

**BE THE  
SOLUTION:**



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

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## A Message from the President

Polk State College is looking forward to welcoming students, employees, and members of the community back to its campuses and centers slowly but surely and, most importantly, safely as we continue to respond to the COVID-19 public health emergency.

President's Staff and the COVID-19 Leadership Team have worked diligently on *Be the Solution: Polk State College's Return to Campus Plan* with the health and safety of students, employees, and the community at the forefront. Additionally, the hard work of Polk State's faculty and staff since the onset of the pandemic has ensured continuous access to learning for our students. The teamwork across all areas of the College will continue to propel our institution forward as we overcome unprecedented challenges and serve as part of the solution for Polk County. Together, we are shaping the future through innovation and quality higher education that supports students in meeting their educational goals and our community's workforce needs.

Please review the *Be the Solution: Polk State College's Return to Campus Plan* and supplemental information in this document closely. We will continue to follow guidance from the Centers for Disease Control and Prevention, Florida Department of Health, and Florida Department of Education, and will communicate necessary modifications and updates accordingly.

We remain committed to responsibly serving our Polk State family and greater community, and we will continue to uphold the Polk State mission of providing access to affordable, quality higher education in Polk County because *We are Polk* and together, *We are the Solution*.

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 & Safety

Lieutenant Emmett Andrews, Director of Security

Valparisa Baker, Chief Diversity Officer and Title IX Coordinator

Dr. Allen Bottorff, Interim Vice President of Business Administration and Finance

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

Jennifer Fiorenza, Director of Grants Administration

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

Jill Hall, District Director of Human Resources

Ronshetta Howell, Director of Student Financial Services

Dr. Annette Hutcherson, Director of Nursing

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

Mark Lillquist, Director of Purchasing

Cody Moyer, Director of Learning Technology

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

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

Dr. Larry Pakowski, Dean of Student Services for the Winter Haven Campus

Kim Pearsall, Director of Disability & Counseling Services

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

Tamara Sakagawa, Associate 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

George Urbano, Director of Facilities

Reginal Webb, Vice President of Student Services

## Communication

Polk State College believes that transparent and consistent communication are 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 Winter Haven Campus Dean for Student Services may be reached by phone at 863.292.3740 or [lpakowski@polk.edu](mailto:lpakowski@polk.edu). The Lakeland Campus Dean for Student Services may be reached at 863.669.2813 or [slittle@polk.edu](mailto:slittle@polk.edu).

## Timeline

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.
TBD*	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 & Safety, Director of Facilities, and Director of 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 TBD – ADMINISTRATORS AND SELECTED STAFF RETURN TO CAMPUS

The College is fully functional, *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 required for all individuals on campus. Individuals are expected to provide their own face coverings. *See page 16.*
- All individuals reporting to campus are expected to complete health self-screening. 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 – TBD – INCREASE IN-PERSON OPERATIONS

The College is fully functional, and *some* operations are occurring remotely.

### Safety Measures

- Enhanced cleaning continues, per CDC guidelines.
- Social distancing is required when reporting to campus.
- Cloth face coverings and masking are recommended for all individuals on campus. Individuals are expected to provide their own face coverings. *See page 16.*
- All individuals reporting to campus are expected to complete health self-screening. 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., Allied Health, Aerospace, and Public Safety). *See page 15.*

### Staffing

- Departments continue to safely increase the on-campus presence based on cohort shifts and departmental needs.

### Instruction

- Some academic courses remain online, with most courses ready to resume in-person instruction subject to CDC guidelines and administrative review.
- An expanded number of courses are offered in face-to-face formats, subject to CDC guidelines and with administrative approval.
- An expanded number of workforce training courses are offered with modifications to align with CDC guidance and with administrative approval.
- Clinical Instruction has been 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 with access and occupancy limitations according to CDC guidelines and administrative review.
- Limited face-to-face tutoring is available subject to CDC guidelines. Online tutoring is strongly encouraged.
- Testing services are available online, with an expanded number of tests for workforce programs offered in the testing centers.
- Bookstores and student centers are open with access and occupancy limitations according to CDC guidelines and administrative review.
- Access to food services and vending are expanded.
- Weight rooms are open with limited access and by appointment.
- Gyms are open to the Athletics Department, subject to CDC guidelines for health and safety.

### Community

- College events and gatherings are expanded, subject to CDC guidelines for health and safety.
- Non-College events and gatherings are allowed on campus, but these are subject to administrative review and CDC guidelines.

# Health and Safety Are Everyone's Responsibility

## Vulnerable Populations

According to the CDC, there are several characteristics that may cause an individual to **be at increased risk for severe illness** from COVID-19. Those at increased risk for severe illness from COVID-19 are:

- Older adults aged 65 years and older
- Individuals with cancer
- Individuals with chronic kidney disease
- Individuals with COPD (chronic obstructive pulmonary disease)
- Individuals who are immunocompromised (weakened immune system) from solid organ transplant
- Individuals with severe obesity (body mass index [BMI] of 30 or higher)
- Individuals who have serious heart conditions such as heart failure, coronary artery disease, or cardiomyopathies
- Individuals who are pregnant
- Individuals with sickle cell disease
- Individuals with Type 2 diabetes mellitus
- Individuals who are current or former cigarette smokers

COVID-19 is a new disease. Currently there are limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what is known at this time, people with the following conditions **might be at an increased risk for severe illness** from COVID-19:

- Individuals with chronic lung disease or moderate-to-severe asthma
- Individuals with cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Individuals with cystic fibrosis
- Individuals with hypertension or high blood pressure
- Individuals who are immunocompromised (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Individuals with neurologic conditions, such as dementia
- Individuals with liver disease
- Individuals who are overweight (BMI of 25 or higher and less than 30)
- Individuals with pulmonary fibrosis (having damaged or scarred lung tissue)
- Individuals with thalassemia (a type of blood disorder)
- Individuals with Type 1 diabetes mellitus

Any faculty or staff member who has been instructed to return to campus for on-site work, and who has concerns about doing so due to health reasons, should speak with his or her supervisor or with Human Resources [HR@polk.edu](mailto:HR@polk.edu) at least two weeks prior to the expected date of return.

## Health and Safety Guidance

Polk State College recommends that College community members follow the guidance of the Centers for Disease Control and Prevention to avoid the spread of COVID-19. This guidance includes:

### 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.

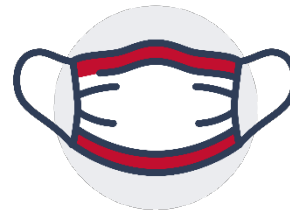


### Avoiding Close Contact

- Individuals should stay at least six 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 six feet apart from others. Face coverings are not a substitute for social distancing and hand washing.



### 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.

## Cleaning and Disinfecting Areas

- The College cleans offices, classrooms, and laboratory spaces based on CDC guidelines. Hand-sanitizing stations are also provided and maintained.
- Building occupants (employees) are encouraged to clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, and keyboards. Approved cleaning products will be provided and employees will receive training for proper use of the products.
- Employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.



## Maintaining Mental and Emotional Well-being

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 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) 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 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 with proper training and resources to ensure that they are aware of the practices related to proper health related safety, hygiene, and sanitation on campus.

Signage to assist in reminding individuals about proper hygiene and social distancing will be posted at all campuses and centers. Signage will also be used to facilitate entrance and exiting from all facilities.

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

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

Access to buildings will be strictly controlled:

- During Phase II, the Lakeland Technology Building (LTB) on the Lakeland Campus and the Administration Building (WAD) on the Winter Haven Campus will be open to students and visitors. Faculty and staff will access their areas based on direction from their supervisors.
- During Phase II, critical facilities will be open to a limited number of students in workforce programs. Individuals will receive instructions via Canvas and my.polk.edu email regarding access limitations and specific safety protocols from program-specific directors and coordinators.
- When Phase III begins, announcements will be made regarding access to additional buildings at campuses and centers.



## 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 II, 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

Additionally, individuals will be asked to consider the following questions:

- Are you ill or are you caring for someone who is ill?
- Have you been tested and received a presumptive positive result for COVID-19 within the last 14 days?
- Have you traveled out of the country in the past 14 days?

If the answer to any of these questions is YES, individuals are asked to remain at home and monitor for symptoms. Individuals who are employees should contact their supervisors and students are expected to contact their instructor. 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](#).



