



Wharton County Junior College



Reopen Plan

GUIDE FOR RETURNING TO THE COLLEGE

Revised May 18, 2021



Dear WCJC Community,

We are working and living during one of the most challenging times in the last decade. Amid these challenges the safety of our students, employees, and the community is our highest priority. As such, we have developed a comprehensive reopen plan to address the many issues and concerns for the reopening of the college. Please understand that the plan is a working document and it may change as local, regional, state and national priorities change related to COVID-19.

Although the pandemic has taken the world by storm, it has been wonderful to see our college community rise to the challenges presented. Our employees have evolved in their positions and worked with great heart and dedication to continue to provide high quality instruction and superior customer service to our students. Our students quickly adapted to online studies and have continued on their path to completion. The many friends and supporters of the college have continued to be resources for support.

The Board of Trustees and I appreciate everyone's continued commitment to fulfilling our mission and vision. We can be proud of our success during this difficult time.

Betty A. McCrohan

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WCJC President



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I. INTRODUCTION

Wharton County Junior College (“WCJC”) is committed to providing our students with a quality education while ensuring that they may achieve their academic goals in an environment that promotes their overall health and safety. Moreover, the College remains stalwart in our dedication to our faculty and staff, who continue to instruct, serve, and support our students throughout this difficult time.

The challenges arising from the Coronavirus (“Coronavirus” or “COVID-19”) pandemic have been far-reaching and will continue to impact the lives and livelihoods of our college community well into the foreseeable future. As such, the WCJC Administration has developed a comprehensive WCJC Reopen Plan that will enable operations to open and/or expand in a manner that is methodical and controlled, thereby mitigating risk and maximizing our ability to serve our community in a safe manner. Decisions outlined within the WCJC Reopen Plan are based upon that foundational concept, in conjunction with guidance from federal, state, and local authorities. As circumstances relating to COVID-19 continue to evolve, this WCJC Reopen Plan will remain flexible and responsive to change.

II. PROTOCOL DEVELOPMENT AND MANAGEMENT

Processes and protocols outlined within the WCJC Reopen Plan are based on recommendations and guidelines established by the following federal, state, and local authorities:

- The Centers for Disease Control and Prevention (“CDC”) Websites:
 - [Colleges, Universities, and Higher Learning: Plan, Prepare, and Respond](#);
 - [Considerations for Institutions of Higher Education](#);
 - [Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing](#);
 - [Coronavirus Websites](#);
- The White House [Opening Up America Again Plan](#);
- The Office of the Governor of Texas’ [Report to Open Texas](#) and all Governor’s Executive Orders;
- Compliance standards of the Southern Association of Colleges and Schools;
- [Recommended Health Protocols for Institutions of Higher Education](#) established by the Texas Higher Education Coordinating Board (THECB); and
- Consultation, as needed, with local authorities and emergency management personnel.

WCJC protocols have been developed in adherence with best practice guidelines and in an effort to mitigate health and safety risks to all students, faculty, and staff at WCJC. Compliance and safety protocols will continue to be monitored and adjusted, as needed, based on guidelines and information ascertained from external regulatory groups, as well as through evaluation of internal efficacy metrics.

WCJC has established a Reopen Task Force (“Task Force”) to monitor and evaluate the WCJC Reopen Plan and all associated protocols and procedures. The Task Force will manage all reporting related to the WCJC Reopen Plan and will keep the President, Executive Cabinet, and Board of Trustees apprised of all planning processes, modifications, and outcomes throughout implementation.

III. PHASES OF THE WCJC REOPEN PLAN

Following the example set by federal, state, and local authorities, WCJC will implement a phased reopen model to minimize risk of exposure, while maintaining and expanding essential operations. Timelines will be determined based on prior-phase implementation outcomes, updated or expanded guidelines from external regulatory agencies, and recommendations from the Task Force.

At present, there are three phases planned as part of the reopen process:

- Pre-Open: Restricted Access for Essential Employees Only (March – May 2020)
- Phase One: Limited Contact (Effective June 1, 2020)
- Phase Two: Expanded Operations (Effective July 6, 2020)
- Phase Three: Managed Response (Effective August 24, 2020)

Details related to the specifics of each phase of the WCJC Reopen Plan are described below and are subject to change based on circumstances and guidance from federal, state, and local authorities. Protocols established within the various phases of the WCJC Reopen Plan will include four primary operational considerations which will allow for adequate preparation, implementation, and evaluation of each phase: Screening, Access, and Monitoring; Social Distancing and PPE; Cleaning and Disinfecting; Communication and Training.

IV. PRE-OPEN: RESTRICTED ACCESS FOR ESSENTIAL EMPLOYEES ONLY (MARCH 16, 2020 – MAY 31, 2020)

Beginning March 16, 2020, WCJC suspended operations as a precautionary measure resulting from the Coronavirus pandemic. At that time, it was determined that only essential personnel, as defined by the WCJC Executive Cabinet, would be required to return to work. Essential personnel were identified based on immediate need, primarily to ensure the continuation of instruction in the form of distance education and the maintenance of student and employee support functions.

During the intervening weeks, essential support staff who were required to come to campus to complete their job responsibilities were compensated using a premium pay scale. Where possible, essential employees were provided with laptops and Virtual Private Network access to allow for remote work opportunities. All campus buildings remained locked and accessible only to employees with swipe-card permissions. Signage was posted on all entrances indicating closure of campus facilities to the public. In addition, information was made available on the WCJC website redirecting students to online instructional and support services.

V. PHASE ONE: LIMITED CONTACT (BEGINNING JUNE 1, 2020)

All employees, students, and visitors shall adhere to the following guidelines and any additional requirements of the WCJC Administration throughout Phase One of the reopen process. Individuals shall also adhere to any additional departmental, instructional, or building protocols established under this WCJC Reopen Plan.

