

York County Community College



YORK COUNTY COMMUNITY COLLEGE

Return to Campus Plan

Spring 2021

To be continually updated with current information

Remember:

Be kind

Wash your hands

Wear your mask

Keep a physical distance

Be safe

August 1, 2021

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Message from the Taskforce Members

While the College strives to make York County Community College a safe and healthy environment for everyone who works, learns and visits with us, we ask each of you to commit to safe practices and do your best to ensure you remain safe and well. Together we can all help to make our campus a safe place to work, learn and grow.

Below are the recommendations established by the Maine CDC that York County Community College will use to ensure the health and safety of our YCCC family and community.

- Following recommended CDC guidelines/protocols for social/physical distancing
- Following recommended CDC guidelines/protocols for wearing a face mask
- Washing hands with soap and water for 20 seconds
- Sanitizing hands and keeping a clean work/study area
- Taking care to self-certify our health
- Taking your temperature before coming to work
- Wearing personal protective equipment as appropriate
- Coughing and sneezing into tissues or elbows
- Staying home if experiencing any symptoms such as (coughing, sneezing, temperature, dry eyes, sore throat, nausea, diarrhea)
- Notifying your supervisor or human resources officials of exposure or confirmed cases

Members:

Jason Arey, Acting Director of Human Resources

Bill Fredricks – Sanford Instructional Site Coordinator (March 2021)

Keith Cummings, Accounts Payable

Sophaktra Heng, Student Navigator

Lauren Mayhew, Computer Information Technology Chair

Barbara Owen, Chief of Staff

Mark Paradis, College Safety and Security Manager

Doreen Rogan, Dean of Academic Affairs

A Plan to Re-open York County Community College

Leadership Guidance Prior to the re-opening

Form a taskforce, discuss enrollment, PPE, signs, cleaning, disinfecting, ventilation, contact tracing, protocols, policies, academic programs, financial resources, forecasting demand for supplies, contractors and supply chain, trainings, management and continued oversight, communications

Taskforce Guidance Prior to the re-opening

Cleaning and Disinfecting:

- Close off as much of College as possible to daily traffic to minimize need to disinfect all areas daily
- Complete cleaning and disinfecting of all facilities (keeping a log in rest areas)
- Continue daily cleaning and disinfecting processes (rest and heavily trafficked areas)
- Ensure that fresh air is circulating in the campus buildings when and where ever possible

Securing Supplies:

- Establish a method to calculate, track and address the financial needs associated with COVID-19
 - supplies, computers for faculty and staff, working at home, staffing, changes in enrollment, etc.
- Order EPA approved disinfectant and cleaning supplies for academic year to include:
 - soap, bleach, disinfection spray, hand sanitizer, spray bottles, paper towels and tissue, disinfectant wipes
- Order personal protective equipment for academic year to include:
 - masks, face shields, gloves, safety glasses/goggles (and appropriate sanitization), cover ups
- Order other supplies
 - thermometers, non-touch door devices, non-touch paper towel dispensers, mobile and non-mobile barriers, plexi, signage, social distancing decals for carpet and tile, traffic flow arrows and decals, portable disinfection/sanitization stations, room disinfecting machines (if appropriate)

Logistics:

- Provide training and guidance for all employees as appropriate (System/MEMIC/ Safe Colleges)
- Establish a method to track costs associated with COVID-19
- Establish capacity for College, classrooms, office and labs
- Establish a sign in procedure to ensure contact tracing if necessary
- Establish temperature scanning protocols if appropriate
- Establish physical distancing via acrylic glass and barrier installation, signage and ensuring 6 feet distance for workstations, hallways, common areas, computer labs, etc.
- Establish signage to indicate entrance and exit doors and traffic flow
- Develop and communicate human traffic flow in parking areas, interior and exterior walking areas where appropriate

Communication:

- Establish a comprehensive and approved communication plan in conjunction with MCCC communication plans for all students and employees using various forms of communication such as Zoom meetings, e-mail, text, website, social media