A limited number of students in face-to-face workforce programs will be asked health screening questions by their instructors. This predominantly affects Health Sciences, Aerospace, and Public Safety.

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.



## Use of Face Coverings

There is currently no vaccine to prevent COVID-19. The best way 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.



The CDC recommends wearing cloth face coverings in public settings where other continuous social distancing measures are difficult to maintain.

During Phases I and II of *Be the Solution: Polk State College's Return to Campus Plan*, cloth face coverings **are required to be worn** by all students, faculty, staff, and visitors while on campus. **Cloth face coverings must remain on, indoors and out, except when eating, drinking, or when alone.** This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc. 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.

Please note that in some lecture halls and classrooms where there is adequate space between students and instructors, instructors occasionally may remove their face coverings for the purpose of facilitating the lecture. Students must keep their face coverings on and there must be significant distance between the instructor and the students. Instructors are encouraged to speak with their Academic Deans if they have questions.

Ideally, students, faculty, staff, and visitors will come to campus with their own face coverings.

However, for employees who need face coverings, Polk State will provide reusable cloth face coverings to employees upon request. Employees should communicate with their supervisor 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.

During Phase III, if conditions continue to improve, cloth face coverings may not be required but will be strongly recommended for students, faculty, staff, and visitors.

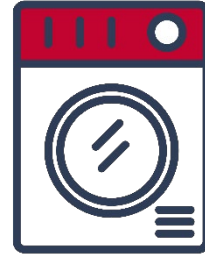
When using a face covering it is important to:

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.

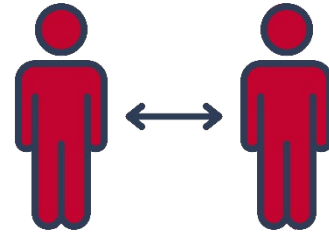


Care for, Store, and Launder the Item Properly:

- 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 six feet between individuals when in public. Social distancing, combined with face coverings, have been shown to slow the spread of COVID-19. When on campus, individuals are encouraged to practice social distancing by doing the following:



- All individuals should remain at least six feet from other people.
- People should avoid groups or gatherings of more than ten 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, six 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.
- Staff and faculty are encouraged to eat or take breaks outside or at their workstations. Breakrooms will be open to allow individuals to access, refrigerate, and heat food. However, breakrooms and common areas will be closed for seating.

## Phased Staffing and Staffing Options

Polk State College is concerned about the health and safety of the most vulnerable populations. As such, *Be the Solution: Polk State College's Return to Campus Plan* allows for the gradual return of individuals to campus in order to ensure proper social distancing and to allow for effective cleaning and sanitation of spaces.

Many departments have already developed creative and effective solutions to allow their employees to work safely from campus. Each department is responsible for determining what work locations and schedules work most effectively to ensure employee health and safety and support business continuity. Some examples of staffing options include:

### Alternating Days

Departments may schedule partial staffing on alternate days. This works well for departments that have small office spaces or shared offices where social distancing is more difficult. This may require coordination with other departments or units that work in adjacent spaces in order to be effective.

### Staggered Arrival and Departure Times

Departments may schedule arrival and departure times that are separated by 30 minutes or more, allowing for cleaning and sanitation of shared areas. This works well for larger departments or those in buildings with individuals who are typically on the same work schedule (8:00 a.m. – 5:00 p.m.). The staggered times prevent large groups from gathering at the beginning or end of the day.

### Work from Home

Departments may still be able to operate effectively with some staff or faculty members working from home or in remote locations. This option is based on the position's function and may be provided on a case-by-case basis.

Supervisors will notify their staff regarding specific departmental return to campus work plans. Should an employee have concerns about returning to campus, he or she should notify their supervisor or Human Resources. Supervisors will work with Human Resources to address individual concerns and to determine safe workplace options based on an employee's circumstances.

## 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 Test-Based Strategy conditions:\*\*

- The Test-Based Strategy – An individual may return to campus if they: 1) no longer have a fever (i.e., without the use of fever-reducing medications), 2) have experienced improvement in respiratory symptoms (e.g., cough and shortness of breath), AND 3) have two negative COVID-19 tests in a row, at least 24 hours apart. The doctor will follow CDC guidelines.

Under some limited conditions, the College may consider the Symptom-Based Strategy:

- The Symptom-Based Strategy – An individual may return to campus if they have had at least one day (24 hours) since recovery. Recovery is defined as: 1) resolution of fever without the use of fever-reducing medications, 2) improvement in respiratory symptoms such as cough and shortness of breath, AND 3) at least 10 days have passed since the onset of symptoms.

***If an individual develops COVID-19 symptoms (e.g., cough, shortness of breath, fever, chills, muscle pain, sore throat, or new loss of taste or smell) they should call a physician and follow guidance from the Florida Department of Health in Polk County and the Centers for Disease Control and Prevention.***

\*\*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, [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' [Executive Orders](https://www.flgov.com/2020-executive-orders/) | <https://www.flgov.com/2020-executive-orders/>
- [Florida Department of Health](https://floridahealthcovid19.gov/) | <https://floridahealthcovid19.gov/>

Appendix A – Return to Campus Phasing 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 - TBD	TBD
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 / limit time spent in crowds / subject to CDC guidelines and administrative policy
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	Employee requests reasonable accommodations through HR
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>	<b>Required</b> for employees and students on campus	<b>Recommended</b> for employees and students on campus
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	Resume community activities, but limit time spent in crowds / subject to CDC guidelines and administrative policy
<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 and administrative review
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 and administrative review
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>	Phased onsite reopening subject to CDC guidelines and administrative review
Library	Closed	Closed	Closed	Closed	Phased onsite reopening subject to CDC guidelines and administrative review
<b>CAREER TECHNICAL EDUCATION</b>					
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>	Expand onsite lab instruction subject to CDC guidelines and administrative review

\* this work is based upon the work from the Oregon Community College System



## 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 - TBD	TBD
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
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, required</b>	Resume with physical distancing / public health modifications and industry safety standards / cloth face covering/masking, <b>or industry standard if more restrictive, required</b>	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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# 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 - TBD	TBD
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	Expand onsite access subject to CDC guidelines and administrative review
Tutoring	Closed to the public	Online/remote	Online/remote	Online/remote	Resume limited face-to-face tutoring subject to CDC guidelines while continuing a predominately online tutoring model
Food Services	Closed	Closed	Closed	Closed to College employees / open for Collegiate High School students	Expand onsite access for College employees and Collegiate High School students
Student Centers	Closed	Closed	Closed	Closed	Expand onsite access subject to CDC guidelines and administrative review
Student Events	Canceled	Closed	Closed	Closed	Expand onsite student events per CDC guidelines and administrative review
Student Recreation Center	Closed	Closed	Closed	Closed	Expand onsite access subject to CDC guidelines and administrative review
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	Expand onsite access subject to CDC guidelines and administrative review
Common Areas	Closed	Closed	Closed	Closed	Phased re-opening in proportional response to return-to-campus activities / subject to CDC guidelines and administrative review
<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	Phased in approach toward full operations (both essential and non-essential reporting regularly to campus) with modifications consistent with CDC and public health guidelines
Special Accommodation	Working remote	Working remote	Working remote	Working remote	Provide reasonable accommodations for those returning to work / may include telework, phased return to work, or other mitigation to provide said reasonable accommodations
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	Phased in approach toward full operations (both essential and non-essential reporting regularly to campus) with modifications consistent with CDC and public health guidelines

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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 - TBD	TBD
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
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	Phased in approach with monitored, limited physical distancing / near full occupancy utilizing cohort shifts and flexible schedules / response contingency plans in place / modifications consistent with CDC/public health guidelines / preventative cleaning supplies provided for self-cleaning / routine cleaning by service
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/public health guidelines / cloth face covering/masking <b>recommended</b>
<b>COLLEGE TRAVEL</b>					
Essential Domestic	Canceled	Canceled	Canceled	Limited - by approval of President or her designee / consistent with CDC travel guidelines	Limited - by approval of appropriate Vice President / consistent with CDC travel guidelines
Essential International	Canceled	Canceled	Canceled	Limited - by approval of President or her designee / consistent with CDC travel guidelines	Limited - by approval of appropriate Vice President / consistent with CDC travel guidelines
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	Limited - by approval of appropriate Vice President / consistent with CDC travel guidelines
<b>ATHLETICS</b>					
Athletic Training	Canceled	Canceled	Canceled	Weight Rooms: <b>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; <b>cloth face covering/face masks are not required during workouts and practice but must be worn at all other times when on campus.</b></b>	Weight Rooms: Limited to 6 employees/students/athletes in one hour rotations w/ cleaning by staff between sessions with 15 minute break after cleaning to next use; cloth face covering/face masks <b>required</b> Gym: Limited to Athletics Department use subject to CDC guidelines / cloth face covering/masking <b>required</b>
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 and administrative review.
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 and administrative review.

