

Planning Checklist for Fully Opening Campuses – Postsecondary Institutions
 Council on Postsecondary Education
 Version – KCTCS June 2020

College Name:	Elizabethtown Community and Technical College
President:	Juston C. Pate PhD
Date of Submission:	June 22, 2020

PLEASE NOTE ANY CHANGES TO COLLEGE STAGE 1 and STAGE 2 PLANS within the text box for each month – otherwise leave blank

July = Stage 3, July 1-July 31

August = Stage 4, August 1 – December 2020

I. Facilities	July	August
Obtaining and distributing personal protective equipment to staff, students, contractors, visitors, etc.		
Disinfecting and cleaning of all facilities.		
Social distancing reminders (signage, one-way walkways, areas closed, floor markings, etc.)	Vending will be available with appropriate signage since water fountains are closed	Reopen Breakrooms for Employees Only with restrictions
Physical barriers at all areas which require interaction with public		
Limiting occupancy of rooms and spaces to ensure appropriate distancing (removing chairs, signage, barriers within rooms, etc.)	Meetings up to 50 people allowed using 6 feet apart guidelines to determine proper capacity in classroom.	
Other		

II. Screening and Contact Tracing	July	August
Screening students, staff, and visitors (temperature checks, testing, etc.)	Employees will utilize Daily Health Check Application through MyPath. Contractors will use similar App. Visitors and Students will be required to wear mask and signage and other communication methods will be used	Employees will utilize Daily Health Check Application through MyPath. Contractors will use similar App. Visitors and Students will be required to wear mask and signage and other communication methods will be used

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		<p>Visitors and Students should stay home if they are feeling unwell, exhibit symptoms of fever, cough, shortness of breath consistent with COVID-19 or have been exposed to COVID-19. Students should follow current Kentucky Department for Public Health and/or CDC guideline available at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html.</p> <p>Some programs may require daily health checks before entering the classroom, lab, or clinical setting.</p>	<p>Visitors and Students should stay home if they are feeling unwell, exhibit symptoms of fever, cough, shortness of breath consistent with COVID-19 or have been exposed to COVID-19. Students should follow current Kentucky Department for Public Health and/or CDC guideline available at: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html.</p> <p>Some programs may require daily health checks before entering the classroom, lab, or clinical setting.</p>
	Ensuring staff with symptoms are not on campus	<p>The Daily Health Check will notify Supervisor, Healthy at Work Officers, and HRD that an employee has answered yes to one of the screening questions and is not allowed on site. The HRD will follow-up with supervisor and employee to ensure compliance and that the necessary steps are taken. Employees that may work in health settings that could expose them to COVID-19 and answer yes, may be given a waiver as long as they have been tested and/or do not experience symptoms.</p>	<p>The Daily Health Check will notify Supervisor, Healthy at Work Officers, and HRD that an employee has answered yes to one of the screening questions and is not allowed on site. The HRD will follow-up with supervisor and employee to ensure compliance and that the necessary steps are taken. Employees that may work in health settings that could expose them to COVID-19 and answer yes, may be given a waiver as long as they have been tested and/or do not experience symptoms.</p>
	Working with local health departments or other partners to trace contacts of any individuals testing positive	<p>Upon a positive test of COVID-19 the College HRD will contact the case-patient and complete the contact tracing form and submit to Health Department. The HRD with the case-patient and/or supervisor will identify contacts to determine all the individuals the case-patient has been in close contact with during their period of infectivity. Employees are required to maintain a log of individuals they have been in close contact (30 minutes or more) with each day to help facilitate completing the contact tracing form in the event of a positive COVID-19 test.</p>	<p>Upon a positive test of COVID-19 the College HRD will contact the case-patient and complete the contact tracing form and submit to Health Department. The HRD with the case-patient and/or supervisor will identify contacts to determine all the individuals the case-patient has been in close contact with during their period of infectivity. Employees are required to maintain a log of individuals they have been in close contact (30 minutes or more) with each day to help facilitate completing the contact tracing form in the event of a positive COVID-19 test.</p>

