



# **Program Plan**

**Fall Semester 2020**

**JEFFERSON STATE COMMUNITY COLLEGE  
FALL PROGRAM PLAN**

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## **INTRODUCTION**

Jefferson State Community College will continue providing most of its instruction via distance education for general education courses throughout the fall semester. For courses that require an in-person component, each program has developed a plan to complete these components. Each program will ensure that any on-campus instructional components are completed before the Thanksgiving holiday. The support services of Learning Resource Centers (Libraries), Learning Success Centers and open computer labs will remain closed to in-person traffic throughout the fall semester. Employees will be notified of the plan for fall operation per the attached draft email. (App I).

## **GENERAL PROTOCOLS**

These protocols are established to guide the resumption of limited on-campus instruction, testing, Adult Education and support services. On-campus instruction and related services for the fall semester are generally made available only for courses/programs that require components that cannot be measured in a virtual environment.

1. Each program will communicate with their respective students about the opportunity for in-person labs, clinical assignments, certifications, testing and other coursework in accordance with the program's approved plan.
2. Students who wish to participate in on-campus instruction shall sign waivers indemnifying the college as a result of this participation.
3. Students who voluntarily decide not to participate in on-campus instruction shall not face any disciplinary action and will be given the opportunity to remain in an *Incomplete* status through the fall semester and through midterm of the spring semester. This requirement does not dictate or ensure programmatic progression for any student in an *Incomplete* status. Each program coordinator/instructor will communicate to students the impact of an *Incomplete* on program progression.
4. Students and employees shall comply with six-foot distancing as practicable.
5. Students will be screened as they enter a building for classroom/laboratory instruction. If a student has a temperature greater than or equal to 100.4 °F (38°C), he/she will not be allowed to stay for classroom/lab activities. If a student answers yes to any of the screening questions (App II), he/she will not be allowed to stay for instruction and will need to follow CDC guidelines @ CDC Covid-19 website.

6. Students are **strongly encouraged** to wear face coverings at all times while on campus. Students will be **required** to wear face coverings in all indoor spaces, including classrooms and labs, and outdoors during any meeting/activity in which six-foot distancing cannot be maintained. Students may provide their own face coverings though disposable masks will be available for any student without a personal face covering.
7. Students will be required to wash their hands prior to any lab experience and following its completion. Hand sanitizer will be provided as well, prior to and concluding the activity. Students will be provided gloves and be required to wear gloves throughout any activity that requires touching lab/technical equipment, as practicable.
8. Employees are **required** to wear face coverings outside their offices or personal work areas, including classrooms and labs, and in any environment in which they cannot maintain six-foot social distancing.
9. Masks and hand sanitizer for students are available from the Maintenance Department. Each instructor will ensure that masks, gloves and hand sanitizer are available in each classroom/lab.
10. For any classroom/laboratory used for instruction, seating will be marked to maintain six-foot distancing. For any laboratory without seating, six-foot distances from usable equipment will be marked accordingly.
11. Any equipment, desks, chairs, tables, or other items used during instruction will be sanitized after each use.
12. The Maintenance Department will continue to sanitize building entrances at least twice daily.
13. For any student or visitor not complying with college or program safety protocols, employees may remind him or her of the protocols, but should not confront the person or otherwise attempt to enforce the safety measures. Instead, the employee should contact campus police.
14. For any person arriving on campus with signs or symptoms of COVID-19 or for any person with a confirmed case of COVID-19 desiring to return to campus, the college will follow the Chancellor's guidance as well as CDC guidance for Institutions of Higher Education.
15. The College will follow the Protocols for COVID-19 Positive Student (App III).

## **INSTRUCTIONAL AREAS**

### **On- Campus Courses**

The maximum number of students scheduled on one campus at any given time is 30. More often only 15 students are scheduled to be on campus at any given time. The following requirements will be met for each section:

- Maximum enrollment per class is 15 students.
- MUS 180, 181, 182, 183 (Choir) all courses have a maximum of 15 students; however the choir meets together once per month for a total of 30 students. For this meeting, the choir will meet in a large auditorium where six-foot distancing can be easily maintained.
- At the two smaller campuses, Chilton-Clanton and St. Clair-Pell City, there are only four or five sections offered. These campuses manage these offerings on staggered, days, times, and classrooms.
- At the two larger campuses, Jefferson and Shelby, there are 27 on-campus sections between the two campuses. The larger campuses accommodate these offerings in separate buildings, also staggering days, times, and classrooms.
- The College has measured each classroom intended for use to ensure that the students allowed in the class on any given day may be seated at six-foot distances.

These measures ensure that there is no mass population of students on campus at any one time. More specific information on courses is set out below.

All in-person courses will provide an addendum to the syllabus that meets the requirements listed below.

Addendum to Syllabi: In the event Jefferson State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to the syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this, please contact your course instructor at [enter contact name and information as applicable].

### **Developmental Courses**

Jefferson State is proposing to offer limited sections of developmental Math and English courses on campus. These classes would be limited in size to allow for six-foot distancing between students. This course would allow in-person instruction for students who may not otherwise be successful in an on-line course. These courses will be taught on four different campuses. In the case of our Jefferson and Shelby Campuses, math and English are taught in different buildings. Most of these courses are not using the same classrooms. There are enough classrooms for the courses to be taught in different rooms. For those that are using the same classrooms, there is ample time for the rooms to be cleaned between use since they are used on alternate days.

**ENR 098**

ENG 098 serves as a four-hour course that integrates reading and writing skills students need to comprehend and interact with college-level texts and to produce original college-level writing. Reading skills will center on processes for literal and critical comprehension, as well as the development of vocabulary skills. Writing skills will focus on using an effective writing process including generating ideas, drafting, organizing, revising and editing to produce competent essays using standard written English. This course may include a one-hour lab component which may be completed online. Any student may register for this course, but it is required for those who have an ACT or ACCUPLACER score, high school English grades, or a high school GPA below that required for ENG 101/099. The department feels face to face meetings are important for student success in this course.

Should we be allowed to meet on campus this fall, we will vigilantly take the following precautions:

1. The class has a maximum enrollment of fourteen students for Fall 2020, which will allow us to practice social distancing.
2. Students will be able to be spaced out six feet and will sit in an assigned seat for the semester. Seats can be marked with colored tape to indicate which seats are to be used on MW and TR.
3. Before the class begins, the instructor will sanitize all desks and ensure they are at least six feet apart from each other to allow us to social distance.
4. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall communicate this information to the instructor or department chair and not return to a meeting until completing a 14-day self-quarantine.
5. The instructor may also utilize video conferencing software such as Blackboard Collaborate, Teams, or Zoom to provide instruction with students who may be under a self-quarantine.
6. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
7. The instructor will sanitize all desk surfaces after the meetings.

**ENG 099**

ENG 099 serves as a one-hour support meeting (once a week) for students taking ENG 101 who have scores of 4 on ACCUPLACER, a score of 17 on the ACT, or a C average in English 12 from their high school with an overall high school GPA of 2.75. Students take this course in conjunction with their ENG 101 course under the same instructor. This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired ENG 101 class. The material covered or practiced in the ENG 099 course is complementary to and supportive of material taught in ENG 101 and the needs of the ENG 099 student. The department feels face to face meetings are important for student success in this course and in ENG 101.

Should we be allowed to meet on campus this fall, we will vigilantly take the following precautions:

1. The class has a maximum enrollment of ten students, which will allow us to practice social distancing.

2. Students will be able to be spaced out six feet and will sit in an assigned seat for the semester. Seats can be marked with colored tape to indicate which seats are to be used on Mondays or Wednesdays.
3. Before the class begins, the instructor will sanitize all desks and ensure they are at least six feet apart from each other to allow us to social distance.
4. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall communicate this information to the instructor or department chair and not return to a meeting until completing a 14-day self-quarantine.
5. The instructor will also utilize video conferencing software such as Blackboard Collaborate, Teams, or Zoom to conduct conferences with students who may be under a self-quarantine.
6. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
7. The instructor will sanitize all desk surfaces after the meetings.
8. All on campus instruction in ENG 099 will be complete by November 20. All course work from November 30-December 17, including final exams, will be completed online.

### **MTH 098**

MTH 098 serves as a four-hour course that reviews the fundamental arithmetic and algebraic operations. The topics include the numbers of ordinary arithmetic and their properties, integers and rational numbers; the solving of linear equations and inequalities; systems of equations; and graphs of linear equations and inequalities of two variables. Any student may register for this course, but it is required for those who have an ACT or ACCUPLACER score, high school math grades, or a high school GPA below that required for MTH 100/099. The department feels face to face meetings are important for student success in this course.

Should we be allowed to meet on campus this fall, we will vigilantly take the following precautions:

1. The class has a maximum enrollment of fifteen students for Fall 2020, which will allow us to practice social distancing.
2. Students will be able to be spaced out six feet and will sit in an assigned seat for the semester. Seats can be marked with colored tape to indicate which seats are to be used on MW and TR.
3. Before the class begins, the instructor will sanitize all desks and ensure they are at least six feet apart from each other to allow us to social distance.
4. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall communicate this information to the instructor or department chair and not return to a meeting until completing a 14-day self-quarantine.
5. The instructor may also utilize video conferencing software such as Blackboard Collaborate, Teams, or Zoom to provide instruction with students who may be under a self-quarantine.
6. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
7. The instructor will sanitize all desk surfaces after the meetings.

## **MTH 099**

MTH 099 serves as a one-hour support meeting (once a week) for students taking MTH 100 who have scores of 243-252 on ACCUPLACER, a score of 17 on the ACT, or a C average in Algebra II, Precalculus, or Calculus from their high school with an overall high school GPA of 2.75.

Students take this course in conjunction with their MTH 100 course under the same instructor.

This course places emphasis on providing students with additional academic and non-cognitive support with the goal of success in the students' paired MTH 100 class. The material covered or practiced in the MTH 099 course is complementary to and supportive of material taught in MTH 100 and the needs of the MTH 099 student. The department feels face to face meetings are important for student success in this course and in MTH 100.

Should we be allowed to meet on campus this fall, we will vigilantly take the following precautions:

1. The class has a maximum enrollment of ten students, which will allow us to practice social distancing.
2. Students will be able to be spaced out six feet and will sit in an assigned seat for the semester. Seats can be marked with colored tape to indicate which seats are to be used on Mondays or Wednesdays.
3. Before the class begins, the instructor will sanitize all desks and ensure they are at least six feet apart from each other to allow us to social distance.
4. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall communicate this information to the instructor or department chair and not return to a meeting until completing a 14-day self-quarantine.
5. The instructor will also utilize video conferencing software such as Blackboard Collaborate, Teams, or Zoom to conduct conferences with students who may be under a self-quarantine.
6. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
7. The instructor will sanitize all desk surfaces after the meetings.
8. All on campus instruction in MTH 099 will be complete by November 20. All course work from November 30-December 17, including final exams, will be completed online.

