

# #HealthyAtKCTCS



## WELCOME BACK PLAN

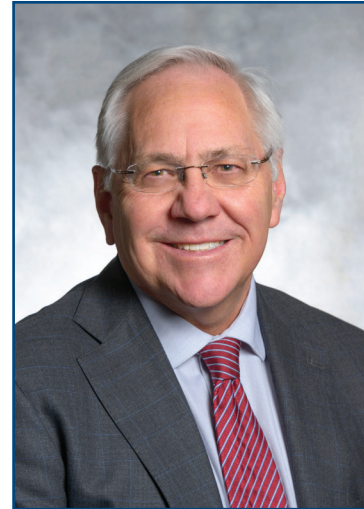


**KENTUCKY**  
COMMUNITY & TECHNICAL  
COLLEGE SYSTEM

## A KCTCS WELCOME BACK MESSAGE FROM PRESIDENT JAY BOX:

The COVID-19 pandemic changed our entire world and the situation continues to remain fluid as we experience many continued challenges. Yet opportunities are endless for academic institutions all over the country, including us.

At KCTCS we have met these challenges and have remained focused in our pursuit of our mission of providing hope and opportunity to all who seek a better life through education. We are the solution to the state's workforce needs. Now more than ever, our Commonwealth needs us, and we are back and ready to answer the call.










The past few months of closure of our campuses and facilities has afforded us the opportunity to develop and implement a strategy to resume operations at our 16 Colleges throughout the Commonwealth of Kentucky with a phased-in, restart approach. At the forefront of this planning has been the safety and wellbeing of you. Working closely with the Governor's office, the Kentucky Council on Post-secondary Education and our Colleges' local Department of Health, KCTCS has developed an institutional restart and reopening plan that you can review here, to increase employees, faculty and students' access to our campuses and services over the months ahead, and to provide you with every opportunity to succeed in a safe and healthy environment.

I cannot thank you enough during the last several months. I know this has not been easy on you and your family, and I appreciate your flexibility, patience, dedication and hard work!

Sincerely, Jay

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## KEEPING YOU SAFE AND HEALTHY AT WORK:

In keeping with Healthy at Work guidelines from Governor Beshear, and following guidance from the Kentucky Council on Postsecondary Education, KCTCS Colleges and the KCTCS System Office have developed a staged reopening of facilities due to the COVID-19 pandemic.

Our #HealthyatKCTCS Plan is guided by information from the Governor's Office Healthy at Work requirements, the Kentucky Cabinet for Health and Human Services, and the Centers for Disease Control. This plan is developed with a focus on student academic and college success in a healthy and safe environment and assuring support and services for our business, industry, and other stakeholders in our communities.

First and foremost, the health and safety of our students, employees, and communities is our highest priority. Taking a responsible approach in implementing safety protocols and appropriate academic and student services support is key to having you back in our buildings, classrooms, labs, offices and other spaces. We have also designated a Healthy at Work Officer at all 16 Colleges (names and email addresses listed at the end of this page) and at the System Office under the guidance of Christy Giles.

This plan is in effect as of May 18, 2020 and will continue until the Governor of Kentucky has ceased Healthy at Work requirements. The plan is subject to modification as new information or requirements become available.

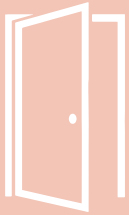
### HEALTHY AT WORK OFFICERS:

