

Central Georgia Technical College Fall Semester Plan Recommendation

June 15, 2020

On May 8, 2020, a cross-functional team of CGTC staff submitted a transition plan to guide the College's safe and phased re-establishment of on-campus business operations and the phased re-introduction of employees to the College's campuses and centers. The College remains committed to an orderly transition for all students and personnel that is focused on health and safety while accomplishing a more normal business and educational status.

The document that follows constitutes a recommended plan for the various major units of the College for the ongoing transitional summer months and the beginning of fall semester. The College recognizes that guidance is subject to change, and as such, plans will change. Though the bulk of instructional activity in both credit and non-credit programs will remain online for summer term, with the exception of approved limited labs and clinicals, this plan offers a roadmap for re-establishing the College's on-campus services.

While few can predict where things will stand two months from now, the College's plan contemplates the following:

- We will work to provide a safe environment for everyone
- Some stakeholders may not feel comfortable, and therefore may require remote learning options
- There will be criticisms no matter how well-developed or flexible the plan
- The College's personnel must exercise reasonable judgement and make consistent decisions during a season of uncertainty
- The College will proceed in a manner consistent with guidance from the offices of the Governor and the TCSG Commissioner
- Because CGTC is a part of our nation's and our state's critical infrastructure, team members are essential workers
- Barring a setback, the campus will be open to more students, faculty, and staff fall term
- We must offer instructional delivery options and services necessary to meet our customers' demands

The Plan includes planning information for the following units:

- Academic Affairs
- Administrative Services
- Adult Education
- Economic Development
- Institutional Effectiveness
- Student Affairs
- Executive VP Division - VECTR, CIO/IT, Re-Entry Programs, Facilities & Public Safety

Academic Affairs

The following plan provides a framework for Academic Affairs operations for Fall Semester, 202112 and is based upon guidelines from the Governor's Office, the Georgia Department of Public Health (GDPH), TCSG Commissioner, and CGTC's President, in collaboration with CGTC Executive Leadership Team. The plan also considers best practice recommendations related to higher education from the American College Health Association (ACHA) and the Centers for Disease Control and Prevention (CDC). This proposed unit plan will support continued instruction while ensuring the health and safety of students, faculty, and staff. Our guiding principles are to remain flexible and student-centered while maintaining course and program standards and integrity.

Instruction

- Students will have the choice of fully remote, hybrid (partially remote and partially on-campus), or on-campus classes for most courses.
- On-campus, face-to-face instruction will be prioritized for courses with outcomes that cannot be adequately performed or measured virtually, such as lab-intensive courses and clinical experiences. When possible, these courses can be taught in a hybrid format combining remote online learning and scheduled on-campus meetings following safety guidelines as required by the state of Georgia (Governor's Office and TCSG) and as determined by CGTC's President and Executive leadership.
 - Hybrid options - There are several creative and effective best practice models for hybrid delivery, including BlendFlex, Hyflex, flipped classroom, etc. Resources can be found through the [Teaching with Technology](#) website; [GVTC Academic Continuity website](#); or by contacting Sam Lester, Professional Development.
- To help mitigate the spread of COVID-19, modified scheduling for on-campus instruction may include staggered scheduling; cohort scheduling; adjusting class sizes to allow for appropriate physical distancing, etc. Recommended strategies include:
 - Time between classes may also be extended to allow for necessary physical distancing in and out of buildings (e.g., 30 minutes between classes for multiple groups with shorter intervals for single cohorts).
 - Consider staggered break times between classes to avoid large groups of students, faculty and staff.
 - Expand the use of "off cycle" class meeting times, such as afternoon, evening, and Saturday as needed.
- Safety practices for on-campus instruction may include the following, as recommended by applicable guidance:
 - Posted COVID-19 safety signage in all instructional areas.
 - Social distancing. Medical consensus currently recognizes 6-foot distancing as standard to reduce risk of transmission. Activities involving close contact and/or congregation in large numbers should be restricted.