## **Transfer/General Studies**

The College proposes offering several sections of MTH 100 on-campus for those students who may need direct, in-person instruction. This class would be offered to students who feel more comfortable taking this math course in a traditional format. The capacity for these courses would remain the same, though only half of the class would be in attendance on any given day. If the course were offered on a Monday/Wednesday, half of the class would attend in-person on Monday and half of the class attend in-person on Wednesday. The instructor would video the lectures and the students, who were not attending in-person on Monday or Wednesday, would be able to view the lecture in real time from off campus. All on campus activities would be complete by Thanksgiving and the instructors would follow all general protocols. These courses would be taught on different campuses and they will use different classrooms than the developmental courses. There is ample time to clean between class meetings.



## **Participation Courses**

### **SPH 123, 124 & 125**

In its second year of IPDA debate, the Jefferson State Debate Team has been ranked 4<sup>th</sup> out of all community colleges in the country. Currently, we are meeting and practicing using Zoom. However, as we bring in new members and continue to grow as a team, it is vital that the team meet on campus this fall.

Students who are on scholarship with the Debate Team take SPH 123, 124 or 125 each semester. We are proposing that the team be allowed to meet on Monday nights for this class. There will be no other classes meeting in the building and at the time that this course will meet. Since this course will meet once a week, there is ample time to clean the classroom between meetings. The team will provide orientation for new members, hold practice debates, and prepare for competition. The team will be vigilant about following these guidelines:

1. The class typically has a relatively low enrollment of around eight students, which will allow us to practice social distancing.
2. Before the class begins, the advisor will sanitize all desks and place them at least six feet apart from each other to allow us to social distance.
3. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall not return to a meeting until completing a 14-day self-quarantine.
4. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
5. Students will bring in their own pens, legal pads, and timers so that supplies are not shared.
6. The instructor will sanitize all desk surfaces after the meetings.
7. Instructors shall make alternate assignments/arrangements for students who do not feel comfortable returning to campus; no student shall be required to return to campus.

### **HUM 298A (Jefferson Campus)**

HUM 298A is the College Scholars course for students participating on the Scholars Bowl Team. The team normally meets once a week for a two-hour practice and participates in monthly tournaments in the Fall and Spring. The ACBL (Alabama College Bowl League) is affiliated with NAQT (National Association Quiz Team). The ACBL is proposing practices during fall with an accelerated tournament schedule during the Spring. Therefore, the Scholars Team (whose students are on scholarship) will need to meet in person at least once a month during the Fall 2020 semester. The coach/advisor would like to have students participate weekly in online activities but come to campus at least once a month for practice sessions with the buzzer system. There are no other courses using the classroom where this course will meet. Since this course will only meet once a month, there is ample time to clean between class meetings.

Should we be allowed to meet on campus this fall, we will vigilantly take the following precautions:

1. Team membership is typically small, ranging from 8-12 students each semester. This number allows for social distancing.
2. The course will be housed in BDH 208, which is a sufficiently large room. Students will be able to be spaced out at the appropriate distance when on campus.
3. Before the class begins, the instructor will sanitize all desks and ensure they are at least six feet apart from each other to allow us to social distance.

4. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall communicate this information to the instructor or department chair and not return to a meeting until completing a 14-day self-quarantine.
5. The instructor will also utilize Blackboard for providing study materials and may use Collaborate or Zoom for additional instruction.
6. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
7. The instructor will sanitize all desk surfaces and the buzzer system after the meetings.
8. All on campus instruction in HUM 298A will be complete by November 20. All course work from November 30-December 17, including final exams, will be completed online.

### **MUL 180, 181, 182, 183 (Jefferson Campus)**

The **JSCC Choir** is known for excellence and is often asked to perform at various College events, including virtual graduation. The choir requires rehearsing together to create a homogenous and unified sound. Students will require access to the 2nd floor deli level in FSC because the choir room itself is not large enough to allow physical distancing. The instructor can move the piano from his office to the space to set up an appropriate area. The plan for fall is outlined below and takes steps to reduce the number of students rehearsing together as much as possible. This is the only course taught in the building that this course utilizes. The director will have ample time to clean the space between student groups. Should we be allowed to meet on campus this fall, we will vigilantly take the following precautions:

1. The choir will utilize space in the Fitzgerald Student Center in the fall. The chairs will be set up in a semicircle with a distance of 8 feet between them.
2. The choir director will seek assistance from Maintenance or Housekeeping to arrange the chairs appropriately and move other furniture temporarily to allow for this set up.
3. Choir members will rehearse in sections (8 singers at a time) for an hour one day a week. For example, on Monday, Sopranos may rehearse from 11:30-12:30, and then Altos will follow from 1:15-2:15. The 45-minute break between sections will allow time to sanitize the area. The process will be repeated on Wednesday with the Tenors and Basses.
4. Every other week, the entire choir will rehearse together for one day (32 singers). The size of the space allows for physical distance.
5. Before rehearsal begins, the director will sanitize all chairs and ensure they are separated appropriately.
6. On the first rehearsal, the director will review safety protocols.
7. Before sitting in the rehearsal area, students will wash their hands. Hand sanitizer will be provided prior to and concluding the rehearsal.
8. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall communicate this information to the instructor or department chair and not return to a meeting until completing a 14-day self-quarantine.
9. All on campus instruction in MUL 180, 181, 182, 183 will be complete by November 20. All course work from November 30-December 17, including final exams, will be completed online.

### **THR 131 – Acting Techniques I**

THR 131 (Acting Techniques I) is a three-hour course in which students study the techniques of master acting teachers, participate in exercises that strengthen the voice and bring awareness to the body, hone observation skills, and practice true listening and communication skills. There are no other courses using the classroom where this course will meet. Since this course will only meet once a week, there is ample time to clean between class meetings.

Should this class be allowed to meet on-campus this fall, we will vigilantly take the following precautions:

1. Reduce class capacity to 20 with no more than 10 students meeting at one time.
2. Video conferencing will be utilized for class discussions, explanations of assignments, and one-on-one coaching.
3. Before the class begins, the instructor will sanitize all desks and place them at least six feet apart from each other to allow us to maintain advised social distance measures.
4. Any student, faculty member, staff member, or visitor who has been exposed to COVID-19 shall not return to a meeting until completing a 14-day self-quarantine.
5. Documents for the class (assignments, notes, etc.) shall be kept digitally via Blackboard to discourage multiple students touching/handling the same document.
6. Hand sanitizer will be available at all times.
7. The Instructor shall make alternate assignments/arrangements for students who do not feel comfortable returning to campus; no student shall be required to return to campus.

### **Post-Thanksgiving Plan**

1. The instructor will select a play and assign all students a role. The students will prepare their characters as though they were preparing for a live production.
2. Students will “perform” the play via Zoom during the final exam time slot, submitting accompanying paperwork via email or Blackboard.

### **Remote Instruction Contingency Plan**

In the event the College determines that in-person instruction should be suspended at any point during the semester, the following adjustments will be implemented:

1. The class will continue to meet via video conferencing during regularly scheduled meeting times.
2. Students will schedule weekly conferences with the instructor for coaching and to ask questions.
3. A research presentation on important acting, movement, and voice instructors will be implemented.
4. Students will post recorded performances on YouTube and share the link with the class. Each student will be responsible for critiquing performances in a constructive manner.
5. A video journal of the student practicing assigned physical and vocal exercises and reacting to them will be required, though not shared with the class.

### **Art 283/254 – Graphic Animation/Graphic Design (Jefferson Campus)**

The animation course requires the use of special software, computer, and digital equipment for the completion of most assignments. Students will require access to the JSCC classroom/lab. There are no other courses using the classroom where this course will meet. There is ample time to clean between class meetings.

Access into Classroom/Graphics Computer Lab, Safety Controls and Procedures Plan.

1. A maximum of 10 people will be allowed in the lab at a time and social distancing guidelines followed.
2. Upon initial entering the Graphics Computer Lab/classroom a temperature reading will be taken of each student.
3. If the temperature reading is greater than or equal to 100.4 °F (38°C), the student will not be allowed to enter the classroom/computer lab. Suggestion of seeking medical assistance will be advised.
4. Before sitting in the classroom and lab, students will wash their hands. Hand sanitizer will be provided as well, prior to and concluding the activity.
5. Students will sit and stand 6ft from each other in the classroom/lab. The seats and tables will be marked to adhere to the social distancing practice methodology. Each student will be assigned their personal computer workstation (equipped with personal digital tools) for the semester.
6. Students will wear masks and gloves during the classroom/lab learning sessions. The institution will ensure that masks, gloves are available in each classroom/lab session.
7. Students will wash their hands upon leaving the classroom and lab. Hand sanitizer will be provided as well, prior to and concluding the activity.
8. Computers, tools, and equipment will be disinfected before the next class or lab session period.
9. The Instructor will be required to wear mask and gloves while in the classroom and lab learning environments.
10. The Instructor's temperatures will be checked upon entering and leaving the classroom and lab learning environments.
11. If the temperature reading is greater than or equal to 100.4 °F (38°C), the instructor will seek medical assistance.

## **CTE Programs**

### **Nursing Education Class/Course Structure**

Faculty will continue to present lectures synchronously via BB Collaborate, Zoom, and Media Teams and asynchronously via Voice over Power Point (Tech Relay), and BB assignments/discussions.

In addition to following the General Protocols, students returning to campus for instruction must follow these guidelines:

1. Each campus can have a different number of students attend for exams based on the size of the classrooms at each location and while still maintaining a six-foot distance between each student. On the Jefferson Campus, students will come to the campus in groups of 22 for all unit and final exams. On the Shelby Campus, students will come in groups of 30 for all unit and final exams. On the Clanton and Pell City Campuses, students will come in groups of 15 for all unit and final exams. During the exams, students will be six feet from each other in the classroom by placing markers in the chairs or on the floor.

