



Kansas City Kansas  
Community College™

# BLUE DEVILS COMEBACK PLAN

October 29, 2020

## I WELCOME TO FALL 2020 SEMESTER BLUE DEVILS!

Kansas City Kansas Community College has been working diligently to proactively plan for the health and safety of our campus community. The Blue Devil Fall 2020 Plan provides updates of what to expect this semester.

The Blue Devil Fall 2020 Plan is guided by information collected from several organizations with expertise in the field of disease control and public health preparedness. The ensuing comprehensive plan is provided as a guide of best practices and contains requirements KCKCC is implementing to help ensure the health and well-being of our entire college community.

This plan begins August 1, 2020 and will be in effect for the Fall 2020 semester which ends December 18, 2020. The plan will be amended as needed and as new information becomes available. A Spring 2021 plan will be provided at a later time. On-going announcements and more details will be posted at the [KCKCC COVID-19](#) website.

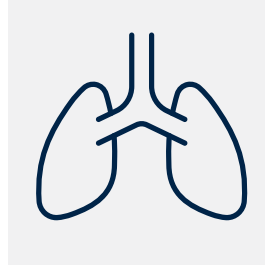
As a reminder, Symptoms of COVID-19 include: fever, cough, shortness of breath, sore throat, headache, chills, body aches, fatigue (tiredness), nausea/vomiting/diarrhea, loss of taste or smell.



Fever



Cough



Shortness of breath



Sore throat



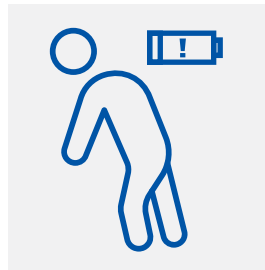
Headache



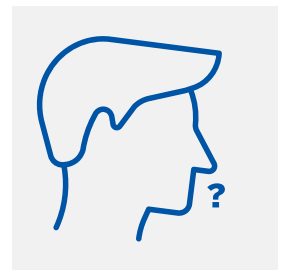
Chills



Body ache



Fatigue (tiredness)

Nausea/vomiting/  
diarrhea

Loss of taste or smell

## Guiding Principles as We Welcome Back the Blue Devils for Fall 2020

- ▶ Stay home if you have symptoms of illness and seek professional medical care if needed.
- ▶ Employees who seek a workplace accommodation due to having a high-risk medical condition as defined by the CDC for the COVID-19 virus should contact Human Resources for further instruction.
- ▶ [Wyandotte County Local Health Order LHO 6/27/20](#), employees, guests and students must wear a face covering over the mouth and nose.
- ▶ Face coverings will be available at the main front desk of most departments for guests that do not have a face covering.
- ▶ Employees will be provided two cloth masks and are responsible for their care and cleaning. If an employee has not yet received 2 cloth masks, please contact College Police at 913-288-7636.
- ▶ Wash or sanitize hands each time, before and after, touching face or face covering.
- ▶ Physical distancing of 6-feet, or until such time as that recommendation is changed, must be maintained by all individuals within KCKCC facilities.
  - For lab activities that indicate a need to be closer than 6-feet, the dean must approve the activities prior to them occurring.
- ▶ Breakrooms and common areas that encourage gatherings of multiple individuals or not



maintaining appropriate physical distancing will be closed. Exceptions will be made for the use of copy / multi-function machines or for the picking up of campus mail.

- Communal refrigerators, coffee pots, and other high touch devices that encourage contact by multiple people will be unplugged (if possible) and off-limits.
- Microwave ovens will be available for use. Individuals must sanitize after use with provided disinfecting wipes.
- ▶ Employee desks should be cleared and cleaned daily.
  - Custodial team members do not clean personal desks, tables or other hard surfaces within private offices; therefore, employees will be provided items to disinfect their work surfaces daily.
- ▶ Sanitation stations, including hand sanitizer, disinfectant wipes and other items will be placed throughout KCKCC facilities.
- ▶ High traffic, common and frequented areas will be disinfected nightly by means of electrostatic sanitizing equipment.
- ▶ If a positive case of COVID-19 is identified in a KCKCC facility, the appropriate cleaning protocols and contact actions will be initiated.

