

Bishop State Community College

***Coronavirus (COVID-19) Guidance
on Re-opening and Returning to Class
Fall 2020***

Policies, Procedures, and Protocols

Reggie Sykes, Ed.D.
President

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Message from the President

Our unexpected departure from Campus in March of 2020, as a result of COVID-19, and the transition to remote learning, made us all sincerely appreciate the vibrant bonds of our campus community. Students who choose to attend Bishop State do so not only for the inexpensive cost of quality academic programs but also for the immersive experience, which offers opportunities for enrichment that can be undertaken with a diverse group of peers.

As we approach the Fall Term 2020, I want you to know that in this time of considerable uncertainty, we are committed to providing a high-quality education that is conducive to learning and academic progress, whatever the mode of instruction, and with minimal delays. Even with the limitations amid this pandemic – we will strive to sustain the community connections that represent Bishop State at its best. That being said, as students evaluate how they wish to pursue their studies at the College this fall, it is crucial to understand that campus life will be a different experience in the fall, with all members of the community playing an essential role in mitigating the infection and spread of the virus.

All courses that do not require a physical in-presence laboratory setting, clinical or preceptorship, will be offered remotely or through a mix of in-person and remote classes (Staggered Rotation), as well as a significant number of hybrid courses. Only essential face-to-face labs, clinical, preceptorships, and other courses involving hands-on work will be conducted on Campus and in-person. These courses have already been identified by deans, chairs, department heads, and faculty with priority placed on courses involving more senior students not to impede their progress toward completion.

The Fall Term will begin August 12th, and all face-to-face classes and in-person services will conclude November 20th; after the Thanksgiving break, which includes the Fall Break (November 23 - 26, 2020), all learning will transition to remote instruction only. Fall term final exams will be conducted remotely.

Students must agree not only to the standard Code of Student Conduct but also to a set of protocols outlined in The College Student Agreement, a commitment that they will be required to sign. The protocols students must adhere to will include but are not limited to strict physical distancing, wearing face coverings on Campus, limiting social contacts, daily self-monitoring, and restrict travel.

As is required by the ACCS, the CDC, and the Alabama Department of Public Health guidelines, those who test positive for the virus, even those who are asymptomatic, will be required to self-isolate. Students who have been determined through contact tracing to have been in close contact with someone who has tested positive will also be required to self-quarantine. The College will determine the length of isolation or quarantine required based on the circumstances of each case. Compliance with these requirements is a condition for returning to Campus.

Those students will be offered a robust remote curriculum as well as advising and other academic support to facilitate their academic success. Students facing hardship resulting from COVID-19 should contact the Dean of Students Office.



Reggie Sykes, Ed.D.
President
Bishop State Community College

COVID-19 Fall 2020 Re-opening

Policies, Procedures, and Protocols

FA2020: Health and Safety

The College is using the best science and public health information available to protect members of the campus community; efforts are focused on mitigating the risk of infection and the spread of the virus.

We are relying upon the guidance and direction of the federal Centers for Disease Control (CDC), local, state, and national health and medical professionals in setting and in determining the elements of our re-opening and return to campus plans.

The Dean of Students Office will serve as the College's coordinating and operational hub for COVID-19 mitigation efforts for students. The College's Human Resources (HR) Office will serve as the coordinating and operational hub for mitigation efforts for Faculty, Staff, and Administration. Both Offices' focus is to influence public health behaviors positively, support critical health screening, and monitor protocols to maintain the health and wellness of our campus community.

As part of these efforts, we are implementing a multi-layered approach to deter the spread of the Coronavirus, help protect our Campus, and allow us to respond if faculty, staff, or students present symptoms or test positive for the virus rapidly.

Multi-Layered Approach to Campus Health and Safety

The College is taking a leading and innovative approach by embedding a public health and safety awareness orientation for all classrooms and labs. This will positively influence the general health behaviors surrounding COVID-19 and provide critical health screening and monitoring protocols to maintain the health and wellness of our campus community.

- Students will be required to sign the College's agreement regarding social distancing and other public health practices.
- Face coverings are required in classrooms, workspaces, and all other common areas, indoors, and in any outdoor situation where social distancing is not possible.
- Appropriate barriers – Plexiglas and other similar materials – will be established in high-volume areas.
- Sanitation and cleaning will be enhanced in buildings throughout the Campus, and adequate hand sanitizer products will be made available in all common spaces (lobbies, academic learning centers, and classrooms).
- Workplaces, meeting rooms, and laboratories (including computer labs) will have modified occupancy.
- Students will follow classroom operating guidelines that include:

Requiring students/faculty to review the College plan before the first day of classes on the public health measures in place for the classrooms/laboratories;

Require students/faculty to wipe down chairs, other commonly touched surfaces, etc. at the start of every class;

Require face coverings in class;

No eating or drinking in class;

Assigned seating, where appropriate

Daily Screening for All Faculty, Staff, and Students

In line with current, best scientific practices, the College will execute a screening and testing strategy that mitigates community spread through early identification. All faculty and staff will be notified via official College communication channels of the screening process (emails, Canvas announcements, etc...). The College will utilize an electronic app as well as manual forms for daily check-in.

- Faculty, students, and staff will use the College App to complete the daily questionnaire. (The questionnaires will be provided in paper format and available at all Campus screening check points for individuals that do not have access to a smartphone.)
- Faculty, students, and staff must conduct symptom monitoring every day before coming to Campus.
- Contractors and others doing business at the College or coming to Campus will answer the questionnaire upon arrival.
- All must be free of any symptoms related to COVID-19 to be on Campus or participate in activities on Campus.
- Individuals who have any of the symptoms related to COVID-19 will be asked to self-quarantine and promptly referred to the Dean of Students or HR.
- Individuals who are determined to be in close contact with an individual testing positive will also be required to undergo testing.

Employee Screening for COVID-19 Procedures

Employees of Bishop State Community College are required to take part in the *Employee Screening for COVID-19* process each day.

The Employee Screening for COVID-19 process includes completion of the **Employee Screening for COVID-19 Form** and a **temperature check**. A link to the Form was provided to all faculty/staff and can also be found on the Bishop State HR website. After the successful screening, employees will receive a colored wristband that is to be worn while on the Campus. In the event that an employee is experiencing COVID-19 symptoms such as a temperature of 100.4 or higher, the employee will be directed by the screener, via a note, to contact HR. Bishop State Police and security personnel are serving as screeners.

Directions to Add the Employee Screening for COVID-19 Form to Your Smartphone's Home Screen for Daily Use

Android Phone

- Step 1** Click on and Open the Employee Screening for COVID-19 Form.
- Step 2** Click on the three dots (drop-down menu) located in the upper right-hand corner.
- Step 3** Click on "Add to Home Screen."
- Step 4** Employee Screening for COVID-19 Icon should appear on your home screen for easy daily access.

Apple Phone

- Step 1** Click on and Open the Employee Screening for COVID-19 Form.
- Step 2** Click on the file folder with the arrow pointing up at the bottom of the screen.
- Step 3** Scroll down the list to "Add to Home Screen" and click "Add."

**The questionnaires will be provided in paper format and available at all Campus screening check points for individuals that do not have access to a smartphone.*

Student Screening Follow-Up for COVID-19 Procedure

Students who do not achieve a normal range temperature rating, have been knowingly exposed to COVID-19, or are presenting symptoms of COVID-19 will be contacted by Symantha McDonald, Coordinator of Student Activities. The following steps are recommended

- 1) Contact primary healthcare provider
 - a. If no healthcare provider contact
 - i. University of South Alabama Drive-Thru Testing 1-888-USA-2650
 - ii. Or Alabama COVID 19 24/7 Hotline 1-888-264-2256 for testing locations and hours
- 2) Isolate and wait to receive your test results
- 3) Quarantine for the specified period of time and self-monitor for symptoms (Student will transfer to remote learning during this time.)
- 4) The student should provide weekly update to Symantha McDonald (smcdonald@bishop.edu)
- 5) Prior to returning to campus/classes student must
 - a. Present updated lab test results showing no detection of disease or
 - b. Present a signed statement of release from healthcare provider indicating that the student is safe to return

Procedures for Each Campus:

Complete Employee Screening for COVID-19 Form prior to Campus arrival.

