

JARVIS CHRISTIAN COLLEGE COVID-19 CAMPUS PROCEDURES AND GUIDELINES FOR ALL EMPLOYEES AND STUDENTS

Guidance:

Jarvis Christian College is committed to providing a safe and healthy learning space for students, staff, faculty, and community. Members of JCC's leadership are closely following COVID-19 developments and continue to follow guidance from local, state, and national levels. JCC has developed a COVID-19 Campus Guidance which depicts the expected measures and guidelines that all employees/students are required to follow as well as understand what their roles and responsibilities are during this COVID-19 pandemic.

Adhering to JCC guidance and procedures, Texas Department of State Health Services and Centers for Disease Control guidelines, and regulatory requirements is the best strategy to combat the risk of COVID-19. Every staff, student, faculty, and community member shares a responsibility in trying to maintain a healthy and safe environment at JCC.

The information in this guide is intended to help employees/students understand their responsibilities and rights during the ongoing global COVID-19 pandemic. As more information about COVID-19 is learned, guidance and recommendations will evolve. Similarly, the contents of this guide and JCC guidance will evolve, and the community will be updated of changes. If you are unclear, encountering a new situation, or have concerns, please ask your supervisor or students may contact the vice president for student services for clarification and guidance.

Scope:

All employees, visitors, and students must comply with this guidance.

Keeping Jarvis Safe:

In order to comply with CDC and the State of Texas Guidance, Jarvis Christian College will follow the guidance listed below to help slow down, mitigate and stop the spread of COVID-19.

- **Custodial Services:**

JCC custodial staff is working hard to help keep us all safe. The team has always placed real importance on a healthy work environment. The custodial staff will not only clean, but will sanitize areas such as: tables, floors, phones, and door handles. Custodial services are not responsible for cleaning specialized equipment or computer equipment.

In addition to daily schedule of custodial duties, additional COVID-19 precautions and duties have been assigned. These are not limited to, but include:

- Extensive training in the proper use of chemicals.
- Extensive training in the proper use of all PPE.
- Clean all high contact surfaces: stair rails, door handles, etc.

Employees will take ownership of cleaning personal spaces (i.e. personal desk/cubicle/counter, keyboard, phone, etc.), so employees will need to do this upon their return to the worksite. The level of use should determine the frequency of cleaning. Talk with your supervisor about your plan to maintain a clean work environment on a daily basis.

- **Facilities:**

Facilities staff has cleared out common areas of furniture and provided 6ft designated standing areas to ensure that students as well as employees are not congregating too closely.

- Maintain at least 6 feet or more between workers/students
- Place appropriate signage at entrances indicating how to proceed
- Identify and follow allowable occupancy guidelines in order to control workflow and/or establish maximum attendance
 - Every classroom, office, lounge area, and inside common area must abide by the occupancy guidance as directed:
 - Occupancy guidelines were created for all classrooms, offices, and common areas. Placard were placed on the wall of cafeteria that indicate the maximum occupancy allowable during the COVID-19 pandemic.
- Make face coverings available
- Post maximum occupancy in common break areas and configure to accommodate appropriate physical distancing
- Provide sanitizing supplies for individuals to clean their areas before and after use.
- Remove high-touch items such as magazines, common pens, etc.
- Provide hand sanitizer at all entrances and high-traffic areas
- Identify frequently touched areas (doors, cabinets, etc.) and provide routine cleaning of such areas.
- Implement and use no-touch appliances/dispensers when possible (restrooms, water stations, etc.)
- Monitor and secure inventories of PPE, hand sanitizer, wipes, cleaning products, and hand soap.

- **On Site Screening:**

All employees, students and visitors to JCC campus are required to undergo a screening when arriving on campus. Temperatures will be taken of anyone who enters any building.

- If an employee, student or visitor exhibits any temperature of 100.3 or higher, they will be told to go home and obtain medical help if needed.
- Answer questionnaire to certify employee is healthy, prior to coming to work.
- They must be cleared by a doctor before returning to work.
- If the employee goes home due to COVID related illness, they may utilize COVID leave (if available), or their own sick leave. If an employee is out of sick leave, they may request FMLA (if qualified) or leave without pay. If an employee is not feeling well, they will be urged to stay home.
- Contact your supervisor and submit your absence requests.

