

**BE THE  
SOLUTION:**



**POLK STATE COLLEGE'S  
RETURN TO CAMPUS  
PLAN**

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## A Message from the President

June 30, 2021 – Polk State College is thrilled to welcome the College community back to campus. Throughout this unprecedented global public health emergency, Polk State College has been open and operational in a variety of modalities, following the framework of the phased *Be the Solution: Polk State College's Return to Campus Plan*.

Based on extensive analysis and discussion of Centers for Disease Control and Prevention (CDC) guidance, health care guidance from the state and metrics for our area, and the positive progress of local vaccination efforts, the College is transitioning to Phase III which is a return to on-campus operations.

Please review the *Return to Campus Plan* and supplemental documentation for more information about changes in operations and ongoing safety measures on campus.

Polk State is committed to the health and safety of the College and community and is driven to provide the best possible teaching and learning environment for faculty, staff, and students. The College's continued progress toward a return to normal operations is critical to the success of our students.

Dr. Angela Garcia Falconetti, CFRE

President, Polk State College

## Guiding Principles

The health and safety of the College community remain at the forefront of Polk State College's response to the COVID-19 public health emergency. As the College seeks to resume normal operations, it has developed the framework of a phased *Be the Solution: Polk State College's Return to Campus Plan* based on the following principles:

- Protect the health and safety of students, faculty, staff, and the broader Polk County community.
- Preserve academic continuity while ensuring that students have the highest-quality educational experience possible.
- Provide affordable and accessible post-secondary education to students.
- Maintain business continuity, support fiscal responsibility, and ensure the financial health of the College.
- Encourage feedback from, and provide consistent and clear communication to, the College and the community.

Polk State's plan for returning to campus will be consistent with all local, state, and federal laws and directives and will be guided by recommendations from the Centers for Disease Control and Prevention (CDC), the Florida Department of Health, and the Florida Department of Education.

**Polk State College understands that the COVID-19 situation continues to evolve, and the College will modify its plan and response as appropriate (and as more information becomes available).**

## Polk State's COVID-19 Leadership Team

Throughout the COVID-19 public health emergency, a team of Polk State College faculty and staff members have worked tirelessly to research, develop, and implement policies and procedures to support the College's response to the pandemic. This team has developed the framework for *Be the Solution: Polk State College's Return to Campus Plan* and will continue to work through the details in order to ensure that the College can fulfill its mission. Members of the team are:

Dr. Angela Garcia Falconetti, President

Denise Andreu-Pietri, Director of Risk Management and Safety

Lieutenant Emmett Andrews, Director of Public Safety and Security

Valparisa Baker, Chief Diversity Officer and Title IX Coordinator

Dr. Allen Bottorff, Vice President of Business Administration and Finance/Chief Business Officer

Dr. William Caldecutt, Faculty Senate President

Christy Canady, Administrative Assistant for Institutional Effectiveness, Accreditation, and Research

Dr. Mary Clark, Vice President of Institutional Effectiveness, Accreditation, and Research

Eric Crump, Program Director for Aerospace

Susan Desbrow, Director of Student Enrollment/Registrar

Madison Fantozzi, Director of Communications and Brand Management/Public Information Officer

Jennifer Fiorenza, Director of Grants Administration

Dr. John Glenn, Dean of Academic Affairs for the Lakeland Campus (former)

Jill Hall, District Director of Human Resources (retired December 2020)

Ronshetta Howell, Director of Student Financial Services (former)

Dr. Annette Hutcherson, Director of Nursing (retired December 2020)

Melissa LaRock, Executive Assistant for Business Administration and Finance

Christine Lee, Senior Executive Assistant to the President

Sylvester Little, Dean of Student Services for the Lakeland Campus (retired December 2020)

Mark Lillquist, Director of Procurement Services

Cody Moyer, Director of Learning Technology

Dr. Orathai Northern, Vice President of Workforce Education and Economic Development

Dr. Andy Oguntola, Dean of Workforce Education/Director of the Polk State JD Alexander Center

Dr. Larry Pakowski, Executive Dean of Student Services

Kim Pearsall, Director of Disability & Counseling Services

April Robinson, Dean of Academic Affairs for the Winter Haven Campus

Tamara Sakagawa, Vice President for the Office of Communications and Public Affairs

Robert Stack, Chief Information Officer

Dr. Lee Thomas, Vice President of Academic Affairs

Melvin Thompson, Director of Student Activities and Leadership

Teresa Vorous, District Director of Business Affairs and Budgeting (retired August 2021)

George Urbano, Director of Facilities Planning, Construction, and Campus Operations

Reginal Webb, Vice President of Student Services

## Communication

Polk State College believes that transparent and consistent communication is critical to an effective return to campus. Regular communication with students, faculty, staff, and community members before, during, and after their return to campus will help alleviate anxiety and will promote health and safety. This active dialogue will help increase adherence to new policies and procedures, as well as enable the College to adapt as guidelines change.

Polk State announces information related to changes in College operations in various ways including [www.polk.edu](http://www.polk.edu), Polk State's social media accounts, phone messages, text messages to students and employees, and messages to Polk State email accounts, as well as through local TV, radio, and newspaper outlets.

Supervisors are expected to communicate revised organizational practices and policies to all employees within their units in advance of their implementation.