- Ashland Community and Technical College, Kellie L. Allen, [kellie.rice@kctcs.edu](mailto:kellie.rice@kctcs.edu)
- Big Sandy Community and Technical College, Myra T. Elliott, [myrat.elliott@kctcs.edu](mailto:myrat.elliott@kctcs.edu)
- Bluegrass Community and Technical College, Beecher J. McCarty, [beecher.mccarty@kctcs.edu](mailto:beecher.mccarty@kctcs.edu)
- Elizabethtown Community and Technical College, Whitney E. Taylor, [whitney.taylor@kctcs.edu](mailto:whitney.taylor@kctcs.edu)
- Gateway Community and Technical College, James A. Younger, [james.younger@kctcs.edu](mailto:james.younger@kctcs.edu)
- Hazard Community and Technical College, Paul B. Currie, [paul.currie@kctcs.edu](mailto:paul.currie@kctcs.edu)
- Henderson Community College, Kim Jones, [kim.jones@kctcs.edu](mailto:kim.jones@kctcs.edu)
- Hopkinsville Community College, Yvonne A. Glasman, [yvonne.glasman@kctcs.edu](mailto:yvonne.glasman@kctcs.edu)
- Jefferson Community and Technical College, Toni E. Whalen, [toni.whelen@kctcs.edu](mailto:toni.whelen@kctcs.edu)
- Madisonville Community College, Kim Jones, [kim.jones@kctcs.edu](mailto:kim.jones@kctcs.edu)
- Maysville Community and Technical College, Rebecca B. Morton, [rebecca.morton@kctcs.edu](mailto:rebecca.morton@kctcs.edu)
- Owensboro Community and Technical College, Jeffrey N. Hendricks, [jeff.hendricks@kctcs.edu](mailto:jeff.hendricks@kctcs.edu)
- Somerset Community College, Shawn W. Stratmann, [shawn.stratmann@kctcs.edu](mailto:shawn.stratmann@kctcs.edu)
- Southcentral Kentucky Community and Technical College, Sherri L. Forester, [sherri.forester@kctcs.edu](mailto:sherri.forester@kctcs.edu)
- Southeast Kentucky Community and Technical College, Billie D. Franks, [billie.franks@kctcs.edu](mailto:billie.franks@kctcs.edu)
- West Kentucky Community and Technical College, Bridget M. Canter, [bridget.canter@kctcs.edu](mailto:bridget.canter@kctcs.edu)
- KCTCS Versailles Office, Christy L. Giles, [christy.giles@kctcs.edu](mailto:christy.giles@kctcs.edu)

## STAGES OF REOPENING:

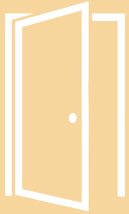


Colleges and the KCTCS System Office are staging this facility re-opening based on the phases of Governor Beshear's Healthy at Work guidelines. *Access to campuses and facilities will change based on the phase of Kentucky's re-opening, and during different stages, access to facilities may be limited.*



### Stage 1 - through May 31, 2020

Technical faculty/students making up lab coursework on Campuses only  
Workforce assessment centers open  
Minimal System Office access



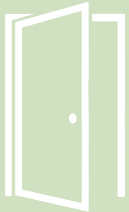
### Stage 2 - through June 30, 2020

Less than 50% of faculty/staff in facilities  
Students with appointments may access student services  
Technical faculty/students completing coursework  
All Summer 1 courses online only



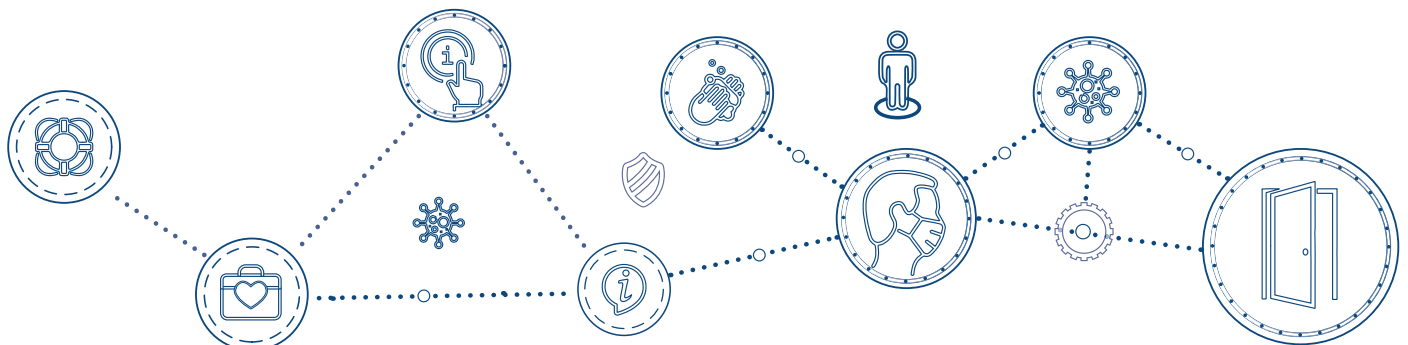
### Stage 3 - July 1 to July 31

Up to 50% of faculty/staff on campus  
Students with appointments may access student services  
Some face-to-face Summer 2 classes may take place onsite in labs  
Meetings of up to 50 people may be allowed