- Students are asked to see the nurse and isolate in their room.
- **PPEs and Mask Requirements:**
All JCC employees, students and visitors are required to wear a mask at all times. This is in accordance with public health orders. All employees and students are provided a PPE toolkit with masks, disinfectant spray, hand wipes, hand sanitizer, etc. There is no reason for employees/students not to wear masks. Please feel free to remind others to wear their masks or notify security/safety aides if you are uncomfortable doing so. To pick up PPEs, please stop by the Mail Room in the EBS building. Student PPEs will be distributed at the testing site with a supply to last for the entire semester.
- **Managing Building and Classroom Occupancy Levels:**
Academic Affairs Guidelines will be put in place to ensure that occupancy levels of all classrooms and offices are adhered to during COVID-19. The number of attendees for in-person courses/sections will be limited. For example, in most cases, all in-person courses/sections will be limited to 15 or fewer participants and will also utilize other physical distancing measures, such as:
 - Implementation of close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure. Students will be encouraged to sit in the same desk to help minimize exposure to COVID-19 as the virus is airborne and is thought to stay on surfaces for an undetermined amount of time.
 - Development of a physical distancing plan for each course that includes:
 - Number of students and faculty present in each session.
 - Length of session.
 - Nature of activities.
 - Mechanisms to ensure safe surrounding for our students, faculty and staff utilizing the following checks:
 - Kiosks to take temperature (student workers to facilitate)
 - Stay home if sick
 - Inform supervisor, vice president for student services or the nurse if you have been in contact with someone who has tested positive for COVID-19
 - Random testing for COVID-19
 - Choir, Band, and Athletes to receive more frequent testing
 - Enforce sanitizing practices throughout the College
 - Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
 - Provisions for hand sanitizer and enhanced cleaning.
 - Instructions to students on the course- specific physical distancing protocol.
 - Availability of remote options.
 - Development of attendance and excuse guidance that acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness.

- Encourage faculty-student communication regarding health status and any changes in their ability to complete coursework and academic responsibilities.
- Identification of resources for students with learning disabilities or difficulties with remote learning platforms.

- **Hand Sanitizer:**

Hand sanitizer dispensers are located around campus, along with additional sanitizer in common office areas. These are routinely monitored and restocked daily.

- **Reopening Approval Process:**

Every department head is required to submit a reopening plan that addresses internal cleaning procedures, employee schedules, and additional employee protocols.

Housing guidelines are listed below. For more detailed information, contact Student Services:

- Modifications to decrease the risk for exposure within traditional residence halls and campus apartments include:
 - Room Accommodations:
 - Athletes, band and choir will be housed in double rooms.
 - Students may house with their family relations, such as: siblings or cousins. Students must contact Student Services for guidelines for this guidance.
 - Single room occupancy (for students that do not fall under the above criteria).
 - Requirement of personal face coverings in common areas.
 - Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms.
 - Enhanced cleaning and sanitation protocols in all common areas.
 - Expanded use of signage specific to public health and safety information.
 - Training on public health measures and signs/symptoms of COVID-19 for all individuals who reside on campus, residence hall directors, residence assistants (RA), and others in similar roles.
 - Increased wellness checks and expanded RA coverage.
- Visitation requests for families to be admitted on Campus, must be requested in writing and submitted at least five (5) days in advance of their arrival.
 - No guests will be allowed in the dorms.
 - All guests will adhere to the COVID-19 guidance as set forth
 - All guests will be required to wear masks and adhere to the social distancing guidelines
 - Students are allowed to leave campus with permission from the vice president for student services or the assistant vice president for student services. If a student is granted permission to leave campus and returns after the close of business,

students will be required to isolate in their rooms, pending they have a single room, until they are able to be tested. If the student has a roommate, the student will be required to isolate in a separate building until he/she is able to be tested.

- Isolation and Quarantine: Jarvis Christian College will proactively identify appropriate residential spaces and reserve those spaces in the event of needed isolation or quarantine of a student(s). If on-campus housing is nonexistent, unavailable, or unfeasible, the college will identify off-campus options for the isolation and quarantine of residential students.
 - A protocol will be made available to all individuals involved in the management of isolation spaces and its procedures.
 - The quarantine rooms will be physically separated from other residential student rooms.
 - Student health services staff will monitor students on a daily basis and transfer to an on- or off-campus site for a clinical evaluation if symptoms advance or the patient requests.
 - For students on the campus meal plan, dining services will arrange food delivery in collaboration with housing/residence life staff.
 - While isolating/quarantining, students will still be able to attend virtually.
- Dining Guidelines: Campus dining options will include the following guidelines:
 - Requiring all dining facility staff to wear facemasks and gloves at all times while working and interacting with the public.
- Requiring employees to follow infection prevention guidelines including:
 - Staying home when ill.
 - Practicing physical distancing whenever possible at work.
 - Practicing proper hand hygiene.
 - Avoiding touching the eyes, nose, and mouth with unwashed hands.
 - Cleaning and disinfecting frequently touched surfaces throughout the workday.
 - Undergoing temperature checks prior to shift.
- Requiring all customers/diners to wear facemasks or coverings while in the facility. Since an individual cannot eat and drink while in a mask, masks will be worn during movement in the facility and can be removed when sitting and dining. This further emphasizes the need for physical distancing of patrons and additional discussions of providing only takeout options during the initial phases of re-opening.
- Limiting the number of individuals dining in a single facility at one time. The number will be chosen with the goal to achieve appropriate physical distancing of diners. Possible approaches include:
 - Access control: once the target number is reached, students are only allowed to enter when another customer leaves.

