Galveston College

COVID-19 UPDATE
MAKING IT REAL
FOR FALL 2020

A Framework for Fall Classes and Campus Operations

Message from the President

Dear Students, Faculty, and Staff:

As we move into the middle of the summer and as we look toward the fall semester, I hope each of you and your loved ones are staying well and that you are continuing to follow all appropriate health protocols so as to protect yourselves and your loved ones. Over the last several months, our lives and the world we live in have changed in many ways, and probably in ways that we do not yet understand. There are so many things that have changed since we first took all of our classes online in March of 2020 due to COVID-19. As we look to the future, it does not appear the pandemic is slowing down, and at this point in time, it appears that it will be with us for many months to come.

So as we make plans for the fall, we - the faculty and staff of Galveston College - want to continue to be guided by and continue to work to fulfill our College's Vision, Mission, and Purposes. However, in these unusual times we want to make an extra effort to ensure that while we are working to provide high-quality learning experiences for each and every student that we also, as our top priority, are working to protect the health and wellbeing of each member of our College family and our College community during this pandemic.

I know that many of you are asking questions about what the fall semester will be like and I know you want to know how classes will be offered in the fall. Will there be face-to-face classes? Will there be online or virtual classes? The simple answer is that our plans at this time are to offer both face-to-face and online learning opportunities. However, as you know, some answers are not that simple, particularly as we work to protect your health and wellbeing.

As we make plans, we look forward to how the fall semester becomes real for you, the College has created a framework outlined below that begins to describe the plans for the fall. Remember, this is only a framework. And, I would remind you that as the pandemic moves forward, all plans are subject to change. Basically, we must be flexible while carrying out our goals and helping students to achieve their goals in a way that works to protect every member of the College community.

I know the fall semester will be unlike any other fall semester in recent history, but I know together teaching and learning can happen, we can fulfill our mission and purposes, and we can Make It Real for the fall of 2020.

Regards,

W. Myles Shelton, Ed.D.
President

Instruction

- Provide students instructional choices that fit their preferred learning style and their comfort level during this pandemic by offering high-quality learning experiences for the fall semester where classes are delivered through a variety of different modes of instructional delivery. Classes may be offered via face-to-face (F2F) instruction, hybrid-synchronous (a combination of F2F and Zoom-type meetings), hybrid-asynchronous (a combination of F2F and traditional online instruction), online synchronous via Zoom, and/or traditional online asynchronous instruction.
    - Note: All F2F classes will need to be prepared to rapidly move online if a COVID-19 case is found within a class or a particular group of classes, or if the pandemic worsens, or if we are so directed by state and local officials.
- Limit occupancy in classrooms, laboratories, and/or campus dining rooms to no more than 50% of normal capacity or ensure that each classroom or instructional area allows for at least 40 to 50 square feet per student.
- To help promote social distancing, the class schedule will be altered to extend the passing period between classes.
- A revised/updated course schedule with new start and stop times and revised room assignments should be available online by Monday, July 20.
    - Note: The class schedule for any student who has already registered will be automatically updated based on the changes to the fall schedule; however, if you have any questions regarding your schedule or if you need to make any changes in your schedule, please contact your advisor as soon as possible. If you still need to register for fall classes, please contact the Admissions Office or the Counseling and Advising Center.
- Each course/program area will have an instructional continuity plan in the event that the faculty member becomes ill.
- Beginning with the fall semester of 2020, all students will be expected to have a computer for their classes. (For additional information, see Computer Specifications. Financial aid recipients may be eligible for additional funding to cover this purchase, while other students may have access to emergency aid or the student computer loan program. Please contact the Financial Aid Office for additional information.)
- The College will continue to work to provide IT infrastructure and support, and will work to ensure availability of appropriate devices, software, and/or other tools necessary for uninterrupted high-quality learning experiences.