Specific questions or concerns from faculty and staff should be communicated to supervisors or Human Resources. Human Resources can be reached at [HR@polk.edu](mailto:HR@polk.edu). Students should communicate with their instructors or deans. The Executive Dean of Student Services may be reached by phone at 863.292.3740 or [lpakowski@polk.edu](mailto:lpakowski@polk.edu).

## Timeline

March 1, 2020	Governor DeSantis issues <a href="#">Executive Order EO-20-51</a> ordering the State Health Officer and Surgeon General to declare a public health emergency.
March 9, 2020	Governor DeSantis issues <a href="#">Executive Order EO-20-52</a> declaring a state of emergency for the State of Florida.
March 13, 2020	The College <a href="#">announces the suspension of all classes from March 16 – 29</a> to allow faculty members the time to transition all courses to online format.
March 16, 2020	The College <a href="#">announces the closure of campuses and centers to all but essential personnel</a> effective at 5:00 p.m. All operations continue remotely. Individuals are directed to the <a href="#">College's COVID-19 page</a> for information and updates.
March 30, 2020	<a href="#">Spring classes resume</a> using an online format. Essential functions continue on campus with limited staffing to maintain operations that cannot be completed remotely.
April 1, 2020	Governor DeSantis issues <a href="#">Executive Order 20-91</a> , requiring citizens to shelter-in-place from April 3 – 30.
April 29, 2020	Governor DeSantis releases the <a href="#">Safe. Smart. Step-by-Step Plan for Florida's Recovery</a> . He announces that the <a href="#">state will enter Phase I</a> of this plan on May 4.
May 4, 2020	Polk State's essential on-campus and business continuity personnel resume on-site operations.
May 15, 2020	Governor DeSantis announces the <a href="#">state will enter a full Phase I</a> of the recovery plan on May 18.
June 2, 2020	The College announces the <i>Be the Solution: Polk State College's Return to Campus Plan</i> and establishes the return of administrators and selected staff members to the College's campuses and centers beginning August 17.
June 5, 2020	<a href="#">Phase II of the Governor's Safe. Smart. Step-by-Step Plan for Florida's Recovery</a> begins.
August 17, 2020	Phase II of the College's Return to Campus Plan begins. Administrators and select support personnel return to campus.
June 8, 2021	The College remains in Phase II of the Return to Campus Plan but <a href="#">announces a change in the mask policy for individuals on campus</a> .
August 2, 2021	Phase III of the College's Return to Campus Plan begins.

*\* Polk State College understands that the COVID-19 situation continues to evolve, and the College will modify its plan and response as appropriate (and as more information becomes available).*



## Be the Solution

The general parameters of *Be the Solution: Polk State College's Return to Campus Plan* are outlined on the following page. Throughout this phased plan, the most current guidelines of the Centers for Disease Control and Prevention (CDC) and local, state, and federal policies will provide the minimum thresholds for health and safety. Additionally, each phase of this plan is tied to minimum thresholds related to the current local impact of COVID-19 rather than by dates. This allows the plan to be flexible, timely, and modified as conditions change.

Each College department is responsible for using the plan as a framework to determine the appropriate staffing for each phase, allowing for the development of a flexible staffing plan to align with the plan's Guiding Principles.

Prior to each department's return to campus, its plan must be approved by the President and appropriate Vice President and be reviewed by the Director of Risk Management and Safety, Director of Facilities, and Director of Public Safety and Security. They will ensure that the plan includes the appropriate health and safety considerations.

The phases of the plan are as follows:



## PHASE I – May 4, 2020, to August 16, 2020 – THE MAJORITY OF OPERATIONS ARE REMOTE

The College is fully functional, and the majority of essential operations are occurring remotely.

### Safety Measures

- Enhanced cleaning is enacted per CDC guidelines.
- Social distancing is required when reporting to campus.
- Cloth face coverings and masking are required for all individuals on campus, beginning June 22. *See page 16.*

### Staffing

- Essential on-campus personnel – those responsible for maintaining the integrity of infrastructure, property, or systems – are working on site on an as-needed basis.
- Essential business-continuity personnel – those responsible for operations and business continuity – may be on site periodically with supervisor approval.

### Instruction

- The majority of academic courses are online.
- A very limited number of workforce training courses continue using face-to-face instruction with modifications that align with CDC guidance.
- Clinical instruction resumes as allowed by proceeding with modifications to align with CDC guidance and industry standards.

### Student and Academic Services

- Library and tutoring services are offered online.
- Testing services are offered online, with very limited testing for workforce programs offered in the testing centers.
- Bookstores are closed on campus and books are available to be ordered online.
- Computer labs, food services, and gyms, are closed.
- Student centers are closed on campus and the Virtual Student Center is open in the Canvas Learning Management System.

## PHASE II – August 17, 2020, to August 1, 2021 – ADMINISTRATORS AND SELECTED STAFF RETURN TO CAMPUS

The College is fully functional with *some* essential functions returning to campus and *most* operations occurring remotely.

