WIREGRASS
GEORGIA TECHNICAL COLLEGE®

Fall Semester Return to Campus Plan

Fall 2020

Fall Return to Campus Planning

It is the goal of Wiregrass Georgia Technical College to bring our students back to our campuses to begin the Fall semester 2020 fully engaged in the classroom, lab, and clinical environments. As plans for Fall Semester are made, the decisions will be guided by the Technical College System of Georgia (TCSG), the Governor's office, the Governor's COVID-19 Task Force, the Georgia Department of Public Health (GDPH), and the Centers for Disease Control (CDC). The health, safety, and wellbeing of our students, faculty, staff, and communities will continue to be our utmost priority.

The following section details guidance and recommendation for resuming campus operations starting in the Fall 2020 semester. Campus leaders have addressed workplace and health safety, academic considerations, public service and outreach availability, student life offerings, enrollment management, communication strategies, and fiscal impact. The plan outlines WGTC's response to three distinct scenarios within each of these seven areas.

1. In Scenario 1, Fall classes begin with social distancing expectations, face coverings and health check expectations.
2. In Scenario 2, Fall classes begin fully online.
3. In Scenario 3, classes and operations must go to an online format for a period of time during the semester.

Contents

Workplace and Health Safety

Wiregrass Tech is moving forward with our plan for a return to campus for faculty, staff and students in a face-to-face format that includes provisions for social distancing, face coverings, plexiglass shields, and other health checks. Additional health and safety measures will be taken to ensure the safety for faculty, staff and students.

Faculty/Staff and Students

Faculty and staff will be expected to comply with the following preventive measures outlined by the CDC:

- Follow physical distancing guidelines
- Wear a face covering while in common areas or when unable to maintain six feet of distance from another person
- Practice proper hand hygiene and respiratory etiquette (e.g., cover cough/sneeze)
- Stay home if sick

Every person is expected to wear appropriate PPE including a face covering/mask when on campus and unable to maintain social distancing. In general, face coverings/masks are expected in areas where physical distancing cannot be maintained. This includes, but is not limited to, the following:

- Classrooms
- Labs
- Lobbies
- Restrooms
- Copier rooms
- Shared offices
- Hallways
- Other public spaces

In addition, faculty and staff will ensure that students and public visitors are complying with the same PPE measures. Faculty and staff will be responsible for cleaning and sanitizing areas between student groups and student appointments to help mitigate the chance of COVID-19 exposure.

All employees will return to work following their approved schedule. In some cases, work schedules may continue to include rotating work-from-home and on-campus schedules as directed by the supervisor and approved by senior administration.

Students

Students will be expected to comply with the above preventive measures outlined by the CDC. In addition, students will be provided protocols for entrance into classrooms and labs.

Travel

All work trips and events – both domestic and international – will be canceled/postponed until further notice. **We will continue to update faculty and staff on the latest travel statuses, which will be guided by the up-to-date travel guidance from the CDC**. Employees who plan to travel voluntarily to a high-risk country (or a designated high-risk city in the USA) with increased COVID-19 cases, must notify HR before traveling and will be required to self-isolate for 14 calendar days. Employees will be given the opportunity to telework for this period if possible and also be asked not to come into physical contact with any colleagues during this time.

Use of State Vehicles

1. User will sanitize before and after use with products provided when vehicle log book is issued by the appropriate department.
2. User will remove trash and belongings.
3. User will return the log book and keys to appropriate area.
4. User will mark on the vehicle operations log to indicate the vehicle was sanitized.

Signage

Appropriate signage will be posted near entrances, public spaces, and common internal and external areas to identify preventative measures and other safety protocols.

Academics and Academic Personnel

What needs to be in place for academic personnel to return to campus?

In order to have a successful transition back to campus, we have implemented a comprehensive set of plans, addressing four primary areas:

1. Communication Plans
2. Professional Development Opportunities
3. Health and Safety Plans
4. Instructional Plans

Communication Plan

As plans continue to evolve for Fall semester, faculty and staff will be made aware of these changes through their WGTC email which will be the primary mode of delivery. Deans are responsible for ensuring that faculty receive emails and that questions that may come up are answered in a timely manner. Additional communication methods that will be used include phone and WebEx.

Deans are encouraged to continue department meetings in a remote format utilizing platforms such as WebEx, Collaborate, or WebEx Teams.

Professional Development

Several opportunities exist for instructors to learn best practices for online course development, safety in the classroom, and remote technology. More details are provided in the sections below.

Online Development

A variety of resources are available through the Technical College System of Georgia (TCSG). These resources can be accessed at https://gvtc.tcsg.edu/deac/ and include online strategies, best practices, online tools, upcoming training events, and recorded webinars. The webinar recordings provide information in several categories such as Course Design, Blackboard, Accessibility, Collaborate, Respondus Lockdown Browser/Respondus Monitor, Qwickly, Turnitin, Soft Chalk, and OER. The training events available for online course development include a wide range of "How to" videos that address topics such as how to create an assessment or how to setup a Collaborate session.

Faculty also have access to The Blackboard Exchange: Instructor Resources organization once they login to the Wiregrass Blackboard system. This organization has resources on how to get started, add content to a course, ensure course and content accessibility, use communication tools including Blackboard Collaborate, create assessments, and understand the grade center. Tutorial videos are also available in the organization.