- Send a communication before returning to campus
 - Welcome to a different campus
 - Include information on what has been done to ready the campus
 - Personal responsibility/health screening certification
 - Plans change
- Send a communication on what to do when returning to campus
 - Entry ways, signage, masks, follow traffic routes, social distance, screening
 - Include a president's message with actual re-opening plan
- Send a communication on what to do after returning to campus
 - Include instructions for students, faculty and staff on what to do when entering/working and studying on campus
 - Everyone's help is needed/ self-certification
- Send check in messages and reminder communications throughout the semester/year
- Send a communication when necessary with guidelines for responding to and communicating about positive or presumed positive COVID-19 (Guidance provided by the System Human Resources)
- Send a communication on how and where to seek assistance and support for students, employees and staff dealing with personal COVID-19 related social and emotional health issues
 - Human Resources Department
 - EAP
 - Safe Colleges
 - MEMIC
 - Local medical providers
- Prepare a communication to be ready regarding the emergency shut-down of the campus and Sanford Site
 - RAVE Alert

College Action Steps Taken to effectively address the spread of COVID-19

*A representative of MEMIC visited the College in August to ensure CDC and System guidelines were in place

Cleaning and disinfecting:

To ensure the safe cleaning and disinfecting of the College

- ✓ cleaning and disinfecting with EPA-approved detergents such as bleach are ordered and secured and available in ample supply for the Spring semester.
- ✓ The maintenance staff is trained to clean and disinfect the College.
- ✓ The maintenance staff has completed a full college campus cleaning and disinfection prior to a full re-opening.
- ✓ Once cleaned and disinfected the areas should be closed and so indicated.
- ✓ Particular attention should be given to: Entry areas, handrails and door knobs, restrooms, drinking fountains, break, conference, dining and learning areas, as well as all individual and open and high-traffic office areas
- ✓ Hand sanitizer stations are placed at entry and exit ways and elevators where soap and water are not readily accessible
- ✓ Daily cleaning and disinfection of all campus facilities will be completed (and log will be kept)

- ✓ Ensure a supply of sanitizing wipes are placed in all classrooms in order that students and faculty can assist in keeping the areas safe
- ✓ Ensure that cleaning supplies are readily available at all work stations, especially if any of those areas where items are shared such as desks, telephones, or keyboards
- ✓ Ensure office equipment will be cleaned by employee at the end of each day or after each use
- ✓ Provide a supply of trash can liners so that employees can re-line trash can after cleaning their area putting their trash outside their offices for pick up

Outside/Inside Air flow:

To ensure fresh air flow throughout the College whenever and wherever possible

- ✓ HVAC units are inspected, cleaned and maintained to operate properly (outside agency)
- ✓ air flow/exchange provided for in areas where windows can be opened
- ✓ when possible entry doors to office areas and multi-stall restrooms will be left open to limit contact with door handles. Individuals are reminded to wash/ to sanitize hands after opening the restroom door and to use paper towels as hand air dryers will be taped off and should not be used.
- ✓ Auxiliary fans have been removed from classrooms and common areas to prevent air from being blown directly on individuals. Employees should not use fans/heaters of any kind within offices or workspaces.

Hand Sanitizer Stations:

To ensure the use of hand sanitizer when soap and water are not available

- ✓ posters and signage will be placed throughout the College indicating the importance of hand sanitization and the Maine CDC's recommendation as to how to properly wash hands and apply hand sanitizer.
- ✓ hand sanitizer stations will be located in indoor locations at entry ways, lobbies, doorways to dining and study area, elevators and in places where soap and water cannot be easily reached by employees and students.