### Safety Measures

- Enhanced cleaning continues, per CDC guidelines.
- Social distancing is required when reporting to campus.
- Cloth face coverings and masking are **strongly recommended while indoors on campus**. They are not required while outside. **Individuals who are meeting one-on-one with students, colleagues, or members of the community in small offices or cubicles are still strongly encouraged to wear a mask due to the close confines of the space.** (This is an update as of June 8, 2021. Prior to this update, masks and cloth face coverings were required at all times).
- All individuals reporting to campus are expected to complete health self-screenings. Visitors, employees, and students are expected to self-screen. Students in the limited number of in-person courses will be screened by instructors (i.e., Health Sciences, Aerospace, and Public Safety). *See page 15.*

### Staffing

- Essential on-campus personnel and business-continuity personnel report on campus.
- Administrators and their necessary support personnel report regularly to campus.
- Departments begin to increase the on-campus presence, based on cohort shifts and departmental needs.

### Instruction

- The majority of academic courses are offered online.
- The face-to-face component of a limited number of hybrid courses are offered, subject to CDC guidelines and with administrative approval.
- A limited number of workforce training courses continue to be offered using a face-to-face format with modifications to align with CDC guidance.
- Clinical instruction resumes as allowed and proceeds with modifications to align with CDC guidance and industry standards.

### Student and Academic Services

- Library and tutoring services are offered online.
- Testing services are available online with limited testing for workforce programs offered in the testing centers.
- Bookstores are closed on campus and books can be ordered online.
- Computer labs are closed except for a limited number of instructional scenarios.
- Student centers are closed on campus and the Virtual Student Center is open in the Canvas Learning Management System.
- Limited food vending is open and food service is provided to collegiate high school students.
- Weight rooms are open with limited access and by appointment.
- Gyms are open to the Athletics Department and are subject to CDC guidelines for health and safety.

### Community

- College events and gatherings are limited and are subject to CDC guidelines for health and safety.

## PHASE III – August 2, 2021 – RETURN TO IN-PERSON OPERATIONS

The College is fully functional, and a *limited number* of operations are occurring remotely.

### Safety Measures

- It is **strongly recommended that all individuals, whether vaccinated or not**, wear masks or cloth face coverings while indoors on campus. *See page 16. (this is an update as of July 29, 2021)*
- Individuals who are not vaccinated are **strongly encouraged** to consider vaccination.
- Individuals are **strongly encouraged** to practice standard disease-prevention measures including frequent handwashing, covering coughs and sneezes, and practicing social distancing.
- The College will maintain cleaning and disinfecting processes to ensure sanitation.

### Staffing

- All administrative departments return to campus.
- Faculty to continue instruction as set by the established Fall 2021 Semester schedule.
- Staff and faculty are strongly encouraged to use technology tools to facilitate social distancing.

### Instruction

- An expanded number of courses are offered in face-to-face formats.
- Some academic courses remain online.
- Workforce training courses will continue to be offered in face-to-face formats.
- Clinical Instruction has resumed as allowed and is proceeding with modifications to align with CDC guidance and industry standards.

### Student and Academic Services

- Library and computer labs are open.
- Face-to-face tutoring is available in addition to online tutoring.
- Testing services are available in face-to-face and online formats.
- Bookstores and student centers are open.
- Access to food services and vending are expanded.
- Weight rooms are open.
- Gyms are open to the Athletics Department.

### Community

- For the duration of the Fall 2021 Semester, College events and gatherings are expanded, subject to CDC guidelines for health and safety. Beginning Spring 2022, College events and gatherings will resume.
- For the duration of the Fall 2021 Semester, non-College events and gatherings are allowed on campus, but are subject to administrative review and CDC guidelines. Beginning Spring 2022, non-College events and gatherings will resume as before the COVID-19 public health emergency.

# Health and Safety Are Everyone's Responsibility

## How to Protect Yourself and Others

Polk State College recommends that College community members follow the guidance of the Centers for Disease Control and Prevention (CDC) to protect themselves and others and avoid the spread of COVID-19. The CDC presents guidance for individuals based on whether they have received the COVID-19 vaccine.

### Guidance for Unvaccinated Individuals

Individuals who have not received the COVID-19 vaccine are encouraged to protect themselves and others by engaging in the following practices:

#### Avoiding Close Contact

- Individuals should stay at least 6 feet (about two arms' length) from other people.
- People should avoid groups and consider the use of technology as an alternative method for meetings.
- People should avoid mass gatherings.

#### Covering the Mouth and Nose with a Cloth Face Covering When Around Others

- A cloth face cover is worn to protect other people in case an individual is infected or asymptomatic.
- Individuals should continue to keep about 6 feet apart from others. Face coverings are not a substitute for social distancing and hand washing.

#### Washing Hands Often

- An individual should wash hands often with soap and water for at least 20 seconds, especially after being in a public place, blowing one's nose, coughing, or sneezing.
- If soap and water are not readily available, a hand sanitizer that contains at least 60% alcohol should be used. Hand sanitizer should be placed over all hand surfaces, and they should be rubbed together until they feel dry.
- It is important to avoid touching the eyes, nose, and mouth with unwashed hands.



#### Covering Coughs and Sneezes

- If an individual is in a private setting and is not wearing a cloth face covering, he or she should remember to cover the mouth and nose with a tissue when coughing or sneezing (or use the inside of the elbow).
- All used tissues should be immediately deposited in the trash.
- Hands should be immediately washed with soap and water for at least 20 seconds after a cough or sneeze. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

## Getting Vaccinated

The Centers for Disease Control and Prevention (CDC) states that getting vaccinated prevents severe illness, hospitalizations, and death. COVID-19 vaccines are widely accessible and are strongly recommended for anyone 12 years of age and older.

