

College Reopening Committee Department Plans

On March 1, 2020, Governor DeSantis issued Executive Order Number 20-51 directing the Florida Department of Health to issue a Public Health Emergency. https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-51.pdf

On March 4, 2020, the College began communicating information to the campus community concerning the Coronavirus which was beginning to infect people in the United State and was expected to spread throughout the country. After monitoring State and Federal sources of information about the emerging pandemic for the next several days, travel and other staff and student activities were curtailed or limited as precautionary measures and on March 9, 2020, the Governor declared an emergency for the entire State of Florida a result of COVID-19. Executive Order Number 20-52: https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-52.pdf

As Spring Break approached, the College began to prepare for transition of all classes to an online format with the exception of some simulated clinical labs for Nursing and Allied Health programs. On March 12, one day prior to Spring Break, the college community was advised to monitor college communications during the following week of Spring Break for updates concerning the Covid-19 outbreak. College activities were cancelled and travel advisories were announced requiring self-quarantine for individuals returning from areas of high infection rates.

On March 13, the College announced it would be transitioning to an online learning environment following Spring Break. After extending Spring Break for students for one week, the College resumed instruction online on March 30, 2020. All College events were cancelled for the remainder of the Spring Term and the campuses were closed to students and visitors.

On April 1, 2020, Governor DeSantis issued the “Safer at Home “order requiring certain individuals to remain at home and that with the exception of providing or obtaining essential services, all citizens were to limit their movements and personal interactions outside of their homes. Executive Order Number 20-91:
https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-91-compressed.pdf

While “educators supporting ...colleges ...for purposes of facilitating distance learning or performing other essential functions” are considered essential critical infrastructure workforce, the majority of Faculty and Staff and all vulnerable employees and those over the age of 65 were asked to work remotely from home. Some campus functions continued to be maintained and processed by limited staff on campus including Registrar, Central Receiving, Business Office, Security and Facilities functions.

After the decision was made to close campuses, instruction, library, and tutoring services transitioned to online platforms and remained available to students. Student Services including Advising, Financial Aid, and Care Counseling also continued serving students remotely and remained available to students. The Testing Department acquired more online testing capabilities and more limited students were served to the best of our abilities while campuses remained closed. Faculty and Staff prioritized service to students while dealing with the

challenges of learning new ways of performing their professions and students' educational journeys continued.

After several weeks of the Safer at Home Order remaining in effect, on April 29, 2020, the Governor issued Executive Order Number 20-112, (https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-112.pdf) initiating Phase 1 of the *Safe. Smart. Step-by-Step.* Plan for Florida's Recovery allowing the reopening of certain business with limited capacity with the requirement to limit groups to no more than 10 and to follow social distancing CDC and OSHA guidelines. The order was expanded further by Executive Order Number 20-131 bringing all Florida counties into Full Phase 1 on May 14, 2020. https://www.flgov.com/wp-content/uploads/orders/2020/EO_20-131.pdf

As activities and business in our communities have reopened, the College has increased on-campus staffing to meet the needs of our students and to process the greater volume of services needed to accommodate the larger Fall enrollment that is a part of college activity during any year. With the economic forecast in our communities being negatively impacted by COVID-19, we anticipate an even greater need to serve our communities by serving students who need to retrain in fields that will meet the current workforce needs and increase their opportunities for employment during uncertain times.

In furtherance of this mission, on May 5, President Pickens created a College Reopening Committee (CRC) to include the Executive Management Committee members, Institutional Planning Committee members, the Faculty Senate President, student representatives from each campus and 11 additional representatives from all areas of the College. The committee was charged with making recommendations regarding College reopening efforts in accordance with the State Department of Health, the CDC, and guidelines established by Governor DeSantis and the State Board of Education.

The CRC began to meet and subcommittees were established to work on departmental plans for the Business Office and Human Resources, Student Affairs, Academic Affairs, Workforce Development, IT and Institutional Research, Public Relations and the Thrasher-Horne Center, and Facilities/Security. The reports of these subcommittees form the basis of our plan as we proceed with the tasks necessary to ready our campuses for reopening to students and visitors. The reports of the subcommittees are attached as follow:

Custodial Cleaning and Disinfecting

SJR State College Facilities has developed a plan for cleaning and disinfecting high touch surfaces, equipment, work stations and classrooms to minimize exposure and spread of the Coronavirus that causes Covid-19. This plan also includes prevention hygiene, social distancing, and isolation when required. This plan focuses on cleaning and disinfecting.

Developed Plan:

Practice Preventive Hygiene:

- Wash your hands frequently using soap and water washing for a minimum of 20 seconds.
- Avoid touching your face and eyes.
- Daily Self-Testing i.e. checking for fever, feeling ill, abnormal coughing.
- Coughing or sneezing into your elbow to prevent spreading of germs.
- Wear face covering.

Social distancing:

- Avoid large groups of people.
- FL Step by Step Phase I - Maintain minimum group size of ten or less.
- FL Step by Step Phase II – Maintain minimum group size of 50 or less.
- Keep six (6) feet of separation between others at all times.
- Avoid contact with someone infected by the virus or has been in contact with someone infected by the virus.
- Avoid traveling to known areas where high levels of infections are reported (hot spots).

Reporting:

- Report to your employer or supervisor immediately if you are ill or have been in contact with someone known to be infected or has been in contact with someone infected by the virus.
- Keep track of where you have traveled each day and the people you have been in direct contact with. This will be very beneficial to health care providers should you get infected.

Monitoring:

- Stay informed with local health department guidelines, CDC and other government agencies that are following the Coronavirus pandemic.
- Check your employer's web site and other social media links used by your employer to convey any information that may be related to your workplace or home.

Cleaning and Disinfecting:

- Our Facilities custodial department is made up of one Custodian supervisor, in-house custodial employees and contracted custodians performing day/night custodial services. Facilities utilizes contracted Day Porter custodians during daytime operating hours to perform specific custodial tasks and respond to custodial request needs.
- Currently, Facilities has increased our full-time Day Porters from one (1) Day Porter to two (2) day Porters on each campus. One Day Porter is performing general cleaning duties plus disinfecting. The second Day Porter is assigned the task of continuously performing disinfecting throughout the day, disinfecting frequently high-touch surfaces i.e. doors, door hardware, light switches, chairs, counters, hand rails and elevators.
- The College EMT has approved our request to hire one additional Day Porter for each campus to increase our Day Porter levels to three (3) full-time Day Porters for each campus.
- In-house custodians (3) are assigned to specific custodial duties College-wide, supporting custodial services for the Thrasher-Horne Performing Arts Center, Florida School of the Arts, and the Palatka Campus administration building, plus other various custodial duties.

- Night time cleaning is performed by contracted custodians, performing general cleaning / disinfecting of our facilities not serviced by our in-house staff. Nighttime custodians perform the following: trash removal, cleaning restrooms and stocking paper products, mopping floors, vacuuming, cleaning work stations, cleaning/ disinfecting classrooms, cleaning water coolers, and cleaning glass storefront entrances.
- Restrooms shall be cleaned nightly and daily using College-owned Kaivac equipment. See the link below to view Kaivac equipment video. This equipment is used to efficiently clean and disinfect restroom plumbing fixtures, toilet partitions, tiled walls, tiled floors, sinks and counter tops. Additionally restroom high touched surfaces will be cleaned frequently throughout the day. <https://kaivac.com/videos>
- Temporary restroom closures will be encountered as a result to periodic restroom day-time cleaning. Avoid walking in areas where floors have recently been mopped and wet floor signs are present.
- Disinfecting and cleaning of high touch contact surfaces will be ongoing throughout the daytime hours of operation.
- Electrostatic Disinfectant Sprayers will be used each night following nightly general cleaning. Additional electrostatic disinfectant spraying can also be performed between occupied class times, providing enough time is allotted between classes for product to properly dry.

