

# PREPARATIONS FOR REOPENING KCTCS COLLEGES

v. May 31, 2020

## OVERVIEW

On April 22, 2020, Governor Beshear created “Healthy at Work.” This is a phased approach to reopen Kentucky’s economy. Healthy at Work is based on criteria set by public health experts and advice from industry experts. This phased approach will ensure the Commonwealth’s citizens can safely return to work while still protecting the most vulnerable Kentuckians.

During Phase 1 of Healthy at Work, the Kentucky Department for Public Health will determine whether Kentucky has met certain public health benchmarks for re-opening Kentucky’s economy. These benchmarks are based on the White House’s Guidelines for Reopening America:

### **Benchmark criteria for Kentucky to move to the first stage <sup>1</sup>:**

1. 14 days where cases are decreasing
2. Increased testing capacity and contact tracing
3. Personal protective equipment (PPE) availability
4. Ability to protect at-risk populations
5. Ability to social distance and follow Centers for Disease Control and Prevention (CDC) guidelines on large gatherings
6. Preparedness for possible future spike
7. Status of vaccine and treatment

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<sup>1</sup> Governor’s Office; Gov. Beshear Outlines 7 Benchmarks to Reopen Commonwealth’s Economy; <https://kentucky.gov/Pages/Activity-stream.aspx?n=GovernorBeshear&prId=132> (Retrieved 4/21/2020).

For the latest information from Governor Beshear on COVID-19 (including steps, signage, and helpful links) visit <https://govstatus.egov.com/kycovid19>.

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Once Kentucky meets certain first stage benchmarks, which will be declared by the Governor at the appropriate time, the White House has provided guidance on what ***the first stage of reopening could look like***, which could include the following for the identified groups as it relates to KCTCS <sup>2</sup>:

### Individuals

- Individuals should continue to practice good hygiene
- People who feel sick should stay home
- All vulnerable individuals should continue to shelter in place
- All individuals, when in public, should maximize physical distance from others
- All individuals should avoid gatherings of more than 10 people, unless precautionary measures can be strictly observed
- Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel

<sup>2</sup> White House; Opening Up America Again; <https://www.whitehouse.gov/openingamerica/#criteria> (Retrieved 4/21/2020).

## Employers

- Should continue to encourage telework
- If possible, should return to work in phases
- Close common areas
- Minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel
- Strongly consider special accommodations for personnel who are members of a vulnerable population

## Specific types of employers

- Schools and organized youth activities that are currently closed should remain closed
- Visits to senior living facilities and hospitals should still be prohibited
- Large venues (sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols
- Gyms can reopen if they adhere to strict physical distancing and sanitation protocols

For further guidance, please see, “Guidance on Preparing Workplaces for COVID-19”, issued by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA): <https://www.osha.gov/Publications/OSHA3990.pdf>.

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## KCTCS Guiding Principles

To further assist the KCTCS Colleges with development of **Phase 1 Plans** to reopen campuses and establish a new working environment post COVID, the following guiding principles should be considered before any action steps are taken:

- Does the decision reflect that the safety, security and well-being of our students, faculty, and staff is of paramount importance? If so, how?
- Does the decision advance our core principle and mission to enhance the quality of life and the employability of the citizens of the Commonwealth by serving as the primary provider of college and workforce readiness, transfer education, and workforce education and training—to help our students create better lives for a better Kentucky?
- Does the decision promote the quality, accessibility, equity, and sustainability of our academic and workforce offerings, student support services, and mission?
- Does the decision help KCTCS Colleges and the System Office to lead Kentucky’s efforts to work and learn or adapt and innovate ways to bring new opportunities to our students and the citizens we serve?
- Does the decision reflect that we have listened to our constituents and we can clearly communicate that in one voice?