Social Distancing:

To ensure adherence of Maine CDC guidelines with regard to social distancing

- ✓ posters and signage, traffic flow arrows and decals will be placed throughout the College explaining the importance and guidelines regarding proper social distancing
- ✓ College Deans will evaluate employee work areas and identify areas where less than six feet of separation exists, and
- ✓ modify employee workstations/offices where less than six feet of separation between employees exists
- ✓ restructure work schedules
- ✓ install barriers as appropriate
- ✓ restructure academic lab schedules as appropriate
- ✓ limit class sizes as appropriate
- ✓ hold meetings via conference call or Zoom whenever possible
- ✓ elevators will be available to only one person at a time

Campus Access and Traffic flow:

To ensure physical distancing and limit face-to-face contact as people enter, remain at the College and exit the College

- ✓ the campus will be open but limited access will be established
- ✓ visitors will be allowed on campus by approved appointment only and will follow physical distance and mask protocols
- ✓ employees and students who do enter campus will follow all physical distance and mask protocols
- ✓ specific entry and exit points will be established
- ✓ some areas of the College will be designated as closed
- ✓ traffic flow patterns (using directional arrows and floor decals) will be established
- ✓ employees and students will follow signage for parking if designated
- ✓ employees and students will follow signage and enter and exit in specifically designated areas
- ✓ employees and students will follow all established directional arrow traffic flow patterns identified throughout the College to include hall ways, offices, etc.
- ✓ employees and students will use specific restrooms, and common areas, established in each building or areas
- ✓ employees and students will not enter closed areas
- ✓ employees and students who must use an elevator will only use the elevator as single use

Mail and other vendor deliveries and guests:

To limit the contact between delivery personnel and College personnel

- ✓ all delivery personnel will be met at the College entrance by a College employee designated to ensure compliance with College protocols and limit exposure to numbers of employees
- ✓ signage will be provided at all entry ways to the College to indicate protocols
- ✓ all delivery personnel, vendors and guests will be required to follow established College safety protocols to wear a cloth mask, ensure physical distancing, wear appropriate personal protective equipment, sign in, health screening etc.
- ✓ delivery personnel, and vendors will use their own writing tool

Safety and Health Screening:

In order to keep employees and students safe

- ✓ face masks will be worn (see Human Resources if not able to wear a cloth mask)
 - Approved cloth or disposable and fit snugly
 - Upon entry to the building
 - In all public areas to include hallways, restrooms, in small offices where 2 are gathered
 - Face shields are not a substitute
 - Safety glasses with side shields and a mask maybe required in a lab if appropriate in the learning area
- ✓ the College will direct the Manager of College Safety and Security to remind employees and students of Maine CDC Guidelines and Governor's Executive Orders relative to prevention of the spread of COVID-19
- ✓ the College will provide for the use of credit or debit cards instead of cash whenever possible
- ✓ the College will provide for or distribute health education as appropriate
- ✓ faculty will take attendance in order to ensure for state contact tracing if necessary
- ✓ mandatory sign in to the College is required of everyone at entry to College
- ✓ Provide information, establish and maintain relationships with local medical facilities:
 - Southern Maine Health Care
 - 1 Medical Center Drive
 - Biddeford, ME 04005
 - (207) 283-7000

- ✓ a screening app or health screening form (asking self-certified health questions) will be completed by all who enter the College. Where an app is not available, a health screening questionnaire will be utilized. Readiness training will be provided for all students and employees on completing the form or utilizing the app before the opening of the Spring semester.

Sample Health Screening Questionnaire for both form and screening app.
Actual to be updated as appropriate.