### Stage 4 - August 1 through December 18

All student services on campuses  
Fall classes will begin on August 17, 2020 in a variety of formats including online and face-to-face  
Actions in Stage 4 are subject to approval by the Kentucky Council on Postsecondary Education and subject to change



## PERSONAL SAFETY REQUIREMENTS FOR STUDENTS, EMPLOYEES, VISITORS AND VENDORS ENTERING KCTCS COLLEGES AND SYSTEM OFFICE FACILITIES:

- **Wear a face covering (Mandatory)—a mask or a fabric covering such as a bandana.**
  - You should provide your own covering; the facility may have a mask available if you do not have your own. Please note that if you do not supply your own and none are available at the College, you can be denied entrance.
  - If wearing a mask would create a serious health or safety hazard, when you are working alone in an enclosed office space, or when you are working alone in an area with more than six (6) feet of social distancing, you are not required to wear a mask.
  - An individual seeking an exception for a serious health or safety hazard reason shall request approval from the College’s Healthy at Work Officer. These exceptions will be made on a case-by-case basis with consultation from the Healthy at Work Officer, College President and KCTCS General Counsel
  - Wash or sanitize hands each time, before and after, touching face or face covering.
- **Gloves are not required, however for your safety, students, faculty and staff should wash hands frequently and/or use hand sanitizer after each equipment use.** The facility will ensure that employees whose job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers) wear gloves that are “regularly” replaced.
- **You will be asked to self-check your temperature and answer health questions before entering a facility. If your temperature is above 100.4 degrees, you will not be allowed to enter the facility.**
  - Students are required to conduct daily self-administered temperature and health checks. Students who report a fever and/or any symptoms of COVID-19 should be asked to see their health care provider to be tested and then quarantine at home as soon as any illness is detected per their provider’s instructions. If any student reports a positive test or displays COVID-19 symptoms, you are permitted to deny the student entry into the lab for completion of work. Should a student be unable to complete lab work due to COVID-19, faculty should work with the student to provide extensions on assignments
  - All facility on-site employees are required to undergo daily temperature and health checks. These checks will be self-administered and performed at home. The screenings will be accessible via a Check-in tile on MyPath (<https://kctcs.sharepoint.com/sites/mypath>). After the screening is completed, employees will receive an email that will approve them for on-site work for that day. Employees who have a fever and/or any symptoms of COVID-19 should contact their health care provider to be tested and quarantine at home as soon as any illness is detected per their provider’s instructions. This includes employees that passed a temperature and health check prior to reporting to work but became ill during the day.

## PERSONAL SAFETY REQUIREMENTS FOR STUDENTS, EMPLOYEES, VISITORS AND VENDORS ENTERING KCTCS COLLEGES AND SYSTEM OFFICE FACILITIES:



- **Social distancing of at least six feet is required in all classrooms, labs, shared offices, common spaces, and other locations.** Spaces have been modified to ensure this is followed, including removal or storage of furnishings.
  - Signage has been provided and posted at all facilities in the common areas such as bathrooms, cafes, lecture halls, classrooms, entrances, etc.
  - Six-foot spacing markers have been added for higher traffic areas. All congregating, vending, break, and meeting spaces are either closed or taped off with closed or do not enter signage.
- All KCTCS employees must complete Healthy at Work requirements training through the normal online training delivery method, SafeColleges. This training can be accessed via the Compliance tile in MyPath. Employees will be required to take the training as part of their regular duties. Colleges and System Office may provide additional trainings through alternative means. All employees are required to take the trainings within the specified time requirements and before returning to a facility.
- **Contractors, volunteers, partner organizations and other interested parties may be asked to view the training materials online at <https://youtu.be/ErQL5YYHywo>.**



