



# THREE RIVERS COLLEGE

Fall 2021

Return to Campus Plan

## **THREE RIVERS COLLEGE**

### **Fall 2021 Return to Class Plan**

The following plan has been developed through a collaborative approach with members of the College community under the guidance of local medical advisors and the Butler County Health Department. The plan will be evaluated as we move forward and will be adjusted as conditions require.

The return to class plan contains the following elements:

1. Enhanced Cleaning Protocols
2. Facial Covering Requirement
3. Adjusted College Calendar
4. Guidelines to Students Preparing to Return
  - a. All Students
  - b. Student Athletes and Housing Residents
5. What to do Before Going to Class Each Day
6. Classroom Protocols
7. Advising and Faculty Office Visits
8. Dining Areas
9. Public Events
10. Campus Meetings
11. General Campus Facilities
12. Travel
13. Returning After a Precautionary Quarantine
14. Returning After Testing Positive
15. Confidentiality
16. Questions
17. Appendix A – Letter to Housing Students
18. Appendix B – Enhanced Cleaning Protocols

**Enhanced Cleaning Protocols:**

Enhanced cleaning protocols have been put in place to reduce the spread of COVID-19 and other pathogens. These cleaning protocols are multifaceted and will remain in place for the foreseeable future.

Details of the enhanced cleaning protocols can be found in Appendix B.

## **Facial Covering Required**

**Requirement:** Face coverings must be worn by faculty, staff, students, and visitors while in each building whether they are vaccinated or not. Face coverings are not required when working in your office if you remain properly social distanced (6 feet). Face coverings are required at all times in the classroom and absolutely no eating or drinking is allowed in classrooms, unless all students and the faculty member can maintain a social distance of at least six (6) feet. Instructors who can maintain a social distance of six (6) feet or greater from students are not required to wear facial coverings.

Students living in College housing must wear a face covering when not in their assigned personal living area.

Face coverings must be worn inside College vehicles if more than one individual is present in the vehicle.

Face coverings are not required **outdoors** when 6-foot social distancing is maintained.

Face coverings must properly cover the nose and mouth and rest against the sides of the face and be secured around the head as a tube, with ties, or ear loops. Bandanas, kerchiefs, articles of clothing, face coverings with exhalation valves or items which are held against the face by hand are not acceptable forms of facial coverings.

The face covering must not be decorated in a way that disrupts the learning environment.

For additional information concerning facial coverings and how to remove and launder them, go to <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/pdf/face-covering-guidance.pdf>

**Exceptions:** If a person is not able to wear face coverings due to valid health concerns, then reasonable adjustments may be made available. Students with valid health concerns should contact Ann Matthews, Dean of Students, at 573-840-9669 or [amatthews@trcc.edu](mailto:amatthews@trcc.edu). Faculty and staff with valid health concerns should contact Kristina McDaniel, Director of Human Resources, at 573-840-9695 or [kristinamcdaniel@trcc.edu](mailto:kristinamcdaniel@trcc.edu).

Individuals engaged in physical education activity, athletic competition/practice, and theater/music performance are not required to wear a face covering during the activity but are encouraged to maintain social distancing if, when possible.

Exceptions to this guidance, other than those listed, must be approved by the Director of Public Safety.

It is the responsibility of each student and employee to have their face covering available and properly maintained.

If a student forgets to bring a face covering to campus, they will be directed to the College Store to purchase one.

If a visitor arrives on campus without a facial covering, one may be acquired in one of the following locations:

Westover Building	Welcome Center on lowest level
Tinnin Fine Arts Center	Upstairs in room 201
Robert W. Plaster Building	Upstairs in room 219
Academic Resource Commons	Front Desk of the library
Porter Distance Learning	Upstairs in room 204
Crisp Technology Center	Room 108
Bess Activity Center	Front desk of bookstore
External Locations	Front desk of each location

Individuals should be careful not to touch their eyes, nose, or mouth when removing their face covering. Only remove your face covering when hand washing, or hand sanitizer is available to immediately perform hand hygiene after removing. Routine laundering of the face covering is recommended.

**When Outside:** In outside areas of the College facial coverings are not required when social distancing of more than six (6) feet from each other can be maintained.

**Enforcement:** The wearing of a face covering is a safety requirement under current local medical guidance. If a student refuses to wear a face covering, it will be considered a violation of the Student Code of Conduct. If an employee refuses to wear a face covering, their supervisor should contact the Director of Human Resources for guidance and assistance. Visitors who refuse to wear a mask may be escorted from the premises for non-compliance by the SRO.