The Distance Education department will continue to provide training and support to faculty and students. The department will communicate the upcoming scheduled trainings. Administration and faculty may also contact Distance Education personnel to schedule departmental or individual trainings by emailing online@wiregrass.edu or contacting:

- **Sabrina Cox**, 229-468-2022, https://wiregrass.webex.com/meet/sabrina.cox

- **Katherine Pack**, 229-333-2100 ext. 1230, https://wiregrass.webex.com/meet/katherine.pack

- **Jordan Weber**, 229-333-2100 ext. 2462, https://wiregrass.webex.com/meet/jordan.weber

- **Jennifer Bevis**, 229-333-2100 ext. 6554, https://wiregrass.webex.com/meet/jennifer.bevis

WebEx

All faculty are provided a WebEx account to host classroom lecture, student meetings, or interdepartmental meetings. There are several resources available to assist instructors with training in this area.

- WebEx Essentials Handbook - https://www.webex.com/business-continuity/business-continuity-end-user.html
- WebEx Meetings Quick Start Guide - https://www.webex.com/content/dam/webex/eopi/assets/adoption-toolkits/Quick%20Start-Webex%20Meetings.pdf
- WebEx Teams Quick Start Guide - https://www.webex.com/content/dam/webex/eopi/assets/adoption-toolkits/QuickStart-WebexTeams.pdf

- WebEx Best Practices - https://www.webex.com/content/dam/webex/eopi/assets/adoption-toolkits/WebexRemoteWorkingBestPractices.pdf
- WebEx Meetings - Quick Reference Tasks https://help.webex.com/en-us/nhww3xz/Host-a-Cisco-Webex-Meeting-Quick-Reference-Tasks
- 7 Minute Video for First Timers - https://launch.webex.com/recordingservice/sites/launch/recording/ee0cb1f2344c41b58b21502ac5388262
- Use WebEx with Any Connection Type - https://www.webex.com/content/dam/webex/eopi/assets/adoption-toolkits/WebexwithanyConnectionType.pdf
- Low Bandwidth and Troubleshooting for WebEx - https://www.webex.com/content/dam/webex/eopi/assets/adoption-toolkits/Using%20WebexwithLowBandwidth.pdf
- Troubleshooting WebEx Meetings - https://help.webex.com/en-us/WBX9000018881/Troubleshooting-Meetings

Health and Safety

The CDC has produced several videos to educate people on the importance of health and safety measures to mitigate the transmission of COVID-19.

- https://www.youtube.com/watch?v=ML3n1c0FHDI
- https://www.youtube.com/watch?v=SYEk4b6uKcM
- https://www.youtube.com/watch?v=kbnW5xnH7eI
- https://www.youtube.com/watch?v=d914EnpU4Fo
- https://www.youtube.com/watch?v=W-zhhSQDD1U
- https://www.youtube.com/watch?v=DCdxsnRF1Fk

Health and Safety Plan

WGTC uses the following practices based on the CDC Guidance on Handling Non-COVID-19 Public Health Activities: https://www.cdc.gov/coronavirus/2019-ncov/hcp/noncovid-19-client-interaction.html.

Promoting Good Behaviors

1. Staying Home or Self-Isolating when Appropriate
   - Students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 should follow CDC guidance to self-isolate or stay home.
     - Students who have to self-isolate at home will be able to continue classes virtually where possible.
     - Students, faculty, and staff should stay home when they have tested positive for or are showing symptoms of COVID-19. Positive results should be report to Frank Barnett, Exposure Control Coordinator at 229-259-5581.
     - Students, Faculty, and Staff that have had close contact or have been notified of being positive for COVID 19 should contact Frank Barnett, Exposure Control Coordinator at 229-259-5581 to determine participating in on-campus activities.

2. Hand Hygiene and Respiratory Etiquette
   - Handwashing with soap and water for at least 20 seconds is recommended.
     - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
     - Signage will be displayed in restrooms and breakrooms as a reminder.
   - Students, faculty, and staff should cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
     - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.
3. Cloth Face Coverings
   - Cloth face coverings will be used by students, faculty, and staff. Face coverings are most essential in times when physical distancing is difficult. Individuals should not touch the face covering and should wash hands frequently.
4. Adequate Supplies
   - Each classroom and building will have adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, and disinfectant wipes.
5. Signs and Messages
   - Signs will be posted in each of the classrooms and other highly visible locations promoting safety measures that each person should take.
   - Instructions or signage will be used to indicate where students will be able to sit in classrooms in order to maintain recommended social distancing.

Cleaning and Disinfection

- Faculty and staff will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, and computer keyboards) at least daily or between use as much as possible. Use of shared objects (e.g., lab equipment, computer equipment, desks) will be limited or cleaned between use.
- For CTDL, shielding between driver and instructor should be kept in place at all times. The cab of the truck will be disinfected between each student.
- A schedule for increased, routine cleaning and disinfection in all classrooms and labs will be implemented.
- Students, faculty, and staff will use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.

Instructional Plan

All faculty and students have access to Blackboard using the college's SSO credentials. All faculty will have a Blackboard course shell created for each course that they will be teaching Fall Semester. Each course will include the following elements:

- Course content in Blackboard regardless of delivery mode (online, hybrid, traditional)
- Syllabus and all course requirements, grading and course policies uploaded.
- Syllabus statement communicating to students the process of a move to online if necessary.
- Exam/proctoring recommendations.
- Recommendations on synchronous/synchronous instruction.
- What to do with labs? Moving labs online recommendations.
- Establish minimal tech requirements for students (laptop or Chromebook, Internet connectivity, Respondus (web cam if required). Financial aid could be used to purchase if students notified during book purchasing period.

- Confirm Course Enrollment quiz uploaded to establish student contact.
- Continual updating of course content as the term progresses.

