

PHSC

PASCO-HERNANDO STATE COLLEGE

COLLEGE REENTRY PLAN



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Guiding Principles

Pasco-Hernando State College's policies and protocols for responding to the COVID-19 pandemic are rooted in safety for our students, faculty, staff and the public. PHSC's plan is aligned and consistent with local orders and ordinances of both Pasco and Hernando Counties, as well as the State of Florida's Re-Open Florida Model. PHSC's plans follow recommendations from the federal government (Opening Guidelines), Centers for Disease Control and Prevention (CDC), Florida Department of Health (FDOH), and the College Safety and Security Committee.

Dates for each Phase of reentry, including the approximate staffing occupancy and student and public access targets, are in appendices A, B, and C of this plan. These targets may be subject to change based on COVID-19 epidemiology. A complementary *PHSC Academic Reentry Plan*, which addresses instruction for courses beginning August 24, 2020, is in *Appendix F*.

This Plan is a guiding document regarding College reentry. Individuals seeking specific procedures for visiting on-campus offices to make appointments or receive services should contact the office to ensure compliance with reentry protocols.

Our knowledge and understanding of the COVID-19 virus continues to evolve and our policies and plans will be updated as appropriate as more information becomes available.

Returning to the Workplace

Workplace Expectations and Guidelines

All staff are expected to fully comply with the policies, protocols and guidelines outlined in this document as part of PHSC's Workplace Expectations and Guidelines. Failure to do so may result in corrective action.

Symptom Monitoring Requirement

In accordance with IMM 1-45 *Infectious Disease: Student and Employee Reporting (Appendix D)*, employees who have been instructed to return to the workplace must conduct symptom monitoring every day before reporting to work. Employees must be free of any symptoms potentially related to COVID-19 or have had evaluation and clearance by a physician or the Department of Health to be eligible to report to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills

- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

If you have any symptoms, you must contact your immediate supervisor and Human Resources. You should self-isolate until cleared by a physician or the Department of Health prior to returning to work.

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection.

Those conditions may include:

- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

A staff member whose health condition falls within one of the CDC High Risk Categories or who is pregnant should contact his/her supervisor to seek a temporary reasonable accommodation in accordance with IMM #1-44 *Flexible Workplace (Telecommuting)* (Appendix E).

Students reentering the campus must comply with the policy and procedure outlined in IMM 1-45 *Infectious Disease: Student and Employee Reporting*. (Appendix D).

On-Campus Staffing Occupancy

PHSC will deploy a phased return of staff over time in a coordinated process to ensure that appropriate social distancing occurs and Personal Protective Equipment (PPE) is available. PHSC will assess expanding staffing occupancy based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-campus resources. These decisions, once approved, will be communicated through the respective vice president, provost or dean.

Expanding on-campus staffing occupancy will be controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff. No department should significantly increase on-campus staffing occupancy levels without approval from the respective vice president or provost. Administration will monitor and assess workplace conditions as on-campus staffing occupancy and student public access increases. Additional restrictions and reduced staffing may need to be implemented, if localized outbreaks of COVID-19 emerge.

Occupancy Strategies

There are several strategies departments can consider to maintain required social distancing measures and reduce density within buildings and workspaces. Department leaders and supervisors will work to ensure that staffing occupancy reasonably approaches the approximate target during the phased reentry period.

Density Reduction Strategies

The strategy to reduce the number of people on-campus to reduce density and practice social distancing protocols will continue for some time. Offices that can continue to work effectively remotely will likely continue to do so in some capacity until restrictions are eased for larger gatherings.

1. Department leaders and supervisors will encourage telework, whenever possible and feasible with business operations during Phase One and Phase Two of reentry. Department leaders and supervisors will encourage the use of remote or virtual meetings that utilize technology platforms (e.g. Zoom, Microsoft Teams, Webex, etc.). During Phase One and Phase Two of reentry, meetings that require face-to-face modality should be limited to no more than ten persons. Meeting spaces with sufficient size should be utilized to ensure social distancing.
2. Departments can schedule partial staffing on alternating days that include equitably rotating employees' work schedules. Such schedules will help enable social distancing, especially in areas with large common workspaces.
3. Employees who are (1) members of a vulnerable population, (2) caring for someone who is a member of a vulnerable population, or (3) caring for dependents where care has been impacted by care facility closure, should work with their supervisor to seek a temporary reasonable accommodation in accordance with IMM #1-44 *Flexible Workplace (Telecommuting)*. A copy of IMM #1-44 is located in *Appendix E*

Social Distancing and the Workplace

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are members of vulnerable populations.