### **Adjusted College Calendar**

The College calendar for Fall 2021 will not be adjusted at this time. Revisions/Adjustments may be made throughout the session as conditions dictate.

## **Guidelines for Students Preparing for Return**

### **All Students**

Whether vaccinated or not, two weeks prior to return, begin to isolate yourself from others. Avoid all public settings where you cannot maintain a social distance of 6 feet. Begin to monitor your health and take your temperature daily. Report any unusual feelings or readings to your health care provider or local health department for guidance.

If you experience COVID-19 symptoms, such as - fever, shortness of breath, loss of taste or smell, persistent-non attributable cough – **STAY HOME AND CONTACT YOUR HEALTH CARE PROVIDER.**

Take your temperature each day before coming to class. Anyone with a temperature at 100 degrees or above should not come to work or class and should seek medical attention.

If you experience symptoms during the day, leave campus immediately, contact your health care provider and notify the Dean of Student Services, Mrs. Ann Matthews at [amatthews@trcc.edu](mailto:amatthews@trcc.edu) or by calling (573) 840-9669.

Consider picking up your books early or having them shipped to you to avoid having to stand in line. Contact the College Store at [collegestore@trcc.edu](mailto:collegestore@trcc.edu) for further details.

Review the “*Fall 2021 Return to Class plan*” document in its entirety.

When coming to class, bring facial coverings, hand sanitizer, cleaning wipes or products to wipe down your personal items such as books, book bags, phone, etc. before and after your classes.

Update your address, emergency contact information, vehicle information and phone number with the College, if you have not already done so.

Specific inquiries concerning return should be addressed to the Dean of Student Services, Mrs. Ann Matthews at [amatthews@trcc.edu](mailto:amatthews@trcc.edu) or by calling (573) 840-9669.

### **Housing Students and Student Athletes**

Two weeks prior to return, begin to isolate yourself from others. Avoid all public settings where you cannot maintain a social distance of 6 feet. Begin to monitor your health and take your temperature daily. Report any unusual feelings or readings to your health care provider or local health department for guidance.

Be tested for COVID-19. You are required to provide proof of a negative test dated within 14 days of your return to campus.

International students traveling by air are required get a COVID-19 test no more than 3 days before returning to the United States. After arrival, **all unvaccinated** international students must be tested within 3-5 days, quarantine for seven (7) days, and self-monitor for COVID-19 symptoms.

**All fully vaccinated** international students, or international students with a documented COVID-19 infection within the last 3 months, must be tested 3-5 days and self-monitor for COVID-19 symptoms after arrival but do not have to quarantine. Due to a Federal mandate, fully vaccinated international students should provide proof of their vaccination.

You will receive correspondence regarding housing requirements. (Appendix A – Letter to Housing Students)

Review the *“Fall 2021 Return to Class plan”* document in its entirety.

In addition to your possessions and school supplies, bring facial coverings, hand sanitizer, cleaning wipes and products to wipe down and maintain your personal living space and items in a sanitary manner.

Update your address, emergency contact information, vehicle information and phone number with housing officials, if you have not already done so.

Visitors are not allowed at any time in housing during the fall session.

Specific inquiries concerning housing should be sent to [housing@trcc.edu](mailto:housing@trcc.edu) or by calling (573) 840-9106.

## **What to do Before Going to Class Each Day**

Students, faculty, and staff should complete a self-assessment at the start of each day, before arriving at the campus by:

- Checking for symptoms, such as, (fever, shortness of breath, loss of taste and/or smell, persistent, non-attributable cough)
- Consulting with household members to see if they are having any of these symptoms
- Putting on your facial covering

If you are experiencing COVID-19 symptoms, **STAY HOME!** If you are an employee, contact your supervisor and the Human Resources Department. If you are a student, notify your instructor(s) and the Dean of Student Services, Mrs. Ann Matthews at [amatthews@trcc.edu](mailto:amatthews@trcc.edu) or by calling (573) 840-9669.

You will be instructed on what to do next.

## **Classroom Protocols**

An area will be defined by each instructor where he/she will maintain social distancing with students, when not wearing a facial covering.

Attendance will be taken at the beginning of each class.

Seating will be assigned and adhered to.

Classroom doors will always remain open between classes to reduce the handling.

Supplies will be provided to each faculty member so keyboards and computer mice can be wiped down with a disinfectant before the beginning of each class.