Scenario 1

Scenario 1 focuses on students returning to campus with social distancing expectations. The primary goal will be to have students return to campus and maintain the highest quality of instruction and learning while maintaining social distancing in the academic setting. As we plan for an on-campus presence of students in classrooms, we can assume the following:

1. Face-to-face classes will be reduced in size to meet social distancing criteria. Deans have determined the number of students that can be accommodated in each classroom and the maximum class size has been determined in Banner based on these calculations.
2. Smaller class sections will require faculty to develop online content for delivery to students remotely with subsections of classes holding face-to-face meetings with instructors.
3. Large gatherings of students/faculty/staff will be limited or prohibited.
4. There will be a greater need for sanitizing spaces between activities, courses, etc.
5. Students will be expected to answer screening questions prior to physically entering a classroom, lab or clinical space on campus.

Instructional Delivery Modifications for Face-to-Face Classes

Wiregrass will follow the CDC & GDPH guidelines while allowing face-to-face instruction in classrooms, labs, and clinical settings. At present, these guidelines require social distancing for all students and the faculty, maintaining a six-foot distance between each classroom, lab or clinical occupant, effectively reducing the capacity of each existing classroom, lab and clinic. We will strongly recommend students and faculty wear masks in class, except in certain clinical or laboratory spaces where social distancing is not possible due to the nature of the class. In the latter case, wearing masks will be required. For instance, in some Nursing classes, where students must practice examining one another, masks would be required as a prudent medical practice.

To accommodate social distancing in the current classes, a variety of strategies have been used. These methods include a flipped classroom, hybrid delivery model, relocation to a larger space, and changing order of competency delivery. As an illustration of the reduced capacities of classroom spaces when using social distancing, the following table lists several classrooms, with their standard capacities and reduced (social distanced) capacities, based on initial review of the space.

Classroom	Normal Capacity	Social Distanced Capacity
Lowndes Hall 7153	24	12
Berrien Hall 319	50	24
Lowndes Auditorium	100	38

The basic options being implemented for courses scheduled Fall semester as face-to-face are as follows:

Option 1: Reschedule large classes into larger spaces such Lowndes Auditorium, Brooks Auditorium, Dorminy-Mixon Lecture Hall and Coffee Planning Room as the space allows.

Option 2: Keep classes in current assigned space. For some courses, the class size may be small enough that there will be no changes to location, class size, meeting dates or times.

Option 3: Keep classes in current assigned space but create a hybrid classroom. For some courses, this will require a different course number (CRN) where a portion of the class is assigned to a particular day and the other portion of the class is assigned to a different course number on a different day. For example: A Tuesday-Thursday scheduled class would be split into two different classes where half the students meet physically one day per week and stream the lecture on the other day and vice versa for the second class. Thus, in this option, students will be assigned to the specific day(s) when they are to attend in person. Alternatively, lectures can be recorded and posted for asynchronous viewing immediately after class. For lab and clinical courses within limited space and resources, the same activities can be run 2-3 weeks in a row with smaller groups cycled through the clinic or lab. In weeks when students are not in lab/studio, they may be assigned alternative (possibly online) activities. In all cases, the size of the classroom space, number of students, lab/clinic safety and resources (e.g. equipment and supplies) available will need to be factored in the hybrid format.

Option 4: Flipped Classroom – All lectures will be streamed(asynchronously) to students while face-to-face class time will be used for hands-on activities that reinforce the streamed lecture material. Depending on the class size, multiple course numbers may be used so that students are aware of when they need to attend face-to-face. The activities in the class may be streamed synchronously to the remaining students working on activities outside of class, or students could have the option of working independently.

Clinical/Lab/Practicums:

Clinical and practicum faculty coordinators and directors will review established learning outcomes for clinical, internship, laboratory and practicum experiences to assure student experiences are appropriate and do not expose students to unnecessary risks associated with exposure to the general public. All internships, practicums, and clinical opportunities should incorporate guidance from state agencies, accrediting bodies, certifying agencies, etc.

While the options listed above are possible solutions, because of the diversity of size of spaces, number of students, and resources required, individual faculty may develop alternative solutions, which preserve the face-to-face nature of the class. These should be discussed with and approved by the dean of the program and Academic Affairs leadership. As this is developed, program coordinators will work to ensure some level of consistency among similar classes. Instructional plans require flexibility and all instructors and administration will be sharing best practices with other program faculty.

All course syllabi will reflect social distancing requirements as well as the possibility of class delivery changes should the pandemic warrant. Where practical, faculty are encouraged to front-load clinical, practicum and lab hours in the beginning of the semester, in the event that clinical sites or lab spaces become unavailable later in the semester.

Scenario 2

Scenario 2 focuses on all classes being in an online or electronic format for Fall semester.

All faculty will have a Blackboard course shell created for each course that they will be teaching Fall semester. The course will include the course elements previously described in the Instructional Plan section. Faculty and students have access to course material on campus or off campus (with a computer and Internet connection). Faculty may present course material via Blackboard Collaborate which is integrated and accessible in each Blackboard course.

Blackboard Collaborate is a web-conferencing tool built specifically for live, multimedia, many-to-many collaboration using voice over internet (VoIP) audio; live webcams; breakout rooms for small group discussions; interactive whiteboards that let you show presentations; chat-style messaging; and screen sharing and application sharing.

Scenario 3

Scenario 3 focuses on all classes being able to shift to an online or electronic format for a certain time period during Fall semester. Each face-to-face and hybrid course should be developed with sufficient flexibility to move to fully online for one or more brief periods or for the entire semester.