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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 - TBD	TBD
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
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	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 Risk Management and Safety Department for review and recommendation of further enhancements
Camps	Canceled	Canceled	Canceled	Canceled	Expand onsite camps subject to CDC guidelines and administrative review
<b>COMMUNITY</b>					
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 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	Limited open with physical distancing; consistent with state guidance

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## Appendix B – Operational Plans



## Academic Affairs Return to Campus Guidance for Phase II

Updated November 24, 2020

Effective January 4, 2020

### Introduction

Polk State College Academic Affairs will follow the framework of the College's ***Be the Solution: Polk State College's Return to Campus Plan*** to develop an operational plan to serve faculty, staff, and students.

***Be the Solution: Polk State College's Return to Campus Plan*** is a phased 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 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).

This guidance applies to operations for Academic Affairs during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

## Essential Staff

The following employees are identified as Phase II essential and must report to work on campus in a limited capacity as directed by the Vice President for Academic Affairs:

Vice President of Academic Affairs	Director, Learning Technologies
Academic Affairs Dean, Winter Haven Campus	Academic Affairs Dean, Lakeland Campus
Associate Dean of Academic Affairs, Winter Haven	Associate Dean of Academic Affairs, Lakeland
Director, Winter Haven Library	Director, Lakeland Library
Director, Nursing	Director, Aviation
Director, Business	Director, Criminal Justice
Director, Education	Principal, Lakeland Collegiate High School
Principal, Chain of Lakes Collegiate High School	Principal, Gateway to College High School
Assistant Principal, Lakeland Collegiate High School	Assistant Principal, Chain of Lakes High School
Assistant Principal, Lakeland Collegiate High School	Assistant Principal, Gateway High School

Administrative support staff may also be required to return to campus in a limited capacity in support of these essential personnel on or before August 17, 2020 and again beginning January 4, 2021.

### Notification of Return to Campus

***Fall term begins August 12 with a virtual Convocation and meetings. However, Phase II Return to Campus for identified employees takes place August 17.***

***Supervisors will remind their reports that the Phase II plan will continue into spring term, 2021 until further notice.***

Academic Affairs administrators and staff will be notified by their respective supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

Aerospace staff will be notified via email by the Aerospace Director as to return to campus dates. These dates may precede August 12, 2020 and January 4, 2021.

Academic Affairs faculty return will occur virtually per the Polk State Academic Calendar, Wednesday, August 12, 2020. Spring 2021 return for Academic Affairs faculty will also occur virtually and begin Monday, January 4, 2021. Those faculty teaching hybrid or onsite courses will return to campus on the first day of their scheduled hybrid class.

Faculty teaching an entirely virtual schedule are not required to return to campus, except for scheduled in-person meetings or to hold office hours.

High School faculty and staff will return on their scheduled return date in early August 2020 and in January 2021, as notified by their respective principal.

Faculty, staff, and administrators should continue to monitor their Polk State College email in the event of change.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Employees Who May Not Be Able to Return to Campus Due to a Health Concern

Employees called to work under Phase II who have a pre-existing health issue or who care for a family member with a pre-existing health issue should discuss their concern in advance of the return dates of August 17, 2020 (fall) and January 4, 2021 (spring) with their supervisor and the Human Resources Department. Until an employee is cleared to work remotely by Human Resources, the employee must either make short-term remote working plans with their supervisor or take leave for days missed.

### Health and Safety

In Phase II, all employees are expected to monitor themselves for COVID-19 symptoms before departing to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

If employees are experiencing any symptoms of COVID-19 as described by the CDC, they must remain at home, monitor for symptoms, and contact their supervisor. If symptoms worsen throughout the day, they should contact their healthcare provider for further instructions and keep their supervisor informed. Employees who become sick during the day should immediately be separated from other employees, students, etc., and sent home.

While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
- Use hand sanitizer
- Avoid close contact – practice social distancing
- Cover the mouth and nose with a cloth face covering when around others
- Cover coughs and sneezes
- Clean and disinfect high touch areas

All individuals on campus will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile and submit a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.



Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.

#### Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive

Individuals who have been confirmed positive for 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 found posted in PIE or Canvas. The link to the self-reporting tool can also be found at the following link [HERE](#).

Employees who receive a confirmed COVID-19 diagnosis should contact both their supervisor and the Director of Human Resources to discuss their leave options and arrange for others to cover their classes or address their work responsibilities.

If an employee reports a COVID-19 diagnosis or exposure to COVID-19, the supervisors must report these cases or contacts via the following link [HERE](#) or directly to the Director of Safety and Risk Management, Denise Andreu by phone at 863.837.5910. Please do not communicate specific employee health information via email.

If a student reports a COVID-19 diagnosis or exposure to COVID-19, the faculty member that it was reported to must report these cases or contacts via the following link [HERE](#). In addition, the faculty should also privately communicate the information to the appropriate Academic or Workforce Dean providing as much information as possible.

#### Updating Contact Information

Employees should ensure that their supervisor has their current phone number.

Additionally, employees and students should be encouraged to log in to Passport and check that all contact information is current under the “My Details” or “Change Contact Info” link. This will ensure the individual can receive emergency alerts from the College. Numbers entered in the “Cellular Number” field in the “Personal Information” section are used for emergency texts and phone messages.

#### Cleaning and Sanitation

Common Areas: Under Phase II, WFF Facility Services is responsible for daily cleaning and sanitizing activities on campus, but employees should assist in cleaning frequently touched surfaces in offices and workspaces throughout the workday. This includes but is not limited to copiers and printers, doorknobs, handles, and regularly used countertops.

Employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation. The completion of this form allows the College to track where and when individuals have been on campus. Additionally, Academic Affairs employees will be provided with a door hanger to post on their respective office doors or workstations as a secondary indicator for custodial staff to be aware that a space has been in use. While the door hangers provide a visual cue, the [Sign In/Sign Out form](#) is the primary method that WFF uses to track spaces for cleaning.

Personal Hygiene: Employees should also wash their hands and/or use hand sanitizer frequently, especially after using touching shared surfaces, doorknobs, pens, keyboards or equipment.

### Provision of Disinfecting Wipes and Hand Sanitizer

Under Phase II, Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.

Due to the specialized chemicals used in the spray sanitizer, all employees who will be asked to use special chemical sanitizer must be trained on proper use and storage. This training will be conducted by Risk Management and Safety and will be part of the return to campus activities moving forward. Such training must be requested by a supervisor to the Director of Risk Management. Employees will be contacted and given more information on how to receive this training.

### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

### Food Storage and Consumption in Break Areas

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to prior review and approval by the President or her designee. Employees seeking to travel out-of-district should not make plans or financial commitments to do so until cleared by the President or her designee. These requests should be submitted at least two weeks in advance, in writing, and routed through the supervisor, to the dean or director, then to the VP of Academic Affairs for presentation to the President.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared for COVID-19 before returning to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

*How to Report Issues/Concerns*

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## **Academic Affairs Operational Plan, Return to Campus Phase II**

### Public Access to Academic Affairs Offices During Phase II:

Note: Public Access of Academic Affairs Offices is subject to change.