Fully vaccinated is defined as:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

More information about vaccines can be found at: [www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html).

## Guidance for Fully Vaccinated Individuals

Individuals who are fully vaccinated can participate in many of the activities they did prior to the pandemic.

**To reduce the risk of being infected with the COVID-19 Delta variant and possibly spreading it to others, the CDC recommends that vaccinated individuals wear a mask indoors in public if they are in an area of substantial or high transmission.** *(as of July 29, 2021, Polk County and Florida were noted to be areas of substantial or high transmission)*

To protect the health and safety of the Polk State College community, the College will continue to clean offices, classrooms, and laboratory spaces based on CDC guidelines. Hand-sanitizing stations are also provided and maintained.

The College offers many services to students, faculty, and staff to assist in supporting mental and emotional well-being during difficult times. These resources include:

- The BayCare Student Assistance Program, which offers free, confidential assistance from licensed counselors 24-hours a day. Students can call 800.878.5470 for help. Students also have access to [BayCare's Personal Advantage](#), an online resource for help with a variety of issues, such as preparing for exams, creating a personal budget, and managing stress.
- Florida Blue (Blue Cross and Blue Shield consortium), which offers all Floridians free 24-hour emotional support helpline at 833.848.1762. Specially trained behavioral health counselors are available to help with stress, anxiety, trauma, and grief due to the health crisis.
- Full-time employees also have access to the Employee Assistance Plan (EAP). Information for access and benefits is located on the [Human Resources page in PIE](#).

# Upon the Return to Campus

## General Overview

All supervisors will provide faculty and staff in their areas information and resources to ensure that they are aware of the Centers for Disease Control and Prevention's (CDC) guidance for vaccinated and unvaccinated individuals.

Signage to assist in reminding individuals about precautions for unvaccinated individuals will be posted at all campuses and centers.

Hand sanitizer stations will be placed in all buildings for students, faculty, staff, and visitors.

Polk State College Facilities Campus Operations teams will continue to coordinate cleaning of offices, classrooms, and laboratory spaces based on CDC guidelines.

## Symptom Monitoring and Reporting

Students, faculty, and staff who are returning to campus during any of the phases are encouraged to actively monitor their health.

In Phase III, all individuals are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus.

Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



Individuals exhibiting symptoms are asked to remain at home and monitor their health. Individuals who are employees should contact their supervisors and students are expected to contact their instructors. Additionally, all individuals who have been confirmed positive for COVID-19, exhibit symptoms of COVID-19, or believe that they have been exposed to someone who has tested positive for COVID-19, must notify the College directly through their supervisor, professor, or through the [self-reporting tool](#) on the College's [COVID-19 webpage](#).



Individuals who have symptoms consistent with COVID-19 upon arrival at campus or who become sick during the day should immediately be separated from other employees, students, etc., sent home, and instructed to complete the self-reporting tool.

### Vaccination

COVID-19 vaccines are widely accessible and are strongly recommended for anyone 12 years of age and older.

**Centers for Disease Control and Prevention (CDC) guidance states that those who are fully vaccinated can resume activities as they had prior to the pandemic.**

Fully vaccinated is defined as:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

More information about vaccines can be found at: [www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html](http://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html).

### Use of Face Coverings

One of the best ways to prevent illness is to avoid being exposed to the virus. The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs or sneezes, or from aerosolized viral particles as a person talks. Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Some recent studies have suggested that COVID-19 may be spread by people who are asymptomatic, meaning individuals who do not show any symptoms of infection. Cloth face coverings may slow the spread of the virus from those who are infected, including those who are infected and may not know it or not show any symptoms of the disease.



As of July 29, 2021 during Phase II of *Be the Solution: Polk State College's Return to Campus Plan*, and continuing in Phase III of the plan beginning August 2, 2021, **cloth face coverings are strongly recommended for all students, faculty, staff, and visitors, whether vaccinated or not, while indoors on campus.** A face covering can be made of a variety of materials, such as cotton, silk, or linen and should be a minimum of two layers.

Polk State will provide reusable cloth face coverings to employees upon request. Employees should communicate with their supervisors if they need reusable masks. Supervisors will email Human Resources at [HR@polk.edu](mailto:HR@polk.edu) so that reusable masks can be provided.

Students or visitors who come to campus without a face covering will be able to pick up a disposable mask in Student Services.

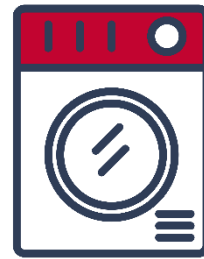
When using a face covering it is important to:

Wear It Correctly:

- Wash hands before putting on a face covering.
- Hold the ear loops or ties and put it over the nose and mouth and secure it under the chin.
- Fit it snugly against the sides of the face.
- Ensure that breathing is not restricted.
- Do not touch the front of the mask.

Take Off a Face Covering Carefully:

- Untie the strings behind the head or stretch the ear loops.
- Handle the face covering only by the ear loops or ties.
- Fold the outside corners together.
- Keep the face covering stored in a paper bag when not in use.
- Be careful not to touch the eyes, nose, and mouth when removing the face covering and wash hands immediately after removing.



