



BLUE DEVILS COMEBACK PLAN

May 11, 2020

I WELCOME BACK BLUE DEVILS!

The safety of all Blue Devils is KCKCC's highest priority. Implementing safety protocols and requirements, and conducting ourselves in responsible manners as we gradually reintegrate into our buildings, offices, classrooms, labs and other spaces to serve our students and community will be key to the success of the plan.

KCKCC's **Blue Devils Comeback Plan** is guided by information collected from several organizations with expertise in the field of disease control and public health preparedness. Key documents that were considered when developing this plan were: Interim Guidance for Administrators of US Institutions of Higher Education (Center for Disease Control), Ad Astra: A Plan to Reopen Kansas (Kansas, Office of the Governor) and ReStartWYCO (Wyandotte County Health Department/U.G.).

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 will begin Monday, May 18 and be in effect for the summer 2020 term which ends July 22nd. The plan will be amended as needed as new information becomes available. A fall 2020 plan will be provided at a later time.

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. **For ease of information organization and knowledge sharing, the plan is divided into major categories, and a list of overarching guiding principles are provided directly below:**

I Guiding Principles as we Welcome Back the Blue Devils

- ▶ Stay home if you have symptoms of illness and seek professional medical care if needed.
- ▶ As possible, employees will, with the approval of their supervisors, balance working from College locations and continuing to work from home.
- ▶ Employees who seek a workplace accommodation to work from home or any other type of 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.
- ▶ Any person wishing to enter any KCKCC facility (see below for entry points) will be required to:
 - show picture ID **or** provide contact information, check-in and identify location/offices desired to visit
 - have temperature taken using touchless digital thermometers
 - ▶ Individuals with a temperature above 100°F will be asked not to enter and will be provided instructions to contact the health department for COVID-19 testing.
 - ▶ Individuals may return to campus when symptom free for 72 hours with no use of medicine and it has been more than 10 days since symptoms started (per CDC guidelines) **or** can produce a negative COVID-19 test
 - wear a face covering at all times, unless an employee is working in their personal single office and greater than 6-feet from other individuals. Wash or sanitize hands each time, before and after, touching face or face covering.
 - ▶ Disposable face masks will be provided by the College.
 - ▶ College employees are asked to please help defer expenses by providing their own face coverings if possible.
- ▶ Any person not wearing a face covering or abiding to social distancing requirements will be asked to leave the facility.
- ▶ Physical/social distancing of 6-feet, or until such time as that recommendation is changed, must be maintained by all people 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, microwave ovens and other high touch devices that encourage contact by multiple people will be unplugged (if possible) and off-limits.



- ▶ 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.
- ▶ Social distancing posters and space indicators will be displayed.

I KCKCC Business Operating Hours

- ▶ KCKCC Main Campus; Monday through Friday 8:00 am to 4:30 pm.
- ▶ KCKCC Technical Education Center; Monday through Friday 7:00 am to 6:30 pm when evening classes are in session and to 4:00 pm when they are not.
- ▶ KCKCC Pioneer Career Center; Monday through Friday 8:00 am to 4:30 pm.
- ▶ Employees may enter one hour prior to operating hours.
- ▶ Employees needing to enter college buildings outside of these hours must contact College Police prior to arriving on campus and will be required to follow established screening protocol.

I Buildings with Alternate Opening Dates and or Times

- ▶ Fire Science – Will open on June 1 for lab assistants and June 8 for students.
- ▶ TEC 1, TEC 2 (Automotive) and TEC 3 (Collision) - beginning June 8 through June 27, will be open from 7:30 am to 8:00 pm to accommodate students who need to finish assignments or incomplete grades from the Spring semester.
- ▶ TEC 1, TEC 2, and TEC 3 – beginning June 29 will be open 7:00 am to 5:00 pm
- ▶ Learning Commons – 8:00 am to 4:00 pm beginning June 8
- ▶ Fieldhouse – Will open July 1.

I Employee Guidelines for Entering KCKCC

All employees must show valid identification, check in and be screened for fever or signs of COVID-19 at identified entry points, prior to being welcomed into college buildings. Identified



entry points are provided below. After being screened by a no-touch thermometer and having a body temperature of 100°F or less, employees will report to their work location. Employees with temperatures above 100°F may return to campus when symptom free for 72 hours with no use of medicine and it has been more than 10 days since symptoms started (per CDC guidelines) **or** can produce a negative COVID-19 test.

Employees must wear a face covering 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 or abiding by social distancing requirements will result in you being asked to leave the facility.

Employees desiring to enter KCKCC locations outside of normal operating hours and on weekends must call ahead to notify College Police of arrival time and must go to that location's College Police Office to check in and have their temperature checked.