Hand sanitizer will be available in each classroom.

When a student is required to quarantine, they will be allowed to continue the course virtually if physically able. If the continuation of instruction is not possible, then the student will be allowed to make up all work without penalty. For a student in quarantine, they will be counted as present if they are able to participate in a meaningful way.

If an instructor is required to quarantine, and is healthy enough to continue working, they will be allowed to continue instruction virtually during quarantine.

## **Advising and Faculty Office Visits**

When possible, appointments should be conducted via telephone or virtually. If students prefer a face-to-face meeting, a proper facial covering should be in place.

Three Rivers e-mail will continue to be the official means of communications between students and staff.

### **Dining Areas**

Food service will continue to operate per their normal schedule. Individuals utilizing any public area for eating must maintain social distancing. All breakrooms, areas previously utilized for meals and common areas are not to be utilized for eating except those where social distancing may be maintained or where only one person is utilizing the space at one time such as a private office, etc.

Personnel providing food service on campus are required to wear facial coverings, gloves, and maintain the strictest in sanitation methods including disinfecting of serving areas and surfaces on a continual basis.

### **Public Events**

Public events will continue to be held at the present time, with constant evaluation based on available medical information. Facial coverings are encouraged for attendees and are required for all faculty and staff.

### **Campus Meetings**

The following should be used as guidance:

- Adhere to the maximum capacity for the gathering space.
- Each participant is required to wear a facial covering unless social distancing can be maintained.
- Hand sanitizer should be available for use upon entry.
- Face coverings should be available for individuals who forget to bring one.
- Encourage participants to leave the meeting or event in an orderly manner to avoid congestion.

Student, faculty, and staff groups that wish to hold meetings virtually can take advantage of several technology platforms.

- The IT department has Zoom licenses for offices and departments.
- Anyone can use the free version of Zoom. Meetings must be under 40 minutes.

- Students, faculty, and staff all have access to Microsoft Office 365, which includes Microsoft Teams, featuring chat, video conferencing and collaboration capabilities.
- The Porter Distance Learning Center also provides virtual meeting facilities for larger audiences.

### **General College Facilities**

Hand sanitizer is available in every building on campus, external locations, at entryways and various hallways.

Drinking fountains will be disabled. The touchless bottle fill stations will remain operable.

Restrooms:

- The use of restroom facilities should be limited based on size of the room to maintain social distancing.
- Please do not congregate in these areas.
- Proper hand sanitizing consists of washing your hands for at least 20 seconds using soap and water or utilizing a hand sanitizer that contains at least 60% alcohol.

Elevators:

- Take the stairs if, and when, possible.
- Avoid touching the buttons with your exposed hand/fingers by using your knuckle or elbow to select the buttons.
- Do not lean on the walls or touch your face after using the buttons.
- Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator

Physical activity rooms/equipment

- Rooms require enhanced cleaning and sanitation after use.
- Equipment requires a disinfecting wipe down after each individual use.
- Mats and other protective gear require disinfecting after use.

## Travel

Travel of any type and for any reason to various locations may require a quarantine period and/or prevalence testing. Determinations of those conditions shall be made based upon current guidelines by the Director of Public Safety.

## Returning After a Precautionary Quarantine

Individuals who have been exposed to COVID-19 are required to quarantine for ten (10) days. Exposure is defined as **firsthand** exposure to someone, for a period of fifteen (15) minutes or more within a twenty-four (24) hour period, when neither one was wearing a facial covering, who has tested positive for or been diagnosed as positive for COVID-19.

or

A return to work/school can be made after 7 days with a negative test result when no symptoms are present.

Anyone exposed to COVID-19 and who meets the following criteria does **NOT** need complete a precautionary quarantine period:

- Been **fully vaccinated** and shows no symptoms of COVID-19
- Had COVID-19 within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms

Students required to quarantine will continue to participate remotely. Students not able to participate remotely, due to sickness or access to technology, will be allowed to make up any missed work without penalty.

Employees who are required to quarantine may be allowed to work remotely when possible. Each instance will be dealt with on a case-by-case basis.

## Returning After Testing Positive

Individuals who present some or all the symptoms of COVID-19, **MUST** stay home and are encouraged to arrange for testing with their health care provider or local Health Department.

The latest guidance mandates people who test positive for COVID-19 should isolate for at least ten (10) days after the onset of symptoms. Isolation can end after the ten (10) day period and the patient shows a general improvement in symptoms, including being fever free for at least 24 hours without the aid of fever reducing medicines.