2. Students will come to campus in groups of 6 or less for labs and simulation activities. Social distancing of 6 feet and wearing a mask will be required.
3. Students will be screened as they enter the Nursing Education Building. If student has been exposed to a known COVID 19 positive person/patient, the student will follow the “Student Protocols for Positive Tests”.
4. Students will complete virtual clinical hours through V Sims, Shadow Health, and Kaplan, which can be completed on their PC remotely.
5. The total number of clinical hours for students are as follows:

NUR 112	90 hours lab 45 clinical hours	per student
NUR 113	45 hours lab 135 clinical hours	per student
NUR 114	No lab hours 135 clinical hours	per student
NUR 115	No lab hours 45 clinical hours	per student
NUR 211	No lab hours 135 clinical hours	per student
NUR 221	No lab hours 180 clinical/preceptor hours	per student

6. All in-person on campus labs or simulations will be completed by November 20, 2020. Off-campus clinicals, or preceptorships not completed by Nov. 20, 2020 will be completed between Nov. 30, 2020 and December 11, 2020. If students cannot complete in-person labs, simulations, and clinicals they may receive an *Incomplete* grade and complete the course during the spring 2021 semester.
  - a. Simulation and skills labs may be held Monday thru Friday on each campus (Jefferson, Shelby, Pell City and Clanton), according to each faculty’s schedule.
  - b. Students in a course requiring an in-person component who are not comfortable with returning to campus or designated college setting may receive a grade of Incomplete for fall semester coursework. This status will be held until they are comfortable with returning to campus or designated college setting. An Incomplete could impact the student’s ability to progress in the Nursing program. Students in these circumstances should contact their instructor for guidance on programmatic progression. Each student will sign an acknowledgement that they were not forced to return to campus.
  - c. No more than 6 students at a time in a skills or simulation lab room.
  - d. Each student will be six feet from each other when on campus in the classrooms or labs. Floors will be marked with an X for distance spacing (6 ft.). Table and chairs will be arranged with six feet between them in the classrooms for testing.

- e. Equipment in the simulation and skills labs will be cleaned and sanitized between each group participation by Simulation Supervisors, FT/PT faculty, and staff.
7. Guidelines for participating in clinicals and preceptorship will remain as follows:
- a. All students and faculty must abide by the guidelines of each hospital or medical facility.
  - b. Students will be required to have temperatures checked and symptoms assessment completed when entering facilities.
  - c. Student will not attend clinical if symptomatic or if they answer yes to any of the screening questions.
  - d. Each student will sign an acknowledgement form that they were instructed on CDC guidelines in proper use of PPE prior to clinical/preceptorship. Students will provide their own face masks, which will be worn in all public and patient care areas of the hospital/medical facility
  - e. If a student is exposed to a known COVID 19 positive patient, the student will follow the “Student Protocols for Positive Tests”.

### **Large Groups for Nursing Testing:**

A study of square footage was conducted at each campus. Based on this study, the Nursing classrooms at each campus can accommodate social distancing standards including maintaining a six-foot distance between each student and staggered entrance and exit times. Staggered groups of students will not be larger than 10.

### **Respiratory Therapy**

- Lecture class will remain online, and all instruction will be **synchronous**.
- Clinicals will still be held at the clinical sites as usual.
- The DCE will need to travel to clinical sites to check on student progress.
- The tests for RPT 243 are through the Lindsey Jones website and can't be proctored through Respondus. There will be three tests that will need to be given in the computer labs on campus prior to November 20, 2020. A maximum of 9 people will be allowed in each computer lab at the time. Each desk and computer will be wiped down between each student use.
- Lab days will be Thursdays and/or Fridays not to extend past November 20, 2020
- Hand sanitizer, gowns, gloves and masks will be made available for each student.
- Each student will have their temperature taken and will answer the screening questionnaire upon arrival prior to entering the lab.
- Social distancing of at least 6 feet will be adhered to unless lab competencies require closer proximity. Students will be required to wear masks in the lab.
- All equipment that is used will be cleaned with disinfectant such as Sani-Clothe wipes after each use.
- All desks will be cleaned after each use.
- Each group of students and instructors will clean equipment and lab once class is done.

- A maximum of 9 people will be allowed in the classroom/lab at the time. All on campus activity will be pre-scheduled with the students to maintain these safe occupancy levels.

### **Medical Laboratory Technology**

The MLT program fall semester includes five classes with experiential student lab experiences: MLT 100, MLT 121, MLT 131, MLT 151, and MLT 161. MLT student labs are held in George Layton Building rooms 228 and 231. Both rooms can hold up to 9 students using the 6-foot social distancing protocol. All on campus activities will be completed by November 20, 2020.

- MLT 100: New fall admission cohort may have up to 12 students, but all class meetings have been converted to online with the exception of the CPR training component. Students will be brought into room GLB 164 while maintaining 6-foot distancing to view the practice while watching streaming CPR video and then will be skill checked individually. All equipment used for skills check will be disinfected between uses.
- MLT 121: There are three sections with a total of 26 students and the sections will be divided so that no section has more than 9 students.
- MLT 131: New admission cohort has an 8-student capacity for each lab section.
- MLT 151: There are three sections with a total of 23 students. Student lab experiences will accommodate only 9 students at a time. Some components will be moved online, and case studies will be added to the lab component.
- MLT 161: This course has a 9-student capacity for lab. This is an entry level competency course. Lab experiences will be scheduled on the front end of the semester ending at midterm and the remainder of the course will be delivered online.
- MLT 293 is a certification review class that will be converted to online format.
- MLT 294-297 are clinical assignments and at this time commitments have been made to train fall students. Should students be pulled from clinical rotations before completing then we will seek recommendation from the advisory committee and count entry level competencies from MLT 161 summer semester as completion of the clinical requirement which will allow the students to graduate on time and meet all NAACLS accreditation standards.
- All lecture credit hours and testing will still be delivered online. The program uses both **synchronous and asynchronous delivery**.
- Current standard operating procedures for all MLT lab instruction currently includes the use of personal protective equipment such as gowns and gloves. Facemasks will be required, and students may use their personal facemask brought from home or one may be provided by the program.
- MLT students currently sanitize instruments, microscopes and workspace before and after each lab session as part of their lab grade. Instructors will observe sanitization procedures performed by students and ensure performed correctly. The MLT program currently purchases and provides all sanitizing cleaners and wipes for this purpose.
- Students will be screened by MLT faculty as they enter George Layton Building or prior to entering the MLT laboratories. If a student has a temperature of 100.4 or greater, they will not be allowed to stay for lab activities. If a student answers yes to any of the screening questions, they will not be allowed to stay for lab and will need to follow CDC guidelines @ CDC Covid-19 website.

- Both MLT faculty members will visit clinical students at a minimum of 1 visit during each 4-week clinical rotation. The timing of the visits could change as requested by the clinical site or the needs of the students.

## **Radiologic Technology (RAD)**

### RAD 112 Radiographic Procedures I

This course has 2 components. The didactic component will be delivered in the online format. The hands-on lab component will require students to be on campus on Mondays and Wednesdays for hands on lab. The class will be separated into 4 separate groups of no more than 10. Each group will be assigned an on-campus lab time to comply with social distancing guidelines. **All course labs will be completed before the Thanksgiving break.**

### RAD 113 Patient Care

This course has 2 components. The didactic component will be delivered in an online format. The hands-on lab component will be completed on Thursdays. Students will be separated in groups of 6. Each group will be scheduled 1 hour apart to adhere to social distancing guidelines. **All course labs will be completed before the Thanksgiving break.**

### RAD 114 Clinical Education I

This is a Clinical Education course. All pre-clinical information will be given in an online format. This course will not require students to be on campus. If clinicals are interrupted during the semester, a plan will be implemented at the time of interruption so that students may finish the course requirements.

### RAD 214 Clinical Education IV

This is a Clinical Education course that has a Cross-Sectional Anatomy component. All pre-clinical preparation will be completed in the online format. The Cross-Sectional Anatomy component will also be completed in the online format. There will be no on campus requirement for this course. If clinicals are interrupted during the semester, a plan will be implemented at the time of interruption so that students may finish the course requirements.

All students for on campus activities will sign a COVID-19 Warning and Waiver form prior to the start of on campus labs. Each student will be asked the appropriate questions and have their temperature checked before entering the radiologic technology labs. It will be required that students wear a mask at all times while on campus.

All RAD courses will be delivered asynchronously. Travel to clinicals sites by program faculty will be minimal. Communication via e-mail, phone or Zoom will continue through the Fall semester. Faculty will only travel to clinical sites as necessary.

## **Physical Therapy Assistant**

1. PTA 200, PTA 230, PTA 232, PTA 240 lecture classes will remain online. Lecture material will be delivered **synchronous, asynchronous and hybrid** (combo of synchronous and asynchronous)
2. Any student not comfortable with attending the laboratory will be given the option of taking an incomplete for the semester and completing the following semester.
3. PTA 231 and PTA 251 Lab days will be Monday-Friday
4. Students will participate in lab in groups of 9 or less.
5. Students will stay with the same group for the entire semester.
6. Each group of students will clean equipment and lab once class is done.
7. We use 409 in lab for cleaning equipment and tide for laundry.



8. All equipment that is used will be cleaned.
9. All mats and table will be cleaned.
10. All students are required to wear masks during laboratory sessions.
11. If students want to wear PPE (other than the mask) when in direct contact with classmates for practicing techniques, yellow gowns, gloves and patient gowns are available. If the student wishes to wear a patient gown, it will be washed after each use.
12. Patient gowns will be washed with laundry.
13. Social distancing of at least 6 feet will be adhered to unless lab competencies require closer proximity.
14. All areas will have access to hand sanitizer and the sinks in the back of lab for handwashing.
15. Program faculty will inform students that if they are sick, feel sick, or have a fever they DO NOT come to campus.
16. Students will be screened by PTA faculty prior to entering the PTA lab. If a student has a temperature of 100.4 or greater, they will not be allowed to stay for lab activities. If a student answers yes to any of the screening questions, they will not be allowed to stay for lab and will need to follow CDC guidelines @ CDC Covid-19 website.
17. All on-campus lab requirements will be **completed by Thanksgiving**
18. Students will participate in clinicals during the last two weeks of the semester to complete PTA 260.
19. The Clinical Coordinator and Program Director may have to visit clinic sites during the fall semester to meet accreditation standards. Both faculty members will follow CDC and facility guidelines concerning social distancing.
20. PTA 120 Fall semester plan
  - a. Lecture material will remain online.
  - b. Laboratory question/demonstration sessions will be conducted online through Collaborate sessions.
  - c. Palpations videos will be provided.
  - d. Demonstration laboratory times will be offered. Students will be offered a 30-minute session that will include a maximum of 9 students per session. These sessions will provide students with an opportunity to receive hands-on assistance with material. Several sessions will be offered throughout the semester. The sessions will be completed by Thanksgiving.
    - i. Students will be screened by PTA faculty prior to entering the PTA lab. If a student has a temperature of 100.4 or greater, they will not be allowed to stay for lab activities. If a student answers yes to any of the screening questions, they will not be allowed to stay for lab and will need to follow CDC guidelines @ CDC Covid-19 website.
  - e. Students will participate in discussion boards to increase interaction among classmates and instructor.
  - f. Written exams will be conducted through Blackboard using Respondus lockdown and monitoring.
  - g. Practical exams will be conducted using Zoom.