Main & Central Campuses

- Temperature screenings take place in the gymnasium on Main Campus at a temperature screening kiosk that utilizes facial recognition and a wrist temperature scan.
- Show the screener the online survey confirmation
- If arrival to Campus occurs after 8:30 a.m., the screening will take place at the guard's shack at the Business Technology Center (BTC).

Southwest & Carver Campuses

- Drive-thru temperature screenings will take place throughout the day at the guard's shack located on each respective Campus.
- Show the screener the online survey confirmation.

Vendors

- Vendors visiting any of the Campuses for an extended period of time must take part in the COVID-19 screening by submitting to a temperature check. (See Appendix for Employee Screening for COVID-19 Form)

Isolation and Quarantine

The CDC defines isolation as separating sick people with a contagious disease from people who are not ill and quarantine as separating and restricting the movement of people who were exposed to an infectious disease to see if they become sick.

- The College is committed to supporting all students during any required isolation and quarantine. This includes contact tracing, academic support, and health services refer. All students in isolation and quarantine will receive a wellness call. Students in isolation or quarantine will be encouraged to continue their coursework remotely. High-risk Individuals are encouraged to continue remote work and study from home.

As Bishop State Community College plans for the continuation and re-opening of the College, we will continue to use the procedures and protocols suggested by the Centers for Disease Control and Prevention (CDC). We will collaborate with state and local officials to implement these considerations while adjusting to meet the unique needs and circumstances of our local community. The number one concern is how Bishop State Community College can help protect students and employees (faculty, staff, and administrators) in helping to slow the spread of the Coronavirus Disease 2019 (COVID-19) while providing an excellent educational experience. These considerations are meant to supplement and not to replace any state, local, or guidance applicable to public education, such as:

<https://www.alabamapublichealth.gov/covid19/assets/adoe-school-sponsored-activities.pdf>.

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://covid19.alabama.gov/>

<https://governor.alabama.gov/assets/2020/07//Safer-at-Home-Order-Mask-Amendment-7.15.2020-FINAL.pdf>

The College acknowledges that individuals interacting with others for prolonged periods of time are at a higher risk of spreading COVID-19.

Lowest Risk: Faculty and students engage in virtual-only learning options, activities, and events (hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes);

More Risk: Small in-person classes, activities, and events. Individuals remain spaced at least 6 feet apart and do not share objects; and

Highest Risk: Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

All general education programs, technical programs, instructional services and outreach activities such as "Third Party Testing," shall comply with the following rules as a minimum:

Social Distancing – This practice will be prescribed for all programs to take reasonable steps, where applicable and practicable, to maintain six feet of separation between persons.

Sanitation - Recommended guidelines will be an exercise in all programs where practicable to disinfect frequently used items and surfaces and regularly.

Facial Coverings - All students, faculty, and staff will be required to wear masks that cover his or her nostrils and mouth at all times. That is subject to any changes in guidance from medical professionals and the CDC. The face coverings are required to be worn in classrooms, labs, communal office spaces, and at gatherings where social distancing is difficult to maintain. (*ALA CODE Section 11-45-1*) The College will provide two (2) washable masks, free of charge, to all students and employees. Additional masks will also be available for purchase in the Wildcat Pride Bookstore.

In preparation for re-opening the College, the following preparations will be made:

- The entrance/exit doors will be sanitized before the start of each workday and routinely throughout the day,
- All classrooms and instructional spaces (restrooms, labs and lecture areas) will have been given a deep cleaning and disinfection by maintenance personnel prior to re-opening to reduce the risk of transmission,
- All equipment will be sanitized before the start of each new workday and routinely throughout the day when students change places. Students, faculty, and staff are responsible for cleaning/sanitizing their personal workspace, including classrooms, offices, and libraries. Sanitizing wipes and disinfectant will be made available to facilitate this,
- An adequate supply of preventative materials (soap, sanitizer, thermometers, etc.) will be maintained at all times,
- All classes will have a sign-in sheet in which the name of the student, date, and time will be logged for contact tracing purposes,

- Assigned seating and strategically spaced seating plans will be enacted to meet the Social Distancing guidelines.
- Faculty and students will have a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- All inbound materials/packages will go through a disinfection/sanitation process. All incoming materials/packages will be sanitized and remain untouched for 48 hours when received.

Promoting Behaviors that Reduce Spread

The College will implement the following strategies to encourage behaviors that reduce the spread of **COVID-19**. Faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel) will follow CDC guidance to self-isolate or stay home. The College will develop and follow policies that encourage sick individuals to remain at home without fear of reprisals, and ensure students, faculty, and staff are aware of these policies. The College will also recommend and reinforce handwashing with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol.

All employees must fill out the College's COVID-19 questionnaire and participate in a temperature check screening (with a no-touch Infrared Digital Thermometer with Fever Alarm Function) before being allowed on Campus. The temperature check screening locations are as follows:

Main Campus: Hospital Street entrance of the Fredericka G Evans Cultural Centre/Gym, Locust Street entrance of the Oliver H. Delchamps Student Activities Building, Congress Street entrance of the Caldwell-Richardson Building

Carver Campus: Main entrance of the Earl Roberson Building

Southwest Campus: Main entrance of the Donald Jeffries Building

Central Campus: Back primary entrance of the Baker-Gaines Auditorium

All students, faculty, and staff will be required to wear masks that cover his or her nostrils and mouth at all times. That is subject to any changes in guidance from medical professionals and the CDC. The face coverings are required to be worn in classrooms, labs, communal office spaces, and at gatherings "where social distancing is difficult to maintain." Students not following these requirements may be referred to the student disciplinary process. Employees not following these requirements will be subject to disciplinary action by their supervisor or Human Resources. (*Safer at Home Order; ALA CODE Section 11-45-1*)

Signs and Messages

Post signs in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote everyday protective measures and describe how to stop the spread of germs (e.g., properly washing hands and properly wearing a cloth face covering).

Adequate Hygiene Supply

Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

Cleaning and Disinfection

Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) within the facilities at least daily or between use as much as possible (e.g., lab equipment, computer equipment, desks) or cleaned between use and develop a schedule for increased, routine cleaning and disinfection. Ensure adequate supplies to minimize the sharing of high-touch materials to the extent possible (e.g., assigning each student a set of supplies).

Water Systems

To minimize the risk of Legionnaires' disease and other diseases associated with water, take steps to ensure drinking fountains should be cleaned and disinfected, but encourage faculty, staff, and students to bring their own.

Physical Barriers and Guides

Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., cash registers). Provide physical guides, such as tape on doors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines and at other times.

Communal Spaces

All items in common areas, such as break rooms and lobbies that can be touched by multiple people will be removed if possible; otherwise, stagger use and restrict the number of people allowed in at one time to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.

Regulatory Awareness

Be aware of state or local regulatory agency policies related to group gatherings to determine if events can be held.

Travel and Transit

All non-essential travel will be limited in accordance with state and local regulations and guidance. Encourage students, faculty, and staff who use mass transit to consider using other transportation options (e.g., walking, biking, driving, or riding by car- alone or with household members only) if feasible.

Required Education

COVID-19 safety awareness is mandatory and includes instruction on physical distancing, wearing of face coverings, hand hygiene, and sanitation. A campus-wide approach is being developed to ensure consistent messaging.

Teaching and Learning

The fall 2020 curriculum will be mostly remote and hybrid classes with only essential labs, clinical, preceptorship, and hands-on courses offered in-person and focused on the upper-level curriculum to provide more seniors students with timely progress toward completion. Classes offered in a traditional face-to-face modality will be modified to be delivered via Staggered/Rotation (some face-to-face courses may have students attending on alternate days and learning remotely on other days).