Faculty Resources

Every faculty member will need access to an appropriate computer for accessing instructional resources. Every faculty member is provided with an office computer. Some faculty are also provided with a laptop or tablet computer. These resources are sufficient for accessing all needed software. All essential technology is provided by Wiregrass. Faculty and students should use their own tablets, laptops or other mobile devices to limit touching of shared technology and other surfaces in the classroom (e.g. whiteboard, touch-screen video displays, computer lab) wherever possible. In cases where shared technology must be used, then the device should be sanitized between uses.

In an effort to ensure that all faculty and students have access to the needed resources, the following resources have been made available:

1. Parking lot Wi-Fi
2. Laptops and Intel Sticks from the College and Foundation
3. Training

In addition, the Distance Education department is available to assist both instructors and students. Sabrina Cox, (229) 468-2022, Jordan Weber (229) 333-2100 ext. 2462, and Katie Pack (229) 333-2100 ext. 1230 are available to assist with transitioning a course online, troubleshooting problems with existing courses, or assisting students with access a course.

What changes in the academic schedule are required/anticipated?

There are few changes to the academic schedule that are anticipated, except as available larger spaces become unavailable. Additionally, some changes to the high school schedules may require changes for classes taught at those locations.

Testing

Since in many cases, entire classes will be unable to meet in one space at the same time, consideration will need to be given to alternative testing strategies. For some classes, this may mean that assessments/testing are moved online. In many cases, faculty may wish to replace a small number of high-stakes tests with a larger number of lower-stakes assessments. The Distance Education Department can help faculty with strategies for doing this while maintaining rigor and testing security.

Respondus Lockdown Browser and Respondus Monitor software are available for use with any Blackboard assessment. Respondus LockDown Browser is a customized browser that increases the security of test delivery in Blackboard. When students use Respondus LockDown Browser to access an exam, they are unable to print, copy, go to another URL, or access other applications. Once an assessment is started, students are locked into it until it's submitted for grading. Respondus Monitor builds upon the power of LockDown Browser, using a student's webcam and industry-leading video analytics to prevent cheating during non-proctored exams. When this feature is enabled for a test, students are required to use a webcam and microphone with LockDown Browser. After the exam is complete, an instructor can review details of the assessment, even the recorded videos.

Concerns of Individual Faculty and Students

Will we allow/encourage/promote faculty who wish to teach their course in a remote format to do that in the Fall?

Faculty members who have serious underlying medical conditions for severe illness with COVID 19 and who may be seeking accommodations should contact Human Resources. Please refer to the CDC to see what is currently defined as underlying medical conditions and high-risk categories.

All faculty will need to share their prepared course information and materials with their program coordinator, area director or dean prior to the beginning of the semester, in case a colleague must assist faculty who may become unable to teach for a period of time. If a faculty member tests positive for COVID-19 or receives a clinical diagnosis for COVID-19 or is required to self-isolate and is temporarily unable to continue teaching their courses, as per normal procedure, deans will make appropriate arrangements for the faculty member's courses to be covered and for students to continue to earn the credit for which they are registered. Faculty will work with the Human Resources department to identify available leave options.

Faculty will have varied and flexible office hours in an appropriate format to ensure students have the ability to connect with faculty one-on-one.

WGTC will revise and expand plans for campus support for students and faculty based on student and faculty feedback from Spring and Summer 2020. This support includes but not limited to technology, remote access, tutoring, etc. (Additional support is noted in below.)

Academic Support

What is the plan for academic support for students who were admitted via the waiver for placement measures established for Summer and Fall Semesters?

1. Special Population Coordinators will meet virtually or in-person with every student identified in a special population category to determine if an accommodation plan is needed. Special Populations Coordinators have access to additional laptops that can be loaned to students being served by their department and can provide assistance with accommodations as needed per student. Coordinators will do regular check-ins with students on academic progress and access to resources needed to address any outside the classroom concerns.

2. Veteran Affairs Staff will meet with veteran/military students to determine if additional resources are needed for academic success. Regular check-ins will be conducted to address any concerns faculty or student may have with course progress and ensure students are aware of resources available to them for mental and physical wellness.

3. Library—Will enhance digital and virtual support to instructors and students. Open computer labs will be available for student use, both my appointments and walk-in contingent upon availability. Students and staff may continue to check-out books; however, returned books will be out of circulation for 72-hours before being placed back into circulation. This follows ALA recommended infectious disease protocols.

4. Counseling – WGTC will continue to provide resources for faculty, staff and students on counseling services. The college has several partnerships for student counseling that are still available in person and in a virtual format.

5. Academic Advising – ARC Advisors invite moderate and high-level support students to meet, either face-to-face with physical distancing of at least six feet, or through virtual meetings, for more frequent check-in appointments. Academic advising is available to all students throughout the semester. These sessions can be completed virtually or face-to-face. More information is located in the Academic Advising section below.

6. Tutoring – Support students through peer tutor program to be established for Fall semester. Students also have access to tutor.com 24/7 through Blackboard. Some instructors may also be available for additional class assistance during listed office hours.

7. mySuccess Workshops—The ARC, Library, Online Services, and various other departments will host virtual mySuccess Workshops throughout the semester. Additionally, these workshops will be recorded and posted on the mySuccess Workshops webpage.

8. Navigate 2.0 - Continue this new program forward into Fall 2020. The Navigate 2.0 team are current employees that connect with students periodically to ensure a positive experience and to connect students to the needed resources.

Clinical, Practical and Internship Courses

How will courses/programs with clinical/practicum/internship/etc. requirements be handled if it is necessary to pause or halt participation due to COVID-19?

