

COVID-19 GUIDE FOR STUDENTS RETURNING TO CAMPUS

June 2020

CONTENT

- 3** **GUIDING PRINCIPLE**

- 4** **RETURN TO CAMPUS
EXPECTATION AND GUIDELINES**

- 4** **PHASED OPENING**

- 6** **MONITORING COVID-19**

- 8** **ACCESS AND CONTROLS**

**MENTAL AND EMOTIONAL
WELL-BEING**

TRAINING

QUESTIONS OR CONCERNS

ADDITIONAL RESOURCES

- 9** **DAILY STAY SAFE
SELF CHECKLIST**

GUIDING PRINCIPLE

York Technical College takes the safety of its students and employees in our campus community seriously, and to that end, we are implementing a flexible and phased approach to returning students to campus and resuming campus operations. The phased plan includes short-term and long-term planning on returning normal operations.

York Technical College's (YTC) procedures, guidelines and protocols for responding to the COVID-19 pandemic will be rooted in a "people first" principle with safety for our faculty, staff and students and for the public in which we interact at the forefront of our planning.

The primary goals for YTC's response to the COVID-19 pandemic are to protect public health and continue the institution's vital mission to provide citizens of our service area with opportunities for educational and workforce development.

YTC's plans will also be aligned and consistent with local orders and ordinances of the State of South Carolina. Plans will also follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention (CDC), South

Carolina Department of Health and Environmental Control (SC DHEC), and the College's Crisis Management Team (CMT).

YTC has undertaken reasonable steps to lessen the risk of transmission of COVID-19 in connection with college operations. York Technical College is not responsible for any risks related to COVID-19 in connection with College operations and services.

This plan does not cover all aspects of college operations, instruction, student services, etc. Additional procedures, guidelines, and protocols will be developed as necessary.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our procedures, guidelines, and protocols will be updated as more information becomes available.

RETURN TO CAMPUS EXPECTATIONS AND GUIDELINES

It is expected that students adhere to the safety rules established for York Technical College. If you have a medical issue or concern regarding any of the safety rules or expectations, please contact the Counseling and Support Services Office at 803-327-8007 or email CASS@yorktech.edu to confidentially discuss and review options.

FALL 2020 COURSES

In order to help protect the health, safety, and well-being of our students and employees, while continuing to advance the mission of the College, York Technical College's fall 2020 schedule will be a combination of in-person, hybrid and online courses.

In-person courses will be prioritized for lab/shop courses in select career and technical programs for which online instruction is not feasible. In-person offerings will be prioritized for the following program categories:

- First responder, front-line healthcare occupations, and public safety
- Programs with refined skills, heavy machinery, extreme physical performance and/or those in critical infrastructure areas (e.g., industrial and engineering technologies, manufacturing, transportation/ distribution/ logistics)

For courses that do not require in-person engagement, all courses for Fall 2020 will be taught in hybrid, asynchronous online, or web-enhanced online modalities.

Hybrid courses - portions of the course in an online, asynchronous environment, but also has specific times when class meets in-person. The amount of work online versus in-person will vary based on the course. At least 50% of the course will be online.

Asynchronous online courses - fully online and asynchronous. Lectures may be pre-recorded or mini-lectures on specific topics provided. Requires the most independent learning and initiative of students.

Web-enhanced online courses - fully online with synchronous lecture components and a regularly scheduled virtual "class" time. Courses will have scheduled virtual meeting times (e.g. the course will meet MWF 9-9:50)

Students will be notified of any changes to their existing fall schedules. Students will also receive course-specific scheduling information from their instructors.

PHASED OPENING

Summer lecture classes at York Technical College will continue with online instruction through the beginning of August 2020. Select in-person labs from Spring 2020 and Summer 2020 lab courses will begin June 15, 2020.

York Technical College has developed a phased approach to opening the campus over time in a coordinated process to allow appropriate safety protocols to be in place and followed. These precautions include enhanced cleaning and sanitizing, precautionary (plexiglass) barriers in public areas, social distancing markers throughout the campuses, and purchasing of personal safety supplies for students and employees.

Through all phases of opening, the College will require all students and employees to wear face masks/coverings inside buildings and classrooms and follow all safety protocols, including social distancing. The College will provide each student with two reusable face masks to use throughout the semester. Students may wear their own face masks/coverings as long as they meet the specified guidelines from the Centers for Disease Control and Prevention.