A. Employees

1. All twelve-month employees will be expected to resume a 40-hour per week work schedule, either on-campus or through remote options. Remote work opportunities must be approved by the supervising Executive Cabinet member.
2. All WCJC employees must complete the [WCJC Employee Self-Certification](#) that they will adhere to the guidelines set by WCJC to promote good hygiene practices and reduce the potential for spread of the virus. (See Appendix A.)
3. All WCJC employees must complete the Safe Colleges Coronavirus training that will be provided by the college regarding Coronavirus risk factors, proper hygiene, and necessary cleaning protocols before returning to work on campus. Additional training will be provided as necessary.
4. All WCJC employees must self-screen for COVID-19 symptoms every day before coming on WCJC campus facilities by using the WCJC COVID-19 Screening Questionnaire. (See Appendix B.)
5. Any employee, whether working on-campus or in a remote capacity, must immediately (within 24 hours) self-report to the college using the [WCJC COVID-19 Employee Self-Reporting Form](#) for any of the following conditions:
 - a. Experience new or worsening symptoms associated with COVID-19;
 - b. Believe that they were exposed¹ to someone with COVID-19;
 - c. Received a confirmed positive test, are diagnosed with, or being treated for COVID-19;
 - d. Were tested for COVID-19 and are awaiting results of the test;
 - e. Are providing care to or residing with a family member who has been diagnosed with, is experiencing symptoms, or has been tested for COVID-19; and/or
 - f. Has traveled internationally, on a cruise, or to any locations identified in the Governor's Executive Orders.

¹ For the purposes of the WCJC Reopen Plan, "exposed" is defined as an individual who is "a 'close contact' of someone who [is] infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time." [CDC General Business Frequently Asked Questions](#)

6. Each employee will be provided with two face coverings. Employees should refer to Section V.E regarding the use of face coverings while on campus.
7. Employees must wash or sanitize their hands upon entering any WCJC campus facility and following any interactions with faculty, staff, or students/visitors. Increased hand washing and hand sanitizer usage throughout the day is highly recommended, especially after contact with high-touch surfaces, including doorknobs, light switches, tables, chairs, restroom facilities, or other shared equipment/furniture.
8. Employees must practice social distancing at all times by maintaining a minimum of six (6) feet of separation from others, paying strict attention to physical barriers and WCJC signage, including in shared workspaces, hallways, restrooms, classrooms, laboratories, and common areas.
 - a. Where feasible, WCJC will ensure that individuals' workstations and working conditions meet social distancing guidelines.
 - b. Remote work options may be permitted on a case-by-case basis where necessary to ensure adherence to social distancing guidelines, at the discretion of each employee's direct supervisor.
 - c. In those instances where social distancing is not feasible, an employee may be required to take additional precautionary measures as directed by his or her direct supervisor, including the use of face coverings.
 - d. Employees are encouraged to minimize direct interactions with others through increased use of phone calls, email, and interoffice mail, rather than through in-person interactions and meetings.
 - e. All meetings must be held virtually. Meetings that must take place in person will be restricted based on the social distancing capacity of the room in which the meeting is held.
9. Employees must maintain contact with their direct supervisor, including while on leave, to ensure that they are apprised of any changes or modifications to WCJC policies and protocols related to COVID-19.
10. Supervisors must maintain a record of employee attendance on WCJC campus facilities. Attendance records will be updated on a daily basis and maintained by each supervisor.
11. Virtual forums will be hosted by the Vice President of Planning and Institutional Effectiveness ("VPPIE") to provide an opportunity for employees to ask questions regarding protocols and procedures.
12. WCJC Executive Cabinet members will maintain regular contact with direct reports to ensure that any issues or concerns are addressed in a timely manner.

13. Additional return-to-work provisions, including guidance related to the Families First Coronavirus Relief Act, should be determined in conjunction with an employee's supervising Executive Cabinet member and the Dean of Human Resources.

B. Students

1. Students will only be allowed on campus if they have an appointment or are enrolled in a program or course that requires face-to-face instruction, as approved by the Vice President for Instruction ("VPI").
 - a. Daily attendance records will be maintained by all instructors for those courses conducting face-to-face instruction.
 - b. Students with scheduled appointments will be required to sign in upon entering any WCJC campus facility and must provide their name and contact information. Appointment logs shall be submitted on a weekly basis to the Dean of Student Success.
2. Students must self-screen each day prior to coming on campus using the WCJC COVID-19 Screening Questionnaire. (See Appendix B.)
3. Any student, whether attending class on-campus or in a remote capacity, must immediately (within 24 hours) self-report to the college using the [WCJC COVID-19 Student/Visitor Self-Reporting Form](#) for any of the following conditions:
 - a. Experience new or worsening symptoms associated with COVID-19;
 - b. Believe that they were exposed to someone with COVID-19;
 - c. Received a confirmed positive test, are diagnosed with, or being treated for COVID-19;
 - d. Were tested for COVID-19 and are awaiting results of the test;
 - e. Are providing care to or residing with a family member who has been diagnosed with, is experiencing symptoms, or has been tested for COVID-19; and/or
 - f. Has travelled internationally, on a cruise, or to any locations identified in the Governor's Executive Orders.
4. Students should refer to Section V.E regarding the use of face coverings while on campus.
5. Students who are enrolled in certain educational programs or courses may be required to wear face coverings depending on the degree of direct, personal interaction required to complete the curriculum based on the needs of the specific program (e.g. Allied Health).

6. Students must wash or sanitize their hands upon entering any WCJC campus facility and following any interactions with faculty, staff, or other students/visitors. Increased hand washing and hand sanitizer use throughout the day is highly recommended, especially high touch surfaces, including doorknobs, light switches, tables, chairs, restroom facilities, or other shared equipment/furniture.
7. Students must follow social distancing guidelines at all times, by maintaining a minimum of six (6) feet of separation from others, including in hallways, restrooms, classrooms, laboratories, and common areas.

C. Visitors

1. Visitors will only be allowed on campus if they have an appointment. Offices, units, or departments who allow visitors must keep a log of all visitors, including their name, contact information, date, and start/end time of the visit. Appointment logs shall be submitted on a weekly basis to the Dean of Student Success.
2. Any visitor must immediately (within 24 hours) self-report to the college using the [WCJC COVID-19 Student/Visitor Self-Reporting Form](#) for any of the following conditions:
 - a. Experience new or worsening symptoms associated with COVID-19;
 - b. Believe that they were exposed to someone with COVID-19;
 - c. Received a confirmed positive test, are diagnosed with, or being treated for COVID-19;
 - d. Were tested for COVID-19 and are awaiting results of the test;
 - e. Are providing care to or residing with a family member who has been diagnosed with, is experiencing symptoms, or has been tested for COVID-19; and/or
 - f. Has travelled internationally, on a cruise, or to any locations identified in the Governor's Executive Orders.
3. WCJC visitors should refer to Section V.E regarding the use of face coverings while on campus.
4. Visitors must wash or sanitize their hands upon entering any WCJC campus facility and following any interactions with faculty, staff, students, or visitors. Increased hand washing and hand sanitizer use throughout the day is highly recommended, especially high touch surfaces, including doorknobs, light switches, tables, chairs, restroom facilities, or other shared equipment/furniture.

