

# Crowder College Return to Campus Plan

Latest Revision: 5/27/2020



On May 11, 2020, Crowder College began the process of returning to campus. The purpose of this plan is to safely move in the direction of re-opening with our regular routine, as much as possible, with the Fall 2020 session. This plan is broken down into two phases. The phases are as follows:

**Phase One** June 1 – August 7, covers mainly the Summer 2020 session.

**Phase Two** August 8 – Further Notice, covers mainly the Fall 2020 session. (Classes begin on August 17)

## **ACTIONS COMMON TO BOTH PHASES**

1. The following business/social operations should be followed:
  - Social Distancing (6 feet of separation) should be followed when achievable.
  - Modify physical workspaces to maximize social distancing.
  - Clean and Disinfect “High-Touch” Surfaces and Items each day
  - ZOOM meetings or phone calls should be utilized as much as possible. (Employees should think of this transition as we are moving from remoting in from home to now remoting in from our work space.)
2. The following health safety practices should be followed by all:
  - If you feel sick, you should stay home.
  - Wash hands with soap and water and/or using a hand sanitizer.

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- All individuals should respect others' level of comfort during the time period of infection prevention. Assume that each person you may interact with has the desire to strongly hold to social distancing guidelines.
- Students, staff, and faculty are not required to wear masks; however, it is strongly encouraged for individuals to wear masks when he or she is around others.

The color-coded table found on the next pages, covers the details of Phase One and Phase Two. The plan provides specific guidance on operations throughout the summer and into fall. All of these directives and procedures are subject to change, based on educational and public health goals. If you have specific questions not covered in the table, please ask your immediate supervisor. If you are a Crowder College student, please feel free to ask questions of your Campus Director (if you are a student at Cassville, Joplin Advanced Training and Technology Center, McDonald County, Nevada, or Webb City campus sites) or the Academic Affairs Office McDonald Hall Room 124 on the Neosho Campus.


### MODIFICATION OF RETURN TO CAMPUS PLAN

The procedures and guidelines outlined in this plan represent the decisions as of May 27, 2020. These plans may change as necessary to meet CDC guidelines, state or local restrictions, and the needs of Crowder College, its students, and employees. Changes to the plan, as well as decisions that are pending until dates specified within this document, will be communicated.


### LEGEND

	<b>Open/Available with No Modifications and by following Social Distancing</b>
	<b>Open/Available with <u>some</u> Modifications and by Following Social Distancing</b>
	<b>Closed/Canceled</b>


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<b>STUDENTS</b>		
	<b>PHASE ONE</b>	<b>PHASE TWO</b>
	<b>Effective: June 1 – August 7</b>	<b>Effective: August 8</b> (Classes Begin Aug. 17)
<b>In-Person Instruction</b>	No in-person or seated classes in the Summer 2020 Session.	Fall Semester schedule is planned with the full range of in-person (seated) classes.
<b>Remote Instruction</b>	Summer classes offered remotely (online, Zoom, etc.).	Fall Semester schedule will include a wide range of courses delivered remotely (online, Zoom, etc.)
<b>Small Group Academic Assistance</b>	Identified classes/students needing lab, in-person small group instruction, individual or small group assessment will be held. In these situations, social distancing will be followed at all times.	Available with social distancing.
<b>Library</b>	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed and Course reserves will remain closed. All electronic resources are accessible. All library areas except book stacks and archives are accessible to employees, students, and community members.	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed and Course reserves will remain closed. Students will be able to browse the catalog and staff will get their items for them. Interlibrary loans and physical materials check out starts on July 1. Interlibrary loaned books and books returned by other students will sit in circulation for 72 hours before they are able to be checked out. All electronic resources will remain accessible. Access is the same for students, staff, and community members.
<b>Computer Labs</b>	Available by following Social Distancing Guidelines.	Open and available with social distancing.
<b>Bookstore</b>	Open with limited occupancy.	Open and available with social distancing.
<b>Dining Hall</b>	Not available at this time. More information will follow as guidelines change.	Open and available with social distancing.
<b>Housing</b>	Not Available	Open and available with social distancing.
<b>Adult Education and Literacy</b>	Open with adjusting work space and for testing only; appointments required with social distancing.	Open and available with social distancing.
<b>Admissions</b>	Open by adjusting work space; appointments required with social distancing. Campus tours for 2020 graduates/students planning to enroll for Fall 2020. No group tours.	Open and available with social distancing.


