

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 3, 2020

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

Gateway 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 to 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 hang 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-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.

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 children to 30 in order to comply with 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.

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.
- 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 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.

- 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 Exercise Science Lab will remain closed.

Dormitories: Not applicable. Gateway does not have dormitories.

Orientation/Arrival:

- 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 if necessary.
- Students with classes scheduled on-campus may park in either the Gateway Garage or the Temple Street Garage. While all main College entrances will remain open, those parking in the Gateway Garage will enter the College through the 1st floor and exit from the third floor. Students taking classes at the North Haven Campus will continue to use the parking lot.
- Upon arrival and exit, all students, faculty, and staff are required to badge in/badge out. 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. The college is closed to the general public until further notice.

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 a packet of five cloth masks to wash and reuse throughout the semester. Packets can be pick up at any of the building entrance security stations. However 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 students 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 KN95 or other approved mask/shields, gloves, and gowns as appropriate. 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 will be available in areas with computers and students will be instructed to clean high touch equipment such as keyboards and printers after each use.
- Disinfectant wipes or spray disinfectant/paper towels will also be available in all bathrooms, offices, classrooms, and other shared facilities for wiping down surfaces.
- 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 to advise students, faculty, and staff to avoid unnecessary travel domestically, particularly to states deemed "hot spots" and internationally.

- 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-quarantine 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, Monday thru Thursday. Walk-ins will be accommodated on a limited basis on Fridays until noon.
- The Writing Center will provide services remotely.

PART2 –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. Gateway Community College has no dormitories.

Testing of faculty and staff who interact with students or their living spaces shortly before residential students return to campus: Not applicable. Gateway Community College is a non-residential, commuter institution.

Ongoing testing of students for the COVID-19 virus: Not applicable. Gateway is a non-residential, commuter institution.

Relationship with local department of public health: 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.

Appointment of a COVID-10 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:

Employees who receive a diagnosis of confirmed or presumptive COVID-19, or have been in “close contact” (defined as having been within 6 feet and spent more than 15 minutes) with someone with such a diagnosis should immediately notify Marlene Cordero, Regional HR Manager for Shoreline-West at (203) 285-2534.

Students who have been on campus and who receive a diagnosis of confirmed or presumptive COVID-19, or have been in “close contact” (defined as having been within 6 feet and spent more than 15 minutes) with someone with such a diagnosis should immediately notify Alese Mulvihill, Dean of Students (203) 285-2210.

PART 3- PLAN FOR CONTAINMENT

Isolation Space:

Gateway Community College has identified isolation spaces where a student or employee who discloses signs of illness may wait for transportation to take them home or to a health care provider.

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

Isolation Protocol: Not applicable since students are not housed on campus

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:

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.

Contact tracing:

To assist with contact tracing, the College will use 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.

When an employee notifies HR that they have received a diagnosis of confirmed or presumptive COVID-19, HR will:

- Inform individuals identified as having contact with an employee that they have been identified as having close contact with a person who has COVID-19. In this context, “close contact” means a person who was within 6 feet and spent more than 15 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). HR will not disclose the individual’s name unless authorized to do so by the employee.
- Notify all employees who work in the building/facility where the affected individual worked that a person who worked in that building has COVID-19, that individuals who were identified as having close contact have been notified, and that additional cleaning has or will happen.

The Employee should notify HR once they have been released and can show proof of their return to work.

The Dean of Students will seek guidance from the New Haven Department of Public Health when a student who has been on campus reports a diagnosis of confirmed or presumptive COVID-19.

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 contact tracing. Gateway's point of contact at the NHDPH 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:

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 NHDPH 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.

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 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 the directors of Workforce Development programs, CT Public, and Literacy Volunteers.
- 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.
- 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.

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.