Care for, Store, and Launder the Item Properly:

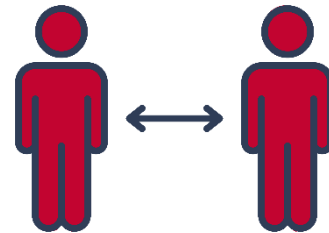
- Cloth face coverings should not be used more than one day at a time and should be washed after each use.
- Cloth face coverings should be laundered after each use with regular laundry detergent and the warmest appropriate water setting for the cloth.
- Cloth face coverings can be dried in the dryer on the highest heat setting or laid flat and allowed to air dry.
- Discard cloth face coverings that:
  - No longer cover the nose and mouth.
  - Have stretched out or damaged ties or straps.
  - Cannot stay on the face.
  - Have holes or tears in the fabric.
- Disposable masks should be placed in the trash after use.



## Social Distancing Guidelines

Social distancing, or physical distancing, means keeping space of at least 6 feet between individuals when in public. Social distancing, combined with face coverings, have been shown to slow the spread of COVID-19.

Social distancing is strongly recommended for all students, faculty, staff, and visitors while on campus. Individuals are encouraged to practice social distancing by doing the following:



- All individuals should remain at least 6 feet from other people.
- People should avoid groups or gatherings of more than 10 people, including crowds and mass gatherings.
- Individuals should pay attention to directional signage regarding how to move through spaces on campus.
- Individuals must use elevators one person at a time and consider using the stairs when possible. When using stairs, 6 feet should be maintained between passing individuals (or pause to allow individuals to complete usage before beginning use of a narrow staircase).
- The number of people in restrooms may be limited based on the size of the restroom. Individuals should look for directions, limitations, and signage before entering any room or area.
- Where feasible, meetings should be held telephonically or through video teleconferencing.
- Breakrooms will be open and available for storing and heating foods. However, staff and faculty are encouraged to eat or take breaks outside or at their workstations.

## Returning to Campus After Testing Positive for COVID-19

Polk State College students and employees who have tested positive for COVID-19 may return to campus if they have met the Symptom-Based Strategy conditions:\*\*

- The Symptom-Based Strategy – An individual may return to campus after:
  1. 10 days have passed since the onset of symptoms **and**
  2. 24 hours with no fever without the use of fever-reducing medications **and**
  3. Other symptoms of COVID-19 are improving.

Note: Individuals with weakened immune systems (immunocompromised) due to health conditions or medications may need to stay home and isolate longer than 10 days and possibly 20 days after symptoms begin. In some circumstances, further testing may be needed. Individuals should speak with their healthcare providers for more information.

Individuals who experienced severe illness from COVID-19 (they were admitted to a hospital and needed oxygen), may receive a recommendation from their healthcare provider to remain in isolation for longer than 10 days after their symptoms first appeared (possibly up to 20 days).

\*\*In all cases, the individual must follow the guidance of their doctor and the Polk County division of the Florida Department of Health.

## Resources

- Centers for Disease Control and Prevention's [Guidance for Colleges, Universities, and Higher Learning](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html) | <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
- Governor Ron DeSantis' [Plan for Florida's Recovery. Smart. Safe. Step-by-Step.](https://floridahealthcovid19.gov/plan-for-floridas-recovery/) | <https://floridahealthcovid19.gov/plan-for-floridas-recovery/>
- Governor Ron DeSantis's [Executive Orders 2020](http://www.flgov.com/2020-executive-orders/) | [www.flgov.com/2020-executive-orders/](http://www.flgov.com/2020-executive-orders/)
- Governor Ron DeSantis's [Executive Orders 2021](http://www.flgov.com/2021-executive-orders/) | [www.flgov.com/2021-executive-orders/](http://www.flgov.com/2021-executive-orders/)
- [Florida Department of Health](https://floridahealthcovid19.gov/) | <https://floridahealthcovid19.gov/>

## Appendix A – Return to Campus Phased Plan

# Polk State College Return-to-Campus Phasing Plan\*

**General Note:** Throughout this phased plan, the most current Centers for Disease Control and Prevention (CDC) guidelines and local health policies are the minimum thresholds in effect, whether explicitly mentioned in the plan or not.