Office of the VP, Academic Affairs, Lakeland	Open 8 am – 5 pm, Monday – Friday
Academic Dean, Lakeland	Open 8 am – 5 pm, Monday – Friday
Academic Dean, Winter Haven	Open 8 am – 5 pm, Monday – Friday
Learning Technologies, Lakeland	Open 8 am – 5 pm, Monday – Friday
TLIC	By appointment only
Computer Labs (all campuses)	Limited capacity, Times/dates TBA
Lakeland Collegiate High School	Open 7 am – 4 pm, Monday – Friday
Chain of Lakes High School	Open 7 am – 4 pm, Monday – Friday
Gateway to College High School	Open 7 am – 4 pm, Monday – Friday
Library, Winter Haven	Closed to the public, online services only
Library, Lakeland	Closed to the public, online services only
Airside East / Aviation	Restricted access. Contact Eric Crump.
Testing, Winter Haven	By appointment only, also using Honorlock
Testing, Lakeland	By Appointment only, also using Honorlock
Tutoring, Winter Haven	Closed to the public, online tutoring only
Tutoring, Lakeland	Closed to the public, online tutoring only

### Instructional Delivery Methods under Phase II

Under Phase II, Fall and Spring classes and labs are largely delivered via Online or Hybrid to enable faculty to move to online format in the event of an unexpected COVID-19 outbreak. Those limited classes delivered onsite are subject to being moved to online or hybrid format, depending on the seriousness of a COVID-19 outbreak.

Online classes will be delivered in a synchronous or asynchronous format. Synchronous online classes will require live, online class meetings at a set time, specified at the point of student registration. Asynchronous online classes will operate the same as the typical online class, with few or no required online class meetings.

During Fall 2020 and Spring 2021, a limited number of onsite classes will be available using large spaces that allow for proper social distancing while wearing a mask. A COVID-19 spike may necessitate that these onsite classes move to fully online or hybrid formats for part or the remainder of the term. Faculty should share this information with their students.

Fall and Spring Hybrid classes/labs are typically delivered 50%-70% online and 50%-30% onsite, with the weekly format being at the discretion of the faculty member. However, a COVID-19 emergency may necessitate that the class move fully online for part of the term. Hybrid class faculty must clearly communicate and update their planned online and onsite meeting schedule with their students.

Deans should coordinate for the disinfecting of classrooms being used for on-campus delivery to Facilities Operations prior to the beginning of the term. Multiple classes using the same room should be scheduled in such a way as to ensure a minimum of 30 minutes between classes for cleaning and disinfecting.

Under Phase II, conditions of onsite hybrid class meetings will be as follows:

- All classrooms and labs must allow for occupants to have adequate space for social distancing, provided that social distancing allows--
  - Classes may not exceed 10 people, including the professor, for rooms with capacities of 50 or fewer people. \*\*see note below
  - Rooms or auditoriums with capacities greater than 50 people should observe 25% of the room capacity as the limit. However, proper social distancing of 6 feet on all sides may not allow for 25% of room capacity. \*\*see note below
- A limited number of lab spaces have been approved to allow for higher occupancy rates based on enhanced physical and social distancing guidelines and detailed lab safety procedures (see below)
  - LTB 2274, 2275, 2269, 2270 – Up to 12 students and 1 instructor
  - LTB 2283, 2284, 2287 – Up to 10 students and 1 instructor
  - WSC 117 & 121 – Based on measurements and furnishings
  - WSC 127 – Based on measurements and furnishings
  - WSC 129 – Based on measurements and furnishings
  - WSC 229 – Based on measurements and furnishings
  - WSC 233 – Based on measurements and furnishings
  - WSC 235 – Based on measurements and furnishings
- Remaining students must attend the class via live streaming. The deans are responsible for working with IT services and professors to arrange live streaming in classrooms for students attending via online.
- Protective masks should be worn by students and the professor during each onsite meeting. Professors have the right to remove their masks while lecturing so long as they are at least six feet from their students.
- Attendance should be taken at every onsite, in-person class. Attendance rosters should be preserved for a period of at least 45 days by the professor in the event of an unanticipated COVID-19 exposure.
- Rooms should be sanitized by Facilities Operations at least 30 minutes before the next meeting in the same space.

**\*\*Note:** Faculty may petition their respective dean, in writing, for increases to the COVID-19 room capacity limits for specific instructional spaces if they believe there to be sufficient space to safely social distance additional people while adhering to COVID-19 protocols. In these cases, the dean will confer with the VP of Academic Affairs, the Director of Risk Management and Safety, and the VP for Business Administration and Finance to review the request. If approved by all three individuals, the COVID-19 classroom capacity may be expanded for the designated room(s) for the remainder of Phase II. Any changes to these plans must go back through the same review process to maintain the approvals.

#### *Cloth Face Coverings or Masks Are Required During Phase II*

During Phase II, all individuals on campus will be **required** to wear a cloth face covering or mask while on campus. As Polk State College is a state entity, the college's Phase II plan supersedes any local

governmental actions unless otherwise determined by college leadership. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone, in a private space. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

Students and employees are strongly encouraged to provide their own masks. Students who do not have a mask may obtain one through the Office of the Dean of Student Services at Lakeland and Winter Haven Campuses. Airside East students may obtain a mask onsite at entry to the Aerospace building.

Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile and submit a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

#### Protocol for Students Who Refuse to Wear A Mask

Issues related to a student refusing to wear a mask in a classroom or common space on-campus should be reported to the Deans of Student Services.

Students who refuse to wear a mask in class or laboratory will be kindly asked to comply by the professor or supervising staff. In the interest of maintaining health and safety, instructors have the right to ask any student who fails to comply with these requirements to leave class. In the event that 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 Campus Dean of Student Services for disciplinary action and to cancel class for the day.

Avoid arguments. Simply dismiss the class and report the incident to the Dean of Students.

#### Protocol for Faculty/Staff Who Refuse to Wear A Mask

Issues related to a faculty or staff member refusing to wear a mask in class, laboratory, or common areas shared by other employees should be reported to the Academic Deans, Library Directors, or Vice President for Academic Affairs.

Faculty may exercise some flexibility as to wearing a mask during lecture or presentation so long as proper social distancing is observed.

#### Hybrid Classroom/Lab Social Distancing Arrangement

Under Phase II, all onsite classroom and labs must be arranged in such a way as to observe proper physical and social distancing per CDC guidelines. Faculty or staff should pre-arrange and identify where students will sit and work, as well as enter and exit to ensure sufficient distancing at all times.

Tabletops, desktops, chairs, lab equipment and utensils used by students must be sanitized or replaced before the next user.

Labs shall be arranged to ensure that students are physically and socially distanced at all times with such interventions including but not limited to:

- Requiring students to be admitted to the lab one at a time to avoid crowding at the doors or in hallways
- Assigning each student their own seat at the lab benches
- Assigning each student their own set of lab materials and supplies
- Prohibiting students from walking around the lab during class
- Allowing students to exit the classroom as soon as they are complete with their lab

Again, all individuals on campus, including in hybrid classrooms, labs and computer labs will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

#### Computer Lab Social Distancing Arrangement

Select computer labs will be available on a restricted basis and the information will be shared with students. The number of people allowed in the lab at any given time will be restricted. Faculty or staff should pre-arrange and identify where students will sit and work in the computer lab to ensure social distancing. Computer keyboards and computer mice used by more than one person should be covered in plastic and changed between users. Computer lab workstations and chairs should be sanitized before the next user.

A daily user log or class roll should be maintained for everyone who uses the lab in the event of a COVID-19 exposure. The log should capture the student's name, phone number, email address, the date, and sign-in/out times.

#### Employees Sharing Common Workspaces

During Phase II, employees sharing common workspaces should also observe physical and social distancing guidelines as outlined by the CDC. If physical space constraints make it difficult to comply with social distancing guidelines, supervisors should seek workable alternatives, including temporary relocation of employees or deploying a staggered work schedule.

#### Faculty Office Hours

Faculty will continue office hours as usual and are strongly encouraged to communicate with students during office hours via video, email, or telephone. Faculty with onsite or hybrid class will still need to maintain some on-campus office hours.

#### Testing and Teaching Learning Computing Centers (TLCC)

During Phase II, the College will continue to use Honorlock Proctoring for class and PERT testing. Honorlock will continue to be free of charge to students and faculty during the 2020-21 school year. Faculty are strongly encouraged to perform their own class assessments and make-up work via Honorlock before referring a student to the Teaching Learning Computing Center (TLCC). Instructors should only refer students to the TLCC for hardship makeup testing where the student is unable to use Honorlock or does not have sufficient technology.

Onsite testing in the TLCC is available on a limited basis and by appointment and instructor referral only. **Appointments cannot be made without an instructor referral.** Physical and social distancing, limits on the number of users, and sanitizing of workstations are all part of the specific safety protocols. The process for making a testing appointment will be regularly communicated to faculty and students.

