

**COVID-19
SAFE
OPERATING
PROCEDURES
PLAN**

Reid State
Technical College

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COVID-19 Safe Operating Procedures Plan 06.01.2020

While RSTC is maintaining certain standards of productivity, the College will have limited in-person instruction. Our forethought is invested in the safety of our community and those that we build our partnerships and whose futures we help strengthen. This COVID-19 Safe Operating Procedure Plan addresses the fluidity of events that occur when delivering distance learning, and when performing remote work, causes a need for unplanned campus visits by faculty and staff.

Immediate Operational Plans:

- Signage will be put up in all labs, classrooms, and elevators on both campuses about COVID-19 Coronavirus Disease Help Stop the Spread. See Appendix A.
- Signage will be put up on all doors on both campuses about the Symptoms of Coronavirus (COVID-19). See Appendix B.
- Signage will be put up on all doors on both campuses about Feeling Sick. See Appendix C.
- Signage will be posted on all doors of buildings on the Evergreen Campus, informing which will remain closed to the general public. See Appendix D.
 - If faculty and staff come to campus to use their office, they should lock the outer doors behind them and not allow anyone inside.

Screening Procedures:

- Employees returning to campus are asked to limit travel and visits to other departments and buildings while on campus.
 - Additionally, to wear a mask, maintain a 6-foot distance between other employees and students, practice CDC recommendations on hand washing, as well as using alcohol-based hand rubs.
 - Employees are asked to self-screen for COVID-19, following the Covid-19 Screening Checklist in Appendix E.
 - Employees exhibiting signs or symptoms of COVID-19 are asked not to come on campus and to contact their immediate supervisor.
- Students are only allowed on campus during scheduled lab sessions.
 - Dates, times, and programs participating in on-campus labs will be provided by their program instructor or advisor.
 - No loitering will be allowed.
 - Students must leave the premises once they have completed lab training.
 - Lab instructors will conduct the COVID-19 Screening Checklist and a temperature check for each student coming to campus for on-campus labs. See Appendix E.
 - Students will additionally be asked to read and sign a COVID-19 Warning and Waiver. See Appendix F.
 - Students exhibiting signs or symptoms of COVID-19 are asked not to come on campus and to immediately notify their instructor.

- Once the checklist and waiver have been performed and signed, a wristband, with a date and time issued, will be given to the student to be worn while on campus. See Appendix G.
- Once on campus and having been through the screening, students must report directly to their lab class.
- Students **must** wear a mask, maintain 6-foot distance between themselves and others, practice suggested hand washing practice established by the CDC while on campus, as well as use alcohol-based hand rubs.
- Students will not be allowed to visit other departments or areas on campus.
- Masks, hand sanitizer, and disinfectant wipes, then a cart containing these items will be placed at a single entrance for use.
 - Daily inventory will be taken and given to the Facilities Manager to determine use and ordering cycles.

Future Operational Plans:

- Signage is still up in all labs, classrooms, and elevators on both campuses about COVID-19 Coronavirus Disease Help Stop the Spread. See Appendix A.
- Signage is still up on all doors on both campuses about the Symptoms of Coronavirus (COVID-19). See Appendix B.
- Signage is still up on all doors on both campuses about Feeling Sick. See Appendix C.
- Signage is still up that is posted on all doors of buildings on the Evergreen Campus, which will remain closed to the general public. See Appendix D.
 - Faculty and staff coming to campus to use their office, should still lock the outer doors behind them and not allow anyone inside.
- Students will return as soon as June 8, 2020, in specific programs.
- The College has procured PPE for faculty, students, staff, and visitors has been supplied.
 - Temperature scanners, masks, gloves, temperature scanner, hand sanitizer, and disinfectant wipes are made available for every department so that daily COVID-19 checks can be conducted.
 - These supplies will be checked regularly and replenished adequately.
- Considering most faculty and staff continue to work remotely, as programs reopen, a schedule will be in place for regular cleaning of restroom facilities on the Evergreen Campus.
- The Atmore Campus is maintained through our leasing agreement. It has recently undergone a deep cleaning cycle, including shampooing the carpets and will retain their regular cleaning schedules.
- Security will make routine checks on all Evergreen Campus buildings several times a day to make sure staff, students, and visitors are complying with the rules by reviewing COVID-19 check sheets and visually scanning the area for compliance with wearing masks.