5. Visitors must follow social distancing guidelines at all times by maintaining a minimum of six (6) feet of separation from others, including in hallways, restrooms, classrooms, laboratories, and common areas.

D. Facilities

1. Signage with information regarding self-screening requirements, hygiene best practices, and COVID-19 information or risk factors will be placed in the following locations:
 - a. On all external doors; and
 - b. In all buildings, including in each occupied hallway, office suite, common area, classroom, laboratory, and restroom.
2. All campus buildings will be on-lock with access to WCJC campus facilities limited to points of entry which require a swipe-card for entry.
3. All WCJC campus facilities, including buildings, offices, and workstations, will be fully disinfected before employees return to campus. A cleaning protocol will be maintained for each building and expanded as needed to support operations. (See Building Protocols, Section X.)
4. High touch surfaces, including doorknobs, light switches, tables, chairs, and restroom facilities, will be regularly and frequently disinfected.
5. Where feasible, interior doors within common areas and office suites should be left in the open position to minimize contact with doorknobs and door handles.
6. External doors to private offices should remain closed to restrict access.
7. Disinfecting wipes will be provided to individual offices and departments, as needed, to allow employees to clean common-use equipment, including photocopy machines, keyboards, coffee machines, etc.
8. Hand sanitizer and soap and water will be provided in all restrooms and will be readily available to all employees, students, and visitors.
9. No more than ten (10) people will be permitted in a common area at one time.
10. Capacity restrictions will be calculated for each common area, classroom, and laboratory to ensure adherence to social distancing guidelines. Capacity restrictions shall be maintained within the individual building protocols. If no restrictions have been identified for a given area, the capacity shall be limited to ten (10) individuals.
11. Physical social distancing markers will be used, as appropriate, in all classrooms, laboratories, lobbies, walkways, etc. to ensure proper distance of at least six (6) feet of space between individuals.

12. Workstations and offices will be rearranged, as appropriate, to maintain a minimum of six (6) feet of distance between employees.
13. Items, workstations, and equipment that are handled by students or visitors should be disinfected following contact and prior to use by others.
14. Elevator use is recommended only for those individuals with physical limitations, including disabilities and/or moving large equipment or furniture.
15. Restricted areas will be clearly identified and restricted from access using barriers or physical markers.
16. No dining services will be available on campus.
17. Employees should submit special facilities requests to their respective Vice President, who will forward each request to the Director of Facilities for consideration. The Director of Facilities will provide a response to the Vice President, who will be responsible for communicating the response to the employee.
18. In the event of a positive case on campus, all areas in which that person entered, worked, or otherwise used facilities will be immediately shut down. Per CDC guidelines, the area(s) will be vacated for a minimum of 24 hours and, where possible, external doors and window will be opened to allow for increased air circulation. Following that initial 24 hour period, custodial staff will “clean and disinfect all areas, including offices, bathrooms, and common areas, focusing especially on frequently touched surfaces...Operations can resume as soon as the cleaning and disinfection are completed.”²

E. Personal Protective Equipment (“PPE”) and Supplies

1. All employees, students, and visitors are strongly encouraged to wear face coverings while on WCJC campus facilities, especially when interacting with others and while in hallways, restrooms, and common areas. WCJC employees will be provided with two face coverings per person.
2. Disinfecting wipes and hand sanitizer will be provided, as necessary, to individuals in shared office spaces to allow for disinfection and sanitization of common workspaces and shared equipment.
3. Plexiglass shields will be provided to high-traffic offices, as deemed appropriate.
4. PPE will be procured, maintained, and distributed by the Director of Facilities. Employees should submit PPE and sanitization/disinfecting supply requests to their respective Vice President, who will forward each request to the Director of Facilities for consideration. The Director of Facilities will provide a response to

² [CDC General Business Frequently Asked Questions](#)

the Vice President, who will be responsible for communicating the response to the employee.

VI. PHASE TWO: EXPANDED OPERATIONS (ESTIMATED START DATE - JULY 6, 2020)

Protocols from Phase One will remain in place, except as modified below:

A. Employees

1. All twelve-month employees will be expected to return to WCJC Campus Facilities to expand operations across all areas. Remote work opportunities will be restricted and approved by the supervising Executive Cabinet member, only with supporting documentation. Individuals who are unable to perform their work duties based on documented exemptions will be required to follow leave protocols established by WCJC Administration.
2. Faculty may continue to work in a remote capacity to the extent possible and through approval by their Division Chair and the VPI.
3. Employees should refer to Section VI.E regarding the use of face coverings while on campus.
4. All travel is prohibited, with the exception of campus-to-campus.

B. Students

1. In-person instruction will be expanded in a limited capacity for those programs and/or courses that are most appropriately delivered face-to-face. These programs will be identified by the applicable Division Chair and approved by the VPI. All social distancing protocols must be followed, including any additional safety protocols required based on the specific needs of a program (e.g. Allied Health). The majority of instruction will remain online.
2. Student service offerings will continue operations in a restricted capacity, to facilitate adequate support for incoming and continuing students. The majority of student service support will continue to be provided through remote means.
3. Students should refer to Section VI.E regarding the use of face coverings while on campus.

C. Visitors

All guidelines from Phase One will remain in place during Phase Two. Visitors should refer to Section VI.E regarding the use of face coverings while on campus.

D. Facilities

All guidelines from Phase One will remain in place during Phase Two.

E. Personal Protective Equipment (“PPE”) and Supplies

1. Any employee, student, or visitor who comes onto a WCJC campus or facility will be required to wear a face covering over their nose and mouth while on campus, specifically while in the following areas:
 - a. Any indoor public areas, including hallways, conference rooms, break rooms, restrooms, non-private offices, classrooms, laboratories, or shared/common spaces.
 - b. Any outdoor areas where social distancing guidelines are not able to be enforced.
2. Face coverings will not be required in the following areas:
 - a. Private offices, while working alone.
 - b. Outdoors when social distancing guidelines can be maintained or while operating outdoor machinery/equipment where wearing a face covering is not appropriate from a safety standpoint.
 - c. Exceptions may be made for those individuals who provide documentation from a healthcare provider that, due to a medical condition, they are unable to wear a face covering. Documentation for employees must be provided to and approved by that individual’s supervising Executive Cabinet member. Documentation for students must be provided to the Dean of Student Success.
3. All other guidelines from Phase One will remain in place for Phase Two.