During Phase One and Phase Two of reentry, staff at work on-campus must follow these social distancing practices:

- Maintain at least six feet (about two arms' length) from others
- Do not gather in groups of more than 10

Workspace

Desks, cubicles, and workspaces should be re-configured to provide for at least six feet separation between employees and others. When physical reconfiguration cannot be accomplished due to space limitations, reductions in staffing occupancy should be addressed. These strategies can include a reduction in occupying front-desk locations or cubicles, so that only every other workstation or workplace is occupied. Additionally, the staggering of employee schedules or shifts can be used to reduce the number of individuals in the workplace when office configuration limitations arise.

Lobby Areas

Lobby and common area seating capacity will be aligned in accordance with staff occupancy target for each phase. Chairs and seating may be removed or reconfigured to provide for social distancing. When configuration limitations arise, signage maybe placed on chairs to indicate the seat is not available for use during social distancing protocols.

Office Meetings/Appointments

Meetings of ten or less individuals in offices where social distancing expectations of at least six feet separation cannot be established through space reconfiguration, should not be encouraged. Alternatively, virtual or remote services should be encouraged, or alternative meeting space should be identified on the campus, if reasonably possible.

Elevators/Lines/Waiting Areas

Elevators and areas with the potential for lines to form, will have appropriate floor demarcation to indicate the social distance individuals should stand (six feet separation). These areas can include, but are not limited to, check-out lines (the College Store, Library Circulation Desk), Advising, Testing Services, Student Accessibility Services, Veteran Services, Financial Aid, Admissions and Student Records, and Academic Success Center check-in areas, and elevators.

Use of elevators should be limited when possible to avoid close proximity with others in a confined space. Those using elevators are required to: (1) wear a face mask or face covering, (2) avoid touching the elevator buttons with exposed fingers, if possible, and (3) wash hands or use alcohol-based hand sanitizers with greater than 60 percent ethanol or 70 percent isopropanol upon departing the elevator.

Traffic Routing

Where feasible and appropriate, vice presidents, provosts, department leaders, and supervisors may create traffic patterns on campus that delineate exclusive entrance and exit points. This can include areas in offices, buildings, parking lots and roads.

Personal Good Hygiene Practices

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent ethanol or 70 percent isopropanol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth.

Coughing/Sneezing Hygiene

If you are in a private setting and are not wearing a face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60 percent ethanol or 70 percent isopropanol.

Personal Protective Equipment (PPE)

Face Masks/Face Coverings

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. **During Phase One and Phase Two of reentry, face masks or face coverings must be worn by all employees, contract employees, vendors and those conducting business on PHSC property except when eating or drinking.**





A face mask or face covering is not required if you are working alone in a confined office space (this does not include partitioned work areas in a large open environment). If more than one person is in a room, face masks or face coverings should be worn. Face masks or face coverings should be worn by employees in a reception area, when inside any PHSC facility where others are present, including parking areas, hallways, break rooms, conference rooms and other meeting locations. If eating or drinking on campus, you should wear your face mask or face covering until you are ready to eat or drink and replace it after you have finished.

During Phase One and Phase Two of reentry, face masks or face coverings must be worn by all students and visitors on campus except when eating or drinking.

Employees, students and visitors will be responsible for procuring their own supply of face masks or face coverings. An initial limited supply of disposable masks for employees and students will be provided by PHSC. This will allow employees and students time to procure a personal supply of required face masks or face coverings. Disposable masks may only be worn for one day and must be disposed of after use.

You may wear a cloth face covering. Cloth face coverings must only be worn for one day at a time and must be properly laundered before reuse. Having a week’s supply of cloth face coverings can help reduce the need for daily laundering.

See details regarding mask use and care below (CDC May 2020).

Type and Intended Use of Face Coverings/Masks				
Type	Cloth Face Covering	Disposable Face Mask	Surgical Face Mask	N95 Face Mask
				
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer’s respiratory emissions	Commercially manufactured masks that help contain the wearer’s respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer’s respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer’s respiratory emissions
Intended Use	Required for campus community use in non-health care settings such as office spaces, general/work settings, shops, and other community areas. Must be replaced daily.		These masks are reserved for health care workers and other approved areas with task-specific hazards	

Use and Care of Face Coverings

For details regarding cloth face coverings, including how to create, wear and care for home-made face coverings, visit the CDC website.

Putting on the face mask or face covering:

- Wash hands or use hand sanitizer prior to handling the face mask or face covering.
- Ensure the face mask or face covering fits over the nose and under the chin.
- Situate the face mask or face covering properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering or face mask.

Taking off the face mask or face covering:

- Do not touch your eyes, nose, or mouth when removing the face mask or face covering.
- When taking off the face mask or face covering, loop your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:

- Keep face mask or face covering stored in a paper bag when not in use.

- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Protective Plexiglass Shields

Protective plexiglass shields will be installed at all high transactional customer service and commerce exchange points. These areas will include:

1. All front desk/front-line workspaces in Advising, Career and Testing Services, Student Accessibility Services, Veteran Services, Admissions and Student Records and Financial Aid areas
2. All office, department, and building reception areas in which the reception desk is located in the general building space
3. All front desk/front-line workspaces in the Libraries and Academic Success Centers
4. All commerce exchange points in the College Stores, Cafés (West Campus and Porter Campus), Concessions areas (West Campus Gym, West Campus Performing Arts Center and Instructional Performing Arts Center)
5. Mobile protective plexiglass shields will be provided to each campus to assist with mobile/temporary workspaces that may need to be established when working with students

Gloves

Health care workers and others in high-risk employment fields should use gloves as part of PPE. For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. In most other situations, like running errands, wearing gloves is not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

Staff do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-health care environments.

Workplace Cleaning/Disinfection

Custodial contractors (housekeeping) will clean office and workspaces based on CDC guidelines for disinfection. Commonly used surfaces will be cleaned and disinfected. These areas will include any shared-space location or equipment, (e.g. desks and tables, light switches,

doorknobs, etc.). For copiers, printers, computers, A/V and other electrical equipment, an approved product shall be used for cleaning and disinfecting.

Custodial contractors are not under contract to disinfect computer keyboards, mice or phones. Employees who desire to disinfect their computer keyboards, mouse, or phone, should do so by complying with the following protocol. Before cleaning your keyboard or mouse, first, turn off your computer. Keyboards, mice, and phones may be wiped with a semi-damp anti-bacterial wipe containing no more than 70 percent isopropyl alcohol or a cloth sprayed with a disinfectant containing no more than 70 percent isopropyl alcohol. Please ensure the wipes or cloths are not saturated. Never directly spray keyboards, mice or phones with a cleaning product. This will decrease the risk of saturating and destroying the electrical contacts. Do not spray equipment with bleach or pure alcohol sprays. When finished cleaning your keyboard, mouse, or phone, wash your hands per CDC Guidelines. If soap and water are not readily available for handwashing, use a hand sanitizer that contains at least 60 percent ethanol or 70 percent isopropanol.

The custodial contractor will maintain hand-sanitizer stations that are located throughout the campuses. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to the reopening of any buildings that have been unoccupied.

Mental and Emotional Wellbeing

Employee Assistance Program (EAP) and Student Assistance Program (SAP) are available to offer emotional and psychological support during this stressful period. Telephonic or video counseling is available. Employees and Students may directly access the EAP and SAP.

- EAP Contact Information: 1-800-878-5470
- SAP Contact Information: 1-800-878-5470 or BayCareSAP@BayCare.org

Employees may also contact the Human Resources Office to arrange for access to services. Students may also contact the Office of Student Affairs or the Coordinator of Retention and Counseling Services to arrange for access to services.

Training

Training will be provided to the College community in different formats to include topics such as: Proper Personal Hygiene, Personal Protection Equipment, Social Distancing, Emotional Wellbeing, Infectious Disease Information and other relevant subject matter.

APPENDIX A: Reentry Phase I

Phase I*	
Target Date: July 6, 2020	
Staffing Occupancy Target 25 percent (approximate)	Student and Public Access Target 25 percent (approximate)

**Subject to change based on COVID-19 epidemiology*

Social Distancing and Workspace

During Phase One of the College Reentry Plan, employees, students, and members of the public will be required to comply with social distancing guidelines. This includes office and workspace separation protocols and staffing and student occupancy protocols outlined in the College Reentry Plan. Individuals should maintain at least six feet (about two arms' length) from others and not gather in groups of ten (10) or more.

Face Masks/Face Coverings

During Phase One of the College Reentry Plan, employees, students, and members of the public will be required to comply with face mask/face covering protocols outlined in the College Reentry Plan.

Student Services

In order to assist with density reduction strategies, virtual services are highly encouraged. During Phase One of the College Reentry Plan, student services provided by Advising, Financial Aid, Student Financial Services, Admissions and Student Records, Career and Testing Services, Student Accessibility Services, Veterans Services and the College Store will be provided virtually and in-person with each office complying with the corresponding (1) staffing occupancy and (2) student and public access targets during Phase One of the College Reentry Plan. For in-person assistance, students should contact the specific Student Services Office for in-person office access protocols.

Academic Success Centers

In order to assist with density reduction strategies, virtual services should be highly encouraged. During Phase One of the College Reentry Plan, the listed student and public access targets do not apply. Staffing occupancy targets listed do apply. During Phase One of the

College Reentry Plan, access to the Academic Success Centers will be limited to students who need to test and cannot utilize a remote option. Students will schedule an appointment for an available testing time. Tutoring for students will be delivered only virtually.