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	The College should not begin contract tracing on individuals solely on exposure to a positive COVID-19 individual.	The College should not begin contract tracing on individuals solely on exposure to a positive COVID-19 individual.
Other		

III.	Staff	July	August
	Determining which employees are required/allowed to return to campus	Supervisors and Cabinet Members (CM) will identify personnel that should return to work. Up to 50% of employees on campus for Phase 3	Supervisors and CM will identify personnel that should return to work. All front line reception, customer, and student services personnel return to work for Phase 4.
	Establishing staggered work schedules, changes in meeting formats or other modifications to ensure proper social distancing	Supervisor will determine schedules based on department size and needs	Supervisor will determine schedules based on department size and needs
	Accommodations for employees that are members of vulnerable populations	Supervisors and CM will make these determinations with recommendations from HR and System Legal. Continued telework or alternative arrangements will be made based on the duties of the position.	Supervisors and CM will make these determinations with recommendations from HR and System Legal. Continued telework or alternative arrangements will be made based on the duties of the position.
	Closing of common areas to minimize contact	Breakrooms and other common areas will remain closed	If approved, breakrooms made available to employees
	Ensuring appropriate distancing and use of PPE in laboratory environments		
	Would or would not want to allow travel in state/out of state/international	Continue to limit travel and use of state vehicles. If riding in separate vehicle is not possible, then employees should maximize social	Continue to limit travel and use of state vehicles. If riding in separate vehicle is not possible, then employees should maximize social

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		distancing and wear face masks in the vehicle. After each trip vehicle must be cleaned.	distancing and wear face masks in the vehicle. After each trip vehicle must be cleaned.
	Other		

IV.	Academic Services	July	August
	Ensuring appropriate distancing during on-site instruction		
	Evaluating alternative learning environments for each course, lab, etc., if the Governor or CDC require a second or subsequent shutdown		
	Faculty professional development for alternative learning environments		
	Classrooms have been monitored for numbers of students in F2F classes and max student enrollment numbers corrected		
	Accommodations for students with illness due to COVID-19	Accommodations will be made for either a shift to online work or the assignment of an “I” grade. Instructors will work with all students to ensure they have a pathway to complete courses.	Accommodations will be made for either a shift to online work or the assignment of an “I” grade. Instructors will work with all students to ensure they have a pathway to complete courses.
	Accommodations for faculty with illness due to COVID-19	Faculty should follow normal sick leave guidelines and will have the FFCRA available to them as will staff. Faculty will have to ability to move to online platform, if able.	Faculty should follow normal sick leave guidelines and will have the FFCRA available to them as will staff. Faculty will have to ability to move to online platform, if able.

V.	Student Support	July	August
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	Minimizing contact between students and staff for administrative services (bursar, financial aid, etc.)		
	Operations of Student Health Services	N/A	N/A
	Communication of COVID-19 restrictions, protocols, requirements.	Marketing and PR using a communication matrix to communicate to students	
	Safe delivery of mental health, advising, tutoring, and other student focused services		
	Other	Students will make appointments for services and wait in their car until it is their turn.	

VIII.	Dining	July	August
	Is your institution going to open dining facilities for public in this stage? If yes, please complete the remainder.	NO	Possibility
	Plan for "grab and go" dining or delivery		Culinary would be required to create a plan for Grab and Go option before dining room would be allowed to be open.
	Reducing occupancy of dining areas		
	Installing physical barriers between customers and staff		
	Cleaning and disinfecting dining areas		
	Other		

IX.	Events	July	August
	Is your institution going to open facilities for public in this stage? If yes, please complete the remainder.	Very limited	Very limited
	Communication with local and state authorities regarding any public events	Will consult the local Health Dept. before approving	

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		any public gatherings/events.	
	Limiting size of public gatherings (as required by phase)	Up to 50 using the Guidance for Gatherings of Up To Fifty (50) People Under Governor Beshear’s new executive order, groups of up to fifty (50) people may begin gathering on June 29, 2020.	TBA: Will use current or new guidelines as they become available
	Install signage and physical distance markers in any common areas in use		
	Moving gatherings to a virtual environment (if required by phase)		
	Other		