## ***ECTC Phase 1 Plan for reopening College***

**College:** ECTC

**President:** Dr. Juston Pate

**Team Developing Plan:** ECTC Cabinet Members

**Current Target Date for Plan to Commence:** May 18, 2020 for select labs for Spring Completion; August 1 for a Phase III Return to Work (note date dependent on state meeting targets and guidance from Governor's Office/other)

### **Facilities Requirements**

Note: Faculty and Staff will return in phases while following CDC Social Distancing recommendations and State guidelines.

\*Phase I (June 1) – Cabinet members & immediate support/leadership return along with employees that are essential to the reopening of Phase II. All other employees would remain in a remote working status.

Phase II (June 15) – Bring back faculty and staff associated with student support and continued online services/interactions with students and public. These employees will prepare the college for Phase III A. The vast majority of employees would remain in a remote status.

Phase III A (July 1) – Begin interaction with students and the public in a limited capacity. At this time ECTC would offer a small number (10 or fewer) of lab courses under strict safety protocol and limited enrollment. Approximately 50-60% of employees would remain in a remote status.

Phase III B (August 15) – Full interaction with students and the public under strict safety protocol, still limited to established social distancing guidelines and maximum capacity mandates. At this point, the majority of employees (not including those with compromised health or childcare situations) would return to work in some capacity, perhaps with adjusted hours.

***For Phases I – III B: Any employee or student in high-risk categories for health and well-being, or any employee/student with continued childcare issues will receive accommodations for placement.***

\*ECTC seeks special permission to finish spring labs under strict safety protocol and a corresponding plan during Phase I. This would be considered an exemption, not an operational norm.

**Note:** For all phases, ECTC will follow best practices established for social distancing, disinfecting, and size limits in facilities. Additionally, ECTC will work with the Lincoln Trail District Health Department for all planning and training, and we will notify LTDHD of any issues or outbreaks with COVID-19. We will comply with all local, state, and Federal reporting guidelines and corresponding regulations.

<p>Thirty (30) days of the following Personal Protective Equipment (PPE) for employees and/or students is on hand:</p> <ul style="list-style-type: none"><li>• Mask</li><li>• Gloves</li><li>• Adequate access to hand sanitizers and disinfectants.</li></ul>	<p>Supplies in place for 30 + days for Phase I of returning employees. Employees encouraged to bring their own personal reusable masks or face scarf. If employee is using a reusable mask, employee is expected to maintain cleanliness of mask. Gloves, sanitizer &amp; disinfectants will be provided, as needed.</p> <p>Quantity:</p> <ol style="list-style-type: none"><li>1. 73 bags Betco Clario Alcohol foaming hand sanitizer. 12 cases in stock room = 73 pack - 8 cases on order</li><li>2. 30 New Betco Sanitizer Dispensers – 10 on order</li></ol>
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	<ol style="list-style-type: none"> <li>3. 72 cans of Clorox 4 in one Disinfectant Spray - 4 cases on order</li> <li>4. 48 Dispatch Hospital cleaner disinfectant towels - 4 cases on order</li> <li>5. 27 bottles of 409 Multi- Surface cleaner</li> <li>6. 27 cans Lavender Scent Disinfectant Deodorant – 3 cases on order</li> <li>7. 20 cans Envy Foaming Disinfectant cleaner – cases on order</li> <li>8. 6 containers Health Care – Hydrogen Peroxide Disinfectant hand wipe’s - 3 cases on order</li> <li>9. 1100 Pairs of Gloves X-Large - 500 pairs on order</li> <li>10. 1600 Pairs of Gloves Medium – 500 pairs on order</li> <li>11. 1700 Pairs of Gloves Small size</li> <li>12. 231 U – Health P -Mask KN 95</li> <li>13. 100 Mask – Ear Loop Face Mask - 250 on order</li> <li>14. 150 Boxes Brawny Hand Towels – 100 boxes on order</li> </ol>
<p>Protocol established for disseminating PPE to employees and or students.</p>	<p>Disinfectant Cleaning (DC) Kits will be distributed to employees in all areas of campus and labs. Quantities will vary based on location and need. ECTC has the capacity to meet the need for all PPE and disinfecting supplies.</p>
<p>Have on hand thirty (30) days of disinfectant supplies for all occupied buildings.</p>	<p>M&amp;O is well stocked for beyond 30 days of disinfectant cleaning supplies; working on an order for 6 month stock of disinfectant &amp; PPE supplies. We will continue regular orders for all supplies to meet continued demand, and have budgeted sufficient funds in the FY 21 year.</p>
<p>Protocol, including frequency, established and communicated for disinfecting and cleaning.</p>	<p>Each area will use DC kit to apply “Planet Fitness” concept of cleaning individual spaces and shared equipment (i.e. copiers) after each use; Custodians will clean common areas 3 times a day, or more if needed.</p> <p>M&amp;O developed a Checklist for Custodian and Maintenance Teams to ensure all areas are accounted for and regularly maintained.</p> <p>Employees will be expected to clean spaces between visitors/ students. All lab instructors will be required to ensure students are disinfecting equipment after use and will be responsible for all lab areas between classes.</p> <p>To maximize human capital in the custodial areas, we will close all facilities deemed unessential. This will allow reallocation of cleaning time to areas with traffic.</p>
<p>Signage installed for social distancing reminders (6-foot markers, one-way walkways, areas closed, etc.).</p>	<p>Every entryway (as well as throughout buildings) will have signage with reminders for CDC guidelines; distance markers will be placed for high traffic areas, open meeting areas will be taped off and marked “closed.”</p>