Campus Health and Safety

- Establish a personal responsibility health campaign that includes, but is not limited to, personal health monitoring, frequent hand washing, and the use of hand sanitizer.
    - Note: Provide COVID-19 updates and health training to faculty and staff during General Assembly and/or as needed. Provide COVID-19 updates and health training to students as part of new student orientation and/or other training options.
- Screening of students, faculty, staff, and others entering campus facilities will continue until further notice. (For additional information see Coming to Campus and/or Screening.)
- Conduct health checks for students living on campus, student-athletes, and event screening, as necessary and appropriate.
- Continue to follow established guidelines for face coverings while on campus. (See: Face Covering Use on Campus)
- Continue to practice social distancing while on campus.
- Quickly identify and isolate potential COVID-19 cases.
- Individuals at higher risk for COVID-19 may request additional modifications.
- Continue to act on the advice of state and local health officials, as well as guidance provided by the Centers for Disease Control and Prevention (CDC).

Student Engagement, Student Life, and Academic and Student Support Services

- Provide in-person and/or online tutoring and academic assistance.
- Provide in-person and/or online advising/counseling, testing services, admission and registration services, financial aid services, and cashiering/business office services.
- Provide virtual and/or in-person access to learning resources and library services.
- Offer virtual and/or in-person recreational activities and student life programming.
- Require event pre-registration and record participant attendance to enhance contact tracing capability.
- Limit attendance at indoor and/or outdoor activities/events through social distancing, following space and capacity guidelines, and following guidelines for face coverings while on campus. Additional restrictions may apply. All activities and/or events require prior approval.

Student Housing

- Only 102 student housing beds will be available for the fall of 2020.
- Residential students will make appointments with the Student Life Coordinator to check in at a specific time/date. The student may bring just one friend or family member to assist them. Both the student and family member or friend must undergo screening before entering any of the student residences. Students should not come to campus if they are ill, or if anyone in their household or anyone that they have come in contact with has experienced COVID-19 symptoms in the previous 14 days.
- Residential students who are coming from or who have recently traveled to a country for which the CDC has issued a Level 3 or Level 2 warning related to COVID-19 are expected to self-quarantine for 14 days, as recommended by the CDC, prior to coming to campus.
- Students must schedule move-in appointments through the Student Life Coordinator. Appointments are available beginning Wednesday, August 26. The first meal served as part of the student food service agreement for the fall semester will be Monday, August 31. (When food service is not open, students have access to a kitchen within their housing unit.)
- Residential students are expected to wear face masks in all public areas of the campus, including public areas within student housing.
- No visitors will be allowed in student housing at any time during the pandemic.
- Residence hall students who are exposed or who test positive for COVID-19 should plan to relocate to their home or their permanent residence. If they are unable to do so, they may be moved to a separate facility the College has established specifically designated for self-isolation.
- Students living on campus are considered adults and should they require medical attention, they are expected to seek medical care as needed and appropriate.

Food Service

- Food service/dining hall seating capacity has been rearranged and expanded to encourage social distancing. All dining areas will undergo frequent cleaning.
- New Plexiglas has been installed in the food service areas and other appropriate locations to help limit contact with others.
- All meals will be served in individual containers. Self-serve and buffet stations will be closed. In addition to serving meals in campus dining spaces, meals-to-go will be available.
- Food service employees are expected to wear masks and gloves while preparing and serving food in the food service areas of the campus.

- Food service will follow all appropriate restaurant guidelines as directed by state and local officials.
- The coffee bars in student services and Building Bridges for Success shall remain closed until further notice.

Athletics

- Practice and all intercollegiate competition will be conducted within the guidelines established by NJCAA, Region XIV, and state and local officials, as well as college guidelines and protocols.
- Student housing will be open and available to student athletes for the fall semester. (See Student Housing for additional information.)
- As the fall semester opens, the baseball and softball teams will not be together as full squads for practice. This is due to the spiking number of cases in Texas. Conditioning and or small workout groups may begin on September 7. Initially, practice for Galveston College's softball and baseball teams will be limited to outdoor individual workouts and/or strength training, or small or cohort groups working out together. (These small or cohort groups will correspond to the student's housing assignment or cohort group.) This situation could change from week to week. If things improve in regards to the pandemic, the next step would be to bring the team together to practice as a team. The next step would be inner squad scrimmages.
- At this time all school sponsored student travel, including travel for athletic purposes, has been suspended. If the situation improves, the teams might be allowed to scrimmage other college teams within a limited geographical area. All health protocols, would have to be strictly followed by both teams.
- These guidelines will be reassessed on an ongoing basis and will be updated, altered, extended, and/or lifted based on the best available information regarding COVID-19 and the pandemic.

