



## Wallace Community College Selma

### Fall Reopening Plan

Wallace Community College will return to a modified full campus re-opening this fall. The college's primary goal is to provide high quality educational opportunities, while ensuring the safety of students, faculty and staff. Wallace Community College Selma will provide continued instruction and supportive services for all students.

- The Campus will be open Monday - Thursday
- Classes are scheduled to begin August 17<sup>th</sup>
- Returning employees will maintain social distancing and staggered schedules. Some employees may continue to work remotely with the President's approval.
- Students will be required to make an appointment through register blast for a face to face visits with financial aid and admission and records.
- Classroom will be designed for a limited number of students.

#### Safety Measures for Returning

- Face covering will continue to be required at all times for students, faculty, and staff.
- Employees will receive ongoing training on how to help prevent the spread of COVID 19
- There could be periodic testing for those who need it.
- WCCS will notify individuals who have been in close contact with someone with a verified positive test.
- Faculty and Staff will be required to report all known positive diagnosis and/or personal exposure to subjects who have tested positive to their immediate supervisor to inform contact tracing related to the College operations.
- Anyone who test positive, show symptoms or has been in close contact with someone who tested positive will be subject to isolation and quarantine procedures.

- Any employee that is quarantined due to a positive diagnosis will be required to show verification of a negative test result prior to returning to work at the campus facility.
- Temperature Checks will be done at the main gate.
- Temperature monitoring will occur at the front gate for anyone entering the campus. Student, faculty or staff will not be permitted to stay on campus for the class or lab if their temperature is 100.4 or greater and/or answer yes on the questionnaire and will be encouraged to seek medical advice/care.

## **INSTRUCTIONAL DIVISION**

1. Student will always be required to practice physical distancing in the classroom and wear masks.
2. Sanitation stations will be situated at the entrance of class. Students will be required to sanitize hands upon entry into the class.
3. There will be no sharing of physical resources. Instructors will post all pertinent class resources in the online course shell.
4. Curriculum content will be streamlined to cover content best delivered face-to-face at the beginning of the semester. All face-to-face engagement will be completed prior to the Thanksgiving break with the remainder of the course content being administered online.
5. General Education courses will be taught online incorporating asynchronous and synchronous learning options using video conferencing tools. In addition, remote proctoring resources will be used to administer exams.
6. Traditional courses that serve students who typically struggle with remote instruction will resume with a staggered and modified schedule (Developmental Education courses). Students attendance capacity will be limited to no more than 12 students at a time in a 40-seat lecture room
7. Labs for the following disciplines will resume with staggered attendance to adhere to social distancing guidelines:
  - A) Health Science Labs & Clinicals (maximum capacity 5-6 students per lab /clinical)
  - B) Drafting Labs (maximum capacity 8 students per lab session)
  - C) Science Labs (maximum capacity 7 students per lab session)
8. All courses will maintain course content, assignments, and learning resources in our CANVAS online course shells.
9. All Technical Programs listed below will offer all theory classes online through Canvas.
10. Technical Course labs will be taught in groups of ten or less students rotating schedules Mondays-Thursdays.
  - a. Cosmetology
  - b. Electrical Technology
  - c. Industrial Maintenance
  - d. Masonry
  - e. Welding
11. Technical labs workstations will be at least six feet apart. Lab stations and high touch areas will be disinfected in between student groups.
12. Technical Labs PPE will be issued to all students and faculty to include:

