Douglas Campus Re-entry Plan

A. Standard Douglas Campus Protocols - in response to the COVID-19 pandemic and our efforts to decrease the spread of the virus, the following protocols will be enforced to support the health and safety of EWC students, faculty, and staff.

1. All students, faculty, and staff will participate in a virtual orientation where they receive, review, and agree to participate in personal hygiene requirements and campus safety regulations. They will sign a document stating they will adhere to these measures and accept the inherent risks, or they will not be allowed on campus.

2. Students, faculty, and staff who have formally agreed to follow the above requirements and safety regulations will be screened daily regarding the presence of any signs of illness (fever, cough, breathing difficulties, headache, body aches) and exposure to a person with COVID-19 infection within the previous 14 days. This screening will take place outside of the point of entry into buildings. Everyone's temperature will be logged and questions answered. If a temperature is present, illness is suspected, or they have been exposed to a person with COVID-19 infection within the previous 14 days they will not be allowed entry and will be referred to the public health hotline and directed to self-quarantine immediately. They will not be allowed to return to Eastern Wyoming College facilities until approved by a medical doctor.

3. Any illnesses or suspected illnesses will be reported to the Vice President for Douglas Campus.

4. All required on-campus activities will be structured so that social distancing regulations are followed at all times. Labs, clinic floors, offices, meeting rooms, and classrooms will be limited to 25 or fewer individuals with at least 6 feet between all individuals present unless the course and program requirements provide the necessity for closer contact and then PPEs will be provided and utilized.

5. Student movement throughout the campus will be limited to labs, clinic floors, adjacent classrooms, restrooms, and other spaces deemed necessary by program faculty/staff.

6. Faculty and staff movement throughout the campus will be limited to areas that are absolutely necessary for them to occupy in order to complete their work.

7. There will be no impromptu or planned social gatherings or commonly scheduled breaks for students, faculty, and/or staff.

8. All spaces utilized by students, faculty, and staff will be disinfected by EWC’s custodial staff with EPA approved disinfectants every 24 hours with a focus on high touch surfaces.

9. All spaces utilized by students, faculty, and staff will have EPA approved disinfectants available for individuals to clean their respective areas before, during, and after the work day.

10. No student will be required to participate in any on-campus activity related to their course requirements if they feel their health is at risk without penalty and with a plan to sign an incomplete contract, withdraw from the course, or other reasonable arrangement for them to complete course requirements.

11. Faculty providing instruction will construct a log of each student and their respective presence in labs, classrooms, halls, entry points, and exits. The Vice President of Douglas Campus will receive a weekly report of student activity.
12. Students, faculty, and/or staff who fail to follow the personal hygiene and campus regulations or are not forthright with symptoms or locations of travel, will be subject to discharge from campus.

B. Determination of which groups will be phased in and the subsequent sequence following an additional closure (may be course specific and may vary across employees and functions)

On May 18, at 8:00 a.m. all EWC employees that generally work on campus will be required to attend a virtual orientation where they will receive, review and agree to participate in personal hygiene requirements and campus safety regulations. They will be required to sign a document stating that they will adhere to these measures.

A daily log of all campus visitors and EWC employees with sign-up sheets will be provided at the information desk on a clipboard. All EWC employees are required to sign in DAILY if they are going to be on campus.

Students, faculty, and staff associated with the following areas/groups are included in the re-entry plan.

- **Workforce Development/Community Education/CCR**
  - **Staffing:** Career and College Readiness/Workforce/CE coordinator
  - **Hours:** Modified summer hours
  - **TBD – Late June – Early July**
    - Gunsmith Engraving
      - Projected # of instructors: 1
      - Projected # of students: 9
    - Gunsmith Custom Barrel Machining
      - Projected # of instructors: 1
      - Projected # of students: 9
  - **Safety and sanitation procedures:**
    - Cleaning: All door handles, main countertop, and classroom spaces will be disinfected after each class.
    - PPE: Instructors and students will wear a mask during classes. Physical distancing and self-sanitation measures will be applied in these settings.