## **Veterinary Technology**

No changes are necessary for classes or testing for the Fall 2020-2021 semester. The program is a distance education program. Courses will be delivered in an **asynchronous** format.

### Interviews for the Spring 2020-2021 Incoming Students

Interviews scheduled in October will not be held on campus but via Zoom or phone.

### Basic Nursing Skills Lab (On-Campus Lab)

1. Students/faculty will be screened utilizing the JSCC COVID-19: Active Screening Questionnaire as they enter the Harold Martin building for the Basic Nursing Skills Lab. If a student/faculty answers yes to any of the screening questions, they will not be allowed to stay for the lab activities. The student will also be advised to see a doctor.
2. Alternate accommodations will be made for the student to complete the lab at a later date.
3. Multiple labs will be scheduled to allow for smaller groups of students. Each group will consist of no more than 8 students and 1 faculty member.
4. We will require all students/faculty to wear masks throughout the lab.
5. Learning how to don masks and gloves is a necessary nursing skill that is taught during the lab.
6. All students/faculty will follow social distancing of at least 6 feet.
7. Students/faculty will utilize individual equipment during the laboratory exercises.
8. Faculty will follow CDC guidelines for cleaning high touch areas: Tables, doorknobs, light switches, countertops, handles, desks, etc.

All on-campus labs will be completed by Thanksgiving.

### Off-Campus Labs (UAB Small Animal; Large Animal lab; Surgical Lab)

1. Students/faculty will be screened utilizing the JSCC COVID-19: Active Screening Questionnaire as they enter the designated off-campus facility where the lab will be held. If a student/faculty answers yes to any of the screening questions, they will not be allowed to stay for the lab activities. The student will also be advised to see a doctor.
2. Alternate accommodations will be made for the student to complete the lab at a later date.
3. Multiple labs will be scheduled to allow for smaller groups of students. Each group will consist of no more than 8 students and 1 faculty member.
4. We will require all students/faculty to wear masks throughout the lab.
5. All students/faculty will follow social distancing of at least 6 feet.
6. Students/faculty will utilize individual equipment during the laboratory exercises.
7. Faculty will follow CDC guidelines for cleaning high touch areas: Tables, doorknobs, light switches, countertops, handles, desks, etc.

### Accommodations for Faculty/Staff Travel

Faculty/staff must travel to all Off-Site Student Clinical Sites for evaluation each semester as required for accreditation by the AVMA-CVTEA.

1. Faculty/staff will answer the screening questions provided by JSCC. If they answer yes to any of the questions, they will postpone the clinical site visitation and reschedule for a later date.
2. Faculty/staff will adhere to all JSCC, ACCS, State of Alabama, and CDC guidelines
3. Faculty/staff will wear a mask and practice social distancing guidelines.

Note: If a faculty or student answers yes to any of the above screening questions or has a temperature at or above 100.4° the day of the lab, the lab will be postponed. Alternate accommodations will be made for the student to complete the lab at a later date

### Emergency Medical Services Program (EMS)

Course Level	Course #	Shelby Campus	Jefferson Campus	
Emergency Medical Technician	EMS 118 / EMS 119	X	X	Night
Advanced EMT	EMS 155 / EMS 156	X		Day
Paramedic (P1)	EMS 240 EMT 242 EMS 243 EMS 242	X		Day
Paramedic (P2)	EMS 241 EMS 245 EMS 246 EMS 248	X		Day
Paramedic (P3)	EMS 247 EMS 253 EMS 254 EMS 255 EMS 256	X		Day

- Social Distancing & Mask Plan:
  - With small classes, social distancing may be accomplished by staggering rows and adjacent seating by alternating seats in the classroom.
  - During labs and skills practice and evaluations, social distancing of 6 feet will be maintained where applicable and practical. The use of training aids, such as manikins will be used in place of live subjects. During group efforts, minimum exposure time will be accomplished by social distancing where applicable. During group efforts, face mask will be required during any and all close contact that may occur.
- Cleaning:
  - College housekeeping staff will assist with the cleaning of common areas, such as halls and elevators. They will continue to conduct pre-workday cleaning of classrooms and labs.
  - The program Clinical coordinator will be assigned as the Cleaning Coordinator and maintain cleaning supplies, secure and reorder cleaning stock, train staff and students in proper decontamination procedures.
  - All students, instructors, and staff will assume personal responsibility to clean any equipment, supplies, surfaces, and areas under their control. This would include but not limited to

- Wipe down of all touch points
      - Doorknobs and handles
      - Contact surfaces
      - Control surfaces
      - Manikins and Shared equipment
      - All other non-disposable equipment
    - Mask and gloves will be used during the decontamination procedures.
    - Hand washing and sanitizing
      - Hands will be washed with soap and water before entering classrooms or labs. The use of hand sanitizer will be used after washing.
      - Hand sanitizer will be used prior to using manikins or shared equipment, and will be used after use of the equipment, after the equipment is cleaned.
    - The use of PPE, gloves, and masks may be used in the lab, **exactly as used during actual patient contact events**. Face shields/goggles will be used during any procedure where there may be exposure to blood or body fluids to the face in the clinical setting or field operations.
  - Other Health and Safety Precautions:
    - Temperatures of students, staff, faculty and visitors will be checked before the start of class or lab sessions, at least once in the morning at the start of the day, or class.
    - Frequent hand washing and use of decontamination hand gels will be encouraged.
    - Reminders of social distancing will be made when the operational perimeter of 6 feet is breached, without proper PPE.
    - Reminders to students, faculty and staff to stay home when they have had a possible exposure or if they exhibit any symptoms.

The program will attempt to have all competencies completed by Thanksgiving. If any competencies are unable to be completed in the time frame, then an effort will be made to do it remotely, using ZOOM or MS Teams. If remote efforts are not capable of meeting the requirements, we may issue an “Incomplete” for completion the following term. Delivery will be **synchronous**. Currently, no material is expected to be delivered in the asynchronous format. Field (ambulance and fire department) and clinical (hospital) rotations will partly rely on our program partners for the number of students that may attend per shift (rotation), and the site's PPE requirements (if the site will have PPE or it must be provided by Jefferson State or the student). Rotation contacts and skills have some flexibility, according to the agency or organization that oversees the particular EMS level. EMT and AEMT have requirements that are controlled by ADPH-OEMS, while Paramedics are guided by the Committee on Accreditation for EMS programs. Where able, while under the state of emergency, deviation for skills and clinical hours may be made to match availability of rotation hours and students. The clinical coordinator and program director may need to travel to rotation sites to monitor or evaluate students during their rotation.

### **Culinary and Hospitality Management**

All lectures classes will be taught online and synchronous with labs. Students coming in for labs will have to adhere to the following protocols and all lab experiences will be completed by Thanksgiving:

Instructors will share with incoming students:

1. Recommendations will be communicated to stay home if any symptoms, i.e., 100.4 degrees or above temperature, cough, shortness of breath, or contact with anyone affected by coronavirus. If yes, it will be recommended that the student seek medical guidance.
2. All students will be required to complete Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19.
3. Students will be instructed to come dressed in uniform, leave personal items in cars/home, and use of locker rooms will be limited.

Students will receive orientation on “new lab procedures,” to include the following:

1. Check station in kitchen lab which will be designated by signage (signage will be placed in all areas of kitchen labs, restrooms, with new COVID safety procedures from CDC and local Health department).
2. Check stations, as entering labs, will consist of temp check, questionnaire, and hand sanitizer prior to entering any and all labs.
3. Kitchen labs will utilize both savory and pastry labs to accommodate practice of working 6 ft. distance. Stations and kitchen flow of traffic will all be marked accordingly.
4. Lab recipes have been modified to allow single work components and not group work.
5. Students/faculty will practice increased handwashing and sanitation practices.
6. Lab techs will have a visible presence in all labs to ensure procedures are implemented.
7. Access to pots, pans, utensils, dish rooms will be monitored to ensure limited access to avoid working in proximity.
8. When appropriate, equipment/food supplies will be pulled in advance for best practices to keep students working safely.
9. All culinary curriculum will include content discussing new best practices in keeping students, faculty, and guests safe and comfortable in this new Covid-19 learning environment.
10. The program will stay vigilant and constant in looking for ways to increase the safety of students, faculty and guest by closely monitoring what works and making improvements when needed.

### **Bistro Pro Vare – Student Culinary Lab**

The Bistro ProVare serves as a culinary lab for students in several courses requiring a hands-on experience. The Bistro will only be open for lunch service. This will provide the necessary student experience while ensuring that appropriate protocols are followed. Initially, service will be provided only from curbside and a gradual phasing of limited in-person dining.

The Bistro closely monitors and follows applicable guidelines, both for food service and the provision of educational services. Half of the tables and chairs will be removed, and floors will be marked appropriately to ensure six-foot distancing. Proper signage indicating required distancing will be prominently displayed. Students will be required to wear masks and gloves during the labs. Hand sanitizer will be available upon entry to the lab. In addition, the Bistro will follow ADPH guidelines, including the following:

1. Where practical, consider a reservations-only business model or call-ahead seating.

2. Adhere to social distancing guidelines in bar areas.
3. Create a plan for and checklist of all surfaces your staff and guests will come in contact with.
4. Train your staff on these surfaces and prepare procedures for elevated cleaning and sanitizing of these surfaces.
5. Dedicate staff members on each shift to sanitizing surfaces in dining areas and restrooms.
6. Use menus that are disposable or sanitized between each use.
7. Have hand sanitizer and sanitizing products readily available for employees and guests.
8. Designate with signage, tape, or by other means appropriate social distancing spacing for employees and customers. Spacing should be illustrated, as much as possible, in a waiting area, kitchen, back of the house, laundry, and prep area.
9. Avoid gathering of guests at entrances and exits and designate appropriate social distancing spacing.
10. Use single-use items as much as possible, such as packets of ketchup or salt.
11. Do not use communal silverware containers or allow guests to utilize any serving utensil that may be utilized by staff or another guest.
12. Where practicable, use physical barriers such as partitions or plexiglass at registers.
13. Disinfect restrooms and other high-touch areas as often as feasible, but at least every two hours.