	2020.03.09 - 2020.05.03	2020.05.04 - 2020.05.17	2020.05.18 - 2020.08.16	2020.08.17 - 2021.08.01	
Function Area	Florida Executive Orders 20-52 and 20-91	(FL-EO 20-112) PHASE IA	(FL-EO 20-122) PHASE IB	PHASE II	PHASE III
<b>PUBLIC HEALTH</b>					
Students / Faculty / Staff	Closed to the public	Closed to the public	Closed to the public	Limited presence on campus / social distancing required	Increased presence on campus / subject to CDC guidelines
Vulnerable Populations	Safer at Home Orders	Continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option	Continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option	Continuing remote instruction / telework or other mitigation accommodations if remote instruction / telework is not an option	Per CDC, vaccinations are a critical step in protecting those that are most vulnerable to illness- the elderly and those with chronic conditions and weakened immune systems. As a result, vulnerable populations have effective, available, and affordable mechanisms to return to campus.
Face Covering, Masks	Safer at Home Orders	CDC recommends wearing cloth face coverings in public settings where physical distancing measures are difficult to maintain	CDC recommends wearing cloth face coverings in public settings where physical distancing measures are difficult to maintain; beginning 2020 06 22 cloth face covering/face masks <b>required</b>	<del>Required for employees and students on-campus</del> <b>Strongly recommended for employees and students while indoors on campus. Not required while outside (as of June 8, 2021*)</b>	<b>Strongly recommended for unvaccinated employees and students on campus, along with six-foot social distancing</b>
Community	Closed to the public	Closed to the public	Closed to the public	Limited community activities on campus subject to CDC guidelines and administrative review	Limited community activities on campus subject to CDC guidelines and administrative review in Fall 2021/Resume community activities in Spring 2022.
<b>INSTRUCTION</b>					
Lecture	Closed 2020.03.17; Resumed via remote instruction 2020.03.30	Remote instruction	Remote instruction	Remote instruction / limited onsite hybrid classes with 10 or fewer occupants in a space or 25% occupancy for large meeting rooms / subject to CDC guidelines and administrative policy	Expand onsite instruction subject to CDC guidelines
Instruction - Lab	Closed 2020.03.17; Resumed via remote instruction 2020.03.30	Remote instruction	Remote instruction	Remote instruction / limited onsite hybrid labs with 10 or fewer occupants / a limited number of labs have been approved for higher occupancy based on enhanced physical & social distancing guidelines, and lab safety measures / subject to CDC guidelines and administrative review; cloth face covering/face masks <b>required</b>	Expand onsite lab instruction subject to CDC guidelines
Computer Labs	Closed	Closed	Closed	Remote instruction / limited onsite hybrid labs with 10 or fewer occupants / subject to CDC guidelines and administrative review; cloth face covering/face masks <b>required</b>	Reopening subject to CDC guidelines and administrative review
Library	Closed	Closed	Closed	Closed	Reopening subject to CDC guidelines and administrative review
<b>CAREER TECHNICAL EDUCATION</b>					

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# Polk State College Return-to-Campus Phasing Plan\*

**General Note:** Throughout this phased plan, the most current Centers for Disease Control and Prevention (CDC) guidelines and local health policies are the minimum thresholds in effect, whether explicitly mentioned in the plan or not.

	2020.03.09 - 2020.05.03	2020.05.04 - 2020.05.17	2020.05.18 - 2020.08.16	2020.08.17 - 2021.08.01
Function Area	Florida Executive Orders 20-52 and 20-91	(FL-EO 20-112) PHASE IA	(FL-EO 20-122) PHASE IB	PHASE II  PHASE III
On-Campus Labs	Closed with the exception of Respiratory Care, Law Enforcement Academy, and EMT/EMR Programs	Closed with the exception of Respiratory Care, Law Enforcement Academy, and EMT/EMR Programs	Limited programs / partially open with physical distancing for 10 or fewer occupants / dependent on space configuration and with public health modifications and industry safety standards / enhanced cleaning / instructor/student pairs allowed / cloth face covering/masking <b>required</b>	Limited programs / partially open with physical distancing for 10 or fewer occupants / dependent on space configuration and with public health modifications and industry safety standards / enhanced cleaning / instructor/student pairs allowed / cloth face covering/masking <b>required</b>  Reopen onsite lab instruction subject to CDC guidelines and administrative review
Field/On-Location/Clinicals	Closed	Closed	Resume with physical distancing / public health modifications and industry safety standards / cloth face covering/masking, <b>or industry standard if more restrictive</b> , required	Resume with physical distancing / public health modifications and industry safety standards / cloth face covering/masking, <b>or industry standard if more restrictive</b> , required  Expand onsite clinicals subject to CDC guidelines and administrative review or associated hospital or clinical affiliate guidelines and safety protocols, <b>whichever is more restrictive</b>
<b>STUDENT and ACADEMIC SERVICES</b>				