- **Student Center**
  - **Hours:** The student center will have limited patron access during regular summer hours of operation; limit of six patrons in the student center at one time.
  - **Computer use:** Patrons will be placed at a minimum of six feet apart. Each station will be disinfected when the patron leaves.
  - **Safety and sanitation procedures:**
    - Cleaning: All door handles and the main countertop will be disinfected at least twice daily. Computer keyboards will be disinfected after each patron use.
PPE: It is recommended that patrons wear a mask but will not be required unless college mandated.

- Testing Center
  - **Staffing:** Testing & Career Services Coordinators for Douglas Campus
    - Two employees alternate testing duties/offices located in the information center/rotating schedule
  - **Hours:** Regular summer hours
    - Testing services available by appointment only
  - May 18 – August 7
    - HiSET candidates
      - By appointment only
        - Candidates will be seated with a minimum of 2 empty stations between them to allow for more than 6 ft. between candidates.
        - Candidates will be allowed to wear masks as approved by the individual vendor (provided by the candidate) and gloves (may be provided by the candidate or Testing Center) during testing, once it is verified that there is no unauthorized material present
        - Masks and gloves will be inspected after test is completed and before candidate is dismissed to ensure that there are no test materials being removed from the testing center.
  - Accuplacer Testing
    - We will continue utilizing Zoom for proctoring Accuplacer exams.
    - Students in the local area will be offered the option of face-to-face testing.
    - By appointment only
      - Appointments will be spaced so that there is no waiting in the reception area.
      - Candidates will be seated with a minimum of 2 empty stations between them to allow for more than 6 ft. between candidates.
  - High School concurrent testing - volume to be determined
    - Coordinate with Outreach Coordinator and school district administrators to determine, how, when, where to test these students.
  - **Safety and sanitation procedures:**
    - Testing stations (computer and table) will be sanitized each morning and again immediately after the candidate is dismissed.
    - Other candidates will be given NEW testing center pencils and instructed to take the pencils with them when they leave the testing center.
    - Ink pens used by candidates for signing in will be sanitized after each use.
    - Testing coordinator will wear a mask when interacting with test candidates (check-in, check-out, etc.)
If a candidate needs technical assistance after being seated at a computer station, the testing coordinator will wear a mask and gloves (if handling of keyboard and/or mouse is necessary) and ask the candidate to move away to maintain adequate social distancing. (Testing Center at the Douglas Campus will need a supply of gloves).

- Administrative and Information Center Offices
  - **Staffing:** Vice President for Douglas Campus, Director of Nursing, Administrative Specialist and Senior Administrative Assistant.
  - **Hours:** Regular summer hours.
  - **Services:**
    - Academic advising
  - **Safety and sanitation procedures:**
    - Distancing: Office assistants will alternatively staff the Information Center office by rotating work hours between office and remote work.
    - Cleaning: All door handles, desk and table tops, and other high contact points will be disinfected by employees.
    - PPE: Staff will wear a mask when interacting with students and visitors. It is recommended that visitors wear a mask but will not be required unless college mandated.

- Maintenance/Grounds/Custodial
  - **Staffing:** Maintenance Supervisor
  - **Hours:** Regular summer hours.

- Outreach Office – Torrington Campus
  - **Staffing:** Senior Administrative Assistant, Outreach/Perkins coordinator
    - Two employees will rotate office hours and schedule according to main campus plan.
  - **Hours:** Regular summer hours through June 30, closed July.
  - **Services:**
    - Advising
    - Outreach
    - HS Registration

C. Determination of retracting back to mitigation or re-entry phase

Eastern Wyoming College will be vigilant in addressing and following the State of Wyoming Public Health Orders. If State officials announce findings and orders that directly state and/or imply that in order to support the health and safety of students, faculty, and staff, EWC will immediately return to the previous more restrictive Mitigation I plan.
D. Use of PPE such as thermometers, masks, or other recommended public health PPE
See plans specific to each area of the Douglas Campus

E. Other components required by the County Health Official