VII. PHASE THREE: MANAGED RESPONSE (START DATE - AUGUST 24, 2020)

Protocols from Phases One and Two shall remain in place, except as modified below.

A. Employees

1. All employees will be expected to return to campus to begin expansion of operations across all areas.
 - a. Faculty who are teaching fully online for the Fall 2020 semester may continue to work in a remote capacity. All faculty are encouraged to conduct office hours virtually.

Beginning in Spring 2021 and onward, faculty are expected to manage office hours based on their schedule and course load, through approval of their Department Head/Program Director and Division Chair.
 - b. For Fall 2020, employees who are at high risk for severe illness resulting from COVID-19 may request a temporary Americans with Disabilities Act

("ADA") work accommodation due to the potential threat of exposure to COVID-19 in the workplace. Wharton County Junior College shall make reasonable workplace accommodations for any employee with a disability that does not constitute an undue hardship on his/her department and/or the College. It is the institution's policy, in compliance with Title IX as implemented, to provide equal employment opportunities without regard to race, color, religion, national origin, gender, age, or disability. Employees must submit an ADA Work Accommodation Request Form to the Office of Payroll and Benefits, along with any required documentation.

- c. For Fall 2020, employees with children 18 years of age or under, who attend a daycare, primary, or secondary school, may request a non-ADA work accommodation and flexible work schedule. Employees must be able to perform the essential duties of their job responsibilities, and the request must not impose an undue hardship on the department or institution.

Employees must submit a Work Accommodation Request Form – School Closure or Childcare to their immediate supervisor (and Division Chair, if applicable), along with any required documentation. The supervisor (and Division Chair, if applicable), along with the supervising Executive Cabinet member, will work with the employee to determine the appropriate temporary work accommodation.

- d. Beginning with the Spring 2021 semester, work accommodation requests will be available only for those individuals who are at high risk for severe illness resulting from COVID-19 and will follow the procedures established in College Regulation 882. Employees who are at high risk may submit an Employee Reasonable Accommodation Request to the Office of Payroll and Benefits along with any required documentation. Wharton County Junior College shall make reasonable workplace accommodations for any employee with a disability that does not constitute an undue hardship on his/her department and/or the College. It is the institution's policy, in compliance with Title IX as implemented, to provide equal employment opportunities without regard to race, color, religion, national origin, gender, age, or disability.

2. The use of face coverings for all employees will be strictly enforced while on any WCJC campus.³

B. Students

1. In-person instruction will be expanded beginning with the Fall 2020 term, although with limited enrollment in any face-to-face course offerings. All requirements related to social distancing and/or capacity limitations will be

³ This requirement was rescinded, effective May 18, 2021, in response to Governor's Executive Order GA-36.

determined in accordance with current Governor's Executive Orders and in consideration of all CDC guidelines. Any additional safety protocols required for a specific program (e.g. Allied Health) will be monitored by the applicable Program Director and/or Division Chair. Programs and courses to be offered in-person will be identified by the applicable Division Chair and approved by the VPI.

2. Faculty will review COVID-19 procedures and guidelines with students during the first day of class for each new semester to ensure that students are apprised of requirements related to:
 - a. Social distancing and the wearing of face masks;
 - b. COVID-19 signs and symptoms;
 - c. Self-screening and self-reporting requirements; and
 - d. Notification avenues, specifically the use of WCJC Student Email for potential updates, class or campus closures, etc.

3. Training materials will be provided in Fall 2020 to all students via their WCJC Student Email regarding Coronavirus risk factors, proper hygiene, quarantining requirements, and necessary cleaning protocols before returning to campus. Additional training will be provided, as necessary, in subsequent semesters.

4. Athletic offerings, on-campus housing, and dining services will be determined based on recommendations by the CDC, and other external agencies, and will be maintained by the VPPIE and updated prior to the start of each Fall or Spring semester.

5. Faculty will be encouraged to conduct office hours with students via remote methods, including Collaborate or other video conferencing, phone, or email for the Fall 2020 term.

Beginning in Spring 2021 and onward, faculty are expected to manage office hours based on their schedule and course load and through approval of their Department Head/Program Director and Division Chair.

6. Student service offerings will continue to be provided in a remote capacity for the Fall 2020 term. Limited in-person services may be available by appointment only.

Beginning on November 30, 2020, in preparation for the Spring 2021 semester, student service offices will be open on a restricted capacity with appointments preferred. Social distancing guidelines and office capacity restrictions will be strictly enforced within all student service offices.

7. The use of face coverings will be strictly enforced on all WCJC campuses and in all WCJC buildings.

- a. A student with a medical exemption from wearing a face covering must have documentation provided by a healthcare professional and documentation must be kept on their person at all times.
- b. There will be no exemptions to the wearing of face coverings allowed for any reason other than a documented, medical exemption.

C. Visitors

1. Visitors are encouraged to schedule appointments prior to coming to WCJC Campus Facilities.
2. Social distancing guidelines will be strictly enforced, as will the use of face coverings for all visitors on campus.

D. Facilities

1. Beginning in August 2020, building access will be open for those facilities in which classes are offered. Any buildings in which there is no instruction will remain closed to the public for the Fall 2020 term. These areas will be identified using WCJC signage and access will be restricted to those with swipe card access.

As of November 30, 2020, in preparation for the Spring 2021 term, all buildings will be open and accessible during standard business hours.

2. All in-use classrooms will be fully sanitized once per day by custodial staff, including all desks, chairs, table/desk surfaces, hardware, door handles, light switches, computer keyboards, mice, remotes and other high-touch surfaces.
3. All other guidelines regarding Facilities from Phase Two will remain in place during Phase Three.

E. Personal Protective Equipment (“PPE”) and Supplies

All guidelines regarding PPE from Phase Two will remain in place during Phase Three.

VIII. PHASE FOUR: RESTORATIVE STABILIZATION (START DATE - AUGUST 23, 2021)

Protocols for Phase Four (and any future phases) will be outlined in the WCJC Coronavirus Response Plan.