## I KCKCC Business Operating Hours

- ▶ All KCKCC locations will follow normal hours of operation.

## I Face Coverings

Employees must wear a face covering over the mouth and nose in all common areas. Face coverings are not required to be worn in private offices, when the employee is alone. Employees must wash or sanitize hands (sanitizer will be available at entry locations) upon entering and exiting the building and throughout the day. Not wearing a face covering over the mouth and nose, or abiding by physical distancing requirements will result in you being asked to leave the facility.

In compliance with the [Wyandotte County Local Health Order LHO 6/27/20](#), and expectations of KCKCC all employees, customers, visitors, members, or members of the public to wear a mask or other face covering when:

- ▶ Employees are working in any space visited by customers or members of the public, regardless of whether anyone from the public is present at the time;
- ▶ Employees are working in any space where food is prepared or packaged for sale or distribution to others;
- ▶ Employees are working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;



- ▶ Customers, members, visitors, or members of the public are in a facility managed by the business or organization; or
- ▶ Employees are in any room or enclosed area where other people are present.
- ▶ Masks must be worn while outdoors in public spaces and unable to maintain a 6-foot distance between individuals (not including individuals who reside together) with only infrequent or incidental moments of closer proximity.

### It is important to wear a mask or cloth face covering appropriately

- ▶ This means that it must cover both your mouth and nose.
- ▶ Do your best not to touch your mask or your face. If you need to adjust your mask, clean your hands with soap and water or hand sanitizer before and after touching your mask or face covering.
- ▶ Cloth face coverings that you can make with items around your home are effective at helping reduce the spread of COVID-19. You do not need a surgical mask or other medical-grade mask, and it is best to reserve those supplies for healthcare workers.
- ▶ The primary purpose of mask is to protect others in case you may be carrying the virus, even if you don't have symptoms. If we all wear masks, we are all helping protect one another, and especially protect those most vulnerable to serious illness.

Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-gettingsick/diy-cloth-face-coverings.html>

Using Personal Protective Equipment: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

## I Employee Guidelines for Entering KCKCC

- ▶ Employees who have symptoms of acute respiratory illness (new cough, shortness of breath or difficulty breathing) are recommended to notify their supervisor, notify HR, and stay home.

Employees with at least two of the following new symptoms will be asked to self-isolate:

- a. Fever or chills
- b. Fatigue
- c. Muscle or body aches
- d. Headache
- e. New loss of taste or smell
- f. Sore throat
- g. Congestion or runny nose

- h. Nausea or vomiting
- i. Diarrhea

They can return to work/school: 10 days from the onset of symptoms OR they are fever free for 72 hours, without medication that reduces fever AND other **symptoms** have improved. Whichever is longer. Re-testing is not required to return to work/class.

## I Isolation of a Person Under Investigation

Updated guidance from KDHE effective Aug. 24, 2020: <https://www.coronavirus.kdheks.gov/DocumentCenter/View/1380/Guidance-for-Reopening-Colleges-and-Universities-PDF---8-24-2020?bidId=>

A Person Under Investigation (PUI) is someone who is suspected of having COVID-19 disease. A person who is being tested for COVID-19 is required to be in isolation until test results are received. Possible outcomes of the test result include:

- ▶ If the test result is positive, then the person becomes a case or
- ▶ If the test result is negative and the person has a known exposure, then the person must finish their quarantine period, or
- ▶ If the test result is negative and there was no known exposure, then the person is released from isolation.

## I Employees – Close Contact

HR and the College Nurse will make recommendations to individuals identified as close contacts based on the current Wyandotte County Guidelines:

Close contact is “anyone who was confirmed to be within 6-feet of an infected individual (a case) for at least 10 minutes (with or without a face covering) or had contact with bodily secretions (for example, being sneezed or coughed on) from a case, while the case is infectious.” Anyone who was confirmed as a close contact should be considered exposed to COVID-19 and should self-isolate for 14 days after exposure AND get tested for COVID-19, 7-9 days after they were exposed.

No action is required for individuals who were NOT within 6-feet of an infected person for at least 10 minutes. Individuals can get tested for COVID-19 if they choose to do so, but it is not required.