#### Students

1. All Students get temperature check before coming to the bistro.
2. Students will be required to wear a mask/face covering during class.
3. Students shall complete work following social distance guidelines.
4. Students will rotate dish room duties, every two hours.
5. All stations will be wiped down and sanitized periodically.
6. Two students will be working the door, taking orders, greeting guests, sanitizing tables, etc.
7. ALL business will be carry-out only to begin with. Unless it is an advisory lunch, which the bistro will close for.
8. A student will be assigned to work beverage station/expeditor station, which will keep orders organized and prevent contamination.
9. Floor markings will be applied to remind customers of social distancing.
10. Operating doors in an assigned traffic pattern will also be considered. i.e. enter through hallway, exit through other set of doors.

#### Guests

1. Bathrooms shall be sanitized every two hours.
2. Social distance markings will be present for guests as they wait.
3. There will be no self-service items, i.e. salt and pepper shakers, sweeteners.
4. Hand sanitizer will be available for guests.

### **Funeral Service Education Program**

1. All events and testing will be completed online. FSE students will not come to campus during the fall semester.
2. FSE 101, 110, 223 and BIO 111 will be delivered **synchronously and asynchronously**
3. Students will participate in FSE 203 and FSE 228 at their respective funeral homes.
4. As an accreditation requirement, the program faculty must visit funeral homes before students are able to complete FSE 203 (Embalming Laboratory) and FSE 228 (Internship). The faculty is requesting travel to various funeral homes for inspection and/or preceptor certification. The faculty will be wearing masks and practicing social distancing guidelines. The faculty, student, or preceptor will be screened utilizing a COVID-19 screening questionnaire. The visit will be postponed if any answers are yes.

### **Manufacturing and Technology Program**

(Welding, Biomedical Equipment Technology, Industrial Maintenance, Electronics, CADD, Automotive/Automated)

The instructional plans provided will allow the following courses to be completed for the Fall 2020 semester.

Access into Classrooms and Lab Learning Environments, Safety Controls and Procedures Plan:

1. Upon initial entering the Manufacturing, Biomedical Equipment, and Welding Labs classrooms and lab learning environments, a temperature reading will be taken of each student.
2. If the temperature reading is greater than or equal to 100.4 °F (38°C), the student will not be allowed to enter the classroom. Suggestion of seeking medical assistance will be advised.
3. Before sitting in the classroom and lab, students will wash their hands.
4. Students will sit 6ft from each other in the classroom. The seat and tables are arranged to adhere to the social distancing practice methodology.
5. Students will stand 6ft from each other in the lab.
6. Students will wash their hands upon leaving the classroom and lab.
7. Industrial trainers, tools, and equipment will be disinfected before the next class or lab session period.
8. Meeting times of classroom and labs will be arranged to accommodate the limited number of students in the learning environments based on the 6ft social distancing spacing of seats and tables.
9. It is required that students wear masks during the classroom and lab learning sessions.
10. The Instructor and L19 lab assistant will be required to wear masks and gloves while in the classroom and lab learning environments.
11. The Instructor and L19 lab assistant temperatures will be checked upon entering and leaving the classroom and lab learning environments.
12. If the temperature reading is greater than or equal to 100.4 °F (38°C), the instructor or L19 assistant will seek medical assistance.

13. Students participating in classroom and lab activities will be required to read and sign the COVID-19 waiver.

**Fall Courses:**

**All onsite labs will be completed by Thanksgiving.**

**ATM 211: Introduction to Programmable Logic Controllers (Hybrid/Asynchronously)**

Instruct PLC learners online using the Amatrol eLearning Learning Management System's (LMS) course Introduction to Programmable Controllers. This course will also have onsite PLC programming labs.

**AUT 102: Lean Manufacturing and Industrial Safety (Online/Asynchronously)**

Instruct Lean Manufacturing and Industrial Safety online using the Amatrol eLearning Learning Management System's (LMS) course. This course will also have onsite labs.

**AUT116: Introduction to Robotics (Hybrid/Asynchronously)**

Instruct Robotics learners online using the Amatrol eLearning Learning Management System's (LMS) course Principles of Robotics. This course will also have onsite Asea Brown Boveri (ABB) Robotics programming labs.

**MET233: Materials (Online/Asynchronously)**

Instruct Manufacturing Systems Technology learners online using the Amatrol eLearning Learning Management System's (LMS) course Manufacturing Systems and Equipment. This course has virtual labs for manufacturing systems learner engagement.

**MET220: Mechanical Systems I (Hybrid/Asynchronously)**

Instruct Mechanical Systems learners online using the Amatrol eLearning Learning Management System's (LMS) course Manufacturing Maintenance Practices. This course will also have onsite Mechanical Drives Labs.

**AUT130: Fundamentals of Industrial Hydraulics and Pneumatics (Hybrid/Synchronously)**

Instruct Industrial Hydraulics/ Pneumatics learners online using the Amatrol eLearning Learning Management System's (LMS) course Fundamentals of Hydraulics. This course will also have onsite Hydraulic and Pneumatics Lab.

**AUT293: Automotive Cooperative Education (Online/Asynchronously)**

Industry, the intern, or apprentice will use assigned industrial tasks or projects to document artifacts of various manufacturing tools, systems, or processes. A timing schedule developed by the intern or apprentice will be presented to the advisor for key milestones review and progress of the assigned industrial tasks or project. The course will conclude with a formal presentation of the intern or apprentice documented manufacturing experience to be presented to the advisor and manufacturing faculty.

**MET190: Mechanical Tools I (Hybrid/Asynchronously)**



Instruct Mechanical Tools learners online using the Amatrol eLearning Learning Management System's (LMS) course Machining and Manufacturing Systems and Equipment (Hand Tools I). This course will also have onsite Mechanical Tools Labs.

**ELM205: Electronics I (Hybrid)**

Instruct Electronics I learners online using the Amatrol eLearning Learning Management System's (LMS) course Electronics. This course will also have onsite electronic control circuits labs.

**ELM215: Industrial Controls I (Hybrid/Asynchronously)**

Instruct Industrial Controls I learners online using the Amatrol eLearning Learning Management System's (LMS) course Electrical Motor Controls. This course will also have onsite electromechanical control circuits labs.

**MET201: Basic Computer-Aided Drafting (Hybrid/Asynchronously)**

Instruct CAD students online using TinkerCAD modeling tool and CaMotics CNC Machining Simulation (Subtractive Modeling). This course will also have onsite CAD Labs.

**ELM200: Electric Circuits I (Hybrid/Asynchronously)**

This course will use the Nida System for remote study and exams. This course will also have onsite labs.

**ELM201S: Electric Circuits II (Hybrid/Asynchronously)**

This course will use the Nida System for remote study and exams. This course will also have onsite labs.

**BET211: Biomedical Electronic Systems 1 (Hybrid/Asynchronously)**

This course will use Blackboard for remote study and exams. This course will also have onsite labs.

**BET233: Pulse & Computer Circuits (Hybrid/Asynchronously)**

This course will use Blackboard for remote study and exams. This course will also have onsite labs.

**Welding Courses (Hybrid/Asynchronously)**

All welding courses will follow the following format:

1. Measurement worksheets: The welding learners will print the measurement worksheets and then use a tape measure or a ruler to measure the objects on the handout.
2. Also, YouTube videos have been selected related to subject content covered in the classroom and the lab. The students are required to watch the video and compare the welding techniques to theirs.
3. In addition, YouTube videos on proper cleaning of metal before welding have been selected for instructional content. After watching the videos, welding learners are required to write a discussion and reply to two classmates on ways they will improve on their metal cleaning techniques.

The delivery of these assignments will include a visual inspection lab portion to supplement the online instruction and it will require the following:

1. It will require the welding learner to do in depth research on the welding process: Weld identification rated as pass/fail.
2. A demonstration based on research to be executed using a video or PowerPoint.  
Blackboard submitted Welding inspection portfolio assignment.
  - a. Requires visually inspecting five welds and determining the structural and mechanical integrity of the weld (pass/fail).
  - b. Inspection form to be completed based on visual weld inspection by welding learners
3. AWS curriculum investigation for additional course assignments.

### **Construction and Building Science Technology**

**In all cases, all lab instruction will be completed by Thanksgiving. All CBST Courses will be conducted by synchronous method of delivery.**

1. All lecture classes will remain online and will be delivered by Blackboard.
2. Students will be informed of the online course requirements via their Jeff State emails at the beginning of the first class period.
3. AET 191 (Basic BIM), AET 291 (Advanced BIM), AET 110 (Architectural CAD) are the **only courses** that require computer lab work. Since students have access to “Student Version AUTO CAD” software, these courses could be conducted via Blackboard. However, the software requires a large amount of memory to support it and students may not be able to perform all tasks on their personal computers. It would be beneficial if the students could complete the work required on campus in a computer lab.
4. All other CBST courses offered in Fall 2020 are lectured based courses and will be conducted via Blackboard.
5. Any student needing access to a lab will contact his/her instructor to arrange for an appointment. Appropriate protocols for lab use will be followed.

### **Lab Instruction Plan:**

The following protocol will be in place to ensure the safety of faculty and the students:

- a. Upon initial entering the computer labs, a temperature reading will be taken of each student. If the temperature reading is greater than, or equal to 100.4 °F (38°C), the student will not be allowed to enter the computer lab. Suggestion of seeking medical assistance will be advised.
- b. Before sitting on computers workspace in the lab, students will wash and disinfect their hands. Disinfecting gels will be provided by each computer station.
- c. Students will be seated 6ft from each other in the computer lab. The seats and tables are arranged to adhere to the social distancing procedure.
- d. Students will always keep 6ft distance from each other in the lab.
- e. Students will wash and disinfect their hands prior leaving the lab.
- f. All computer keyboards, monitors, and workspace surfaces will be disinfected before and after each lab session.

- g. Meeting times of the labs will be arranged to accommodate the limited number of students in the learning environments based on the 6ft social distancing spacing of seats, tables, and computer workspaces.
- h. It is required that students wear masks during the classroom and lab sessions.
- i. The instructor will be required to wear mask and gloves while in the computer lab.
- j. The instructor's temperature will be checked upon entering and leaving the computer lab.
- k. If the temperature reading is greater than or equal to 100.4 °F (38°C), the instructor will be required to seek medical assistance.
- l. Students who will participate in classroom and/or computer lab activities will be required to read and sign the COVID-19 waiver.

