

COVID-19 Campus Plan - Fall 2021

From the President - Dr. Dena McCaffrey

Jefferson College Community,

As a new academic year begins, I want to sincerely thank each of you for the concern and understanding you have shown in connection with the prolonged pandemic. Given the recent increase in the number of positive cases related to COVID-19 variants in our community and region, we continue to move forward by working together and remaining focused on our mission to serve our community by delivering quality learning opportunities that empower individuals to achieve their goals.

The Campus Plan is developed with the following guiding principles:

- **Safety First.** We will make every effort to mitigate risks to the safety and well-being of our campus community.
- **Reunited.** As we welcome students, employees and visitors back to campus, we are doing our best to return to operations as usual where possible.
- **Flexibility.** We will continue to be flexible as health conditions and state and federal guidance related to the virus evolve.
- **Mission-Focused.** We will continue to make decisions consistent with our mission and sustain the quality and accessibility of our academic programs and student support services while remaining nimble and adaptive.

COVID-19 has been a formidable challenge for higher education throughout our nation. Based on protocols established by the [U.S. Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) for minimizing the spread of the virus, practical safety considerations dictate the protocols put in place for classrooms and work spaces. We continue to closely follow guidance and recommendations from the CDC, the [Jefferson County Health Department](https://www.jchd.org), and the [Missouri Department of Health and Senior Services](https://www.mo.gov/health).

The College also continues to communicate and implement decisions so you can be informed on matters pertaining to employees, students, and community. We communicate regularly and post updates on the College's [COVID website](#) and through the college's numerous channels.

At Jefferson College, we often speak in terms of being a family, and as we all know, family takes care of each other. While there is no perfect solution, together we will persevere and triumph over these ongoing challenges to provide the type of learning and working environment we all want and deserve.

Sincerely,



Prevention

Policies that Promote Prevention

- **Vaccination Status** - The college does not require students or employees to receive a COVID vaccination and recognizes the decision to receive the vaccine as a personal choice. As such, no student or employee will be discriminated against based on their vaccination status. Please note that some off campus health occupation program clinical sites or other third party facilities may have policies that require students and instructors to be vaccinated against COVID-19.
- **Mask and Social Distancing Policy** - All students, employees, and visitors, regardless of vaccination status, are required to wear a mask in classrooms and meeting spaces where physical distancing at a minimum of six (6) feet is not possible. Students should expect to wear masks in classrooms and service areas, and will receive notice of any exceptions from their instructor. The mask protocol will be discussed and reevaluated by October 11, near the start of second 8-week classes. Individuals are expected to provide their own face coverings; however, there are disposable masks available in self-serve health stations located at most building entrances. Masks should be cloth or disposable and fully cover the nose and mouth. Face shields, bandanas, and single layer gaiters are not acceptable.

Mask Exemptions Policy - Students who require ADA accommodations, resources, etc., should contact the [Disability Support Services](#) Coordinator to discuss options per the [Facemark Accommodation Policy](#). Employees who require ADA accommodations should contact the Human Resources Specialist.

Mask Non-Compliance Policy - Any student or employee who does not wear a mask or does not appropriately wear a face covering will be asked to comply with the College's safety protocols. Those who refuse or repeatedly fail to follow the guidelines will be subject to student or employee disciplinary measures.

Protocol for Handling COVID-19 Cases

- See [Protocol for COVID-19 Positive Cases](#)

Contact Tracing Plan

- Tina Robinson (students), Cheryl Sodomka (ATS students), or Debbie Fink (employees) will work with individuals who test positive for COVID-19 to identify any students or employees with whom they were within six feet of contact for a total of 15 minutes or more on campus in a 24-hour period. This information (names, addresses, phone numbers, email addresses, and dates of birth) of students and employees will be shared with the Jefferson County Health Department. Please see the [Protocol for Handling COVID-19 Cases](#) for additional information regarding contact tracing, including guidance on fully vaccinated individuals and students identified as close contacts in the classroom setting.

- Students or employees who are unwilling to provide contact tracing information may face disciplinary action.
- Should additional contact tracers be needed, Dr. Harvey-Manus will identify staff on campus who can provide assistance with contact tracing.

Operational Prevention Program

- The College has implemented strategies for reducing risk in learning, living, and socializing spaces, including enhanced and thorough cleaning and disinfecting of all facilities; spacing in lecture halls, labs, the [Library](#), and other shared space; staggered scheduling; and adjusted food service arrangements
- Protocol to ensure ventilation systems operate properly and increase circulation of outdoor air
 - o The Facilities Department uses ionizing GPS filters, which are of a high-efficiency rating.
 - o All HVAC systems have been replaced within the last 15 years and were upgraded to function effectively with our utility management system. The utility management system automatically maintains the pressure by constant volume air handlers supply and building exhaust fans for a constant fresh air flow of appropriate air exchanges. Only a few buildings are still monitored and adjusted manually.
 - o Campus buildings have an appropriate and adequate air filtration system which assures a safe environment for all Faculty, Staff, and Students.

Detection

Testing Plan

- Should an outbreak occur on campus, Jefferson College will coordinate with the Jefferson County Health Department or another provider to offer campus-wide testing if the College remains open.
- Students or employees may be asked to submit test results. Any test results received will be electronically stored and maintained as confidential information.

Protecting Student Learning

- All faculty are sent regular emails with updates on online learning tools and processes. A Bb course has been created and is accessible to all faculty. The course contains all materials from our Online Faculty Certification course. This course is monitored by our Sr. Instructional Designer and mentors. Faculty teaching fully online and hybrid sections are required to complete the certification course.
- Academic and Financial Aid policies regarding prolonged absence or withdrawal from classes can be found in the [student handbook](#).
- Students with a positive test, or who are under quarantine, will be given opportunities to participate remotely, as possible.
- Students under quarantine will be able to access [Library services](#) and the [Academic Success Center](#) tutoring and [Testing Services](#) remotely through electronic means.
- The following resources are available for students:
 - Vikings' Vault (food and resource pantry) <https://www.jeffco.edu/Vikings-Vault>

- Mental health and support resources <https://www.jeffco.edu/resources/vikings-care>

Special Considerations for International Students

- Kathy Johnston, the Primary Designated School Official (PDSO), will continue to monitor Broadcast Messages received, Study in the States, and ICE.gov websites for future guidance and Frequently Asked Questions (FAQs).
- If changes in instructional methodology occur, the PDSO will provide necessary updates in the Student and Exchange Visitor Information System (SEVIS) for all F-1 students.
- The PDSO, Director of Athletics, Head Coaches, and Viking Woods staff will maintain communication with international students and ensure they have resources needed, including laptops to continue with their studies, if courses transition to online delivery.
- If the College closes and international students are unable to return to their home country, they will be allowed to continue residing in Viking Woods. Food and necessary resources will be provided through the Vikings' Vault.