

# Central Alabama Community College

## Spring 2022 Reopening Plan *Effective January 5, 2022*

Central Alabama Community College “CACC” has prepared policies, procedures, and protocols for reopening *Spring of 2022*.







## **Self-Distancing and Disinfecting**

### **Office Areas**

1. Employees will remain isolated in their assigned offices when possible.
2. Employees should maintain six-feet of separation between themselves and other co-workers.
3. Employees will disinfect the phones, keyboards, mouse, and computers in their assigned offices and work areas on a daily basis.
4. Large office gatherings, break rooms, and unnecessary visitors in the workplace must be avoided unless proper social distancing can occur.
5. Face coverings must be worn in all common spaces used by multiple people.

### **Classrooms/Labs**

Classroom and lab occupation will be limited to maintain social distancing guidelines.

If classrooms and labs do not allow proper separation or if duties require employees and/or students to work within social distancing allowance of one another, the following measures will be implemented:

Face coverings will be worn by all individuals.

Students will be responsible for providing their own face coverings.

Duties will be modified as needed to allow social distancing.

Hands must be washed for a minimum of twenty seconds as recommended. If soap and water are not available, a hand sanitizer containing at least 60% alcohol will be provided.

Individuals will avoid sharing tools or other equipment when possible.

If equipment is shared, proper disinfection will be required according to protocol.

### **Restrooms**

Social distancing guidelines must be maintained in restrooms. Lines

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If you have any of the following **emergency warning signs\*** for COVID-19, seek **medical attention immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

\*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

**Call 911 if you have a medical emergency.** Notify the operator that you have, or think you might have, COVID-19. If possible, put on a cloth face covering before medical help arrives.

If a student shows up and he/she is symptomatic, the instructor will ask the student to leave campus and to notify Tina Shaw, Executive Human Resources Director (HR). HR will conduct proper contact tracing procedures with the student to confirm whether the student has been diagnosed or tested for COVID-19 and provide additional guidance to the student. HR will follow-up with the dean and instructor once student has been evaluated.

**Tina Shaw, Executive HR Director**

**Email:** [tshaw5@cacc.edu](mailto:tshaw5@cacc.edu)

**Phone:** 256-378-2010 Office / 256-827-9163 Cell

**Please be advised of the following COVID-19 REPORTING requirements:**

- As stated above, employee/student who are symptomatic should not report to work/campus; however, if an employee/student develops symptoms while at work/campus, the employee should immediately contact his/her supervisor prior to leaving campus. The supervisor should contact Tina Shaw, Executive Human Resource Director (HR), who will follow-up with the employee/student to confirm whether the employee has been diagnosed/or tested for COVID-19 and to complete contact tracing.
  - Employees who are diagnosed with COVID-19 are required to assist the College in ascertaining the last time the employee was on campus and the workplace areas in which the employee worked during the prior 14 days; and the identification of any other employees and students with whom the employee had contact during the prior 14 days.
  - The College will take reasonable steps to alert all employees and students that are identified in the above process that they may have been exposed to an employee diagnosed with COVID-19 and direct them to monitor themselves for symptoms.
  - Employees and students who are diagnosed with COVID-19 are not allowed on campus and may not return to campus until the employee/student receives clearance from their healthcare provide (physician or mid-level provider). Employees/students must provide
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medical clearance confirmation to and be approved by HR to return to work/campus in compliance with ACCS guidelines.

- If an employee is required to leave or stay away from campus because of COVID-19 related reasons, the employee should contact HR for assistance and direction.
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