Remote learning is new for many students. The College will offer regular online workshops about successful remote learning as part of the "**Student Success Toolkit Series.**"

The College's priority is to provide students with a high-quality educational experience that enables them to continue their academic progress with minimal delays or disruptions. We are committed to providing a robust curriculum as well as advising and other academic supports to facilitate students' academic success.

We will also provide faculty with the instructional technology resources and guidance they need to teach in a fully online format. Faculty interactions with students are a crucial element in students' engagement with the course material and their sense of connection to their classmates, instructors, and the campus community.

Office Hours

Faculty will be required to maintain office hours during the semester. While virtual hours will be strongly recommended as the preferred meeting mode, both virtual and on-campus hours will be permitted. All on-campus meetings will be scheduled in advance and social distancing and the aforementioned safety protocols will be followed.

Office hours will be a part of the 35-hour work week and will be reflected on all faculty members' weekly schedules which are submitted to supervisors at the beginning of the semester. Faculty office hours will be published within each Canvas course section as well as on all syllabi. Faculty have either established Google numbers or routed office numbers to personal phones to provide student access. Faculty will be encouraged to use WebEx to meet virtually with students to support a face-to-face connection during office hours.

Professional Development

The College will use several resources to provide professional development opportunities for faculty as we continue to strive to provide quality course offerings. These resources include the following:

- Canvas Professional Development- The College maintains on-demand, online Canvas workshops. The workshops provide training for new online faculty as well as continuing online course development opportunities.
- Internal course review- All program coordinators/division chairpersons are responsible for reviewing all online courses in their respective areas. Faculty are provided feedback and assistance with development and online teaching strategies.
- The College recently hired a Distance Education Director for remote and outreach instruction. The College is also advertising for a Distance Education Technician who will provide direct student support for distance education

Remote Instructional Clause

The College will add a remote instructional clause to all course syllabi in the event there is a need to transition to remote instruction during the Fall 2020 Semester. The clause will read as follows:

In the event Bishop State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other events warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical work to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact Ms. Symantha McDonald, smcdonald@bishop.edu.

Instructional Guidance for Second Wave COVID-19 Closure

If the College is required to suspend on-campus instruction prior to November 20, 2020, all classes will move to remote instruction. CTE and health programs will utilize online simulations (Amatrol, Vsims, etc...) as appropriate.

New FA2020: Dual Enrollment Plan

Bishop State Dual Enrollment remote/online course will follow the modified semester calendar timeline and will provide flexibility for students to log in at different times from different locations. Each course is uniquely created by the instructor but will involve activities such as discussion posts, quizzes, videos, reading, and more.

All Dual Enrollment students must take the **[20-question Pre-Enrollment Self-Assessment](#)** to be eligible for remote/online learning dual enrollment offerings for the FA2020 term.

Pre- Dual Enrollment Self-Assessment for Online Learning

Each Dual-Enrollment candidate will be required to complete the Pre-Dual Enrollment Self-Assessment. The assessment is comprised of several questions focused on four areas critical to online learning success: technology, life and academic skills, learning environment, and course expectations. The self-assessment can be found in the Appendix.

Academic Calendar

The Fall Term will begin August 12th, and all face-to-face classes and in-person services will conclude November 20th; after the Thanksgiving break, which includes the Fall Break (November 23-26, 2020), all learning will transition to remote instruction only. Final exams will be conducted remotely on December 14-17, 2020. Saturday class Final Exams will be December 12th or as arranged by the instructor and approved by the dean. Mini-Term 1 and Late Start classes will continue as published.

Course Format

Face-to-Face

These are courses that have been designated by colleges/departments as face-to-face and essential for delivery in the fall. These include labs, clinical, preceptorships, and hands-on classes that are required for degree pathways, licensure, or accreditation. To ensure social distancing, some face-to-face courses may have students attending on alternate days and learning remotely on other days (Staggered/Rotation), as determined by the instructor.

Hybrid

They are also known as **blended courses**. They replace a portion of traditional face-to-face instruction with web-based online learning (e.g., video lectures, online discussions, or activities) and have a scheduled on-campus meeting time.

Remote

These are courses with no face-to-face instruction. Technology (e.g., Webex, Zoom, Moodle) will help engage students and deliver the curriculum, with a combination of synchronous engagement (i.e., designated online class meeting times) and asynchronous engagement (i.e., student learning occurring on the students' timeline). Faculty will make accommodations for students for whom synchronous participation is challenging (e.g., international or in other times zones).

Labs, clinical, preceptorship, and Hands-on Essential Face-to-Face Courses

These courses have been identified by deans, department heads, chairs, and faculty, and focus on upper-level classes so as not to impede students' progress toward completion.

Classrooms and Schedules

Classroom capacities will be limited to adhere to social distancing guidelines. Additional sections of courses may be added to reduce class sizes. Course schedules will be adjusted to increase the time between classes to reduce interactive foot traffic on Campus and provide time for improved cleaning of lab and classroom spaces when needed. Students will be encouraged to be patient and flexible regarding classroom assignments and course schedules.

Options for Students Who Choose Not to Come to Campus

Students who have an underlying medical condition or feel unsafe coming to Campus and have a face-to-face course(s) in their fall schedule should contact their faculty advisor/instructor so their schedule can be adjusted to only include fully remote courses where possible.

Advising and Student Support Services

All academic advising will be performed remotely, either by phone or the use of another platform (e.g., Webex., Zoom). All faculty office hours for students in their courses, advising, or other consultative purposes will be performed remotely.

The Learning Assistance Center (LAC) Programs are designed to enhance learning skills and help students succeed. Academic success services are available to all Bishop State students through the LAC. The LAC is open Monday-Thursday from 8:00 a.m. – 8:30 p.m. and on Fridays from 8:00 a.m. – 1:45 p.m. Services and programs are provided to help students succeed in courses and improve:

- Study techniques
- Testing skills
- Interview skills
- Time management
- Reading proficiency

The Center will provide remote services for testing, tutoring, Residual ACT, e.g., and will continue to provide supplemental instruction for the context of distance learning. Additionally, instructors are engaged in teaching and learning resources to deliver remote courses best.

Libraries

The College is re-opening onsite library services and access for research and creative activities based on the ACCS plan and requirements for opening community colleges. The success of the re-opening requires the engagement of faculty, students, and staff in our shared efforts to protect health and safety while resuming our essential research activities. Consistent with the re-opening, businesses should continue remotely as much as possible.

Note that the state has issued a "Safer at Home Advisory" including guidance that "People over the age of 65 and people who have underlying health conditions – who are at high risk for COVID-19 – should continue to stay home except for essential errands such as going to the grocery store or to attend to healthcare needs." The Library will provide some limited space on campus for faculty and student research, but most work can be done via the Alabama Virtual Library.

AVL provides ad-free, safe, and reliable information from databases for all Alabama residents 24/7 free of charge. AVL is a legislated entity that is funded by the state's Education Trust Fund.

Additional Resources Provided by Vendors:

Many AVL resource vendors are making additional resources available for AVL users during the COVID-19 outbreak.

Some resource vendors have provided training materials to complement their temporary resources. [Please visit the Temporary Resources Training Materials page for a list of training materials that are currently available.](#)

The Bishop State Agreement

All students coming to campus will be required to sign the College agreement, a commitment to help mitigate the spread of COVID-19 on our campus. This agreement emphasizes each student's role in actively protecting the health and safety of every member of our campus and local communities.

Students are encouraged to limit their travel to the local area. Students who travel outside of a specific mileage range will be required to report their travel and possibly quarantine upon return.

The following portions of the Code of Student Conduct allow for adjudication of alleged violations:

- The College reserves the right to take action based on any student conduct, regarding
 - Reckless behavior
 - Failure to comply
 - Disruptive behavior
 - Violation of The College policies and regulations

Due to the severe impact of breaches to public safety, students can be removed from campus and will continue their education remotely, until their case is completed.

Division of Student Services

The Division of Student Services' mission is to promote student growth and success by assuring a dynamic and fulfilling college experience. In efforts to remain dedicated to students, who are our top priority, by fulfilling our mission, all areas of Student Services are accessible to students to interact and directly connect throughout this crisis.