PHASED OPENING, CONTINUED

Phase I

(Begins June 1, 2020)

- Summer lecture classes are taught online and most student services will be provided virtually.
- The campus will remain closed to the general public, except for those students who are completing Spring 2020 labs or beginning new Summer 2020 lab classes.
- WiFi Access is available daily from 8 am – 8 pm in parking lots East 1 (E1) and South 1 (S1)
- Computer lab access may be available for students taking summer lab courses or those without a home computer. If labs open, details will be communicated to students by their instructors and/or YTC email.

Phase II

(Beginning no later than July 1, 2020)

- Lecture classes will continue to be taught online, while priority labs/shops will be held on campus.
- Student services will be provided virtually. Select services will be available on-campus in limited capacity.
- Placement testing will continue virtually and in limited capacity on campus, by appointment only.
- WiFi Access is available daily from 8 am – 8 pm in parking lots East 1 (E1) and South 1 & 2 (S1 and S2).
- Computer lab access available for students taking summer lab courses or those without a home computer in Building A, rooms 246-247.
- Additional buildings and student support services may open during this time dependent upon virus containment and adherence to safety protocols.
- The campus will remain closed to the general public.

Phase III

(Beginning no later than August 3, 2020)

- Lecture classes will continue to be taught online, while some labs/shops will be held on campus.
- Student services will be provided virtually. Select

services will be available on-campus in limited capacity.

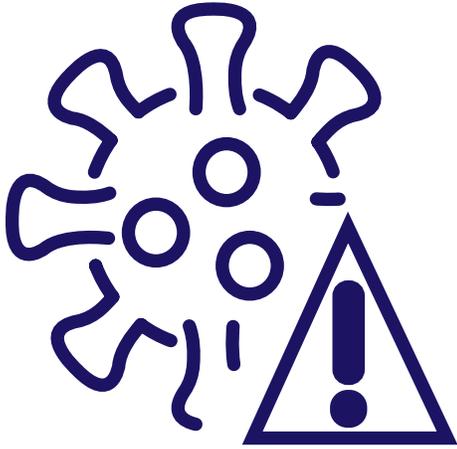
- Placement testing will continue virtually and in limited capacity on campus, by appointment only.
- Limited access to campus computer labs will be provided.
- The Anne Springs Close Learning Commons *may* open with limited hours and less than 50% capacity, dependent on space configuration. Entry/exits will be restricted, enhanced cleaning measures will be taken, and physical distancing will be monitored.
- The College *may* open to the public dependent upon virus containment.

Phase IV

(Beginning August 19, 2020)

- Fall classes begin.
- Lecture classes are offered at an approximate ratio of 60% online sections and 40% hybrid sections.
- Lab classes, campus buildings, all campus services and administrative offices will open to students on campus. However, virtual services will also continue to be provided as departments manage rotating personnel shifts to mitigate personnel numbers on campus.
- Expectations of safety precautions will continue (i.e. health check, social distancing, face masks required, wash hands with soap, use of hand sanitizer).
- Other precautions in place will include:
 - Classroom occupancy capacity reduced to 50% or less
 - Physical distancing widely applied across campus
 - Student events will be held but with limited numbers and social distancing
 - Restrooms will be limited based on size to ensure at least 6 feet distance between individuals.
 - Elevators will be limited to one person at a time, so please use the stairs whenever possible.

MONITORING COVID-19



Symptoms Monitoring

If, at any time, you are sick or have symptoms of COVID-19, stay home, notify your instructor(s) and do not come to campus until symptoms resolve. Your instructors will be flexible and allow alternatives for assignment or course completion. You are advised to seek medical attention if your symptoms are severe or persistent. You must be free of ANY symptoms potentially related to COVID-19 to be eligible to return to campus.

Symptoms of COVID-19 can include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New GI symptoms
- New loss of taste or smell

This list does not include all possible symptoms. Refer to the CDC website for the latest developments of the virus.

Daily Self Check

Students are encouraged to complete the *Daily Stay Safe Checklist* (page 9) each day before coming to campus. If you have any of the symptoms related to COVID-19, please stay home.

Exposure to or Having a Confirmed Positive COVID-19 Test

If you have a confirmed positive COVID-19 test, student must not come to the College until 14 days have passed since their symptoms began AND they are free of fever (100° F or greater using a thermometer) for three days without the use of fever-reducing medicines AND their other symptoms have improved.

