



# COVID-19

## SPRING 2021 GUIDE



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## Message from the President

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Dear Students, Faculty and Staff,

As you read this guide, I hope you will find the information provided useful and informative as we all work together to navigate through these challenging times. While I know we can't wait to return to our normal way of life, I encourage you to continue practicing appropriate safety and social distancing measures. Your efforts in keeping our college community safe speak to our unwavering commitment in providing a successful learning experience for our students, even during these most challenging circumstances. Together, I look forward to another safe and productive semester of learning.



Sincerely,

A handwritten signature in blue ink, which appears to read "Warren Nichols". The signature is fluid and cursive, written on a white background.

Dr. Warren Nichols  
President



## College of the Mainland

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### Spring 2021 Plan

College of the Mainland (COM) administration remains committed to providing a safe and successful learning experience for students during this challenging time. To balance the needs of students and employees, COM will be offering a combination of online, hybrid, and live delivery courses during Spring 2021.

On-campus classes and offices will practice all appropriate health and safety measures. This includes masks, distancing, hand sanitizing, and frequent cleaning and disinfection of surfaces. This also includes a robust screening and reporting system to quickly identify those who should not come to campus due to exposure, symptoms or positive COVID-19 tests. As a reminder, individuals who are experiencing any signs or symptoms of illness are asked to stay home to protect others on campus and throughout the community.

The burden of COVID-19 in the community and guidance from public health, elected 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

### Wear a Mask

All employees, students and visitors entering COM facilities must wear face coverings when indoors as well as when outdoors 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. Masks should NOT be worn by children under the



age of 2 or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

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 and only while presenting. While face shields may

be used in those circumstances, masks are still strongly encouraged while presenting. Employees with extensive face-to-face contact may also request a shield to be used with a cloth face covering.

### Watch Your Distance

Everyone should keep 6 feet of distance from others whenever possible. This includes offices, common areas, classrooms and meetings. Occasionally labs and classroom skills may require closer contact. When possible, meetings should continue to be held by Zoom, Teams or similar platforms. When off campus, continue to maintain distance from others. Avoid parties, gatherings and crowded environments when distancing is not possible, or mask use is not consistent.

### Wash Your Hands

Frequent handwashing will help to protect yourself from COVID-19 and many other illnesses. All employees and students 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, please use the hand sanitizer stations installed throughout campus.



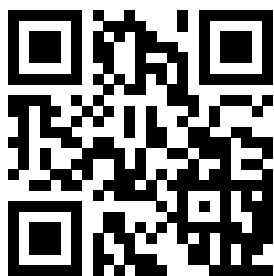
## Maintaining a Healthy Campus

### 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.



Scan the QR code to self screen.

### 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
- Have symptoms that are consistent with COVID-19
- Had close contact (less than 6 feet for 15+ minutes within a 24-hour period) with a known case of COVID-19.

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.

### Case Investigation and Notification

If an employee, student, or contractor has symptoms of/tests positive for/or has an exposure to COVID-19, the individual should complete a self-report as soon as possible. This triggers an investigation and allows us to quickly determine best practices to protect campus. This may include instructions to stay off campus and quarantine or isolate at home. In some instances, this may involve notification of others who have been in close contact with someone who is positive for COVID-19. Any person under investigation or who has completed a self-report and is awaiting response from COM should not be on campus until their investigation has concluded and they receive clear guidance.

If someone has been named as a possible exposure during an investigation, investigators will seek information to determine if there was close contact as defined by CDC. A person must meet all three criteria to be considered close contact:

- 15 minutes (cumulative)
- Within 6 feet proximity
- During a 24-hour span

COM will consult and collaborate with the Galveston County Health District for official public health guidance, assistance and referral on case investigations and notifications.

Any individual identified as a close contact will be notified and advised of appropriate next steps.

### Stay Home if Sick

If you are feeling sick in any way, 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.

# BEFORE ENTERING

<b>ARE YOU SICK?</b>  <b>Please return home if unwell.</b>	<b>HAVE YOU SELF-SCREENED?</b>  <a href="http://www.com.edu/selfscreen">www.com.edu/selfscreen</a> <b>Please scan QR code and self-screen.</b>	<b>MASK AND SOCIAL DISTANCE</b>  <b>Please wear a mask and stay six feet apart.</b>
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## Instruction and Learning Environment

### Convocation

Convocation begins January 11 and will be distance based. Schedule forthcoming.

### Live Classes

Many classes will return to the classroom for some or all instruction. Any class that requires live meetings must comply with COVID-19 safety measures that include: reduced room capacity, 6 feet distancing and face coverings. Please remember to maintain 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.

**Spring hours:** Monday-Thursday 8 a.m.-6 p.m., Friday 8 a.m.-noon. Closed Saturday and Sunday. 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. 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

Computer labs including the Library are open for student use Monday-Thursday 8 a.m.-6 p.m., Friday 8 a.m.-noon. Closed Saturday and Sunday. See webpage to confirm details. The schedule will be adjusted according to demand and safety considerations. See Computer and Information Technology Services under Student Support and Services section for more information.



### Gym

The gym will be open for necessary face-to-face class meetings only. This is subject to change according to public health guidance. Faculty and Staff are also allowed to access the gym.