Admissions and Records

1. Admissions and Records will assist students in office by appointments.
2. Students will be greeted at the front desk. The desk will be shielded by a Plexiglas barrier. Students will be put in the Qless system and then directed to the waiting area. At the point of entry, students/visitors will be required to utilize face masks and hand sanitizer upon entering the building and/or office spaces. (*ALA CODE Section 11-45-1*)
3. Computers and furniture for student use will be spaced six feet apart. Spaces not available for use will be taped off.
4. Students/visitors will be called according to their position in the queuing system. Six feet floor markings will be placed to assist in proper social distancing.
5. Only the person needing assistance will be allowed in the offices. Children and others, aside from parents, will not be allowed.
6. Students/visitors will continue to be encouraged to utilize telephones, email, website, and student portal for information updates.
7. Staff will sanitize each workstation following appointments.

Enrollment Management

To continue the priority of stellar student service that will meet the needs of every student we serve, the Enrollment Department follows all guidelines and policies set by the College and Division of Student Services.

Website Information (will be updated on the homepage):

We are highly recommending phone and virtual appointments (Zoom) for the best personal connection to our students. No Zoom account required; however, students will need a computer with a webcam, a tablet, or a smartphone with a camera.

Enrollment Team Flyer business cards will be added to the homepage so that students can connect faces with names during remote work; this way, the students can make better connections in establishing student/advisor/recruiter relationships.

In the pursuit of recruiting and advising students, the following plans of action are in place, or are being developed to best serve the needs of our students in their total success:

I. Recruiting Fully Remote

- a. Outreach to Schools and Community/Organizations
 - i. E-letters/email (benefits, resources, and application process)
 - ii. Zoom Sessions
 - iii. Phone follow-up
 - iv. Digital Marketing (in development)
 - v. Virtual Welcome Days/Information Sessions/Enrollment/Financial Aid Days
 - vi. Recruiting/Virtual Tour Video (plans to develop)
- b. To schedule virtual recruiting appointments (students will email AAC website)

II. Recruiting In Person

- a. In-person recruiting within the schools/community will be guided by the directives of the College and guidelines set within the schools which are still TBD.
- b. Safety Protocols:
 - i. For the safety of all involved, and complying with the College's safety directives, shifts to in-person meetings will be conducted by appointments only;
 - ii. The Student/visitor will be asked to remain in their automobile until they are summoned with a phone call for their scheduled appointment to avoid heavy foot traffic, and waiting in the event appointments extend over;
 - iii. Appointments will be set in 30-minute recruiting meetings, and will be conducted behind a plexiglass partition;
 - iv. No more than two (2) to a recruiter/staff member spaced 6 feet apart.
 - v. Student/visitor and staff will be required to wear face masks during the advising session;
 - vi. The student will be required to sanitize hands upon entering the office;
 - vii. If the session exceeds 30 minutes, the student will be asked to extend the appointment via phone or email contact follow-up; or plan for another meeting appointment day to keep appointments in order;
 - viii. Recruiting staff will sanitize each station following appointments.

III. Academic Advising Fully Remote

- a. The student will continue to schedule appointments through the following methods:
 - i. Phone
 - ii. Zoom
 - iii. E-letters/Email
 - iv. AAC website (which is checked throughout the day)

- b. Advising contact information is found on our homepage at <https://www.bishop.edu/student-services/student-support/academic-advising-center>
- c. Step by Step Online Registration Process (update in development for fall; and will be added to the homepage)
- d. List of resources (in development; will be updated and added to the homepage)

IV. Academic Advising in Person

- a. For the safety of all involved, and complying with the College's safety directives, shifts to in-person meetings will be conducted by appointments only.
 - i. Student/visitor will be asked to remain in their automobile until they are summoned with a phone call for a scheduled appointment to avoid heavy foot traffic, and waiting in the event appointments extend over;
- b. Appointments will be set in 30-minute advising sessions and will be conducted behind a plexiglass partition.
 - i. No more than one (1) advisee to an advisor (therefore, no more than five (5) students in the Advising Office at one time spaced 6 feet apart);
 - ii. Students and staff will be required to wear face masks during the advising session;
 - iii. The student will be required to sanitize hands upon entering the office;
 - iv. If session exceeds 30 minutes, student will be asked to extend appointment via phone or email contact follow-up; or plan for another meeting appointment day to keep appointments in order.
- c. Advising staff will sanitize each station following appointments.
- d. Advising contact information is found on our homepage at <https://www.bishop.edu/student-services/student-support/academic-advising-center>

V. Meetings with Colleagues

- a. The same safety protocols will be utilized when collaborating and meeting with colleagues; meetings will be conducted by following the College's directives.
- b. No more than ten persons via 6 feet spacing in a large open area;
- c. Zoom and phone conference meetings

Counseling Services

Main Campus

Counseling Services has developed guidelines in support of the Coronavirus (COVID-19) re-opening of the College. All Counseling Services activities shall comply with the following rules as a minimum:

Social Distancing – This practice will be prescribed for all services to take reasonable steps, where applicable to maintain six feet of separation between persons.

Sanitation – Recommended guidelines will be an exercise in all programs where practicable to disinfect frequently used items and surfaces and regularly.

Facial Coverings – All students entering into the Counseling area will be required to wear a mask or other facial covering of his or her nostrils and mouth at all times when in regular interaction within six feet of another person. (*Safer at Home Order; ALA CODE Section 11-45-1*)

Along with the services provided below, each student will be given the COVID-19 Guideline form to review and sign before receiving counseling services in-person. A maximum number of students (4) will be allowed in the counseling office waiting area.

<p>Email</p>	<p>Use your <u>Campus Email</u> when emailing for counseling assistance. This is required due to federal regulations that protect your privacy.</p>
<p>Phone</p>	<p>A counselor will call you at your appointment time using the phone number we have on file. If your questions involve accessing your student record, to comply with <u>FERPA Privacy Regulations</u>, the counselor will ask a series of questions to verify your identity.</p>
<p>Counselor's Corner Chit-Chat Meeting</p> <p>Zoom - Virtual</p>	<p>Weekly "Counselor's Corner Chit-Chat" Zoom meeting will be available for students who are not comfortable in seeking service in-person. The counselor will post the Zoom session links on the Counselor Webpage under Student Services. To comply with <u>FERPA Privacy Regulations</u>, have your photo identification ready, so the counselor can verify your identity before revealing confidential student record information. No Zoom account required; however, you will need a computer with a webcam, a tablet, or a smart phone with a camera.</p>

Central Campus

- Schedule virtual Zoom meetings with large groups for our Nursing Open Forums sessions.
- Provide a large classroom with groups of 10 students for social distancing for our Nursing Monthly Informational meetings on Campus and Zoom for virtual meetings off-campus.
- Counseling Services will provide adequate support and Counseling to promote Mental Health and Wellness among all Students on Campus and Virtual with outreach services with Lifelines, Alta Point, and other agencies depending on the need.
- Counseling Services will follow protocol to stay connected with faculty and students in case an emergency arises.
- We will continue to advise and work with new and continuing students during the Fall 2020 Registration process.

Financial Aid and Veteran Affairs

1. Financial Aid and Veteran Affairs will assist students in office by appointments.
2. Students will be greeted at the front desk. The desk will be shielded by a Plexiglas barrier. Students will be put in the Qless system and then directed to the waiting area. At the point of entry,

students/visitors will be required to utilize face masks and hand sanitizer upon entering the building and/or office spaces. (*ALA CODE Section 11-45-1*)

3. Computers and furniture for student use will be spaced six feet apart. Spaces not available for use will be taped off.
4. Students/visitors will be called according to their position in the queuing system. Six-foot floor markings will be placed to assist in proper social distancing.
5. Only the person needing assistance will be allowed in the offices. Children and others, aside from parents, will not be allowed.
6. Students/visitors will continue to be encouraged to utilize telephones, email, website, and student portal for information updates.
7. Staff will sanitize each workstation following appointments.