If diagnosed or your current medical situation requires you to miss more than two days from school, please contact Counseling and Support Services at 803-327-8007 or email CASS@yorktech.edu for further assistance.

If you have been in close contact with someone who has a confirmed positive COVID-19 case, you must not come to the College until 14 days have passed since the date of last contact with the individual with the confirmed positive test.

PERSONAL SAFETY PRACTICES



Face masks/ Face Coverings: Face masks/coverings must be worn on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., classrooms, common areas, administrative offices, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Cloth face coverings should only be worn for one day at a time and must be properly cleaned before use again. York Technical College will provide reusable face masks for students who do not have their own face masks/coverings. Masks will be available to any individual entering the buildings.



Handwashing: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.



Gloves: Healthcare workers and others in high- risk areas should use gloves as part of Personal Protective Equipment (PPE), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.



Hand Sanitizing: If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face. Hand sanitizing stations will be located at building entrances, throughout building corridors, classrooms, and other high traffic areas.



Personal Disinfection: While custodial crews will continue to clean classrooms, public areas and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Students will be asked to wipe down equipment and tools in classrooms, computers and other equipment in labs, and surfaces in areas like the Learning Commons before and after use. Materials will be provided to allow disinfection protocols.



Coughing/Sneezing Hygiene: If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



Social Distancing: People without symptoms may be able to spread virus. Stay at least six feet (6 ft., about 2 arms length) from other people. Do not gather in groups. Stay out of crowded places and avoid mass gatherings.

ACCESS AND CONTROLS (BUILDINGS, CLASSROOMS, ETC.)

Entry/Exit: Entry to buildings will be regulated and monitored. Each building will have designated entry points, marked with the appropriate signage. Hand sanitizer stations and face masks will be available upon entry. To remain compliant with fire code, all exits will be available for use.

Elevators: No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If using the elevator, a face mask/covering must be worn and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon exiting the elevator.

Meeting with Faculty/Staff: Students will have individual access to instructors and staff. Much of this engagement may still happen virtually through phone calls, e-mail and virtual conferencing (e.g., Zoom, D2L Virtual Classroom). In other cases, students may meet on campus with faculty and staff. Please be mindful that safety protocols will be in place such as plexiglass barriers, use of masks, social distancing and more.

MENTAL AND EMOTIONAL WELL-BEING

Counseling and Support Services has trained counselors available with virtual sessions to assist students. In Phase III (or sooner), in-person counseling services will be available. For assistance, contact Counseling and Support Services at 803-327-8007 or CASS@yorktech.edu.

TRAINING

Before students return to campus, York Technical College will provide training to students on public health guidance, College specific guidelines and information about properly wearing personal protective equipment (PPE) and cleaning and disinfecting protocols.

Please review the following:

- [Face Coverings](#)
- [Handwashing](#)
- [Stop the Spread of Germs](#)

QUESTIONS OR CONCERNS

For any questions or concerns regarding adherence to the guidelines outlined in this plan, please contact the YTC Crisis Management Team using the [COVID-19 Question and Concern Form](#).

ADDITIONAL RESOURCES

- [South Carolina Department of Health and Environmental Control](#)
- [Centers for Disease Control and Prevention](#)

DAILY STAY SAFE SELF CHECKLIST

It's important to do a quick health check each day before coming to the College. Follow this checklist below to ensure you are keeping yourself and others safe. We appreciate you doing your part.

_____ 1. **Take your temperature**

Take your temperature daily. If it is above 100 degrees F stay home and do not return until you have been clear from fever for 48 hours.

_____ 2. **Complete daily symptom assessment**

If you have any of the following symptoms please stay home:

Cough _____ Muscle Aches _____

Chills _____ Sore throat _____

Diarrhea _____ Difficulty breathing _____

Headache _____ Loss of Smell or Taste _____

_____ 3. **Bring and wear your face covering**

You must wear face covering when in classrooms, labs, campus buildings, administrative offices, etc.

_____ 4. **Honor physical distancing**

Work, gather and study with social distancing in mind (at least 6 feet apart from others)

_____ 5. **Wash your hands with soap and water**

Wash your hands often and at least 20 seconds each time.

_____ 6. **Practice cough/sneeze etiquette**

Use a disposable tissue or cough into your sleeve. Use hand sanitizer or wash your hands after.