

Gateway Community College

REOPENING PLANS FOR UNDERGRADUATE RESIDENTIAL COLLEGES AND UNIVERSITIES – PHASE 3

Name of Institution: Gateway Community College

Senior COVID-19 Coordinator: Jill McDowell, Interim Dean of Administration

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Intended date of arrival of the first students (on or after August 10): August 26, 2020

Intended date of classes starting: August 26, 2020

Intended duration of the fall semester or quarter: 8/26/20 thru 12/23/20

Date submitted: August 5, 2020

PART 1 – PLAN FOR REPOPULATING THE CAMPUS (the reentry of students)

Gateway Community College (GCC) has used the following strategies to achieve the six-foot social distancing requirement:

Classrooms:

- The Fall 2020 class schedule was updated to employ a wider variety of instructional modalities to reduce the total number of students on campus by 50% or less than normal. These modalities include, but are not limited to, fully online and synchronously delivered online courses with instructor and students logged in at the same time on a regular schedule.
- Class schedules have been adjusted both to physically distance classrooms apart from each other and to allow sufficient free time between classes to facilitate social distancing in the hallways.
- The college will display a sign outside of each classroom/lab indicating the maximum capacity of the room.
- Furniture in classrooms, labs, and common areas has been rearranged to conform to the six-foot social distancing requirement. Excess desks, tables, and chairs have been removed and stored or blocked off. Computer stations that do not meet the six-foot social distancing requirement have been blocked off and the chairs removed.
- Where six-foot spacing is not possible in Allied Health and Nursing clinical experiences faculty and students must:
 1. Adhere to all institutional policies and procedures on COVID-19 and the use of Personal Protection Equipment (PPE).
 2. Document daily temperature and symptom screening prior to entering the clinical unit or department.
 3. Wear facemasks that cover the mouth and nose at all times.

4. Maintain six-foot social distancing at all times, unless it is impossible to do so in order to perform a procedure. In that case, the policy/procedure of the clinical institution should be followed, including wearing the appropriate PPE.
5. Adhere to proper handwashing/hand sanitizing procedures at all times.
6. Wear gowns and/or gloves if required to perform a procedure.

Students and faculty participating in clinical experiences are also required to attest to the following each day they enter the clinical unit or department:

1. I do not have a fever of 100.4 degrees Fahrenheit or higher.
 2. I do not have any flu-like or respiratory symptoms, such as body aches, headache, sore throat, cough, or shortness of breath.
 3. I have not been exposed to anyone experiencing fever >100.4 or symptoms of an upper or lower respiratory infection.
 4. I have not been exposed to anyone testing positive for COVID-19 or is suspected of having COVID-19 within the past 14 days.
 5. I have not traveled outside of the State of Connecticut or the United States within the last 14 days to restricted or banned areas that would require a 14-day quarantine.
- Where six-foot distancing is not possible for art, other programs such as automotive, culinary arts, Step Forward, and other academic and workforce development programs, we will require faculty and students to wear both facemasks and plastic face shields, in addition to any other requirements common in those industry sectors.
 - The Early Learning Center has reduced its capacity from 60 to 30 children in order to comply with Office of Early Childhood (OEC) and CDC social distancing guidelines.

Dining Halls:

- The cafeteria vendor will offer only premade “Grab and Go” food, following all State restaurant guidelines.
- Vending machines will continue to be available.
- The seating area will remain closed.

Facilities:

- Building HVAC fresh air intake will be increased during normal operating hours and run after scheduled hours to maximize the rate of complete air exchanges.
- HVAC filters have been verified to be MERV13.

Athletics: All athletic programs are suspended during the fall 2020 semester/season.

Spaces “where other groups congregate”:

- Social distancing markers are placed in corridors and offices where students and/or employees are likely to queue up.
- All occasional seating areas throughout the campuses are rearranged to conform to the 6-foot distancing requirement. The South building (New Haven Campus) stadium seating area is stanchioned off.

- Elevators are restricted to two passengers at a time, with appropriate signage warning to maintain social distancing inside the elevator cars.
- All water fountains are turned off and bagged. Water fountains will be replaced with water bottle filling stations, one per floor per building.
- The Faculty/Staff lounge, the Student Lounge, and Student Activities meeting rooms/workspaces remain closed until further notice.

Dormitories: Not applicable. Gateway does not have dormitories.