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	2020.03.09 - 2020.05.03	2020.05.04 - 2020.05.17	2020.05.18 - 2020.08.16	2020.08.17 - 2021.08.01	
Function Area	Florida Executive Orders 20-52 and 20-91	(FL-EO 20-112) PHASE IA	(FL-EO 20-122) PHASE IB	PHASE II	PHASE III
Bookstores/Other Retail Outlets	Closed to the public	Closed to the public	Closed to the public	Closed to the public	Reopen onsite access subject to CDC guidelines
Tutoring	Closed to the public	Online/remote	Online/remote	Online/remote	Resume expanded face-to-face tutoring subject to CDC guidelines while continuing a simultaneous online tutoring model
Food Services	Closed	Closed	Closed	Closed to College employees / open for Collegiate High School students	Reopen onsite vending (snacks and beverages) access for College employees and lunch options for Collegiate High School students
Student Centers	Closed	Closed	Closed	Closed	Resume onsite access subject to CDC guidelines
Student Events	Canceled	Closed	Closed	Closed	Expand onsite student events per CDC guidelines
Student Recreation Center	Closed	Closed	Closed	Closed	Reopen onsite access subject to CDC guidelines
Testing (TEAS, PERT, SOCE, Placement, etc....)	Limited to TEAS Testing during first week of April then closed	Closed	PERT testing remains remote / SOCE (State Officer Certification Exam) limited to 10 with physical distancing / cloth face covering/masking <b>required</b> / enhanced cleaning	PERT testing remains remote / KCTIPS limited to 10 with physical distancing / cloth face covering/masking <b>required</b> / enhanced cleaning	Reopen onsite access subject to CDC guidelines
Common Areas	Closed	Closed	Closed	Closed	Phased re-opening in proportional response to return-to-campus activities / subject to CDC guidelines
<b>COLLEGE WORKFORCE</b>					
Return to Work	On-campus limited to critical functions and essential personnel / all other functions remote	On-campus limited to critical functions and essential personnel / all other functions remote	On-campus limited to critical functions and essential personnel / all other functions remote	On-campus limited to critical functions and essential personnel including administrators and selected staff / all other functions remote	All staff and administrators return to campus and follow CDC guidance. Faculty to return in phases consistent with course schedules. Resume normal staffing in Spring 2022
Special Accommodation	Working remote	Working remote	Working remote	Working remote	No special accommodations available for Fall 2021
Single Occupancy Office Space	On-campus limited to critical functions and essential personnel / all other functions remote	On-campus limited to critical functions and essential personnel / all other functions remote	On-campus limited to critical functions and essential personnel / all other functions remote / as of 2020 06 22 cloth face covering/masking <b>required</b> unless alone in single office	On-campus limited to critical functions and essential personnel / increasing occupancy with cohort shifts / all other functions remote / cloth face covering/masking <b>required</b> unless alone in single office	Full operations (both essential and non-essential reporting regularly to campus) with modifications consistent with CDC guidelines
Shared Office Space	On-campus limited to critical functions and essential personnel / all other functions remote	On-campus limited to critical functions and essential personnel / increasing occupancy with cohort shifts / all other functions remote	On-campus limited to critical functions and essential personnel / increasing occupancy with cohort shifts / all other functions remote / as of 2020 06 22 cloth face covering/masking <b>required</b>	On-campus limited to critical functions and essential personnel / increasing occupancy with cohort shifts / all other functions remote / cloth face covering/masking <b>required</b> unless alone in single office	Full operations (both essential and non-essential reporting regularly to campus) with modifications consistent with CDC guidelines
Construction	Moved to contracted services / active with physical distancing	Moved to contracted services / active with physical distancing	Active with physical distancing / cloth face covering/masking <b>required</b>	Active with physical distancing / cloth face covering/masking <b>required</b>	Fully operational, with modifications consistent with OSHA/CDC guidelines
<b>COLLEGE TRAVEL</b>					

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	2020.03.09 - 2020.05.03	2020.05.04 - 2020.05.17	2020.05.18 - 2020.08.16	2020.08.17 - 2021.08.01
Function Area	Florida Executive Orders 20-52 and 20-91	(FL-EO 20-112) PHASE IA	(FL-EO 20-122) PHASE IB	PHASE II  PHASE III
Essential Domestic	Canceled	Canceled	Canceled	Limited - by approval of President or her designee / consistent with CDC travel guidelines  Consistent with CDC travel guidelines, delay travel until you are fully vaccinated when using public transportation
Essential International	Canceled	Canceled	Canceled	Limited - by approval of President or her designee / consistent with CDC travel guidelines  Consistent with CDC travel guidelines, do not travel internationally until you are fully vaccinated
Study Abroad Programs	Canceled	Canceled	Canceled	Canceled  Canceled until further notice and review by President's Staff
Non-Essential Travel	Canceled	Canceled	Canceled	Limited - by approval of President or her designee / consistent with CDC travel guidelines  By approval of appropriate Vice President / consistent with CDC travel guidelines
<b>ATHLETICS</b>				
Athletic Training	Canceled	Canceled	Canceled	Weight Rooms: Limited to student athletes for group workouts according to schedules established by Athletics; cleaning by janitorial services between sessions and a minimum 1 hour break after cleaning to next use; Gym: Limited to Athletics Department use subject to CDC guidelines; cloth face covering/face masks are not required during workouts and practice but must be worn at all other times when on campus  Reopen weight rooms and gym for College use
Sporting Competitions	Canceled	Canceled	Canceled	Resumption decisions made in consultation with public health authorities and athletic conferences and ratified by President  Resumption decisions made in consultation with public health authorities and athletic conferences and ratified by President's Staff
<b>EVENTS &amp; CAMPS</b>				
Large Events	Canceled	Canceled	Canceled	Canceled  Expand onsite events subject to CDC guidelines
Events / Gathering	Canceled	Canceled	Canceled	Limited gatherings with 10 or fewer occupants in a space or 25% occupancy for large meeting rooms / subject to CDC guidelines and administrative policy / enhanced cleaning  Expand onsite events subject to CDC guidelines
Graduations / Commencements	Rescheduled	Virtual format	Virtual format	With President's approval, off-site venues can be used for these events. The off-site venue will provide minimum guidance for health and safety to the College's Vice President for Business Affairs and Finance for review and recommendation of further enhancements  Off-site venues can be used for these events. The off-site venue will provide minimum guidance for health and safety to the College's Risk Management and Safety Department for review and recommendation of further enhancements
Camps	Canceled	Canceled	Canceled	Canceled  Expand onsite for resuming normal operation of camps by Summer 2022 - subject to CDC guidelines
<b>COMMUNITY</b>				