Physical barriers are installed at all areas which require interfacing with public.	Plexiglass shields (3'h x 4'w or 3'h x 5'w) will be suspended at all public counter and desk areas.
Protocol established for screening sick employees/students.	<p>ECTC will employ a self-report system for all students and faculty for phase 1. Employees must self-report their temperature before being allowed on campus and students must self-report in the lab area. If a student/employee cannot report their temperature, they will report to the temperature check station closest to them. If cleared, they will be allowed to continue. If they register a high temp, they will be sent home immediately and asked to quarantine for 14 days</p> <p>External Campuses will also have the ability to check employees before start of shift, if the employee cannot self-report.</p> <p>ECTC Employees will use the Daily Check-In Application in MyPath.</p> <p>In order to comply with Federal records acts and medical privacy laws, no records of temperatures will be kept.</p>
All rooms properly labeled (closed or with temporary maximum capacities to ensure appropriate social distancing is maintained).	<p>Any occupied space will be labeled with maximum capacity per CDC guidelines with reminders of social distancing guidelines in each area.</p> <p>Break rooms and other common areas closed. We will open only enough bathrooms to maintain a safe environment.</p>

**Essential Employees Returning to Work Site/Work from Home Employee Requirements**

Determine essential employees that should return to on-site workstations in Phase I (versus continued telework). Which academic, student, business, and other services will be offered on campus?	<p>Cabinet members (CM) will determine employee for each phase (I, II, III or more) work with supervisors to identify personnel.</p> <p>Phase I majority of employees will continue to work from home. Consideration given to those that self-disclose accommodations.</p>
Determine exceptions to essential employees' return, if they wish to continue telework during Phase 1 or are considered at high-risk for COVID <sup>3</sup> .	Supervisor and Cabinet Member will make these determinations, with advice from HR and System Legal if necessary. All employees in high-risk categories will receive accommodations for continued remote work or other alternative arrangement.

<sup>3</sup> Centers for Disease Control and Prevention; People Who Need to Take Extra Precautions; <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html> (Retrieved 4/21/2020).