Orientation/Arrival:

- The college is closed to the public until further notice. Prospective students, vendors, and contractors are required to use the same entrance to enter and leave the building and must sign a log book upon entering/leaving the campus.
- All students and staff are required to wear college issued ID's while on campus. The Security Department will require faculty, staff, and students to submit an electronic picture for the purpose of creating an ID card.
- Upon arrival and exit, all students, faculty, and staff are required to badge in/badge out.
- Students with classes scheduled at the downtown New Haven campus will continue to park in either the Gateway Garage or the Temple Street Garage.
- While all of the main College entrances downtown will remain open, those parking in the Gateway Garage will enter the College through the 1st floor of the North Building and exit from the third floor of the North Building.
- Gateway is organizing online orientation events and communications (email, paper mail, and website). Students will be advised of the College's mask policy and reminded to maintain six-foot physical distancing while on campus. Students will be advised to seek accommodations through the Disabilities Services Office when appropriate.

Personal protective equipment: Masks:

- All students, faculty, and staff are required to wear masks in accordance with the CSCU Mask and Social Distancing Guidelines.
- Employees will be provided with one (1) packet of five cloth masks to wash and reuse throughout the semester. Cloth mask packets can be picked up at any of the building entrance security stations. Employees will be responsible for cleaning and maintaining masks issued to them. Employees are also invited to bring their own masks should they desire to do so.
- A supply of disposable masks will be available at security stations located at all college entrances for those who forget to bring their own.
- The college will provide one face shield/semester to each faculty member and student when the six-foot distancing guidelines cannot be met. Face shields will be worn in addition to a cloth mask, and not as a substitute for it. The sharing of face shields is strictly prohibited. Disinfectant wipes will be provided in the classroom for the wearer to wipe down their mask and/or face shield after each use.
- Students who do not comply with masking requirements will be referred to the Dean of Students for further action.

Other PPE requirements:

Plexiglas shields have been installed in student-facing offices, security stations, and other high-traffic areas.

Specialized student populations taking classes on campus will follow all appropriate PPE protocols.

- Allied Health and Nursing students will follow the requirements set forth by their clinical sites, including wearing N-95 or other approved mask/shields, gloves, and gowns as appropriate. Face masks and other appropriate PPE, (face shields, gloves, and gowns) will be used during lab sessions. Prior to and after each session, lab areas, including medical equipment, will be cleaned. All surfaces and shared equipment will be disinfected with disinfectant wipes or other EPA approved solution and paper towels. Twenty 20 minutes will be allotted between each group to ensure proper contact time with disinfectant.
- Art students will wear masks and gloves in studio classes.
- Automotive students working in labs will wear masks, shields, and Nitrile .6 gloves. Students and faculty will follow disinfectant procedures on tools/equipment/vehicles at the conclusion of their individual lab exercises.
- Culinary Arts students working in labs will follow the State's guidelines for opening restaurants and will wear masks and gloves as required.

Disinfection:

- Signage will be on display to remind the college community to wash their hands frequently.
- Hand sanitizing dispensers are available at all entrances to all buildings, classrooms, and offices.
- Disinfectant wipes and/or other cleaning supplies will be available in shared workspace areas and classrooms. **It will be the responsibility of the user to clean keyboards, mice, work surfaces, and any other equipment (I.E. printers, copiers) before and after each use.** Signage will be displayed providing instructions.
- Custodial staff will follow CDC guidelines and use products that meet EPA's criteria for use against SARS-CoV-2 that are appropriate for the surface. Gloves and eye protection will be worn by custodial staff using cleaning chemicals. All public, corridor, office spaces, and bathrooms will be cleaned daily in accordance with the State's general guidelines for businesses. Custodial staff will wipe down high touch areas daily.

Travel:

- Employees have been advised that the Governor's out-of-state travel ban for professional activities is still in force. College administration will act as a checkpoint for employees' work-related travel through the standard travel Authorization Request process.

- Signage will be displayed advising students, faculty, and staff to avoid unnecessary travel domestic and international travel, particularly to states and countries deemed COVID-19 “hot spots.”
- Gateway Community College will follow [The Governor's Travel Advisory for Visitors to Connecticut](#).
- CT Department of Public Health guidance instructs those who travel to an affected state to self-quarantined for 14 days.
 - Students and employees have been advised to avoid unnecessary travel whenever possible. Signage advises students and employees to avoid unnecessary travel whenever possible.
 - If an employee was within an affected state for a reason other than Connecticut-related work (e.g., vacation), that worker must self-quarantine and complete [CT Travel Health Form](#). Employees should notify their supervisor and the Office of Human Resources if they have traveled to an affected area. After consultation and clearance from the Office of Human Resources the employee may return to work.
 - Per the Governor’s order, students who travel to a state that is on the travel advisory list must quarantine for 14 days. Students have been made aware of the quarantine requirement and the possible effect it could have on their classes through email and social media. Students taking online or LRON courses would not be impacted by a quarantine, however those in hybrid and on ground courses would have to communicate with their professor to alert them of their absence.

