



Great Basin College Return to the Workplace Plan

The preparation to reopen GBC facilities and have faculty, staff and students return is the result of many planning discussions to determine how best to incorporate new health and safety-focused standard operating procedures such as social distancing, facial covering, barriers, and other sanitizing strategies into our classrooms, offices and other campus facilities. These new health and safety practices will be implemented to foster a safe and productive campus, protecting the health and wellness of all GBC stakeholders. All plans will be consistent with state, local and NSHE guidelines. As new directives, guidelines and best practices are developed, our plans will be adapted accordingly.

On June 23, 2020 GBC Administration made the decision to put our staged reopening plans on pause, due to the increase in cases across the state of Nevada and returned to the June 1 state of reopening. On July 13th, GBC Administration will re-evaluate the reopening, including all current directives from the Governor's office, CDC, health and other officials.

Personnel

June 1 allows for the GBC administrative team to return to their offices to continue to plan for additional stages of campus openings. This includes Deans and above and direct reports to the President. Additional administrative employees will be returning between June 22nd and August 1st. Employees will return in stages and most will alternate occupying their office area and remote work through July. All departments are planning for employees to be in their work areas on alternate days and reporting to and/or leaving work at staggered times. Those employees who have been identified as being in higher risk populations will be able to work remotely through the reopening. Staff will continue to provide services remotely/online to students that have already been put into place, such as academic advising, admissions & records, and financial aid.

Administration will have communications with faculty and staff on expectations and new protocols. All employees will be required to complete The General COVID-19 training, developed by UNR. Additional training will also be required for supervisors and instructors who work in lab settings. Expectations and protocols will be communicated to students upon their return to campus in their classroom and lab settings. No employees will return to work areas until all necessary safety measures are in place. Employees returning to work should also conduct the self-screening questionnaire at https://www.diversifynevada.com/wp-content/uploads/2020/05/coronavirus_employeequestionnaire_final.pdf

GBC Human Resources and the Vice President for Business Affairs will work those employees who self-identify under CDC Guidelines as being a part of the vulnerable or higher risk populations. These employees may be individuals who are 65 years of age and older, individuals with serious underlying health conditions, such as severe asthma, heart and lung conditions, immune-compromised, pregnant women, or who a medical provider has deemed to be at high risk. For these individuals remote work agreements may remain in place. The Family First Coronavirus Recovery Act (FFCRA), which is in effect until December 31, 2020, also provides criteria for eligibility, including caring for children, for paid leave and alternative work arrangements. These criteria may also be eligible for administrative leave under the directives of Governor Sisolak.

All employees must self-assess their wellness each day prior to reporting to work. If an employee is not feeling well, they should remain at home and follow appropriate call off procedures. If they are displaying symptoms of COVID-19 they are recommended to seek the advice of a licensed health care provider. The self-assessment will include experiencing symptoms of:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- New muscle pain
- Headache
- Sore throat
- New loss of taste or smell

If an employee starts to feel ill while at work, they should notify their supervisor and leave. In addition, if an employee has had contact with a person who has tested and is a suspected positive or confirmed positive COVID-19 within the past 14 days or has been told to quarantine or self-isolate by a physician or appropriate government official due to COVID-19, they should not report to work. Under any of the above conditions, an employee shall not report to work and take the appropriate leave. Employees who test positive, must follow directions of the health officials in their respective areas and not return to work until released to do so by those officials.

Work Environment

Face Coverings

Vogue Linen generously donated 800 cloth face masks. This allowed GBC to provide one mask to each employee at all our locations. This particular cloth mask is not required to be used, if an employee prefers another type of face covering. Face coverings are mandatory in all areas, except when alone in a private office. Face coverings are mandatory when employees interact with each other, students, or members of the public. Face coverings are mandatory when in a classroom setting. Face coverings must be worn by students/participants in a classroom setting to the extent possible and where additional risk is not incurred to the health and safety of the employee or student (such as in a welding lab setting). It is the employee's responsibility to properly put on/take off face coverings and maintain them.

Face coverings are mandatory for employees, students, vendors and visitors in all indoor and outdoor public spaces on campus and in all NSHE buildings. Exceptions to this are currently set forth in the Governor's Directive No. 24, which was issued on June 24, 2020. These exceptions include situations where an employee is alone in a private office, an individual is walking alone or only with household

members on campus and six feet of distance is maintained from others, or when an individual is seated in a designated dining area and eating and six feet of distance is maintained from others. Requests for accommodations concerning face-coverings must be submitted through the normal ADA process for employees through Human Resources.

Students must submit their requests through the Disability Resource Center (DRC) process.