IX. ADMINISTRATIVE UNIT PROTOCOLS

Each administrative unit, as defined by the WCJC Administration, will be required to develop an Administrative Protocol for each phase of the WCJC Reopen Plan. Administrative Protocols will provide specific details related to operations and staffing. Protocols must meet, at a minimum, the guidelines outlined within each phase of the WCJC Reopen Plan. In addition, Administrative Protocols will include information related to employee function and remote work capabilities. Administrative Protocols will be

maintained by VPPIE. Modifications to Administrative Protocols may be required depending on changes to federal, state, local, or institutional guidelines or recommendations.

X. INSTRUCTIONAL PROTOCOLS

Instructional Protocols provide specific details related to course offerings, including identification of courses that can be offered online or in a hybrid capacity and courses that must be offered face-to-face. Instructional Protocols will be maintained by the VPI for reference throughout the Reopen Plan. Modifications to Instructional Protocols may be required depending on changes to federal, state, local, or institutional guidelines or recommendations.

A. Phases One and Two

An Instructional Protocol for all programs which offer face-to-face instruction during Phases One and Two of the Reopen Plan will be developed by the appropriate Program Director and submitted to their respective Division Chair for review. Instructional Protocols will then be routed to the VPI for final review and approval. Protocols must meet, at a minimum, the guidelines outlined within the current phase of the WCJC Reopen Plan.

B. Phase Three

The following overarching Instructional Protocol is in effect for Phase Three of the Reopen Plan, in accordance with guidelines and recommendations from the CDC and THECB. Protocol development, modification, and implementation will be overseen by the VPI, in collaboration with Division Chairs, throughout this phase and beyond. Modifications to the Instructional Protocol may be required depending on changes to federal, state, local, or institutional guidelines, recommendations, or requirements.

1. Enrollment in all face-to-face course offerings will be limited based on capacity restrictions that are determined in accordance with current Governor's Executive Orders and in consideration of all CDC guidelines. Capacity limitations have been determined (and furniture moved or marked) for all classroom and laboratory facilities and continue to be updated by the VPI and VPPIE on an as-needed basis.
2. Student attendance will be strictly monitored for all face-to-face course offerings. Faculty will be required to maintain daily attendance logs within Blackboard.
3. Face masks or face coverings will be required of all faculty, staff, and students at all times while in any shared space in all WCJC campus facilities.
4. Disposable face masks will be available in various locations on each WCJC Campus and may be provided to any student who is on campus without a face covering.
5. Faculty may ask a student to immediately leave their classroom for any of the following reasons:
 - a. A student exhibits signs or symptoms consistent with COVID-19.

- b. A student has been told to self-isolate and returns to campus prior to the end of their quarantine period.
 - c. A student does not maintain 6 feet of separation from others.
 - d. A student does not wear a mask or face covering.
6. All WCJC course offerings will have a course shell in Blackboard to allow for a return to fully-remote instruction for any reason, including faculty illness or exposure, local infection rates, and/or executive orders.
- a. All faculty have engaged in Blackboard training to further facilitate the transition to online instruction, if necessary.
 - b. For transitions related to faculty illness or exposure, faculty will notify students via their WCJC Student Email of a change in instructional modality to fully online.
 - c. In the event that a vocational program(s) must transition to online instruction for coursework, labs, or clinicals, the Program Director, in consultation with their Division Chair and the VPI, may require an extension of the program beyond the standard term or modification to program deadlines to ensure that all program competencies and learning outcomes are met.
 - d. If a full-college transition to online instruction is ordered by any local, state, or federal authority, college administration will notify all students and faculty via their WCJC Email.
 - e. The WCJC refund policy will not be altered or modified for any reason.
7. Students who are required to self-isolate for any reason must maintain regular contact with their instructors and are responsible for ensuring that all work requirements for their courses are attended to within the course deadlines or that they drop the course using the [WCJC Course Drop/Withdrawal form](#) by the [appropriate deadline](#).
- a. Faculty must coordinate with quarantined students, as needed, based on the standard WCJC guidelines related to excused absences.
 - b. There will be no extensions, exemptions, or modifications to WCJC student rules, institutional deadlines, or other WCJC policies for any reason, including student illness or absence.
8. Flow charts regarding the self-reporting processes related to student and/or faculty illness/exposures have been developed for ease of reference. Flow charts will be updated, as needed, for future semesters based on the needs at the time.

XI. BUILDING PROTOCOLS

A Building Protocol with details related to access, capacity, and cleaning will be developed for each building during each phase of the WCJC Reopen Plan. Protocols must meet, at a minimum, the guidelines outlined within each phase of the WCJC Reopen Plan. Building Protocols will include information regarding disinfecting and sanitization responsibilities for custodial crews on a regular and ongoing basis. In addition, Building Protocols will include information related to restricted spaces and the need for social distancing markers in shared or common spaces. Building Protocols will be maintained by the VPPIE. Modifications to Building Protocols may be required depending on changes to federal, state, local, or institutional guidelines or recommendations.

XII. SELF-REPORTING PROTOCOLS

Any employee, student, or visitor, whether working on-campus or in a remote capacity, must self-screen daily prior to coming to campus, including taking their temperature. Any employee, student, or visitor must self-report to the college immediately (within 24 hours) for any of the following conditions:

- Experience new or worsening symptoms associated with COVID-19;
- Believe that they were exposed to someone with COVID-19;
- Received a confirmed positive test, are diagnosed with, or being treated for COVID-19;
- Were tested for COVID-19 and are awaiting results of the test;
- Are providing care to or residing with a family member who has been diagnosed with, is experiencing symptoms, or has been tested for COVID-19; and/or
- Has engaged in restricted travel, as determined by CDC guidelines and/or Governor's Executive Orders.

A. Employees

1. Employee Self-Reporting Form

Employees must submit a [WCJC COVID-19 Employee Self-Reporting Form](#) and notify their direct supervisor and Division Chair, if applicable, immediately (within 24 hours) for any of the reasons outlined in Section XI above. Employee self-report forms will route to the Dean of Human Resources who will notify the individual's direct supervisor, Division Chair, if applicable, and supervising Executive Cabinet member. The Dean of Human Resources will also notify the President who has been designated as the primary COVID-19 liaison. The President will communicate and coordinate with the appropriate local authority. Further actions will be determined by the President following consultation with local authorities.