Campus Facilities

- Water Fountains – All students and employees are encouraged to bring their own water bottle or container as water fountains will continue to be temporarily closed.
- Elevators – During the pandemic, the capacity of each elevator will be limited by the size of the elevator. After touching the elevator buttons, do not touch your eyes or face cover, but immediately wash your hands or use hand sanitizer after departing the elevator.
- As many College employees interact with students and the public, the College has modified a number of workspaces by installing Plexiglas barriers to maintain physical separation.
- Fitness Center and Gym – The Fitness Center and the gym will reopen with the start of the fall semester for students enrolled in college physical education courses as well as student-athletes participating in off season workouts and training. In the use of

the gym and fitness center, Galveston College will follow state and local guidelines regarding the use of a gym, fitness center, and/or other workout/training facilities. Equipment will be reset to help promote and enhance the required social distancing. Facial coverings will be required as set forth in the state and local guidelines for gyms, fitness centers, and/or other workout/training facilities. Other guidelines and/or restrictions may apply.

- Performances, Lecture Series, Activities, and/or Campus Events – Many events and/or activities will be offered virtually. Performances, the lecture series, and/or campus events that include a face-to-face component must follow all safety protocols, including but not limited to social distancing and the use of facial coverings. Additional restrictions may apply. All F2F performances and/or events must be approved in advance by the administration.
- Campus facilities and custodial staff will continue to follow all appropriate and enhanced cleaning guidelines and/or protocols during the time of the pandemic. In addition, employees and students need to participate and help keep their classrooms, laboratories, and/or work areas safe. Disinfecting spray and/or wipes will be provided. It is everyone's responsibility to share in the effort by spraying and/or wiping surfaces, equipment, and/or workspaces between users.
- Continue to ensure that HVAC systems are clean and operating efficiently. Further, the College should work to ensure that HVAC systems provide sufficient and appropriate outside/outdoor air into campus buildings.

Travel

- Students and/or employees who have traveled to a country for which the CDC has issued a Level 3 or Level 2 warning related to COVID-19 are expected to self-quarantine for 14 days, as recommended by the CDC, prior to returning to campus.
- Student Travel - All Galveston College sponsored student travel is suspended through the fall 2020 semester. The College will continue to monitor the pandemic and adjust travel restrictions, including travel for athletic purposes, as warranted and/or directed by state and local officials.
- Employee Travel - All travel for Galveston College employees is suspended through the fall semester, unless it is determined to be mission-critical or health-critical and has been approved by the College leadership. Employees are responsible for canceling all travel plans and reservations. Please note that the College will work with faculty and staff regarding incurred expenses for conferences or events that have been canceled or for conferences or events where the College has suspended travel.

Health Monitoring

- If and when we are able to phase out the front door screening, employees, students, and guests who come to campus will be required to self-monitor their health, as well as self-screen for symptoms of COVID-19. The College is currently considering the appropriate protocols and tools for students and faculty to use. More information will be forthcoming on this topic.

Reporting COVID-19, Testing, and Tracing (New: July 27, 2020)

- Students, faculty, and staff who test positive for COVID-19, who have been exposed to an individual who has tested positive, or who are experiencing symptoms consistent with COVID-19 are required to self-report.
- Additional information about Galveston College's COVID-19 reporting requirements and procedures will soon be released.

Timelines and Staffing

- Staffing –
    - o Facilities, maintenance, custodial, security, and IT employees are considered essential employees and are expected to continue to come to campus on established schedules.
    - o Faculty assignments and schedules will be set in accordance with College policy and procedures.
    - o Beginning July 20, the staffs of Counseling and Advising, Admissions and Records, Financial Aid, the Business Office, and Human Resources will be divided into teams. Generally, each team will work one week in the office while the other team(s) work remotely so that the College will be able to continue to provide both in person services and online academic and student support services. The teams will then swap places whereby the team that has been in the office is now working from home and the team that has been working from home is now in the office. Depending on the size of the staff in a particular office area and the needs of the College, this may vary somewhat by area/office. It may be that during some periods of time all teams will be needed on campus. Therefore, supervisors with the approval of the appropriate vice president may establish work schedules that best meet the needs of our students and the College.
    - o Other areas/offices will adopt similar plans as we continue to reopen our campus in preparation for the fall semester. It is anticipated that academic and student

support services will be offered both online and in-person through the fall semester and that only a portion of the staff will be on campus at any one point in time during the fall semester.

