



# COVID-19 REOPENING GUIDE

AUGUST 6, 2020



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## Message from the President

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Dear Students, Faculty and Staff,

As we look forward to Fall term, I want to express how proud I am of the dedication and flexibility shown by the entire COM community. In these unprecedented times, COM remains dedicated to our mission as a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities we serve. Our commitment to your safety and success has never been stronger.

Sincerely,



Dr. Warren Nichols  
President





## College of the Mainland

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### Fall 2020 Plan

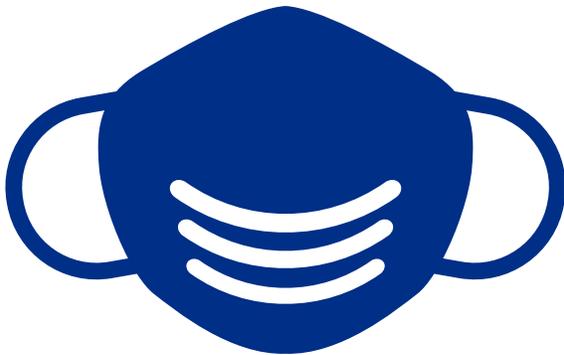
College of the Mainland administration continues to monitor the COVID-19 situation and take the necessary actions to ensure that we provide a safe and successful learning experience for students during this challenging time. In light of the rising number of cases in the state, the college has made the decision to move all instruction possible to an online format for the Fall 2020 semester.

A limited number of skills-based, hands-on courses may require on-campus instruction. In any circumstance where on-campus presence is needed, the college will practice all appropriate social distancing and sanitization measures. In addition, any person on campus must wear a mask or face covering. As a reminder, individuals who are experiencing any signs or symptoms of illness, are asked to stay home as a measure to prevent the spread of the virus.

We 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 additional changes to our plan for operations. The information presented here is true and accurate as of the date of dissemination.

## Staying Healthy

**Avoid Close Contact:** 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 Coverings:** All employees and students entering COM facilities **must** wear face coverings indoors as well as outdoors when within 6 feet of others. An employee working in their own private office that does not include other coworkers, students, or visitors, may remove their face covering only while they are in that unshared space.

COM will provide washable cloth face coverings for on-campus employees. Durable clear plastic face shields are available for

classroom instructors. Shields may only be worn without an additional face covering when a minimum of 6 feet distance from other people is maintained. Employees with extensive face-to-face contact may request a shield to be used with a cloth face covering. 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. Students must provide their own face coverings.

**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.

## Maintaining a Healthy Campus

### COVID-19 e-Learning

All students, employees, and contractors are asked to complete a brief e-learning about COVID-19 prior to coming to campus. This takes approximately 10 minutes. Employees should login to [SafeColleges](#). Students and contractors should view this video from [Vector Solutions](#). Additional informative materials are available from both sources.

### Health Monitoring

Employees, students, and contractors coming to campus will be required to complete a self-screen for symptoms related to COVID-19 and acknowledge safety guidance at [www.com.edu/selfscreen](http://www.com.edu/selfscreen). Symptoms include fever, chills, cough, fatigue, headache, shortness of breath, difficulty breathing, new loss of taste or smell, sore throat, congestion or runny nose, diarrhea or vomiting. If experiencing any symptoms listed above, DO NOT come to campus. Contact your healthcare provider for medical guidance and notify your supervisor/instructor of the needed absence.



### Self-Reporting

Students, employees and COM contractors are asked to complete and [online self-report](#) and obtain additional guidance if you:

- Tested positive for COVID-19 with or without symptoms
- Think or know you had COVID-19 symptoms in the past that have now resolved
- Had close contact (< 6' for 15+ minutes) with a known case of COVID-19 within the past 14 days.

Those who self-report will receive guidance regarding when they may return to campus. COM collaborates with the Galveston County Health District for case reporting, contact tracing, and notification of possible exposures.

### Stay Home if Sick

If you are feeling sick in anyway, it is best to stay home and away from others. Contact your instructors or supervisors to address your absence. Please **do not** come on campus while ill.