### **Computer Information Systems**

1. Any students that need access to the computer labs will make an appointment with the Office Manager.
2. Students will be required to wear masks while in the labs and social distancing will be required. We will not allow more students in the lab than could be accommodated by social distancing.
3. All lab equipment will be sanitized prior to use by students and then again after the students is done using the equipment. It is anticipated that most students can work on their assignments remotely.

### **Office Hours**

The College currently has in place an office hours policy. Faculty will continue to maintain their office hours pursuant to our policy. Due to the majority of our courses being offered online for fall, faculty will continue to conduct their office hours virtually. Faculty will ensure that office hours are communicated to students.

### **Professional Development**

The College will be providing access for all full-time/part-time faculty to the OLC Institute for Professional Development which offers self-paced workshops. These on-demand learning opportunities will allow the instructors to complete workshops on strategies for interaction and student engagement. Each instructor will be required to complete at least three courses.

The College is also in the process of hiring an Instructional Design Specialist who will be charged with providing instruction to faculty in the effective use of instructional design methodologies and the associated benefits to different levels or types of learners.

### **Dual Enrollment Courses**

The College offers dual enrollment courses at area high schools. We utilize qualified high school instructors and our own full-time/part-time instructors to teach these courses. We plan to utilize

qualified high school instructors where possible for fall semester. In instances where we will need to provide full-time/part-time instructors for these courses, we plan to follow all applicable guidelines and safety precautions that the high schools provide.

### **Grading**

Students who voluntarily decide not to participate in on-campus instruction shall not face any disciplinary action and will be given the opportunity to remain in an *Incomplete* status throughout the fall semester and through midterm of the spring semester.

### **Testing Centers**

Only tests that cannot be delivered remotely or through lock-down browsers will be allowed to take place in a Testing Center and by appointment only. For in-person tests, the following preventative measures will be in place:

- The maximum occupancy for the Testing and Assessment Offices at the Jefferson Campus and the Shelby Campus will be fifteen individuals, inclusive of Testing and Assessment Office staff. The maximum occupancy for the Clanton and Pell City sites will be 7 individuals, inclusive of Testing and Assessment Office staff.
- Visitors to the Testing and Assessment Office will follow staff instructions for entering and exiting the testing facility.
- Visitors and staff will adhere to social distancing guidelines, maintaining a minimum of at least six (6) feet between themselves and other visitors and/or proctors.
- Visitors will be seated at least six (6) feet apart from one another during examination sessions.
- As suggested by the CDC, all visitors are strongly encouraged to wear face coverings or masks while in the Testing and Assessment Office or adjacent areas. Testing and Assessment Office staff will wear face coverings or masks while in these areas.
- Face coverings or masks will not be provided by Jefferson State Community College. Test takers will be advised, when scheduling their test, that they will have to furnish their own masks.
- Visitors may be asked to briefly remove face coverings or masks to comply with standards for establishing positive identification of all individuals being admitted for examinations. Failure to briefly remove face coverings or masks during the identification process will be grounds for refusal of entry to examination sessions.
- Only examinees will be allowed in the Testing and Assessment Office and adjacent areas. Individuals arriving with examinees will remain outside of the office areas and will not congregate near the Testing and Assessment Office or adjacent areas.
- All equipment and surroundings will be thoroughly cleaned and disinfected prior to visitors entering and after visitors exit the Testing and Assessment Office.
- Limited hand sanitizer will be available for both students and staff and must be used prior to entering the testing room.

## **STUDENT SERVICES**

Student Services will continue to utilize several interactive formats and communication methods to meet the needs of students, visitors, and the general public along with offering on campus services when required. Protocols and procedures will be utilized in student affairs areas to provide safety guidelines to staff and students. Student Affairs will follow social distancing and health standards in common areas on campus. Enhanced and increased levels of cleaning will be monitored and encouraged by all supervisors.

Student Services Staff are available on each campus to support all students through online processing and for matters that cannot be handled remotely. All student services information is available through the College's website and other resources. Student notifications, general information and instructions are easily shared and accessible through campus announcements, email correspondence, mobile messaging, telephone communication, Zoom, Advising Web Chat, Microsoft Teams, and Google Voice calls, etc.

### **Availability of Services on campus and online:**

- Full-time and part-time staff are available in Enrollment Services Monday – Friday during normal business operating hours. Some Enrollment Services staff work a rotating schedule, as well as, working remotely when possible.
- Students who email or call with questions are directed to the appropriate resources and its availability through email, telephone, mobile platform, and other online methods.
- An Advising Chat function is also available and monitored to provide additional support and assistance for students seeking general enrollment and college information. This function is accessible Monday-Friday during normal business hours.
- All COVID-19 Notifications and other important information will also be sent via Campus Announcements, email, text, and placed on the college website.
- Students are directed to register for courses online when possible. A Registration video is available on the College's website at: <https://www.jeffersonstate.edu/registration-information/> on how to register for courses. Students who cannot register online are encouraged to schedule an appointment on campus with the appropriate personnel. The on-campus appointment will follow all social distancing guidelines.
- During remote processing, full-time staff members have access to laptops or home computer systems to ensure the department answers all student requests, email correspondence, and address any concerns in a timely manner. All work from home must be approved and overseen by the supervisor in that employees' chain of command.
- Emails, auto responses, and voicemail messages will reflect operational hours and response times to keep students informed.

### **Signage and Social Distance Markings:**

- Signage is displayed near and in all Enrollment Services areas informing guests of campus safety procedures and protocols. Information is posted regarding hand hygiene, symptoms of COVID-19, and floor markings for social distancing guidelines.
- Only one designated entrance door will be unlocked for access to the buildings where Enrollment Services and Student Affairs is located.
- Enrollment Services will provide social distancing information regarding access and use of shared spaces throughout all areas.
- Enrollment Services will ensure social distancing in waiting areas when guests are on campus.
- Students Affairs and Enrollment Services will ensure staff, students, and visitors wear facial coverings when required.
- Protective clear shields have been installed on counter tops in Enrollment Services to protect staff and students.
- Operations and Maintenance staff will continue to provide housekeeping services and sanitization of publicly used areas.
- Supervisors are responsible for monitoring equipment to ensure work areas are properly disinfected including copiers, computer keyboards, phones, supplies, etc.
- Employees and students will be expected to adhere to social distancing requirements and frequently wash their hands with soap and water and use hand sanitizer.

### **Detailed Processes for Admissions, Advising, and Records Department include:**

- Admissions & Records processes have continued remotely when possible and have maintained normal business operations. This method has resulted in limited interruptions.
- Enrollment Services also has designated staff at each campus to answer questions regarding admissions, advisement, and ADA accommodations requests. Staff is available Monday – Friday during normal business hours.
- Academic advising supervisors on each campus are responsible for advising oversight. They support the needs of walk-in students and respond to all incoming inquiries.
- On campus appointments are staggered so students are not waiting in the Enrollment Services Area at the same time.
- Academic Advisors have access to and utilize Self Service Banner and DegreeWorks to assist with advising students.
- Advising sessions are offered Monday – Friday during business hours. Students may also request a meeting via Zoom or Microsoft Teams.
- Each supervisor is responsible for sending a weekly report with status updates to the Vice President for Student Affairs.

**Financial Aid Department and processing procedures**

Financial Aid processes have continued remotely when possible and have maintained normal business operations. This method has resulted in limited interruptions. The Financial Aid Department has designated staff at each campus to answer questions regarding state and federal financial aid, VA processing, and scholarships awards. Staff is available Monday – Friday during normal business hours. This schedule will continue until further guidance is released.

All emails sent to [finaid@jeffersonstate.edu](mailto:finaid@jeffersonstate.edu) and [scholarship@jeffersonstate.edu](mailto:scholarship@jeffersonstate.edu) are checked and responded to daily. A weekly report is also sent to the Vice President for Student Affairs to monitor process and response time.

**The Veteran Affairs Department** - Veteran Affairs emails/inquiries sent to [va@jeffersonstate.edu](mailto:va@jeffersonstate.edu) are monitored and responded to daily. The Department will continue to monitor all updates from the Department of Education and Department of Veteran's Affairs regarding COVID-19 and online instruction to ensure veteran affairs students are informed and up to date on notifications. The Veterans Affairs Coordinator will work on campus two days a week and remotely the remainder of the week. The Veterans Affairs Coordinator has also set up a Google Voice account and a Microsoft Teams account to communicate with students while working remotely. The Veterans Affairs Coordinator gives weekly reports to the Director of Financial Aid.

**The ADA Department** - The ADA Director is continuously monitoring emails, calls, and responding to request for services via email and through the College's website. The ADA Director currently works a rotating shift while serving all four campuses. The ADA website [www.jeffersonstate.edu/ada](http://www.jeffersonstate.edu/ada) provides forms and documents related to the accommodations process including interactive forms for online submittal and methods of contacting the ADA Office. Students may request meetings with the ADA director to be facilitated through telephone/Zoom or other video conferencing platforms. To ensure that course content is accessible to students with disabilities, the Director is in constant communication with faculty members to offer support and guidance. A weekly report is sent to the Vice President for Student Affairs with departmental updates and concerns. The Director is available for accommodation and services request consultations during regular business hours, Monday-Friday from 8 a.m.-4:30 p.m. Due to the health and safety concerns for students, staff, and guests', meetings with the ADA Director are strongly encouraged to occur remotely. [ada@jeffersonstate.edu](mailto:ada@jeffersonstate.edu).

**The New Options Department** the New Options Director remains in close contact with students of the New Options Program. Fall seminars for new students will be held virtually utilizing Zoom until further notice. Information will be placed on the New Options Seminar page on the college website. General questions and calls are closely being monitored. Students are able to receive additional assistance by logging onto the website at: <https://www.jeffersonstate.edu/new-options-program/> and Academic and library resources are available to students at <https://library.jeffersonstate.edu/NewOptions>

A weekly report with status updates is sent to the Vice President for Student Affairs.

**International Students** - The Coordinator of International Student Services reports to the Associate Dean of Enrollment Services. The Coordinator will continue to report and share updates with The Student and Exchange Visitor Program (SEVP) and other federal agencies to keep international students informed and engaged. Student information and emergency contacts have been updated. The Coordinator is available to provide college resources, along with academic advisement. Students are able to remain in direct contact with the Coordinator directly at [international@jeffersonstate.edu](mailto:international@jeffersonstate.edu) for updates and assistance. The Coordinator of International Student Services is responsible for monitoring international federal and state travel regulations to ensure compliance.