- a. Prior to arriving in the technical area for training, every student's temperature will be taken. Any student with a temperature of 100.4 or above will not be admitted to the campus and will be required to self-quarantine for 14 day
  - b. All students will be given a COVID questionnaire to complete prior to starting each class. If a student indicates yes on any of the questions of the COVID Questionnaire, the student will be isolated and asked to leave and self quarantine for at least 14 days.
  - c. CDC Approved face masks
  - d. CDC Approved hand sanitizer individual containers for each student and faculty and staff. Students, faculty and staff will not share.
  - e. Instructors will be issued face shields.
13. **EMERGENCY ALTERNATIVE OPTION 2 FOR TECHNICAL PROGRAMS:** Should health conditions deteriorate preventing face-to-face labs, Technical Programs will shift to online lab assignments and simulations, and take-home projects filmed by students and evaluated by instructors, where possible. Instructors will utilize Canvas Conference and other online video platforms for evaluations.
14. **EMERGENCY ALTERNATIVE OPTION - 2:** Should health conditions in the local service area and/or state deteriorate to the level where face-to-face instruction significantly compromises or jeopardizes the safety of students and faculty the College will implement virtual and online alternative instruction for the previously aforementioned face-to-face instructional models.
15. **Remote Learning Clause – Syllabus Addendum**  
 The following clause will be added to all course syllabi:  
 "In the event Wallace Community College Selma 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 plan, such communication 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 instructor at (give name and information.)"
16. Faculty and Staff division and department meetings will be administered using Microsoft Teams and/or Zoom to limit employee to employee contact.
17. Students will be advised and informed about safe practices and responsibilities throughout the course.
18. **Virtual & Face-to-Face Office Hours**  
**Full-time faculty** are required to maintain the full 35 hours work week schedule, which will include a combination of the following:
- a) synchronous virtual class time conducted through MSTeams, Canvas Conference, Zoom, etc.
  - b) hybrid face-to-face class sessions for lab-based courses and clinical courses
  - c) virtual office hours for student follow up via email contact, phone meetings, MS Team, Canvas Conference, zoom etc. will be required for CTE, Health Science, and Academic Faculty. Health Science faculty may maintain a combination of

both face-to-face and virtual office hours in some instances. All face-to-face office hours will be conducted using social distancing guidelines.

d) faculty contact information including their availability outside of actual virtual or face-to-face class meetings will be detailed in faculty syllabi.

e) all faculty work schedules & virtual/physical offices hours will be reviewed and approved by respective Chair and/or Dean to ensure that there is adequate availability to address student needs.

**Adjunct faculty** will schedule virtual office hours with students as needed via MS Team, Canvas Conference, Zoom etc. Adjunct faculty are required to post contact information to include both email & phone contact and a time of availability on their syllabi.

**19. Professional Development to promote Student Engagement:**

The E-Learning Department will conduct virtual trainings as a part of professional development. Professional development focusing on student engagement will cover topics to include but not limited to how to effectively utilize discussion boards for engagement, hosting synchronous remote class sessions to interact with students in real-time using Canvas BigBlueButton, Zoom, Microsoft Teams, increasing instructor presence via instructor made videos, etc. All sessions will be recorded during the live presentations and placed in the instructor's training course housed within Canvas. The instructor course in Canvas also archives previously recorded training sessions and serves as a resource site for instructors.

## **LIBRARY SERVICES**

George Corley Wallace State Community College Library will provide the following Services:

- The WCCS Library will continue to encourage the use of online library services. Students have access to a wide range of electronic resources to help with research (Destiny Online Card Catalog, LibGuides, Online Tutorials, Alabama Virtual Library, Online Databases, etc.). A link to the library page is embedded in every CANVAS course shell. The library will retain virtual hours of operations of Monday – Thursday, 7:00 a.m. – 8:30 p.m. and Fridays, 7:00 a.m. – 11:30 a.m. For questions, contact library staff at [library@wccs.edu](mailto:library@wccs.edu).
- The library will provide Virtual Research Sessions or Information Literacy Sessions by request via Microsoft TEAMS or Zoom- Contact library staff at [library@wccs.edu](mailto:library@wccs.edu) to schedule a session.
- The WCCS Library will reopen its physical facilities and operate at a limited occupancy of 20% with a total of 20 patrons allowed in the library at a time. The WCCS library staff will ensure proper social distancing of students who choose to use the library on campus. Students, faculty, and staff will be required to wear masks. The library will be opened only to WCCS students, faculty, and staff. As a result, no public traffic will be allowed.

- Patron shelf browsing will not be allowed, and library staff will pull items for checkout. All returned materials will be cleaned, disinfected, and quarantined for three days before reshelving. Quarantined books cannot be pulled to satisfy holds until quarantine time has expired. Patrons will return items to the book drop at the circulation desk as per usual and maintain social distancing as required.
- The Library staff will use Clorox wipes to periodically wipe down all computers, printers, copiers, tables, chairs, doorknobs, handles, etc. **Note:** Disinfecting will occur between each computer and table use. A sanitizing station will be established at the front entrance of the library.
- The Library staff will review their physical spaces and place signage to maintain proper social distancing between staff and patrons. Certain computer workspaces and seating maybe limited or made unavailable to encourage social distancing requirements and recommendations. Computer usage will be limited to the standard two hours. This will be determined by the time of sign-up on the computer use sign-in sheet.
- Curbside pick-up of library materials may also be requested and fulfilled by appointment. To use curbside pickup, patrons may make their request over the phone, via email or through the online Library Request Form. Fines and fees will be extended past the usual time frames to allow flexible returns.

