

Odessa College
COVID-19: Excellence in Education
Phase II
Health Protocols
July 23, 2020

OC's return-to-campus process is focused on protecting the health and safety of employees, students and visitors. Please review and follow the following health protocols to ensure your safety and the safety of those around you. ***While on the Odessa College campuses, employees, students and visitors should keep themselves safe and respect the personal space and safety of everyone around them.***

Employees, visitors, students and vendors will be required to go through one of the following screening checkpoints each day they arrive on campus. Students, visitors and vendors will receive an armband to verify the checkpoint process has been completed. The armband must be worn throughout the campus visit. The checkpoints include:

- Administration Building – Monday – Thursday, 7:30 am to 5 pm
- Andrews Extension Site – Monday – Thursday, 7:30 am to 5 pm
- Continuing Education – Monday – Thursday, 7:30 am to 5 pm
- Cosmetology – During Class Time Only
- Deaderick Hall, Odessa Collegiate Academy Office – Monday – Thursday, 8 am to 5 pm
- Fire/EMS – During Class Time Only
- Health Sciences – During Class Time Only
- Learning Resource Center East Entrance – Monday – Thursday, 7:30 am to 5 pm
- Learning Resource Center, OC Techs Entrance (West) – Monday – Thursday, 8 am to 5 pm
- Monahans Extension Site – Monday – Thursday, 7:30 am to 5 pm
- Pecos Extension Site – Monday – Thursday, 7:30 am to 5 pm
- Physical Plant – Monday – Thursday, 7:30 am to 5 pm
- Saulsbury Campus Center – Monday – Thursday, 7:30 am to 7 pm and Fridays, 7:30 am to 5 pm
- Sewell Auto Tech – During Class Time Only
- SPUR Bldg. – Monday, Wednesday, Thursday, 7:30 am to 5 pm and Tuesdays, 7:30 am to 7 pm
- Student Housing – Open for Residents and Student Housing Staff Only

Employees, Students & Visitors

- **Per Texas Governor Greg Abbott's executive order, starting at noon Friday, July 3, all Odessa College employees, students, visitors and vendors will be required to wear appropriate face coverings that cover the nose and mouth while in all campus buildings. Face coverings will also be required outdoors on the OC campus when it is not feasible to maintain six feet of social distancing from another person.**
- Employees are not required to wear face coverings in their private office or workspace unless they are engaging with colleagues, students or visitors.
- All employees, visitors, students and vendors will be required daily to go through a screening checkpoint to have temperature checked and to verbally confirm that:

You are not experiencing the following new or worsening symptoms of COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking or chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 99.2 degrees Fahrenheit
- Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19

Employees, students or campus visitors who test positive for COVID-19 or present with signs or symptoms of COVID-19 will not be allowed to return to campus until:

- At least 3 days (72 hours) have passed since last fever without the use of fever-reducing medications; **and**
- Improvement in COVID-19 symptoms listed above; **and**
- At least 14 days have passed since symptoms first appeared

OR

- Presentation of lab-confirmed negative COVID-19 test (antigen test not accepted) or note from medical professional clearing individual for return
- Employees who present with new or worsening symptoms of COVID-19 or have been in known close contact with a person who has been diagnosed with COVID-19 within the past 14 days must notify Human Resources immediately.
- Students who present with new or worsening symptoms of COVID-19 or have been in known close contact with a person who has been diagnosed with COVID-19 within the past 14 days must notify the Vice President of Student Services via email kmckay@odessa.edu or phone 432-335-6683 immediately.
- In the case of an employee, student or campus visitor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the classroom laboratory until the individual has completed the same three-step criteria listed above **or**
- If an employee or student has symptoms that could be COVID-19 and wants to return to the classroom or laboratory before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
- Employees are encouraged to deliver as much content as possible virtually.
- Employees will be trained on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Students taking labs on campus will be trained on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Signage will be posted regarding signs and symptoms of COVID-19: fever, cough, shortness of breath, etc.

- All employees and students must wash or sanitize their hands upon entering buildings, classrooms and laboratories.
- All employees, students and visitors must wear a face covering that covers the nose and mouth and maintain at least six feet separation from other individuals. Hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.
- If a meal is provided for employees, students and visitors, the meal should be individually packed.
- Employees and students will be provided disinfectant spray and/or wipes and required to disinfect their work areas frequently and before and after each use.
- All Health Sciences students shall shower and change clothes and equipment, especially face coverings/masks, before returning to campus from a clinical site.

Facilities

- All campus dining areas are closed for in-person dining. Food will be available via to-go or pick up only
- Entrances
 - Signage will be visible
 - Areas should be ADA compliant
 - All other entrances will be locked but are allowed to exit
 - Elevator usage limited to four people, each located at a different corner of the elevator, to avoid close contact. Individuals are encouraged to utilize stairs, if possible
 - If a separate entrance and exit is not possible, employees should monitor entrances and exits to ensure that everyone is social distancing
- Plexi glass shields are placed in areas where employees and students/visitors will come in close contact such as: Wrangler Express, Advising, Student Accounts, Financial Aid, Gregory Williams Building Welcome Desk, Bookstore, Cafeteria Cashier, Sports Center
- All touched surfaces such as doorknobs, tables, chairs and restrooms must be cleaned regularly and frequently. Sufficient disinfecting supplies will be provided to maintain hygienic standards.
- After each encounter with a student or visitor or at the end of each class/lab, all items must be thoroughly disinfected.
- Hand sanitizer, disinfecting spray, paper towels, soap and water will be readily available to employees, students and visitors. Faculty member can order more supplies by contacting their dean.
- Visible signage will be placed in high traffic areas, classrooms and labs to remind everyone of best hygiene practices.
- If necessary, class schedules will be staggered in order to minimize contact among students who are arriving and/or leaving campus.
- To eliminate hazards, drinking fountains and furniture in gathering places will be removed and door stops will be utilized.
- In high traffic areas, the floors will be marked every six feet for social distancing. Restrooms will be marked to allow for social distancing.
- Motorized vehicle usage
 - Face masks or shields be required for any required activity when it is not possible to maintain the proximity standards
 - Sanitize the touch surfaces of the vehicle prior to and after each transaction

Learning Environment Recommendations

- Each Department will adapt learning environment recommendations to their individual classrooms.

