

II. Recovery from Impacts of COVID-19 through Phase I to Phase II Re-open and Re-entry Plan:

Slow Re-opening of campuses and phased Re-entry Plan for all courses and Programs

Community colleges will also develop completion plans using this template for phasing in Re-opening and Re-entry to the college campus as the institutions move from mitigation to open access to select populations. In consultation with the County Health Official, colleges may develop alternative operating plans that allow for specific populations to enter the facilities for student support services, library, workforce development and training, testing, and specific programs that lend themselves to controlled number of individuals with a certain area while ensuring limited opportunities for virus spread. Incorporation of PPE and public health screening may be implemented during this time. Institutions should include mechanisms and processes to allow for reverting back to more limited access or expanding access based on current status. Plans must be submitted and approved by the County and State Health Official in order for the colleges to implement the slow re-opening and re-entry plans.

Components should include:

- A. Alterations to the Academic Calendar including phases that may involve different types of courses (may flex and change after submission)
- 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)
- C. Determination of retracting back to mitigation or re-entry phase
- D. Use of PPE such as thermometers, masks, or other recommended public health PPE
- E. Other components required by the County Health Official

A. Alterations to the Academic Calendar including phases that may involve different types of courses (may flex and change after submission)

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)

Students, faculty, and staff associated with the following areas/groups are included in the re-entry plan (in addition to those covered in Phase I).

- All Academic Services Offices will adhere to regular summer hours May 18, 2020 – August 7, 2020.
 - M-Th: 7:30 a.m. to 4:00 p.m. Friday: 7:30 a.m. to 12:00 p.m.
- No meetings or other gatherings consisting of more than 10 people should be held. When in-person meetings occur, guidance pertaining to physical distancing, masks, and sanitation procedures will be followed.
- Offices are encouraged to communicate hours of operation and expectations for conducting as much business as possible virtually and by appointment. Employees may designate times by appointment and spaces outside their work area to meet with visitors to ensure appropriate sanitation can occur.
- Community Education and Workforce Development
 - **Staffing:** Director of Community Education and Workforce Development
 - **Hours:** Regular summer hours – 50% in office, 50% remote. A schedule will be posted and shared to supervisor.
 - June 1 - July 30
 - Zumba - 3 classes
 - Projected # of instructors: 1
 - Projected # of students: 9
 - Yoga - 3 classes
 - Projected # of instructors: 1
 - Projected # of students: 9
 - Students will provide their own mats
 - June 8 -12 and July 6 - 9
 - Driver's Ed
 - Projected # of instructors: 1
 - Projected # of students: 24
 - TBD
 - Outdoor Dog Obedience
 - Projected # of instructors: 1
 - Projected # of students: TBD

- TBD
 - CDL Training
 - Projected # of instructors: 1
 - Projected # of students: 4-6
 - **Safety and sanitation procedures:**
 - Cleaning: All door handles, the main countertop, and classroom spaces will be disinfected at least twice daily.
 - PPE: Instructors and students will wear a mask during classes (excluding fitness classes). Physical distancing and self-sanitation measures will be applied in these settings.
- Library
 - **Staffing:**
 - Library Technician: Off contract May 15th-May 31st. On contract June 1st-July 10th. On vacation July 2nd and 3rd.
 - Library Director: Off contract June 15th to August 14th. On vacation June 8th-12th.
 - Week of June 1st staff will alternate the hours they are in the office. Half days in the office; half days at home.
 - **Hours:** The library will be open to patrons only from 10 am to 12 pm; limit of six patrons in the library at one time. Otherwise it is closed, and staff will work in the office. The online reference will still be manned during daytime hours.
 - Will follow college summer hours for staff, closed July 2nd and 3rd and July 11-August 14th.
 - **Services:** All online resources are still available 24/7 for faculty and students. All future checkouts will be for three weeks instead of two. Patrons that have items to return may do so by using the exterior book drop. Patrons that are unwilling or unable to come inside may call ahead and library staff will prepare their items for curbside pickup. Patrons can pick up their items at an agreed upon 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.
 - PPE: Library staff will wear a mask and gloves when interacting with patrons. It is recommended that patrons wear a mask but will not be required unless college mandated.
 - Testing Center
 - **Staffing:** Testing & Career Services Coordinator
 - Single office/fairly secluded in back of the Tebbet Lower level - one employee
 - **Hours:** Regular summer hours. 50% in office, 50% remote. A schedule will be posted and shared to the supervisor.

- Testing services available by appointment only
- May 19 - June 30
 - Vendor Testing (HiSET, Pearson Vue, Wyoming Highway Patrol, PAN & Castle candidates)
 - Tuesday and Thursday
 - Two vendor sessions per day 8:30 a.m. to Noon and 1:00 p.m.- 4:00 p.m.
 - Maximum of three candidates for each session
 - 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 (per vendor instructions)
 - 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.
 - Monday and Wednesday
 - A maximum of three candidates will be allowed in the Testing Room at one time.
 - 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.
- **Safety and sanitation procedures:**
 - Testing stations (computer and table) will be sanitized each morning and again immediately after the candidate is dismissed.
 - Wipe off boards and pens (Pearson Vue and Castle) will be sanitized after each use.
 - 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 will need a supply of gloves).

- July 1-August 1
 - Testing Coordinator off contract
 - Testing Center closed to all testing with the exception of Accuplacer testing
 - Accuplacer exams will be scheduled and administered according to a process TBD
 - Alternate proctors will be required to follow all sanitizing and safety practices noted above.
- August 1
 - Vendor Testing
 - Availability for vendor testing will remain the same as above (May 18-June 30) until further notice
 - Accuplacer Testing
 - It is anticipated that there will be increased demand for Accuplacer testing prior to the start of the Fall semester.
 - Social distance will continue to be maintained as noted above. If demand for face to face testing exceeds the capacity available in the Testing Center, or in the event that Accuplacer eliminates testing with ZOOM, a larger computer lab will be identified and scheduled for use as needed and available.
 - 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.
- Academic Services Office
 - **Staffing:** Vice President for Academic Services, Dean of Faculty/Student Services, Academic Services & Agriculture Coordinator, Institutional Effectiveness & Accreditation Specialist, and Academic/Student Services Administrative Specialist
 - **Hours:** Academic Services office will be staffed during regular summer hours with employees splitting 50% in office, 50% remote. A schedule will be posted and shared to the supervisor.
 - **Services:**
 - Academic advising
 - HLC accreditation preparation - need access to college internal drive to collect and prepare evidence files
 - Secure VPN access and appropriate software should be provided to the Institutional Effectiveness & Accreditation Specialist to facilitate remote work
 - Full Adobe Professional access
 - Syllabi access on M: drive
 - **Safety and sanitation procedures:**

- Distancing: Office assistants will alternatively staff the Academic Services 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 at least twice daily.
 - PPE: Academic Services 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.
- Institutional Research Office
 - **Staffing:** Data Analyst
 - **Hours:** The daily work of the IR office will be conducted through a combination of remote and on campus assignments during regular summer hours. 50% in office, 50% remote. A schedule will be posted and shared to supervisor.

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 within Academic Services

E. Other components required by the County Health Official