Name: _____ Date: _____

	Yes	No
<p>Are you experiencing one or more of the following COVID-19 symptoms:</p> <ul style="list-style-type: none"> • Fever (100.4F or higher) • Shortness of breath or difficulty breathing • New cough • New loss of taste or sense of smell 		
<p>Are you experiencing two or more of the following COVID-19 symptoms:</p> <ul style="list-style-type: none"> • Chills • New headache • New unexplained fatigue • New onset of muscle or body aches • Sore throat • Congestion or runny nose, excluding known allergies • Nausea or vomiting • Diarrhea 		
<p>Did you test positive for COVID-19 and are currently required to isolate yourself from others?</p>		
<p>Have you been in close contact with a confirmed positive case of COVID-19 within the last 10 days? Close contact is defined as: being within 6 feet of a known or suspected COVID-19 case for a prolonged period of time – 15 minutes or more; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a known or suspected COVID-19 case; or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).</p>		
<p>In the past 10 days, did you attend an event or gathering or visit a crowded public place at which you and others present did not physically distance and wear a face covering?</p>		
<p>In the past 10 days, did you: 1) travel to a state other than New Hampshire or Vermont AND 2) not obtain a negative COVID-19 test result or quarantine yourself for 10 days upon return to Maine?</p>		

If you have been ill or have any symptoms, such as fever, headache, sore throat, coughing, loss of taste or smell, nausea, vomiting or diarrhea, etc., and/or those particularly vulnerable to COVID-19 according to CDC guidelines will be asked not come to campus and only to return to campus once symptom free of fever and any other symptoms for at least 72 hours, without using fever reducing or symptom altering medication (per CDC guidelines).

Signature: _____

Entry Requirements for Wells Campus and Sanford Instructional Site

YCCC is implementing the following protocols at both its Wells campus and Sanford Instructional Site in order to adhere to Maine CDC guidelines and the Governor of Maine's Executive Order to do our best to ensure the health and well-being of our entire college community.

Access to college facilities (where pre-approved) will be during business hours on Tuesday – Thursday from 8:00 a.m. to 4:00 p.m. Exceptions must be pre-approved and by appointment only.

Student Guidelines in addition to those below.

- Only students enrolled in make-up or scheduled labs (Vet Tech, Precision Machine Technology and Culinary, etc.) will be allowed on campus or at the instructional site and only during the times designated for the labs
- For lab activities that indicate a need to be closer than 6-feet, the Academic Dean must approve the activities and plan for such activities prior to them occurring
- Students in make-up or scheduled labs may be asked to enter the building through a designated entrance closest to their classroom. Students should report directly to their classroom.
- Students will be required to complete the self-certified health screening either by app or application form prior to entering the College

All individuals when entering any of the YCCC buildings will

- Complete a daily self-certified health screening (by app or form) before entering the College.
 - Individuals are asked to scan their own temperature daily before leaving for the College as part of self-health screening
 - Individuals with a temperature above 100°F will not enter the College
 - Student temperatures will be taken at entry to the College
- Enter the main building on the Wells campus and the Sanford Instructional Site through the main/front entrances unless otherwise indicated (for make-up labs for instance)
 - Access to the Pratt & Whitney Building is limited by appointment and prior approval.
 - Stagger entry into the building so that people do not congregate at the entry point.
 - Remain 6 feet from the person in front of you prior to and upon entry and exit of the building
- Wear a cloth or approved disposable face covering at all times upon entering the College and during any time at the College
 - when not alone in an individual office
 - when two or more gather in any space where social distancing protocols cannot be honored

- where social distancing measures are difficult to maintain such as a hallway or in any public space used by multiple people
 - Individuals are required to provide their own face masks
 - Individuals not wearing a face covering will not be allowed entry to the College
 - Individuals who refuse to wear a face covering in the College will be told to leave the College
 - Individuals who are not able to wear a face mask, must speak with Human Resources to manage safe alternatives
- Sign the log in sheet in order to record numbers of employees, students and guests on campus and to provide for contact tracing if necessary
- Physical/social distancing of 6-feet must be maintained while in College buildings.
 - Individuals in the College will follow established designated access and traffic flow patterns at all times after entry to College buildings
 - Individuals not abiding to social distancing requirements will be politely reminded and those not adhering to the requirements will be asked to leave the facility

Campus and Site Reopening General Work Guidelines and Requirements

To be discussed with College Community via Zoom, email, text, social media, video as appropriate.