Daily:

- Day Porters will perform general cleaning and disinfecting throughout the day time operating hours to include:
 - Disinfecting classroom tables, chairs and desk.
 - Continuously cleaning and disinfecting high touch surfaces throughout the campus buildings.
 - Restrooms to be cleaned during daytime hours using Kaivac cleaning and disinfecting equipment. Expect periodic restroom closures.
 - Perform general custodial duties throughout the campus as needed and respond to any emergency custodial needs.
 - Check and replenish paper product dispensers.
 - Perform electrostatic disinfectant spraying where and when applicable.

Nightly:

- Night time custodial crews will be performing general cleaning and disinfecting of each building.
 - Cleaning event log to be placed inside of each classroom and office space, verifying area has been cleaned and disinfected the previous night.
 - All classrooms, restrooms, workstations, contact surfaces such as doors, light switches, chairs and desk tops shall be cleaned and disinfected using a Neutral Germicidal Cleaner.
 - All classroom floors shall be dust mopped and wet mopped using Neutral Germicidal cleaner.
 - All horizontal surfaces shall be cleaned and disinfected.
 - All phones and keyboards shall be wiped cleaned and disinfected.
 - All trash receptacles shall be emptied nightly. All other items placed outside of trash receptacles shall be clearly marked as trash before it will be picked up.
 - Marker Boards: Unless identified as DO NOT Erase; All marker boards shall be cleaned with appropriate marker board cleaner.
 - Electrostatic disinfectant spraying shall be performed nightly, following the completion of general cleaning of classrooms, restrooms, workstations, corridors, doors, elevators and contact surfaces.
 - Corridors shall be dust mopped and wet mopped each night using auto-scrubbers or hand mopping. Mop bucket water shall be replaced frequently. Dust mop and wet mop heads

shall be changed frequently or as needed. Floor surfaces will be cleaned with Neutral Germicidal Cleaner.

- Carpet surfaces shall be vacuumed each night in high traffic areas such as classrooms and corridors.
- Restrooms shall be cleaned and disinfected each night using our Kaivac cleaning equipment.

Weekly:

- Classroom shall be cleaned and disinfected.
- All carpet surfaces shall be vacuumed. Vacuum cleaner bags or debris canisters shall be changed or emptied regularly or as needed.
- All entrance doors shall be cleaned inside and out ensuring all contact surfaces are cleaned.
- Corridor floors to be thoroughly cleaned / disinfected using tenant auto scrubbing equipment and dust mop and wet mop procedures.

Supplies and Products:

- Disinfectant
Neutral Germicidal Cleaner, EPA Reg. No. 10324-155-3838 in quart size hand spray bottles and paper towels will be placed in each classroom College-wide for instructors' use as needed. We are encouraging instructors to take the liberty to use this product to wipe down high touched classroom surfaces before and after each class.
- Hand Sanitizer Wipes
Hand Sanitizer wipes are very difficult to procure during the pandemic due to extreme demands on this product. We have a large order of hand sanitizer wipes on order with our custodial supplier and at this time the product lead time is estimated for potential delivery date of late July or early August.
- Touchless Hand Sanitizer Stations
College-wide we currently have a large amount of touchless hand sanitizer dispensers, located throughout our facilities; however, there are some areas College-wide where additional touchless hand sanitizers are needed to improve our ability to reduce the risk of spreading the virus. Facilities continues to purchase additional touchless hand sanitizer dispensers to improve the accessibility to hand sanitizer.
- Sneeze Guards
Facilities conducted an assessment of each campus building identifying areas where staff are in close proximity to students, general public, or co-workers, when performing their daily duties. The areas scheduled to receive sneeze guards are areas identified where the required 6 feet social distancing separation cannot be accomplished when providing services or support to students or the public. The Facilities staff is in the process of installing sneeze guards at all the locations identified during the College-wide building assessment tour.
- Signage
Mask Required and *Wash Hands* signage have already been placed on the exterior entrance doors to each building College-wide. Facilities has received additional signage i.e. one-way arrows and social distancing for traffic control in corridors, Libraries, bookstores and cafes. Areas where signage is needed has been identified during the campus building assessment tour and signage will be installed as requested.
- Face Covering (Mask)
An additional 6,000 disposable face masks have been received, bringing the total number of masks received to 9,600. Distribution of masks will be issued to Vice Presidents and department heads.

St. Johns River State College

Academic Affairs Re-Opening Plan

June 15, 2020 Update

- SJR State's Division of Academic Affairs proposed re-opening plan aligns with "The Plan: Phases for Re-opening" that was published in the *Report to Governor DeSantis from the Re-Open Florida Task Force* on 4/29/2020.
<https://www.flgov.com/wp-content/uploads/covid19/Taskforce%20Report.pdf>
- Also informing this document are the CDC's 5/19/2020 update entitled "Consideration for Institutes of Higher Education"
<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html> and the CDC's 3/18/2020 Update of "Guidance for Administrators of US Institutions of Higher Education"
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- This proposal was created by the Academic Affairs Deans and Directors in collaboration with input from faculty and staff through informal and formal conversations, including the following focus groups/meetings:
 - Monday, May 18, 2020, 8:30am, AA Departmental Focus Group
Academic Affairs Participants: Dawn Boles (Teacher Ed), Kitty Clarke (FloArts), Michelle Gibson (Arts & Sciences), Lindsay Hall (Dual Enrollment), Heather Jones (Distance Learning), J. Maggio (Faculty), Michelle Mancil (Academic Support Center), Kara McKinley (Academic Affairs), Karen Muscavage (Library Staff), Sunshine Nealy (Adult Ed), Victoria Nations (Science Lab Coordinator), Joyce Smith (Librarian)
CRC Committee Members: Melanie Brown, Mike Keller, Edward Jordan, Christina Will
 - Monday, May 18, 2020, 10:00am, OPC & SAC One Stop Focus Group
Student Support Representative Participants: Orange Park Student Support Representatives Anna Adorno, Charlene Bennett, and Paula Reeger; St. Augustine Student Support Representatives Renee Fiore, Sarah Rideman, and Kerry Vance
CRC Committee Members: Melanie Brown, Mike Keller
 - Monday, May 18, 2020, 2:00pm, AA Reopening Committee Meeting

CRC Committee Members: Richard Anderson, Patrick Arnwine, Melanie Brown, Mike Canaday, Summer Garrett, Mike Keller, Edward Jordan, Jill Leggett, Clay Moore, Christina Will

Academic Affairs Participant: J. Maggio

- Thursday, May 21, 2020, 10:00am, Reopening AA Student Focus Group

Student Participants: Sabrian Edwards (AA transitioning to Teacher Ed Bachelors), Suzannah Gaston (FloArts), Angela Mandara (Teacher Ed Bachelors), La'Jada Rich (Adult Ed), Ibrahim Zori (AA & Dual Enrollment)

CRC Committee Members: Melanie Brown, Mike Keller, Edward Jordan, Christina Will

- Thursday, May 21, 2020, 1:00pm, FloArts Focus Group

FloArts Participants: Dan Askew, Patti Cason, Tim Castell, Kitty Clarke, Patty Crotty, Alain Hentschel, Tiffany Jordan, Kevin Kelly, Chuck Marsh, Stephanie Masterson, Jessica Mayhew, Justin Murphy, Victoria Sanders, Kandie Smith

CRC Committee Members: Melanie Brown, Mike Keller, Edward Jordan, Christina Will

NOTE:

The Learning Resources Department's Reopening Plan aligns with St. Johns River State College's college-wide reopening timeline and is designed to provide more detail as to specific departmental procedures. It was approved by the faculty and staff of the Library and Academic Support Centers on June 12, 2020, and follows the Academic Affairs Reopening Plan as Attachment.

PHASE 0 Friday, March 13, 2020 – Sunday, May 3, 2020

Operational Status: Campuses closed to students and the public. All courses moved to Emergency Remote Instruction effective March 30, 2020. Employees primarily worked remotely.