- Classroom seat capacity – CGTC will continue to follow the Governor’s Executive Orders with regard to maximum number of individuals allowed in a single location gathering.
- Use of PPE, including masks, provided that the applicable guidance recommends masks, particularly where students, faculty, and staff will be in confined instructional spaces where physical distancing is difficult. It is recommended that PPE requirements be stated in the course syllabus as reviewed and approved by the Dean and VPAA or designee.
- Hand sanitizer will be available in each instructional and shared space on campus. Faculty and students should establish procedures for routine disinfection of surfaces, with particular attention to high-touch objects (i.e., desks, chairs, computer keyboards, phones, light switches, etc.) based on applicable guidance.
 - The College will continue increased cleaning and disinfecting of instructional areas based on applicable guidance.
 - Identify common shared technology and equipment. Develop and implement procedures to sanitize between users.
 - Limit/Discouraging sharing items that are difficult to clean between use.
- Following applicable guidance to isolate those with COVID-19 symptoms.
- Notifying school administrators immediately, as required by applicable guidance, of any confirmed case of COVID-19 while maintaining confidentiality (in accordance with FERPA regulations).
- Waivers – CGTC will follow TCSG guidance on the use of approved waiver forms for on-campus class meetings as well as off-campus instruction to include clinical, internships and practicums.
- Off campus instruction (Dual enrollment, Clinicals, internship, practicums, etc.) will follow the operating schedule and safety guidelines of the partner institution. Each Dean and program chair should consult with the college and partner’s POC to review the safety guidelines of off-campus sites.
- CTDL learner’s permit requirement will be waived for CTDL 1010 to allow students to enter program and begin coursework. However, in accordance with DDS requirements, the permit will be required prior to beginning CTDL 1020 behind-the-wheel training.
- Attendance Policies – The current CDC policies recommend that sick students should stay at home “without fear of reprisal”; therefore, attendance policies may be waived unless otherwise required by the college for verification purposes or by accrediting or licensing agencies.
- Incompletes from summer semester – any on-campus requirement to complete student course work from the prior semester should follow the applicable health and safety guidelines referenced above.

Student Support

- Library/tutoring center resources will be accessible for student use in a manner consistent with current guidance related to social distancing guidelines, space occupancy, and disease-transmission mitigation

- Emergency Grading Accommodation, if required
 - Extend the option for Z grade withdrawal for students who withdraw/fail/or stop attending classes because of a qualifying emergency related to COVID-19.
 - Extend the P/U grading option on student request for fall semester as needed. This option would not impact faculty, who would report grades as usual.
 - Extension of the Incomplete (“I” grade) will be allowed on a case-by-case basis on appeal.

Faculty Work Schedules

- On-campus work schedules will be recommended by the Dean with consideration to student scheduling, campus location, work space, and other unique needs of the program and college.
- In general, depending on prevailing guidance, the following options will be utilized when possible to limit density on campus and maximize safety: staggered or alternating work schedules, reconfigured workstations, remote telework, and other accommodations as needed.

Contingency Planning

- Move to Online Learning: In the event of a resurgence of COVID-19 cases or potential confluence of COVID-19 and flu, the College must be prepared for rapid transition of courses to online remote learning. Each program should have at least two weeks of substantive online instructional material on reserve if conditions warrant a rapid return to remote instruction. Furthermore, faculty should be prepared to administer final exams online if needed.
- Academic calendar adjustment: Depending on needs, the College may need to adjust the academic calendar to complete on-campus requirements before the Thanksgiving holiday break and/or plan for a delayed start to spring semester.

Other Considerations/Recommendations

- Students will be instructed that they should self-monitor and leave the campus or not report to campus when ill. Additionally, students and employees who may become ill and have no way to immediately leave the campus will be directed to designated isolation areas. For the College’s three campuses, the isolation areas are:
 - Warner Robins: Private room adjacent to the Student Center
 - Macon: Building “A” Human Resources Conference Room
 - Milledgeville: Room D-103
- Work to establish and maintain supply chain procurement and to clearly communicate processes and priorities for centralized distribution. Maintain a sufficient reserve stock of approved personal protective equipment (PPE), cleaning supplies and equipment.
- Make hand sanitizer dispensers available throughout each college location, particularly at entrance, exits, and high traffic transition areas.

- The College Public Safety office along with all employees will be provided applicable Executive Orders and other appropriate guidance related to enforcement of risk mitigation practices, particularly related to social distancing. All College personnel will share responsibility for identifying and correcting observed behaviors not consistent with applicable risk-mitigation strategies.