Faculty should remind students to wear a face mask to their scheduled testing appointment.

All individuals on campus for a testing appointment will be **required** to wear a cloth face covering or mask while on campus. Students without a mask must be rescheduled. Cloth face coverings or masks must remain on in the TLCC and adjacent hallways, and only may be removed after exiting the Testing Center and away from common areas or other people.

### Tutoring and Tutoring Centers

TLCC / Tutoring Center offices will remain closed to the public during Phase II. However, online tutoring services will be available to all students. Details on how to access these services will be published at the beginning of the term and made available through a link in Canvas.

TLCC / Tutoring Employees should wear a cloth face covering or mask in common TLCC areas and offices where other TLCC employees are present.

### Teaching and Learning Innovation Centers (TLICs)

The Teaching and Learning Innovation Centers (TLICs) will continue to function on a restricted basis. Given social distancing and COVID-19 protocols, fewer faculty may be able to use these facilities. Please contact the TLIC staff for more information.

All individuals on campus will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

### Study Abroad

Study Abroad trips are cancelled through the end of Spring 2021. The Global Initiatives Program will be offering virtual learning experiences throughout the academic year. Individuals should watch for programming information via Polk State email.

### Cultural Events

During Phase II, Cultural Events will be held on a limited basis, in compliance with physical and social distancing and COVID-19 guidance regarding crowd size. A Phase II Cultural Event Plan has been developed and will be deployed for Fall and Spring term events to ensure they are conducted as safely as possible. Individuals are asked to read and observe guidance for each event before attending. Contact Nancy Lozell ([nlozell@polk.edu](mailto:nlozell@polk.edu)) for more information.

All individuals attending on campus cultural events will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, the theater, art galleries, travel to and from class, offices, common areas, lobbies, etc. **Guests who refuse to wear a mask will not be permitted to enter the cultural event and be refunded the cost of the event ticket.**

### Textbook Issues





**POLK STATE**  
**Office of Business**  
**Administration and Finance**  
**Return-to-Campus, Phase II Plan**

**Guidance\* Effective: August 17, 2020**  
**Revised: November 18, 2020**

\* This plan is intended to provide supplemental guidance to our division and to reflect how we intend to apply the College's *Be the Solution: Polk State College's Return to Campus Plan* dated June 27, 2020. Should this guidance conflict with any elements of the overall College's overall plan, the College's plan governs.

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## General Guidance

For the Business Administration and Finance division, the productivity of those working remotely **will continue** to be at the same levels just as if in the office. **Ensuring this is both the supervisor's and the employee's responsibility.** Anyone not able to remain productive at the highest level shall contact their supervisor as soon as possible so that the situation can be addressed in a timely and effective manner. The Vice President will monitor productivity of the overall division through regular discussions with the directors and senior staff throughout all return to campus phases.

Throughout this health crisis, we will make reasonable accommodations for any of our employees who identify as a member of a vulnerable population as set by the Centers for Disease Control and Prevention (CDC).

The breakroom area will not be used for meals and will be limited to single occupancy only for access to the equipment and sink. Staff will have the ability to store food in the refrigerator and warm it in the microwave but will need to eat either at their desks or outside to reduce contact with others.

All staff are expected to wear an appropriate mask or cloth face covering. The only exception to this is if they are alone. Each staff member can provide their own mask or cloth face covering and should have a clean one available for each day that they will be on campus. Anyone without an adequate supply of appropriate masks or cloth face coverings should contact their supervisor. The supervisor will then compile a list and request face masks from Human Resources ([HR@polk.edu](mailto:HR@polk.edu)).

While masking and physical distancing are required while on-campus, we strongly encourage you to practice these effective, preventative measures while off-campus:

- physical distancing
- wearing a face covering
- practicing frequent handwashing
- covering your coughs and sneezes with your sleeve/elbow
- staying home when sick

Polk State Facilities will ensure that the custodial contractor, WFF, cleans our areas at least nightly per their return plan, however, it will be expected that staff wash their hands frequently and use hand sanitizer when using communal items such as the copier. As a division, we will each work hard to wipe down communal equipment after use, to the greatest practical extent possible.

It is critical and required that prior to leaving home and reporting to their on-campus assignment, that all employees self-evaluate for signs and symptoms of COVID-19 by reviewing the following protocol of questions -

Since you last reported to campus:

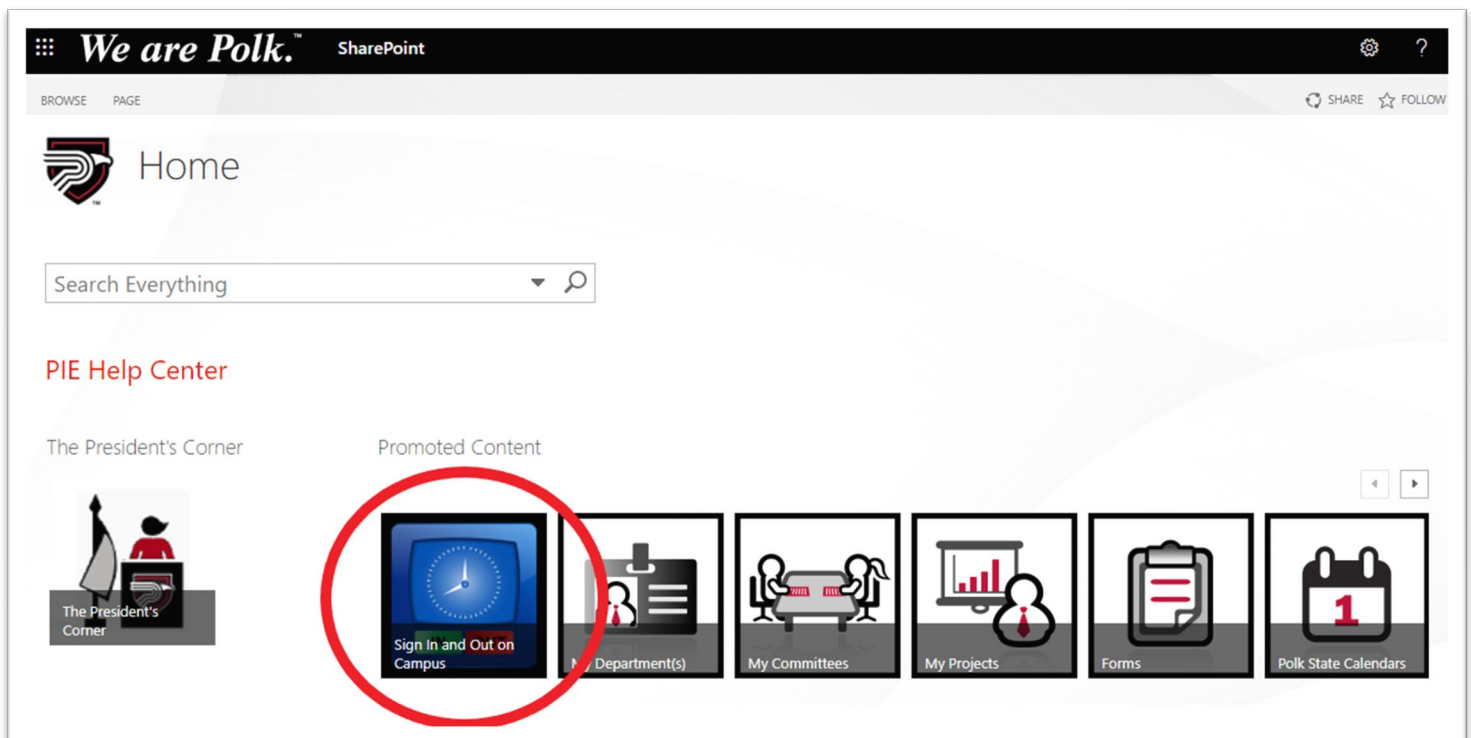
- Have you been in contact with someone who had been confirmed or suspected case of COVID-19?
- Have you been tested and received a positive or presumptive positive result for COVID-19 within the past 14 days?
- Do you have any of the following?

- Fever (100.4°F or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Shortness of breath (not severe)
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Are you ill, or caring for someone who is ill?
- Have you traveled out of the country in the past 14 days?

If you respond YES to any of the questions above during this daily self-check, you are instructed to stay home – DO NOT TO COME TO CAMPUS -- and follow the CDC guidelines regarding the symptoms of COVID-19. You are further instructed to call a healthcare provider and your supervisor.