Once an employee self-reports to their supervisor, that supervisor should notify their supervising Executive Cabinet member, who will then contact the Director of Facilities. This notification will trigger the immediate shut down of all areas in which that person entered, worked, or otherwise used facilities. Per CDC guidelines, the area(s) will be vacated for a minimum of 24 hours and, where possible, external doors and window will be opened to allow for increased air circulation. Following that initial 24 hour period, custodial staff will "clean and disinfect all areas, including offices, bathrooms, and common areas, focusing

especially on frequently touched surfaces...Operations can resume as soon as the cleaning and disinfection are completed.”⁴

The supervising Executive Cabinet member will also notify, as appropriate, any individuals who were in direct contact with an employee who self-reports. Depending on the scenario and degree of exposure, those individuals may be required to self-quarantine. Names of individuals who self-report will not be released in order to maintain confidentiality.

An employee who fails to submit a [WCJC COVID-19 Employee Self-Reporting Form](#) within 24 hours will be subject to disciplinary action, up to and including termination. The health, safety, and security of the college is dependent on all employees adhering to the protocols outlined within this plan.

2. Quarantine Period and Return-to-Work Guidelines

An employee who meets any of the criteria listed in Section XI above must self-report to the college immediately (within 24 hours) using the [WCJC COVID-19 Employee Self-Reporting Form](#). Self-report forms will route directly to the Dean of Human Resources who will consult with the appropriate individuals to determine quarantine requirements and develop a specific Return-to-Work plan for each employee. As a general guideline, an employee who meets any of the criteria listed in Section XI above must:

- Submit the [WCJC COVID-19 Employee Self-Reporting Form](#) and notify their direct supervisor immediately (within 24 hours);
- Notify their healthcare provider and get tested (*highly recommended*);
- Self-isolate, monitor their symptoms, and refrain from coming on any WCJC campus. Specific quarantine requirements will be determined following consultation with the Dean of Human Resources.

Any employee who has tested positive will be excluded from work until:

- At least 2 days (48 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

Or

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

⁴ [CDC Considerations for Institutions of Higher Education](#)

Faculty who are teaching in face-to-face classes and who are required to self-quarantine for any reason must immediately notify their Division Chair and make arrangements for their course to be converted to online instruction.

Employees who must take leave due to COVID-related illness or self-quarantine will be contacted, as appropriate, by the Dean of Human Resources regarding their leave options. While available, employees will be eligible to take Emergency Paid Sick Leave (EPSL) or vacation, personal, and sick leave accruals. Employees who are able to work in a remote capacity may be permitted to do so without taking leave, pending approval from their direct supervisor and supervising Executive Cabinet member. In the event that an individual becomes too sick to work remotely, leave must be taken.

3. Quarantine Resulting from Employee Travel

Quarantine requirements for employees returning from travel will follow the guidelines set by the CDC and/or Governor's Executive Orders, as applicable.

B. Students and/or Visitors

1. Student/Visitor Self-Reporting Form

Students and/or visitors must submit a [WCJC COVID-19 Student/Visitor Self-Reporting Form](#) immediately (within 24 hours) for any of the reasons outlined in Section XI above. Student/visitor self-report forms will route to the Dean of Student Success who will contact the student directly for additional context, as needed. The Dean of Student Success will also notify the President who has been designated as the primary COVID-19 liaison. The President will communicate and coordinate with the appropriate local authority. Further actions will be determined by the President following consultation with local authorities.

Once a student or visitor self-reports, the Dean of Student Success should notify the VPI and the Director of Facilities. This notification will trigger the immediate shut down of all areas in which that person entered, worked, or otherwise used facilities. Per CDC guidelines, the area(s) will be vacated for a minimum of 24 hours and, where possible, external doors and window will be opened to allow for increased air circulation. Following that initial 24 hour period, custodial staff will "clean and disinfect all areas, including offices, bathrooms, and common areas, focusing especially on frequently touched surfaces...Operations can resume as soon as the cleaning and disinfection are completed."⁵

The Dean of Student Success and/or VPI will notify, as appropriate, any individuals who were in direct contact with a student or visitor who self-reports. Depending on the degree of exposure, those individuals may be required to self-quarantine. Names of individuals who self-report will not be released in order to maintain confidentiality.

⁵ [CDC General Business Frequently Asked Questions](#)

2. Quarantine Period and Return-to-Campus Guidelines

A student who meets any of the criteria listed in Section XI above must self-report to the college immediately (within 24 hours) using the [WCJC COVID-19 Student/Visitor Self-Reporting Form](#). Self-report forms will route directly to the Dean of Student Success who will consult with the appropriate individuals to determine quarantine requirements and develop a specific return-to-campus plan for each student. As a general guideline, students who meet any of the criteria listed in Section XI above must:

- Submit the [WCJC COVID-19 Student/Visitor Self-Reporting Form](#) and notify their instructors immediately (within 24 hours);
- Notify their healthcare provider and get tested (*highly recommended*);
- Self-isolate, monitor their symptoms, and refrain from coming on any WCJC campus. Specific quarantine requirements will be determined following consultation with the Dean of Student Success.

Any student who has tested positive will be excluded from coming to campus until:

- At least 2 days (48 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

Or

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

In the event that a student is enrolled in a face-to-face or hybrid class offering, the Dean of Student Success must notify the student's instructor(s). It will then be the responsibility of the instructor and the student to make arrangements regarding continuation of coursework or the potential need to drop the course prior to the drop deadline.

XIII. COMMUNICATION AND OUTREACH

Primary communication of updates and changes will occur via email and employees are encouraged to check their WCJC email on a daily basis to keep apprised of current and future plans. Prior to the start of each new phase of reopen, the VPPIE will hold an open forum in which to discuss plans and take questions. Employees should route all questions or concerns through their supervisor to their respective Executive Cabinet member, as appropriate.

In consideration of reporting requirements related to the Clery Act, WCJC has developed a Coronavirus Website that provides information related to COVID-19, necessary health and safety precautions, self-reporting protocols, FAQs, and links to the CDC website. The link to this website is published on the WCJC homepage.

XIII. FUTURE PLANNING

A minimum of two weeks prior to the transition into a new phase, the Task Force will meet to determine whether WCJC is on track to transition into the next phase and whether any modification to the WCJC Reopen Plan is necessary. Information from federal, state, and local officials will be taken into account to ensure preparedness. In the event that conditions do not allow for the institution to move into a next phase, the Task Force will designate a new projected timeline for transition and communication will be sent out to the WCJC community at large.

This plan was last updated on: May 18, 2021

Questions regarding the WCJC Reopen Plan should be directed to Dr. Amanda Allen, Vice President of Planning and Institutional Effectiveness (allena@wcjc.edu).