These are the fundamental operating standards we believe needs to be put into place immediately to ensure everyone's safety at Reid State Technical College. As more information is released from the CDC about COVID -19, this COVID-19 Safe Operating Procedures Plan will be adjusted accordingly.

COVID-19

Coronavirus Disease

HELP STOP THE SPREAD

AVOID CLOSE CONTACT

Avoid close contact with sick people, and when you're sick. Maintain distance at least 6-ft



STAY HOME WHEN YOU ARE SICK

If you feel sick, go home to prevent the spread of germs, and remain at home until better



COVER YOUR MOUTH AND NOSE

Cough or sneeze into a tissue, then throw the tissue in the trash



CLEAN YOUR HANDS

Wash your hands with soap and water for 20 seconds. Or use an alcohol-based hand rub



AVOID TOUCHING, YOUR EYES, NOSE, OR MOUTH

Prevent touching something contaminated with germs, and then to eyes, nose, or mouth



PRACTICE OTHER GOOD HEALTH HABITS

Routinely clean and disinfect frequently touched objects and surfaces

- Get Sleep
- Be Physically Active
- Manage Your Stress
- Drink Plenty of Fluids
- Eat Nutritious Foods



Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

Fever



If you have COVID-19, you may have mild (or no symptoms) to severe illness.

Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.

Cough



Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Shortness of breath



* This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS



STOP

YOU MUST HAVE ON A
FACE MASK IF YOU ENTER
THE BUILDING

Building is
CLOSED to General Public

PLEASE CALL
251-578-1313
FOR ASSISTANCE

COVID-19 ACTIVE SCREENING QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are taking measures to keep the college a safe environment for both students, employees, and the public. Therefore, anyone coming onto the college campus will be screened and part of our screening process will include taking their temperature and asking the following questions.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?

YES

NO

2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?

YES

NO

3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?

YES

NO

4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?

YES

NO

5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?

YES

NO

6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?* (*Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes*)

YES

NO

If the individual answers YES to any of the questions, they will not be allowed entry, unless and until determined otherwise by a designated College official.



Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Reid State Technical College (“the College”) has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **attending the College, participating in College lead classes, trainings, or labs could increase** your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors, or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