## FACILITIES MAINTENANCE AND SAFETY:

- Facilities will be sanitized regularly and frequently touched surfaces and areas a minimum of twice daily (e.g., doorknobs, credit card machines, shared computers).
  - When there is an identified employee or student who has COVID-19 or the associated symptoms, facility staff must further ensure that they immediately restrict access to contaminated areas, post signage and adequately clean impacted areas. Any contaminated area should be off-limits to all but essential personnel for a minimum of 24 hours if possible.
- Each occupied space will have on hand cleaning and disinfecting supplies. Those supplies will be monitored and restocked as needed by Maintenance and Operations (M&O).
- Each area will be responsible for cleaning individual spaces and shared equipment (e.g., copiers) after each use. M&O and custodial will train faculty/staff on protocols.
- 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.
- All facilities, including classrooms and labs not being utilized, will remain locked with signage that the space has been sanitized posted on the entry door. This will reduce cleaning/disinfecting time and will extend the sanitizing supplies.
- Easy to read and understand signage will be posted on all building entryways and any occupied facilities indicating entry points and one-way walkways.
- Building entry will be limited to a single entry/exit point or entrance only/exit.
- Six-foot spacing markers will be added for higher traffic areas.
- All congregating, vending, break, and meeting spaces will be either closed or taped off with “closed” or “do not enter” signage.
- Rooms with two doors will be marked clearly with one entry, one exit, and arrows for one-way walkways. Water fountains will be covered and marked “do not use;” every other urinal and bathroom sink will be covered and marked “do not use” to ensure proper distancing. Bottle filler stations are acceptable.
- Room capacity and “do not enter until permitted” signage will be clearly displayed where needed.
- Facilities staff must, to the greatest extent possible, restrict common areas such as lobbies, waiting rooms, break rooms, lunchrooms, and concession areas to maximize social distancing and reduce congregating. If left open for use, then hand sanitizer needs to be made available in the area. Signage should be placed on frequently used items reminding employees to sanitize them before and after each use with supplied wipes.
- If ice machines, coffee pots, refrigerators, etc. are used, facilities staff must sanitize frequently touched surfaces and areas a minimum of twice daily.
- Employee desks should be cleared and cleaned daily with provided disinfecting items as custodial team members may not clean personal desks, tables or other hard surfaces within private offices.

## ACADEMIC AND STUDENT SERVICES:

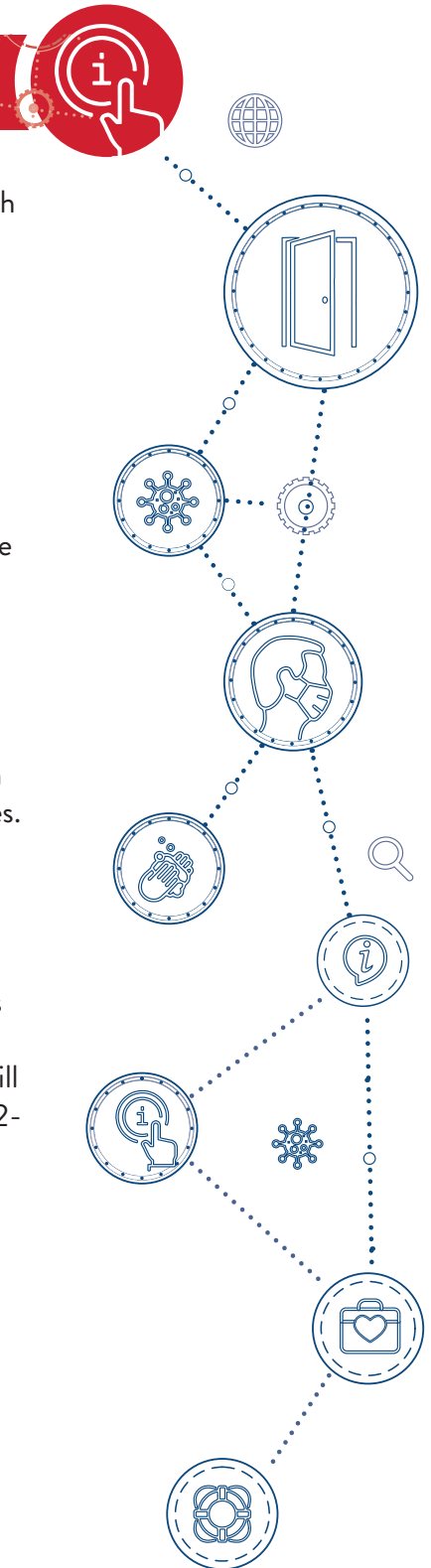
**Beginning June 1, in Stage 2:** Limited campus activities will return based on each College's plan—all participants must follow the Healthy at Work requirements. Campus activities does not mean face-to-face classes; note that all KCTCS Summer 1 classes will be offered exclusively online (Summer 1 classes are those summer classes beginning before July 1).