	In Phases I and II, the majority of employees will continue to work from home. Consideration given to those that self-disclose accommodations.
Set up a method to track and report COVID cases of those essential employees who have returned.	HR will coordinate this information and structure. If an employee presents symptoms of COVID-19 they will be sent to either WorkWell, physician, or other testing site and asked not to return to work until without fever for 72 hours without the use of fever reducing medications per CDC guidelines. We will follow all state and local protocols for these practices, which may change as time goes on.
Establish practices that will be utilized to protect employees' privacy concerns while also protecting the work environment and allow for tracking of confirmed or potential COVID cases.	All HIPPA, FERPA, and ADA guidelines will be followed. These practices will be overseen by HR, and all supervisors will be trained on these guidelines. Information will be shared with all employees regarding the practices and pertinent information from all regulatory agencies.
Establish staggered work schedules, change in meeting formats, relocation of workstations, and other modifications that are needed to ensure proper social distancing.	Cabinet Members will work with Division Leaders/Supervisors and HR to establish staggered start/end times for all employees who share common areas. This will ensure that groups of employees are not using common entrances at the same time. Staggering will occur in 10-15 minute intervals.
Share information about the Families First Coronavirus Response Act and how it will affect those who will and will not return to work.	This task was first addressed through the KCTCS Scoop email system in early April. We have placed posters in RPC/OTB buildings, and will post in other building as they are re-opened. Presented FFCRA 4/24/20 to college council.  HR works with supervisor on any individual request, and will continue to share information via website and email.
Determine role for employees in monitoring fellow colleagues and their adherence to guidance —who enforces these requirements? How and where are concerns communicated?	Employees should adhere to the <a href="#">Complaint Resolution Procedure 2-16-2-2</a> and <a href="#">Employee Responsibility Procedure 2-0-2</a> when handling violators of Covid-19 guidelines. These Procedure provide a mechanism for faculty and staff to resolve within their chain of supervision and covers complaints that are not resolved through normal collegial communication. Handling of complaints under this Procedure should emphasize resolution within the line of supervisory authority at the earliest possible level and in the quickest possible time. Employees should first try to resolve issue with normal collegial communication (i.e., simple reminder). ECTC has set clear expectations that all employees are to follow safe procedures and adhere to the guidelines established by the College, System, and state/local agencies. The administration is prepared to

	address any violations through existing employability policies and procedures.
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### **Academic and Student Support Services Considerations**

Determine what courses and labs can be offered face-to-face or in an altered learning environment (such as, “under 10 students per specified lab time”).	Lab courses can be conducted via limited participation using social distancing based upon the size of the lab, and as much content will be placed online as possible to offset the lab time needed. Plans must be submitted by each instructor who is facilitating such a lab to clearly demonstrate how the instruction will be completed as well as how all students and employees will adhere to the safety protocols established.
Determine a plan for possible shift from face-to-face to online or remote offerings should a return to remote work be required.	Faculty and students are being trained in online methodology during courses to facilitate this move as needed. Additional tutoring and online resources are planned to be provided. All classrooms are being equipped with additional distance learning technology, and ECTC has purchased an additional 150 laptops to ensure that faculty and staff have access to mobile equipment. Additional laptops will be purchased for student availability. Campus wi-fi is being boosted and we are working with many community partners to ensure student access to the internet.
Determine a student orientation to online learning and other student support for online/remote learning.	Mentors have been identified for students who need additional support in the transition to online learning. Student workshops are provided utilizing a variety of methods including tutorial videos, live instruction with groups and individually, and on demand assistant. ECTC will have a completely online orientation developed and operational by July 1, 2020. Teams are performing this work now.
Inventory what technology is available to students should a switch to remote learning occur.	The college has a number of resources available including Blackboard, Microsoft Teams, Skype, tutoring software, publisher websites, phone support through the 24/7 call center and local campus. All support hardware is either available or ordered for fall implementation.
Determine needed faculty professional development for hybrid/online/remote learning and techniques to support face to face instruction in the new learning environment.	Faculty have been identified by their respective division chairs who need additional assistance and the specific areas of need. Training has been provided by both local training and system led initiatives. Faculty have also supported each other through sharing of teaching methodologies/resources both locally and across the system with their respective counter parts. We continue to prepare/seek/acquire online trainings through webinars and videos. ECTC personnel have also produced many training videos for use amongst faculty, staff, and students.