In addition, if you responded YES to any of the above question, go to the College’s COVID-19 Reporting Tool and follow the instructions therein - <https://www.polk.edu/campus-safety-security/covid-19/>

Those employees coming to campus are also required to log their time in while on campus. This log can be found on your PIE site. Simply load PIE and navigate to the “Sign in and Out on Campus icon, indicated below:



### **Business Administration and Finance Office**

#### *Staffing:*

Beginning August 17, Melissa LaRock will begin working in her office in WAD, Winter Haven Campus on Mondays and Wednesdays. She will continue to work remotely on Tuesdays, Thursdays, and Fridays.

Dr. Bottorff will continue working remotely and returning to his office regularly and as needed.

*Cost* - There is no additional cost associated with providing this schedule or these services.

### **Business Office**

Beginning August 17, the Business Office will start to bring staff back into their offices on an as needed basis. Our return to campus will include limited staffing along with safety precautions to ensure that not only our staff but other staff and visitors on campus are as safe as possible in the current environment. During Phase II, all staff will have a designated day or days that is *their day(s)* to be on campus if needed to complete tasks related to their position. Given the confines of the Business Office suite, we are not requiring on campus attendance on that day or those days; but rather we are designating when they can be on campus should they need to be on premises to complete certain tasks. Should the staff member feel they need more than their designated day(s) in the office to complete what is needed, those requests will be approved based on social distancing needs and availability of the requested day. Staff will be expected to continue to work their scheduled hours and remain equally productive remotely as if they were on campus.

It should be noted that Cash Management will continue to work remotely as much as possible and that the cashiering windows will stay closed to the public except by appointment through Phase II.

For this spring (around February or March), should we see a decline in COVID-19 metrics, we may move to a two-team schedule of office time where we will divide the office staff into two teams, spaced out in the suite. This would allow team A to be in the office a full day on Monday and Wednesday and then Team B would be in the office a full day on Tuesday and Thursday. The remaining workdays would be conducted by each team remotely on the opposite days and all Fridays. This would allow us to begin to work back closer to a new normal that we hope to be in when Phase II ends.

All Business Office staff in WAD, Winter Haven Campus will enter our area via the front door, off of the elevator lobby, located by Dawn Armbruster's desk. When on campus, all staff will log in and out via the online check-in tool located in PIE – referenced in the opening narrative above. When leaving our area all staff will leave via the door at the back of the office by the vault. Modifications to this will be allowed for individuals requiring the elevator as a mode of traversing to the second floor.

#### *Staffing:*

The day(s) designation will work as follows:

- Monday – Orlando Velez, Cindy Monk, Jason Linderman, Olga Montesano
- Tuesday – Martin Chicas, Cindy Monk, Dorothy Gibson, Michelle Maldonado (afternoons), Deon Williams, Dawn Armbruster (afternoons), Lillian Black, Patti Tanner

- Wednesday – Laura Mansfield, Patti Tanner, Kim Montgomery, Stacy Gates, Cindy Monk
- Thursday – Alake Jackson, Cindy Monk, Michelle Maldonado (afternoons), Yarelis Caraballo, Dawn Armbruster (afternoons), Lillian Black, Patti Tanner
- Friday – Pattie Tanner

As Controller and the administrator for this team, Erin Montgomery will work at least two days a week on campus alternating days as needed. This will allow her to be an on-campus resource for her team.

Some notes on the above employee schedule for clarity,

- Dawn Armbruster will continue to work Tuesday and Thursday afternoons so that she can process checks logs and mail. At this time, Michelle Maldonado will continue to come in on Tuesday and Thursday afternoons for check runs and depositing postings with Martin Chicas (Tuesday) and Alake Jackson (Thursday) doing the bank run. The remaining cash management associates (CMA's) - Olga Montesano, Stacy Gates, Deon Williams, and Yarelis Caraballo - will have a day on campus, if needed, but will mostly remain remote working on their adjusted duties and projects that they are assisting with in other areas in our department.
- Steve Skiba will work as needed from his office at Airside West. His on-campus work is expected to be limited as most of his work can be done productively in a remote environment. No set time has been made for him as it will adjust as the aerospace flight program restarts.
- Lillian Black is set to work Tuesday and Thursdays as needed as she currently alternates days and times with Angie Armbruster in Purchasing due to their close working conditions in the office.

*Cost* - There is no additional cost associated with providing this schedule or these services.

### **Facilities, Planning, Construction, and Campus Services**

Within their scope and responsibility, Facilities will adhere to the established best practices and processes to:

- foster a clean and safe physical environment for students, faculty, staff, and the broader Polk County community visiting the College's facilities as far - recognizing that personal responsibility cannot be emphasized strongly enough to ensure the success of our program;
- foster continuity of physical operations throughout all College locations, thereby ensuring students enjoy the highest quality experience;
- foster fiscal responsibility through the prudent implementation of the planning elements described in this section; and
- encourage feedback from the functional stakeholder groups regarding implementation of the planning elements and their efficacy, while providing them with consistent and clear communication.

**Functional Group/Department Legend**

<b>Functional Group</b>	<b>Group Description</b>
1.0	Public health; exterior
2.0	Academic, instructional, lecture, laboratory, and classroom
3.0	Career and technical workforce education; on-campus labs
4.0	Student Services
5.0	College-wide workforce
6.0	Athletics
7.0	Events and camps, on-campus
8.0	Community; collegiate high schools, performing arts (theatre)
9.0	BLANK
10.0	Human Resources
11.0	Purchasing
12.0	Custodial
13.0	Risk Management & Safety
14.0	Safety & Security
15.0	Office of Communications and Public Affairs (OCPA)

<b>Planning Element</b>	<b>Element Description</b>	<b>Plan Status</b>	<b>Impacted Group</b>
1.0	Modify occupancy capacity of large spaces to align with state guidelines in affect	In-progress	1.0, 2.0, 3.0, 4.0, 5.0, 7.0, 8.0
2.0	Coordinate the implementation of social distancing for seating with informational signage	On-going as per functional group	1.0, 2.0, 3.0, 4.0, 7.0, 8.0, 15.0
3.0	Coordinate the implementation of social distancing with guided pathways, informational signage, floor marking, and furniture relocation/movement	On-going as per functional group	1.0, 2.0, 3.0, 4.0, 6.0, 7.0, 8.0, 15.0



4.0	Coordinate the purchase and inventory management of reusable and disposable face masks	In-progress	1.0, 4.0, 10.0
5.0	Coordinate the purchase, inventory management, and deployment of face masks	In-progress	4.0, 10.0
6.0	Coordinate the purchase of hand sanitizer a. Expand use of current dispensers b. Identify target areas for free-standing units c. Identify target areas for wall-mounted units	In-progress	1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 8.0
7.0	Coordinate selection of plexiglass barriers and sneeze guards	Completed	2.0, 3.0, 4.0, 5.0, 8.0
8.0	Coordinate purchase and installation of face protection (see Planning Element 7.0)	On-going	2.0, 3.0, 4.0, 5.0, 8.0
9.0	Coordinate and follow-up in the implementation of CDC guidelines for approved chemical usage.	Completed	12.0, 13.0, et al.
10.0	Follow-up in the implementation of CDC guidelines for cleaning and sanitizing of all single office spaces, shared office spaces, and common areas	On-going	2.0, 3.0, 4.0, 5.0, 12.0, 13.0, et al.
11.0	Follow-up in the implementation of CDC guidelines for regular cleaning and sanitizing of high touch areas.	On-going	2.0, 3.0, 4.0, 5.0, 8.0, 12.0, 13.0, et al.
12.0	Coordinate response for decontamination of targeted College space(s)	On-demand	1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 8.0, 12.0, 13.0
13.0	Actively participate in CDC protocol driven coordination meetings with stakeholders	On-going per functional group	2.0, 3.0, 4.0, 5.0, 13.0
14.0	Provide planning assistance when called upon to assist in the development of alternatives to ensure instructional targets comply with CDC guidelines and social distancing	In-progress, per functional group	2.0, 3.0, 4.0, 7.0, 13.0
15.0	Coordinate implementation of CDC guidelines for cleaning and sanitizing ALL weight room equipment	Initial C & S on-going as per usage demands	6.0, 13.0
16.0	Coordinate the implementation of CDC guidelines for cleaning and sanitizing athletic program visited spaces	Initial C & S completed. On-going as per space usage	6.0 (gym, weight-room and ball field), 13.0
17.0	Coordinate cleaning and sanitizing of all AHU spaces and equipment College-wide in conformance with CDC guidelines and ASHRAE standard 180-2018	Initial C & S completed. Monthly in-progress	5.0
18.0	Coordinate replacement of all AHU air filters College-wide with higher efficiency filters	Materials ordered,	5.0



	(MERV 13 or greater) in accordance with CDC/ASHREA guidelines	installation as received	
19.0	Coordinate the increase of outdoor air ventilation to all AHU, where operationally possible, in accordance with CDC/ASHREA guidelines	Completed	5.0

*Staffing:*

All Facilities staff will resume their normal on campus schedules for Phase II.