## I Employees – COVID-19 Positive with Symptoms

In compliance with COVID-19 isolation guidance from the Unified Government Public Health Department, the infected individual must self-isolate. They can return to work/school:

10 days from the onset of symptoms OR they are fever free for 72 hours, without medication that reduces fever AND other symptoms have improved. Whichever is longer. Re-testing is not required to return to work/class.

## I Employees – COVID-19 Positive, but No Symptoms

- ▶ Employees who have tested positive, but are not exhibiting symptoms must self-isolate. In compliance with COVID-19 isolation guidance from the Unified Government Public Health Department, the infected individual must self-isolate.

If the case is asymptomatic, then they should stay home for 10 days since the day their sample was taken. If they develop symptoms during this 10-day period, then they would begin a new isolation period as described above for symptomatic cases.

## I Employees – COVID-19 Symptoms (mild, non-life threatening symptoms) with a Negative Test

Employees that are exhibiting symptoms should stay home and contact their supervisor and Human Resources. Employees with mild symptoms (non-life threatening), a negative COVID-19 test result, and no known exposure may return to work 72 hours after being symptom free. Employees that do not have a negative test result, have 2 or more symptoms and no known exposure will need to self-isolate for 10 days past symptom onset or 72 hours, whichever is longest.

## I Employee use of Leave

Employees may be required to use their leave related to the COVID-19 pandemic and will be reviewed on a case by case basis. There may be a special circumstance which requires additional consideration. In general, the following guidelines will apply while in a self-isolation from the College:

- ▶ An employee who tests positive for COVID-19 will not be required to take leave for the first 14 days of quarantine or incapacitation. An employee will be required to use leave after the first



14 days. Sick leave must be used first and then other types of leave can be used.

- ▶ An employee who chooses to self-isolate at their own discretion will be required to take leave.
- ▶ An employee who has been identified as a “close contact” of a COVID-19 positive person and has been directed by the College or has an order to self-isolate by a medical professional, Federal, State, or local government will not be required to use their leave during the 14-day quarantine period.
- ▶ Employees that have exhausted their FFCRA leave and have a COVID-19 related incident due to being symptomatic will be required to use their accrued leave during their absence from work. Employees that decide to obtain a COVID-19 test will be required to take a test within 24 hours of notifying Human Resources of their symptoms and provide Human Resources with the test results no later than 4 days from notifying Human Resources. Employees that choose to obtain a COVID-19 test during this time will not be required to use their leave.

## **Employees – notified by student of positive COVID-19 test result, or experiencing symptoms**

If a college employee receives notification from a student in their class/program that the student received a confirmed positive COVID-19 test, or are experiencing symptoms, the college employee should contact the KCKCC Student Health Services Office at [nurse@kckcc.edu](mailto:nurse@kckcc.edu) or 913-288-7683 and report the student’s name and contact information.

## **Students - COVID-19 Positive or Close Contact**

- ▶ Students who tested COVID-19 positive, have COVID-19 symptoms, or were in close contact with a COVID-19 patient, should NOT come to campus and should contact the KCKCC Student Health Services Office at [nurse@kckcc.edu](mailto:nurse@kckcc.edu) or 913-288-7683.
  - a. In compliance with COVID-19 isolation guidance from the Unified Government Public Health Department, sick or symptomatic individual’s must self-isolate. Individuals may return to work/school:
    - 10 days from the onset of symptoms OR they are fever free for 72 hours, without medication that reduces fever AND other symptoms have improved. Whichever is longer. The student should monitor [symptoms](#) and call a doctor if concerned about the symptoms. Re-testing is not required to return to class.

## I Students - COVID-19 Positive, but No Symptoms

Students who tested positive, but continue to have no symptoms, should NOT come to campus and should contact the KCKCC Student Health Services Office at [nurse@kckcc.edu](mailto:nurse@kckcc.edu) or 913-288-7683.

*Please refer to the KCKCC fall 2020 student come back plan for additional student related details.*

## I Guest Guidelines for Entering KCKCC Locations

Scheduling an appointment and taking advantage of remote/online meetings is highly recommended. However, we will accept walk-ins based on availability while maintaining physical distancing protocols and wearing of face covering over mouth and nose. Be aware that scheduled appointments have priority over walk-ins.

