtual meetings using Zoom or Google Meet.

Accommodation letters for instructors and the student will be provided electronically via DocuSign, which allows the student, instructor, and ADA Coordinator to sign electronically. This service provides excellent documentation service to show dates and signatures that are time sensitive and to avoid any issues with ADA compliance.

ADA test proctoring that requires test reading and/or extra time will be provided remotely via Zoom or Google Meet if possible. If circumstances, such as incompatible technology prevent students from testing via Zoom or

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Google Meet, we will provide testing through the SAS Lab or a private room located in the LRC. See Testing Services area for testing procedures and details regarding proper sanitation processes.

Financial Aid

The financial aid staff has implemented a work schedule which allows them to be present to assist students in-person and remain as safe as possible. Students will only be permitted to enter the Student Center if wearing a mask and an armband showing temperature has been checked. Students will be directed to waiting areas after signing in. Glass protective shields, masks, and proper sanitation practices in the individual office spaces will be enforced both before and after student arrival to ensure safety. Students will still be encouraged to utilize remote appointments. We will email documents/paper resources as an extra precaution if possible.

ADULT EDUCATION

Adult Education teachers will contact students prior to re-opening. Students must complete COVID-19 training course in Canvas and sign a COVID-19 Waiver before returning to class. Teachers will limit students attending class based on the size of the classroom to maintain social distancing. This may warrant the restructuring of classes (ie. splitting classes per session, dividing days of attendance) to maintain a safe number of students in attendance at any given time. Online instruction will be offered for any student who prefers on-line instruction to face-to-face instruction due to COVID-19. All Adult Education Teachers and staff will follow the ESCC COVID-19 Mitigation Plan.

Before returning to off-campus adult education sites, the Director of Adult Education will consult with respective sites on the protocols that have been

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implemented to combat COVID-19. Instruction will not resume at any site in which the ESCC administration deems insufficient steps have been taken to ensure the safety of its students and employees.

WORKFORCE DEVELOPMENT

Delivery and Proctoring of Assessments

Whenever possible, assessments will be delivered and proctored remotely or online. For assessments that do not have the option of remote/online delivery, the Workforce Development office will follow the safety protocols set forth by ESCC in the College's COVID-19 Mitigation Plan.

Workforce Development Training Delivery

Workforce Development training will be delivered remotely/online whenever possible. For training that cannot be delivered remotely/online, the Workforce Development office will follow the safety protocols set forth by ESCC. For training delivered in-person at off-campus sites, the Workforce Development office will coordinate safety protocols specific to the particular business. The most stringent protocols between the college and business will be utilized. Due to safety protocols, it may be necessary to reduce the number of students in face-to-face courses. In these instances, the college will extend course lengths, increase the number of course sections, or utilize additional instructors as needed.

CDL

The CDL program will follow all guidelines and protocols set forth by ESCC. The following specific protocols will also be followed during operations:

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Skill Field Operations

- Require the use of appropriate PPE by all parties (face masks, disposable gloves, eye protection).
- Schedule no more than two students at a time in 2-3 hour blocks of instruction to practice driving on the skills field.
- Students will drive in separate trucks (Only one student at a time in a truck).
- Instructors will not ride with students and will observe outside the truck, unless necessity dictates otherwise.
- Trucks will be disinfected after every use, with a minimum of 15 minutes between disinfection and re-entry.
- With three available trucks on campus, one truck will be rotated out of service with each block of instruction unless being used for highway operations.
- Students and instructors will sanitize themselves before and after each block of instruction.
- No more than two students and two instructors on the skills field at a time.
- All participants will maintain a minimum of 6 feet between one another where practical.
- Install video recording equipment in each truck ("dash cam"). Video footage will be recorded anytime an instructor is alone with another student in the truck.

Highway Operations

- Require the use of appropriate PPE by all participants (face masks, disposable gloves, eye protection).
- Schedule no more than two students at a time in 2-3 hour blocks of instruction to practice driving on the highway.
- Students will drive in separate trucks (Only one student at a time in a truck).
- One instructor will ride with each student at a time (Instructors and students will have a 4 foot distance between each other inside the truck).

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- Trucks will be disinfected after every use, with a minimum of 15 minutes between disinfection and re-entry.
- With three available trucks on campus, one truck will be rotated out of service with each block of instruction unless being used for skill field operations.
- Students and instructors will sanitize themselves before and after each block of instruction.
- No more than two students and two instructors on the highway at a time.
- All participants will maintain a minimum of 6 feet between one another when not inside the truck.
- Windows will be kept in the down position as weather permits while the student and instructor are inside the cab. Air conditioning will be set to vent fresh air versus recirculation.
- Install video recording equipment in each truck (“dash cam”). Video footage will be recorded anytime an instructor is alone with another student in the truck.

Pharmacy Technician

The Pharmacy Technician program will be delivered utilizing an online, remote format. In the event face-to-face instruction is required for portions of the program, all ESCC safety protocols will be followed. Any clinical externships will be reviewed by the college and host pharmacy prior to acceptance. Safety protocols will be developed jointly between the college and pharmacy.

Addendums

For enrollment forms, the following clause will be included: *In the event Enterprise State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to*

the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor at [enter contact name and information as applicable].

For contract training, the following language will be included: ***Impossibility of Performance:*** *Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.*