Administrative Services/Business Office

The Administrative Services unit will continue to provide essential accounting, payroll, procurement, accounts receivable, and accounts payable functions using a combination of flexible scheduling, telework, and on-location work. The unit's plan is to be restored to fully on-campus operations by fall term, after which telework/flexible scheduling may be implemented based on business needs.

Adult Education

The Adult Education (AE) Unit's VP, Director, Coordinators, Managers, Support Staff, and Teachers will return to the three main campuses and CGTC Centers by the beginning of the fall semester. Beginning fall term, the AE unit will resume hybrid (face-to-face and online) instruction to ensure the students have enough hours to make progress. Schedules will vary based on site and enrollment. Contemporary guidance may continue to require social distancing, and as such, there will be a limited number of students per classroom and testing centers. The number may vary from 5-10, depending on the size of the room and applicable guidance.

The date and manner of returning to non-owned AE sites (such as churches, schools, and Housing Authority Community Centers) will depend on the host site's requirements. Teleworking will continue on a limited basis (if necessary) and staff will report to campus as needed.

In the interim, and beyond, depending on business needs, AE will continue to use flexible scheduling, telework, and telepresence/online instruction.

Economic Development

Staff on Campus

- Economic Development staff are currently on campus full-time
- Each team member utilizes a dedicated workspace, adhering to CDC and GPH guidance for social distancing
- Team members are discouraged from using other workers' phones, desks, offices, or other work tools and equipment
- Cleaning supplies are requisitioned as needed so that individuals may clean their own workspaces and any other surface they contact
- Signage is posted at entrances and common areas insisting upon social distancing
- To encourage hand hygiene, notices are placed at the entrance to the workplace and in other workplace areas
- Gatherings are prohibited on-site during working hours
- Self-screening are conducted daily utilizing attached checklist

Training On Campus (Customized Contract Training and Continuing Education)

- Where required, Limited Lab Work Request are completed for each training on campus
- The proposed training conforms to all current guidance from TCSG related to the Governor's most recent Executive Order, as well as Centers for Disease Control and the Georgia Department of Public Health regarding preventing the transmission and spread of the COVID-19 virus.
- All students sign two (2) waiver forms: 1) CGTC Student Waiver Form and 2) Medical Certification Form. Signed forms are received before allowing student to begin training.
- Signage is posted throughout facilities insisting upon social distancing
- Training spaces have maximum occupancy identified to define the number of students allowed in each space based on social distancing guidelines
- Trainees assigned seats are more than six (6) feet apart
- Procedures are in place for hands-on limited lab training sessions such as driver's education and forklift safety
- Communication and coordination with custodial team members ensure appropriate cleaning prior to and following a training event
- Cleaning supplies are requisitioned as needed
- Economic Development team members disinfect shared technology (keyboard, mouse, etc.) prior to and following training sessions
- To encourage hand hygiene, notices have been placed at the entrance to the workplace and in other workplace areas
- Gatherings are prohibited
- Training may be delivered days, nights, and weekends based on established campus schedule

Training at Customer Sites

- Training has resumed at customer sites
- For each training session, Project Director discusses training space requirements with company representative to confirm social distancing will be maintained
- Project Director discusses and understands company cleaning practices to confirm appropriate measures are being taken that follow CDC and GPH guidelines
- Project Director discusses specific procedures for hands-on training, such as forklift safety classes

Facility Usage

- Signage is posted throughout facilities insisting upon social distancing
- Facility usage is being scheduled for internal and external customers
- Information on room size and maximum occupancy is relayed to customers at time of reservation request.
- Customers are provided a Facility Services Addendum and Hold Harmless waiver prior to scheduled events. Customer is required to sign and return Hold Harmless document.
- Where possible, seating has been removed from rooms in order to only accommodate the appropriate occupancy.
- Constant communication and coordination with custodial team members ensures appropriate cleaning prior to and following a facility usage event.
- Cleaning supplies are requisitioned as needed
- Economic Development team members disinfect shared technology (keyboard, mouse, etc.) prior to and following events
- To encourage hand hygiene, notices are placed at the entrance to the workplace and in other workplace areas
- Gatherings are prohibited
- Facility usage may be supported day, night or weekend based on established campus schedule

Institutional Effectiveness

The Division of Institutional Effectiveness will adhere to the TCSG COVID-19 Return to Work procedures managing health and safety of employees. Institutional Effectiveness staff are not considered front-line staff; however, several members work directly with students. The unit's goal is to manage work schedules that permit for staggered schedules and telework arrangements leading to a gradual resumption of on-campus business operations by Fall semester, after which telework/flexible scheduling may be implemented based on business needs.