Libraries

In order to assist with density reduction strategies, virtual services are highly encouraged. During Phase One of the College Reentry Plan, the listed student and public access targets do not apply. Staffing occupancy targets listed do apply. During Phase One of the College Reentry Plan, access to the Libraries will be limited to only faculty and staff. Library services for students will be delivered virtually. Students seeking additional Library Services, including issuing PHSC ID Cards, should contact the Library.

Computer Labs

During Phase One of the College Reentry Plan, students may access the Computer Lab. Computer Labs will be required to comply with the corresponding (1) staffing occupancy and (2) student and public access targets listed.

Other College Offices

During Phase One of the College Reentry Plan, all remaining offices and departments will be required to comply with the corresponding (1) staffing occupancy and (2) student and public access targets listed. Please contact the specific department regarding scheduling meetings or appointments.

Rental of College Facilities

Rental of College facilities by outside groups and organizations will be prohibited during Phase One of the College Reentry Plan.

Non-College Groups

Organizations, businesses, and groups will be prohibited from having access to or information tables on Campus during Phase One of the College Reentry Plan.

General Buildings

During Phase One of the College Reentry Plan, access to buildings on campuses which do not include classrooms, offices, or workspaces for employees shall be restricted.

APPENDIX B: Reentry Phase II

Phase II*	
Target Date: August 3, 2020	
Staffing Occupancy Target 50 percent (approximate)	Student and Public Access Target 50 percent (approximate)

**Subject to change based on COVID-19 epidemiology*

Social Distancing and Workspace

(No change from Phase One except occupancy and access targets)

During Phase Two of the College Reentry Plan employees, students, and members of the public will be required to comply with social distancing guidelines. This includes office and workspace separation protocols and staffing and student occupancy protocols outlined in the College Reentry Plan. Individuals should maintain at least six feet (about two arms' length) from others and not gather in groups of ten (10) or more.

Face Masks/Face Coverings

(No change from Phase One except occupancy and access targets)

During Phase Two of the College Reentry Plan, employees, students, and members of the public will be required to comply with face mask/face covering protocols outlined in the College Reentry Plan.

Student Services

(No change from Phase One except occupancy and access targets)

In order to assist with density reduction strategies, virtual services are highly encouraged. During Phase Two of the College Reentry Plan, student services provided by Advising, Financial Aid, Student Financial Services, Admissions and Student Records, Career and Testing Services, Student Accessibility Services, Veterans Services and the College Store will be provided virtually and in-person with each office complying with the corresponding (1) staffing occupancy and (2) student and public access targets during Phase Two of the College Reentry Plan. For in-person assistance, students should contact the specific Student Services Office for in-person office access protocols.

Academic Success Centers

To assist with density reduction strategies, virtual services are highly encouraged. During Phase Two of the College Reentry Plan, access to the Academic Success Centers will be available for those students to test who cannot utilize a remote option. Students will schedule an appointment for an available testing time. Tutoring for students will be delivered virtually and in-person. For in-person tutoring, students should contact their campus Academic Success Center for availability of tutors by appointment to comply with Phase Two occupancy and access targets.

Libraries

To assist with density reduction strategies, virtual services should be highly encouraged. During Phase Two of the College Reentry Plan, library services for students will be delivered virtually and in-person. In-person services must comply with the listed Phase Two occupancy and access targets.

Computer Labs

(No change from Phase One except occupancy and access targets)

During Phase Two of the College Reentry Plan, students may access the Computer Lab. Computer Labs will be required to comply with the corresponding (1) staffing occupancy and (2) student and public access targets listed.

Other College Offices

(No change from Phase One except occupancy and access targets)

During Phase Two of the College Reentry Plan, all remaining offices and departments will be required to comply with the corresponding (1) staffing occupancy and (2) student and public access targets listed. Please contact the specific department regarding scheduling meetings or appointments.

Rental of College Facilities

(No change from Phase One)

Rental of College facilities by outside groups and organizations will be prohibited during Phase Two of the College Reentry Plan.

Non-College Groups

(No change from Phase One)

Organizations, businesses, and groups will be prohibited from having access to or information tables on Campus during Phase Two of the College Reentry Plan.

General Buildings

(No change from Phase One except occupancy and access targets)

During Phase Two of the College Reentry Plan, access to buildings on campuses which do not include classrooms, offices, or workspaces for employees shall be restricted.

