

**Wallace Community College-Dothan (WCCD)**  
**Fall 2021 College Operations Plan**  
**Effective August 9, 2021**

Our priority is always the health and safety of our students, faculty and staff, and our commitment to our students' well-being, education and experience at Wallace Community College-Dothan (WCCD).

**Fall Semester 2021 begins at WCCD on August 19, and the College will be operating as identified in ACCS MEMO 2021-EXE-038. All employees are expected to work their full schedules at their assigned locations. No option for employee-requested remote or telework is available effective August 9, 2021.**

**Health and Safety**

**Overview**

The Fall College Operations Plan is based on the published guidance from the Governor's Office, the guidance issued by Public Health Agencies (e.g. CDC, ADPH), the Alabama Community College System Office, and public health conditions locally in administering instruction and activities. The Plan is subject to change at any time due to state or health agency updates on the COVID-19 pandemic.

**Education for Faculty, Staff, and Students on Safety Measures**

Faculty, Staff, and Students are expected to adhere to College guidelines and will receive a link to the Fall Operations Plan. All students will be provided with the Fall 2021 Operation Plan measures through student email and through course information. The Plan will also be posted on the College's COVID-19 webpage located on the WCCD website.

<https://www.wallace.edu/campus-life-resources/covid-19-information/>

**Facial Coverings/Masks:**

Facial coverings/masks are required indoors on all campuses until further notice. Indoor masking is intended to be a temporary protocol to "slow the spread" of COVID-19, and the College will re-evaluate the requirement regularly and lift it as soon as it is prudent to do so. All employees, students, and visitors will be required to wear a facial covering/mask regardless of vaccination status per the CDC's latest guidance. Signs will be posted on all entry doors stating that masks are required at the College. The Human Resources office will work with employees and the Student and Campus Services office will work with students with documented health related scenarios who are unable to wear a mask to identify other appropriate face coverings. Exceptions include the following:

- When alone in offices and private workspaces,
- While eating or drinking, or
- Faculty teaching, if distanced and behind plexiglass.

### **Cleaning/Sanitizing/Disinfecting:**

WCCD will regularly clean and sanitize high traffic areas through the College's maintenance department and the contracted janitorial services. All main entry/exit doors and handles are cleaned at least twice daily. Bathrooms will be cleaned twice daily. Additionally, at night these high-traffic areas will be fogged to ensure that all surfaces are free of pathogens. Cleaning/Sanitizing/Disinfecting materials will be available throughout the College, to include sanitization stations, disinfecting wipes, and disposable masks.

### **Health Precautions**

There is an inherent risk of exposure to COVID-19 in any place where people are present. Participation in on-campus activities, programs, work and events may expose individuals, especially those who are unvaccinated, to a risk of contracting COVID-19.

While materials are available for use, there is also personal responsibility for each student, faculty, staff, and visitor to the College's campuses to do his/her part to mitigate the spread of COVID-19. **Maintain proactive personal health practices** including washing hands frequently with soap and water or hand sanitizer, especially after touching frequently used items or surfaces; refraining from touching your face; sneezing or coughing into a tissue, or the inside of your elbow; and disinfecting frequently used items and surfaces.

Employees and students should self-assess their health DAILY using the *COVID-19 [Active Screening Questionnaire](#)* provided with the June 18, 2020, *MEMO 2020-EXE-059*.

- Members of the campus community should **NOT** come to campus if they
  - Have a fever of 100.4 degrees or above;
  - Are experiencing any of the **other symptoms of COVID-19** (these include shortness of breath, chills, sore throat, new loss of taste or smell); or
  - Have been exposed to someone in their household diagnosed with COVID-19, tested for COVID-19 (but not received results), or with symptoms of COVID-19.
  - Employees should notify their supervisors immediately of any symptoms or exposure.
  - Notified supervisors will contact HR.
  - Employees who are approved to travel should take all necessary precautions during and after travel.
- Personnel in the College community (administrators, supervisors, faculty, advisors, etc.) should ensure the following through direct communication, monitoring, and documentation:
  - All of those over whom they have influence follow social distancing guidelines when in their office, lab, or other College space;
  - Those with symptoms of COVID-19 should not come to campus for ten (10) days;
  - If any symptoms are apparent at work, send the individual home immediately; and
  - Students with significant concerns regarding their own health do not feel coerced into coming to campus.
  - All concerns should be reported to direct supervisors.

## **COVID-19 EXPOSURE NOTIFICATION, QUARANTINE, AND ISOLATION**

### **DEFINITIONS:**

**Exposure/Close Contact** is defined as within 6 feet of an infected person (laboratory-confirmed) for a cumulative total of 15-minutes or more over a 24-hour period.

**Fully-vaccinated:** People are considered fully-vaccinated 2 weeks after their second dose in a 2-dose series or 2 weeks after a single-dose vaccine.

### **Persons with Positive COVID-19 Test Results WITH Symptoms**

Persons can return to campus/work:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving (For example: cough, shortness of breath. Please note, loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)

### **Persons with Positive COVID-19 Test Results WITHOUT Symptoms**

Persons can return to work/campus:

- 10 days after positive viral test for COVID-19 **and**
- No symptoms have presented
- If symptoms develop, follow the protocol for ' Persons with Positive COVID-19 Test Results WITH Symptoms'

### **Persons with Exposure/Close Contact to COVID-19**

**Fully-vaccinated** persons with exposure to COVID-19 should get tested 3-5 days after exposure, regardless of whether they exhibit symptoms. Fully-vaccinated persons should also wear a mask indoors in public for 14 days following exposure or until a COVID-19 test result is negative.