Students may schedule appointments for support services, one student per one employee with social distancing in place. If students arrive without an appointment, they will be directed to sign-in and wait in their car until a staff member is available to see them. Doors will remain locked, with directions to one entrance only, and visitors will be admitted one at a time.

**Beginning July 1, in Stage 3:** Additional campus activities will be available. Some face-to-face technical classes may take place in Summer 2 class sessions beginning after July 1. Skills U (Adult Education) may resume on-campus classes. Workforce Solutions classes for business and industry may take place on campuses. Students may continue to schedule appointments for student services.

In Stage 4, Fall classes will begin on **August 17, 2020** barring any required pandemic response from the Governor's Office or the Kentucky Council on Postsecondary Education. Fall term classes will be offered in a variety of formats. There will be fully online classes as well as face-to-face classes and some options that are a mixture of both. Face-to-face classes will have an online or remote instruction part, so if in-person classes must move online for a while, students will be ready. Colleges will offer a variety of scheduling options, including 16-week, 12-week, and 8-week sessions.

College Workforce Solutions teams will be working to meet business needs and provide training for unemployed individuals. Colleges will continue to offer apprenticeships and other work-based learning opportunities.





## ADDITIONAL INFORMATION FOR KCTCS EMPLOYEES:

As KCTCS moves from stage to stage in reopening facilities, and in accordance with Kentucky Healthy at Work guidelines posted by Governor Beshear, individuals will return from remote work to onsite work. This expansion of staffing will be controlled and coordinated to reduce potential risks and ensure the safety of all. No supervisor should increase staffing without permission from the KCTCS or College President.

No more than 50% of employees are physically present in any of the College offices/campuses or at the System Office on any given day and no more than 33% of the occupational capacity of the facility through Stage 2 and into Stage 3 with an increased percentage of return beginning August 1.

The Colleges and System Office will have a phased return to work which includes: generous telework, sick leave, and family leave policies for those employees who are not able to come into work due to illness, taking care of a family member(s), or lack of childcare options.

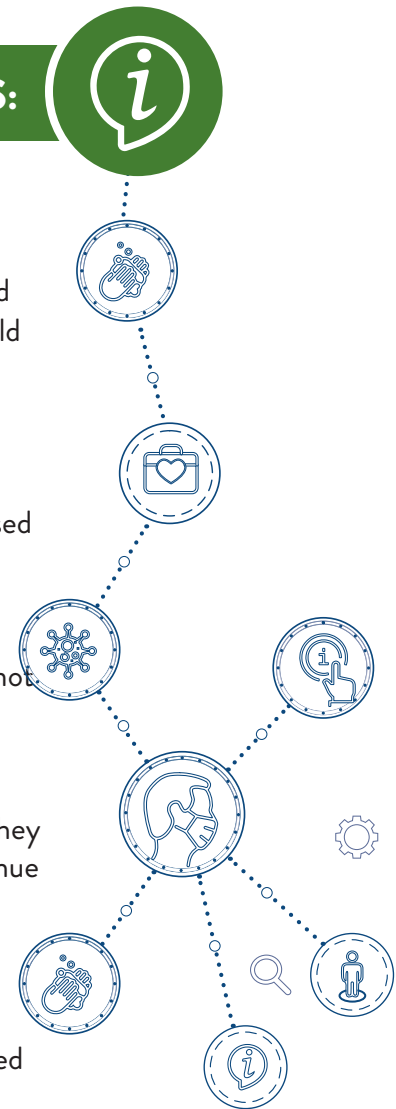
**CDC guidelines** define high risk individuals who may suffer greater impacts should they contract COVID-19. High risk individuals will be given special consideration to continue remote work.