### Failure to Comply

You may be asked to leave campus if you are not complying with this guidance. Failure to comply is considered a discipline matter for employees or students.

## Instruction and Learning Environment

**Convocation:** Convocation begins Aug. 17 and will be distance based. Schedule forthcoming.

**Live Classes:** All classes that can be delivered online, will be. Those classes that must include a face-to-face component for labs, skills, or performance will be delivered through a hybrid model that includes both online and live, in-person meetings. Any class that requires live meetings, must comply with COVID-19 safety measures that include: not exceeding 50% of room capacity, 6 ft. distancing, and face coverings. Remind students to distance and wear face coverings during breaks as well.

**Library:** The library will be open to students with modifications to capacity and low-contact procedures for check-out/check-in of books and resources. Fall hours: Monday – Thursday 8 a.m.–6 p.m., Friday 8 a.m.–noon, Saturday 9 a.m.–1 p.m. Closed Sunday. Online Librarian available Monday–Thursday 8 a.m.–8 p.m., Friday 8 a.m.–2 p.m., and Saturday 9 a.m.–1 p.m. See webpage for details and updates. The schedule will be adjusted according to demand and safety considerations.

**Tutoring Center:** Open for students. On campus Monday–Thursday 8 a.m.–6 p.m., Friday 8 a.m.–noon. Closed Saturday and Sunday. Online tutoring is available during expanded hours. Sign up for online tutoring at <https://com.mywconline.com>. See webpage for details. The schedule will be adjusted according to demand and safety considerations.

**Computer Labs:** Will have limited on-campus availability for students. On campus Monday–Thursday 8 a.m.–6 p.m., Friday 8 a.m.–noon. Closed Saturday and Sunday. See webpage for details. The schedule will be adjusted according to demand and safety considerations.

**Gym:** The gym will be open for necessary face-to-face class meetings only. This is subject to change according to public health guidance.

**Performances:** If permissible by local government and public health guidance, performances during the fall term will take place with reduced audience size, social distancing, and other safety precautions. All performances shall be approved by Vice President for Instruction.

**COM Bookstore:** Monday-Thursday 9 a.m.–4 p.m., Friday 9 a.m.–3 p.m.

Special back to school hours Aug 17 - 24:  
Monday-Thursday 8 a.m.–7 p.m., Friday 8 a.m.–3 p.m. Saturday, Aug. 29, 9 a.m.–1 p.m.

Reserve books in advance, curbside pickup, and assisted shopping available. Limited occupancy in store. Masks and distancing required.

[www.combookstore.com](http://www.combookstore.com)  
[bookstore@com.edu](mailto:bookstore@com.edu)  
409-933-8239

**Study Areas:** Some common areas, such as the Library, will be open for students to use for their studies. These areas will be regularly sanitized by custodial staff and will also include sanitization equipment for students to disinfect their area prior to use.

## Student Support and Services

**Admissions, Advising, and Financial Aid / Veterans:** Admissions, advising, and financial aid services continue online until further notice.

**Testing:** The testing center has a mechanism to allow supervised testing online. The Testing Center will only be open for certain required certification exams such as required for Police and Fire Academies.

**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](mailto:hbankston@com.edu) or 409-933-8520.

**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

**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 info, please contact [hbankston@com.edu](mailto: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 [www.com.edu/coronavirus/covid-aid](http://www.com.edu/coronavirus/covid-aid) for more details. Students must meet all eligibility requirements for federal financial aid.



## Employee Considerations

### Personal Protective Equipment

If your position requires personal protective equipment due to COVID-19, please send requests through your chain of command. Face coverings are available for all employees. These will be distributed to those departments where it is known that employees will be on campus. Plastic face shields are available for employees upon request. Shields may be worn without a cloth face covering only while instructing and only while maintaining 6 or more feet of distance from all other people. Shields may be worn with a face covering at any time.

### Vacation, Sick and Personal Business Leave

Employees will continue to accrue leave hours while working from home. 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 at [www.uth.edu/uteap](http://www.uth.edu/uteap).

### Technology and Equipment Requests

Any employee requests for technology or equipment to support telework should go through supervisors.