APPENDIX C: Reentry Phase III

Phase III*	
Target Date: TBD	
Resume unrestricted staffing occupancy	Resume unrestricted student and public access

**Subject to change based on COVID-19 epidemiology*

PHSC will continue to monitor developments regarding the spread of and rate of infection regarding COVID-19. Health conditions in the community and recommendations from local, state, and federal agencies and officials will be used to determine the appropriate time for a Phase Three implementation that will resume unrestricted staffing occupancy and student and public access to the College.

APPENDIX D: IMM #1-45 Infectious Disease: Student and Employee
Reporting

PASCO-HERNANDO STATE COLLEGE

INTERNAL MANAGEMENT MEMORANDUM #1-45

TO: All Students, Faculty and Staff

FROM: Timothy L. Beard, President

DATE: June 17, 2020

SUBJECT: Infectious Disease: Student and Employee Reporting

The purpose of this Internal Management Memorandum (IMM) is to exercise the authority granted to the President by The District Board of Trustees in Board Rule 6Hx19-1.13 *Powers, Duties, and Responsibilities of the President* to develop and use procedures deemed necessary to operate the College in the event of an infectious disease emergency and the response to incidents that may occur.

I. General Overview

Pasco-Hernando State College (PHSC) is committed to providing a healthy and safe environment for all students, employees, and members of the public. The U.S. Equal Employment Opportunity Commission (EEOC) has established guidance regarding pandemic preparedness in the *Workplace and the Americans with Disabilities Act*. The guidance enables employers to enact policies and procedures to protect workers consistent with the Centers for Disease Control and Prevention (CDC) recommendations, including requiring employees and students to stay home when necessary to prevent the spread of disease.

PHSC recognizes the threat of exposure to infectious diseases and will employ methods to minimize the risks of spreading disease among the College population. PHSC strives, in cooperation with the CDC and the Florida Department of Health (FDOH), to maintain a balance between the need to educate all students, protect employee and student rights, and prevent the transmission of significant infectious diseases.

Students, employees, contract employees and members of the public who have been diagnosed with, experienced a significant exposure to, or show symptoms of a significant communicable infectious disease, whether symptomatic or not, have an ethical and legal obligation to avoid exposing other individuals to the disease. They are required to share that information with the appropriate College administrator as soon as possible and seek medical advice. Furthermore, infected individuals are

encouraged to report diagnoses to local health authorities and seek counseling about how to care for themselves and prevent the spread of infection.

IMM Definitions

Infectious disease: an illness that enters the body caused by germs such as bacteria, viruses, and fungi, and can multiply and cause an infection. Some infectious diseases are contagious or communicable, spreading from one person to another.

Significant communicable infectious disease: a communicable infectious disease such as COVID-19, meningitis, tuberculosis, and methicillin-resistant staphylococcus aureus (MRSA). By law, PHSC must be notified of by all persons diagnosed with, exposed to, or who exhibit symptoms of a significant communicable infectious disease.

Significant exposure: having had close contact (within six feet) with a symptomatic person for longer than 15 minutes.

Confidentiality and Assurance Against Retaliation

Confidentiality of information received, including medical information relating to a student, employee or contract employee with an infectious disease, will be maintained. The privacy of all parties involved will be maintained as well. Retaliation against a student or employee who reports concern is strictly prohibited and may be grounds for disciplinary action.

Disciplinary Procedure

Employees found in violation of this policy will be subject to disciplinary action in accordance with the *PHSC Employee Personnel Handbook*. Students found in violation of this policy will be subject to disciplinary action in accordance with the *PHSC Student Code of Conduct*.

II. Procedures

1. Individuals who are ill, symptomatic, or have been diagnosed with a significant communicable infectious disease are not permitted on campus or to report to work until medically cleared by a licensed medical professional or the FDOH. Employees affected by this action should contact their supervisor and the Human Resources Office for guidance on applicable leave and remote work policies as outlined in IMM #1-44 *Flexible Workplace (Telecommuting)*. Students affected should contact their faculty member for assistance and guidance with coursework accommodations and an academic advisor to learn about additional options regarding being successful in their program of study. Employees, who have been cleared by a licensed medical professional or the FDOH to return to work, can submit the appropriate paperwork to the Human Resources Office. Students, who have been cleared by a licensed medical professional or the FDOH to return to class, can submit the appropriate paperwork to their Campus Assistant Dean of Student Affairs and Enrollment Management who will notify the faculty member(s) teaching course sections in which the student is enrolled.
2. Any student or employee who exhibits the signs and symptoms outlined by the CDC for an significant communicable infectious disease in the classroom or workplace shall be directed to

return to their place of residence for self-isolation and instructed to follow-up with their health care provider and local health department.

