

TBCC Reopening Plan- June 19, 2020

Physical Distancing: Students / Staff / Visitors-General

1. TBCC is following the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 and the Governor's Executive Order #20-28. These documents can be accessed at <https://tillamookbaycc.edu/covid-19-information/>
2. Pat Ryan, HR/Facilities/Safety Director for TBCC, will implement, enforce, and supervise the requirements in the Governor's EO 20-28.
3. Complaints brought forward by faculty or staff will follow Board Policy 317. Complaints by students will follow Administration Rule E008.
4. Staff will wear a face covering when leaving their office.
5. Staff will work to maintain 6' distance from others wherever possible. Staff will wear a face covering when a 6' distance cannot be maintained.
6. Office spaces will be configured to maintain physical distance and/or add plastic barriers.
7. Plastic barriers have been installed in the Store and Student Services windows. The Business Office window will remain closed for now. Signage in lobby will instruct students coming for summer term to go to the Store Window to pay bills, etc.
8. Student Services staff will have individual offices. Students will be in the building and can meet face to face with advisors and financial aid staff in large meeting rooms or classrooms where social distancing can easily be maintained. These rooms will be taken off line from being used as classrooms or other meetings for the summer term and will be identified by the beginning of summer term.
9. Signage in the lobby will explain PPE rules/procedures, as well as information that explains how we are fully following OHA and Governor EO guidelines for reopening.
10. College phone numbers are posted at the front entrance for making appointments. Front doors will continue to be unlocked from 8:30 am to 7:15 pm during the week with the Library open until 5:00 pm, and Food Pantry available.
11. Starting June 22, 2020 all people entering the building will need to sign in at the Store Window. During breaks and after normal business hours, there will be a staff at a table in the lobby to collect signatures of people entering the building. This person will also ensure that all people entering are wearing a face covering and not showing signs of illness. Only faculty, staff, and

students are allowed in the building unless they have an appointment with someone at the college. The college is closed to the general public.

12. Faculty and staff can still enter the building through the side doors with their key cards but will need to sign in at the Store Window in the Lobby as soon as they get in the building each day.
13. If a faculty or staff start to feel ill while at work, they need to report it to Pat Ryan (503-842-8222 ext. 1020, patryan@tillamookbaycc.edu) and their supervisor and go home.
14. If students or other visitors show signs of illness, they will be asked to leave the building and monitor their symptoms.
15. If someone that has recently been in the building and tests positive for the virus, this information will be submitted to the Tillamook County Health Department (503-842-3940). The building will be closed down until it has a deep cleaning in accordance with OHA guidelines.
16. Faculty and staff are asked to wash hands often with soap and water for at least 20 seconds.
17. Extra hand sanitizer will be made available around the building.
18. Building will be sanitized daily and cleaning materials will be available in each classroom. Emphasis will be on all public and shared spaces as well as high touch points (door handles, handrails, push plates, light switches, public phones, and keyboards).
19. Most staff meetings will continue to be held on Zoom, especially for meetings with multiple people.

Vulnerable populations

Staff identifying themselves as being in a high risk category, as defined in the *Guidance for the Conduct of In-Person Instructional, Residential, and Research Activities at Oregon Colleges and Universities* document from OHA dated June 12, 2020 should talk to their supervisor and then HR about accommodations once their relevant health conditions are verified by a physician.

Instruction

1. Responses 1-19 above all apply.
2. Students/faculty will not be allowed in class without a face covering or if not following social distancing guidelines. It will be the responsibility of the faculty member to ensure that students in the class are following the OHA guidelines. If there are issues with a student not following guidelines, the faculty member will need to reach out to HR.
3. All seats in classrooms will be at least 6' apart. There will be no extra chairs in classroom. This will define room capacity. Room capacity will be posted outside each classroom. Entry and exit points will be designated.
4. Classes with individually assigned PPE (Welding and Science labs, for example) will have that clearly labeled and assigned per student.

5. The **Facility Entry Protocol for F/F and Hybrid Classes** document details procedures and responsibilities for cleaning classrooms between classes. These will be in accordance with HECC guidelines for Instructional Activities.
6. Face to Face Classes for summer term that are currently scheduled:
 - a. Welding labs
 - b. MIT labs
 - c. Apprenticeship labs
 - d. Medical Assisting
 - e. Science Labs
 - f. ABE/GED/ESOL
 - g. Community Ed (August)
 - h. Criminal Justice
 - i. SBDC
 - j. Truck Driving