



COVID-19 REOPENING GUIDE

JUNE 19, 2020



Table of Contents

Message from the President	2	Facilities Concerns	9
Gradual Reopening	3	Cleaning Protocols.....	9
Gradual Reopening	3	Workspace Modifications.....	9
Five Steps of Reopening.....	3	Elevators.....	9
Five Steps of Reopening Defined.....	4	Events and Facilities.....	9
Staying Healthy	5	Library.....	9
Physical Distancing.....	5	Performances.....	9
Face Masks/Face Coverings.....	5	Water Fountains.....	9
Hand Hygiene.....	6	Instruction and Learning Environment	10
Health Monitoring	7	Student Support and Services	10
Employee Considerations	7	Admissions, Advising, Financial Aid/ Veterans, and Testing	10
Training	7	Students with Disabilities.....	10
Vacation/Sick/Personal Business Leave.....	7	Counseling Services	10
Travel.....	7	Cares Act and COVID-19 Financial Support	10
Reasonable Accommodations and Other Modifications due to COVID-19.....	7	Clubs and Organizations	10
Employee Assistance program (EAP).....	7	Gym.....	10
Supervisor Considerations	8	Reopening Department Staffing	11
Requests for Workspace/Common Area Modifications	8		
Cleaning.....	8		
Workforce Scheduling and Job Modifications	8		
Reinforce “Stay Home if Sick”	8		

Message from the President

Dear Faculty and Staff,

As we put the Spring term behind us and move forward through telework and online learning Mini-May and Summer terms, I know everyone's thoughts are turning towards fall. In this letter, I outline some of what you can expect as we begin our return to campus in what I like to think of as FALL MIGRATION.

Sincerely,

Dr. Warren Nichols



Dr. Warren Nichols
President





College of the Mainland

Gradual Reopening

The White House document *Opening up America Again* establishes a phased framework for reopening services, business, and society. This approach is echoed in *Texans Helping Texans: The Governor's Report to Open Texas*, although the Texas document does not provide discrete phases. Rather than attempt to align with specific phases, this document indicates a stepwise approach of relaxing restrictions that COM will use as we gradually return to full on-campus operations. In all instances, COM will strive to comply with guidance from federal, state and local authorities.

A more comprehensive description of the gradual reopening of COM is available in the *Reopening Framework*. In summary, we intend to move through five steps ranging from our full facility closure and ending with a return to non-emergency, post-COVID-19 new normal.

Five Steps of Reopening:



Five Steps of Reopening Defined:



Facility Closure/Virtual Operations: Ended May 1.

Stay-at-home orders in place. Very limited campus access. Services and instruction online.



Minimal Campus Access: Likely through most of Summer II.

Services and instruction online. Limited campus activity for approved skills and operations.



Pre-Opening: Target: August 10, if safe and permissible by State and local guidance.

Limited campus Student Services to facilitate fall registration. Non-instructional staff return based on approved staffing schedules. Convocation begins August 17 and will likely be held online.



Open with Restrictions: Target: Start of Fall Term.

Return to on-campus instruction with flexibility for return to online. Workers return to campus based on needs of college. Extensive health and safety measures in place.



Blue Skies: Return to normal / adaptation to new normal.

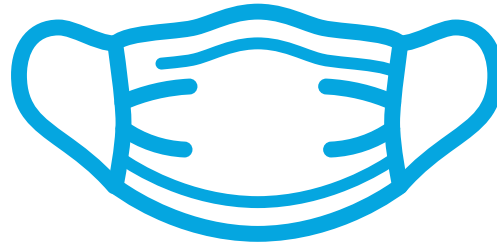
Trigger: COM President declares emergency ended. It remains to be seen if we will return to pre COVID-19 operations or if certain modifications to scheduling, office and classroom arrangements, event scheduling, cleaning schedules, distancing, and other protective measures will persist.

We already know the Fall 2020 semester will be unlike any before. We also anticipate that the progress of COVID-19 and guidance from public health and academic officials may require changes to our plan for operations. The information presented here is true and accurate as of the date of dissemination. I am committed to remaining flexible as we incorporate guidance from public health and academic authorities, expertise from our campus leadership, and feedback from the entire COM community.

Staying Healthy

Physical Distancing: Maintaining space from others is one of the most effective tools in slowing the spread of COVID-19. Public health officials recommend that individuals remain at least six feet apart at all times, do not gather in groups, and avoid mass gatherings. In keeping with the emphasis on social distancing, please move meetings to teleconference or web-conference when possible. If face-to-face meetings are necessary, please limit meeting size and duration, and hold meetings in a space that accommodates 6-foot distancing.

Face Masks/Face Coverings: All employees and students entering COM facilities must wear face coverings when in the presence of others and in all common indoor spaces. COM will provide limited reusable cloth face coverings for employees. Employees may also use face coverings of their own. Departments that traditionally have been provided personal protective equipment including masks, such as police and health sciences, will continue to receive those materials through the normal budgetary process. Guidance on how to safely select, wear and care for face coverings is available from the CDC.