**New Student Orientation and Recruitment** - The Recruiting Office reports to the Associate Dean of Enrollment Services to support and monitor New Student Orientation and recruiting activities. In order to assist students during this transition, Recruiters are available during the day to meet with students via Zoom and other media platforms. To ensure direct contact with prospective students, the office can be reached at [Recruiting@jeffersonstate.edu](mailto:Recruiting@jeffersonstate.edu). All recruitment questions and concerns are being addressed, along with general advising and college resources are shared to students, parents, and counselors. Virtual campus tours are available on the website at [www.jeffersonstate.edu/services-campus-tours/](http://www.jeffersonstate.edu/services-campus-tours/) and by appointments only. Students who are interested can schedule a tour at [tours@jeffersonstate.edu](mailto:tours@jeffersonstate.edu).

New Student Orientation is available to incoming students on YouTube at <https://www.youtube.com/watch?v=UA6A0foO1io> and review additional information at <https://www.jeffersonstate.edu/new-student-orientation-confirmation/>. Zoom sessions are held during New Student Orientation for Advising Sessions and to assist with student registration for fall courses.

### **Student Activities and Meetings**

- Student activities and meetings will be held virtually, unless an exception is permitted. Any student organization wishing to host an on-campus event must submit a plan describing the need and how it intends to comply with the General Protocols prior to the event. All plans must be approved by the Vice President of Student Affairs prior to the event. The college reserves the right to restrict any on-campus event or activity to protect the health and safety of students, faculty and staff.
- CDC and social distancing protocols and procedures will be followed in all student areas. Should a student event be held on campus, Student Activities will ensure students wear face coverings in all indoor areas and in all outdoor areas where six-foot distancing cannot be maintained.
- Student group travel is suspended until further notice.



- On-campus service hour requirements have been waived, and organization sponsors are supporting and encouraging students to continue to find ways to contribute to their communities.

**The Athletic Department** provides general advisement and support to all student athletes. All coaches are in constant contact with their student athletes. Student Athletics will follow the guidelines set by the Alabama Community College Conference and National Junior College Athletic Association, including daily wellness checks and temperature screenings. Practice, trainings, and competitions will resume as directed by NJCAA.

**Pioneer Bookstores** is available to assist all students remotely while operating on a modified schedule to serve Jefferson State Community College students, faculty and staff.

To keep students informed, the Pioneer Bookstore Manager works in collaboration with the Vice President for Student Affairs when sending communications to students regarding Bookstore information. In addition, students and guests can visit the Bookstore website at <https://www.jeffersonstate.edu/bookstores/> for resources and hours of operation.

Students are able to view and purchase their textbooks online at <https://www.bkstr.com/jeffersonstatestore/shop/textbooks-and-course-materials> or arrange a scheduled time for store pickup as safely as possible. Textbooks and classroom supplies are available online **24 hours a day with shipment**. If students do not have access to the internet, they may call the bookstore (205) 856-8578 to place an order which will be shipped directly to their homes or to schedule a designated pick-up at the nearest campus location. This plan is under constant review on an ongoing basis to ensure compliance with the College's directive.

Student Affairs will report any COVID-19 positive activity through proper channels and will follow the college's plan for disseminating information. The College's website at [www.jeffersonstate.edu](http://www.jeffersonstate.edu) and COVID-19 Response link offers the latest link regarding precautionary measures to protect the College: <https://www.jeffersonstate.edu/covid-19info/>.

## **WORKFORCE DEVELOPMENT**

### **Center for Workforce Education Plan – Fall 2020**

The Workforce Education department at Jefferson State Community College will offer open enrollment for Fall non-credit courses in the below programs, ensuring that programs that can be delivered via online delivery are offered remotely and everything that requires in person labs and skills check offs will take place in-person according to campus protocols. Curriculum for Fall classes will be modified to ensure labs take place prior to Thanksgiving per guidelines. Addendums for Registration Forms, Syllabi, and Contract for Training will be implemented per system office guidance.

1. In-person instruction for labs and skills training will take place only where essential for workforce training. All curriculum that can be delivered online will be delivered remotely.

2. Before entering classrooms, student temperatures will be taken with a no-contact thermometer and student screening questions will be asked per campus protocols
3. In-person lab and skills check-offs and assessments will take place according to campus protocols and be limited to 6-8 students per classroom, with 6 students being the capacity limit on our smaller classrooms and 8 being the limited on our larger classrooms and medical lab.
4. Workforce Education instructors will be notified of the plan and protocol going forward for in-person lab and skills training and will adhere to Protocols for On-Campus Services.
5. Students who participate in in-person labs will sign waivers and acknowledge that they must bring their own masks to wear on campus.
6. All instructors and students entering the Workforce Education classrooms must sanitize their hands and wear facial coverings. Signs on each classroom for WFE will designate appropriate protocol in regard to masks and sanitizing requirements.
7. Assessment and testing for certifications will be handled remotely where possible per the Testing Center protocols

Workforce Education staff, in partnership with the Maintenance department, will ensure classrooms are properly sanitized after use, including computer lab and any skills training equipment used by students.

### **Student Registration and Information**

The Center for Workforce Education will manage all student inquiries and appointments virtually. We will communicate for the public to contact us via phone, email, LiveChat on our website, or virtual appointment to register for classes or discuss workforce programs in lieu of walk-ins. Any walk-ins or visitors will adhere to campus protocols that call for face coverings and 6 ft social distancing. Staff will continue consistent communication with community partners to ensure key stakeholders and referral partners are aware of Fall plan and schedule for workforce training.

### **Scholarship or Grant-Funded Courses**

Scholarship classes for Fall include: Certified Logistics Technician, Certified Production Technician, Field Engineering, and IT Helpdesk.

We will host two IT Helpdesk classes with two different partners this Fall – one with Alabama Workforce Training Center and AIDT and the other with Woodlawn Foundation.

Both IT Helpdesk classes will be limited to 7 people in the computer lab to maintain social distancing. The IT Helpdesk courses will be located at AWTC and Woodlawn Foundation in order to serve the downtown Birmingham community and provide training to those who do not have computer or internet access.

### **Clinical Partnerships**

Clinical partnerships will resume with partners in our region as our hospital and clinic partners continue to reopen to student rotations. Students will be required to follow protocols for JSCC in clinical settings and will sign waivers per system office guidance.

### **Corporate Training**

The Center for Workforce Education will continue to serve the corporate training needs in our service areas and adhere to the protocols required to conduct classes for local industry partners.

If training takes place on-site with our corporate partners, we will abide by the regulations that are most stringent according to the community college system guidance.

### **Summary of non-credit classes to offer in the Fall 2020:**

<b>Administrative Medical Assistant</b>	Course can be delivered 100% online with synchronous instruction.
<b>Certified Production Technician</b>	Course can be delivered 100% online with synchronous instruction.
<b>Certified Logistics Technician</b>	Course can be delivered 100% online with synchronous instruction.
<b>Clinical Medical Assistant</b>	Course can be delivered in a hybrid model format, with didactic material delivered remotely and in-person labs done on a modified schedule. Class will be capped at 16 people and no more than 6-8 will be in a room for labs in one session. Sessions will be held with two instructors concurrently to ensure labs are covered in a timely manner. Curriculum will be adapted to ensure vital lab and skills check offs are covered.
<b>CompTIA (Computer Technician)</b>	Course can be delivered 100% online with synchronous instruction.
<b>Cybersecurity</b>	Course can be delivered 100% online with synchronous instruction.
<b>Dental Assistant</b>	Course can be delivered in a hybrid model, with the didactic and theory material delivered remotely. Lab time components will be split up for 6-8 students per room and will require two instructors to accommodate lab requirements. The class will be capped at 16.
<b>Field Engineering</b>	The Field Engineering class from Spring 2020 was postponed due to COVID-19. We are confirming with the Craft Training Board that we can extend the program to be offered in Fall given the timeline constraints. If we are able to offer it, we will offer it in a hybrid model where remote instruction will cover the didactic and the hands-on material will be delivered at our Shelby campus while adhering to protocols. We will cap the class at 7.
<b>Full Stack Web Development</b>	Course can be delivered 100% online with synchronous instruction.

<b>IT Helpdesk</b>	Course can be delivered 100% online with synchronous instruction. Grant classes for IT Helpdesk must be delivered in-person while adhering to campus and partner protocols to accommodate those who do not have access to internet and computer technology to receive remote instruction.
<b>Medical Billing and Coding</b>	Course can be delivered 100% online with synchronous instruction.
<b>Paralegal</b>	Course can be delivered 100% online with synchronous instruction.
<b>Pharmacy Technician</b>	Course can be delivered 100% online with synchronous instruction.
<b>Sterile Processing</b>	Course can be delivered in a hybrid model, with all didactic material delivered remotely and labs and hands-on skills competencies covered in-person in the last three weeks of the class prior to clinical rotations. Class enrollment will be capped at 16 people and no more than 6-8 will be in a room for labs in one session. Class will be co-instructed to ensure students can cover material for in-person labs according to the curriculum schedule.
<b>Vision Assistant</b>	Course can be delivered in a hybrid model, with all didactic material delivered remotely and labs delivered in person at Callahan Eye Clinic while adhering to JSCC and Callahan Eye Hospital protocols. Class enrollment will be limited to 8 students.

## ADULT EDUCATION

Jefferson State Community College's Adult Education Program will continue working with students remotely in the fall of 2020. However, we will begin to integrate more group instruction on our four Campuses and at outlying sites beginning August 17, 2020. Onsite instruction will be limited to 6 students for the standard sized AE classroom. In the larger AE classrooms with the capacity for two instructors and more physical space to distance instructors and students, the maximum number of students in the classroom at one time will be 12. These classes will be specific to the large classrooms at the Jefferson Campus, Shelby Campus and Pell City Campus.

In addition to following the General Protocols, students returning to campus for instruction must follow these guidelines:

1. Orientation and AE instructors working on one of JSCC's four Campuses should report to your classroom on August 14, 2020, so that you can properly sanitize computers and other shared used items. Outlying sites cleaning day(s) will have to be coordinated with the site contact or done at least one hour before students report to the classroom.
  - a. Instructors are asked to bring their own masks to wear when working with each other and students.
    1. Only a few disposable masks will be left in the classroom, should the instructor and/or students forget their masks.