*Cost* - There is additional cost associated with

- enhanced and concierge cleaning services related to sanitization and decontamination of spaces to prevent virus transmission and in response to any outbreaks;
- cleaning and sanitization of the AHU and ducts to prevent virus transmission;
- order high efficiency air filters MERV 13 for AHU having operational acceptance;
- procurement and distribution/installation of
  - reusable and disposable masks as well as additional PPE;
  - additional hand sanitizer and personal cleaning supplies at the unit level;
  - face shields and plexiglass guards and barriers; and
  - signage (wall and floor).

**Business Affairs and Budgeting**

***Central Services***

Central Services will deliver mail daily to all mail stations during Phase II.

Departments wishing to continue picking mail up directly from Central Services, either in Winter Haven or Lakeland, should coordinate via email at [centralservices@polk.edu](mailto:centralservices@polk.edu).

*Staffing:*

- All Central Services staff will be on campus, resuming their regular shifts Monday through Friday for Phase II.

*Cost* - There is no additional cost associated with providing this schedule or these services.

***Auxiliaries, Business Affairs, & Budgeting***

*Staffing:*

- Barbara Lloyd will continue to work remotely for the duration of Phase II.
- Teresa Vorous will work three days per week on the Winter Haven campus (or more as needed) in her WAD office space. Two days per week, she will work remotely.

*Cost* - There is no additional cost associated with providing this schedule or these services.

## Human Resources

Human Resources will continue to primarily support faculty and staff remotely through phone, emails, and video conferencing except should a faculty or staff employee want to make an appointment to meet in-person with the HR Director or HR Manager. In addition, should any investigations be required, these may require face-to-face meetings at some point. However, any face-to-face meetings should be very limited occurrences and will follow the CDC guidelines applying social distancing and face coverings. To assure attendance, Human Resources staff will continue to check in daily via Microsoft Teams.

Human Resources rules and procedures that are being reviewed which may affect the return to campus include:

- The development of the *Work from Home Guideline* to a formal College procedure
  - Re-review workers compensation, college equipment use, attendance, communication, etc.
- Work Scheduling (Flexible Weeks/Days)
- Pay Policies
- Leave Policies (Vacation Carryover, Terminal Leave)
- Reduction in force or furloughs

Activities planned in Phase II include:

### **Return to Campus Plan Support/HR items:**

- Creating employee training video to support “new normal” and safety protocol
- Creating face coverings distribution plan
- Creating supervisor’s guide to support return to campus regarding employee scheduling, employee benefits, and safety protocols.
- Creating employee FAQs for employees regarding returning to campus
- Creating ongoing communication for EAP program to support employee anxiety about returning to campus
  
- Ensuring HR team is prepared to properly address Return to Campus employee concerns (internal education/training)

### **Continuing to Support Faculty and Staff Remotely:**

- *Work from Home* webpage enhancement
  - Continue to update and improve the *Work from Home* site to support those employees that continue to work remotely
  - Add a section on the *Return to Work* web pages that specifically addresses how employees prepare to *Return to Campus*, with links to college plan, resources, videos links and key information etc.
- Recruitment and Employment
  - Continue to improve the Virtual Screening Committee process
    - Get input from screening committee, committee chairs, and the technical teams to continue to enhance virtual meetings and the interview process for screening committees



- Some Level II fingerprinting may still need to be done on campus and consider how to safely complete this screening. Redesign of the fingerprint station maybe needed as well as sending new hires to offsite locations.
- Convocation (service awards)
  - Determine a process to deliver service certificates and related employee service awards/ gifts to the employee at home instead of on campus
  - Support the virtual convocation event, as needed
- Faculty Contracts
  - Finalize plans to produce faculty contracts and deliver via email rather than our old paper process through Genesis
- Benefits/Open Enrollment
  - A passive online, open enrollment, dated for October, will allow for easy re-elections for employees for 2021 benefits. Review all forms regarding ancillary benefits are available for digital submission as well
  - Request video or virtual Zoom meetings to be created by FCSRMC and Florida Blue that explains all the differences between the plans and information about any plan changes
- Health Fairs - Need to determine who will coordinate the annual health fairs once they resume
- Determine 2021 compliance employee training plan for the College utilizing the new system. One key area identified is “Diversity” training. Collaborate with Chief Diversity Officer on selection of the first compliance training requirement
- Transition to the new Skillsoft platform (Go1) that will further support employee online training and the uploading of our own training programs, etc., with a targeted date of January/February 2021
- Forms/Processes
  - Continue to identify and digitalize paper processes and approvals, then post in HR/PIE. These include:
    - Employment Contracts
    - EEF form
    - Employee Performance Evaluations forms (virtual one-on-one meetings utilized)
    - FMLA/Families First forms
    - All health benefit forms
    - All FRS forms
    - Position Classification forms

*Staffing:*

The Human Resources Team will continue to work remotely through Phase II, with the Director, Jill Hall or the HR Manager on campus as needed or for scheduled face-to-face meetings with faculty or staff employees.

*Cost* - There will be additional costs associated with any Level II fingerprinting required during the hiring process. This cost would entail the redesign of the fingerprint station to adhere to social distancing measures or for sending new hires to offsite location in lieu of redesigning our station.

### **Purchasing**

*Staffing:*

Angie Armbruster will return to the office on Mondays and Wednesdays, alternating days with Lillian Black in the Business Office, since the two of them are in close proximity and share the same copier and office features. The remaining days of the week, she will work productively via remote means.

Mark Lillquist will work remotely all days and will not return to the office until the end of Phase II.

*Cost* - There is no additional cost associated with providing this schedule or these services.

### **Risk Management and Safety**

The Office of Risk Management & Safety continues to be responsible for the well-being of the College community and continually remains updated on new guidance in the areas of health, safety, and emergency management. In coordination with Facilities and Public Safety & Security, the Office of Risk Management & Safety are continuing the implementation of cleaning/disinfecting and entrance/exit protocols; and promoting and enforcing social distancing by establishing new room maximum capacity for classroom, labs, and multi purposes areas. In addition, they are working with building occupants on the development of building entrance/exit protocols.

*Staffing:*

As essential personnel, employees in this department are needed to work on campus as required. As Director, Denise Andreu will be on campus regularly monitoring College activities and working remotely the remainder of the time.

*Cost* - There is no additional cost associated with providing this schedule or these services.

### **Public Safety and Security**

As essential personnel, Public Safety and Security has not changed the nature of their daily activities throughout the COVID-19 health crisis. They continue their mission as:

- Dynamic Security (contract security) will continue to work their normal shifts 24/7, maintaining security of buildings throughout our seven campuses.
- Dynamic Security will continue to man and operate Central Dispatch located at CPS.
- Dynamic Security will continue to respond to radio calls for assistance and complete PSC incident reports as needed.
- Polk County Sheriff's Office (PCSO) employees will continue to maintain campus security and manage private security elements.
- PCSO employees will continue to assist Facilities in documenting unscheduled visits to our campuses for sanitation purposes.
- PCSO employees will assist any additional departments as needed to ensure the College's mission is completed successfully.



- PCSO employees will continue to assist various departments of the Polk State College to ensure the institution is compliant with State and Federal laws, rules, and regulations.
- PCSO employees will continue to respond to criminal and non-criminal incidents on and off our campuses to ensure the safety of all students, faculty, and staff.

*Staffing:*

Lt. Andrews and all of his team from the Polk County Sheriff's Office and Dynamic Security personnel will continue to work their regular schedules.