Social Distancing

Social distancing of at least 6 feet is required at all times, unless a task requires workers to be in closer proximity. Employees should not gather in groups. Meetings should continue to be via telephone, bluejeans, zoom or other video conferencing options. If there is no alternative to an in-person meeting, they must be held by appointment only. Interviews will continue to be conducted online. Break areas should not be used by more than one person at a time if social distancing can not be maintained. Communal refrigerators, sharing of food or dishes is not appropriate.

Handwashing

Employees should wash their hands often with soap and water for at least 20 seconds. Hand sanitizer may be used when an employee is unable to use soap and water. Thorough hand washing should occur after the use of the restroom, coughing or sneezing.

Campus Cleaning and Disinfecting

Increased custodial support has been in practice since the pandemic emergence ensuring that classrooms, laboratories, testing center and other common areas are disinfected after every use, and that bathrooms are continually cleaned. Custodial staff will continue to maintain common areas, high touch areas, and restrooms in accordance with OSHA standards. We are currently reviewing custodial staffing and shifts to ensure proper cleaning as GBC reopens and classes resume for the fall semester. Sanitizing stations will be available in every building. Equipment that has been used for remote work will be properly sanitized when it returns to campus. This includes office furniture and computers. Custodial staff will continue to clean office areas; however, it is the employee's responsibility to sanitize their office area and equipment, including keyboards, light switches, copy machines, printers, etc. It is recommended to do this twice a day.

Buildings and equipment

Plexiglass barriers, being fabricated in house as well as outsourced, will be installed before staff return to interact with employees, students, and the public in high traffic areas. These barriers will be installed in such areas as the Controller's Office, Admissions & Records, Financial Aid, Front desks at open computer labs, library, academic departments, and our centers. Signage will be posted on doors, in buildings and restrooms reminding people about the mandatory use of face coverings, hand washing, social distancing, and other protocols. Individuals will be encouraged to use the stairs if they are able, as elevator occupancy will be one at a time. Signs will be posted at each elevator door indicating maximum capacity of one person. Individuals are encouraged to assess restroom occupancy when entering to allow for 6 feet of social distancing and use common sense and wait in the hallway if needed. Buildings will be locked, or minimal entrances open as the college goes through the stages of reopening. Where needed, such as the Leonard Center, floor markings have been added to identify proper social distancing in areas like the café and bookstore. Some furnishings in hallways and office

areas have been removed or marked off for appropriate spacing and social distancing. Classrooms are being evaluated for appropriate class size based upon occupancy. Excess chairs and tables will be removed from the general classroom area or marked off for appropriate spacing between students. Tiered classrooms will have empty seats/rows between students to provide for appropriate social distancing. Office areas that accommodate multiple employees have been reviewed to see if they need to be reconfigured or barriers added for appropriate spacing. Daily sign in sheets will be required to be completed by all employees in their work areas and all students and instructors in classrooms and lab areas. There will be no sharing of writing instruments, everyone must use their own. These sign in sheets are critical in the case that contact tracing will need to be performed by health officials.

Campus Events and Use of College Facilities

The use of college facilities by outside entities will be very limited through the remainder of calendar year 2020. Each request for use will be individually reviewed for size of group, ability to practice appropriate social distancing and other protocols in place at that time. No large gatherings or the use of large event areas such as the theater or solarium will be allowed until further notice. Campus events, including social gatherings, theater productions, student activities, potlucks, etc. may not be allowed for the remainder of calendar year 2020. Each event request will be reviewed individually and may include final review and approval by the Vice Presidents and President. Anyone in charge of an approved event, will be required to complete a form acknowledging that they understand the protocols of social distancing, mandatory face coverings, and other safety measures, including food safety. They will be responsible for attendees adhering to established protocols. GBC will update protocols as needed based upon additional guidance from governmental agencies and other appropriate organizations. College administration is still reviewing plans, guidelines, and other considerations for commencement ceremonies that were postponed this spring and tentatively rescheduled for October.

Travel

At this time, travel is still restricted to essential and in-state travel. Travel requires pre-approval, by the appropriate supervisor and the Vice President for Business Affairs. Travel may occur to other GBC locations for support of technology infrastructure, delivery of supplies, and support of students. All travel to any high-risk COVID-19 areas will be restricted unless extenuating circumstances exist. While GBC has minimal foreign travel, no foreign travel will be permitted until further notice.

Residence Halls

Great Basin College offers year-a-round housing to students. Residence Suites are two- and three-bedroom apartments. Occupancy in all units, even the three-bedroom units will be limited to two individuals. Married and Family housing occupancy will be limited to those included in lease agreement. Griswold Hall rooms will be all single occupancy rooms. Protocols will be in place for deep cleaning and sanitizing. Students will be provided training on new guidelines and provided support for new behaviors. Increased inspections will occur to ensure that protocols are being followed. Furnishings in common areas will be adjusted. Professional cleaning has been increased to ensure compliance with OSHA and residency standards. Isolation or self-quarantine areas are being created for those residents who may exhibit symptoms or become ill with COVID-19. In addition, we will ensure that residents who may need to self-quarantine will have resources, in case they have no local family or other ties to the community.