### Performances

If permissible by local government and public health guidance, performances during the spring 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**

### **Spring Hours:**

- Monday - Thursday, 9 a.m. - 4 p.m.
- Friday, 9 a.m. - Noon.

### **Special back-to-school hours:**

- Saturday, Jan. 16: 9 a.m. - 1 p.m.
- Monday, Jan. 18: Closed for MLK holiday
- Tuesday, Jan. 19 - Thursday, Jan. 21: 8 a.m. - 7 p.m.
- Friday, Jan. 22: 8 a.m. - 3 p.m.
- Saturday, Jan. 23: 9 a.m. - 1 p.m.
- Monday - Thursday, Jan. 25 - Jan. 28: 8 a.m. - 7 p.m.
- Friday, Jan. 29: 8 a.m. - 3 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, and limited staff are available on campus on Monday and Tuesday from 8 a.m.-6 p.m. and Wednesday through Friday from 8 a.m.-5 p.m. Appointments are strongly encouraged. For more information, please call:

- Admissions – 409-933-8264
- Advising – 409-933-8379
- Financial Aid – 409-933-8274

### Testing

Testing Center located in the Technical Vocation Building (Room 1528A) is open for testing by appointment only. Please visit [www.com.edu/testing](http://www.com.edu/testing) for more testing information. Staff are available online and on campus on Monday-Tuesday from 8 a.m.-6 p.m. and Wednesday-Friday from 8 a.m.-5 p.m. 409-933-8676.

### 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 spring term. Students are encouraged to meet using virtual platforms such as Microsoft Teams. Check COM email for links to activities. A list of events can be found on the Student Life Calendar in 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.

### Student ID

During the COVID pandemic, we are asking those students who will be on campus for any classes or business (Advising, Library, Tutoring, Bookstore, etc.) to have their



**Are you sick?**

**Please return  
home if unwell.**

Student ID. Student IDs can be obtained at the front desk of the Gym Building #4. For more information, call 409-933-8422.

### **Parking Permits**

During the COVID pandemic, we are asking those students who will be parking on campus for any business (Library, Tutoring, HYBRID, Lab, Bookstore, etc.) to have their parking permit. Parking permits can be obtained at the front desk of the Gym Building #4. You must register your vehicle in WebAdvisor before coming to get a parking sticker. For more information, call 409-933-8422.

### **Bursar's Office, Accounts Receivable Office and Cashier's Office**

Services continue online and limited staff are available on campus in the Student Center on Monday and Tuesday from 8 a.m.-6 p.m. and Wednesday through Friday from 8 a.m.-5 p.m. Payments can be made online, by phone or in person at the Cashier's office. Cash payments will not be accepted. Should you need to speak with the Bursar, Accounts Receivable staff or Cashier staff, please call:

- Bursar – 409-933-8620
- Accounts Receivable – 409-933-8236 or 409-933-8309
- Cashier – 409-933-8377

### **Computer and Information Technology Resources**

Information Technology Services provides resources to facilitate student success. Every student has access to the Microsoft Office 365 suite. The suite includes cloud application versions of Word, Excel, Outlook, PowerPoint, OneDrive, OneNote, and Teams. Students have a full terabyte of cloud storage with OneDrive. Five installations of Office on personal devices are also included with the COM student account. More information is available at <https://www.com.edu/its>. For students who do not have computer access, there are laptops available for check out at the Library on a first come first serve basis.

## Employee Considerations

### Masks and Shields

Reusable cloth masks were distributed for all employees. 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. A limited number of disposable masks are available for departments that serve visitors who have not brought their own.

### Vacation, Sick and Personal Business Leave

Employees will continue to accrue leave hours if they are working fully or partially from home. Employees are encouraged to use their leave hours the same as they would during normal operations. All accrued vacation leave over 240 hours shall be forfeited if not used by the end of the fiscal year. We encourage employees to use excess hours before they expire and to use their leave to best maintain their wellness.

### Travel

Non-essential college travel has been suspended for all COM employees. Any requests for essential 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 Wi-Fi, 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)

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. Every classroom and work area should have hand sanitizer, surface disinfectant and paper towels or wipes. 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 require a balance of telework and on-campus activity to support service delivery. For those who 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.

### If an Employee Gets Sick/Tests Positive/Has an Exposure

Please ask the employee to complete a self-report as soon as possible. This triggers the investigation from HR and allows us to quickly determine best practices to protect campus. This may include instructions to quarantine or isolate at home and the notification of those who have been in close contact with someone who is positive for COVID-19.

## 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 surface disinfectant and wipes or paper towels 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. Additional safety measures including deep cleaning via disinfectant fogging, cleaning of the air handling system, enhanced fresh air exchange have been implemented.

### 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 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 facilities will not be rented to outside individuals or groups for events through Spring.

### Workspace Modifications

The College has installed clear barriers in several areas to maintain physical separation between employees and those they serve. These areas include Student Center 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.





## Reminders

If coming to campus:

- Complete training
- Self-screen
- Wear a mask
- Watch your distance
- Wash your hands

If you get sick, test positive, or have an exposure: self-report!