Asymptomatic patients can end isolation ten (10) days after the date of their first positive test.

All positive tests require documentation to return to campus.

### **Confidentiality**

Any necessary contact tracing will be conducted by the Butler County Health Department with assistance from the office of the Director of Public Safety, the Director of Human Resources, and the Dean of Student Services.

Confidentiality of student and employee records will comply with all applicable laws.

### **Questions?**

All questions, comments or inquires may be directed as follows:

Director of Public Safety

Mr. Chuck Stratton at [cstratton@trcc.edu](mailto:cstratton@trcc.edu)

(573) 840-9079

Dean of Student Services

Mrs. Ann Matthews at [amatthews@trcc.edu](mailto:amatthews@trcc.edu)

(573) 840-9669

Director of Human Resources

Mrs. Kristina McDaniel at [kristinamcdaniel@trcc.edu](mailto:kristinamcdaniel@trcc.edu)

(573) 840-9695

## Appendix A – Letter to Housing Students

RE: Student Housing COVID-19 Guidelines

Dear Resident,

The following guidelines are expected of each resident wishing to move into Three Rivers College's Rivers Ridge Apartment during the COVID-19 pandemic. By not following the guidelines below, you may be putting your housing arrangements with the College at risk for termination as we are trying to make the living community safe for all.

Student Housing COVID-19 Guidelines are as follows:

- Residents are **strongly** encouraged to self-quarantine 14 days prior to their move in date.
- **To be eligible for move in**, each Resident must provide a **negative** lab result from a COVID-19 test administered within the 14-day self-quarantine period prior to your scheduled move in day upon your arrival to the Student Housing check in area.
- There will be no visitation allowed at Rivers Ridge Apartments until further notice.
- If a resident shows symptoms for COVID-19, they will be required to follow the College's COVID-19 quarantine protocol.
- If a resident tests positive for COVID-19, they will be required to follow the College's COVID-19 isolation protocol and assist with contact tracing efforts.

All the above guidelines have been formed in conjunction with our local health officials. If you have questions regarding receiving a COVID-19 test for move in day, please contact your health care provider or your local health department.

If you have any questions regarding the Student Housing COVID-19 Guidelines, please contact our office. I look forward to seeing you in the fall!

Sincerely,



Casey Julian  
Director of Student Housing  
Three Rivers College  
Phone: 573.840.9106  
Email: [cjulian@trcc.edu](mailto:cjulian@trcc.edu)

## Appendix B – Enhanced Cleaning Protocols

### Summary

These procedures are intended to be used whenever one or more individuals express an illness while in a customer-controlled facility. This document will be updated whenever new guidance is received from the Centers for Disease Control and Prevention (CDC) or associated health authority.

This component of scope will be an expansion to the customer existing scope of services and will be deemed as Above Space specification

### Detailed cleaning and disinfection scope

This scope should be used under the following circumstances:

- the ill individual(s) have a confirmed or suspected case of coronavirus (COVID19),
- the ill individual(s) have recently traveled (within the past 14 days) to a location of known COVID-19 outbreak, or
- the ill individual(s) have been in direct contact with someone infected with COVID19.

### Routine cleaning and disinfection scope

This scope should be used for all other instances of reported illness

The detailed cleaning and disinfection scope is based on current CDC guidance: [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)

### Detailed Cleaning and Disinfection Scope

1. Any area(s) used by an ill individual(s) meeting the above criteria shall be emptied of occupants and closed for up to 24 hours.
2. The contractor performing the cleaning and disinfection shall:
  - a. Use only EPA-registered disinfectants for disinfecting solid surfaces (see list),
  - b. Use disinfectants approved by EPA (see list) and any associated manufacturers guidance for porous surfaces (e.g., rugs, partitions),
  - c. Use cleaning agents or detergents appropriate for office furnishings and surfaces.
3. The contractor shall submit the proposed list of cleaners and disinfectants to CUSTOMER-CONTROLLED FACILITY for review prior to use.
4. The contractor shall use the cleaners and disinfectants according to the manufacturer's recommendations.
5. Prior to entering the area, the contractor shall don appropriate personal protective equipment (PPE) required for the specific cleaners and disinfectants used. Contractor may need to wear additional PPE such as safety glasses, depending on how the disinfectant is used. At minimum, the contractor shall wear non-fabric disposable gloves (e.g., latex, nitrile) and disposable suits or gowns (e.g., Tyvek).
6. Following the closure period, the contractor shall open any available windows and doors to ensure adequate ventilation throughout the cleaning and disinfection period.