## HUMAN RESOURCES

1. Continue providing services and training.
2. Remote services will be available

## STUDENT SERVICES

Admissions & Records, Student Support Services, Educational Talent Search, Student Success Center, and Financial Aid will all follow the protocol outline below:

1. Staff will be available on-site Monday – Thursday and will be available virtually on Friday.
2. Students will be allowed to visit offices in the Student Services Division by appointment only.
3. Advising (Face to Face) will be allowed by appointment only. Remote advising will take place at any time.
4. Financial Aid Advising (Student will be allowed to see a financial advisor by appointment only). Virtual Advising via zoom and via phone will take place at any time.
5. Placement Testing will be conducted remotely and face to face by appointments only.
6. Coaching and academic support services will continue with enhanced remote availability.
7. Tutoring will be provided remotely and face to face by appointment.

## **BUSINESS OFFICE**

- The Business Office staff will work a modified work schedule. Employees will maintain social distancing and staggered schedules. Some employees may continue to work remotely with the President's approval.

## **CAMPUS SECURITY/PHYSICAL PLANT**

1. Physical Plant will provide environmental cleaning for all offices and classrooms Monday – Thursday.
2. Sanitation Stations will be located at the main entrance, outside restrooms and the elevator in every building.
3. Maintenance staff will work Monday – Friday.
4. Campus Security staff will work 7 days a week.
5. Campus Security will monitor the main gate and ensure personnel arriving on campus practice social distancing and adhere to the guidelines set by CDC and Alabama Public Health.
6. Temperature monitoring will also occur at the front gate for anyone entering the campus. Anyone with a temperature of 100.4 or higher will not be admitted to campus and will be asked to contact their health provider before returning.

## **WORKFORCE DEVELOPMENT**

1. All non-credit and short-term training face to face courses will practice using all of the CDC guidelines and social distancing with a maximum of 10 students per class. Also, the theoretical components of all non-credit and short-term training can be done virtually.
2. Current existing training for business and industries will be done virtually as requested by employer. However, if an existing business or industry needs face-to face training, the College will make accommodations to provide face to face training and will practice social distancing and will follow all the CDC guidelines. If a business or industry indicates face to training, a remote instruction clause will be included in every training contract. If a situation arises in which the college will need to provide onsite or in-person training to business and industry, the college will incorporate language that would address the college's inability to fulfill their contractual obligation unless, the company will not be able to require social distancing guidelines.
3. Students will always be required to practice physical distancing in the classroom and wear masks.
4. Sanitation stations will be situated at the entrance of class. Students will be required to sanitize hands upon entry into the class.
5. There will be no sharing of physical resources. Instructors will post all pertinent class resources in the online course shell.
6. All non-credit and short-term training will offer all theoretical components online through Canvas when possible and practical.

7. All non-credit and short-term training with groups of 10 or less will be taught in groups with rotating schedules Mondays-Thursdays.
8. Technical labs workstations will be at least six feet apart. Lab stations and high touch areas will be disinfected in between student groups.
9. Technical Labs PPE will be issued to all students and faculty to include:
  - a. Prior to arriving in the technical area for training, every student's temperature will be taken. Any student with a temperature of 100.4 or above will not be admitted to the campus and will be required to self-quarantine for 14 day. Individuals being asked to self-quarantine for 14 days should only occur when the student, faculty, or staff has received positive results of a COVID-19 test OR if they have been exposed to someone with COVID. The student will not be permitted to stay on campus for the class or lab if their temperature is 100.4 or greater and/or answer with yes on the questionnaire and will be encouraged to seek medical advice/care.
  - b. All students will be given a COVID questionnaire to complete prior to starting each class. If a student indicates yes on any of the questions of the COVID Questionnaire, the student will be isolated and asked to leave and self-quarantine for at least 14 days.
  - c. CDC Approved face masks
  - d. CDC Approved hand sanitizer individual containers for each student and faculty and staff. Students, faculty and staff will not share.
  - e. Instructors will be issued face shields.
10. Ready to Work classes will continue (Face-to-Face) using all the CDC guidelines and social distancing requirements with maximum of 10 students per class. However, if a situation arises, the classes will continue virtually.
11. Work Keys, MSSC, NCCER and all other testing (face-to-face) will be allowed by appointment only. NCCER testing will be accomplished remotely when practical.
12. Workforce Development staff members will work a modified work schedule. Employees will maintain social distancing and staggered schedules. Some employees may continue to work remotely with the President's approval.

