

May 7, 2020

Dr. Marion Smith  
Goshen County Health Officer  
2025 Campbell Drive, Suite 1  
Torrington, WY 82240

Dear Dr. Smith and other Public Health Officials:

Eastern Wyoming College (EWC) has been an active participant in full implementation of all recommendations of local, county and national health experts in slowing the spread of COVID-19 in the communities we serve. As per Governor Gordon's declaration issued March 13, 2020, EWC closed the main campus in Torrington, as well as our branch campus in Douglas. EWC employees have worked remotely from home and we are asking for an exception to the April 28<sup>th</sup> mandate for extended closure to allow the college to bring back CTE students to complete competencies and clinical hours for board exams on May 18 in order for those students to complete their degrees and certificates. This variance will give them the time needed to complete their welding classes for their national competency exam and cosmetology clinical hours in order to take their boards the end of May. Many of these students will have employment upon completion of their national and state exams and we would like to give them the opportunity to return to campus to complete their spring semester coursework in a safe and healthy manner. Additionally, we have students that will need to take the computer-based HiSET in our testing center in order to enroll in any college for this fall.

In response to the COVID 19 crisis; the following plans for EWC and their employees will be started effective May 18<sup>th</sup>.

1. The college will begin their summer schedule May 18<sup>th</sup> with employees working 7:30 am to 4:00 pm with ½ hour for lunch, Monday through Thursday. Friday hours will be 7:30 am to 12:00 pm Summer holidays are Memorial Day, Independence Day and Fair Day. Summer hours will end August 7th.
2. All employees that are on contract will be on campus 50% of their time. Two person offices will arrange for one person to work Monday and Wednesday and every other Friday, with the other person working Tuesday and Thursday and every other Friday. Days of campus will include telework and working from home. Each department will work with their supervisor to ensure safety, appropriate social distancing and limited contact with any person on campus. A schedule of all EWC employees, their time and dates on campus will be kept by their supervisor.
3. All employees will be provided cloth face masks and bandanas and will be expected to wear those at all times.

4. Custodial services will include bathrooms (not all bathrooms will be open/available) and custodians will continue to take care of the garbage and vacuuming in all offices. Common areas will be cleaned and sanitized by custodial staff. All individual offices will be sanitized by the office occupant to ensure their safety standards are maintained.
5. EWC is preparing its first variance to our County and State Health Department Officials to allow students on campus from May 18th through August 7<sup>th</sup>. Students on campus will be Cosmetology and Welding students that need hours to complete their CTE competencies or licensure hours from spring semester courses and HiSET testing students that need to complete this exam before they can enroll in fall classes.
6. To minimize the risk to our community and avert potential cases of COVID-19 cases, all employees will be working from home or teleworking with limited part-time hours on campus. We will continue to restrict travel and practice social distancing until further notice. Working hours will have a planned gradual transition for employees.
7. The fitness center will open on May 18<sup>th</sup> with proposed Operating Hours: Monday thru Friday – 5:00 am – 9:00 am and 4:00 pm – 8:00 pm; Saturday and Sunday – 6:00 am to 10:00 am. Please see the fitness center plan included with this outline.
8. Enrollment and Financial Aid Services will be virtual for most students. There will be an occasional student who is confused, unclear and may need to meet an EWC employee in person. Those students will be asked to wear a mask; if they do not have one; a bandana will be provided to them.
9. 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.
10. Any employee who has any symptoms of illness, or may have been exposed to a person with COVID-19 will be required to self-quarantine for 14 days.
11. All summer classes will be offered online, with the exception of Welding and Cosmetology.
12. On May 18, 2020, at 8:00 am, 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.

## **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 include:

- 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  
Vice President, Douglas Campus  
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 self-screen 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. If any 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. If exposure to a person with COVID-19; the person exposed is 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-JXEcMTUI>

- At no time shall more than 10 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.
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- Welding
    - WELD 2510, 2520, 2540
      - Projected # of faculty/staff: 2
      - Projected # of students: 5
    - WELD Qualification testing: 3
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- 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 18, 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.

### **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).

- Community Education and Workforce Development
  - **Staffing:** Director of Community Education and Workforce Development
  - **Hours:** Regular summer hours
  - 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 (dependent on State allowing more than 20 in a group)
  - 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.



■ 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.

- **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.

### **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.

### **III. Return to Normal Activity after COVID-19 through Phase II to Phase III Rolling Closure Plan: *Adaption of Academic Calendars and implementation of Prior Stages Due to Additional Short-term Closures during Academic Year 2020-2021***

Community Colleges will use this template to develop an academic plan to accommodate additional closures through the 2020-2021 Academic Year. The plans should consider possible outlines for adapting academic calendars, conversion to fully distance education such as on-line

modality where possible, conversion to partial on-line where courses cannot be moved to fully distance education, and limited campus access for completion of CTE, equipment dependent, clinical, and/or clock hours programs. Colleges should include a phased re-opening and re-entry protocol that may be implemented should the County and State Health Officials allow for a slow re-opening or limited re-entry.

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)**

Eastern Wyoming College faculty have identified and defined three types of courses that are offered at our institution.

**Green** courses are those that are currently or can be quickly moved to a remote access format. They are commonly referred to as on-line courses, distance learning formats, and remote access formats. Technology is highly utilized to provide instructions in these courses and we also have plans in place to equip students, faculty, and staff with equipment, access to on-line learning opportunities, connection, and support. The mail system is also utilized along with telephone services to ensure students access to course completion of green courses. As our faculty plan and structure their 2020-21 academic year courses they are planning as many courses as possible as green courses and/or with a plan of moving a face to face course immediately to remote access course.

**Yellow** courses are those that are currently or can quickly be moved to a partial face to face and partial remote access delivery system. These are courses that absolutely require hands on

instruction but have components of the course that can be provided in alternative remote formats. As our faculty plan and structure their 2020-21 academic year courses they are planning accordingly for yellow courses with a focus on completing as much face to face instruction as possible as quickly as possible at the beginning of the semester in case at some point, the remainder of the course must be taught through remote access. For yellow courses that move to remote formats before the required face to face lab hour requirements are met, plans are being formulated for intense on-campus instruction when it is again safe to return to campus that include but are not limited to providing incompletes instead of grades if the academic calendar dictates such, moving to an S/U grading scale, and arranging for and monitoring lab hours provided by professionals in the students' local communities.

**Red** courses are CTEC classes that in their entirety must be completed on-campus and face to face with the instructor. As our faculty plan and structure their 2020-21 academic year courses they are planning accordingly for red courses with a focus on intense instruction focused on course objectives as quickly as possible that does not degrade the integrity or excellence of the instruction and learning process. If a campus closure occurs, students will have been provided with high levels of information, training, and practice. When it is again safe to return to campus, they will resume the course and conclude it with options that include but are not limited to providing incompletes instead of grades if the academic calendar dictates such, moving to an S/U grading scale, and arranging for and monitoring lab hours provided by professionals in the students' local communities.

If the on-campus portion of yellow and red courses necessitates the use of PPEs and social distancing measures, EWC is positioned to provide this in order for students to complete courses and will utilize the protocol from the Mitigation phase to ensure the safety of students, faculty, and staff.

### **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**

### **E. Other components required by the County Health Official**

The administration and faculty of Eastern Wyoming College are acutely aware of the magnitude of risk and current COVID-19 situation places on our communities. The health and safety of our students and employees are the first priority for decisions, but feel that the college is well positioned to facilitate completion of degree and certificate requirements for these limited number of student while providing the additional recommended protection to them to prevent exposure to COVID-19.

Please feel free to contact me at 307-262-0599 with any concerns regarding this plan.