- College closed for Spring Break March 14-22.
- All classes cancelled March 23-29 as College transitioned to Emergency Remote Instruction.
- After reporting on Monday, March 23, most Academic Affairs staff and faculty transitioned to remote work by Wednesday, March 25.
- Classes resumed remotely March 30.

Major Projects/Tasks Completed during Phase 0:

- Transitioned all Spring term on-campus courses to Emergency Remote Instruction.
- Distance Learning Department and Librarians partnered to provide multiple group and one-on-one training opportunities for faculty new to teaching online on all campuses and virtually.
- During Spring Break, Academic Affairs Deans and Directors met for an Academic Continuity Strategy Meeting. Also during Spring Break, Academic Affairs hosted seven, hour-long Q&A/Strategy Meetings for each faculty department, and these seven meetings were then repeated after Spring Break. In addition, Academic Affairs hosted a Q&A/Strategy Meeting for staff that was also repeated after Spring Break.
- Experienced online faculty were given the opportunity to volunteer to serve as “mentors” to faculty who had no experience teaching online. More than 40 volunteered. They were paired with dual enrollment and other adjuncts and full-time faculty who needed a subject area mentor.
- The Library invested in LibChats, the tool that is being used for Chat with a Librarian and with a Math and Science Tutor. The Library also developed training modules for LibChats for other departments’ use as they roll out the tool as well.
- Zoom licenses, document cameras, webcams, microphones, and other technology and instructional resources were purchased and quickly put in the hands of faculty to support Emergency Remote Instruction.

- In partnership with Student Affairs, staff from Academic Affairs engaged in a Student Calling Campaign, calling all 7000 students enrolled in the Spring 2020 term, encouraging students through the transition to Emergency Remote Instruction.
- The Distance Learning Department coordinated a Captioning Project, organizing a team of staff members from across the College who watched and listened to faculty's videos and assisted in the captioning for accessibility.
- The Florida School of the Arts held a Zoom master class with two current Broadway artists who shared their experiences and expertise with students and alumni.
- Academic Affairs; Workforce; Assessment, Research, and Technology; and the Business Office collaborated to come up with a common definition of course types and train staff so as to have a shared procedure for the Banner setup of courses and fees.
- The summer schedule was transitioned to all online—new Arts and Sciences and FloArts course sections were created quickly in Banner by a team of employees in order to facilitate registration in the new sections.
- An Adult Ed Online Registration Process was created in collaboration with IT and Records.
- 100 Scholarships for the \$30 Adult Ed tuition was donated by the Foundation for Adult Ed students.
- Every other week throughout the spring term, Academic Affairs held department meetings for faculty to speak with their administrators and Distance Learning staff and most importantly each other about their successes and challenges teaching after moving all their courses online. All full and part-time faculty were invited, the meetings were not mandatory, there were no agendas, and conversations were informal as faculty shared instructional strategies and ideas to encourage students and improve their success. Each department met three times during this phase, and participation by both full time and adjunct faculty was exceptionally high at each meeting. Also during this phase, three group meetings were held for Academic Affairs staff to talk with the collective group of Academic Affairs administrators and each other about the successes and challenges of working remotely. Additional

departmental meetings were held regularly by each Dean/Director with his/her own faculty and staff to promote engagement and collaboration during remote work.

PHASE IA Monday, May 4, 2020 – Sunday, May 17, 2020

Operational Status: Campuses remained closed to students and the public. No campus events scheduled. SJR State will continue Emergency Remote Instruction throughout Phase 1 and the Summer 2020 term. Employees primarily worked remotely.

- Academic Affairs employees continued to work remotely in Phase IA, unless scheduled by their supervisor to report to campus for campus-based duties.
- Academic Affairs employees could choose to work on campus to perform functions necessary to meet or enhance their job responsibilities as long as they continued to follow safety guidelines.
 - Those within the vulnerable population were in the Governor's Phase 1 Executive Order "strongly encouraged" to stay home but not prohibited from coming to campus. All College employees, particular those who fall into the category of vulnerable populations, are encouraged to use good judgement when making personal decisions about coming to campus in Phase I.
(Executive Order Number 20-112, Phase 1: Safe, Smart. Step-by-Step. Plan for Florida's Recovery).

Major Projects/Tasks Completed during Phase IA:

- Completed Student Learning Outcome (SLO) closeout process with faculty and held end of academic year faculty meetings with each department
- Established tool for 12-month employees' reporting of Goals and Accomplishments during Remote Work
- Began campus reopening brainstorming amongst AA Deans/Directors
- Dual Enrollment rolled out its application of the Chat Tool
- More than 50 faculty dedicated the time between Spring and Summer A to improving their online classes and participated in the streamlined Summer Distance Learning Academy
- Launched use across Academic Affairs of a "Goals and Accomplishments for Remote Work" weekly tracking tool for all non-instructional 12-month Academic Affairs employees

PHASE IB Effective Monday, May 18, 2020 – Thursday, June 4, 2020

Operational Status: Campuses remained closed to students and the public. No campus events were scheduled. SJR State continued Emergency Remote Instruction throughout Phase 1 and the Summer 2020 term. Employees primarily worked remotely.

- Beginning in Phase IB, all College employees were *required* to wear facemasks while on campus and away from their personal workspace until further notice.
- Employees supplied their own facemasks in Phase IB.

Major Projects Completed during Phase IB:

- Developed phased plan to return Academic Affairs 12-month employees to work on campus beginning in Phase 2
- Developed plan for return of on-campus classes
 - Fall schedule modifications
 - Facilities/space considerations
- In response to DOE Emergency Order No. 2020-EO-02, developed plan for alternative methods of placement for dual enrollment students for Summer and Fall 2020
 - Amended 2019-2020 Dual Enrollment articulation agreements with 3 Districts, FSDB, Private Schools, and homeschool to reflect change
 - Created 2020-2021 DE articulation agreements with placement procedure for Fall 2020 and procedure for Spring/Summer 2021
 - Determined Banner entry procedure for new placement criteria
- Installed parking lot Library Material Return Drop Boxes on all campuses
 - In accordance with best practices, returned library materials are isolated in designated areas for 96 hours before being checked-in and re-shelved
- Increased Access to Library Resources during Summer A
 - Library employees provided students access to books requested online via the Library Catalog via US mail.
 - Faculty and staff provided access to materials via “contactless pickup” by appointment Monday-Thursday.

PHASE IIA Friday, June 5, 2020 – Sunday, June 28, 2020

Operational Changes: Begin implementation of phased plan to return Academic Affairs 12-month employees to work on campus. Academic Affairs spaces remain closed to the public. Instruction continues online. No campus events are scheduled.

- Phased plan to return to campus during Phase IIA:
 - Preparation for return of 12-month employees
 - Week of June 8: Campus walk throughs with Facilities employees
 - Week of June 15: Modifications to offices and other spaces utilized by 12-month employees finalized
 - 12-month employees return full-time to campus
 - June 22 and 23: Supervisors return to full-time work on-campus Monday-Thursday 8:00-5:30
 - June 24: All 12-month employees return to full-time work on-campus Monday-Thursday 8:00-5:30
- Academic Affairs 12-month employees who wish to be considered for ongoing remote work during Phase IIA must inform their supervisor and contact HR for more information.
- Appropriate social distancing is practiced in all locations.
- All employees are required to wear facemasks when away from their personal workspace or when working in communal workspaces during Phase IIA.
- Gloves are provided for employees whose positions require them to touch high volumes of materials provided by the students and the public. Employees who wish to have gloves provided should speak with their supervisor.
- Supplies to clean high-touch surfaces as needed are provided.
- On-going health pre-screenings of employees returning to campus implemented.
- Contactless pickup service of pre-ordered library materials is offered to students and faculty outside of the building by appointment Monday-Thursday from 8:00 – 5:30.
- Contactless pickup service of pre-arranged Adult Education instructional materials is offered to students outside of the building by appointment Monday-Thursday from 8:00 – 5:30.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIA:

