

I. Mitigation of COVID-19 through Limited Course Completion during Closures:

CTE, Equipment Dependent, Clinical, and/or Clock Hour Courses

The community colleges have specific courses and programs that are CTE and/or equipment dependent, clinical, and/or clock hour in nature and have specific hands-on student learning outcome requirements that must be met in order to grant transferable credit or board/industry-recognized certification and licensure requirements. As such, the colleges may develop plans for limited campus access for students and associated faculty and staff for the purpose of academic instructional course or program completion. Plans must be submitted and approved by the County and State Health Official in order for the colleges to implement the completion plans.

Components should included:

- A. Identification of the institutions Emergency Response Team (ERT)
- B. Standard Protocols for Public Health and Safety including limiting capacity such as 10 or 50 people
- C. Specific Courses and/or Programs Included
- D. Expected Timeline
- E. Ability and Process for off-campus or delayed completion for Students who choose not to re-enter the campus during slow re-opening without Penalty
- F. Other components required by the County Health Official
- G. Declaration of any required waiver or approvals from the institutional accreditor

A. Identification of the institutions Emergency Response Team (ERT)

The Eastern Wyoming Crisis Response Team is comprised of the following members:

President
Vice President, Administrative Services
Vice President, Academic Services
Vice President, Student Services
Director, Physical Plant
Director, College Relations
Director, Residence Life
Campus Resource Officer

The College Relations Director will serve as the Coordinator of the Crisis Response Team. Other college personnel may be added to the team depending on the availability of team members and the nature of the situation.

B. Standard Academic 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 Presidents of Academic Services and Student Services.
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 10 or fewer individuals with at least 6 feet between all individuals present unless the course and program requirements provide the necessity for closer contact (e.g., cosmetology) 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 Presidents for Academic Services and Student Services 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.

C. Specific Courses and/or Programs Included

Students, faculty, and staff associated with the following programs are included in the slow re-opening phase:

- Cosmetology/Barbering
 - CSMO 1745/BARB 1625
 - Projected # of faculty: 1
 - Projected # of students: 9
 - CSMO 1810/BARB 1535 (Cosmetology and barbers)
 - Projected # of faculty/staff: 1
 - Projected #of students: 10
 - CSMO 1810 (estheticians)
 - Projected # of Faculty/staff: 1
 - Projected # of students: 6
 - Students will be divided between the 4 separate facial rooms, the clinic floor, and the classroom so that there are no more that 4-6 students in any of those areas at one time.
 - The program will operate at all times pursuant to the most current State of Wyoming and County guidance
 - THIRD CONTINUATION, AND MODIFICATION, OF STATEWIDE PUBLIC HEALTH ORDER #3: TEMPORARY CLOSURE OF NAIL SALONS, HAIR SALONS, BARBER SHOPS, MASSAGE THERAPY SERVICES, TATTOO, BODY ART AND PIERCING

SHOPS, AND COSMETOLOGY, ELECTROLOGY, AND ESTHETIC SERVICE (Updated April 28) <https://drive.google.com/open?id=1NxCSkAMMJuhWMaav94hV23-JXEcfMTUI>

- At no time shall more than 9 people be present in a room or confined space.
 - Patrons may only be served at stations that are at least 6 feet apart from other stations serving patrons.
 - Staff must be screened at the beginning of their shift for symptoms of illness or exposure to a person with COVID-19 infection within the previous 14 days; staff with symptoms of illness or known exposure to a person with COVID-19 infection within the previous 14 days shall not be allowed to work.
 - All patrons must wear face coverings as much as possible when receiving service.
 - All staff must wear face coverings.
 - Service may be provided by appointment only.
 - The facility must maintain adequate records of its patrons, including names and telephone numbers, for purposes of COVID-19 tracing in the event contact tracing is necessary.
 - The facility must maintain adequate records of its staff, for purposes of COVID-19 tracing in the event contact tracing is necessary.
 - No patron shall remain in a waiting area prior to receiving services.
 - Cleaning and sanitizing must be completed after each patron is served, including hand washing and surface sanitation.
- Gunsmithing
 - GUNS 1520
 - Projected # of faculty/staff: 1
 - Projected # of students: no more than 10
 - GUNS 1600
 - Projected # of faculty/staff: 1
 - Projected # of students: no more than 10
 - GUNS 1700
 - Projected # of faculty/staff: 1
 - Projected # of students: no more than 10
 - Welding
 - WELD 2510, 2520, 2540
 - Projected # of faculty/staff: 2
 - Projected # of students: 5
 - WELD Qualification testing: 3
 - Adult Education

- Computer-based HiSET Testing
 - Projected # of faculty/staff: one proctor for each testing site
 - Projected # of students: Lusk 1, Douglas 1, Wheatland 1, Torrington 6, Sundance 1
- One-on-one instruction by appointment at EWC and all outreach sites, if possible.
- Staff in-service training for 7 instructors on the EWC campus in one area

D. Expected Timeline

The slow re-opening phase is anticipated to commence on May 13, 2020 and extend to July 31, 2020 (a transition to Phase II may occur during this timeframe).

E. Students who choose to not re-enter during the slow re-opening phase

No student will be required to participate in or attend any on-campus activity necessary to complete course requirements. Any student who feels unsafe, believes they may have recently been exposed to COVID-19, or are released from the campus due to COVID-19 type symptoms will be asked to notify their instructors. They will be provided with the options of receiving an incomplete and finishing the course in the subsequent semester or by withdrawing from the course.