

Gateway Community College
REOPENING PLANS FOR UNDERGRADUATE RESIDENTIAL COLLEGES AND
UNIVERSITIES – PHASE 3: Spring 2021

Name of Institution: **Gateway Community College**

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

Email: JMcDowell@gwcc.commnet.edu Cell Phone: **(203) 605-0487**

Intended date of arrival of the first students (on or after August 10): **January 22, 2021**

Intended date of classes starting: **January 22, 2021 with some classes delaying their on ground return until 2/5/21.**

Intended duration of the fall semester or quarter: **1/22/21 thru 6/1/2021**

Date submitted: **January 15, 2021**

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

Gateway is using the following strategies to achieve the six-foot social distancing requirement:

Classrooms:

- The Spring 2021 class schedule employs a wider variety of instructional modalities to reduce the total number of classes offered on campus to 10% compared to last spring.
- The on-site return to campus for classes offered on ground will be delayed until 2/5/2021 when, in consultation with the faculty, it is determined to be feasible.
- Class times and locations are scheduled so as to allow sufficient time in between classes and physical distance from each other to facilitate social distancing in the hallways.
- Signs are posted on classroom/lab doors indicating the maximum capacity of the room.
- Furniture in classrooms, labs, and common areas are rearranged to conform to the six-foot social distancing requirement. Excess desks, tables, and chairs were removed or blocked off.
- Computer stations not in accordance with the six-foot social distancing requirement are blocked off and the chairs are 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-feet social distancing at all times, unless it is impossible to do so 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.

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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 10 days to restricted or banned areas that would require a 10-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, faculty and students are required to wear both facemasks and plastic face shields, in addition to any other requirements common in those industry sectors.
 - Gateway's culinary academic program will continue to offer take out lunch and dinners to employees only, adding "family-style" food trays. Should public health conditions markedly improve later in the semester, the College will consider re-implementing a public schedule of lunch and dinner schedule.
 - At the start of the Spring 2021 semester the Early Learning Center laboratory school will continue to offer its services remotely. The center will use the following plan as a guide for returning to campus:

Plan for ELC to Re-open Spring 2021

The ELC has policies and procedures in place to ensure a safe and healthy environment for children and teachers. Highlights of the Center's Plan for the spring include:

- Flexible daily scheduling. The ELC will begin with a hybrid schedule dependent on staffing and licensing ratios.
- No food service will be offered until GCC food service is able to provide food.
- The ELC will monitor the situation and change their COVID-19 Operational Manual to include any new or additional emerging policies or procedures.
- The Center will continue to adhere to best practices as stated in our 2021 COVID Operational Manual.
- All staff will be kept current on trainings in accordance with grant and licensing requirements.
- Virtual lesson plans will be developed for children who cannot attend on site classroom learning.
- Ongoing communication with the families will occur and children's progress will be closely monitored until the center fully transitions back to full classroom learning biweekly.

The full plan is on file and available for review. Contact GCC COVID Coordinator, Dean Jill McDowell (jmcdowell@gwcc.commnet.edu), for more information.

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Dining Halls:

- The cafeteria and seating area will remain closed.
- Vending machines will continue to be available.

Facilities:

- Building HVAC fresh air intake will be increased during normal operating hours and after scheduled hours will be run maximizing the fresh air intake to complete two complete air exchanges.
- HVAC filters are verified to be MERV8 or better.

Athletics: All athletic programs are suspended during the Spring 2021 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.
- The South building stadium seating area is stanchioned off. All other occasional seating areas throughout the campuses are rearranged to conform to the 6-foot distancing requirement.
- Elevators are restricted to two passengers at a time, with appropriate signage warnings to maintain social distancing inside the elevator cars.
- All water fountains are turned off and bagged. Water fountains are being 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.
- 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 Spring 2021 semester.
- The Writing Center will provide services remotely.
- The Exercise Science Lab will remain closed.

Residence Halls: Not applicable. Gateway does not have dormitories.

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

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their issued masks. 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 are 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.

Cleaning and Disinfection Protocols

According to the State of Connecticut, Department of Public Health Guidance, "Careful attention to proper routine cleaning schedules and procedures, coupled with spot disinfection of high touch areas and good hand hygiene, is sufficient to protect the spread of COVID-19 via surfaces."¹

¹ Updated COVID-19 Operational Considerations for Cleaning and Disinfection Procedures in College and University Settings for the Spring 2021 Semester, December 29, 2020

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Consistent with the DPH's guidelines:

1. Hand sanitizer stations will continue to be located in common areas of both campuses.
2. While DPH has indicated that disposable wipes, spray bottles, or other cleaning products or disinfection are no longer required for use in shared areas, we will continue you make them available to faculty and staff upon request. Please contact the facilities department for these supplies as needed since they will not be replenished automatically. Good hygiene (e.g., frequent hand washing with soap and water or alcohol-based sanitizer) continues to be encouraged after use of shared equipment and common areas.