- o In order to effectively support College functions, employees are expected to continue fulfilling their normal job duties regardless of whether they are working on campus or remotely.
- o Please note that this staffing plan/guidelines are subject to change at any time. Changes may be based on the needs of the College, what we are advised by state and local officials, and/or what we understand about the pandemic.

- July 6 – Begin limited on-campus/in-person and online registration for summer II and fall 2020 classes
- July 13 – Summer II Classes Begin
- July 20 - Using the split team approach, begin limited in-person services for most campus areas/offices. Online services continue to be available for all areas of the College.
- August 3 – All campus areas/offices begin providing limited in-person services. Online services continue to be available for all areas of the College.
- August 10 – Return to regular work hours
- August 21 – General Assembly (Details to be announced at a later date)
- August 21 – Graduation (Virtual)
- August 26 – First Day to Move into Student Housing for the Fall Semester
- August 31 – Fall Classes Begin

Coming to Campus:

1. Entering a building/facility at the designated location:

a. Facial masks or face coverings will be required to enter the buildings. (For additional information see Face Covering Use on Campus.)

b. The temperature of faculty, staff, students, and/or other campus visitors will be taken on arrival each day. If fever is indicated, faculty, staff, students, and/or visitors will be asked to leave the buildings and seek medical guidance or assistance, as appropriate.

c. Faculty, staff, students, and/or other campus visitors will be screened for COVID-19 symptoms upon their arrival to campus. If symptoms are indicated, the individual will be asked to leave the building and seek medical guidance or assistance, as appropriate.

d. For individuals who are asked to leave the campus, please see section on Return to Campus for additional information.

e. For additional information on entering the buildings, please see Campus Screening Guidelines.

2. Once inside campus facilities:

a. Faculty, staff, students, and visitors shall maintain social distancing of at least 6 feet. Students, faculty, and/or staff shall wear appropriate PPE and follow other appropriate guidelines as may be established.

b. Students, faculty, staff, and visitors who are on-campus will be expected to wear masks or face coverings. (For additional information see Face Covering Use on Campus.)

c. Observe other applicable guidelines and instructions.

3. Entering a classroom, laboratory, or shop:

a. Before entering a classroom, shop, or laboratory, all individuals should wash or sanitize their hands.

4. Staying safe:

a. All classes must be conducted in accordance with CDC guidelines and other safety protocols, as appropriate.

b. Staff will disinfect facilities and workstations / equipment on a regular basis.

c. Staff will disinfect frequently touched surfaces (such as doorknobs, tables, chairs, restrooms, etc.) on a regular basis.

d. After each use or class period, the classroom and items that may have been touched by faculty, staff, or students shall be disinfected.

e. Training on CDC COVID-19 Guidelines for faculty, staff, and students will be provided as needed and appropriate.

f. There will be signs posted around campus as well as in the shops and labs listing some of the symptoms of COVID, fever, cough, shortness of breath.

g. There will be signs posted around campus as well as in the shops and labs reminding all to wear their mask/facial covering, to practice best hygiene practices, including the washing or sanitizing of hands, social distancing, etc.

COVID-19 Campus Screening Guidelines

Enter through the designated entry way.

- To ensure that everyone entering Galveston College or the Galveston College Charlie Thomas Family Applied Technology Center (ATC) is screened for COVID-19, there will only be a single entrance into each facility.
- Galveston College Main Campus: East door to the atrium in the Mary Moody Northen Center. Galveston College Charlie Thomas Family Applied Technology Center (ATC): Enter through building 3; once screened, individuals may then proceed to buildings 1 or 2.
- Individuals not wearing an appropriate mask or facial covering will not be admitted to the buildings.