ADA Office

Acquiring Services

Registration: Bishop State students with a qualified disability may register for ADA services by submitting an application along with documentation from the appropriate healthcare provider to adaoffice@bishop.edu. Additionally, students may contact 251-405-7087, 251-405-7057, or visit the College's website at <https://www.bishop.edu/student-services/ada-accommodations> for registration information.

Interactive Process: The ADA Office will conduct intake interviews via phone, Google Hangout, WebEx, or Zoom Meetings.

Faculty Notification Letters: The ADA Office will continue to provide accommodation letters to faculty via email.

Accommodations

Testing Services: When instructors require the assistance of the Office of ADA for face-to-face test proctoring, ADA Office staff will utilize testing rooms at 50% per capacity and utilize the sanitation processes outlined in the College's approved plan.

Faculty Support: Instructors are enrolled in the *Teaching & Learning Canvas Course* that includes access to videos and best practices to allow online administration of accommodations (i.e., extended time for tests/quizzes).

Technical Support: Staff of the ADA Office, the Associate Dean of Instruction/ADA Coordinator, and the Coordinator of Instructional Design are available to offer support to instructors.

Key External Dependencies: The ADA Office relies on various accommodation vendors to provide products and services. These include but are not limited to the following: braille writers, sign language interpreters, and remote captioners. With the advent of technology, these services may be provided remotely, only requiring the need for a reliable and consistent internet connection.

Grievance

Disability Discrimination: Students may report disability discrimination to the Associate Dean of Instruction, Dr. Andrea Agnew, at aagnew@bishop.edu or 251-219-0027.

Student Life/Activities & Student Organizations

The mission of the Office of Student Activities is to connect and cultivate student involvement, leadership, and a sense of belonging. Student organizations play an important role in advancing the mission of the office. Student organization leaders and advisors are integral to offering a vibrant student life that prioritizes the health and safety of students, faculty, and staff.

- The annual SGA retreat scheduled for August 2020 will be hosted in a virtual format allowing students to connect with student organizations and begin forming important connections. (More information will be forthcoming)
- The Office of Student Activities will provide specific student organization operation guidance that allows organizations to advance their missions and goals while employing critical safety measures to mitigate the transmission and exposure to COVID-19.
- Registered campus organizations, organization leaders and advisors will be required to participate in online training sessions to equip them with the skills and information to be effective in the new environment for student involvement. Training sessions will include but are not limited to, virtual resources and services, and new event planning and management guidelines.
- Virtual activities will be strongly enforced to promote student engagement and interactions.

The Student Government Association (SGA) will be advised to maintain its operation and function with appropriate modifications in place to mitigate the health and safety concerns related to COVID-19.

The Wildcat Ambassadors also play a critical role in contributing to a student's sense of belonging. They will receive additional guidance on making noticeable modifications to their operations and events that will allow the organization to preserve their campus presence while keeping students, staff, and faculty safe.

- Interviews for the Wildcat Ambassador Program will be held virtually in July 2020.

Game / Recreation Room

1. The Game/Recreation Room will be closed to students.

Bishop State Athletics

The focus of the athletic department is to provide the best academic and athletic experiences to our Student-Athletes possible. Due to COVID 19, we have put various guidelines in place regarding the returning to play for our Athletic Department. With these guidelines in place, we will be putting the safety of the College and our Student-Athletes as the priority.

In bringing our Athletics back to campus in Fall 2020, each member of the entire Athletic Department will have to complete the ACCS approved Assumption of Risk Waiver of Liability Relating to COVID-19. Another safety measure protocol that will be implemented is ***Healthy Rosters Software***. This is a software that all ACCC Athletic programs are using in the screening and tracking process of each student-athlete. This software will have each student-athlete to submit a daily screening from their cell phones before being allowed to enter any facility on campus or activity. Their screening survey will go directly to the Athletic Director and College appointed physician for necessary further follow up and testing.

We will also be practicing the guidelines from the ACCC Return to play guidelines. Masks are required to be worn in the athletic training room by athletic health care personnel and patients, recruits, with signed ACCC Waiver of Liability, admitted to athletic facilities with supervision from administrator/coach while adhering to all guidelines set forth. Strength and conditioning groups should maintain safe social distancing when possible. We will be maintaining the recommended 6 feet of social distancing in the weight room and

other indoor facilities with using smaller focus groups. The use of a "sanitation station" at each equipment/exercise site so that cleaning can take place between each athlete, either by staff or the user. Lastly, gyms and common areas will be frequently monitored with congregation strictly prohibited.

These guidelines will be strictly enforced as the safety of our College and Athletic Department is the priority. We will take every necessary precaution to provide the safest opportunities for our student-athletes during this time and going forward. During this time, the guidelines and requirements set forth are very fluid and changing with the gathered research and information from the ACCC and the NJCAA.

Wildcat Pride Bookstore

- We will continue to operate on a Drive-Thru basis. If students would like to pick up their books, they will call the bookstore, and their textbooks will be brought out to them.
- Online orders will continue to be a top priority at this time.
- A plan is in the works for Financial Aid recipients (WIOA, VA, VR, Pell Grant, etc.) to sign the necessary documents online and have their books shipped to them. This is a preferred method over the Drive-Thru.
- **All Wildcat Pride Bookstore EMPLOYEES** will wear mask and gloves (mask and gloves will be provided to bookstore employees) when dealing with the students through the Drive-Thru and handling all incoming books
- Wildcat Pride Bookstore will be wiped down every morning upon entering and every evening before leaving.
- Any student that tries to enter Wildcat Pride Bookstore will be directed to our website wildcatpridebookstore.com or asked to use the Drive-Thru.
- The Wildcat Pride Bookstore plans to keep our employees and customers safe. If there are any questions or anything that you would like clarification on, please call (251) 405-7037 or email us at bookstore@bishop.edu.

This is how the Wildcat Pride Bookstore plans to keep our employees and customers safe. If there are any questions or anything that you would like clarification on, please call 251-405-7037 or email us at bookstore@bishop.edu.

Workforce Development Division

The Workforce Division includes the College's Testing Center, Adult Education, Fix-It, and other grant-funded and sponsored workforce on-demand programs.

The health, safety, and well-being of faculty, staff, students, and visitors is the top priority in developing and implementing all related on-campus activities of the program. The College monitors the effectiveness of these plans and procedures, as well as new COVID-19 developments, recommendations, and guidelines of public health experts.

All Workforce Development activities operate in accordance with the approved procedures/ protocols to provide for maximized safety of all persons in response to COVID-19. The procedures/protocols used are directed by the aforementioned Bishop State's COVID-19 Re-opening Policies, Procedures, and Protocols.

This includes those that address daily instructional activities, including screenings of staff and students, isolation and quarantine, social distancing, sanitation, and facial coverings. As the aforementioned guidelines and procedures are changed or updated, these plans will be updated accordingly.

Current projections suggest a very active flu season coupled with a resurgence of COVID-19. Consequently, **all face-to-face classes and in-person services for Fall 2020 will conclude November 20th**. Remaining instruction/activities/services will continue remotely to the greatest extent possible after this date, if it can be done without diminishing the quality of the training and allowing the achievement of the course objectives. Currently, it is expected that face-to-face classes and in-person services will return when the College re-opens in January from the holiday break.

Testing Center COVID-19 Operational Response

The Testing Center (Main Campus, BTC Building) provides a broad range of assessment/certification exams for individuals, employers, internal college programs, and other institutions. Testing includes assessments for workforce qualifications and certifications for industry, insurance qualification, education, health care occupations, computer science certifications, law enforcement, and other essential service occupations. Work Keys testing is also provided for employers as part of their hiring processes.

Current projections suggest a very active flu season coupled with a resurgence of COVID-19. Consequently, **all face-to-face classes and in-person services for Fall 2020 will conclude November 20th**. Any testing after this date will be conducted remotely (if the testing agency allows) and if it can be done without diminishing the quality of the testing and its objectives. Currently, it is expected that face-to-face classes and in-person services will return when the College reopens in January from the holiday break.