<p>Determine faculty and staff training around safe management of paper and physical transactions.</p>	<p>Faculty/staff will be provide with guidance on proper procedures for handling paper documents and encouraged to utilize as many electronic options as possible to reduce the need for physical transactions. KCTCS has already transitioned many paper processes to an online format, so this work will not be difficult. All KCTCS forms are available in an online format, and all instructional materials can be formatted to either a Blackboard or email format.</p>
<p>Determine how to manage courses if multiple faculty must stop teaching due to illness.</p>	<p>Faculty within areas share common course materials and online course shells as much as possible. Every class has a Blackboard shell and other instructors can be easily assigned to the class as needed. If a transition to another teacher is warranted then another instructor can be assigned to the class and continue instruction. Adjunct faculty are being recruited to increase the capacity in case they are needed.</p>
<p>Determine how to best provide access to those in support of needed student services (testing, tutoring, food, transportation, childcare, etc.).</p>	<p>Students should contact the Advising Center (270-706-8695) or their email address <a href="mailto:ectcadvising@kctcs.edu">ectcadvising@kctcs.edu</a> for guidance and directions to find the appropriate support network within the College. The ECTC food pantry, coat closet, and student assistance fund are in place for access to needed supplies for our students. Additionally, we plan to allocate all state and Federal aid to the students that is allowable.</p>
<p>Determine processes/contacts for students to get current information on locations, hours, and access to services.</p>	<p>Students will have access to current information concerning the operations of the College by calling the college primary number 270-769—2371 or by emailing questions to the college web site and/or individual student support offices. ECTC has a COVID-19 website that is updated daily and has links to all pertinent information, including local, state, and Federal resources.</p>
<p>Determine any changes to normal support/service hours and access (evening, weekend, virtual).</p>	<p>All student support services will provided through the use of technology—phone calls, emails, Blackboard Collaborate, etc. Local support will be provided during regular business hours and some services will be provided by the KCTCS 24/7 call center. Once a return to face-to-face operations are warranted, ECTC will follow all safety protocol.</p>
<p>Determine accommodations/practices the college will offer as a result of student illness due to COVID-19 and for how long the accommodations will continue.</p>	<p>Anyone who learns of a student with COVID-19 will communicate that information either to Dr. Dale Buckles, Chief Student Affairs Officer <a href="mailto:dale.buckles@kctcs.edu">dale.buckles@kctcs.edu</a> or to Darrin Powell, Provost/Chief Academic Officer <a href="mailto:Darrin.powell@kctcs.edu">Darrin.powell@kctcs.edu</a>. In cases where the nature of the work or timing of the illness presents a unique challenge to academic success, accommodations may be appropriate. Students in need of accommodations due to a COVID-19 diagnosis, will be directed to Teresa Brown in the Accessibility Services Office. The Accessibility Office will</p>



	handle each student’s situation following directives from Department of Educations, American Disability Association, 504 regulations and KCTCS policies and procedures. ECTC has developed enough online pathways to accommodate any lecture need for students, and in cases where instruction is required to be face-to-face, we can follow existing guidelines for Incomplete (I) grades.
Determine safe processes for students to pay for testing and other non-tuition payments.	Business Office leadership will ensure there are online processes available. Once a return to work Phase allows for face-to-face interactions, the transfer of funds will be conducted using safe practices. We will model these practices after the business community using all appropriate shields and PPE.

