

## Procedure 6.901

### Temporary COVID-19 Virus Response Procedure

Beaufort County Community College will adhere to the following procedures regarding mitigation of COVID-19 virus transmission on campus. These procedures are temporary and will be in effect from a date selected by Senior Staff to a date when the Senior Staff deems the COVID-19 pandemic safely under control, at which time it will discontinue the procedure. For its duration, this procedure will supersede any other existing College procedure related to matters contained herein. This procedure may be re-instated at any time at the discretion of Senior Staff for mitigating future COVID-19 pandemics.

1. Develop and distribute campus signage stating that members of the general public except prospective students and their parents/guardians are not allowed in any campus building. Only students, prospective students and their parents/guardians, faculty, staff, trustees, and Foundation directors are allowed in campus buildings until further notice. Any guest seeking to visit a college building should contact the Office of the President to request access. Members of the general public may use the walking trail, outdoor exercise stations on the walking trail, and the disc golf course at their own risk. Members of the general public using the walking trail, outdoor exercise stations, or disc golf course are not allowed to enter any campus building for the purposes of visiting the restroom or using other facilities inside the building. Members of the public using the outdoor exercise stations or disc golf course should take the appropriate precautions to sanitize their personal belongings before and after each use.
2. Sanitize classrooms after each class meeting; this will require hourly cleaning in each building on campus, including Early College and any evening classes. At the end of each class meeting, custodians or individual faculty members or other employees will spray disinfectant solution provided in the classroom on desks, tables, computers, equipment, and other surfaces used by students or faculty. Employees performing this activity should wash their hands immediately upon completion.
3. Sanitize each entrance and exit to each building on an on-going, all-day basis. Sanitize vending machines and water fountains on an on-going, all-day basis.
4. Place sanitizing stations at the entrances and exits to all buildings.
5. Require the wearing of masks by all students, prospective students, faculty, staff, and guests while in the classroom setting and inside buildings; masks are not required outside campus buildings when individuals are at least six feet apart. Masks must be made of solid materials with no holes or gaps and worn tightly against the face fully covering mouth and nose. Failure to wear masks inside campus buildings constitutes

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an interruption in either instruction or the operation of the College. Individuals not wearing masks as required will receive a warning from College staff and be given a mask, if necessary. A second warning will result in a student conduct violation or employee sanction by the individual's supervisor, and, if necessary, Campus Police will escort such students, faculty, staff, prospective students and parents/guardians, or guests outside campus buildings. The College ADA coordinator will work with students with disabilities who might not be able to wear a mask regarding reasonable accommodations.

6. Mark off six feet distances in locations where students and/or staff may gather in groups (library, student services, lounge, building 8 entrance). Use bright tape or special six-foot icons. Rearrange furniture in gathering points to eliminate group seating and to space individual seating at least six feet apart.
7. Post signage at the entrance to each building and in each classroom that reminds students, prospective students, faculty, and staff to social distance by six feet, that masks are required inside buildings, and to wash hands frequently.
8. Post signage at the entrance to each building and in each classroom requiring students, prospective students, faculty, and staff to immediately self-report fever or other COVID-19 symptoms via telephone or email to an appropriate vice president, dean, director, or faculty member (student) or to a supervisor (faculty/staff). Signage should also state that any person with COVID-19 symptoms is not allowed to enter the building.
9. Any student, prospective student, faculty/staff member, or guest with a confirmed case of COVID-19 must self-report via telephone or email to the Vice President of Administrative Services immediately upon confirmation. The Vice President of Administrative Services will immediately inform the county health department for the county in which the individual is a resident and the county health director for Beaufort County. The Vice President of Administrative Services, in cooperation with the director of the Beaufort County Health Department, will then work with faculty or staff as necessary to track all individuals with whom the infected individual has had contact, communicate with these individuals and the appropriate county health director(s), and require those contacted to remain off-campus for at least 14 days. No COVID-infected individual will be allowed back on campus until at least 5 days after providing a negative COVID-19 test from a health care professional and 72 hours with no fever and no use of fever-reducing medications. No individual with whom the COVID-infected individual has had contact will be allowed on campus for at least 14 days after last contact with the infected individual and must be asymptomatic for COVID-19 for at least the previous 72 hours prior to returning to campus.
10. Install plexiglass guards on public-facing, customer service-based offices, such as the library, Financial Aid, Admissions, and the Registrar, and in the student testing room.

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11. Cordon off every other sink and urinal in order to ensure safe social distancing in public restrooms.
12. Purchase cloth masks in bulk and provide one to each student, faculty, and staff member, as needed.
13. Provide faculty and staff with personal sanitizing solution, as supplies allow.
14. Place webcams and audio equipment in each classroom, if applicable, with capability for live, interactive audio-visual feed during each class session via Blackboard Collaborate, Teams, or Zoom.
15. Re-open the College Grill for take-out orders only; remove all seating. Provide appropriate plexiglass barriers at counter, sanitize public spaces continuously, and mark off six-foot distances within the café. Require staff in the College Grill to adhere to Interim Guidance for Restaurants as distributed by NC DHHS May 22, 2020. (<https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Restaurants-Phase-2.pdf>).
16. Use the rear half of the Boyette Conference Center as a student lounge with tables; monitor space for adherence to social distancing and mask requirements.
17. Use the front half of the Boyette Conference Center as a temporary distance learning lab with tables and chairs; distribute ear bud/microphone sets for students; monitor for adherence to social distancing and mask requirements.
18. Pending return to clinical rotations in medical facilities, take the daily temperature of each student, faculty, and staff member who works in the nursing and allied health programs at the College. Prohibit the assignment of allied health students to care of patients who are known to be positive for COVID-19.
19. The College Library will be open to students, faculty, and staff only. Library staff will provide curbside service for members of the general public who reserve materials in advance via telephone or the library website.
20. Suspend patron services in the Cosmetology salon until such time that is safe resume services.
21. Modify instructional modalities and schedules for instruction and support services as necessary for safety and social distancing.

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### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### History

**Leadership Council Review/Approval Dates:** *Enter date(s) here*

**Senior Staff Review/Approval Dates:** *06/30/2020*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*