Hand Hygiene: Frequent handwashing is one of the best ways to protect yourself from COVID-19 and many other illnesses. All employees are encouraged to wash their hands vigorously upon arrival at work and throughout the day. Proper handwashing technique includes the use of soap and rubbing for 20 seconds, covering all parts of hands and wrists.

In addition to frequent handwashing, all employees are encouraged to use the hand sanitizer stations installed throughout campus. When using hand sanitizer, it is important to spread the sanitizer all over hands and rub together until the gel or liquid has dried completely.

How To Properly Wash Your Hands

- 1.** **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- 2.** **Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- 3.** **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- 4.** **Rinse** hands well under clean, running water.
- 5.** **Dry** hands using a clean towel or air dry them.

COVID-19
CORONAVIRUS DISEASE 2019

TEXAS Health and Human Services | Texas Department of State Health Services

For updates and more information, visit dshs.texas.gov/coronavirus

Health Monitoring

Employees and students coming to campus will be required to self-screen for symptoms related to COVID-19. We are currently developing a tool for self-screening and attestation that employees have read, understood, and will comply with the guidance related to COVID-19 and the workplace. This tool will NOT collect or track personal health data. More information will be forthcoming on this topic.

Employee Considerations

Training: All employees must complete the COVID-19 Awareness training assigned through SafeColleges prior to returning to campus. Additional training topics related to COVID-19 are also available and recommended.



Vacation/Sick/Personal Business Leave: Employees will continue to accrue leave hours while working from home throughout Summer and potentially beyond. Employees are encouraged to use their leave hours the same as they would during normal operations. In particular, PBL hours expire at the end of August and will not be allowed to carry over. All accrued vacation leave over 240 hours shall be forfeited if not used by the employee's employment anniversary date each year. We encourage employees to use excess hours before they expire.

Travel: Non-essential college travel has been suspended for all COM employees. Any requests for travel will require presidential approval.



Reasonable Accommodations and Other Modifications due to COVID-19: Employees who need to request reasonable accommodation under ADA may do so by contacting Human Resources. Employees wanting non-ADA modifications to their job, workspace, schedule, or duties are encouraged to discuss options with their supervisor.

Employee Assistance Program: (EAP) is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. The EAP is available to address a broad body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. To learn more, visit [UTEAP](#).

Supervisor Considerations

Requests for Workspace/Common Area Modifications: Please work with your employees to identify workspaces and common areas needing modifications. If you require Facilities Services assistance to rearrange furniture, install barriers, or implement additional precautions, please communicate this through your chain of command no later than July 1, 2020. A variety of solutions including barriers, floor decals, rearrangement of furniture, and modified room capacity adjustments are possible. Please note that some requests may not be implemented.



Cleaning: Please reinforce to all employees that they play a critical role in cleaning and disinfecting workspaces and common areas. If your work group needs additional resources, please contact Facilities Services.

Workforce Scheduling and Job Modifications: Supervisors are empowered to identify creative solutions to ensure that COM operations are maintained while reducing the risk to the entire campus community. This may

include fulltime or intermittent telework, staggered schedules, gradual return to full staffing, and/or other innovative strategies. Please be sure that workplace modifications support best practices for a healthy workplace and continued operations of the College. Contact Human Resources if you need additional guidance on these matters. Supervisors should report your department's plan for modified schedules, telework, or duties through your chain of command no later than July 1.

Reinforce "Stay Home if Sick": Supervisors serve a critical role in ensuring a healthy workplace. Please encourage employees to stay home if sick or to go home if symptoms emerge while on campus.

Facilities Concerns

Cleaning Protocols: COM Facilities Management has worked with our custodial contractor and custodial staff to establish cleaning protocols consistent with CDC guidelines. More frequent cleaning and disinfecting of campus surfaces will take place. Even with this added attention, employees will need to participate in the cleaning and disinfecting of the shared areas they use, work or teach in. Facilities services will provide disinfecting spray for use in classrooms and shared spaces. It is the duty of each employee to share in the effort by spraying and wiping surfaces, equipment, and workspaces between users.

Workspace Modifications: Many COM employees spend their days directly interacting with the public. To protect these employees and campus visitors, the College is installing plexiglass barriers to maintain physical separation. These are being installed in Student Services areas such as Advising, Cashier, and Student Help Desk areas, as well as Library and Tutoring Center. Additional areas are currently being identified.

For areas that have less frequent interaction with the public, modifications may include rearranging workspaces, signage and other guidance to reinforce social distancing measures and healthy habits. Please communicate through your supervisor if you believe a plexiglass barrier or other workspace change is needed for your workspace.

Elevators: Campus elevators will be limited to one individual at a time. For this reason, please use the stairs if and when able. When using the elevator, please wear your face covering and avoid

touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60 percent alcohol upon departing the elevator.

Events and Facilities: COM has already announced that facility rental and events will not be hosted on campus through Summer. Information regarding the use of the conference center and other facilities for fall term will be forthcoming.

Library: The library will be open for fall term until 6 p.m. with modifications to capacity and low-contact procedures for check-out/check-in of books and resources.