- Completed: In collaboration with Facilities, assessed all employee workspaces and modified as appropriate prior to the conclusion of Phase IB (Libraries, Academic Support Centers, One-Stops, Adult Ed, FloArts, Arts & Sciences, Dual Enrollment)
 - Installed Plexiglass or other dividers as appropriate between employees, or shifted staff work spaces as necessary
 - Marked floor spaces near service points to ensure 6 feet of distance is maintained between employees while working
- Recommend the following policies be developed:
 - College policy/procedure regarding sick members of college community (HR and Student Affairs?):
 - “Require sick students, staff, and faculty to stay home. Establish procedures for students, staff, and faculty who are sick (with any illness) on campus.
 - Establish procedures to ensure students, staff, and faculty who become sick (with any illness) on campus or arrive on campus sick are sent to their place of residence (...) as soon as possible. Keep sick individuals separate from well individuals until they can leave....
 - Establish procedures for how to re-house roommates of those that are sick.” (Applies to FloArts and athletes)
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
 - Tool for on-going health screenings of employees and students and procedure on its use
 - College-wide procedure for sanitizing public computers between student use (Richard Anderson volunteered to develop)
 - Student health/cleanliness/hygiene campaign prior to students’ return to campus

- Open/closed status of communal staff areas such as kitchens/breakrooms is communicated to employees prior to conclusion of Phase IB
- As employees return to campus, each employee is tasked with removing unnecessary items from their work spaces that are potential items to be idly touched and left behind. Magazines, flyers, and the like should be removed from public waiting areas, counters, meeting spaces, etc. Communal pens should be removed from counters and workspaces and be provided only when needed and sanitized upon return.
- Student service points will be assessed and modified prior to the conclusion of Phase IIA.
 - Areas to be protected with Plexiglass such as the One Stops, Library Circulation Desks, and other high traffic student areas will be outfit accordingly.
 - Floor spaces near service points and in areas that field walk-ups will be marked to ensure 6 feet of distance is maintained between employees and the public.
 - Signs will be posted on exterior doors and other appropriate campus locations regarding masks, social distancing, and handwashing.
 - Thought will be given to the flow of people through buildings. For example,
 - Should some doors such as in the Palatka Administration Building remain locked from the outside and be exit-only to prevent people wandering through the building unnecessarily?
 - Should students continue to use the administrative suite in the Orange Park A Building as a cut-through to faculty offices?
- In collaboration with the Testing Department, develop plan to provide GED testing on the Palatka Campus
- Develop protocols for sanitizing of science labs, prep-rooms, models, microscopes, etc. (Mike Keller and Science Lab Coordinators to develop with assistance of Mike Canaday)
- Develop protocols for safety and cleanliness in various programs/areas of Florida School of the Arts (Alain Hentschel to coordinate with FloArts Faculty with assistance of Mike Canaday)

- Explore feasibility of creation of FloArts outdoor spaces—racquetball courts? pole barn?
- Plan Florida School of the Arts Virtual Graduation scheduled for June 26
- St. Augustine and Orange Park Campus Student Support Representatives train on and prepare to launch chat tool to field student questions remotely and practice using Screen Sharing technology in preparation for return to campus

PHASE IIB Monday, June 29, 2020 –

Operational Changes: Students may return to campus by appointment to work on a computer in the library, Academic Support Center, or Adult Education Department; meet with a tutor or librarian; meet with a representative in Adult Education; meet with another Academic Affairs representative; or ask questions, complete residency, utilize cashiering, or turn in paperwork at the One Stops. Instruction continues online. Campuses remain closed to the general public. No campus events are scheduled.

- All 12-month Academic Affairs employees work on-campus full-time.
- Academic Affairs 12-month employees who wish to be considered for ongoing remote work during Phase IIB must inform their supervisor and contact HR for more information.
- All employees are required to wear facemasks when away from their personal workspace during Phase IIB.
- Students are required to wear facemasks while on campus and if they arrive without one are provided a mask during Phase IIB.
- Room capacity is limited and monitored.
 - Capacity will not exceed current CDC guidelines.
 - The introduction to students into spaces will be phased, as will increased capacity restrictions.
- Appropriate social distancing is maintained.
 - Floor spaces near service points will be marked to ensure 6 feet of distance is maintained between employees and students.
- Appointments are held in open areas such as conference rooms or classrooms (not small offices).
- Adult Education students may come to campus to the Adult Education department to meet with staff for admissions, advising, and testing by appointment.
- Library, Academic Support Center, and Adult Education computer labs are open at reduced capacity to students for computer use only by appointment.
 - Students must reserve a computer in advance of arrival.
 - Students must use computers designated and prepared by staff.
 - Available computers will be spaced 6 feet apart.

- Computers will be reserved with sufficient time between sessions to enable appropriate cleaning of surfaces utilizing the protocols determined by the College.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIB:

- Develop and launch Dual Enrollment and Collegiate High School virtual New Student Orientation
- Plan Adult Education Graduation scheduled for August 22, 2020
- Faculty Professional Development Planning
 - Finalize Distance Learning Quality & High Quality Course Plan and Incentive Structure
 - Develop Faculty Orientation Week Schedule of Events
 - Schedule APPQMR Sessions

PHASE IIIA TBD

Operational Changes: Students and the public return to campus for essential services at reduced capacity during traditional College operating hours.

- All 12-month Academic Affairs employees report to campus full-time.
- Academic Affairs employees who wish to be considered for ongoing remote work during Phase IIIA must inform their supervisor and contact HR for more information.
- Facilities are open to students without appointments; however, room counts are monitored and room capacity is enforced.
- On-going health screenings of employees and students implemented in Phase IIIA.
- All employees are required to wear facemasks when away from their personal workspace during Phase IIIA.
- Students are required to wear facemasks while on campus and provided them during Phase IIIA.
- Room capacity is limited and monitored.
 - Capacity will not exceed current CDC guidelines.
 - Additional public areas are opened; however, some seats are removed/cordoned off to ensure appropriate social distancing is maintained.
- Academic workshops and instructional sessions may be scheduled with appropriate attendance limits and distancing practices.
- Regular library services including ILL resume. Contactless pickup service of pre-ordered library materials ends.
- Some campus events may be scheduled with approval of the President.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIIA:

- Preparation of all instructional spaces is finalized in anticipation of the return of on-campus instruction in accordance with most recent CDC's current guidance <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

PHASE IIIB TBD

Operational Changes: Regular services including on-campus courses resume.

- On-campus courses resume.
 - Classes will be scheduled with sufficient time between sessions to enable cleaning of desks and other surfaces.
 - Academic Affairs instructional faculty on-campus responsibilities such as office hours resume upon the return of on-campus instruction.
- Night and weekend hours for the library resume with the return of on-campus instruction.
- Campus events resume.

Anticipated Major Projects in Development/Tasks to Complete during Phase IIIB:

- Current CDC guidelines are monitored and operations and services changed as necessary in response to changing circumstance and guidance

Learning Resources Department Re-Opening Plan

The Learning Resources Department will implement tiers of service in response to announcements issued by the College and in accordance with SJR State's re-opening plan and procedures as issued.

Services provided:

When the College announces 12-month employees return to work on campus	1
When the College Announces students may come to campus by appointment:	2
When the College announces students may return to campus (no appointment necessary)	4
When the College announces classes return to campus.....	5

When the College announces 12-month employees return to work on campus

- Patrons are not permitted inside the Library.
- Circulation Services are provided without contact:
 - U.S. mail delivery of SJR State library books for students, faculty & staff continues.
 - Contactless pickup of books & print periodicals for faculty & staff continues
 - by appointment only
 - pickup is arranged outside of the Library.
 - Returns continue to be limited to drop-boxes only.
 - 96 hour isolation of returned material continues.
 - ILL service remains unavailable to patrons. ILL returns are processed after isolation.
- Acquisition services continue.
- Research & Information Services are provided by full-time librarians via chat during business hours.
- Tutoring is provided by full-time ASC staff and Science Lab Coordinators via chat during business hours.