- Clinical, Practical and Internship courses will follow program accreditation guidelines as directed by accrediting/licensing agencies. In the event that the university transitions to a fully online format as a result of COVID-19, faculty will need to be prepared to offer online or virtual clinical simulation, case studies, webinars, etc. Clinical, practicum, and internship sites will be encouraged to provide an alternative work option for students during their experience such as teleworking: telehealth, tele mental health, and possible online instruction for the K-12 system for the completion of practicum and internship hours. Other individual experiential assignments will be addressed similarly.

- In the event that a student is unable to complete the required number of hours in the clinic, practicum or internship, the student can, in collaboration with the instructor, petition to receive an "Incomplete" grade and satisfy the outstanding requirements within a reasonable timeline as permitted by the facility or site. This is a last choice option and disruption to progression or graduation will be avoided whenever possible.

- Students will need to be informed in advance that they may be required to wear PPE and adhere to strict policies and protocols in the clinical, practicum, and internship setting. Students enrolled in

clinical, practicum, or internship experiences on campus will follow the public health guidelines (e.g. social distancing, disinfected utilization, etc.) in affect at that time.

- The clinical, practicum or internship site may require students to wear personal protective equipment (PPE). As a result, the College may need to purchase additional PPE for these students. Revised MOUs may need to address COVID-19 liability waivers, the potential mandate for students to abide by social distancing guidelines, and the access to PPE while working at an internship site, etc.

High School Services and Offsite Training

Courses that are taught at an area high school will follow the guidance of the high school in terms of meeting dates and times. If the high school should cancel classes, then instructors will be prepared to continue the course online. High School Services staff will work in partnership with local high school officials to communicate changes in the high schools with Wiregrass Deans and Faculty.

Faculty teaching on the high school campuses will follow the high school guidelines for health and safety on those campuses.

High School students attending classes on one of the Wiregrass campuses will follow all Wiregrass health and safety guidelines. Faculty will sanitize classrooms and common areas as described in the Cleaning and Disinfection section above.

Many of our high school instructors use a state vehicle to travel to area high schools. The following additional protocols should be used when using a state vehicle:

1. Use sanitizer after using the vehicle.
2. Clean all debris from vehicle.
3. Notify appropriate personnel when vehicle cleaning supplies are low.

For offsite training, employees should comply with the most stringent guidelines. If city/region guidelines are more stringent then they must be followed, however, if institutional guidelines are more stringent, they must be followed because ultimately employees will return to campus and be subject to those guidelines. This includes dual enrollment at high schools, correctional facilities, and Moody Airforce Base.

Academic Advising

Using Navigate-Staff, The ARC advisors have identified students who may require moderate and high-levels of additional support. These students will be invited to complete an Academic Success Plan. The Academic Success Plan provides an opportunity for students to have an in-depth conversation with their ARC academic advisor and to collaborate on a plan to enhance their opportunity for success. Students returning from academic dismissal and who have a SAP appeal approved are required to complete an Academic Success Plan. Communication and tracking of students with an Academic Success Plan is done through Navigate-Staff.

Students enrolled in COLL 1010: College and Career Success Skills will also complete a modified Academic Success Plan as part of the class. These students will also be tracked in Navigate-Staff.

The Associate Vice President for Academic Success and the Student Navigator coordinate an Early Alert/Semester Check-Up process. There will be four requests sent for Fall semester. This process is in addition to high school monthly grade reports, no show reports, and Pell verification reports. Students with alerts will receive an automated email connecting them with additional alert-specific resources and be invited to schedule a Success Meeting with the Student Navigator.

- **August 25** -" Are your students off to a good start?" This is an **optional** report but we do ask that you submit students who are already struggling and could benefit from additional support and outreach. Help us identify students with computer, technology, and getting started issues. **Report open until Sept 10. Use the "Submit only marked students (but I'm not done)" button so you can go back and submit alerts on additional students as needed.**
- **Sept 21** - Semester Check-Up. This is a required report for all students. A **Stopped Attending** alert will be available in lieu of submitting an additional administrative withdraw request while this report is active. **Report due Sept 24.**
- **Sept 30** -" Are your students off to a good start?" This is an **optional** report X-Term classes only but we do ask that you submit students who are already struggling and could benefit from additional support and outreach. Help us identify students with computer, technology, and getting started issues **Report open until Oct 8. Use the "Submit only marked students (but I'm not done)" button so you can go back and submit alerts on additional students as needed.**
- **Nov 9** - Semester Check-Up. This is a **required** report for all students. A Stopped Attending alert will be available in lieu of submitting an additional administrative withdraw request while this report is active. **Report due Nov 12.**

Public Service, Economic Development, Continuing Education & Contract Training

Anything that is not determined to be academic instruction falls into this category. All programs, events and/or reservation options initiated or sponsored by college departments/subunits that are open to the non-WGTC community. These programs have traditionally been initiated by a variety of offices but include Economic Development, Foundation, Recruiting, High School Services, Adult Education, and Academic Affairs. The following areas address the situations that may arise from the Continuing Education, Contract Training and Economic Development trainings:

1. Facility Rentals
2. Non Credit Trainings on Campuses
3. Non Credit Offsite Trainings

Facility Rentals

Numerous events are hosted on campus at which employees directly engage with members of the campus community as well as large numbers of participants who are from off-campus communities. For the Fall Semester, these types of in-person engagement opportunities should be extremely limited as most outreach can be conducted via electronic formats. Only when absolutely required should any in-person outreach engagements take place, and in these instances the President of the College must pre-approve. If approved, employees must follow widely established guidelines regarding social distancing and face coverings. In-person engagement by WGTC employees should be limited to instances that are

absolutely demanded in support of WGTC's strategic plan and cannot be accomplished via electronic format.