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after his/her last exposure to that person unless that person meets the following criteria:

- The person has been fully vaccinated and shows no symptoms of COVID-19
- **OR**
- Person had COVID-19 illness within the previous 3 months and
- has recovered and
- Remains without COVID-19 symptoms (for example, cough, shortness of breath).

CDC guidelines related to quarantine and isolation can be found [here](#).

### **Contract Tracing/Procedures for Students and Employees with COVID-19 Symptoms/Positive Test Results**

- Student Affairs is responsible for implementing contact tracing protocols if a student with a positive COVID-19 test has been on campus.
- Human Resources (HR) is responsible for implementing contact tracing protocols if an employee with a positive COVID-19 test has been on campus.
- The College will follow protocols listed in *Memo 2021-EXE-038* along with updated CDC guidance.
- Employees/students with COVID-19 symptoms will be asked to leave and consult with a healthcare provider before returning to campus.

### **Instructional Services**

The College's policies and procedures regarding make-up work, course completion, and resolution of Incomplete (I) grades will stand.

#### **Delivery of Instruction**

- 1. How will academic, career and technical education, and health programs courses be delivered (e.g., online synchronous, online asynchronous, hybrid, in person on campus)?**

Academic – courses in various instructional formats that include on-line (synchronous and asynchronous), hybrid, and face-to-face.

Career-Technical – courses will be delivered in various instructional formats that include on-line (synchronous and asynchronous), hybrid, and face-to-face.

Health programs – courses will be delivered in various instructional formats that include synchronous online, hybrid, and face-to-face.

#### **Dual Enrollment (DE) Classes**

Students registered for classes on campus will follow the instructional mode of the class they are enrolled in (online (synchronous or asynchronous), hybrid, or face-to-face).

#### **Correctional Education**

The College is in contact with the wardens at both correctional education sites (Easterling and Ventress) and will follow the safety protocols administered by each correctional site.

**Academic Courses:** – All academic courses will be offered in an online, hybrid, or face-to-face format.

#### **Faculty Office Hours**

Faculty will be on campus for their full work schedules.

## **Admission, Financial Aid, and Registration Processes for Students**

The following process is outlined for students on the College's Website as Next Step Guide for Admissions.

- **STEP 1. Apply for Admissions**  
Submit an Application for Admission. For help navigating the online application, please watch this short video.
- **STEP 2. Submit an Official Photo ID**  
We recommend that you take a picture of your driver's license and email it to admissions@wallace.edu.
- **STEP 3. Submit official transcripts**  
Have your high school, the appropriate GED agency, and if applicable, previous college(s) to submit official transcripts.
- **STEP 4. Apply for Financial Aid (optional)**  
File your FASFA at www.fafsa.ed.gov using School Code 001018.
- **STEP 5. Submit Placement Scores**  
Submit your ACCUPLACER or ACT scores. If you do not have these scores, schedule an appointment to take the ACCUPLACER Inventory.
- **Step 6. Register for Classes.**  
Students will utilize MyWCC (OneACCS) to register for classes. This video will help you navigate that process. For further assistance registering for classes, please click here to make an appointment with our Counseling and Advising team.
- **STEP 7. Pay Tuition and Fees**  
View our "How Do I Pay for Classes" page for deadline and information on how to pay your tuition and fees.

### **EMPLOYEE PROTOCOLS: LEAVE**

Employees who must be out of the office due to COVID-19 exposure, confirmed cases, or care of a family member must use their own leave for the time missed out of the office.

### **TELEWORKING/REMOTE WORK**

Beginning August 9, 2021, and based on guidance from the Alabama Community College System, **the College does not offer remote or telework as an employee- requested option** to COVID-19 quarantine or isolation periods when the employee is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case. This is regardless of vaccine status.

Any employee who is COVID-19 positive, has symptoms of COVID-19, or has had close contact exposure to a positive COVID-19 case shall not come to work and shall isolate as recommended by the CDC or quarantine as required by a health provider. Employees shall take sick leave or other appropriate leave in these cases and strictly adhere to the College's leave policies.

## **INSTRUCTIONAL, PROFESSIONAL, AND SUPPORT STAFF**

Certain identified essential jobs and functions may require the College to seek remote work from an employee who is taking leave related to COVID-19. If the College needs remote assistance during an employee's COVID-19 leave period, the College will initiate contact with the employee on leave to determine if the employee is willing and able to assist remotely as the needs of the College dictate. If the isolating or quarantining employee remotely assists during his/her leave period as requested by the College, the employee will be temporarily approved for that specific remote work which was requested by the College and paid for such work. The president approves all instances regarding telework or remote work.

## **COMMUNICATION**

The College established a COVID-19 Response Team to develop and implement plans to address the Coronavirus outbreak and its impact on WCCD. This team meets as needed to modify the plan and ensure that it is appropriately communicated.

The College created Coronavirus webpage on our Website, and this webpage is updated as needed. The webpage includes a Frequently Asked Questions FAQ link as well as relevant information and pertinent COVID-19 positive reporting requirements.  
<https://www.wallace.edu/COVID>

The College uses email to communicate with employees and students. Campus Cast and Blackboard are also used to communicate with students. In addition, social media (Facebook, Instagram, Twitter, etc.) will be utilized to share information with stakeholders.

The Director of PR and Marketing contacts media outlets as necessary (radio, print, television) with the most current updated information relating to the College's response to COVID-19 as mandated by the Alabama Community College System, State, and federal agencies.

Campus signage has been posted to inform the public and direct employees, students, and visitors regarding College services.

The College continues to employ virtual meeting opportunities as possible through WebEx, Microsoft Teams, and Zoom.