- Proximity and Social Distancing (minimum of 6 feet)
 - Lecture Space/ Classroom
 - **Starting Friday, July 3**, all employees and students are required to wear appropriate face coverings that cover the nose and mouth while in all campus buildings.
 - Lectures will be delivered virtually through the summer of 2020. This is subject to change. Some laboratories will be offered in person.
 - If content is incapable of being delivered with a face covering:
 - Student seating will follow social distancing guidelines
 - Surfaces of student classroom areas will be sanitized prior to and after use
- Lab Space
 - Computer
 - **Starting Friday, July 3**, faculty members and students are required to wear appropriate face coverings over their nose and mouth.
 - All computer workstations will comply with social distancing guidelines
 - Computers (monitor, entire keyboard, mouse, peripherals) and the work surfaces will be sanitized before and after each use
 - Industrial/Mechanical/Electronics
 - **Starting Friday, July 3**, faculty members and students are required to wear appropriate face coverings over their nose and mouth.
 - Works stations and lab equipment should comply with social distancing guidelines
 - Work area, lab equipment, and tools will be sanitized prior to and after each transaction.
 - Culinary labs
 - **Starting Friday, July 3**, faculty members and students are required to wear appropriate face coverings over their nose and mouth.
 - Student work areas in the kitchen should comply with social distancing guidelines
 - Stationary shared laboratory kitchen equipment (ovens, freezers, mixers, etc.) will:
 - Require disposable gloves while in use or will be sanitized before and after each transaction
 - Comply with social distancing standards for managing student access
- Outdoor
 - Employees, students, visitors and vendors must wear face coverings over their nose and mouth when outdoors on campus if it is not feasible to maintain six feet of social distancing from another person.
- Entrance/Egress/Traffic Flow
 - Classrooms
 - Classrooms with more than one point of access.
 - Establish Entry and Exit doors where there is more than one access point
 - Establish an entrance and egress traffic flow that does not involve cross directional traffic
 - Classrooms with only one point of access.
 - Establish entrance and egress protocols that:
 - Comply with the proximity parameters
 - Do not promote cross directional traffic flow
 - Labs
 - Labs with more than one point of access.
 - Establish Entry and Exit doors where there is more than one access point.

- Establish an entrance and egress traffic flow that does not involve cross directional traffic
 - Labs with only one point of access.
 - Establish entrance and egress protocols that:
 - Should comply with social distancing guidelines
 - Do not promote cross directional traffic flow
 - Labs with multiple activity specific area within one general lab space (i.e. Welding-booths, cutting tables, gouging and grinding areas).
 - Work stations within the area should comply social distancing guidelines
 - Establish a single flow traffic pattern between each of the areas of the lab that does not promote cross directional traffic
 - General use space (breakrooms, study areas, common space within the department area) *all general use space in the common area of the buildings will be addressed by facilities staff*
 - Lock doors and eliminate the use of those spaces where possible
 - Remove or cover all furniture, tables and common furniture when locking the facility is not possible
 - Social distancing guidelines will be followed in these spaces.
- Personal Protective Equipment (PPE)
 - Face coverings
 - **Starting Friday, July 3**, employees and students are required to wear face coverings that cover the nose and mouth in all campus buildings
 - Face coverings can include cloth face coverings, standard use dust masks, pleated medical masks, N95 respirator mask or face shields
- Tool Rooms/Supply Rooms
 - Social distancing guidelines will be maintained by students retrieving items from tool and supply rooms
 - Ample space for students to maintain social distancing will be made and spacing indicators installed on floor in high traffic areas
 - The exchange surface will be sanitized after each transaction
- Hand washing
 - Equipment
 - If handwashing facilities are not readily available, temporary stations will be installed
 - Regiment/Frequency
 - Faculty and students will develop a regiment for routine hand washing during class and lab activities
 - Handwashing will occur prior to class or lab and the conclusion of class or lab
 - Handwashing will take place at hourly intervals or more frequent when activities require common surfaces to be touched by more than one individual
- Managing Social Distancing in the class/lab
 - Faculty will be responsible for demonstrating positive social distancing and comply with social distancing
 - Social distancing coaching will be part of routine class or lab activities
 - Positive reinforcement will be used for students who demonstrate responsible social distancing
 - Students who inadvertently breach face covering or social distancing guidelines will be reminded of the social distancing protocols

- Students who repeatedly or intentionally breach face covering guidelines, social distancing guidelines or other safety protocols will be removed from class or lab and referred to the Student Life office
- Facility and Equipment sanitation
 - Frequency
 - Classroom and lab work areas will be sanitized after each class or after each use transaction when another student must use the same equipment
 - Lab equipment touch surfaces shall be cleaned after each lab or after each use transaction when another student must use the same equipment
 - General works spaces will be cleaned down prior to and after each class or lab
- Training
 - Each class and lab will provide students verbal guidance on OC safety and social distancing standards, student responsibility expectation, and proper PPE
 - One common PPE safety training will be prepared by OC. This training should be the initial learning activity of each class and lab on the first class and lab after return.