Appendix A

Employee Self Certification

Employees must not use this appendix to self-certify. This appendix is included solely for the purpose of exhibiting the questions outlined in the [WCJC Employee Self-Certification](#).

After viewing the employee training videos related to COVID-19, and upon receipt of the WCJC COVID-19 Screening Questionnaire, please complete the following acknowledgement.

1. I understand, acknowledge, and agree that I will conduct a daily self-screening for the signs, symptoms, and potential exposure for COVID-19 prior to coming to work on campus using the COVID 19 Screening Questionnaire Form.
2. I understand, acknowledge, and agree that I will follow the instructions on the COVID 19 Screening Questionnaire Form and any additional instructions of WCJC administrators regarding entrance onto WCJC campus facilities/centers.
3. I understand, acknowledge, and agree that I am to self-report in the event that I have any signs or symptoms or have been in contact with someone who has tested positive for COVID-19 using the WCJC Self-Reporting Form.
4. I understand, acknowledge, and agree that I have completed the required training on hygiene best practices and methods for preventing spread prior to returning to work on campus.
5. I understand, acknowledge, and agree that I have read and understand the expectations required of me as a member of the WCJC team and will adhere to the guidelines that have been put in place to help ensure the safety and wellbeing of myself, my colleagues, and our students.

Signed

Employee Name (Printed)

Date

Appendix B

WCJC COVID-19 Screening Questionnaire

All employees must self-screen prior to coming to work each day by completing the following questionnaire. Any students or other visitors should be screened prior to be admitted to a building.

Disclaimer

This screening questionnaire does not provide a medical diagnosis and is for screening and informational purposes only. The information contained in the screening questionnaire is not intended to diagnose, cure, mitigate, treat, or prevent disease or other conditions. The questionnaire is not intended to provide a determination or assessment of an individual's health. Anyone with health concerns, or concerns about the health of another, should consult a physician. If you are experiencing a health emergency, please call 911.

Symptom Screening Questionnaire

Please answer the following questions, with regard to new or worsening symptoms, before entering campus facilities/centers⁶:

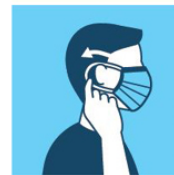
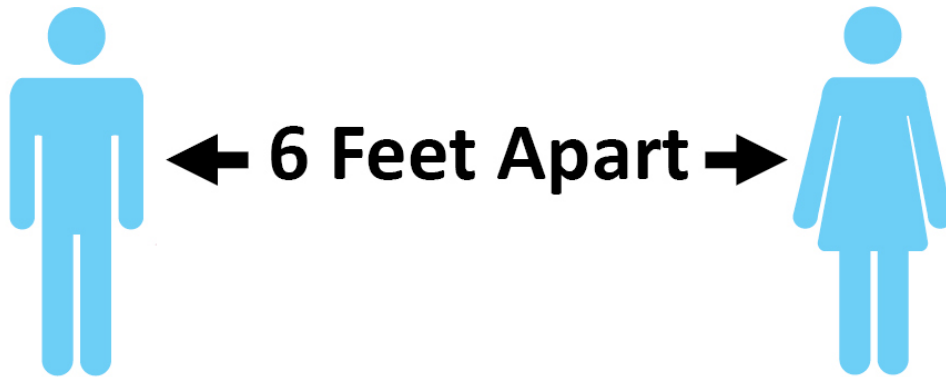
- | | | |
|--|----|-----|
| 1. Do you have a fever? | No | Yes |
| 2. Do you have a cough? | No | Yes |
| 3. Do you have shortness of breath or difficulty breathing? | No | Yes |
| 4. Do you have a body ache or muscle ache? | No | Yes |
| 5. Are you fatigued? | No | Yes |
| 6. Do you have new loss of taste or smell? | No | Yes |
| 7. Do you have a sore throat? | No | Yes |
| 8. Do you have congestion or a runny nose? | No | Yes |
| 9. Are you experiencing nausea or vomiting? | No | Yes |
| 10. Do you have diarrhea? | No | Yes |
| 11. Have you tested positive for the flu or other respiratory virus in the last two weeks? | No | Yes |

If you answer "Yes" to any of the above criteria, ***please notify your direct supervisor and self-report to the college immediately (within 24 hours)*** using the [WCJC COVID-19 Employee Self-Reporting Form](#).

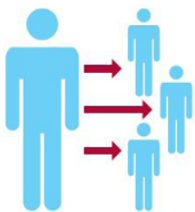
This screening tool is not to be used as a means of self-reporting to the college.

⁶ [CDC Symptoms of Coronavirus](#)