Guests who have symptoms of acute respiratory illness (new cough, shortness of breath or difficulty breathing), or exhibiting other signs of COVID-19 must not visit any KCKCC location. Guests who have been exposed to COVID-19 within 14 days of their intended visit to KCKCC must reschedule.

Guests must wear a face covering over the mouth and nose. Guests must also sanitize hands (sanitizer will be available at all entry locations) upon entering and exiting the building. Not wearing a face covering over mouth and nose, or not abiding by physical distancing requirements will result in you being asked to leave the facility.

Hand Washing: <https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Using Personal Protective Equipment: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

## I Physical Distancing

While on campus, all employees, students, and guests must maintain a 6-foot physical distance from others as much as possible. Workspaces, including student classroom spaces and shared employee offices, should be adjusted to maintain 6-feet of distance. Plexiglass barriers will remain in place for front-line staff where the primary function is greeting or routing students and guests.





Physical Distancing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

## I Meeting Rooms

Whenever possible, in-person meetings should be replaced with virtual meetings. The standard room capacity for meeting rooms and personal offices will be reduced to ensure at least 6-feet of space between all participants.

When possible, tables and chairs will be removed to support proper physical distancing. Cleaning supplies will be available to disinfect work surfaces or frequently touched areas. Meeting times should be held to a minimum to accomplish the meeting objectives. Employees should not linger and socialize after essential meetings.

There should be no serving of food at any meetings or gatherings. Meeting attendees should clean and disinfect all table surfaces, chairs, and computer equipment at the conclusion of each meeting. Cleaning supplies will be available in all conference rooms or can be obtained from the office area.

## I Elevators

KCKCC's custodial team will regularly clean and sanitize frequently touched surfaces such as buttons outside and inside elevator cars. When considering the use of an elevator, the cautions below should be observed:

- ▶ Avoid use if possible
- ▶ Maintain physical distancing in elevators as much as possible
- ▶ Avoid overcrowding
- ▶ Take the stairs or wait for the next elevator
- ▶ Limit the number of people getting into the elevator at the same time
- ▶ Consider only riding the elevator with own party or alone
- ▶ When possible, use your elbow, or another object, like a pencil, to push the elevator buttons
- ▶ Wash your hands or use hand sanitizer after riding an elevator
- ▶ The Centers for Disease Control & Prevention (CDC) recommends covering your mouth and nose with a cloth face covering when in public. To maintain safety, consider an elevator a public space and cover your mouth and nose when riding
- ▶ Follow all general hygiene tips, such as coughing into your elbows and not your hands
- ▶ Avoid touching your face after pushing the button

## I Classes and Labs

A tremendous amount of planning has gone into how classes will be offered to help ensure students' continued success this fall. Given the current environment that the COVID-19 pandemic has created, KCKCC will be offering classes in four ways for the coming semester:

- ▶ **Face-to-Face:** Approximately 30 percent of general education courses this fall will be offered face-to-face at one of KCKCC's physical locations. The college is taking extra precautions to help ensure the safety of both students and employees, including reducing face-to-face class sizes and replacing some furniture to maximize physical distancing. At a minimum, KCKCC will follow all current county guidelines, and face masks may be required. Multiple sanitation stations have been distributed across all facilities, and class times have been adjusted to reduce high student traffic in the hallways between classes.
- ▶ **Online:** A significant number of courses will be offered in a traditional online format. Traditional online courses are delivered online, but do not have scheduled class meeting times. These courses will be listed as "online" in the class schedule.
- ▶ **Virtual:** Other courses will continue to meet on a set schedule, but will do so online through Zoom or another video technology, as shown in WebAdvisor. For example, you might have a virtual class that will meet through Zoom from 10:00 am–10:50 am. Monday, Wednesday and Friday. The exact meeting days and times will be shown on WebAdvisor and on your class schedule. Virtual courses will be listed as "virtual" in the class schedule.
- ▶ **Blended:** Classes that are delivered in a blended format will meet both face-to-face and online. These will be designated as "blended" in the class schedule.