COVID mitigation strategies for off-site training activities with partnering organizations and/or with business and industry will meet or exceed the college's requirements for on-campus activities. If the partnering organization's mitigation strategies exceed those of the college's, the college will work to meet those strategies, as agreeable to all parties. Additionally, contractual agreements shall include language that will address the college's inability to fulfill contractual obligation to business or industry in the event of changing COVID-19 circumstances, including recovering of costs expended prior to possible work/training stoppage.

Testing Center Summer Procedures

- All exams are by appointment only and can be scheduled by phone or by email prior to coming onsite. Examinees are advised of the procedure to enter the campus and are advised that facial masks are required to be worn prior to entering the campus and during their entire stay. (ALA CODE Section 11-45-1)
- The College provides hand sanitizing stations and wipes in designated areas of the Testing Center.
- Staff will wear acceptable face coverings and practice acceptable social distancing guidelines when in the same room with other faculty, staff, or students.
- Faculty, staff, and students will be instructed to stay home when feeling ill or when experiencing any of the symptoms of COVID-19.
- Per college procedures, all examinees are to complete the College's COVID-19 Screening form prior to reporting to the College's entry points for COVID monitoring checks.
- Upon arrival at the testing center, the examinee is required to sign the COVID-19 student waiver.
- All exams are administered in Testing Room 157, which can accommodate a maximum of six examinees while maintaining the 6-foot social distancing. However, scheduling of examinees is to

be staggered throughout the workday to minimize the number of examinees taking exams at the same time, and the ultimate goal is to allow one at a time.

- Testing center staff/proctors will ensure that affected workstations, calculators, etc. are cleaned and sanitized between testing sessions and at the end of the day.

Fix-It Program – COVID-19 Operational Response

The Fix-It program utilizes approved procedures/protocols to provide for maximized safety operational status in response to COVID-19. The plan is guided by the protocols recommended by both federal and state health agencies, including the Centers for Disease Control and the Alabama Department of Public Health (Health Agencies), as forwarded by the Governor's Office, the Alabama Community College System, and Bishop State Community College.

The health, safety, and well-being of faculty, staff, students, and visitors is the top priority in developing and implementing all related on-campus activities of the program. The College will monitor the effectiveness of these plans and procedures, as well as new COVID-19 developments, recommendations, and guidelines of public health experts. As the aforementioned guidelines and procedures are changed/updated regarding social distancing protocol, use of personal protective equipment (PPE), testing, classroom configuration, event size, etc., this plan will be updated accordingly.

Current projections suggest a very active flu season coupled with a resurgence of COVID-19. Consequently, **all face-to-face classes and in-person services for Fall 2020 will conclude November 20th**. Remaining instruction/activities/services will continue remotely to the greatest extent possible after this date, if it can be done without diminishing the quality of the training and allowing the achievement of the course objectives. Currently, it is expected that face-to-face classes and in-person services will return when the College re-opens in January from the holiday break.

Faculty and staff have been notified of and educated on these and other safety measures taken to ensure their safety and health by the Fix-It Project Coordinator. Students have been notified of these procedures via online training protocols followed during the time they have been away from campus. Additional training is provided upon their return to campus.

Fix-It Program Plans and Procedures for Returning to Campus.

- Fix-It Faculty and Staff prepare their offices, classrooms, and labs in accordance with approved COVID-19 response plans of the College for student's safety.
- The College provides hand sanitizing stations and wipes in designated areas of the campus, including outside Fix It offices, the Carpentry shop, and the auto-body shop.
- Faculty and staff wear acceptable face coverings and practice acceptable social distancing guidelines when in the same room with other faculty, staff, or students.
- Faculty, staff, and students are instructed to stay home when feeling ill or when experiencing any of the symptoms of COVID-19.
- Prior to students' arrivals, Fix It faculty and staff will have clearly designate safe distances and spaces in classrooms and labs.
- Class sizes are limited to the number of students that can be safely accommodated in available spaces while observing social distancing guidelines and the advice of public health officials.

- Prior to arriving at campus, students are required to sign a waiver of liability form as provided by the College.
- All students complete the College's COVID-19 Google survey form prior to reporting to the College's entry points for COVID monitoring checks. Upon successful completion of the checks, the examinee is given a colored wrist strap and can then proceed to their classroom.
- Students are required to wear protective masks while on campus and exposed to others. (ALA CODE Section 11-45-1)
- When reporting to the carpentry classroom, students sit only in designated seats, which are spaced in accordance with acceptable social distancing guidelines.
- Classrooms and shops are cleaned and sanitized daily.
- Students maintain appropriate social distancing while using carpentry tools and equipment.
- Workstations in the Carpentry lab and auto-body shop are spaced to conform with appropriate social distancing guidelines.
- Students are directed to clean tools and equipment with sanitary wipes before and after each use. Sanitary wipes are provided by the College.
- When using computer labs, students will clean computers, keyboards, and monitors with sanitary wipes before and after each use.
- All TABE tests for prospective students are by appointment only and are scheduled by phone or email prior to coming onsite. Alternatively, prospective students may take the TABE test remotely if they have access to the internet with a computer that supports it. If the test is taken on campus, examinees are advised of the procedure to enter the campus and are strongly encouraged to wear facial coverings and maintain appropriate social distances during their stay on campus.
- Students, faculty, and staff are required to report positive test results of COVID-19 as well as when experiencing symptoms of COVID-19 to the designated person at the College.
- Any reports of positive test results or experiences of symptoms of COVID-19 are held in confidence and in accordance with applicable rules and regulations and acted upon only to ensure the health and well-being of the individual as well as those who might have been exposed to the virus.
- Nothing in these plans is intended to conflict with or supersede guidelines promulgated by the College. In the event of a conflict, the College's guidelines will apply.

Bishop State Adult Education COVID-19 Re-Opening Instructional Plan

The Bishop State Adult Education Program continues to operate virtually throughout the Summer semester 2020. The primary focus is to keep Adult Education students, staff, and faculty as safe as possible. However, our goal is to be available on Carver Campus to provide limited in-person instruction and testing for GED, TABE, and Workkeys for the Fall semester. During the Fall Semester, in-person instruction will be phased in at a 50% rate. If a class is offered four days a week normally for in-person instruction, the class will now be offered two days a week for in-person instruction, and two days for virtual instruction. Instructors will stagger student attendance requiring one group of students to attend in-person on Day 1 and another group of students to attend on Day 2. Student schedules will be determined based on class enrollment. Instructors will have an idea of approximately how many students should be attending classes each day. As the number of cases locally and statewide start to decrease, the program will re-open at 100% in-person instruction but still allowing for a staggered schedule with social distancing guidelines being followed.

Current projections suggest a very active flu season coupled with a resurgence of COVID-19. Consequently, **all face-to-face classes and in-person services for Fall 2020 will conclude November 20th**. Remaining instruction/activities/services will continue remotely to the greatest extent possible after this date, if it can be done without diminishing the quality of the training and allowing the achievement of

the course objectives. Currently, it is expected that face-to-face classes and in-person services will return when the College re-opens in January from the holiday break.

Key components of our plan and the schedule are listed below:

Enrollment- Students continue to enroll in both Adult Education and Ready-to-Work from these links

Adult Education Online Enrollment

<https://aed.cc.al.us/AAESAPWeb/Pages/Public/InsertPublicEnrollment.aspx?PID=83>

Ready-To-Work Online Enrollment

<https://docs.google.com/forms/d/1AKWtaB-lr57mHiE9IFqATWXgpEiBu8DiyXjrpNyuYko/edit?ts=5ea06b64>

GED Testing Schedule (On Campus) Tuesdays and Wednesdays 9 a.m.-12 a.m., 12:30 p.m.-3:30 p.m.