Cleaning and Disinfection Plan:

- Both campuses will be thoroughly cleaned and disinfected prior to the start of spring 2021 semester.
- Routine cleaning will be performed daily in all areas of the buildings that have been used on a given day. Detergent products (soap) and water or commercially prepared cleaning products will be used. Areas/items that will be routinely cleaned include:
 - Outdoor areas with items such as benches, tables and railings, and
 - Indoor areas and items that are not routinely touched with the hands or used frequently by many different individuals, such as office desks, floors, walls, and carpeting.
- Cleaning followed by disinfection will be performed at least twice daily on bathroom surfaces and high touch areas. Environmental Protection Agency's List N products approved for use against the virus that causes COVID-19 will be used in accordance with DPH guidance. High touch areas include hard surfaces indoors that are routinely touched by the hands of different individuals. Examples include (but not limited to) doorknobs, classroom desks, shared equipment, and handrails.
- Porous surfaces that may be contacted by many different individuals throughout the day, but are not easily cleaned (e.g., such as cloth-upholstered chairs), have been removed from shared use areas.
- Custodial staff will meet to review cleaning and safety protocols prior to the start of the semester.
- Staff performing cleaning and disinfection will be equipped at all times with appropriate PPE recommended by the product manufacturer.

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.

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- Students and employees have been advised to avoid unnecessary travel whenever possible.
- Signage is displayed to advise students, faculty, and staff to avoid unnecessary travel both domestically, particularly to states deemed “hot spots” and internationally.
- Gateway Community College will follow [Executive Order No. 9S](#) and [The Governor's Travel Advisory for Visitors to Connecticut](#).
- Executive Order No. 9S requires those who travel to an Affected State or Affected Country, “... to self-quarantine for ten days from the time of last contact with such Affected State or such Affected Country, for any portion of such ten-day period they spend in Connecticut, or for the duration of such Affected Travelers’ stay in Connecticut, whichever is shorter...”
 - If an employee (including a student worker) travels to an Affected State or Affected Country for a reason other than Connecticut-related work (e.g., vacation), that worker is required to complete the [CT Travel Health Form](#) prior to travel, to notify their supervisor and the Office of Human Resources, and to self-quarantine for ten days upon return, and to consult with the Office of Human Resources before returning to work. Employees may be exempt from the self-quarantine requirement if they submit a negative COVID-19 test taken in the seventy-two hours prior to arrival in Connecticut or at any time following their arrival in Connecticut to the Office of Human Resources.
 - Per the Governor’s executive order, students who travel to a state that is on the travel advisory list must notify the Dean of Students and self-quarantine for ten days and as such will not be allowed on campus for the duration of their quarantine. 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 hybrid and on ground courses are required to communicate with their professor to alert them of their absence. Students may be exempt from the self-quarantine requirement if they submit a negative COVID-19 test taken in the seventy-two hours prior to arrival in Connecticut or at any time following their arrival in Connecticut to the Dean of Students.

Staffing:

- Signs are displayed at all entrances advising all 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.

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Access to campus:

- The college is closed to visitor and 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.
- On-site student services will be provided by appointment only. The College will use Microsoft Bookings to schedule appointments.
- Student Service Departments and the Bursar are operating at reduced capacity. Staff are working in departmental teams, each of which work on campus two days/week, and remotely three days/week (everyone works remotely on Friday).
- All students and staff shall 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 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 and exit the College through the 1st floor of the North Building.
- 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 if necessary.

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

Gateway Community College is not required to test students, Faculty, or staff. However, the College has partnered with the New Haven Department of Public Health and will call the dedicated 24/7 hotline at (203) 946-4949 for support COVID-19 referrals for testing and contact tracing.

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PART 3 – PLAN FOR CONTAINMENT

Appointment of a COVID-19 Coordinator: Jill McDowell, interim Dean of Administration and Institutional Effectiveness is appointed to be 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 and (2) serve as the College's liaison with the local health departments

Protocol for collecting information about COVID-19 cases:

Employees: Employees who receive a diagnosis of confirmed or presumptive COVID-19, or have been in "close contact" with someone with such a diagnosis should immediately notify Jill McDowell, the COVID Coordinator for Gateway using the [Self Report Illness Form](#) located on the College's Homepage.

The COVID Coordinator is responsible for contacting the Department of Public Health:

1. The individuals identified as having contact with an employee that they have been identified as having close contact with a person who has COVID-19 will be contacted. In this context, "close contact" means a person who was within 6 feet and spent more than 15 cumulative minutes with the person in an enclosed space (like an office or conference room). Those employees will be directed to self-monitor at home for 14 days from the date of contact and to notify their health care provider(s). The individual's name will not be disclosed unless authorized to do so by the employee.
2. All employees will be notified who work in the building/facility where the affected individual worked that a person who worked in that building has COVID-19, those individuals who were identified as having close contact have been notified, and that additional cleaning has or will happen. Human Resources will be notified by the COVID Coordinator if an employee receives a diagnosis of confirmed or presumptive COVID-19 or identified as "close contact".
3. Human Resources will work with the employee to determine if the employee can telework or will need to apply for leave under the Family First Coronavirus Response Act (FFCRA). The Employee would also notify Human Resources once they have been released and can show proof of their return to work.
4. The Employee should notify HR once they have been released and can show proof of their return to work.