Regardless of class delivery at the beginning of the fall semester, almost all classes will transition after Thanksgiving Break to a virtual or online format. Unless specifically identified, students will not physically return to KCKCC locations following Thanksgiving Break to complete the semester. The last week of classes, Nov. 30 to Dec. 7, as well as course finals will be completed online.

## I Facility Rentals and Special Events

KCKCC is putting health and safety at the forefront when looking at hosting events that traditionally bring large groups of people into confined spaces. As such, every event will be reviewed and considered on an individual basis relevant to the number of anticipated people, the venue and the status of COVID-19 at the time. Forms are currently being modified to provide more information and ask additional questions to assist the college in the decision-making process.

## I Travel

All essential travel regardless of transportation mode must be pre-approved by the employee's respective Cabinet member. Employees should not carpool with other employees, or those outside of their immediate household in college or personal vehicles.

All college owned vehicles will be electrostatically disinfected after each use.

If an employee travels for a personal trip outside of the KC metro area, please contact the Human Resources Department to determine if self-isolation will be necessary upon return.

Employees must notify the Human Resources Office if guests from outside Metro KC or out of state are staying or visiting at their home. Employees may be subject to a fourteen day self-isolation.

Household travel that is elected and within the scope of the employee's control, requires self-isolation, and the employee is not able to work from home, will require the employee to use their leave.

Travel guidelines: [Kansas Department of Health and Environment](#) (KDHE)

## I Facilities Cleaning Practices

Enhanced cleanings of all common areas and classrooms will be performed twice daily, including regular disinfecting of frequently touched surfaces (door handles, hard surfaces, tables, chairs, etc.). Electrostatic disinfecting of all common and classroom areas will also occur every night, Monday - Friday. Additional cleaning supplies will be available for students and instructors to clean learning spaces after use. Hard surfaces such as desktops, tables, etc. in private offices are not cleaned by facilities services. Employees should clean and disinfect tabletops, desktops, cabinets, etc. within their own office space. Cleaning supplies will be made available in each office area.

When there is adequate negative pressure to do so, the main entry doors to multi-stall restrooms will be left open. Where restroom doors cannot be kept open, employees should use a paper towel to open the door after drying hands and place the towel in a trash receptacle that will be next to the door. Restrooms have hand sanitizer dispensers next to the door. Employees are encouraged to sanitize hands after opening the restroom door as an option to using paper towels. Hand air dryers will be taped off and should not be used.

All restrooms will be cleaned and disinfected a minimum of twice daily. High touch surfaces will receive additional sanitizing throughout the day.

Drinking fountains at all locations will be taped off and disabled. The water bottle filling capability



at these stations will remain available. Individuals are encouraged to fill personal water bottles and/or bring personal beverage.

HVAC systems in college offices, rooms and spaces will be operated to best provide available ventilation for all areas. Where possible, office doors should remain open to provide additional ventilation as well as reduce the frequency of touches on door handles. Auxiliary fans have been removed from classrooms and common areas to prevent air from being blown directly on individuals. Employees should not use fans/heaters of any kind within offices or workspaces.

How to clean and disinfect: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## I Testing Sites

- ▶ [Wyandotte County Symptoms and Testing Information](#). COVID-19 can be confirmed by lab testing, which is available at multiple locations in Wyandotte County. Testing is available for free to people who live or work in Wyandotte County at multiple community locations, including the UGPHD and a rotating weekly schedule of “pop-up” sites coordinated by the Wyandotte County Health Equity Task Force.
- ▶ [Leavenworth County Testing Information](#)
- ▶ [Johnson County Testing Information](#)

## I Additional Resources

KCKCC COVID-19 website: <https://www.kckcc.edu/communications/covid19/index.html>

County COVID-19 website: <https://alpha.wycokck.org/Coronavirus-COVID-19-Information>

State plan or COVID-19 website: <https://covid.ks.gov/ad-astra-a-plan-to-reopen-kansas/>

CDC COVID-19: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

If you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

*Legal and Medical Disclaimer: The information contained in this document does not constitute legal or medical advice.*