



SHORTER COLLEGE RE-OPENING PLAN Fall 2020

Shorter College has engaged in a comprehensive planning process designed to incorporate state and national guidelines for reopening in a plan to resume in-person education for the 2020- 2021 academic year. The top priorities for reopening are ensuring the health and safety of the Shorter College community and providing continuity of education including maximizing the student experience. This plan seeks to build in the flexibility, precautions, and social responsibility needed to offer a rigorous academic experience despite COVID-19 threats.

Of primary importance will be the requirements of social distancing and face masks whenever in a public space. Additionally, there are plans in place to monitor and contain any identified cases. The strategies and protocols draw upon the best information and practices known to date.

Shorter College will resume face to face classes on August 17, 2020, with social distancing measures in place.

CLASS INSTRUCTION:

- Seating arrangements will be six feet apart for classrooms.
- In areas where plexiglass can be installed, less spacing will be used.
- Assigned seating will also be utilized.
- Only fifteen (15) students will be allowed per class.
- If class size exceeds 15, then the same class will become hybrid.
- All classes will also be offered on-line.

FACE-TO-FACE REQUIREMENTS:

- All students will have their temperature checked upon entering the building.
- Masks and gloves will be provided daily to students.
- Instructors will be provided face shields and microphones to ensure delivery of instruction.
- Faculty and students will enter the classrooms in one direction and will exit in opposite direction.
- Classrooms will be deep cleaned after each class.
- All coursework will still be submitted via CANVAS.
- Students enrolled in on-line only will be given laptops and hotspots.

If circumstances beyond our control require shut down, then the courses will be instructed through distance learning via CANVAS.

CLEANING PROTOCOL FOR CAMPUS FACILITIES:

- All areas of the college will be cleaned on a regular basis.
- This includes, but not limited to, hourly wipe downs of doorknobs, handrails, water fountains and bathrooms.
- Classrooms will be cleaned between each session.

DAILY PROTOCOL:

- Shorter College faculty, staff, and students will be asked to first check in with security in the Sherman Tyree Building.
- Buildings will always be locked and only accessed by a key card, keypad or a buzzer system.
- Assignment of key cards and access codes will be handled by IT and their use will be monitored by Shorter College police department.
- All floors will be clearly marked in commons areas as well as classrooms noting the 6 feet physical distance requirement.
- Signage will be installed throughout the campus that include messaging consistent with CDC guidance.
- Temperature checks will be conducted at all entrances. In addition, to temperature checks the standard CDC questions will be asked.
- Face coverings are required in all common areas and classrooms. The College will have masks available in all departments for anyone that needs one.
- Hand sanitizer stations will be installed in all common areas and in all classrooms. If you notice that stations are empty, please let someone in administration know.
- Where possible, air purifiers with Hepa filters will be installed.
- Upon entering the building, all temperatures will be checked.
- Purchase Air Purifiers for each enclosed area to combat potential COVID air particles.

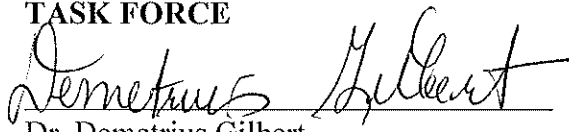
HUMAN RESOURCES PROTOCOL:

- All group and department meetings should be held virtually through Zoom, when feasible. This includes meetings of three or more. In person meetings should observe social distancing rules and mask requirements, as applicable.
- Where possible, meetings with guests will be held virtually.
- Movement through the campus should be limited to business related needs only. Social gatherings should be kept to a minimum.
- All employees will be required to have a COVID test if they have not tested before July 1, 2020.
- All students will be required to have a COVID test if they have not tested before August 8, 2020.
- All employees will be required to wear appropriate PPE while on campus or off campus when conducting Shorter related business. This includes masks, gloves, and handwashing when sharing and passing documents, equipment, as appropriate.
- Employees must stay home if they are experiencing COVID symptoms such as coughs, fever, sore throat, or body aches.

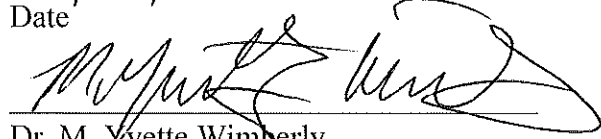
- Employees must notify Human Resources immediately if they have encountered someone required until proof of a negative test result or other documentation that satisfies CDC standards of safety can be provided.
- Employees who test positive, must call Human Resources immediately, and should not come into the office.
- In the event of a positive test result, contact tracing will be done to establish who may be at risk of exposure to the virus.
- Anyone deemed at-risk will be required to immediately quarantine and be tested.
- Only employees who provide documentation of a negative test result, other documentation that satisfies CDC standards, will be allowed to return to work.
- Documentation from the Arkansas Department of Health showing that an employee is cleared to return to work is required for anyone who has tested positive for COVID.
- Employees who are out for COVID related reasons are eligible for expanded FMLA and Emergency Sick Leave Benefits.

These guidelines are designed to govern the institution's preparedness to mitigate and manage risks associated with COVID-19. The plan to resume in-person instruction is consistent with state and local orders. We have also incorporated the minimum requirements and expectations put forth by Arkansas Department of Higher Education (ADHE).

**SHORTER COLLEGE RE-OPENING
TASK FORCE**

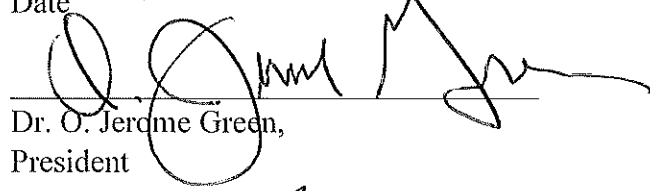

 Dr. Demetrius Gilbert,
 Co-Chair
 7/20/20

 Date


 Dr. M. Yvette Wimberly,
 Co-Chair
 7/22/2020

 Date

Approved:


 Dr. O. Jerome Green,
 President

7/22/2020

 Date