- Any and all College workplaces accessed by the infected student or employee will be identified and disinfected.
 - CDC cleaning and disinfection recommendations will be followed.
3. Any student or employee that may have had a significant exposure to an infected student or employee will be informed of the potential exposure, while maintaining confidentiality. They shall be directed to return to their place of residence for CDC recommended self-isolation and instructed to follow-up with their health care provider and local health department.
 4. Any employee who becomes aware of a student diagnosed with, exposed to, or has cause to believe he or she has a significant communicable infectious disease, shall notify their supervisor as soon as possible. Supervisors will immediately inform the appropriate Vice President or Provost and the Pandemic Coordinator (Associate Vice President of Facilities Management and Administrative Services). Faculty and staff are not authorized to make medical inquiries (with the exception of those specifically authorized as part of their official job duties). Faculty and staff have a responsibility to report any situation that may adversely affect the health and well being of employees and students as soon as possible.
 5. An employee or student diagnosed with, has had significant exposure to, or who has cause to believe he or she has a significant communicable infectious disease, shall notify their supervisor or faculty member or College administrator, who will inform the appropriate Dean, Provost or Vice President. Once notified, the Dean, Provost or Vice President will report the case to the Assistant Vice President of Human Resources and the Pandemic Coordinator.
 6. The initiating supervisor or College administrator will complete the *Infectious Disease Reporting – Incident Report* and will forward all pertinent information to the Pandemic Coordinator as soon as possible for reporting purposes as required by law.
 7. A *PHSC Incident Report* will be completed by the initiating supervisor or College administrator and filed with the Human Resources Office.
 8. Information about the Student Assistance Program (SAP) or the Employee Assistance Program (EAP) will be provided to students and employees impacted by a significant communicable infectious disease. Additional community resources may also be provided as needed.

Associated Forms

Infectious Disease Reporting – Incident Report

PHSC Incident Report

TLB/pan

History: New

APPENDIX E: IMM #1-44 Flexible Workplace (Telecommuting)

PASCO-HERNANDO STATE COLLEGE **INTERNAL MANAGEMENT MEMORANDUM #1-44**

TO: All Faculty and Staff
FROM: Timothy L. Beard, President
DATE: March 17, 2020
SUBJECT: FLEXIBLE WORKPLACE (TELECOMMUTING)

The purpose of this Internal Management Memorandum (IMM) is to outline administration of the flexible workplace or telecommuting program at Pasco-Hernando State College (PHSC).

DEFINITION

Flexible Workplace (also known as Telecommuting) is an arrangement in which an employee performs their regular work at their home, for a specified portion of the workweek, or the entire workweek. The program may be utilized at the Divisional Vice President level or at the President's discretion and is not an employee benefit or right.

Telecommuting is intended to create flexible conditions that will enhance the capability of both the employee and the College to meet/exceed stated goals and objectives.

In limited circumstances, telecommuting could involve special projects or work for another department. Temporary arrangements for a nonrecurring telecommuting schedule of two weeks or less may be handled informally by the Divisional Vice President or the President (the informal approval should still be documented). A formal telecommuting agreement is required in Human Resources for a recurring schedule of over two weeks. The Office of Human Resources will maintain records of all telecommuting agreements. **For emergency preparedness, telecommuting agreements must be kept on file with the Continuity of Operations Plan (COOP) in the college or department.**

EXPECTATIONS FOR PARTICIPATION

Eligibility to participate in the Telecommuting Program is conditional upon agreement from the employee that he or she will be able to establish a proper working environment and have the skills necessary to perform their tasks assigned

independently. Some important items to consider include:

- A remote working arrangement is not a substitute for productive work. The dedication, quality of work, and number of work hours expected of a telecommuting worker are the same as if the employee was performing his or her job duties and responsibilities at a College facility.
- The Telecommuting Program is not to be used as a substitute for childcare or other personal responsibilities. It is important to ensure that dependent care obligations or other family obligations do not interfere with work.
- It is expected that employees who telecommute will devote all of their effort to College business while telecommuting. Disruptions such as personal visitors during work hours are not acceptable, and personal telephone calls should be kept to a minimum.
- Any job responsibilities which require direct supervision, personal interaction with co-workers or other individuals, or an on-site presence may not be performed by remote working.
- The supervisor or designee will need to approve annual and sick leave in advance when being taken during times scheduled to work at home.
- All telecommuting employees are required to obtain their supervisor's approval prior to working overtime.
- The supervisor must approve any changes to the employee's work schedule in advance.
- Any College equipment that may be provided and any physical/electronic files will be required to be returned to PHSC if work from home is terminated by either the employee or the College.

The Telecommuting Program is not designed for every employee. The lure of household chores and family distractions can easily undermine performance.