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<b>STUDENTS (Continued)</b>		
	<b>PHASE ONE</b>	<b>PHASE TWO</b>
	<b>Effective: June 1 – August 7</b>	<b>Effective: August 8</b> (Classes Begin Aug. 17)
<b>Financial Aid</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Records</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Student Success Center</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Testing Center</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Career and Transfer Services</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Student Accessibility Office</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Counseling</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>Athletics</b>	Open with adjusting work space; appointments required with social distancing.	Additional information available as the NJCAA releases the information.
<b>TRIO Project NOW/SSS</b>	Not available on campus; phone and email appointments only.	Open and available with social distancing.
<b>TRIO EOC</b>	Not available on campus; phone and email appointments only.	Open and available with social distancing.
<b>TRIO Talent Search and UB/UBMS</b>	Open with adjusting work space; appointments required with social distancing.	Open and available with social distancing.
<b>CAMP</b>	Not available on campus; phone and email appointments only.	Open and available with social distancing.
<b>Elevators</b>	One-person occupancy, avoid if possible.	One-person occupancy, avoid if possible.
<b>Water Fountains</b>	Not available at this time. More information will follow as guidelines change.	Not available at this time. More information will follow as guidelines change.

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<b>EMPLOYEES</b>		
	<b>PHASE ONE</b>	<b>PHASE TWO</b>
	<b>Effective: June 1 – August 7</b>	<b>Effective: August 8</b> <small>(Classes Begin Aug. 17)</small>
<b>Working from Home</b>	Schedules/work space locations approved by immediate supervisor and Vice President.	All employees should be working on campus unless alternative schedule/work space is approved by immediate supervisor and Vice President.
<b>Working from Campus</b>	Schedules/work space locations approved by immediate supervisor and Vice President.	All employees should be working on campus unless alternative schedule/work space is approved by immediate supervisor and Vice President.
<b>Meetings/Interviews</b>	Remote as much as possible. One-on-one permitted with social distancing.	Remote as much as possible. One-on-one permitted with social distancing.
<b>Library</b>	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed and Course reserves will remain closed. All electronic resources are accessible. All library areas except book stacks and archives are accessible to employees, students, and community members.	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed and Course reserves will remain closed. Students will be able to browse the catalog and staff will get their items for them. Interlibrary loans and physical materials check out starts on July 1. Interlibrary loaned books and books returned by other students will sit in circulation for 72 hours before they are able to be checked out. All electronic resources will remain accessible. Access is the same for students, staff, and community members.
<b>Dining Hall</b>	Open for carry out for staff only. More information will follow as guidelines change.	Open with social distancing.
<b>Bookstore</b>	Open with limited occupancy.	Open with social distancing.
<b>Use of Leave</b>	FFCRA Emergency Paid Leave, FFCRA Extended FMLA for childcare, or College Accrued Leave.	FFCRA Emergency Paid Leave, FFCRA Extended FMLA for childcare, or College Accrued Leave.
<b>Elevators</b>	One-person occupancy, avoid if possible.	One-person occupancy, avoid if possible.
<b>Water Fountains</b>	Not available at this time. More information will follow as guidelines change.	Not available at this time. More information will follow as guidelines change.

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<b>PUBLIC/OUTSIDE GROUPS</b>		
 <b>CROWDER COLLEGE</b>	<b>PHASE ONE</b>	<b>PHASE TWO</b>
	<b>Effective: June 1 – August 7</b>	<b>Effective: August 8</b> <small>(Classes Begin Aug. 17)</small>
<b>Renting/Reserving Facilities</b>	Not available during this time period.	Available; however, all individuals are required to practice Social Distancing.
<b>Bookstore</b>	Open with limited occupancy.	Open with social distancing.
<b>Dining Hall</b>	Not available at this time. More information will follow as guidelines change.	Open with social distancing.
<b>Library</b>	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed and Course reserves will remain closed. All electronic resources are accessible. All library areas except book stacks and archives are accessible to employees, students, and community members.	Study areas and the computer lab will be available with social distancing. Access to the physical collection is not allowed and Course reserves will remain closed. Students will be able to browse the catalog and staff will get their items for them. Interlibrary loans and physical materials check out starts on July 1. Interlibrary loaned books and books returned by other students will sit in circulation for 72 hours before they are able to be checked out. All electronic resources will remain accessible. Access is the same for students, staff, and community members.
<b>Elevators</b>	Not available during this time period.	One-person occupancy, avoid if possible.
<b>Water Fountains</b>	Not available at this time. More information will follow as guidelines change.	Not available at this time. More information will follow as guidelines change.