Signature of Student

Date

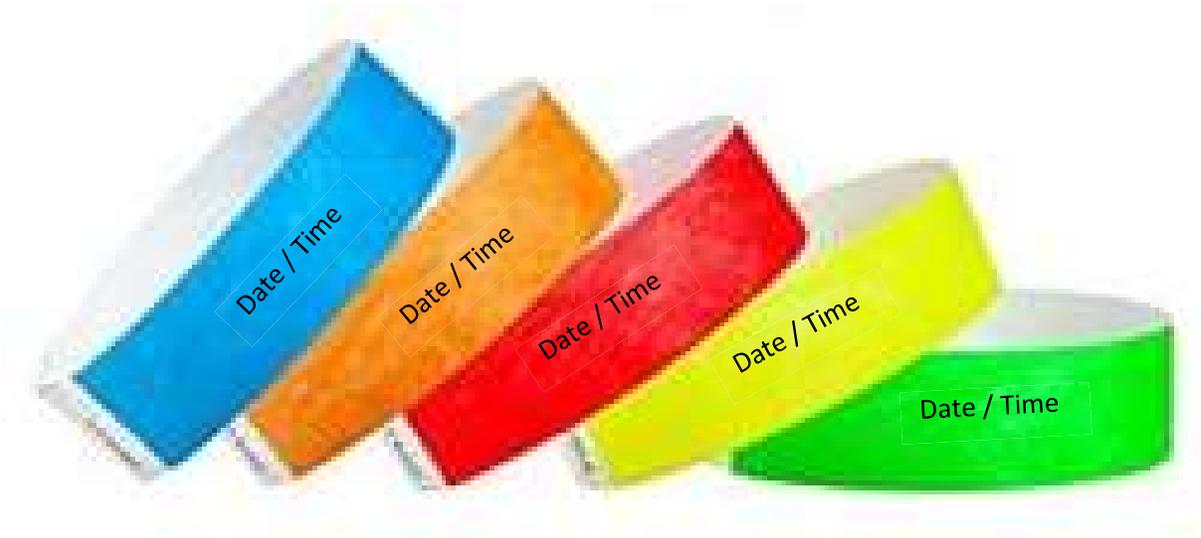
Print Name of Student

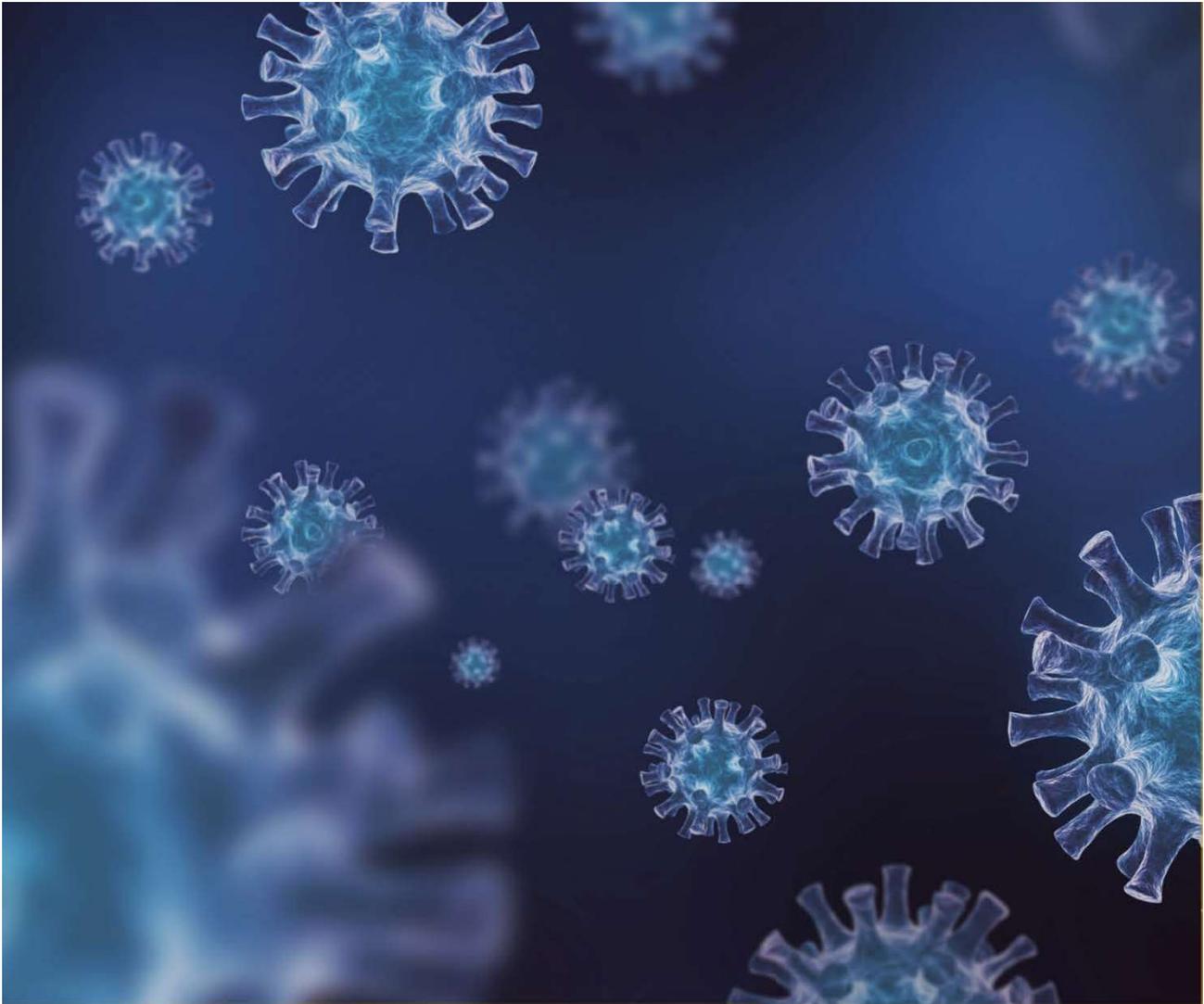
Signature of Parent/Guardian

Date

Print Name of Parent/Guardian (if Student Under 18)

Appendix G – Wristband Example





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