The employee:

- Must have the ability to perform all essential functions of the position from telecommuting location.
- Must have the ability to provide an appropriate work environment at home, which meets the College standards such as setting up a safe and ergonomically correct workstation.
- Must possess productive and organized work habits.
- Must have both strong verbal and written communication skills.
- Must be able to adhere to assigned work hours.
- Must comply fully with PHSC attendance and time recording procedures and will accurately report and record all working hours.
- Must maintain a performance appraisal of at least "Satisfactory" or "Effective".
- Must be reliable, maintain confidentiality and work well independently.
- Must adhere to all PHSC policies, procedures and guidelines. Must attend mandatory and other requested meetings on campus, including training sessions, workshops, etc.
- Must possess independent problem-solving abilities.

- Must maintain an appropriate level of professional demeanor and represent the College with respect and dignity.

Employees who, in the College's exclusive view, have current or recent disciplinary actions, job performance issues, or any other similar concerns are not eligible to work remotely.

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. PHSC will not provide tax guidance nor will the College assume any additional tax liabilities on an employee's behalf. Employees are encouraged to consult with a qualified tax professional to discuss these matters in greater depth.

WORKSPACE

PHSC is not responsible for cost associated with working at home, such as electrical, internet, voice/data line, computer hardware, heating, A/C, etc.

As a condition of working remotely, a telecommuting employee agrees to allow a College representative to visit and/or inspect the employee's remote workspace at any time, for any reason, and with or without advance notice.

PHSC will be responsible for any work-related injuries to the extent that under Florida State's workers compensation laws, but this liability is generally limited to injuries resulting directly from work and only if the injury occurs in the designated work area during the assigned work hours. Any claims will be handled according to the normal College procedures for Workers' Compensation claims.

Telecommuting will not be used as a substitute for, or to circumvent, personal/sick time usage. Employees who are sick are encouraged to take and use time appropriately and are discouraged from working at home. Telecommuting would allow a healthy employee to work at their home office and complete their job, just as if they're working at their assigned campus location.

RIGHT TO DENY OR TO TERMINATE

PHSC has the right to deny a remote work request or to terminate a previously approved remote working arrangement at its sole discretion, for any reason, and at any time. Any employee who chooses not to return to their College work site, will be considered a voluntary resignation and will be treated as such.

REMOTE WORK FOR MEDICAL REASONS

This policy does not apply to telecommuting requests solely based on an employee's medical need. Such requests should be submitted to the Divisional Vice President and to the Human Resources Department pursuant to the College's policy governing disability-based reasonable accommodations.

APPENDIX F: Academic Reentry Plan

PASCO-HERNANDO STATE COLLEGE

ACADEMIC REENTRY PLAN

TO ACCOMPANY THE *COLLEGE REENTRY PLAN*

EFFECTIVE JULY 6, 2020

As we begin reentering campuses for managed face-to-face instruction, the following information and requirements will be in effect from July 6, 2020 through the end of the fall 2020 semester.

All students, faculty, staff, and invited guests will be required to follow these protocols for facility entry:

- Show no signs or symptoms of an infectious disease
- Use a face mask or face covering when in open areas, including classrooms
- Wash hands frequently and abide by personal good hygiene practices
- Observe proper social distancing guidelines

For fall 2020, the College will adhere to the Phase 2 guidelines of the *PHSC College Reentry Plan* and will operate with the continuance of virtual instruction (both synchronous and asynchronous) for all lecture-based courses. There will be three course modalities with the following defined parameters:

- **ONLINE** (*asynchronous*)
 - Faculty member is e-certified
 - Master Course developed (E-Learning and Instructional Technology)
 - Distance learning fee assessed

- **HYBRID** (*remote synchronous*)
 - Faculty member is e-certified
 - Master Course developed (E-Learning and Instructional Technology)
 - No distance learning fee assessed
 - Course has meeting days and times in schedule only
 - Class meets remotely (50%) - No room listed in schedule
 - Utilizes technology through myPHSC (Canvas)
 - Zoom

- **REMOTE LEARNING** (*synchronous*) will have the following identifiers:
 - Course has meeting days and times in schedule only
 - Class meets remotely (100%) – No room listed in schedule
 - Utilizes technology through myPHSC (Canvas)
 - Zoom
 - Faculty does not need to be e-certified
 - Course shell should have minimum use requirements—No model course shell needed
 - No distance learning fee assessed

ARTS AND SCIENCES

- Science Lecture – 36 student cap
- Science Lab Offerings
 - College-wide – 18 student cap – Flex Hybrid
 - 9 students (rotate) each week
 - Remote learning
 - Campus lab configuration
 - Lab Benches – ADA compliance
 - Physics (West Campus) – 18 student cap for lecture and lab due to course materials
 - Science Lecture and Lab cap recommendations have been approved by the Executive Vice President and Chief Academic Officer / College Provost for Fall 2020 only due to COVID-19 with the following notations:
 1. The reduction in lecture (36) and lab (18) student caps is due to CDC guidelines and the College's plan for a phased reentry.
 2. When students are fully able to return to on-campus classes the science lecture and labs will return to the standard class size/student cap (48/24).
 3. To accommodate the class reduction size, campuses will attempt to add sections to offset any potential loss in enrollments.