Guiding Principles

The safety of all who work, learn and visit at York County Community College is the College's highest priority. Implementing safety protocols and requirements and conducting ourselves in responsible manners as we gradually reintegrate into our buildings, offices, classrooms, labs and other spaces to serve our students and community will be key to the success of the plan.

- As practical, employees will continue to work from home.
 - with the approval of their Dean, balancing necessary working from a College location is possible
 - employees who seek a workplace accommodation regarding working from home or any other type of accommodation should as always contact Human Resources for further instruction.
- Employees on campus will notify their supervisor and will stay home or go home immediately if they begin to feel unwell. Employees will contact Human Resources for further guidance.

Guidelines and Requirements

Before returning to campus, employees will discuss any of the following with their supervisor and Human Resources:

- You have underlying health concerns or are in a high-risk category
- You feel sick, are sneezing or have a cough. Also, if someone in your family is ill or you have been in contact with someone who has been ill
- You tested positive for COVID-19 in the past two weeks. Anyone who tests positive, regardless of whether you're experiencing symptoms, should self-isolate until:
 - At least 10 days have passed since the date of the first positive test AND
 - You continue to have no symptoms (no cough or shortness of breath) since receiving the test
- You have been in contact with someone who tested positive for COVID-19 in the past 10 days

- You experience any COVID-19 symptoms. Anyone with COVID-19 symptoms should self-isolate (regardless of whether you were tested for COVID-19) until after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of fever-reducing medication) AND
 - Your other symptoms have improved (for example, when your cough or shortness of breath has improved) AND
 - At least 10 days have passed since your symptoms first appeared
- Any special needs or accommodations you may need

General Precautions

- High traffic, common and frequented areas will be disinfected per CDC guidelines, including regular disinfecting of frequently touched surfaces (door handles, hard surfaces, tables, chairs, etc.). Disinfecting of all common areas and classrooms being used for make-up labs will also occur every night by maintenance staff.
- Additional cleaning supplies will be available in classrooms for students and instructors to clean learning spaces after use.
- Hard surfaces such as desktops, tables, etc. in private offices are not cleaned by facilities staff but rather by employees using those items. Employees should clean and disinfect tabletops, desktops, cabinets, etc. within their own office space. Cleaning supplies will be made available in each office area.
- Employees should bag and tie trash at the end of workday and place trash outside of their office area for pick up.
- When possible entry doors to office areas and multi-stall restrooms will be left open. Individuals should sanitize hands after opening the restroom door.
- Hand air dryers will be taped off and should not be used in restrooms.
- All restrooms that are opened will be cleaned and disinfected a minimum of twice daily. High touch surfaces will receive additional sanitizing throughout the day. Logs will be kept.
- Drinking fountains faucets at all locations will be taped off and disabled. The water bottle filling capability at these stations will remain available as it is touchless. Individuals will be asked to fill personal water bottles and/or bring personal beverages from home.
- HVAC systems in college offices, rooms and spaces will be cleaned maintained and operated to best provide available ventilation for all areas. Where possible, office doors should remain open to provide additional ventilation as well as reduce the frequency of touches on door handles. Auxiliary fans have been removed from classrooms and common areas to prevent air from being blown directly on individuals. Employees should not use fans/heaters of any kind within offices or workspaces. Windows that do open should be opened to provide for fresh air flow.
- If a positive case of COVID-19 is identified in a YCCC facility, the appropriate cleaning protocols and contact actions will be initiated under the guidance of the Maine CDC.
- Plexi-glass barriers will be installed to protect front-line staff and where the primary function is greeting or routing students and guests.
- Sanitation stations, including hand sanitizer, disinfectant wipes and other items will be placed throughout YCCC facilities.
- Elevators will be available for only those individuals who must use them and will be for single use only.