## **Routine Cleaning and Disinfection Scope**

1. Any area(s) used by an ill individual(s) who does not meet the aforementioned COVID-19 criteria, but requires cleaning and disinfection due to either occupant agency request or out of a general abundance of caution, shall undergo the following steps:
2. The contractor shall wear disposable non-fabric gloves (e.g., latex, nitrile, etc.)
3. The contractor shall clean the area(s) with a general detergent or soap and water, appropriate for the office surfaces and finishes.
4. The contractor shall use an EPA-registered disinfectant (see list) in accordance with the manufacturer's directions, and wear whatever additional protective equipment is suggested by the manufacturer.
5. Following cleaning, the contractor shall wipe disinfect all high contact solid surfaces in the area(s) including, but not necessarily limited to: handrails, door knobs and push plates, desk or work surfaces, keypad, computer mice, light switches, elevator buttons, bathroom sinks, toilet and paper dispensers, kitchenette countertops, water cooler controls.
6. The contractor shall allow disinfectant to remain on surfaces until air dry

## **Minuteman DS2 Disinfectant Sprayer**

### **Safety Inspection of Equipment**

#### **1. Inspection of equipment**

- a. Ensure that power cord is not damaged and is free of abrasion or cuts in jacket
- b. Solution tank should be emptied from prior usage
- c. Flush pump with 1 gallon of clean water
- d. Inspect sprayer jet, tip & nozzle so that it is clear of any obstruction
- e. Inspect hoses for tight connection to prevent leakage

### **Operating Instructions**

1. Lift the cover tank off of the of solution tank by releasing the two latches.
2. Add up to 1-1/2 gallons of disinfectant solution to the solution tank. Use only commercially available disinfecting chemicals.
3. Place the cover tank back on solution tank and fasten the two latches.
4. Plug power cord into grounded wall outlet.
5. Connect the solution hose assembly to machine.
6. Turn on machine via the rocker switch on the back of the machine. Purge air from the lines by operating the wand in an upward angle for a few seconds.
7. Machine will run as necessary to keep the pressure and can be used without power for a certain amount of time as long as there is pressure built up in the system.
8. Warning: Do not overfill. Shutdown machine by switching the rocker switch to the off position and unplugging from the power source. De-pressurize the system by holding the spray wand in the on position until no more solution is sprayed while the machine is not powered.

## **Namco Micro Fogger**

### **1. Inspection of equipment**

- a. Ensure that power cord is not damaged and is free of abrasion or cuts in jacket
- b. Solution tank should be emptied from prior usage
- c. Flush pump with 1 gallon of clean water
- d. Inspect sprayer jet, tip & nozzle so that it is clear of any obstruction
- e. Inspect hoses for tight connection to prevent leakage

### **2. Operating Instructions**

1. Lift the cover tank off of the of solution tank by releasing the two latches.
2. Add up to 4L of disinfectant solution to the solution tank. Use only commercially available disinfectant chemicals.
3. Place the cover tank back on solution tank and fasten the two latches.
4. Plug power cord into grounded wall outlet.
5. Engage the high-speed electromotor of the machine. It will rotate at a high-speed to produce air current. This in turn will create negative pressure.
6. The negative pressure will aspirate the chemicals with the blowing of the high-speed air current, atomize and spray the disinfectant chemical.

## **Clorox – Total 360 System**

### **Preparing the Spray Area**

1. Secure equipment and consider removing paper products from the area to be treated.
2. Ensure that individuals without PPE are not present in the area to be treated.
3. Don the appropriate PPE. Refer to SDS for specific PPE requirements.
4. If needed, remove gross soil from surfaces using your facility's recommended protocols.
5. Place signs or warning indicators outside the treatment area to indicate that cleaning is in progress.

### **Operating Instructions**

1. Standing with the sprayer nozzle approximately 2–4 feet away from surfaces, spray individual surfaces and objects, working from high to low areas using a slow, side to side motion until surfaces are covered with disinfectant.
2. When using Clorox® Total 360® Disinfectant Cleaner<sub>1</sub>, spray surfaces to ensure visible wetness for the desired contact time.
3. Wiping is not required to ensure surface disinfection; however, you may choose to wipe specific surfaces to polish them (e.g., glass, mirrors) or to remove visible residue after the contact time is achieved.
4. Bystanders can immediately enter the area after treatment is complete.