Fall 2020 Reopening Plan

Cochise College’s work on a reopening plan began in May 2020 with decisions related to the fall course schedule, which was opened for registration in early June. Over the course of the past four months, we have updated and modified our plans as guidance and information from the Center for Disease Control and Prevention (CDC) and AZ Department of Health were revised. As of the publishing of this document, this represents our current plan for the Fall 2020. Contributing to the reopening plans were members of the College’s Emergency Management Team, along with several employees from throughout the district. The EMT members include:

Dr. J.D. Rottweiler, President  
Dr. Wendy Davis, VP Administration  
Jim Barrows, Director Facilities  
David Luna, Chief Info Officer  
Shane Van Bibber, Director Risk Mgt

Dr. Verlyn Fick, Executive VP/Provost  
Dr. Bo Hall, Exec Dean Student Svc  
Wick Lewis, Exec Director HR  
Robyn Martin, Asst Dean Enrollment Mgt/Mktg  
Jennifer Wantz, Director Community Relations

This is a living document with adjustments being made as additional information and guidance come available.

Health & Safety

The health and safety of the college community remains our highest priority. Efforts related to precautionary infection prevention measures are in place, which include the cleaning and sanitation practices recommended by the CDC.

- Face coverings over the nose and mouth shall be worn while on the college premises or in a college vehicle at any time that physical distancing of six feet or more is not possible.
- Specific exceptions are as follows:
  - While in an assigned workspace alone
  - When walking between buildings or locations outdoors alone
  - When in an assigned residential room or apartment alone
  - When in a college owned vehicle alone
  - In an emergency situation where the wearing of a face covering is not feasible
  - Individuals that are unable to wear face coverings for medical reasons must seek a reasonable accommodation through the Disability Services office. Restrictions may be put in place related to settings where proper physical distancing cannot occur for those individuals unable to wear face coverings or use a reasonable equivalent such as a face shield.
- The college has installed shield partitions in all of its customer service areas, including registration, financial aid, business office, bookstore, food service, and other counter areas where customer services are performed and close proximity for services is required.
- Increased sanitation procedures are in place for all college spaces.
- Classrooms and common areas have been assessed and arranged to follow social distancing recommendations, resulting in reduced classroom and lab capacities for in person course offerings.
- Hand sanitizer and face masks have been provided throughout the campuses and centers.
Campus Facilities

The facility services department already had in place proper cleaning protocols that were in compliance with CDC guidelines, however increased cleaning efforts of spaces being used have been initiated. In addition, buildings and spaces with multiple occupants have been provided cleaning sprays and cloths to do intermittent cleaning between the times the facilities services staff perform routine cleaning. For instance, in the HR building, staff take turns cleaning high touch areas (door handles, switch plates, copier/printer, etc. on an hourly rotation. The one-stop service areas have implemented cleaning protocols between each customer served.

In preparation for a return to campus for the fall semester, a campus facilities task force reviewed classroom spaces and created a resizing plan for available seats assuming on campus instruction. This process informed the course schedulers to ensure the space maximums were known for scheduling purposes. As a result, more than 4,000 seats of enrollment capacity were removed from instruction availability throughout the fall schedule.

In early August 2020, the decision was made to move most instruction to remote only. With the exception of programs requiring on campus labs or classes, such as science labs, aviation, welding, automotive, nursing, allied health programs, etc. With this modification, fewer on campus classrooms are in use resulting in facility services focusing on labs, shared spaces, and restrooms. At the time of the publication of this document, the college is serving approximately 1,000 students on campus, with the remaining enrollments provided online or remote delivery.

Facilities staff adjusted, upgraded, and/or retrofitted all ventilation systems to improve air exchange in buildings throughout the district. Spaces without fresh air capabilities were retrofitted with make-up air dampers to provided recommended air exchange. In addition, the energy management control systems have been programmed to run continuously while spaces are occupied to provide a constant supply of fresh air.

Course Delivery

The fall course delivery options include four types of courses to choose from, based on balancing safety concerns and course subject/material requirements. This approach aims to be as disruption-resistant to learning as possible, and provides students the best chance of successfully completing the fall semester. The options include:

- **Face-to-face** – Some classes requiring face-to-face instruction are being offered in a setting that follows physical distancing and other safety protocols as provided by CDC guidelines and college policy.
- **Live-Streaming Anywhere (LSA)** – Classes are offered by an instructor in real-time delivered through the web conferencing provider (Cochise Connect) (Zoom). All participants are required to be physically present in a designated Cochise Connect classroom or log in via a computer with a web cam and microphone and actively participate in class activities during scheduled times.
- **Hybrid** – Classes combining two or more of the other methods. These classes may require a proctored examination.
- **Online** – Classes are offered in an asynchronous online method with reading, homework and assignments being provided through the college’s learning management system.
(LMS) (Moodle). Students are not required to attend on-site meetings. These classes may require a proctored examination.