Child and Family Center

Great Basin College's Child and Family Center (preschool) operates on a calendar that is aligned with the Elko County School District. The center has been closed since mid-March and we are anticipating reopening in mid-August. While the center has been closed it has undergone deep cleaning and sanitization. Additional sanitization equipment has been ordered specifically for the child center. Classroom furnishings will be adjusted for appropriate distancing and class sizes reduced based upon occupancy limits. Toys and other items in the center will be cleaned daily. Restrooms will be cleaned in accordance with OSHA standards. The child center has established protocols for parents and other authorized individuals to pick up and drop off students at the front door of the child center. The child's temperature will be taken each day when dropped off and will be assessed for symptoms. If a child becomes ill or exhibits symptoms during the day, the child will be separated from others, parents will be notified and must pick up their child within 30 minutes. Children will be required to wash their hands thoroughly with soap and water for at least 20 seconds throughout the day. Outdoor play times will be staggered. Protocols for snack time have been established. Parents will be signing an acknowledgement and disclosure form. Child Center employees will also be signing a special work condition acknowledgement and disclosure form. Additional protocols will be established and put in place as guidance is available from the state and industry.

Summer 2020

Traditionally summer classes at GBC are online so no special arrangements were necessary.

Late Summer 2020

Great Basin College will continue its current reopening plan as we move into late summer.

Great Basin College continues the staged approach in bringing administrative employees back to their work areas as outlined in the reopening plan. The mandatory trainings for all employees will be rolled out the week of June 15th. Student workers will return to work between August 1st and August 17th. Their work hours will be adjusted to fit in with other alternate work schedules within the departments they are assigned to.

Late Summer Classes

For late summer, there are approximately ten classes that have in-person components to them. These include Certified Nursing Assistant (C.N.A) classes and CTE classes. Both types of classes, due to their nature require in-person lab instruction and/or clinicals. For the CTE classes, similar protocols have been put in place as to what was used at the end of May, to enable students to complete their Spring 2020 lab hours. Students, faculty, and staff will acknowledge that they will follow GBC protocols with regards to COVID-19. Temperature checks and health assessments will be done each day. Face

coverings will be worn by employees and students, unless when wearing them creates a higher risk of injury based upon the lab scenario (i.e. welding). Social distance of six feet will be maintained whenever possible. The size of student groups and instructors will be limited. Health Science has established protocols for the C.N.A. based upon established guidelines, including those developed by the entities where the students will be in clinical settings. Health surveys will be filled out by students prior to each day of in person instruction. Masks and gloves will be used, and temperatures taken of the students prior to them entering lab and clinical sessions. Student groups have been limited to a size of ten or less. In all classes, sign in sheets will be utilized and maintained. Sanitizing supplies will be available for use and cleaning of surfaces.

Alternative plans have been developed for the C.N.A. classes for 100% simulation lab hours, instead of any hours being in clinical settings. In the event of increased restrictions to the Governor's restrictions, all in person lab requirements for CTE and/or C.N.A. classes will be postponed, like the Spring 2020, and resume when appropriate to do so.

Academic Success and Testing Center

The Academic Success and Testing Center will reopen three days per week to administer nationwide standardized exams. All employees will wear face coverings and all test candidates will be asked to wear one also. No more than ten people will be allowed in the testing center at any one time. Hand sanitizer is available for use by employees and test candidates. Testing stations will be cleaned before and after each tester. Test candidates' temperatures will be checked with then arrive to check in for their exam and will not be able to take the exam if a fever is indicated. Sign in sheets will be maintained.

Library

The library will continue with primarily access to online resources only. GBC staff will return to the library in August. For the Fall 2020 semester the library will only be open to students and GBC employees. The use of the library will be monitored to insure those in the library are wearing face coverings, that no large gatherings occur, occupancy limits are maintained, social distancing and other protocols are adhered to. Hand sanitizer and other disinfecting supplies will be available for those who use the library. Sign in sheets will be maintained.