When the College Announces students may come to campus by appointment:

- Services will be provided to individuals (no groups) by appointment only.
 - Services by appointment will be limited to current students, faculty & staff only.
- The Library will remain locked at all times.
 - Staff will await patrons' scheduled arrival time to permit patrons inside.
- Circulation Services are provided by appointment only:
 - U.S. mail delivery of SJR State library books continues for students, faculty & staff.
 - Contactless pickup of books & print periodicals for faculty & staff continues:
 - by appointment only
 - pickup is arranged outside of the Library or in the Library, depending on capacity guidelines at the time
 - materials may be sent to faculty through campus mail upon request
 - Contactless pickup of books is expanded to students
 - by appointment only
 - pickup is arranged outside of the Library or in the Library, depending on capacity guidelines at the time
 - DVDs are added to the materials that may be picked up by appointment.
 - Reserve items may be used in the Library.
 - If the CDC still recommends quarantining items gloves will be provided. Students are required to wear gloves when handling reserve material.
 - Students are required to use the Reserve item within a designated area
 - Students are encouraged to copy material & leave with it when possible
 - U.S. mail delivery of SJR State library books for faculty, staff, and students continues.
 - Returns continue to be limited to drop-boxes only.

- If the CDC still recommends quarantining items, isolation of returned material continues per CDC guidelines.
- Student computer use will be available by appointment only during the College's operating hours and at reduced capacity:
 - Library, open labs, other computer classrooms if available (TBD)
 - Appointment required – no on-demand access
 - 1 person per computer – no groups
 - Students must use available computers as directed
 - Computer reservations will be held for 10 minutes after scheduled appointment time at which point the spot will be made available to the next student.
 - All College Departments must call the circulation desk before “sending over” a student who needs computer access. A student will only be granted access to the Library for computer use:
 1. If the Library is contacted by a department **and**
 2. a computer is available/capacity has not been reachedIf those conditions are met, an appointment for the student will be booked in our system so the Library will have a record of the student's appointment for policy compliance & potential infection tracing purposes.
 - Students or other patrons who arrive at the Library without an appointment or an arrangement will not be given access. If the person refuses to leave, Security will be called.
 - If a student exceeds their reserved time and the computer is needed to fill a subsequent reservation, the student must leave.
 - If a student exceeds their reserved time and the Library can accommodate them (computers are available/capacity has not been reached and future appointments will not affect this), a student will be permitted to book more time.
- Research & Information Services are provided by full-time librarians:
 - Via chat during business hours and
 - To individuals in the Library by appointment only during business hours.
 - Appointments are held in open areas such as conference rooms, classrooms, or seating areas (not in offices).
- Tutoring is provided by full-time ASC staff and Science Lab Coordinators:
 - Via chat during business hours and
 - To individuals in the ASC by appointment only during business hours.
 - Appointments are held in the ASC, not in offices

When the College announces students may return to campus (no appointment necessary)

- Limited Library use permitted at reduced capacity (no appointment necessary).
- People in the Library must be there to receive a service.
 - Individuals only
- Circulation Services are provided in the Library during the business hours.
 - Contactless pickup by appointment ends.
 - U.S. mail delivery of SJR State library books to students, faculty & staff continues.
 - Returns accepted in the Library in designated areas and in drop-boxes.
 - Isolation of returned material continues per CDC guidelines if recommended.
- Computer use available at reduced capacity (no appointment necessary).
 - 1 person per computer – no groups
 - Students must use available computers as directed
 - Reserve items may be used in the Library:
 - If the CDC still recommends quarantining items, gloves will be provided. Students are required to wear gloves when handling reserve material.
 - Students are required to use the Reserve item within a designated
 - Students are encouraged to copy material & leave with it when possible
 - No groups
 - No studying
 - No lounging
 - No browsing – “Grab & Go”; periodicals are still removed
 - No events
- Research & Information Services are provided by full-time librarians:
 - Via chat during business hour and
 - To individuals in the Library during business hours (no appointment necessary).
 - Assistance is provided in open areas, not in offices.

- Tutoring is provided by full-time ASC staff and Science Lab Coordinators:
 - Via chat during business hours and
 - To individuals in the ASC at reduced capacity during the College's regular operating hours (no appointment necessary).
 - Part-time tutors may be needed
- On campus academic workshops and instructional sessions for students may be scheduled by the Librarians or Academic Support Coordinators with appropriate attendance limits and distancing practices.

When the College announces classes return to campus

- Night & weekend Library hours resume.
 - Part-time employees & adjuncts return to work in the Library for evening and/or Sunday shifts.
- Tutoring services from SJR State's full-time tutors via chat ends.
- ILL resumes if UBorrow and DLLI are operational.
- Library events may be offered for observances per Library policy.
- Library use permitted as normal but at reduced capacity:
 - Periodicals are returned to shelves if CDC guidelines permit
 - Groups may use the Library in accordance with CDC guidelines

Approved 6/12/2020
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Return to work plan: Division of Finance & Administration**May-June-July 2020****Business Office**

Description	Return to campus date
Business Office Staff return to campus offices 4 days per week (summer schedule)	May 18, 2020
Staff with child care issues will continue to work remotely if possible or stagger days on campus All remote work to be documented on form provided	June 1, 2020
Staff 65 or over OR with compromising health conditions will work remotely if possible.	June 29, 2020
Cashier window-Palatka-remains closed to students and public until June 22, 2020	Palatka cashier window open for service June 22, 2020

Bookstore/Mail & Receiving/Courier

Description	Return to campus date
Full time staff-4 days per week (summer schedule)	May 11, 2020 (was 5 days per week since March)
Part-time staff-4 days per week (summer schedule)	May 11, 2020 (was 5 days per week since March)
Bookstores remain closed to students and public (exterior pickups/rental drop-offs in process until 7/1), then open to student/public	Open to students with masks, sneeze guards, floor markers effective July 1,2020

Human Resources

Description	Return to campus date
Associate VP for HR-4 days per week (summer schedule), all others staggered schedules and working remotely if possible	May 18, 2020
HR Staff return to campus 4 days per week (summer schedule)	June 1, 2020
Staff 65 or over OR with compromising health conditions will work remotely if possible.	June 29, 2020
Onboarding and fingerprinting of new employees	June 22, 2020

Food/Vending Services

Description	Return to campus date
Cafes	TBD-when students return to campus
Vending machines (currently mostly empty)	TBD-when students return to campus

All student facing areas (i.e. Bookstores, Cafes, Cashiering) will need to be accommodated with plexiglass, masks, gloves, 6 ft. markings prior to reopening to students. Staff working on campus within the Division of Finance and Administration will be asked to use masks/face coverings when not at their desks/workstations or when working in close contact with other employees or students.

Return to campus

R/IE

Draft Updated 6/15/20

Research, Institutional Effectiveness and Grants (R/IE/G) developed its return to campus plan after consulting employees to better understand their concerns. Topics included in the R/IE/G Departmental Plan are below. Topics not provided for in the departmental plan follow the CDC, State and/or College guidance.

Phased staffing: R/IE/G can work effectively and complete its projects remotely. The R/IE/G office space is not large and 3 staff members share an outer office. Staff will be phased back to the office to minimize risk and foot traffic.

Stage 1: Prior to June 22, 2020

Staffing:

- Dr. Burns and Dr. Humerick will primarily work from home during this phase. However, they may be in their offices on occasions.
- Staff members will continue to work from home during this phase. However, one staff member may be in the outer office on occasion.

Meetings:

- All meetings with College or outside personnel will be conducted virtually and/or by phone, including departmental meetings.
- Work that requires collaboration among department members will use screen sharing as much as practicable; social distancing will be maintained for any on-site work.

Visitors: No visitors to the office.

Foot traffic: Will be minimized between R/IE/G and Academic Affairs; departments will use their respective doors and not pass-through the other office except as absolutely necessary. If passing through is absolutely necessary to access rest rooms etc. masks will be worn.