### **Communications Considerations**

Establish a COVID Phase 1 team that will help make decisions and create informed communications for your College. (Ideally this team would include, at a minimum, the College president and select leadership staff with expertise in academics, student services, IT, human resources, the physical office facilities and legal requirements).	Phase I Team Juston Pate – President/CEO Brent Holsclaw – Chief Finance and Facilities Officer Whitney Taylor – Human Resources Director Dale Buckles – Chief Student Affairs Officer Michael Hazzard – Chief Workforce Solutions Officer Darrin Powell – Interim Chief Academic Officer Megan Stith – Chief Advancement and PR Officer Chris Lee – Director of Technology Martha Glutting – Nursing Director
Establish a communication plan for Phase 1 return to work for your College.	We will communicate our plans with KCTCS leadership and the Lincoln Trail District Health Department before implementing any phase of this plan. Once reviewed/approved, employees will receive an email from Dr. Pate with an overview of re-opening plan. This summary will be posted to a new section of ECTC’s COVID-19 website focused on the transition back to in-person services. The announcement will be shared on social media and with a press release. Facebook Live and other video media will also be utilized.
Establish training that will need to be offered before Phase 1 can begin.	We will work with KCTCS and HR to develop a PD plan. At minimum, we will require employees to review safety materials and ECTC guidelines before they are allowed to return. We will work with the Lincoln Trail District Health Department and System Office leadership to procure training videos and materials that will be beneficial to all employees and students. We will utilize a variety of formats to ensure that these materials and information is available to all.
Determine communications for students to ensure students are aware of available supports.	As ECTC progresses through each Phase, plans will be shared with students via email, the ECTC website, and social media. When Phase III is ready to be implemented, a SNAP message will alert students to the new operating guidelines. Additional tactics such as postcard and letter mailings are being explored, along

	<p>with the need for signage to ensure guidelines are followed by those on campus. ECTC has a regular presence in local newspapers and radio outlets, and will also utilize those media to share information and plans.</p> <p>ECTC will continue producing videos and other tutorials/guides that help ensure students are connected to resources. We maintain a COVID-19 webpage dedicated specifically to student services and will update the site as additional information becomes available.</p> <p>ECTC and KCTCS also has texting software available for communications with students, and will utilize that software to assist with all communications.</p>
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**What resources are needed from the System Office?**

Academics Questions/Concerns	Online proctoring assistance, Continued guidance on Dual credit processes for the fall semester if school districts response differs significantly
Administrative Services/HR/Facilities Questions/Concerns	Can employer request employees provide/use their own mask or does the employer have to provide?
Advancement/Grants Questions/Concerns	
Communications Questions/Concerns	Covid-19 Safety Training for Employees and Student
Legal/Policy Concerns	Clear guidelines for Telework, workspace, etc.
Student Services Questions/Concerns	Advice and advocacy in addressing non-academic needs.
Technology Solutions Concerns	Assistance with student computer/internet access.
Other Topics	Legislative advocacy.

ECTC Healthy at Work Phased Plan  
Addendum for Campus Events

IX.	Events	
1	Communication with local and state authorities regarding any public events	As outlined in page 9 of the ECTC Phased Plan, ECTC will communicate plans with KCTCS leadership and the Lincoln Trail District Health Department prior to any phase of implementation. Additionally, we will specifically consult with Health Department leadership before any large-scale public event. Plans will be shared as to the room capacity, size of the crowd, and measures to implement safety protocol.
2	Limiting size of public gatherings (as required by phase)	No gathering will exceed the room capacity as determined to maintain safe social distancing, nor will it exceed the maximum allowable attendance as defined in state/local guidelines for each phase. We will follow guidelines established on page 5 of the ECTC Phased Plan.
3	Install signage and physical distance markers in any common areas in use	All signage and markers will be installed throughout all campuses and facilities before any phase can begin. We will follow all guidelines established on page 4 of the ECTC Phased Plan.
4	Moving gatherings to a virtual environment (if required by phase)	We will prepare for a shift to virtual events in much the same manner as we have prepared for a shift to virtual learning environments. As outlined on page 7 of the ECTC Phased Plan, we are outfitting each room with technology to allow for the distance sharing of presentations and content.
5	Other	All ECTC events, internal and external, are being marketed as "Subject to Change." All events are strongly encouraged to have a virtual component built into them in case of a return to Healthy at Home status or to accommodate attendees who cannot safely attend in person.
6	Overall	In general, ECTC is limiting the number of on-campus, face-to-face mass gatherings until 2021. We have cancelled several annual events in the name of safety and logistics. We have no way of knowing the status of COVID-19 planning, and we have no assurance that we will be able to meet the financial commitments necessary to run several of these events. Without the ability to charge attendees for in-person attendance, many events are no longer possible.