Screening for Temperature and/or other Symptoms

- Temperature equal to or greater than 100.00 degrees F.
- Persistent productive cough
- Sore throat
- Loss of taste or smell
- Shortness of breath or difficulty breathing
- Chills
- Diarrhea
- Repeated shaking with chills
- Muscle pain
- Headache

Screening for Contact with an Individual who has COVID-19

- Screen for close contact with a person who has been confirmed within the past 14 days as having COVID-19

If temperature is less than 100.00 F, if there are no noticeable symptoms of COVID-19, and if there has been no known exposure to COVID-19, then the mask-wearing individual is admitted to College facilities. If someone screens positive for temperature or symptoms, this individual will be asked to leave the buildings and seek medical guidance or assistance, as appropriate.

Return to Campus

For individuals who are not admitted to campus because of one or more of the above stated symptoms or for an individual who develops one or more of these symptoms during the day while on campus (and who has been asked to leave campus), or for an individual who has had direct exposure to someone who has tested positive for COVID-19, these individuals will not be permitted to return to campus until:

- The individual completes a 14-day self-quarantine period without COVID-19 symptoms, or
- The individual is tested and provides a negative test result for COVID-19 (SARS-COV-19). An antibody test is not sufficient.

In the case of a faculty member, staff member, or student, or campus visitor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional, the individual is assumed to have COVID-19, and the individual may not return to campus (classrooms, laboratories, etc.) until that individual has completed the same three-step criteria listed above; or, If the faculty member, staff member, student, or campus visitor has symptoms that could be COVID-19 and wants to return to campus before completing the above isolation period, the individual must obtain a medical professional's note clearing the individual to return to campus based on an alternative diagnosis. Before returning to campus, individuals (faculty, staff, or students) who have had close contact with a person who has a confirmed case COVID-19 shall complete a 14-day self-quarantine period from the date of last exposure.

Face Covering Use on Campus

- The Centers for Disease Control and Prevension (CDC) is currently recommending that everyone wear a face covering over the mouth and nose in a public setting.
- If you are on campus, you are expected to use an appropriate face covering while walking to and from your class or work location, during classes or labs, and/or at other times. It is also recommended that even with a mask you maintain an appropriate social distance.
- Cloth face coverings, as recommended by the CDC, are perfectly acceptable. You may wear a N95 or surgical mask if you already have one in your personal possession. However, these supplies are considered critical supplies and are not necessary to meet the face covering guidelines. Your cloth face covering should be routinely washed depending on the frequency of use. Regular machine washing and drying should be sufficient.
- Be careful not to touch your eyes, nose, or mouth when removing your cloth face covering. Wash your hands immediately after removing and handling prior to laundering.

- Faculty may lecture in face shields if desired. Face coverings must be worn elsewhere on campus, including but not limited to, the hallways, outer offices, and while entering and exiting the building.
- The requirement for wearing a face covering on the GC campus will continue until further notice.

Computer Specifications (Recommended minimum computer specifications)

Beginning in the fall of 2020, a computer is required for every class at Galveston College.*** Recommended minimum student computer specifications*: A laptop or notebook (mobile workstation) with the following minimum specifications*:

Screen Size:	13" to 15"
Display Resolution:	1920 by 1080
Memory:	4 GB to 8GB
Processor:	Intel Core i3 – equivalent or better
Hard Drive/Storage:	256GB SSD
Keyboard:	Standard Integrated Keyboard
WIFI:	WIFI enabled
Other:	Integrated webcam, microphone, and speakers**
Examples:	Minimum examples include, but are not limited to: Dell Inspiron 14-3000 Dell Inspiron 15-3000 Dell Inspiron 5000 Dell Latitude 3500 HP Notebook 15 HP 250 G7 Equivalent or better computers are acceptable

*Students enrolling in high technology or engineering programs of study should check with their instructor for additional and/or other computer requirements.

**Instead of using your computer's microphone and speakers when participating in an online discussion in public places (such as the College library), headphones (or earbuds) with an integrated microphone are recommended.

***Financial aid recipients may be eligible for additional funding to cover this purchase, while other students may have access to emergency aid or the student computer loan program. Please contact the Financial Aid Office for additional information.

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