Stage 2: June 22, 2020

Staffing:

- Dr. Burns and Dr. Humerick will return to campus full time.
- One staff member may be in the outer office to assist with special projects.

Meetings:

- All meetings with College or outside personnel will be conducted virtually and/or by phone, including departmental meetings.
- Work that requires collaboration among department members will use screen sharing as much as practicable; social distancing will be maintained for any on-site work.

Visitors: No visitors to the office.

Foot traffic: Will be minimized between R/IE/G and Academic Affairs; departments will use their respective doors and not pass-through the other office except as absolutely necessary. If passing through is absolutely necessary to access rest rooms etc. masks will be worn.

Stage 3: June 24, 2020

Staffing:

- Three staff members in the outer office/day. Staff members will social distance; desks will be moved as necessary to accommodate; dividers between desks in open area as appropriate; masks will be worn as required by College policy.
- Dr. Burns and Dr. Humerick in the office.

Meetings:

- All meetings with College or outside personnel will be conducted virtually and/or by phone, including departmental meetings.
- Work that requires collaboration among department members will use screen sharing as much as practicable; social distancing will be maintained for any on-site work.

Visitors: No visitors to the office.

Foot traffic: Will be minimized between R/IE/G and Academic Affairs; departments will use their respective doors and not pass-through the other office except as absolutely necessary. If passing through is absolutely necessary to access rest rooms etc., masks will be worn.

Continuous across all phases: proper handwashing, hygiene, and maintaining cleanliness of individual spaces and common areas is expected in accordance with CDC, State and College Guidance

Cleaning of individual spaces: Cleaning products will be available

Use of breakroom, common spaces, refrigerator & coffeemaker: Staff members should clean handles and high-touch surfaces before and after each use of these areas. Cleaning products will be available.

Social Events: No social events will be held by the department during this time.

Exceptions for specific projects: R/IE/G's workload includes special projects that occur annually, which may require activities outside those typical for the department (e.g. travel to other campuses, in-person interaction with faculty, staff, students). Planning and protocols for these projects and/or functions will be determined on a case-by-case basis under the direction of the Vice President and Associate Vice President depending on the risk factors and guidance at that time.

Information Technology Proposed Re-Opening Plan

June 15, 2020 Draft

STAGE I – June 8, 2020

Operational Changes: Begin implementation of phased plan to return Information Technology employees to work on campus. Campuses remain closed to the public. No campus events are scheduled.

- Technicians will begin to return to campus. Technicians will be returning to campus at 50% capacity during this phase. The remaining technicians will continue to work remotely.
- System Administrators, Business Analysts, and Developers will continue to work from home during this phase. This will be done in an effort to avoid having people on campus unnecessarily.
- Social distancing is practiced in all locations.
 - Staff work spaces will be shifted as necessary to ensure employees' work areas are not too close together.
 - Dividers will be used for between desk in all open work areas.
 - Masks will be worn in all communal areas, hallways, kitchen, etc. They will not need to be worn in individual's work area.
 - No one outside IT is permitted into the IT suite without an appointment.
 - No departmental gatherings are permitted during this phase.
 - All meeting will be done virtual.
 - No Grazing Days.
- All technical work will be scheduled to prevent as little contact as possible.
- Vulnerable population will not be allowed to return.
- Guidelines will be in place to ensure sanitation of communal areas as well as the individual areas on a regular basis.

STAGE II – June 17, 2020 – June 23, 2020

Operational Change: Additional Employees are required to return to campus.

- Technicians will increase to 75% capacity on campus during this phase. The remaining technicians will continue to work remotely.
- System Administrators will begin returning to campus at 50% capacity. Remaining System Administrators will continue to work remotely.
- Business Analysts will begin returning to campus at 50% capacity, Remaining Business Analysts will continue to work remotely.
- Developers will begin returning to campus at 50% capacity, Remaining Developers will continue to work remotely.
- Social distancing continues as described in Phase I.
- All technical work will continue being scheduled to prevent as little contact as possible.
- Vulnerable population will not be allowed to return.
- Guidelines will be in place to ensure sanitation of communal areas as well as the individual areas on a regular basis.
- The IT helpdesk will begin talking phone calls at this time. We anticipate no student workers. Returning staff from all areas will help answer calls for the Help Desk.

STAGE III – June 24, 2020

Operational Change: Additional Employees are required to return to campus.

- Technicians will increase to 100% capacity on campus during this phase. Remote work concludes for technicians.
- System Administrators will begin returning to campus at 100% capacity.
- Business Analysts will begin returning to campus at 100% capacity,
- Developers will begin returning to campus at 100% capacity,
- Social distancing continues described in Phase I with exceptions. During this phase some in person departmental meetings may be allowed.
- All technical work will continue being scheduled to prevent as little contact as possible.
- Vulnerable population will be encouraged to not return.
- Guidelines will be in place to ensure sanitation of communal areas as well as the individual areas on a regular basis.

- Returning staff from all areas will help answer calls for the Help Desk. Call volume will need to be evaluated to make sure we have the necessary staff.

DRAFT

St. Johns River State College
Division of Student Affairs

RE-OPENING PLAN

The Division of Student Affairs recommends its re-opening be done through a phase approach with a goal to have everyone return to work within the Division by a date certain determined by the Area Vice President in conjunction with College Administration and the state of Florida.

DEPARTMENT OF ADVISING

DEPARTMENT PHASE I: EFFECTIVE (Governor's Phase II Release)

Director returns to work on June 22, 2020.

All Advising employees return to work on June 24, 2020.

DEPARTMENT PHASE II. STUDENT AND VISITORS ALLOWED ON CAMPUS

Student and visitors are allowed to visit Advising by appointment only, beginning June 29, 2020.

When deemed safe to resume normal operations and students and visitors are allowed on campus, in addition to CDC Safe Guidelines employed by the college, implement the following Advising strategies:

- a. Advising Appointments only, no walk-ins
- b. Stagger advisor appointment start times to reduce crowding in our waiting areas
- c. Continue to offer virtual and phone appointments
- d. Appointments need to meet in person in larger spaces than many of our offices. For example, in PAC, appointments take place in the Advising classroom or the computer lab. In SAC utilize the larger Testing office if necessary (Laura's office is too small, the others can provide 6ft social distancing), OPC pending available classrooms in the A building for advising use if unable to meet social distancing best practices and guidelines.
- e. All students and staff would need to wear a mask
- f. We want the ability to deny service to students or visitors who do not comply with masks or CDC Safe guidelines
- g. Continue to utilize fillable documents to route electronically
- h. Pending staff with immunocompromised systems- determine if they can be on campus with students, faculty and staff following CDC guidelines. If medically

unsafe, then need to determine if they can work from home until deemed safe to return to work.

DEPARTMENT PHASE III. BUSINESS AS USUAL

Loosening of CDC guidelines, Walk-ins welcomed.

DEPARTMENT OF TESTING

DEPARTMENT PHASE I: EFFECTIVE (Governor's Phase II Release)

The Palatka and OPC Testing Centers will reopen Monday-Thursday from 8:00 until 5:30 beginning June 17th. In order to comply with social distancing guidelines, some staff's desk location might change.

Students will be tested (PERT, HESI, CLEP, PEASON) by Appointment only. Computerized testing will be done with 6 feet between each computer station.

All testing will resume on June 22, 2020, by appointment only. Testing Coordinators returns June 15th. All other staff returns on June 17th. Students can be tested in testing lab by appointment, beginning June 22, 2020.

All Students and staff would need to wear a mask.

DEPARTMENT PHASE II: EFFECTIVE (Governor's Phase III Release)

Continue to offer testing services.

Offer evening testing services, as needed.

Offer testing services on the SAC.

DEPARTMENT PHASE III:

Business as Usual.

New Director will be on staff.