- Cohort dining: established dining times admitting a specific group of customers/diners.
 - Physically spaced (6-foot) floor markers for waiting lines outside and inside the facility.
 - Appropriately spaced and limited numbers of tables and chairs per table.
 - Eliminating buffet-style self-serve food or beverage stations and replacing with staff-served meal stations.
 - Providing a bagged take-out meal option at every meal. Consider kosher, vegetarian, vegan, and gluten-free options, as requested or appropriate to the customer base.
 - Arranging food delivery to students in isolation or quarantine.
- Athletics Guidelines: Student athletes are first and foremost students. Athletics and sporting programs must ensure department guidance, procedures, and communications regarding COVID-19 align with institutional, CDC, federal, state, or local public health guidelines and requirements. In preparation for a partial or full resumption of intercollegiate athletics activities, including practice and competition, athletics and sporting programs will consider the following:
 - Adequate availability of recommended PPE
 - COVID Questionnaire screening prior to arrival
 - In depth modifications made in:
 - Training Room (PPE. Physical distancing, mobile training room)
 - Locker rooms (Physical distancing, use based on recommendation by CDC and NAIA)
 - Practice sessions (Temperatures regularly checked, utilization of personal equipment, limit practice size sessions, sanitization recommended by CDC)
 - Team Functions (limit team meetings, small study sessions, limit of team bonding activities)
 - Weight room (deep sanitization after each use, spacing of equipment, limit capacity in room)
 - Contingency plan for isolation and quarantine for onset of illness and/or exposure during athletics-related travel and competition
 - CDC guidelines for athletic trainers and staff
 - Other recommendations based on NAIA guideline
- **Getting Tested:** All employees/students are encouraged to get tested for COVID-19 on a regular basis. Contact the Campus Nurse for testing information.
 - Employees/students who have identified themselves as being around someone who has tested positive, must receive a COVID-19 test and self-quarantine for ten (10) days.
 - After the employee/student has been quarantined for ten (10) days, and upon receiving a negative COVID-19 test result, the employee/student may return to work/school.

- Employees/students who receive a positive test are to quarantine until cleared by a negative Covid-19 result.
- All students are to submit the COVID-19 results to the College nurse.
- All employees are to submit the COVID-19 results to HR.
- Any test results must be kept separate from student or employee files and remain confidential.
- Employees must notify their supervisors of their absence and fill out and submit the absence request forms.
- Students must notify their instructors if they will miss coursework or school due to COVID-19.

Employees' Return to Campus

Returning to campus is first determined by the ability to return safely and, secondly, by department need. This guidance will come from your direct supervisor. **If you are able to work effectively from home, you should continue to do so.** If your essential job functions can only be performed on campus, you will need to consult with your supervisor.

If there is a need to come on campus, please notify your supervisor. Notifying your supervisor is an effort to control the flow and number of individuals visiting a certain area. Your time on campus should be limited and strictly for work purposes. Unless your position requires your on-site presence, your time on campus should be minimized.

Students' Return to Campus

Students will be tested upon arrival or they may bring a negative test taken within 48 hours. Students will not be admitted into student housing without proof of a negative test. Students who arrive on campus after 5:00 p.m. will be isolated in the quarantine dorm, until they are able to be tested.

Employees Right to Reasonable Accommodation:

Although all individuals are susceptible to contracting COVID-19, some individuals with underlying health issues may be more prone to severe illness and complications. If you believe your current health state may put you at higher risk, you may request a reasonable accommodation under the Americans with Disabilities Act. Please notify the Office of Human Resources or notify your supervisor.

Employees who must miss work due to illness, quarantine, family care, or child care due to school closure may be eligible to utilize Emergency Paid Sick Leave, as well as, Emergency Family and Medical Leave. Additionally, regular sick and annual leave can be utilized in accordance to JCC guidance.

Employees who are 65 years or older, or who have underlying health conditions are encouraged to work remotely if possible, and to avoid gatherings of greater than 5 people.

Coming onto Campus; Employee Expectations:

JCC Guidance:

All employees are to continue to work and adhere to college guidance. The campus may be closed to limited operations, but JCC is still open. It is important to continue to adhere to professional and civil interactions while performing duties for the college.