- b. AE instructors and/or maintenance staff will sanitize and wipe down all monitors, keyboards, and mice, as well as public use items such as laptops, printers, staplers, pencils/pens, tables, chairs, etc., during the week of first week of August.
2. Sanitizer wipes or sprays **MUST** be used to wipe down all computers including monitor, keyboard, and mouse, as well as other shared use items. This **MUST** also be done after each use.
3. Remote/online instruction will continue. Students will have the option to attend class onsite and/or continue with online instruction.
  - a. Larger classrooms located on the Jefferson, Shelby, and Pell City Campus have a max student occupancy of 12 with 6ft of spacing between students.
  - b. Smaller classrooms located on a Jefferson State Community College Campus or outlying site has a max student occupancy of 6 with 6 ft of spacing between students.
  - c. Students may stay for up to 90 minutes. If no additional students arrive, then initial students may stay longer. However, if other students arrive, initial students may be asked to leave in the order in which they arrived. This is to keep the max occupancy numbers at or below numbers noted above.
  - d. All students reporting to Campus or to an outlying site for in person instruction must sign a COVID-19 Waiver/Release. The Waiver/Release is not optional.
  - e. Students only need to sign the COVID-19 Waiver/Release once. Instructors are to scan and email copies of signed COVID-19 Waiver/Release to AE Director and maintain original copy in students' files.
4. Onsite TABE Assessment and WorkKeys Assessments resumed in June given only by the AE Training Specialist. GED testing also resumed and all were given by appointment only.
  - a. Beginning August 17, 2020, AE orientation and AE Instructors will also be allowed to administer onsite TABE Assessments, WorkKeys Assessments, and Northstar Digital Literacy Assessments.
  - b. Max student occupancy and social distancing guidelines must be maintained.
5. AE Orientation on the Chilton, Jefferson, Pell City and Shelby Campuses will continue to be offered remotely. However, beginning August 17, 2020, two Campus based orientations will be offered per month on all four Campuses.
  - a. Maximum of 6 students in the AE Orientation spaced 6 feet apart.
  - b. All students must sign COVID-19 Waiver/Release and wear a mask.
  - c. Instructors must wipe down and sanitize all computers and shared used items after student use.
  - d. Students that attend onsite orientation may participate in remote and/or onsite instruction.
  - e. Each Campus has a designated orientation instructor with subs and the AE Training Specialist filling in as needed for both on Campus and remote AE orientation.
6. All students entering the AE classroom **MUST** wear masks. Students will be apprised of this via Full Measure, email, and/or telephone by JSCC Staff and AE Instructors prior fall semester.
  - a. Any students refusing to wear masks in AE Classroom will be asked to leave.
    1. These students will be allowed to work remotely.

2. Instructors should contact Campus Security for assistance (as well as AE Director) for any students refusing to leave the Campus when asked to do so.
7. One August 1, 2020 a Full Measure message will be sent to students with instructors' new onsite instructional hours for all four Campuses and outlying sites, as well as continued guidance for remote/online instruction.
  - a. Students will be asked to email the instructor if they plan to participate in on-Campus instruction, so we can gauge potential onsite attendance and plan accordingly.
  - b. Repeat messages with updates on Campus based instruction, as well as outlying AE site instruction, and online/remote instruction will continue to be sent via Full Measure and via AE instructors each week.
  - c. All messages will include information on max classroom occupancy and instructional times.
  - d. All Full Measure messages will also remind students that they **MUST** complete a COVID- 19 Waiver/Release and remind students to bring and wear their own masks while in the classroom.

## **CAREER CENTER**

In addition to following the General Protocols, students returning to campus for instruction must follow these guidelines:

1. Career Center Staff will practice hand sanitation and wear masks when interacting with the public.
  - a. Staff are asked to bring their own masks and wear them with working with individuals.
  - b. Only a small number of masks will be available should staff or individuals forget their masks.
    - i. Masks may not be available for staff or the public based on availability.
2. Anyone utilizing the Career Center will be asked to complete a COVID-19 Waiver/Release.
  - a. Refusal to complete the release means the individual(s) may not utilize the Career Center and they will be asked to leave campus.
  - b. Refusal to wear a mask as the guidelines requires will result the individual(s) being asked to leave the Career Center.
  - c. Campus police may be called if the situation escalates.
3. All Computers, public phones, printer, fax, and other public shared used items will be sanitized and wiped down prior to August 1, 2020.
4. All Computers, public phones, printer, fax and other shared use items **MUST** wiped down after each use.
  - a. The Career Center already has partitions for privacy and safety.
  - b. Partitions will also be sanitized after each use.
5. A max of 8 of individuals will be allowed in the Career Center Computer Lab at any given time, with 90-minute maximum on computer usage.
  - a. Every other computer will be utilized to maintain six-foot distances.
  - b. Computers and stations will be sanitized by staff after each use.

- c. Office areas will be sanitized when one on one meetings are conducted with staff wearing masks during meetings.
  - d. Individuals are permitted to stay beyond the 90 -minute timeframe, as long as the max occupancy remains at or below 8 and no other individuals are waiting to utilize the Career Center.
  - e. If others come to utilize the Career Center, initial visitors will be asked to leave in the order in which they came in.
6. Appointments can be made for 1 on 1 job placement and/or career counseling, etc.
    - a. Appointments are also available via ZOOM or Microsoft Teams.
  7. JSCC Staff, AE staff, and/or ALDOL staff may see individuals in their respective offices, while maintaining the 6- foot distance.
    - a. Max occupancy with individuals using the Career Center Computer Lab and receiving individual services is 11 (8 in the actual Career Center Computer Lab and 3 in respective offices of the 3 staff members housed in offices attached to the Career Center Computer Lab).
  8. Individuals entering the Career Center will be asked to sanitize hands and wear masks while utilizing the Career Center.
    - a. Individuals are asked to bring their own masks and wear them inside the building and Career Center.
    - b. Signage will be placed on the door with information regarding remote services, max occupancy and time limits for onsite services.
    - c. Signage will be placed on the door with guidance regarding sanitation of hands and bring own masks in to wear when in the Career Center.
  9. Campus Security will be alerted to any concerns, as well as the Career Center Coordinator and the Director of Career and Learning Services.

### **CAMPUS POLICE**

Campus Police will open all campus buildings through a single point of entry. The Jefferson Campus is staffed twenty-four hours a day. The Shelby, Pell City and Clanton Campuses will be staffed with police officers from 7am until 10pm Monday through Thursday. On Fridays Shelby, Clanton, and Pell City will be staffed from 7 am until 6pm. The Shelby Campus will be staffed from 8am until 4pm on Saturday.

### **BUILDING AND GROUNDS MAINTENANCE**

All maintenance personnel are aware of the safeguards and protocols for the provision of in-person services. Maintenance staff will continue to disinfect common areas, entry doors and restrooms at least twice daily. They will also assist areas in disinfecting classrooms as needed and available.

### **USE OF COLLEGE FACILITIES**

The use of any campus facilities not specifically set out above, including any use by community or affiliate organizations, will require the express approval of the President. In such instances, the college will ensure that appropriate protocols are followed as well as strict adherence to any applicable state or local health directives.

## **Appendix I Employee Email**

We have submitted our plan for the Fall Semester and the System Office has approved it. The plan largely mirrors our plan from the Summer Term, with few additions to on-campus instruction. The Fall Semester plan is available on jeffnet.

We are mindful of the recent upward trend in coronavirus cases and want to do all we can to keep our campus community safe. With that in mind, we carefully crafted our plan with input from several instructional areas and departments and with primary concern for the health and safety for our students, faculty and staff. The program coordinators and instructors in courses that include on-campus components will carefully follow established protocols.

A few key points from our plan include:

- Student activities will continue to operate remotely, unless an exception for a specific event or activity is granted by the Vice President of Student Affairs;
- Learning Resource Centers, Learning Success Centers and open computer labs will remain closed to on-campus services;
- Students will be **required** to wear masks in all indoor spaces, including classrooms and labs, as well in any outdoor space where they are unable to maintain appropriate social distancing;
- All employees will be **required** to wear masks when outside their offices or personal work areas, including classroom and labs, or when they are unable to maintain appropriate social distancing; and
- All services should be prepared to pivot exclusively to online by the Thanksgiving holiday, if not sooner.

Danielle Coburn serves as the point of contact for any COVID-related instructional/student issues and Shain Wilson serves as the point of contact for any COVID-related non-instructional employee issues.

These are challenging times and I sincerely appreciate all that you have done and continue to do for our students. I have never been more proud to be a part of the Jefferson State family. Please be safe – your well-being is most important.



## Appendix II COVID-19 ACTIVE SCREENING QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are taking measures to keep the College a safe environment for students, employees, and the public. Therefore, anyone utilizing on-campus facilities will be screened by having their temperature taken and completing the questionnaire below. This process will be repeated with each campus visit.

1. Within the last 14 days, have you experienced a new cough that you cannot attribute to another health condition?  
 YES  
 NO
  
2. Within the last 14 days, have you experienced new shortness of breath that you cannot attribute to another health condition?  
 YES  
 NO
  
3. Within the last 14 days, have you experienced a new sore throat that you cannot attribute to another health condition?  
 YES  
 NO
  
4. Within the last 14 days, have you experienced a new muscle ache that you cannot attribute to another health condition or specific activity such as exercise?  
 YES  
 NO
  
5. Within the last 14 days, have you had a temperature of 100.4° or above or a sense of having a fever?  
 YES  
 NO
  
6. Within the last 14 days, have you had close contact with anyone who is currently sick with or suspected or confirmed COVID-19 without the use of appropriate PPE? (*Note: Close contact is defined as within six feet for more than 15 consecutive minutes*)  
 YES  
 NO

**If the individual responds “YES” to any of the questions above, they will not be allowed entry until determined otherwise by a designated College official.**

**Appendix III**  
**Protocols for COVID-19 Positive Student**

1. Students should not come to campus if they have symptoms of COVID-19, if they have tested positive for COVID-19, if they are awaiting test results, or if they have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
2. Students should immediately notify their instructor if they have tested positive for COVID-19 or if they are awaiting test results. Instructors will notify their direct supervisors and the Vice-President of Academic Affairs.
3. If a student tests positive, the College will determine whether health department has been informed. If not, the College will need to report the positive result to the health department. The student should also be asked where he/she went while on-campus and with whom they came in contact.
4. Maintenance staff will be informed of the positive result and the potentially affected areas for cleaning and sanitizing purposes.
5. Instructors will keep a record of student attendance for contact tracing.
6. If a student has tested positive, all students in attendance within fourteen days of the last day the student was on-campus will be informed of the positive test result while maintaining confidentiality. The instructor will ensure that isolated or quarantined students continue to have access to course content and instruction.
7. For all positive cases, the college will follow the protocols issued by the System Office.
8. The student should send confirmation of the positive test result to the instructor. The instructor will forward that information to their direct supervisor and the Vice-President of Academic Affairs. The College will post general information pertaining to the positive test result on the website.
9. The College will notify ACCS of the positive test result and the steps the College has taken.