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	2020.03.09 - 2020.05.03	2020.05.04 - 2020.05.17	2020.05.18 - 2020.08.16	2020.08.17 - 2021.08.01	
Function Area	Florida Executive Orders 20-52 and 20-91	(FL-EO 20-112) PHASE IA	(FL-EO 20-122) PHASE IB	PHASE II	PHASE III
Collegiate High Schools	Remote	Remote	Remote	Remote instruction / limited onsite hybrid classes with 10 or fewer occupants in a space or 25% occupancy for large meeting rooms / subject to CDC guidelines and administrative policy and in collaboration with high school principals	Expand onsite instruction subject to CDC guidelines and administrative review and in collaboration with high school principals
Performing Arts Centers	Closed	Closed	Closed	Remote instruction / limited onsite hybrid classes with maximum of 10 occupants in a classroom/space or 25% of occupancy for large meeting rooms / subject to CDC guidelines and administrative policy	Expand and resume onsite use subject to CDC guidelines and administrative review.
Outdoor Recreation Centers/Trails	Closed	Limited open with physical distancing; consistent with state guidance	Limited open with physical distancing; consistent with state guidance	Limited open with physical distancing; consistent with state guidance	Reopen

^Due to increasing vaccination rates, on June 8, 2021, masking policy was modified to strongly recommend the use of masks/cloth face coverings while indoors. They were not required to be worn outdoors. Individuals meeting one-on-one with students, colleagues, or community members in small offices were very strongly encouraged to maintain masking.

## Appendix B – Language for Course Syllabi

The following language outlines the health and safety expectations for Polk State College students. This language is to be inserted into all Polk State College course syllabi.

### COVID-19 Language for Syllabi

Polk State College is committed to the health and safety of students, faculty, and staff. Members of the College community are expected to assume personal responsibility to keep themselves and others healthy and safe. Before coming to campus each day:

- **Each student must self-screen for COVID-19 symptoms.** The Centers for Disease Control and Prevention (CDC) provides a list of COVID-19 symptoms ([www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)).
- **A student who is experiencing illness or symptoms of COVID-19 should not come to campus.** The student must notify his or her professor by email within one business day of the absence and should notify a healthcare provider if symptoms worsen.
- **A student must self-report if he or she becomes ill with COVID-19, has COVID-19 symptoms, or has been in contact with someone who has tested positive for COVID-19.** The student must also notify the College directly through the [self-reporting tool](#) on the Polk State webpage. The student is responsible for communicating his or her status with the professor should there be a need for isolation or quarantine.

When on campus:

- **The College strongly recommends that each student, whether vaccinated or unvaccinated, wear a mask or face covering while indoors on campus.** A professor may offer office hours in various formats including face-to-face meetings, video conferencing, email, or telephone. **The professor may require the student to wear a mask or cloth face covering during an office meeting.** Any student who does not feel comfortable complying with this requirement may use other modes of communication to connect with the professor.
- **Each student is strongly encouraged to practice social distancing while on campus, keeping at least six feet of separation from others when possible and avoiding crowded hallways, stairwells, and other enclosed spaces.**
- Any student who is unvaccinated (or who has health concerns) should maintain six feet of social distance in classroom and lab settings, or work with the professor to arrange for special seating arrangements or accommodations (as possible).
- **A student who is currently unvaccinated is strongly encouraged to get vaccinated.** The College website lists information regarding on-campus vaccination events ([polk.edu/vaccine](http://polk.edu/vaccine)). An unvaccinated student is also encouraged to follow the CDC's guidance regarding protection from COVID-19 infection ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)).
- **Any student who begins to feel ill or who experiences symptoms such as sneezing, coughing, or fever while on campus should immediately return home, notify his or her professor(s), and call a healthcare provider if symptoms worsen. Additionally, any student exhibiting these symptoms may be sent home by his or her professor and instructed to complete the COVID Reporting Tool.**

**In the interest of health and safety, an instructor has the right to ask any student who fails to comply with these requirements to leave class. If a student refuses to comply, per *Polk State College Rule 4.01: Code of Student Conduct for Students and Student Organizations*, the instructor has the right to refer the non-compliant student to a Student Services administrator for disciplinary action and to cancel class for the day.**

Guidance about how to prevent the spread of COVID-19 is available through the Centers for Disease Control and Prevention ([www.cdc.gov/coronavirus](http://www.cdc.gov/coronavirus)). Additionally, *Be the Solution: Polk State College's Return to Campus Plan* is available online and provides information about the College's response to the public health crisis ([www.polk.edu/campus-safety-security/covid-19](http://www.polk.edu/campus-safety-security/covid-19)). Each student is encouraged to direct questions about these requirements to a campus-based associate dean or a professor. The Executive Dean of Student Services, Dr. Pakowski, may be reached by email at [lpakowski@polk.edu](mailto:lpakowski@polk.edu).

**Equal Access/Equal Opportunity**

Polk State College does not discriminate on the basis of race, color, national origin, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information, disability, or pregnancy in its programs, activities, or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Valparisa Baker  
Chief Diversity Officer, Equity, Diversity, and Inclusion  
Title IX Coordinator  
999 Avenue H NE  
Winter Haven, FL 33881-4299  
Office: WAD 227  
863.292.3602 Ext. 5378  
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