Days	Tuesday	Wednesday
9am-12pm	GED Testing	GED Testing
Clean and Sanitize Workstations	X	X
12:30pm-3:30pm	GED Testing	GED Testing
Max# of students per session	6-9	6-9
Clean and Sanitize Workstations	X	X

GED Testing Room (Building J, Room 1) has been organized to accommodate 6 feet of social distance between examinees. All examinees will be required to have temperature checks at the side entrance gate on the Carver Campus. After the examinee records an acceptable temperature, they will be given a wristband to permit them on campus. Once on campus, the examinee must complete the Bishop State COVID-19 screening form, and sign the COVID-19 student waiver before entering the testing room. All examinees will be strongly encouraged to wear face coverings while on campus and during testing. Rooms and workstations will be cleaned and sanitized between testing sessions and at the end of the day. **Testing will be done by appointment only.**

Instruction / TABE/ Workkeys Testing Schedule (On Campus) Monday-Thursdays 9am-12pm, 1pm-4pm

Days	Monday	Tuesday	Wednesday	Thursday
9am-12pm	TABE/ Workkeys	Instruction	Instruction	TABE/ WorkKeys
Clean and Sanitize Workstations	X	X	X	X
1pm-4pm	TABE / Workkeys	Instruction	Instruction	TABE/ WorkKeys
Max# of students per session	5 (3 sections)	5 (2 sections)	5 (2 sections)	5 (3 sections)
Clean and Sanitize Workstations	X	X	X	X

Instruction and Testing Rooms (Building J, Rooms 2, 4, 5, 7) have been organized to accommodate 6 feet of social distance between examinees. All examinees and students will be required to have temperature checks at the side entrance gate on the Carver Campus. After the examinee or student records an acceptable temperature, they will be given a wristband to permit them on Campus. Once on Campus, the examinee or student must complete the Bishop State COVID-19 screening form, and sign the COVID-19 student waiver before entering the classroom. All examinees will be strongly encouraged to wear face coverings while on Campus and during testing or instruction. Rooms and workstations will be cleaned and sanitized between sessions and at the end of the day. **Testing and class attendance will be by appointment only.**

Equipment Loans for Students

ACCS has now authorized local Adult Education programs to loan equipment to students to assist them with virtual instruction. The Bishop State program continues to loan laptops and/or hotspots to eligible students who meet any one (1) of the following criteria:

- Students must have completed at least (40hrs) of enrollment since January 2020 to date in classes offered 16 hours or more per week
- Students must have completed at least (20hrs) of enrollment in classes offered 15 hours or less per week since January 2020 to date
- Students must have taken a TABE posttest, GED Ready Test, or GED Test, from January 2020 to date
- Students who have passed at least two sections of the GED test

*****New enrollees must request the use of equipment during enrollment process*****

All students must complete an equipment loan form that requires the signature of the student and the referring instructor.

Career Pathways

Adult Education Career Pathways continue in a hybrid instructional model that allows for significant virtual instruction while providing limited in-person contact that meets all social distancing and safety guidelines. Registration for Career Pathways Programs will continue online at <https://bishop.coursestorm.com/>

Contingency Plan

In the event of another "Stay at Home" order, the program will continue to be able to operate virtually with the exception of GED testing and Workkeys testing. All students have virtual access to online instructional software within the CANVAS platform. Instruction will not be interrupted by this type of order.

Program Contact Info

(Phone) 251-662-5370

(Email) adulthoodeducation@bishop.edu

Workforce On-Demand Programs – COVID-19 Operational Response

Every student's safety is paramount. The following is our plan to continue and re-open each day safely. Bishop State will work with students to the greatest extent possible to schedule safe in-person instruction. There will be no in-person student campus activities from the beginning of Thanksgiving break through January 2021. Any remaining instruction will be conducted remotely after Thanksgiving to achieve student learning outcome competencies and any outstanding instructional time. If remaining education and/or competencies exist, they will be delivered remotely in accordance with each program plan.

All Workforce Development activities operate in accordance with the approved procedures/ protocols to provide for maximized safety of all persons in response to COVID-19. The procedures/protocols used are in accordance with the aforementioned Bishop State's COVID-19 Re-opening Policies, Procedures, and Protocols. This includes those that address daily instructional activities, including screenings of staff and students, isolation and quarantine, social distancing, sanitation, and facial coverings.

Current projections suggest a very active flu season coupled with a resurgence of COVID-19. Consequently, **all face-to-face classes and in-person services for Fall 2020 will conclude November 20th**. Currently, it is expected that face-to-face classes and in-person services will return when the college reopens in January from the holiday break.

The following protocols are in effect:

- Everyone must fill out the College's COVID-19 questionnaire and participate in the temperature check screening before being allowed on campus.
- All persons, staff, and students are to wear face coverings during in-person instruction as well as all face-to-face interactions on the College campuses.
- Any equipment, desks, chairs, tables, or other items used during instruction should be sanitized after each use.
- All classes will have a sign-in sheet in which the name of the student, date, and time will be logged for contact tracing purposes.
- Faculty and students will have a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.

Appendix

Bishop State Community College

Safer at Home Order Enforcement Plan

Per the Safer at Home Order implemented by Governor Kay Ivey, effective July 16, 2020, all Bishop State Community College students, faculty, and staff are required to wear a mask that covers his or her nostrils and mouth at all times when within six feet of a person from another household in any of the following places: an indoor space open to the general public, a vehicle operated by a transportation service, or an outdoor public space where ten or more people are gathered.

Employees not following these requirements will be subject to disciplinary action by their supervisor or Human Resources. Students not following these requirements will be referred to the Dean of Students for disciplinary action. Due to the severe impact of breaches to public safety, students can be removed from campus and will continue their education remotely, until their case is reviewed. The College reserves the right to take action based on any student conduct, regarding

- Reckless behavior
- Failure to comply
- Disruptive behavior
- Violation of The College policies and regulations

Employees may contact their supervising Dean if they have any questions or concerns regarding this *Safer at Home Enforcement Plan*. Students may contact Mr. Wilbert Bryant, Dean of Students, (wbryant@bishop.edu) with all questions or concerns regarding this *Safer at Home Enforcement Plan*.



Reggie Sykes, Ed.D.
President
Bishop State Community College

AN ORDINANCE TO REQUIRE WEARING FACE COVERINGS IN THE CITY OF MOBILE, ALABAMA DURING THE COVID-19 PUBLIC HEALTH EMERGENCY

Sponsored by: Mayor Stimpson and Councilors Manzie, Rich and Daves

WHEREAS, by Proclamation dated March 13, 2020, Governor Kay Ivey found that the appearance of COVID-19 in the State of Alabama creates the potential of widespread exposure to an infectious agent that poses a significant risk of substantial harm to a large number of people and declared a state public health emergency under *ALA CODE* Section 31-9-1, *et seq*; and

WHEREAS, by Resolution and Proclamation of Emergency dated March 17, 2020, the City Council of the City of Mobile, pursuant to its authority to provide for the health and safety of persons and property under *ALA CODE* Section 31-9-10(b)(1) and to preserve the health of the inhabitants of the municipality under *ALA CODE* Section 11-45-1, declared that it is in the best interest of the City to adopt policies and procedures consistent with directives from the Centers for Disease Control (CDC) to prepare and protect the City from dangers arising from the unprecedented pandemic arising from the spread of COVID-19; and

WHEREAS, the City Council is authorized to adopt ordinances to preserve the health and welfare of the inhabitants of the municipality, Alabama Code Section 11-45-1; and

WHEREAS, the Council finds that COVID-19 presents a clear and present threat to the health, safety and welfare of the residents of the City of Mobile, and that it is in the best interests of the community to require the wearing of face coverings in public places to control community spread of COVID-19 in the City of Mobile and its police jurisdiction;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mobile, Alabama that face coverings shall be required in public places within the City of Mobile to slow the spread of the novel Coronavirus disease, known as COVID-19, as follows:

SECTION 1:

DEFINITIONS:

1. **Face Covering:** A device to cover the nose and mouth of a person to impede the spread of saliva or other fluids during speaking, coughing, sneezing or other intentional or involuntary action. Medical grade face coverings are not required; coverings may be fashioned from scarves, bandanas or other suitable fabrics. The face covering must cover the mouth and nose of the wearer. A face covering is not a “mask,” for purposes of Chapter 39 Article IX – Masks, Section 39-191, *et seq*.
2. **Public Place:** Any place other than an individual’s home or personal vehicle that is generally open or available to the public, including retail stores and transportation services.