WORKFORCE AND CAREER TECHNICAL EDUCATION

- Engineering – Hybrid due to certain software for lab activities
 - Maintain social distancing due to enrollment numbers
- Fire Academy – No new cohort for fall; being in January 2021 new cohort will be held to new training hours and fees
- Law Enforcement, Cybersecurity and Welding cohorts will continue in fall 2020
- Digital Media/Multimedia Technology – three courses offered at Porter Campus for fall 2020
 - Review of Software
- Drafting and Design Technology – use of program software at West Campus

- Professional Pilot Technology – For required simulations held at East Campus
- Unmanned Vehicle System Operations
 - On-campus for drone activity planned for Fall
- Welding
 - Classes held utilizing social distancing at East Campus and Marchman Technical College

NURSING AND HEALTH PROGRAMS

- Nursing (RN and LPN) not admitting any new students for fall
- Isolation of lab if COVID-19 suspected and determine the ability to utilize another room/lab for 24-48 hours
- Surgical Technology next admission is Spring 2021 due to clinical space
- Students need N-95 masks to participate in clinicals and PHSC is working to obtain 4500 masks
- LPN Transition NC and WC – 20 each section for Fall
- Porter Campus RN Transition in October 2020 – no reduction in numbers
- Dental Hygiene
 - Install Plexiglass
 - Reduction of students to 8 due to social distancing

Courses Returning to Campus

In concert with Phase Two of the Pasco-Hernando State College Reentry Plan, the majority of students and employees will continue to learn and work remotely to reduce population density on our campuses and locations and provide for the health and safety of our community. **Only a limited number of programs and courses, where the curricula can neither be delivered nor assessed remotely, will be offered on-site.**

As we begin slowly re-opening for managed face to face instruction and employee re-entry, the following information and requirements will be in effect beginning July 6, 2020:

All (Students, Faculty, Staff, and Invited Guests) will be required to follow these protocols for facility entry:

- 1. Masks will be required in open public areas including classrooms (please bring your own face covering, if possible). Employees will not be required to wear masks if occupying their own office space.*
- 2. Wash hands frequently.*
- 3. Social Distancing will be required.*
- 4. Sanitize areas of contact*

Academic Affairs Division Faculty and Staff who are involved in the safety, security, cleaning, and maintenance of facilities and who are required to deliver on-campus classes and the support services for these classes, will be working on campus as programmatically needed. All other employees will remain in a remote work setting.

Specifically identified Health and Nursing Programs along with Workforce and Career Technical Programs will have days and times identified for on-campus instruction determined by Academic Dean and Program Directors. Lab based courses will have days and times identified for on-campus instruction adhering to social distancing.

Some courses in the following programs will be offered on our campuses*

- Accelerated Skills Training
- Allied Health
- CISCO Programs
- Continuing Education
- Cybersecurity
- Drafting and Design Technology
- Engineering
- Digital Media/Digital Multimedia
- Fire Academy
- Law Enforcement
- Nursing
- Physical and Biological Science Labs
- Professional Pilot Technology
- Surgical Technology
- Unmanned Vehicle System Operations
- Welding

Summary of Facilities for Phase 2 Operations*

East Campus	Porter Campus at Wiregrass Ranch	North Campus	West Campus	Spring Hill Campus	Marchman Technical College
<u>Public Service Technology Building</u>	<u>Building D</u>	<u>Building A</u>	<u>Building M</u>	<u>Building D</u>	<u>Building 8 Room 001</u>
Fire Academy	6 th Floor	Nursing	Nursing and Health Sciences	Biological Science Labs	Welding
Law Enforcement Academy	Nursing	Nursing Labs	Biological Science Labs	Physical Science Labs	
Professional Pilot Technology	Surgical Technology	Biological Science Labs	Physical Sciences Labs		
Welding	7 th Floor	Physical Science Labs	EMS Labs		
Unmanned Vehicle System Operations	Digital Media/Digital Multimedia	Paramedics	<u>Building G</u>		
<u>Building A</u>	Biological Science Labs	<u>Building C</u>	Engineering		
Nursing	Physical Science Labs	Cybersecurity Lab	Drafting and Design Technology		
Nursing Labs			<u>Building D</u>		
Biological Science Labs			CISCO Programs		
Physical Science Labs			Cybersecurity		

**Subject to change*