Students: Students who have been on campus and who receive a diagnosis of confirmed or presumptive COVID-19, or have been in "close contact" ("**close contact**" means a person who was within 6 feet and spent more than 15 cumulative minutes with the person in an enclosed space) with someone with such a diagnosis should immediately notify the college using the [Self Report Illness Form](#) located on the College's homepage. Questions should be direct to Alese Mulvihill, Dean of Students (203) 285-2210.

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Medical care for those isolated:

Gateway Community College does not employ medical staff of any kind. Students and employees should monitor their own symptoms and seek care from their own health care providers. Individuals are advised to call the New Haven Department of Public Health (“NHDPH”) 24/7 COVID-19 Hotline at (203) 946-4949 for a referral if needed.

Quarantine protocol:

The COVID Coordinator, or her designee, will maintain a log of all positive/presumptive positive cases and Close Contacts. Upon notification, the COVID Coordinator, or her designee will notify:

- The resident health department to initiate contact tracing, and
- The local campus health department, and
- The Security Department to institute a People Track hold on the individual to prohibit entrance onto all campuses for the duration of the isolation period, and
- Human Resources, if the individual is an employee or a student worker or
- The Dean of Students if the individual is a student to send a formal notification.

Unless otherwise directed by the health department, the following return criteria will be used:

Return Criteria for Positive and Symptomatic Cases*

- 10 days since symptoms first appeared or and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving. (*Note: Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*)
- Employees are directed to notify their campus HR representative if they receive a diagnosis of confirmed or presumptive COVID-19 before returning to work.
- Students are directed to notify the Dean of Students if they receive a diagnosis of confirmed or presumptive COVID-19 before returning to on ground classes.

Return Criteria for Close Contact Cases*

- 14 days since exposure, and
- No COVID-19 related symptoms

*Note: Students enrolled in the Allied Health, Nursing, and Culinary academic programs are subject to additional testing requirements including proof of PCR Test on Day 5 and Day 10. Their return to campus and/or their assigned clinical site is contingent upon the approval of their Program Coordinator.

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Contact tracing:

Contact tracing will be performed by the resident department of health.

The College uses the People Track 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 an app.

Liaison with regional hospitals and health care facilities:

The City of New Haven Department of Public Health (NHDPH) is available to provide support/recommendations for any COVID-19 public health efforts including contract tracing. Gateway's point of contact at the NHDPH is Brian Weeks.

PART 4 – PLAN FOR SHUTDOWN

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

When the college is notified that an individual who has physically been on campus receives a diagnosis of confirmed or presumptive COVID-19, the College will contact the residence department of health and the local campus department of health to document the case and to provide recommendations and guidance/referrals. Depending on the amount of community spread prevalent at the time, their recommendation may include closing impacted areas for cleaning and disinfection, a temporary return to telework, or a complete closure of the campuses.

Facilities will schedule the infected area to be cleaned and disinfected no sooner than 24 hours after the infected individual was last in the area. All cleaning and disinfecting will be done in accordance with CDC guidelines.

If the incident poses an imminent life and/or safety issue, the college will activate emergency protocols. If the incident is not deemed an imminent emergency, Dr. William T. Brown, Gateway Community College CEO, will consult with college leadership and Dr. Thomas Coley, Shoreline-West Regional President. Should it become necessary to close the facility and return to telework, Dr. Coley will update Alice Pritchard, CSCU Chief of Staff, and Mark Ojakian, CSCU President before the closure occurs.

If a decision is made to close the campus facility:

- Evie Gard, GWCC Acting Associate Dean of Communications and Marketing will distribute communication regarding closure through multiple channels to the college community.
- Jill McDowell, GWCC Interim Dean of Administration and Institutional Effectiveness will notify Brian Higney, Acting Director of Facilities, Carey Broderick, Police Sergeant, and Joe Prince, Building Supervisor to close the impacted building(s). Level One employees will remain on campus until directed otherwise. Step Forward students and their

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instructors will remain in their classroom until arrangements can be made to pick each student up.

- Mark Kosinski, GWCC Dean of Academic Affairs will notify faculty on both campuses to pivot all classes to an online/remote format.
- Mary Ellen Cody, GWCC Dean of Development and Community Partnerships will notify CT Public, and Literacy Volunteers.
- Erika Lynch, will notify the directors of Step Forward and the Workforce Development programs,
- Brian Higney will notify the Bookstore, the cafeteria vendor and ACES if the closure impacts the North Haven Campus. Security will rope off the infected area.

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.