BISHOP STATE COMMUNITY COLLEGE

351 North Broad Street • Mobile, Alabama 36603-5898

Office of the President

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

BISHOP STATE COMMUNITY COLLEGE (“the College”) has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **attending the College, participating in College lead classes, training sessions, labs or testing centers could increase** your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

Signature of Student: _____ Date _____

Print Name of Student: _____

Signature of Parent/Guardian: _____ Date _____

Print Name of Parent/Guardian
(if Student Under 18): _____

3. **Social Distancing:** Maintaining at all times physical separation between individuals of not less than six (6) feet.
4. **Vulnerable Individuals:** Elderly individuals or individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

SECTION 2:

Face coverings shall be worn at all times by persons in public places in the City of Mobile, except that persons engaging in businesses and activities regulated by the Order of the State Health Officer Suspending Certain Public Gatherings due to Risk of Infection by COVID-19, as amended June 30, 2020 and further amended, (the June 30 Order) (<https://www.alabamapublichealth.gov/legal/assets/order-adph-cov-gatherings-063020.pdf>), shall comply with the facial covering and social distancing requirements of the June 30 Order with respect to those activities listed therein for which face coverings are required.

SECTION 3:

ADDITIONAL EXCEPTIONS:

Face coverings are not required for:

1. Outdoor activities in parks and other open spaces, provided social distancing is maintained. This exception does not apply to outdoor activities in parking lots, shopping malls, congested sidewalks, or other populated areas.
2. Children ten (10) years of age and under.
3. Persons for whom wearing a face covering poses a substantial mental or physical health, safety or security risk such as persons who have trouble breathing or are unconscious, incapacitated or otherwise unable to remove the cover without assistance.

SECTION 4:

This Ordinance shall remain in effect for thirty (30) days.

SECTION 5:

To the extent this Ordinance is in conflict with other ordinances of the City of Mobile, this Ordinance shall supersede the other ordinances until those ordinances are amended or repealed.

SECTION 6:

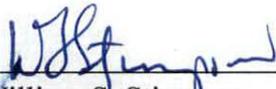
Failure to comply with this Ordinance is punishable by a fine of \$50.00 for the first offense, and \$100.00 for the second and each subsequent offense. Mobile City Code Section 1-32, the Schedule of Fines, is amended to include this fine.

SECTION 7:

If any subsection, sentence, clause, phrase, or word of this Ordinance or any application of it to any person, structure, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision shall not affect the validity of the remaining portions or application of this Ordinance.

SECTION 8:

This Ordinance shall become effective in the City of Mobile and its police jurisdiction upon its adoption, approval and publication as required by law.



William S. Stimpson
Mayor

date 7/1/20

ADOPTED: JUL 01 2020

asst. 

City Clerk

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Employee Screening for COVID-19

* Required

1. Email address *

2. Name *

3. Employee Number or Company Name

Any employee who exhibits COVID-19 symptoms is asked to leave the premises immediately and seek medical care or COVID-19 testing or both.

Cough
Shortness of
breath or difficulty
breathing
Fever (100.4°F or
greater)
Chills
Muscle pain
Sore throat
New loss of taste
or smell
Nausea, vomiting,
or diarrhea
Close contact
exposure

4. In the past 14 days, have you been in close contact with a confirmed case of COVID-19? CDC defines close contact as being within 6-feet of an infected person for 15 minutes while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person. *

Check all that apply.

- Yes
 No

5. In the past 14 days, have you experienced a cough, shortness of breath or sore throat? *

Check all that apply.

- Yes
 No

6. Have you had a fever in the last 48 hours? *

Check all that apply.

- Yes
 No

7. In the past 14 days, have you experienced a new loss of taste or smell? *

Check all that apply.

- Yes
 No

8. Have you experienced vomiting or diarrhea in the last 24 hours? *

Check all that apply.

Yes

No

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Student COVID-19 Screening

* Required

1. Email address *

2. Email Address *

3. Name *

4. Campus Visited *

Mark only one oval.

Main

Carver

Southwest

Central

Other: _____

5. Student Number

Student COVID-19 Screening

Students are encouraged to report any safety and health concerns as well as any COVID-19 symptoms to the instructor. Any student with a temperature of 100.4 or higher will not be allowed to enter buildings or clinical sites. If the student wishes to have a second temperature reading, the student must wait away from the entrance for a period of ten minutes before having temperature taken a second time. If the temperature is 100.4 or higher, then the student may NOT enter and will be asked to leave campus and seek medical advisement. If the reading is less than 100.4, the student will be allowed to enter.

6. In the past 14 days have you been in close contact with a confirmed case of COVID-19? *CDC defines close contact as being within 6-feet of an infected person for 15 minutes while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person. *

Mark only one oval.

Yes

No

7. In the past 14 days have you experienced a cough, shortness of breath, or sore throat? *

Mark only one oval.

Yes

No

8. Have you had a fever in the past 14 days? *

Mark only one oval.

Yes

No

9. In the past 14 days have you experienced a new loss of taste or smell? *

Mark only one oval.

Yes

No

10. Have you experienced vomiting or diarrhea in the last 24 hours? *

Mark only one oval.

Yes

No

A copy of your responses will be emailed to the address you provided.

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Google Forms

FA2020: Dual Enrolment Plan

Bishop State Dual Enrollment remote/online course will follow the modified semester calendar timeline and will provides flexibility for students to login at different times from different locations. Each course is uniquely created by the instructor but will involves activities such as discussion posts, quizzes, videos, reading, and more.

All Dual Enrollment students must take the [20-question Self-Assessment](#) to be eligible for remote/online learning dual enrolment offerings for the FA2020 term.

Self-Assessment for Online Learning

Read each statement and decide whether the statement best describes you by answering Yes or No. The statements focus on four areas critical to online success: technology, life and academic skills, learning environment and course expectations.

1. I have a computer with Internet access or can get access to one easily on a regular basis.

Yes No

2. I enjoy learning and exploring new software and other technologies.

Yes No

3. I am comfortable using computers and have basic computer skills, including being able to create, edit, and manage word processing files and file folders; access and navigate the Internet; and send and receive emails, including those with attachments.

Yes No

4. I am comfortable downloading plug-ins, players, and programs, such as Adobe Reader, from the Internet and installing them on my computer.

Yes No

5. Generally, I feel that when I encounter technical issues, they can be resolved.

Yes No

6. I enjoy reading and have good reading skills.

Yes No

7. I am comfortable communicating in writing.

Yes No

8. I am an organized person who is able to structure my own time.

Yes No

9. I expect an online course to require just as much work as a face-to-face course.

Yes No

10. I expect to dedicate 10-15 hours per week for a 15-week course. I understand that courses of shorter duration will require me to devote additional hours per week.

Yes No

11. I need to take courses online in order to earn a degree, get a better job, or for another reason important to me.

Yes No

12. I like the idea of learning course material on my own as long as I have an instructor available to guide me.

Yes No

13. I am willing to "speak up" in class if problems arise.

Yes No

14. I think of myself as a good student (e.g., take good notes, prepare and study for examinations, and have good study habits).

Yes No

15. I have a specific place where I will be able to study and work on my course assignments without interruptions.

Yes No

16. I do not mind if I never actually meet my instructor and classmates in person.

Yes No

17. I am comfortable waiting for responses from my instructor.

Yes No

18. I have identified resources to help me succeed, and I seek assistance when I need it.

Yes No

19. I am confident that I will learn as much in an online course as I would in a face-to-face course.

Yes No

20. I tend to plan ahead and complete tasks early, rather than waiting until the last minute.

Yes No