Social Distancing:

Employees must maintain a social distance of 6 feet or more apart at all times in areas including offices, hallways, classrooms/labs, bathrooms, and inside/outside gathering spaces. Access to campus is restricted to the area approved for employees. No loitering or wandering around campus will be allowed.

Mental Health and Stress:

These are stressful and uncertain times for everyone, and we need to be mindful of our interactions. Extra patience needs to be practiced as we all adjust to a new situation. If you are feeling stressed or need someone to talk to, reach out to the Campus Counselor or your primary care physician.

If You Are Sick, Or Feeling Unwell, Stay Home:

Ultimately, you are responsible for your health. Only you know how you truly feel. If you are feeling sick or a bit off, stay home and seek medical attention as necessary. If you are truly feeling ill and cannot work at all, notify your supervisor.

Mandatory Screening:

Everyone coming onto campus must enter through a designated entry and be processed through the screening station. The screening consists of a temperature check and completion of a daily survey. If you have a fever or fail the survey questions, you will not be permitted to come on campus. Your phone number will be recorded for contact tracing purposes only.

Identification:

Employees will be required to provide a form of identification while coming onto campus. This can be a college ID or driver's license.

Masks:

Bring and wear your mask at all times while on campus. Your mask needs to cover your mouth and nose. You are only allowed to remove your mask while eating and drinking, in your dorm room, in your office, or outside (as long as you retain the six foot guidelines). If you do not have a mask, one will be provided. Face masks must be work appropriate in terms of imagery, material, and form. They should not be offensive.

Shared Equipment:

Sanitize shared equipment with alcohol (monitors, electronics, copier touchpads, table/desk tops and phones, etc.) or cleaning wipes before and after use. Wash/Sanitize hands before touching and after using shared equipment such as copiers, phones, and computers. Avoid touching doors with hands (use elbows, arms, shoulders, etc.).

Equipment:

Supervisors must keep a record of all employee equipment that has been taken home as a result of work from home requirements. All equipment that was taken home to help facilitate remote working should be returned to the campus once on campus operations are permitted in your work area.

Shared Office Space:

If you work in a shared office space, please try to minimize the sharing of office supplies and equipment if possible. If this is not possible, please sanitize shared equipment before and after usage. If your position requires you to operate a college vehicle, please ensure to sanitize high touch areas within that vehicle.

Work Space:

Please be mindful of your own workspaces and how to best keep them clean and sanitized. Desks, counters, and work areas should be free of clutter and should be cleaned at the start and end of each workday or in accordance with your department specific protocol. The frequency of use should determine the frequency of cleaning office surfaces. Employees will be responsible for the sanitizing of their phones, computer hardware, office equipment, and other high touch areas in accordance with their department specific protocol.

Employee Visitors:

To ensure the safety and wellbeing of all our employees, any visitors who arrive on campus must abide by and follow all protocols of the Covid-19 campus guidance.

Meetings: Conduct meeting virtually (via Zoom) whenever possible. Avoid office gatherings.

Supervisory Role:

All supervisors are required to enforce and maintain adherence to the expectations in this guide. Supervisors must recognize that they are key to helping maintain a healthy and safe work environment.

- If an employee calls in sick or notifies you of COVID-19 diagnosis, supervisors must notify the Office of Human Resources immediately. If an employee is feeling ill, their supervisor

should send the employee home for the day and ask them to remain home and seek medical treatment if necessary.

- Consider phased return of employees to no more than 50% of the workforce at a time, staggering every 2-4 weeks for full return. Depending on the size and needs of the workforce, the percentage may vary.
- Stagger shifts to reduce the number of people in the workplace at the same time.
- Gauge employee willingness to volunteer to be the first to return and prioritize those with the greatest ability/desire to return, while paying attention to individual risk factors.
- Allow those who can work effectively from home to be the last to return and/or delay their return to the campus.
- Encourage single occupancy in the work rooms.
- Encourage employees to disinfect their own workspaces.
- As a supervisor, you may be contacted by the Texas Department of Health for contact tracing. Please comply with the questions they may ask, and notify your supervisor and the Office of Human Resources if you are contacted.

Post and promote prevention strategies:

- Wash hand frequently
- Maintain physical distance: stay 6 ft. apart at all times
- Know the signs and symptoms of COVID-19 and what to do if systematic
- Stay home when you are sick (or leave work immediately), notify your supervisor
- Call your health care provider's office in advance of a visit
- Limit movement in the community and wear a face covering in public

Lastly, all supervisors should avoid sharing misinformation and failing to protect employee privacy.

Thank you for everything you do under these challenging circumstances and thank you for keeping everyone safe at JCC.

Note: Due to the fluidity of the virus, the procedures and guidelines may change and we reserve the right to change them when necessary.