I Student and Guest Guidelines for Entering KCKCC

Scheduling an appointment and taking advantage of remote/online student services is highly recommended. However, we will accept walk-ins based on availability while maintaining social distancing protocols. Be aware that scheduled appointments have priority over walk-ins. Please refer to KCKCC COVID-19 webpage for contact information to make appointments. <https://www.kckcc.edu/communications/covid19/covid19-contact.html>

Students are encouraged not to bring guests, or limit the number of guests they bring, to their appointment. All students and guests will be screened for fever or signs of COVID-19 at identified entry points, prior to being welcomed into college buildings. Identified entry points are provided below. After being screened by a touchless thermometer and having a body temperature of 100°F or less students and guests will then check-in and provide the following information:

1. Provide valid photo identification **or** provide contact information
2. Provide reason for visit
3. Provide name of employee/office desiring to visit

After checking in, students and guests will receive a date specific disposable bracelet for entry. All students and guests are required to wear a face covering during the visit. Students and guests must sanitize hands (sanitizer will be available at all entry locations) upon entering and exiting the building and throughout the day. Not wearing a face covering or abiding by social 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 Social and Physical Distancing

While on campus, all employees, students and guests must maintain 6-foot social distancing 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 be provided to front-line staff where the primary function is greeting or routing students and guests.

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

I Entry Points

Employees

Employees wishing to enter **KCKCC - Main Campus** at 7250 State Avenue, the identified entry point is the Mathematics / Science building doors (near the KCKCC Foundation).

Students and Guests

Students and guests wishing to enter **KCKCC - Main Campus** at 7250 State Avenue, the identified entry point is the Main Admission Doors (near the exterior flag poles).

Employees, Students and Guests

Employees, students and guests wishing to enter **KCKCC- Learning Commons** at 7250 State Avenue, the identified entry point is the main door on the West side of the building.

Employees, students and guests wishing to enter **KCKCC - Technical Education Center** at 6565 State Avenue, the identified entry point is the Main Entrance (near the College Police suite).



Entry into the exterior technical skills labs and classrooms will not be permitted without the required daily wristband provided upon successful check in.

Employees, students and guests wishing to enter **KCKCC - Automotive Technical Education Center** at 6736 State Avenue, the identified entry point is the Main Entrance (South side facing State Avenue).

Employees, students and guests wishing to enter **KCKCC - Automotive Collision Technical Education Center** at 6736 State Avenue, the identified entry point is the Main Entrance (South side facing State Avenue).

Employees, students and guests wishing to enter **KCKCC - Fire Science Technical Education Center** at 6840 State Avenue, the identified entry point is the Main Entrance (South side facing State Avenue).

Employees, students and guests wishing to enter **KCKCC - Pioneer Career Center** at 1901 Spruce Street in Leavenworth, KS, the identified entry point is the Main Entrance door.

Buildings that will remain closed to students and guests during Summer Term

To mitigate the potential spread of COVID-19 not all buildings will be open to students or guests during the summer 2020 term June 8 - July 22. Below is a current list of buildings that will remain closed to students and guests:

Continuing Education Building (CEB)
Wellness Center

Meeting Rooms

Whenever possible, in-person meetings should be replaced with virtual meetings. Essential in-person meetings should be limited to employees only, wearing of face coverings and social distancing should be maintained. The standard room capacity for meeting rooms and personal offices will be reduced to ensure at least 6-feet of space between all participants.

Signs will be posted on all meeting rooms and classrooms to communicate new capacity. When possible, tables and chairs will be removed to support proper social 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

- ▶ Avoid use if possible
- ▶ Maintain social 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

For Summer 2020, classes that were originally offered in a face-to-face format will now be offered in one of the following three formats:

1. If the class is currently a lecture class and does not have a lab component, it will be offered 100% online. All previously scheduled ground classes have been changed to an online delivery.
2. For most classes that DO have a laboratory component, such as Biology 121 or most Career and Technical Education (CTE) courses offered at the Technical Education Center (TEC) or Pioneer Career Center (PCC), the lecture portion of the class will be offered online. Beginning June 29, the lab portion of the class will be offered in a face-to-face format on campus. During this face-to-face component, social distancing and other mitigation efforts will be required. Please contact the specific instructor for the class you are interested in for additional information.



3. If you are enrolled in CHEM 0112 (College Chemistry II + Lab), CHEM 0213 (Organic Chemistry I Lab), or PMED 0260 (Paramedic Concepts), the lecture portion of the class will be offered online, and the lab portion will be offered in a face-to-face format on campus beginning June 8. During this face-to-face component, social distancing and other mitigation efforts will be required. Please contact the specific instructor for the class you are interested in for additional information.

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. Employees taking personal travel should adhere to CDC and local health department guidelines regarding isolation after travel. 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 to 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 quarantine. Travel guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/>

I Facilities Cleaning

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. Individuals 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 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>

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