The team members will continue to follow accepted social distancing guidelines including wearing of masks as appropriate. As usual, any plan to return to work shall be

dependent upon guidance from the Governor, the Commissioner of TCSG, and CGTC's President.

Student Affairs and Enrollment Services Unit Plan

Student Affairs will increase the rotation of Admissions, Financial Aid, Testing, and CARE Center beginning on June 22nd. Those areas that have been completely teleworking will begin a rotating schedule on June 22nd with the exception of the Communication center. The College's Communication Center team will continue to primarily telework as their effectiveness and activity is monitored through the communications management system/software.

The unit intends for most team members to report to their assigned campus/center beginning July 6, after which telework/flexible scheduling may be implemented based on business needs.

The Georgia VECTR Center

Pursuant to the approval of Limited Lab Waivers, the CDL, Welding, Electrical, and HVAC credit instruction has resumed with small enrollment numbers at the VECTR Center. Currently, the VECTR Center staff is continuing to use limited telework and staggered scheduling where feasible. Hosted organizations' resumption of face-to-face services includes the Georgia Department of Veterans Services on June 15, and the U.S. Department of Veterans Affairs Health Eligibility Advisor on June 8.

The Veterans Business Outreach program has continued to deliver virtual Boots-to-Business instruction at the assigned military bases. Following guidance from the Small Business Administration (funding agent) and the host military installations, on-base seminars resume June 15. All VECTR Center staff are scheduled to report to the Center by July 1, after which telework/flexible scheduling may be implemented based on business needs.

Information Technology

Most of the College's IT employees are currently reporting to campus for work. Currently, the unit intends for team members to report for work on campus by August 1, after which telework/flexible scheduling may be implemented based on business needs.

Re-Entry Programs

The office of Re-Entry Programs is currently following the lead of the Georgia Department of Corrections and the Department of Juvenile Justice regarding resumption of instructional activities. Instruction via student work packets has been on-going in prison facilities around the state. Program administrative and support staff are continuing to rotate telework, and are projected to return full time to campus by July 1, after which telework/flexible scheduling may be implemented based on business needs.

Program instructors are reporting to their assigned facilities on June 15 to prepare classrooms for modified (social distancing) instruction. Students are scheduled to resume face-to-face classes on July 1, to the extent that the host can accommodate the activity.

Facilities & Public Safety

The College's facilities and public safety departments continue to stagger schedules to limit face-to-face exposure. Even with limited on-campus activity, heightened sanitation requirements and on-going maintenance tasks require facilities staff to report to campus. Because of the importance of protecting on-campus constituents and the College's and the State's assets, campus safety team members are now reporting to their assigned campuses/centers, and where feasible, telework is being and can further be utilized, particularly for training/professional development. Additionally, shift schedules are being staggered to limit face-to-face contact.

Resources

American College Health Association. Considerations for reopening institutions of higher education in the COVID-19 era.

(https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf)

CDC Guidelines for Institutes of Higher Education (<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>)

CDC Guidelines for reopening schools

CDC Interim Guidance for Administrators of US Institutions of Higher Education

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

Georgia Department of Education. Georgia's Path to Recovery for K-12 Schools.

https://www.georgiainsights.com/uploads/1/2/2/2/122221993/georgias_k-12_recovery_plan.pdf.

Georgia Department of Public Health COVID-19 website (<https://dph.georgia.gov/health-topics/coronavirus-covid-19>)

LEO A DALY. White paper: Returning to campus during the COVID-19 pandemic.

<https://leoadaly.com/perspectives/returning-to-campus-during-the-pandemic/>)

University System of Georgia. Fall 2020 Return to Campus Planning.

(https://drive.google.com/file/d/1Ij6uVVGt37e5t9zzX-Iou3NaVWszWeVH/view?fbclid=IwAR2YI912bwCDv_I1rqY0LXIKtBy6qA9_txV-ht1SYUMB_aRxBE-LYMnJs3Y)