Practice Social Distancing



Spreads



Through close personal contact with a sick person

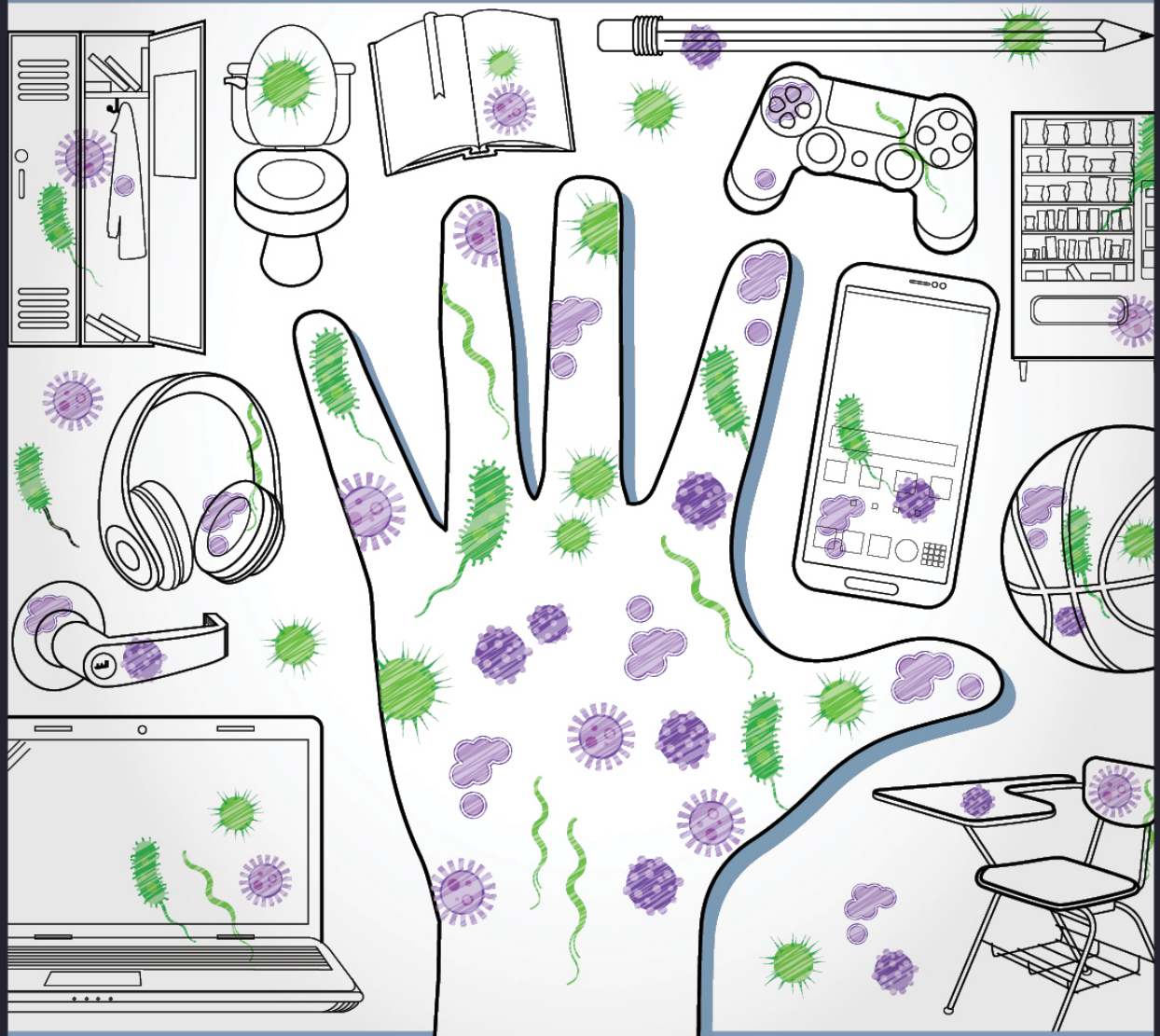
Prevention Tip



Wash your hands often with soap and water for at least 20 seconds

GERMS

are all around you.

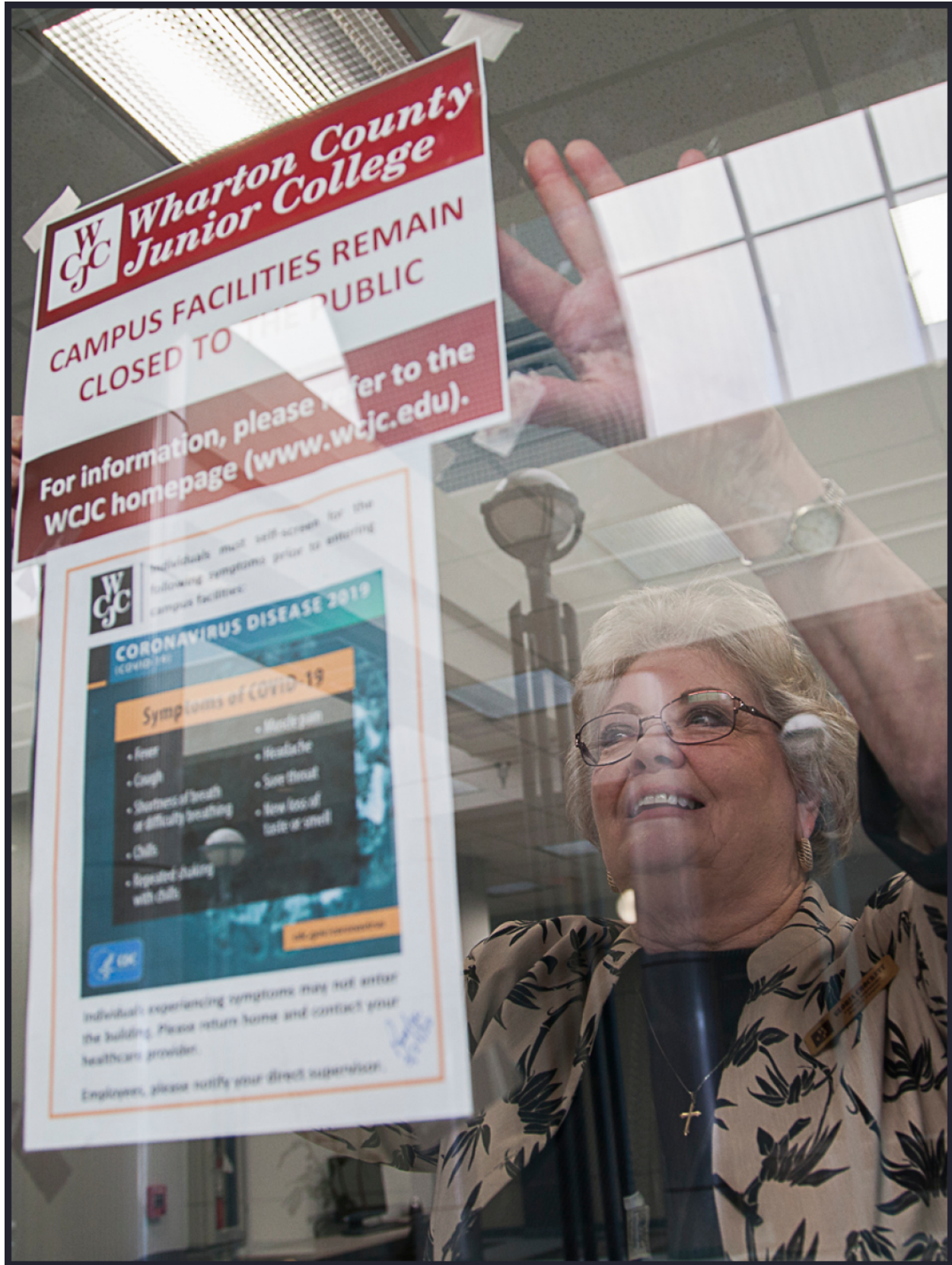


Stay healthy.
Wash your hands.

CS294906-F

www.cdc.gov/handwashing







WHARTON CAMPUS



RICHMOND CAMPUS



SUGAR LAND CAMPUS



BAY CITY CAMPUS