ADMISSIONS AND RECORDS

PHASE I:

The Offices of Admissions and Records are fully operational, due to their demanding workloads. These areas have worked in the office throughout the Covid-19 pandemic.

DEPARTMENT PHASE II: EFFECTIVE (Governor's Phase II Release)

All employees (including new hires) will return to work full-time.

Admissions and Records windows will open to student.

Students must wear masks.

Student can be seen by appointment, beginning June 29, 2020.

DEPARTMENT PHASE III:

Business as Usual

FINANCIAL AID

DEPARTMENT PHASE I: EFFECTIVE (Governor's Phase II Release)

PLEASE NOTE: The PAL Financial Aid Office is currently staffed each day with two persons.

All Financial Aid Offices (PAL, OPC, SAC) will reopen Monday-Thursday from 8:00 until 5:00 pm., due to peak season on July 24, 2020. The Director will return to work on July 22, 2020. All staff will report to work on July 24, 2020. Student can be seen in office by appointment only, beginning June 29, 2020.

All staff must wear mask.

DEPARTMENT PHASE II: EFFECTIVE (Governor's Phase II Release)

Financial Aid windows will reopen to students by appointment on June 29, 2020.

All students must wear masks.

DEPARTMENT PHASE III:

Business as Usual

ATHLETICS, STUDENT ACTIVITY COORDINATORS, RECRUITMENT & ORIENTATION, AND SJR STATE CARES

These areas are functioning remotely and on campus at this time.

Staff members in these areas will report to work full-time **(Governor's Phase II Release)**

All Directors/Supervisors return to work on June 22, 2020. All staff in these areas return to work on June 24, 2020.

Student Athletes can return to campus for weight training and field practice on Monday, June 15, 2020.

PLEASE NOTE:

- All Student Service Staff will return to no later than Phase 2.
- Alternative Office space/location might be need to change to ensure social distancing.
- Specific, college-wide guidelines, regarding social distancing, sanitation, and expectations must be developed and disseminated to all staff.
- The health questionnaire and temperature check must be done daily for everyone who enters our campuses.
- Some concessions might need to be made for some populations of the college family, but once a definite return to work date has been established by the department and/or college, employees must return to work or take leave.
- Sanitation efforts must be done "around the clock." The cleaning staff at the college has done an amazing job during this time within the Division of Student Affairs.
- Gloves and mask should be provided to each department, as needed.
- In order for the reopening to work effectively, every department at the college must have someone in each office. If one office is open, all offices need to be open. If you cannot do your job functions from home, you **MUST** come to work. No one else should have to do your job functions because you cannot do the work from home.
- Each department must check its voice messages and emails and respond timely.
- Exceptions for "Special Populations" will be discussed with the VP, Supervisor, and HR.

6/16/20



Thrasher Horne Center Re-Opening Guidelines for Rentals

The health, safety and well-being of our event attendees, business partners, and staff members is our number one priority at the Thrasher Horne Center. During these challenging times of COVID-19 our focus is to provide rental space that meets our customer's needs while also ensuring protocols are in place to help mitigate the likelihood of spreading COVID-19. Our current plans and protocols for Phase 2 are outlined below, and we will build on these plans as new information becomes available to us.

General Protocol

- All Thrasher Horne Center staff must wear appropriate PPE [Personal Protective Equipment] (to be provided as needed)
- All guests must wear face masks/coverings in St John's River State College campus buildings
- All guests should follow the movement controls and floor markings to maintain proper social distancing and traffic flow. *Attached* is a diagram for all persons participating in the rental event, dictating directional marks on the floor/wall of the building in tandem with signage and designated event staff.
- All guests and staff should wash hands often with soap and water for at least 20 seconds (people may use hand sanitizer located throughout our venue, however it is not a substitute for hand washing)
- Avoid touching your eyes, nose, and mouth
- If restrooms are to be shared by multiple people every other stall and sink will be closed to enforce social distancing, and a cleaning attendant will be present to sanitize hourly (or more frequently as needed)
- There will be no lobby entry and usage
- No "buffet style" catering or platters of food will be allowed; no open containers or pitchers. All beverages and food items must be served in individual containers. Breaks should be staggered to reduce numbers present in break room.
- Post Event sanitizing of all touch points, including but not limited to: seating, doors, bathrooms fixtures, microphones, headsets, belt packs, dance floor, tables, railings

Thrasher Horne Center Action Items & Messaging

- COVID19 Addendum to be added to contracts
- COVID19 Rules & Regulations of Thrasher Horne Center to be distributed to all lessee and participants prior to rental event
- CDC Social Distancing signage to be clearly posted upon entry and throughout building
- Social distancing floor markings for high traffic areas (Bathroom queue and entrance)

Equipment

- Eight (08) Purell Hand Sanitizer Refill cases
- Electrostatic Cleaning Machine



- Disposable gloves
- Clorox Disinfectant Wipes
- Face Masks
- Cleaning Supplies
- Enter/Exit signs for doors
- 6ft distance floor markings (For Bathroom Queue & Entrance)

COVID-19 Warning – Thrasher-Horne Center

We have taken enhanced health and safety measures—for our Guests, Business partners and Staff. You must follow all posted instructions while visiting the Thrasher-Horne Center.

An inherent risk of exposure to COVID-19 exists in any public place where people are present.

COVID-19 is an extremely contagious disease that can lead to severe illness and death.

According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable.

By visiting the Thrasher-Horne Center you voluntarily assume all risks related to exposure to COVID-19.

We're all in this together! Everyone doing their part will help in keeping all healthy and safe!



This draft Conference Center reopening plan is based on us not opening until we reach phase 2 when announced by our State Governor and his executive order. Upon moving into phase 2, the following Conference Center COVID-19 Event Protocols will be implemented.

Conference Center COVID-19 Event Protocols

The health, safety and well-being of our event attendees, business partners, and staff members is our number one priority, especially during these challenging times of COVID-19. Our focus is to provide rental space that meets our customer's needs while also ensuring protocols are in place to help mitigate the likelihood of spreading COVID-19. Our current plans and protocols are outlined below, and we expect to build on these plans as new information becomes available to us.

Venue Guests Protocol

- All guests are required to wear face coverings
- All guests should follow the movement controls and floor markings to maintain guest separation.
- Wash your hands often with either soap and water for at least 20 seconds OR use hand sanitizers located throughout our venue.
- Avoid touching your eyes, nose, and mouth especially with unwashed hands.
- Cover your nose and mouth with a tissue or sleeve when sneezing or coughing.
- Maintain adherence to appropriate social distancing of at least 6ft.

Venue Tours

- All venue tours are limited to only 2 guests.
- Our staff member and all guests are required to wear face coverings.
- Throughout the tour, the safe distance of six feet will be maintained.
- The conference meeting room for discussions will be limited to three chairs with a safe distance between them.
- Upon tour completion, staff will clean and disinfect any touched surfaces during the tour, with special focus within the conference meeting room.

Venue Sanitation Protocols

- Purell Hand Sanitizer Stations will be located throughout the rental areas.
- Every sixty minutes, restrooms will be temporarily closed for cleaning/disinfecting of high usage touch points. Also, under social distancing measures, our bathroom stalls will be reduced in number allowing access only to every other stall in our layout as well as our sink areas.
- After every event, deep cleaning of all bathrooms and the kitchen area will be conducted by our staff.
- All tables and chairs used for an event will be disinfected before and after each event.
- All touch points within the venue will be disinfected on a continual basis during the event hours and after each event.
- For podium, microphones, and A/V cart rentals, disinfectant wipes will be supplied to allow for cleaning between individual's usage.
- All Thrasher-Horne Conference Center staff will wear face coverings.

Social Distancing

- Capacity charts based on setup type (i.e. lecture, banquet style or classroom) for all meeting rooms will be revised to allow for physical distancing standards.
- Our public access doors will be designated as one set for an entrance only and the second set for an exit only to limit cross pedestrian traffic and personal contact.
- No dancing will be allowed at events.