Staffing:

- Signs will be displayed at all entrances advising not to enter if experiencing COVID-like symptoms.
- The college community will adhere to the BOR’s COVID RTW ADA/Leave Guidance for those who have a higher likelihood of serious illness from COVID-19.

Access to campus:

- The college is closed to visitors and the public until further notice.
- On-site student services will be provided by appointment only.
- The library will be open for pickup at the main security desk only. Online reference will continue via chat, email, phone, or WebEx. Library instruction will be online. Library Interloan will be restricted to articles only. All other services will continue remotely for the Fall 2020 semester.
- The Writing Center will provide services remotely.
- The Exercise Science Lab will remain closed.

PART 2 – PLAN FOR MONITORING THE HEALTH OF STUDENTS, FACULTY AND STAFF

Testing of students in residential institutions for the COVID-19 virus upon arrival to campus: Not applicable.

Testing of faculty and staff who interact with students or their living spaces shortly before residential students return to campus: Not applicable.

Ongoing testing of students for the COVID-19 virus: Not applicable.

Appointment of a COVID-19 Coordinator: Jill McDowell, Interim Dean of Administration and Institutional Effectiveness has been appointed as the COVID-19 Coordinator for Gateway Community College. Ms. McDowell will (1) serve as the liaison with the coordinators at the other colleges and universities who will convene periodically during the fall (and beyond as needed) and (2) oversee reporting for the common Dashboard that will be developed for the higher education sector.

Protocol for collecting information about COVID-19 cases:

The College will use the PeopleTrack electronic system to maintain a record of everyone who enters/exits the campuses. Handwritten logs will be maintained in classrooms. Appointments for student services will be scheduled electronically using Microsoft Bookings.

PART 3- PLAN FOR CONTAINMENT

Isolation Space:

Gateway Community College has identified isolation spaces where a students or employees who disclose signs of illness may wait for transportation to take them home or to a healthcare provider.

- Downtown Campus: N001
- North Haven Campus: Room 131

Isolation protocol: Not applicable.

Medical care for those isolated: Not applicable.

Quarantine Protocol: Not applicable.

Contact Tracing:

The CSCU Community Colleges are not required to implement contact tracing. Contact tracing will be led by the local department of public health and should not be initiated by the colleges.

Positive test results will be reported to the state directly by the testing providers and contact tracing will commence. Employees who have tested positive will be contacted by the health department to check on their condition and to identify potential individuals who may be impacted by close contact with the infected employee. Those contacts will hear from the health department as well to check on their condition and recommend steps to address potential exposure. Employees should indicate that they work at one of the community colleges and provide their recent activities. Schools can share class rosters, staff appointment schedules, and daily campus access logs to the local health department if helpful in the contact tracing.

Should an employee be notified of a positive test result, they are encouraged to contact the COVID Coordinator at their campus. The COVID Coordinator should share that information with the local department of public health. The public health department will work with the school should steps be necessary to address the spread of virus on campus and conduct the contact tracing as outlined above.

Liaison with regional hospitals and health care facilities:

Gateway Community College's point of contact at the New Haven Department of Public Health is Brian Weeks, Epidemiologist. He can be reached at (203) 410-5922.

PART 4 – PLAN FOR SHUTDOWN

Shutdown initiated by the institution if a serious outbreak occurs on campus:

All employees and students are encouraged to notify the COVID Coordinator if they have tested positive for COVID-19. Local departments of public health will also be notifying the COVID Coordinator of positive cases that are reported to the state that are linked to the campus.

The COVID Coordinator should inform the campus CEO and gather specific information on when the individual was last on campus, their role on campus, their schedule for 2-3 days prior to their last day on campus, etc. In the event the infected individual is a student, the Dean of Students should be made aware of the positive test or the HR manager in the case of an employee.

Once information has been gathered on the circumstances, the CEO should inform the Regional President, who will meet with Alice Pritchard, CSCU Chief of Staff and Keith Epstein, VP of Facilities to discuss recommended next steps.

Gateway Community College will identify a local action team (including facilities, communications, human resources, etc.) to implement steps to mitigate the spread of the virus as discussed with the CSCU team. After these discussions, the COVID Coordinator will inform the local public health department of plans to address any outbreaks and seek additional guidance. No campus can be closed without concurrence from CSCU system office and planned communication strategy to internal audiences and the public.

Shutdown of the State:

Gateway Community College will follow the directives of the Governor's Office if a statewide shutdown is instituted.

Plan for continuation of instruction if a shutdown occurs:

Gateway Community College will move all instruction online if this occurs.