For in-person engagement, they should be extremely limited and should be conducted in compliance with widely established guidelines. Attendance caps will be guided by TCSG, the Governor's office, the Governor's COVID-19 Task Force, GDPH, and CDC. Event organizers must ensure that attendees comply with social distancing guidelines as well as any additional safety guidelines that have been established as of the date of the event. The DPH website also recommends following guidelines and recommendations from the CDC. The CDC website (cdc.gov) recommends for areas at a minimal to moderate risk of transmission to:

- "Cancel community-wide mass gatherings (from example, >250 people; the cutoff threshold is at the discretion of community leadership, or move to smaller groups.
- "Cancel gatherings of more than 10 people for organizations that serve higher-risk populations."

The CDC also makes several recommendations and reminders that should be taken into consideration by event organizers and attendees:

- "Stay home when you are sick, except to get medical care."
- "Cover your coughs and sneezes with a tissue, then throw the tissue in the trash."
- "Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol."
- "Avoid touching your eyes, nose, and mouth with unwashed hands."
- "Clean frequently touched surfaces and objects daily."
- "Refrain from person-to-person contact, including handshaking"
- "Provide COVID-19 prevention supplies to event staff and participants. Ensure that your events have supplies for event staff and participants, such as hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, disposable facemasks, and cleaners and disinfectants."

Vice Presidents must give approval for any in-person engagement activities sponsored by any office that falls within their division. For on-campus events, it is anticipated that much of the "rentable" space traditionally available will be used as classroom space to allow for adequate social distancing by classes. In the event a space has been dedicated as classroom space, then any event that is approved to be held in that space outside of classroom hours may be required to utilize the classroom set-up. It will be difficult to reconfigure a room set up in a space that has been designated for classroom space. All rental agreements must include this language.

Non-Credit Trainings on Campuses

Non-academic but WGTC-sponsored events may be allowed with the approval of the appropriate Vice President. These limited events must be conducted in the same way that classes are conducted, observing all mandated guidelines.

Non-credit students enrolled in a Continuing Education or Contract Training course will report to campus at their designated class times and report to the proper building and classroom/lab. Social distancing will be expected and will be ensured in the following ways.

1. Face-to-face classes will be reduced in size to meet social distancing criteria.
2. Students will answer health certification questions.
3. Spaces will be sanitized before and after scheduled classes.
4. Students and instructors will follow CDC guidelines listed above for credit students which include, but are not limited to: hand hygiene, cloth face coverings, staying away while sick, and using hand sanitizer.
5. Students and staff will use disinfectant wipes to wipe down desks, lab equipment, and other objects before use.

Non-Credit Offsite Trainings

For off campus events, employees should comply with the most stringent guidelines. If city/region guidelines are more stringent then they must be followed, however, if institutional guidelines are more stringent, they must be followed because ultimately employees will return to campus and be subject to those guidelines. This includes dual enrollment at high schools, correctional facilities, and Moody Airforce Base.

Cleaning/mitigation Requirements

Internal and external groups who are approved to hold an event in WGTC space are required to pay any costs associated with cleaning and sanitizing the space. These charges will include the actual cost of labor and supplies used to clean and sanitize the space. The CDC has made the following recommendations regarding cleaning public spaces:

- "Clean frequently touched surfaces and objects with detergent and water prior to disinfection, especially surfaces that are visibly dirty."
- "Routinely clean and disinfect surfaces and objects that are frequently touched. Clean with the cleaners typically used. Use all cleaning products according to the directions on the label."
- "For disinfection most, common EPA-registered household disinfectants should be effective."

Adult Education

Adult Education personnel will utilize the following plans for academic personnel mentioned earlier in this document.

5. Communication Plans
6. Professional Development Opportunities
7. Health and Safety Plans
8. Instructional Plans

Adult Education Instructional Plan

The following guidelines are comparable to the academic plans but specific to the adult education classrooms/sites.

All adult education courses will be offered on-campus beginning August 18.
- Social distancing guidelines will be followed as set by Wiregrass. Students will use computers 6 ft apart. Therefore, it is vital students arrive to class on time to ensure social distancing and participation in class that day.
- We will strongly recommend students and faculty wear masks in class.
- New student orientation will be held on each campus, and the maximum participation will be established on each site by room size. Multiple orientations will be held to accommodate the smaller size allowed. Campus tours will not be held during new student orientation. Social distancing will be followed during the individual student/instructor interview, and masks will be strongly encouraged.
- At sites with multiple classrooms, breaks will alternate so no two classes take breaks at the same time. The students are responsible for following social distancing during breaks.
- Classrooms and offsite locations will be sanitized daily by adult education personnel.
- Adult Education will follow Scenario 1, 2, and 3 as set by Academics.

Online instruction will continue for those students who opt not to come to campus.
- Students can opt to continue courses online but will have a minimum of 6 hours per week of participation required.
- All testing (TABE and GED) will be completed on-campus, and social distancing will be followed.
- Until further notice by TCSG, new student intakes can be completed virtually.

Student Life

WGTC will seek to offer student life activities that resembles a traditional student experience whenever possible. Social distancing will undoubtedly change the nature of the type of events, activities, experiences that can be provided. The goal is to connect students to the institution in a manner that promotes student success and engagement.

Protect Yourself

- Social distance by staying at least 6 feet apart from others that you do not live with.
- Consider wearing cloth face coverings in any shared spaces outside of the classroom.
- Everyday preventative actions everyone should take:
    - Know how it spreads
    - Wash your hands often
    - Avoid close contact
    - Cover your mouth and nose with a cloth face cover when around others
    - Cover coughs and sneezes
    - Clean and disinfect

Know where to get information

Make sure you know how WGTC is going to communicate COVID-19 information to you; email, websites, hotlines, automated text messaging, newsletters, and flyers to help communicate information on.