High risk individuals include:

- People 65 years and older
- People of any age who have underlying conditions, particularly if not well controlled including:
  - Chronic lung disease or moderate to severe asthma
  - Serious heart conditions
  - Those who are immunocompromised (Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)
  - People with severe obesity (body mass index [BMI] of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Employees who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, those with childcare issues, or those who wish to seek ADA Reasonable Accommodations related to return to on-site work should contact their College Human Resource Director or the Director of Employee Relations at the System Office.

Each College and the System Office have a Healthy at Work Officer. These individuals can point you to COVID-19 HR policies, procedures, and practices specific to your question or concern.

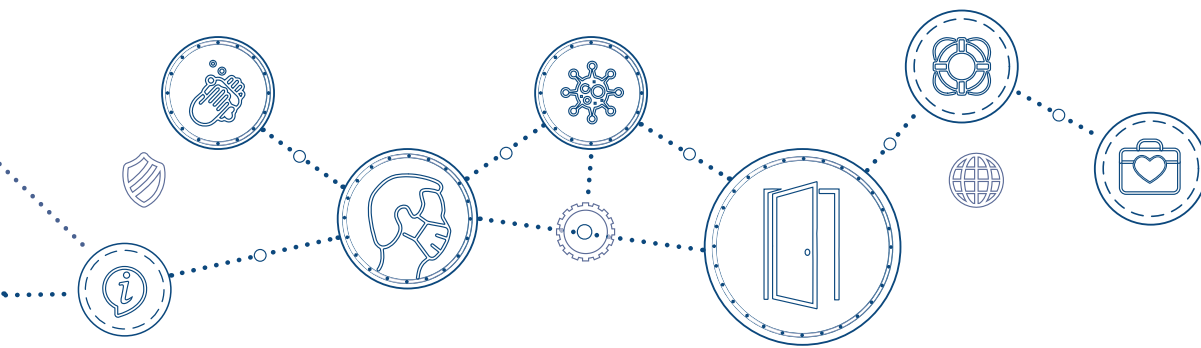


## ADDITIONAL INFORMATION FOR KCTCS EMPLOYEES:



Concerns about fellow employees should be shared through regular safety/supervisory channels. Safety is everyone's responsibility. The College/System Office Healthy-at-Work Officer will be responsible for overall coordination and enforcement. Employees should adhere to the Complaint Resolution Procedure 2-16-2-2 and Employee Responsibility Procedure 2-0-2. These procedures provide a mechanism for faculty and staff to resolve within their supervisory line 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 lowest possible level and in the quickest possible time. Employees should first try to resolve issues with normal collegial communication.

Colleges and System office will be prepared to assist public health officials if an employee tests positive or becomes exposed to COVID-19. Employees will keep documentation of work shifts, work locations, meetings, and in-person clients or visitor contacts.



## ADDITIONAL RESOURCES:



### **Kentucky COVID-19 website:**

<https://govstatus.egov.com/kycovid19>

### **KCTCS COVID-19 website:**

<https://kctcs.edu/covid-19>

### **Kentucky Healthy at Work Website:**

<https://healthyatwork.ky.gov>

### **Healthy at Work website:**

<https://kctcs.sharepoint.com/sites/Employees/SitePages/Healthy-at-Work.aspx>

### **Return to Work website:**

[https://kctcs.sharepoint.com/:w:/r/sites/Employees/\\_layouts/15/Doc.aspx?sourcedoc=%7B7A17B5D4-24DE-4A53-B8C4-4F8438000252%7D&file=KCTCS%20COVID%2019%20Pandemic%20Return%20to%20Work%20Protocol.docx&action=default&mobileredirect=true](https://kctcs.sharepoint.com/:w:/r/sites/Employees/_layouts/15/Doc.aspx?sourcedoc=%7B7A17B5D4-24DE-4A53-B8C4-4F8438000252%7D&file=KCTCS%20COVID%2019%20Pandemic%20Return%20to%20Work%20Protocol.docx&action=default&mobileredirect=true)