Additional considerations:

1. **Courses that meet face-to-face will have additional health & safety restrictions.** Expect mandatory social distancing practices and face covering requirements when you are on campus. Students will be required to sign acknowledgement and waiver forms.

2. **Most courses will have components available online through the college’s LMS.** Most instructors provide course information and resources in the LMS.

We know that learning is not a “one-size-fits-all” experience, especially this semester. That’s why we want you to have some flexibility to help you succeed, based on whether you’d prefer to learn on campus or at home this semester. This isn’t the fall semester any of us imagined a year ago, but we hope we have a plan that helps keep you on track and making progress toward your educational goals. Know that even though there may be bumps in the road, we’re here to support you all the way through to graduation – whatever it takes.

**Campus Access**

Access to college facilities and premises are restricted to authorized college employees and registered students. Limited visitors are allowed on campus to access services, such as advising for future students, future employees completing required paperwork, vendors and service providers to provide contracted services, or individuals that have a scheduled meeting with a college official.

**Acknowledgments and Waivers**

Students, vendors, and service providers are required to complete an acknowledgment and waiver form in order to access the campus facilities and premises. The acknowledgment and waiver form for students can be found on the college’s portal landing page.

Vendors and service providers may obtain the required form from the Risk Management Office by calling 520-515-5455 or emailing vanbibbers@cochise.edu.

Failure to comply with requirements and guidelines may result in denial of access to campus facilities, premises, or services.

Completed forms shall be retained by the Risk Management office. For additional information please see Cochise College Administrative Policy 5011.

**Housing**

The college is offering limited on-campus housing for restricted programs for the 2020 fall semester. Residents were required to review and sign detailed housing contract addendums related to sustaining a healthy living environment. In the event a resident requires quarantine, the college did prepare two isolation apartment units where a resident can be isolated on campus.
The following directives have been provided to residents living in on-campus housing:

If a resident knows or thinks they have COVID-19 OR has been around someone with COVID-19, they need to report it to the Director of Residential Life or the Executive Dean of Student Services. Protocols will be followed for isolation, contact tracing, and notification as per the Cochise County Health Department.

If a resident is required to isolate or quarantine, they agree to:
1. remain in his/her assigned room, or
2. if the student so chooses, he/she may leave the college campus and return to their permanent home residence

If remaining on campus during the quarantine period:
- Meal delivery procedures will be followed that include:
  - The Administrator on Call will be available to deliver prepared meals
  - Meals will be dropped off outside of the door, limiting contact with the quarantined individual
- No one should enter their room, except for welfare checks performed by authorized college staff
- Any maintenance or facilities requests will be rescheduled unless it is an emergency situation
- The resident shall report his/her daily temperature and symptoms electronically as directed
- The resident will be provided cleaning supplies during the quarantine period
- The college will follow the Cochise County Health Department’s guidance regarding contact tracing and notification

NOTE: The CDC defines “close contact” as being within six (6) feet of an infected person for at least 15 minutes starting within two days of the illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.

- College staff will remain in routine contact with the individual during the quarantine period
- The resident shall leave bagged trash outside his/her door by 8:00am on weekdays for college staff to retrieve and properly dispose
- The resident shall postpone laundry until they are cleared to be around others unless there is an emergent need to have laundry done. Arrangements will be made as necessary.

Once the quarantine period has ended and the resident is approved to return to his/her original room assignment:
- The resident shall arrange a time with college staff for the move to take place
- The resident shall clean the space, including removal of trash, repacking personal belongings, and wiping down surfaces with cleaning supplies provided
  The resident shall leave the isolation room key in the room
- Facilities services staff will clean the space following deep cleaning protocols after a period of two days
Conclusion and Contact Information

Cochise College staff and the Cochise County Health & Social Services (CCHS) are carefully monitoring the spread of the coronavirus (COVID-19). Health protocols prescribed by the Centers for Disease Control and Prevention (CDC) and reinforced by state health officials are in place to ensure a continued healthy campus community. Please refer to Cochise College policies 5001 and 5011 for reference. More information about the flu and the novel coronavirus can be found on the CDC’s website.

Questions regarding the Cochise College Reopening Plan should be referred to the Vice President for Administration, Dr. Wendy Davis, at davisw@cochise.edu. For questions related to incident management, contact the Director of Risk Management, Shane Van Bibber at vanbibbers@cochise.edu or 520-515-5455