Fall 2020

Services for students will continue to be offered online, with additional staff returning to their work locations in continued staged approach. Alternating schedules will continue, both in days and report to/end times, with other days working remote. GBC will facilitate a hybrid fall semester. GBC will continue its online presence. In addition, GBC will have some classes and labs that enable students to rotate in-person attendance with virtual attendance. We will focus on in-house science and health care programs/labs, and CTE programs. Classes that are considered hybrid are defined as 50% online and 50% live. There will be limited face-to-face liberal arts classes. Fitness Center classes (PEX) will all utilize a hybrid model. Class sizes will be limited with appropriate social distancing and other protocols in place. These classes will be able to move to 100% online if needed, based upon changes in guidance and restrictions. Faculty will maintain office hours and are encouraged to meet with students by

videoconference or telephone. If an in-person meeting is needed, it must be by appointment only with mandatory face coverings, social distancing and other safety protocols being adhered to. If additional restrictions occur during the Fall 2020 semester, plans are in place to move to 100% online instruction and postpone required in-person lab hours until appropriate to resume those activities. All course syllabi will specifically state that face coverings are mandatory for all faculty and students in the classroom. All course syllabi will include information about moving to online and technology needs, if guidelines change. There are no exceptions to removing a face covering during in-person classes. Microphones or other technology should be used if needed to project their voice and students should request accommodations needed. Faculty are expected to outline and reinforce safety protocols when in the classroom both at the beginning of the semester and throughout the semester. Students who refuse to wear a face covering or follow other protocols will not be allowed in class, unless they have accommodations that have been approved by the Disability Resource Center. Students may be subject to disciplinary action or receive a recommendation for administrative withdrawal from class. Class size will be limited to the current directives on gatherings, if social distancing can be maintained. Class size will also be limited to 50% of the occupancy. Some classrooms may not be utilized during the fall semester, due to their size and occupancy. Sign in sheets will be utilized in each class and lab. Hand sanitizer and disinfecting items will be available for use. For in-person class and lab sections, students, faculty, and staff will acknowledge that they will follow GBC protocols with regards to COVID-19. Health assessments will be done each day. Mandatory face coverings be worn by employees and students, unless when wearing them creates a higher risk of injury based upon the lab scenario (i.e. welding). Social distance of six feet will be maintained whenever possible. The size of student groups and instructors will be limited in labs. Changes will be implemented in all classes and labs if guidelines from the Governor, CDC and other officials change.

Great Basin College will offer additional training for students with regards to face coverings, social distancing, interactions and best practices.

The Vice President for Business Affairs has been designated as the primary contact for coordinating COVID-19 reopening concerns, issues, and questions. They will be working in conjunction with a team made up of the Senior Human Resources Generalist, Facilities Director, the Director of Environmental Health, Safety and Security, Director of the Veteran's Resource Center, and the Faculty Senate Vice Chair. Other appropriate individuals will be involved as needed.

Testing/Contact Tracing

GBC will work collaboration with our various county health officials and Nevada Health Centers. A+ and other health care providers in developing the following capabilities for our campus and center locations.

- Assist with access to viral testing for all students with symptoms.
- Work closely with health officials for contact tracing, identification, and quarantine of all persons exposed to COVID-19.
- Report all positive COVID-19 tests to health officials.
- Assist with management of all students with COVID-19 symptoms or diagnosis
- Assist with management of students under quarantine after exposure, working with Student Services and Housing (where applicable) to ensure placement in isolation/quarantine housing, psychological support, support for basic needs, and ongoing monitoring while isolated.
- Ongoing tracking of influenza-like illness (ILI) and COVID- 19 symptoms.

- Antibody (serologic) testing may be considered as tests become validated and as appropriate based on emerging information.

* An asymptomatic HCP with a recognized COVID-19 exposure might be permitted to work to address staffing shortages if they wear a facemask for 14 days after the exposure.

**Close contact is defined as a household member, an intimate partner, an individual providing care in a household without using recommended infection control precautions, or an individual who has had close contact (<6 feet for more than 10 minutes or more)

***CDC Guidelines for employees with suspected or confirmed COVID-19

Symptomatic Employees

1. Symptom-based strategy
 - a. Self-quarantine until at least 3 days (72 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**,
 - b. At least 10 days have passed *since symptoms first appeared*.
2. Test-based strategy
 - a. Self-quarantine until there is resolution of fever **without** the use of fever-reducing medications **and**
 - b. Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - c. Negative results of a COVID-19 test from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Asymptomatic Employees with laboratory-confirmed COVID-19

1. Time-based strategy. Exclude from work until:
 - a. 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the *symptom-based* or *test-based strategy* should be used.
2. Test-based strategy. Exclude from work until:
 - a. Negative results of a COVID-19 test from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).
 - b. GBC will also abide by any more stringent requirements based upon health official guidelines established in the county where the employee is based.

The goal of GBC is a successful college re-opening and sustainable operation, while challenged amidst a pandemic and budget constraints. GBC will continue to create a flexible operating model that focuses on student success, leveraging on our mission-driven core offerings.