Common Spaces

Be flexible, rules may change in common areas. Maintain 6 feet of social (physical) distance between yourself and everyone that you do not live with. This may mean there will be alternatives to activities, cancelled activities, or closed areas. If you see people in areas that are small like, stairwells and elevators, consider going one at a time.

Returning to the campuses will be a significant undertaking. Each campus has unique different configurations and thus it is difficult to provide standard expectations. Plans for campuses should be built on the following ideas:

- The health and wellness of our students remains a priority for each of us.
- Campus Life is a crucial component for many students in their academic experience.
- Students ultimately will make their own choices. Our goal is to mitigate the risks associated with COVID-19 on our campus by providing an environment for living that allows for social distancing.

Special Populations and Veterans Affairs

Special Populations and Veteran and Military Services staff will continue to offer events throughout Fall Semester that provide additional support and resources for students. These events may be held face-to-face following guidelines, via WebEx or other virtual settings. Referrals for counseling services will continue to take place as needed with established partners.

Student Organizations & Activities

Student organizations and the opportunities they provide students are critical components of the student experience. Social distancing will not allow for many of the traditional activities and events that students have come to enjoy and expect. In that spirit, WGTC will plan for providing alternate activities and experiences that promote social distancing and engagement at the same time. Institutions should also plan for ways to support student organizations in planning for different types of organizational meetings, activities, fundraisers, etc.

Meetings and Events

WGTC will follow Center for Disease Control and Prevention (CDC) and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of any of our campus's activities. We will also follow instructions and/or guidelines issued from the Governor's office and Technical College System of Georgia (TCSG).

Every effort will be made to continue to provide the traditional student experience by connecting students to our institution through activities, programming, events, recruitment, and meetings.

WGTC offices will work with student organizations to support their efforts in continuing to provide alternate activities, meetings, and events that incorporate social distancing and usage of on-line methods if deemed necessary.

Bookstore

The WGTC Bookstore will open using the following guidelines in conjunction with the most updated public health guidelines.

Proper Social Distancing

- Customers will enter store from main bookstore entrances on each of the four campus locations. Signage will be provided in each location for information on traffic patterns and social distancing guidelines.
- Greeter may be placed at entrance as needed to monitor the number of customers that enter the store at one time
- Staff members at checkout locations will be distanced at least 6 feet apart
- Markings will be placed on floors and walls to indicate/control one-way traffic flow to ensure social distancing
- Stanchions may be used in conjunction with signage to guide traffic flow and ensure appropriate spacing between customers.
- Customers and staff are encouraged to wear masks or face coverings, but will be required to do so in the event social distancing is not possible.

Employee Actions Steps

- Staff members will be required to wear face masks if social distancing is not possible.
- Staff members will be asked to wear gloves when working with all received merchandise
- Staff lunches and breaks will be scheduled to minimize number of employees in break spaces.
- Staff members will be encouraged to follow CDC recommended handwashing protocol before beginning shift and after finishing shift. Use of hand sanitizer will be encouraged after any transaction with a customer that requires close interaction.

General Operation/Disinfecting Action Steps:

- Online ordering and shipping will be an option.
- Credit card transactions executed by the customer will be encouraged to limit exposure to cash exchange
- High touch surfaces in the store will be routinely wiped down throughout the day
- All returned merchandise will be disinfected before being placed back into stock. Gloves will be available for employee use in handling returned merchandise.

Library

The WGTC Library plans to reopen to current students, faculty, and staff using the following guidelines in conjunction with the most updated public health guidelines and ALA recommendations. The Library will remain closed to guests and the general public.

Libraries will be open Monday-Thursday from 8a-5p. Library Services will allow limited student computer use (2-hours), by appointment or walk-in contingent on availability. Navigate-Staff will be used for appointments, student check-in, and student tracking. Once activated in August, Navigate-Staff's virtual check-in process will be encouraged.

Students and staff may check out books by placing requests via the library catalog or phone/email request. Returns will be accepted as following ALA recommended infectious disease protocols (72-hour quarantine).

Each library campus will adhere to the CDC recommended person max limit at all times.

	Computer Stations	Study Rooms	Study Carrels	Study Tables	Circulation Desk	Library Capacity
Ben Hill-Irwin	5	NA	4	5	1	15
Coffee	6	NA	NA	5	2	13
Cook						
Valdosta	6	3	2	5	1	17

As students enter the library, they will be provided a sign that says "Occupied" so that utilized areas can be disinfected.

Enrollment Management

Enrollment Management staff implemented a full return to work schedule in May 2020 while remaining closed to the public. The staff began taking face-to-face appointments in June 2020 while encouraging virtual meetings and communication when possible. The return to work plan will expand as the college opens up for face-to-face instruction for Fall 2020. Enrollment Management staff will begin opening to the public without requiring appointments beginning on July 27, 2020 unless otherwise stated. Appointments, virtual appointments and other electronic means of communication will be encouraged.

Best practices in the following areas will be implemented:

Recruiting

Staff in all student affairs areas will continue to provide a personalized approach of speaking with students interested in attending WGTC. Following GPH and CDC guidelines staff will consider conducting small on campus tours. Each tour route will be evaluated for the ability to ensure physical distancing and eliminate any small interior spaces. Masks will be provided for all tour attendees.

Continue virtual tours through WebEx and other social media channels. Execute prospect communication through current methods, and enhance communication with in-person calls from Admissions.