### Information Technology Services

ITS supports wifi, employee laptops, email, COM phones, web advisor, password resets, and more.

[helpdesk@com.edu](mailto:helpdesk@com.edu)

[www.com.edu/its](http://www.com.edu/its)

409.933.8013

### Educational Technology Services

ETS provides instructional design, instructional multimedia development, technology training, classroom support and general educational technology services to the entire College of the Mainland community. ETS has a variety of video and online resources to assist students and instructors with distance learning.

<https://edtech.com.edu>

## 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 supervisor to make those requests. 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 will mainly depend on telework and distance-based

service delivery. For those that must work on campus, staggered schedules, reduced or modified service hours, and/or other innovative strategies may be considered. Please be sure that workplace and job 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.

**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.

**Consider, Approve, and Communicate When Employees Must Be on Campus:** If employees must come on to campus for non-routine duties, please notify COM PD for unlock/lock and Facilities Services.



**Are you sick?**

**Please return home if unwell.**

## Facilities Services

**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.

**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.

**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.

**Vending Machines:** Vending machines in several buildings will be open. Please use hand sanitizer located near machine and avoid pressing buttons using your fingers.

**Events and Facilities:** COM facility rental and events will not be hosted on campus through Fall.

**Workspace Modifications:** Even with limited on-campus services, some COM employees spend time 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.

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.



## Reopening According to Organization Structure

Department/Unit	Status of Staffing
<b>President's Office</b>	
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.
<b>Instruction</b>	
Academics, Workforce, CE, Collegiate High School, Dual Credit, Educational Technology Services	<p>Virtual convocation begins Aug. 17.</p> <p>Classes begin online Aug. 24</p> <p>On-campus class meetings determined on case-by-case basis with approval from Vice President.</p>
Library	<p>Fall hours: Monday-Thursday 8 a.m. - 6 p.m. Friday 8 a.m. – noon, Saturday 9 a.m. – 1p.m. Closed Sunday.</p> <p>Online Librarian available: Monday-Thursday 8 a.m. – 8 p.m., Friday 8 a.m. – 5 p.m., and Saturday 9 a.m. -1 p.m.</p>
Tutoring Center	<p>Fall hours: Monday-Thursday 8 a.m. - 6 p.m. Friday 8 a.m. – noon. Closed Saturday &amp; Sunday. Live online tutoring available with expanded hours.</p>
Computer Labs	<p>Limited on-campus availability for students. Monday-Thursday 8 a.m. - 6 p.m. Friday 8 a.m. – noon. Closed Saturday and Sunday.</p>
OPEAR	Telework. Available to come to campus as needed.

Fiscal Affairs	
Business Office	<p>Payables and payroll on campus during processing. Audits progress as schedule on case by cases basis. Bursar, Cashiers, and Grants on staggered schedule. Student Receivables on campus twice per week. Controller and selected staff extensive presence on campus as needed.</p> <p>Cashiers can process payments by phone or online.</p>
Facilities	<p>On campus as needed through summer. Full staff on campus for fall.</p>
Human Resources	<p>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.</p>
Purchasing	<p>Continue telework, staggered schedules as needed. Mail and order deliveries made to campus may be picked-up from the Shipping and Receiving area by appointment only. Shipping and Receiving personnel may assist with bulk size deliveries to campus locations as needed with prior arrangements and scheduling made with the Shipping and Receiving staff.</p>
Campus Bookstore	<p>Open with limited in-store capacity and curbside pickup available.</p>

Student Services	
Admissions	Services continue online until further notice.
College Connections	Working with on-boarding team. Providing all services online.
Student Help Desk	Working remotely responding to student inquiries online.
Financial Aid	Services continue online until further notice.
Gym	One front counter staff for ID and parking permits + one building monitor. Gym facilities open for classes only.
Student Life	No on campus activities for fall. Virtual activities calendar will be created.
Student Success	Services continue online until further notice.
Testing	Testing will provide specialized exams for programs as necessary on campus. These will be coordinated through program directors.
TRIO	Services continue online until further notice.
Veterans	Services continue online until further notice.