## **ADULT EDUCATION**

### *Instruction (On-campus and Off-Campus Sites)*

Beginning August 20, 2020, adult education classes will be hybrid until November 20, 2020. After this date, classes will be conducted remotely via distance learning; this includes online, phone instruction, and packages for students. The in-person sessions will consist of small classes for a short duration. For on campus classes, these classes will not exceed 4 students at a time provided space will allow students to social distance at least 6 feet apart. For off -campus sites that are spacious, the class size will not exceed 4 students at time provided social distance of 6 feet apart is possible. For off-campus sites with limited space, a maximum of 2 students will be allowed at a time.

Prior to being allowed to attend in-person class sessions, students will be sent a questionnaire. If a student answers yes to any of the questions, he or she will receive services online for at least three weeks. Afterward, the survey will be sent again. If all the questions were answered no, the students will receive a schedule indicating the time and days they are to come to class. Students will experience at most 2 hours of in-class instruction twice a week; all other activities will be conducted online.

Students' temperature will be checked prior to entering the classroom. If a student's temperature is 100.4°, the student will not be allowed in the classroom. Instructors and students will be required to maintain a distance of 6 feet, and everyone will be required to wear masks at all time. Masks will be provided for faculty, staff, and students. Students will be encouraged to wash their hands prior to entering the classroom; hand sanitizer will also be available in each classroom. All classroom doors will remain open while faculty, staff, and students are on campus for air circulation and to avoid the touching of door handles.

After each in-class session, students are to leave all classroom items at their seats. Using gloves, the instructors will sanitize computer, laptops, desks, books, pencils, and any other items students and instructors may have touched after each usage.

### *Testing*

TABE, the official practice tests, and the NorthStar Digital Literacy tests will be conducted remotely unless a student does not have the technology to test. Work Keys and GED will only be conducted in-person. All in-person testing will end November 20, 2020. After this date, all tests will be conducted remotely. Below are the testing procedures.

### *Pre-Test Preparation*

- Students will be sent a link to an online health screen questionnaire or an AE staff member will complete the questionnaire with students via phone before a test date is established. The questionnaire will consist of the ACT Recommended Health Screening Questions.
- If the student answers yes to at least one of the questions, the student will have to wait for at least 14 days. Afterward, the student will be sent the link again or called by an AE staff member. Only if all questions are no will a student be tested.
- If all the questions were answered "No", a date will be established, and the student will be e-mailed the testing center's safety guidelines. The test date will be set within five workdays from the date the questionnaire was completed.
- The examiner will label computers with the students' name to ensure social distancing and computers are not used before they are sanitized.
- The examiner will place scratch paper, pencils, log-in information, and calculators at the designated computers.

### *Testing Day*



- The examiner and the examinees will be required to wear a mask. The examiner will be required to wear gloves in order to sanitize area and used items. The examiner will discard the gloves in the trash can at the door of AB-116. Gloves and masks will be provided.
- To prevent congestion, we will test no more than three students at a time.
- Signs will be placed on the walls in the hallway leading to the test area and on the doors encouraging social distancing.
- Classroom AB-114 and AB-115 will be used as a waiting room for any students that arrives early. There will be no more than two students allowed in each room. Students will be required to have on their masks and gloves.
- Hand sanitizer will be available in the testing center and at the door of AB-111.

#### *After Testing*

- Examinees must keep masks on at all time.
- Examinees will place all papers including the formula sheet into the trash can in the testing center.
- All areas, computers, calculators, and pencils will be sanitized after each usage.
- Test results will be e-mailed to students.

#### *Faculty and Staff*

Prior to the beginning of in-person instruction, a professional development will be provided remotely to review the safety procedures. All other professional development during this time for Adult Education faculty and staff will be conducted remotely. The instructors will also be given the questionnaire. If an instructor answers yes to any of the questions, the instructor will continue to offer his or her class online only for at least three weeks. Afterward, the survey will be given to the instructor again. If all the answers are no, the instructor can begin in-person instruction.

**The College will continue to monitor and evaluate its plans.**