General Work Guidelines

- **Never** enter the campus when not well.
- Adhere to all entry and protocols and requirements.
- Wear a cloth or approved disposable face mask at all time (exceptions noted).
- Practice social/physical distancing at all times (defined in plan).
- Individuals should limit meetings (or gatherings) to 10 or fewer people. When meeting, maintain physical/social distancing and wear mask. Use Zoom or other forms of meeting whenever possible.
- Individuals should wash hands several times a day with hot water and soap for 20 seconds, drying hands with a paper towel.
- Employee should clear and clean desks daily. (The College's facilities team will make cleaning supplies available in designated work areas).
- Employees should sanitize shared equipment (printers/copy machines) after use.
- Employees should bag and tie trash at the end of workday and place trash outside of their office area for pick up.
- Individuals should cover all coughs and sneezes as described by the CDC as safe practice.
- Individuals should be conscientious of others' need to keep themselves safe.
- Individuals should limit direct contact of frequently shared fixtures.
- Individuals should not gather in break rooms, hallways, bathrooms or offices.
- Individuals should avoid using the elevator with others.

General Travel Precautions

- All out of state travel for the College remains prohibited.
- All non-essential in state travel for the College remains prohibited.
- All college owned vehicles will be disinfected after each use.
- Employees should not carpool with other employees in college or personal vehicles.
- Employees traveling for personal reasons should adhere to CDC and local health department guidelines regarding quarantine and isolation after travel.
- Employees must notify the Director of Human Resources if guests from outside the region or out of state are staying or visiting in their home. Employees realize they may be subject to a fourteen-day quarantine.
- Individuals should not use public transportation when sick or experiencing symptoms such as those known to be associated with COVID-19.
- Individuals shall self-quarantine when required by the Governor's Executive Order currently in areas other than NH and VT.

York County Community College

Spring 2021 Contingency Teaching and Academic Support Plan (prepared by faculty with Dean of Academic Affairs who was in consultation and provided guidance by MCCS General Counsel)

All courses that can be taught online, will be taught online. The online courses will be a mix of fully asynchronous and hybrids that include both asynchronous and recorded synchronous instruction.

Culinary Arts, Medical Assisting, Nursing*, Precision Machining and Veterinary Technology each have essential lab components that will be taught in person in accordance with the safety protocols. The in-person portion of all YCCC lab components will commence the week of February 1st, the online portion of these courses will begin at the start of the semester on January 18th. The essential lab components of courses will utilize Brightspace for lecture, demonstrations, written assignments, and testing whenever possible.

*Nursing courses will be taught at SMCC for the at least the beginning of the semester. They will reevaluate the choice of lab space as the semester progresses.

Concurrent Enrollment courses will follow the lead of their high school or CTE centers, but all have been invited to use Brightspace and participate in Brightspace training.

Academic Support Services for students and faculty:

All academic support services including online orientation, library resources and instruction, tutoring and mentoring, support for online students, and support and assistance for students with disabilities will continue their important work in a variety of remote formats.

In addition, support for instructors including new instructor orientation, online instructional assistance, and professional development opportunities will be provided remotely.

Precision Machining Teaching Plan, Spring 2021:

All Precision Machining courses for the Spring semester will require some hands-on in-person instruction for the essential lab components.

Lab courses:

- Each student will be assigned tools/toolboxes for the duration of each class session course and will use only these tools during class. Once a tool is used or comes out of the toolbox it will be placed on the top of the toolbox to be sanitized at the end of class and before returning to its place in the toolbox.
- Students will be expected to sanitize the tools, toolboxes and surfaces used at the end of every course.
- No more than 10 students will be in the shop floor/lab at any time unless guidelines change.
- To allow for physical distancing, toolboxes that are currently connected to tabletops have been separated and moved at least six feet apart.