Staff will attend Probe Fairs, conduct high school visits and attend activities related to recruiting across the state of Georgia and Florida as permitted. Execute fully the WGTC Class of 2021 Recruitment Plan that includes recruiting targets and goals.

Admissions

Admissions will conduct a second free application week beginning July 27, 2020 for Fall Semester that will allow for in person applications but online application processes will be encouraged. Any in person meetings with potential students will follow all guideline established by the College adhering to TCSG, GPH and CDC guidelines. Admissions offices have established occupancy maximums, safe distance waiting areas, and methods for limited contact checking in processes. Staff have access to PPE and guards for desk areas. Individuals whose offices are not large enough to maintain a social distance of 6 feet or more will be moved to alternate locations to serve applicants.

The Office of Admissions will continue to coordinate with the Public Relations and Marketing Department on virtual events to answer questions from applicants and new students.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Registrar

The Office of the Registrar will open for face-to-face office visits as needed by students but will continue to encourage electronic means of communication over face-to-face. The office will offer virtual options for working with students on transfer credit evaluation, HOPE Scholarship evaluation, and other registration questions.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Orientation

Fall Semester 2020 Orientation will be held online. The online orientation will be emailed to all incoming and returning students that are required to complete it beginning the last week of July through the start of the term. An evaluation of how to handle Express Term orientation and Spring 2021 orientation will be made at a later date.

Advising

Advising appointments can occur face-to-face following proper distancing guidelines. All face-to-face meetings will be scheduled by appointment with instructions on check-in procedures. Lobbies will be clearly marked to maintain physical distance requirements. Meetings have been conducted in the past and will continue by email, phone, WebEx. Navigate-Staff will continue to be used to build student academic plans and record advising sessions. We also continue to work on getting students enrolled for upcoming semesters. Text outreach through Navigate-Staff continues to be a solid communication tool as well.

Run support level reports through Navigate-Staff and intervene during the term through myNavigate, email, and text. myNavigate events, text campaigns, phone calls, and appointment campaign outreach models will continue. Continue Semester Check-Up process with outreach and Success Meeting campaigns. Continue Academic Success Plans for SAP appeal and returning from academic dismissal students.

Continue to run Accepted, not Registered and Returning, not Registered campaigns through Navigate-Staff. Continue with Call List case management process for Accepted, not Registered campaign.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Financial Aid

Financial Aid will meet with students face-to-face if desired in the office spaces prepared to adhere to distancing guidelines. Coordinators will continue to utilize multiple methods to assist students through models developed over the summer: e.g., webinars, WebEx meetings, CampusLogic, texting and email communication, etc.

Directors will monitor weekly reports for students with potential financial aid that has not been recognized, and assist students with substantial financial losses over the past year to recognize additional aid if available.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Workforce Innovation and Opportunities Act (WIOA)

WIOA will continue to do intake virtually when possible but will meet with students following appropriate guidelines for distancing. Students will be notified of processes for submitting documents such as timesheets throughout the semester via WGTC student email, myNavigate messages and other means as necessary. WIOA will notify faculty of any significant changes to process for students receiving WIOA funding.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Testing

Testing labs on each campus have been operating by appointment since May 2020 and will continue to operate by appointment only in order to adhere to spacing and occupancy guidelines. If an individual needs to test and an appointment has not been made, staff may contact the testing lab to see if there is an open computer station available at that time or if an appointment must be made. For individuals who are not able to leave their home due to being in the medically fragile group as identified by the CDC, testing staff will continue to offer virtual testing options. All testers will be required to sign a medical waiver prior to in-person testing due to the amount of time spent in the lab area and contact with staff. All safety guidelines must be followed including but not limited to:

- Social distancing between computer stations
- Only 50% of occupancy in the lab allowed

- Face covering required
- Gloves or other keyboard disposable coverings required
- Medical wavier signed prior to testing
- Proper sanitizing of stations between testers

Veteran and Military Services

The Valdosta Campus offers a Veterans Lounge and Green Room for military and veteran students. The lounge will be required to adhere to social distancing guidelines and only 50% of occupancy allowed at any time. Staff will monitor students entering and leaving the lab area to ensure occupancy is maintained appropriately. All safety guidelines must be followed including but not limited to:

- Social distancing between computer stations
- Only 50% of occupancy in the lab allowed
- Face covering required
- Gloves or other keyboard disposable coverings required
- Proper sanitizing of stations between users

Veteran and Military students needing to submit certification documents for their education benefits will be allowed to do drive by drop off, in person drop off or electronic submission of the documents. If in-person meetings are required to assist the student, staff will locate a space that allows for social distancing guidelines to be followed. Student and employee will be required to wear a mask during the visit.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Special Populations and Disability Coordinators

Staff will continue to provide options for meeting with students with disabilities to determine needed accommodations for the term. These meetings will be offered virtually, and face-to-face following social distancing guidelines. Students who need accommodations such as readers will be provided options for face-to-face or virtual readers utilizing technology such as WebEx.

Navigate-Staff will be used for appointments, student check-in, and student tracking.

Communications

Responsibility

The Return to Campus Fall 2020 Communication Strategy will be managed by the Vice President for Academic Affairs and the Vice President for Enrollment Management.

Communications Tactics

The president will continue to hold virtual meetings with employees to review and update them on the status of the plan to reopen.

Additional details included in this plan will be used to create press releases, student and staff communication pieces, and responses to student and public questions on reopening.

Fiscal Impact

What are the financial impacts of each working group recommendation?

For FY21, we have and continue to plan actively for a possible state reduction as well as a possible decline in enrollment in all funds.

Statement of Equal Opportunity

End of Document.