Food Service

- For food service, no "buffet style" catering or platters of food will be allowed. Catering options will be either individually packaged meals or plated served by catering staff.
- All beverages must be served in individual sized containers (i.e. cans or bottles). No open containers or pitchers.
- For alcohol, only individual bottle or cans allowed – Beer & Wine. No mixed drinks.
- All caterers staff are required to wear face coverings and gloves.
- Dedicate catering staff for cleaning, sanitizing, and disinfecting highly touched surfaces within areas of caterer use throughout service period.
- Catering staff should maintain social distancing within work areas.

Messaging

- Posting of COVID-19 Warning (statement below) on entrance and various locations throughout Conference Center.
- Posting of CDC Social Distance posters and guidance throughout facility (Sample attached)
- Program Xavier with COVID-19 Venue Guests Protocol items

COVID-19 Warning – Thrasher-Horne Conference Center

We have taken enhanced health and safety measures—for our Guests, Business partners and Staff. You must follow all posted instructions while visiting the Thrasher-Horne Conference Center.

An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the [Centers for Disease Control and Prevention](#), senior citizens and guests with underlying medical conditions are especially vulnerable.

By visiting the Thrasher-Horne Conference Center you voluntarily assume all risks related to exposure to COVID-19.

We're all in this together! Everyone doing their part will help in keeping all healthy and safe!

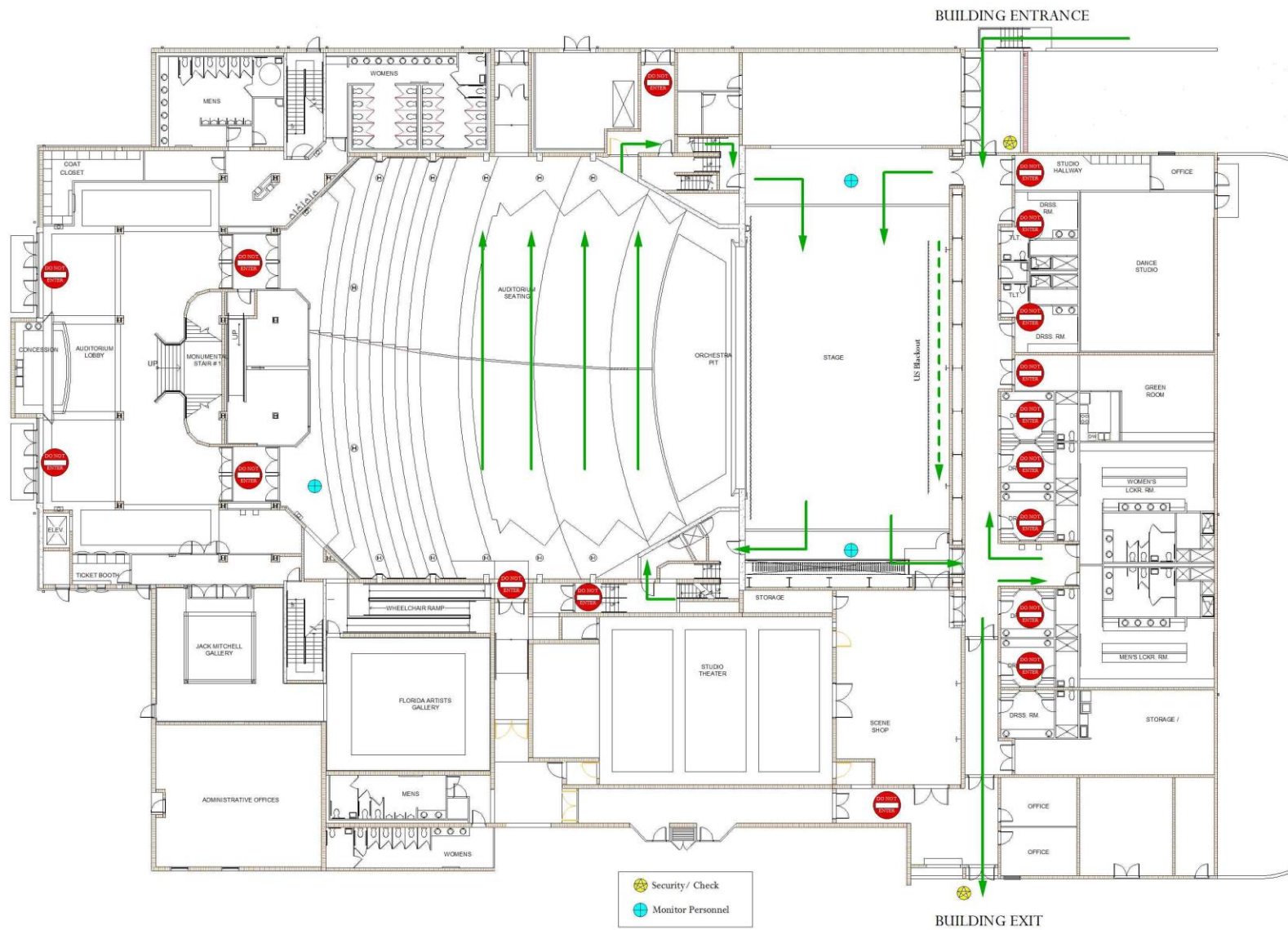
Staff Work/Action List

Required Equipment:

- Six (06) Purell Hand Sanitizer Stations along with refills
- Electrostatic Cleaning Machine
- Disposable gloves
- Clorox Disinfectant Wipes
- Face Masks
- Cleaning Supplies
- Enter/Exit signs for doors
- 6ft distance floor markings (For Bathroom Queue & Entrance)

Our Action Items:

- Add contract term to Agreement referencing COVID-19 Amendment
- Install 6 foot markings at Bathroom areas & Entranceway
- For Weddings – Need to have a day of designated point of contact.
- Posting of signs/policies
- Creation of new Capacity Diagrams & Chart
 - Social Distance between groups
 - Four Seats between Lecture Style
- Business practice – Will issue a message reminder to Event POC two days prior to each event. Include Guest Protocol portion & Food aspects reminder.
- Twelve -- 68 ounce Purell Jumbo Bottles
- Four – Disinfectant Wipe Dispensers



Workforce Education Proposed Reopening Plan

Description	Dates (correspond to phases in the Plan for Florida's Recovery)
Workforce Deans & Directors attend to detailed Workforce-related facility needs and reopening plans for their programs (including determining class sizes for fall term based on current CDC guidelines)	May 28, 2020 – Phase 2
All continue remote work, going to campus when necessary.	Phase 1 – June 24, 2020
Workforce D&Ds return to campus full-time	June 22, 2020
Workforce staff return to campus full-time according to college work calendar. In some cases, due to needed facility modifications deemed necessary by administrators to facilitate CDC guidance, staff working in shared office spaces may work on campus on a rotational basis or at an alternative location (scheduled by appropriate Dean or Director) until facility modifications are in place. Any staff working on a rotational basis must continue remote work on days not scheduled on campus.	
Labs which cannot be conducted online continue on campus following CDC guidelines and college mask requirement.	Phase 2 - TBD
Employees in the vulnerable population who wish to be considered for ongoing remote work must inform their supervisor and contact HR for more information.	May 22, 2020 – end of Phase 2
Prepare classrooms and common areas for return of faculty, students, and visitors to include, but not limited to, providing sanitation wipes or spray with paper towels with accompanying signs posted advertising supplies available for students to sanitize their area, desks and chairs spaced appropriately, and signage displaying requirements before entering building, classrooms, etc.	May 22, 2020 – Phase 3
Faculty return to campus (ending remote work)	TBD
Remote work concessions for all Workforce employees concludes. Employees in vulnerable populations should affirmatively inform their supervisor and contact HR for more information.	Phase 3 Week one
Students return to campus	TBD

Note: In all phases, employees are encouraged to follow the latest CDC guidance (hygiene and respiratory etiquette, social distancing, etc.) and must follow all college requirements (i.e. wearing face mask, on-campus protocol).