- Instruction in the classrooms (versus the shop/lab floor) will be minimized to only what is necessary such as use of the Metrology Lab. Students in the Metrology Lab will be divided into two groups and have them come into the lab on alternating weeks. This would allow us to maintain social distancing and avoid cross contamination via surface contact (each student would have their own bench and their own set of tools). This class is about 75% lecture and 25% hands-on. Seating will be configured to ensure 6 feet between seats. Where possible, equipment will be laid on the table for the students before they enter the room.
- First and second year courses will run on opposite days.
- First year courses will incorporate the use of “Immerse to Learn” software in the online instruction portion of the courses.
- First Year Courses: scheduled on T/R
 - Students will be divided with half attending the f2f labs on Tuesdays and half attending on Thursdays.
 - Lab instruction includes the use of simulators. The simulators are spaced throughout the lab to allow physical distancing of at least 6 feet. Use of simulators will be either by appointment or during the lab time on the days they are scheduled on campus.
 - May cycle in shifts of 3 students at a scheduled time block.
- Second Year Course: scheduled M/W
 - Students will be divided, with half attending the f2f labs on Mondays and half attending on Wednesdays.
 - Student access to Camworks from home was not possible so students will need to use this software in the lab, while all instruction will still be delivered via Brightspace.

Veterinary Technology Teaching Plan Spring 2021:

Lab courses:

- No more than ten (10) students will be in the same space at a time unless guidelines change.
- Lab sections are capped at 8 students.
- Social distancing guidelines will be maintained whenever possible, but the lab work may require students to work in pairs in close proximity to each other.
- Sterile procedures will be followed, including when students are required to work in pairs in close proximity to each other. Sterile procedures include wearing:
 - lab gloves when handling any equipment or models whenever possible
 - a surgical masks or face shields at all times
 - eye gear (goggles or face shield)
- Only necessary equipment will be touched and will be properly cleaned after use.
- Proper sanitization of equipment is part of the curriculum so faculty and students will sanitize equipment after use and between lab sessions following sterile protocols.
- Vet Tech Lab rooms will be cleaned by students and faculty and/or facilities at the end of day the lab is used for instruction.
- Proper hand washing will be completed as appropriate.
- Gloves will be changed between laboratory sessions after sanitizing equipment.

Practicum: Final semester students will be participating in their second practicum at various off-site locations. Students will follow all COVID protocols at each site.

Culinary Arts Teaching Plan, Spring 2021:

Lab courses:

- With full-semester lab courses beginning 2 weeks later than usual, students in these sections will begin to bake simple items at home. In place of packaging food for them, each student will be given a \$25.00 gift card to Hannaford or a Visa card to cover the costs of the ingredients.
- The schedule has been reworked to allow each essential lab class to use both lab spaces at once, allowing the physical distancing of students and faculty
- The in-person lab sections have been capped at 11 students
- Each student will be assigned a bus tub to put all their own dishes and equipment into the tub throughout class
- Each student will need to clean their own dishes
- There will be an increased use of the dishwasher machines
- There are two entrances to the room, if needed one can be used for entry and the other for exiting
- A full-time faculty member from the department has been assigned to assist the adjunct instructor with the Brightspace portion of the lab course.

Medical Assisting Teaching Plan, Spring 2021:

Lab course (MAS251 Clinical Procedures II Lab): Due to the supplemental use of Brightspace, f2f instruction will be limited to 13 weeks of 2 hours and 45 minutes of instruction.

- No more than ten (10) students will be in the same space at a time unless guidelines change.
- Social distancing guidelines will be maintained whenever possible, but the work may require students to work in pairs in close proximity to each other.
- Sterile procedures will be followed, including when students are required to work in pairs in close proximity to each other. Sterile procedures include wearing:
 - lab gloves when handling any equipment or models whenever possible
 - a surgical masks or face shields at all times
 - eye gear (goggles or face shield)
- Only necessary equipment will be touched and will be properly cleaned after use.
- Proper sanitization of equipment is part of the curriculum so faculty and students will sanitize equipment after use and between lab sessions following sterile protocols.
- Proper hand washing will be completed as appropriate.
- Gloves will be changed between laboratory sessions after sanitizing equipment.

Practicum: Final semester students will be participating in their practicum at off-site locations. Students will follow all COVID protocols at each site.