Performances: Performances during the fall term will have reduced audience size and will enact social distancing and other safety precautions. All performances shall be approved by Vice President for Instruction.

Water Fountains: The newly installed water fountains that allow containers to be filled will remain open. Other water fountains will be temporarily out of service. All employees and students are encouraged to bring their own container for water rather than drinking directly from fountains.



Instruction and Learning Environment

Dr. Jerry Fliger, Vice President for Instruction, in conjunction with Faculty Senate and the Instructional Leadership Council, released the Reopening Plan for Instruction on June 1. This document provides guidance on face-to-face courses beginning on campus August 24, the start of fall term. Classes must not exceed 50 percent of established room capacity and must adhere to health and safety guidance.

50%
capacity

The division of Instruction, except for faculty, will begin reporting to campus the week of August 10 unless otherwise instructed or excused. Faculty will report to campus as scheduled on August 17. Supervisors will work with employees to determine their on-campus work requirements.

Student Support and Services

Admissions, Advising, Financial Aid/Veterans, and Testing: Testing, admissions and advising services continue online. As fall term approaches, limited in-person appointments will be available for those requiring face-to-face assistance. During peak demand, from August 10 – 28, students arriving on campus for Student Services assistance will be routed to either new student application assistance in the gym, or existing student advising and registration assistance in the Student Center to schedule an appointment. Both facilities will allow appropriate social distancing while still managing a large volume of campus visitors.

Students with Disabilities: Students in need of services are encouraged to notify (and request services from) the Counselor for Students with Disabilities regarding any assistance or special accommodations they may need. Refer to the Guidelines for Documentation (PDF) for more information on registering for Services for Students with Disabilities. For more information, please contact hbankston@com.edu or 409-933-8520.

Counseling Services: Students in need of emotional and mental health support and referral may contact COM Counselor in the Student Success Center at hbankston@com.edu or 409-933-8520.

Cares Act and COVID-19 Financial Support: The federal government's CARES Act has provided colleges and universities with emergency grant funding to assist with student financial needs related to COVID-19. See COM's COVID Financial Assistance page for more details. Students must meet all eligibility requirements for federal financial aid.

Clubs and Organizations: Face-to-face meetings of clubs and organizations are suspended for fall term. Students are encouraged to meet using virtual platforms such as Microsoft Teams.

Gym: The gym will open with the start of fall classes with restrictions in place. Details will be released at a later time.

Reopening According to Organization Structure

Department/Unit	Status of Staffing
President's Office	
COM PD	Continue to provide on-campus service 24/7 with staffing to match level of campus activity.
Emergency Management	Telework. Available to come to campus as needed.
Information Technology Services	Mainly by telework. Helpdesk staffed for appointments and projects as needed. Isolated datacenter projects on campus.
Marketing and Public Affairs	Telework. Available to come to campus as needed.
COM Foundation	Staggered with one person on campus daily. Others telework.
Instruction	
Academics, Workforce, CE, Collegiate High School, Dual Credit, Educational Technology Services	Faculty: return 8/17, on campus according to class needs. Admins/non-faculty: Return 8/10, on campus for reduced hours determined in conjunction with supervisors.
Library & Tutoring	Open for fall term with limited capacity. Closes at 6 p.m. Online services and support available.
OPEAR	Telework. Available to come to campus as needed.
Fiscal Affairs	
Business Office	Payables and payroll on campus during processing. Audits progress as schedule on case by cases basis. Bursar and Grants on staggered schedule. Student Receivables on campus 2x/week. Controller and selected staff extensive presence on campus as needed.
Facilities	On campus as needed through summer. Full staff on campus for fall.
Human Resources	New hire, benefit, interviews mainly via virtual meetings, Face-to-face meetings when necessary, one person in office at time/ staggered schedule, payroll processing on campus.

Purchasing	Continue telework, staggered schedules as needed.
Campus Bookstore	Open with limited in-store capacity and curbside pickup available.
Cashiers	Two employees. Use Who's Next.
Student Services	
Admissions	One employee at a time. Use lock box; only let student into office to sign FERPA release; everything else done online.
College Connections	All staff working. In Gym for surge period of 8/10-28. Work remotely or in staggered shifts after surge.
Student Help Desk	Three, one at front desk, two in Student Help Center, use lobby computers. Work with ITS to facilitate virtual advising.
Financial Aid	One employee at a time, use Who's Next, lock box, appointment only. Rotate front desk staff.
Gym	One front counter staff for ID's and parking permits + one building monitor. Workout rooms and locker rooms closed to students and staff until start of fall term.
Student Life	All staff to assist with registration surge. Student Life will help manage social distancing and direct students as needed. No on campus activities for fall. Virtual activities calendar will be created.
Student Success	Three to four – positioned in offices on opposite sides of room during surge. Advisors will schedule office hours one to two times per week. Appointments only and virtual services continue.
Testing	One front desk, one proctor. Testing by appointment only. Check in at Student Help Desk. Block off every other computer station in Testing Center.
TRIO	One staff member – will rotate; by appointment only
Veterans	One staff member – will rotate; by appointment only