*Cost* - There is no additional cost associated with providing this schedule or these services.

**--- END ---**



## Information Technology Return to Campus Guidance for Phase II Updated November 16, 2020

### Introduction

Polk State College Information Technology will follow the framework of the College's ***Be the Solution: Polk State College's Return to Campus Plan*** to develop an operational plan to serve faculty, staff, and students.

***Be the Solution: Polk State College's Return to Campus Plan*** is a phased 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 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).

This guidance applies to operations for Information Technology during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Health and Safety

In Phase II, all employees are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

If employees are experiencing any symptoms of COVID-19 as described by the CDC, they must remain at home, monitor for symptoms, and contact their supervisor. If symptoms worsen throughout the day, they should contact their healthcare provider for further instructions and keep their supervisor informed. Employees who become sick during the day should immediately be separated from other employees, students, etc., and sent home.

While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
- Use hand sanitizer
- Avoid close contact – practice social distancing
- Cover the mouth and nose with a cloth face covering when around others
- Cover coughs and sneezes
- Clean and disinfect high touch areas

All individuals on campus will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.

*Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive*

Individuals who have been confirmed positive for 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 found posted in PIE or Canvas. The link to the self-reporting tool can also be found at the following link [HERE](#).

Employees who receive a confirmed COVID-19 diagnosis should contact both their supervisor and the Director of Human Resources to discuss their leave options and arrange for others to cover their classes or address their work responsibilities.

If an employee reports a COVID-19 diagnosis or exposure to COVID-19, the supervisors must report these cases or contacts via the following link [HERE](#) or directly to the Director of Safety and Risk Management, Denise Andreu by phone at 863.837.5910. Please do not communicate specific employee health information via email.

If a student reports a COVID-19 diagnosis or exposure to COVID-19, the faculty member that it was reported to must report these cases or contacts via the following link [HERE](#). In addition, the faculty should also privately communicate the information to the appropriate Academic or Workforce Dean providing as much information as possible.

*Updating Contact Information*

Employees should ensure that their supervisor has their current phone number.

Additionally, employees and students should be encouraged to log in to Passport and check that all contact information is current under the “My Details” or “Change Contact Info” link. This will ensure the individual can receive emergency alerts from the College. Numbers entered in the “Cellular Number” field in the “Personal Information” section are used for emergency texts and phone messages.

*Cleaning and Sanitation*

WFF Facility Services is responsible for daily cleaning and sanitizing activities on campus, but employees should assist in cleaning frequently touched surfaces in offices and workspaces throughout the workday. This includes but is not limited to copiers and printers, doorknobs, handles, and regularly used countertops.

Employees should also wash their hands and/or use hand sanitizer before and after using shared equipment.

*Provision of Disinfecting Wipes and Hand Sanitizer*

Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.



Due to the chemicals used in disinfectant wipes, all employees using these products at the College must be trained on proper use and storage. This training will be conducted by Risk Management and Safety and will be part of the return to campus activities moving forward. Employees will be contacted and given more information on how to receive this training.

### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

### Breakrooms

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## **Information Technology Operational Plan, Return to Campus Phase II**

### Nature of work to be performed

Each User Support staff member is expected to conduct high touch tasks in other people's workspaces. All staff members are expected to complete the [Sign In/Sign Out form](#) before 3:00 p.m. each day. This effort will provide a mechanism for contact tracing should the need arise.

### Return to campus checklist of activities:

The below items were assigned to Bob Stack. The numeric-alpha character preceding the item is for cross reference to the original checklist of activities excel spreadsheet.

3.c. *Create plan for Chromebook distribution and increased wifi on Winter Haven and Lakeland campuses.* - To determine the scope of need, an email survey was sent to all students registered for the spring 2020 term. The Academic Support Line contacted each of those students that self-identified as needing technology to verify their exact need along with verifying they were still enrolled. Additionally, faculty members were instructed to question their students and direct them to the Academic Support Line if they needed technology assistance. In parallel, 200 Chromebooks and 50 web cams were purchased. From the onset of the pandemic to present, 60 Chromebooks and 9 web cams were distributed to students with 46 HP desktop computers with monitors and web cams were distributed to Polk State employees.

The IT team partnered with various municipalities to install wireless access points in various public locations to assist any persons with a Polk State network credential. The data shows VERY low use of the wireless access points (2.9 GB data used).

Going forward, this same methodology will be deployed for incoming students. Instead of a survey of currently registered students, the Registrar's office will proactively send emails to prospective students, and newly registered students asking about their technology needs. This data will serve as the foundation for future distributions.

As part of the CARES operational funding planning process, I submitted an item (Evaluate student technology needs for incoming classes and provide accordingly) for prioritization by the College community.

A similar item regarding expanding wireless to all Polk State College parking lots was also submitted for adoption (Expand wireless coverage to include all parking lots on campus). Regardless, after the new budget year opens, hardware will be purchased to deploy the exterior access points we currently have in stock.

4.j. *Determine if any equipment will be repurposed / redistributed or if the equipment will stay with the same person* - Student equipment loans are being extended assuming the student is enrolled. If they student is not enrolled, the Academic Support Line staff use the loan program as an incentive to enroll.

5.g. *Consider how to address unique student needs (i.e., no computer, printer, internet at home, web cams)* - Each student that presents a unique need is being addressed in collaboration with the CIO, faculty member (where applicable) and the student directly.

**Staffing Plan**

The below table provides the expected IT staffing return to campus for Phases II and III. Each functional area (Enterprise, Analyst, User Support, and Networking) will be notified of the below schedule along with a firm reminder that they are subject to recall depending on tasks and shifting circumstances.

<b>Name</b>	<b>Position</b>	<b>Return to Campus Phase II (Aug 17)</b>	<b>Return to Campus Phase III (TBD)</b>
Bob Stack	CIO	x	x
Elba Concepcion	Administrative Assistant II	x	x
Ronald Zachary	Programmer/Analyst	x (2)	x
Matt James	Programmer/Analyst	x	x
Richard Lavigueur	Programmer/Analyst	x (2)	x
David Albrecht	Programmer/Analyst	x (2)	x
Sneh Patel		x (3)	x
Karen K Moore	Data Analyst	x	x
Keith Kelso	Data Analyst	x	x
Jennifer Abels	Systems Analyst	x	x
Brenda Bracewell	Project Support Specialist	x (2)	x
Heather Hinger	Program Assistant (35 hrs/wk)	x (3)	x
Freddie Acevedo	Interim Network Engineer	x	x
Mathew Peneguy	Interim Network Support Specialist II	x	x
Gregory George	Desktop Administrator	x	x
Aaron Roane	User Support Specialist II	x	x
Lakeysha Cason	User Support Specialist II	x	x
Charles Hoover	User Support Specialist I	x (1)	x
Manuel Miller	User Support Specialist I	x (1)	x
Christine Kimball	User Support Specialist I	x (1)	x
Luis Fernandez	User Support Specialist I	x (1)	x
Maharshi Patel	OPS support specialist	x (1)	x
Joyce Thompson	Helpdesk Support Specialist	x (2)	x
x - College administration and essential support staff return to campus commencing start of Phase II (Aug 3). This schedule is based on regular operating hours Monday – Friday 8AM to 5PM.			
x (1) - The User Support Specialists will rotate one week on campus, one week off campus to provide at least one support person per campus.			
x (2) - Will typically be able to continue working remotely but may be called to campus for specific tasks or events.			
x (3) - These employees will continue to work on projects from home with little to no expectation of having to return to campus until Phase III.			



## Institutional Advancement Return to Campus Guidance for Phase II Updated November 16, 2020

### Introduction

Polk State College Institutional Advancement will follow the framework of the College's ***Be the Solution: Polk State College's Return to Campus Plan*** to develop an operational plan to serve faculty, staff, and students.

***Be the Solution: Polk State College's Return to Campus Plan*** is a phased 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 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).

This guidance applies to operations for Institutional Advancement during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Health and Safety

In Phase II, all employees are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

If employees are experiencing any symptoms of COVID-19 as described by the CDC, they must remain at home, monitor for symptoms, and contact their supervisor. If symptoms worsen throughout the day, they should contact their healthcare provider for further instructions and keep their supervisor informed. Employees who become sick during the day should immediately be separated from other employees, students, etc., and sent home.

While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
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Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.

#### Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive

Individuals who have been confirmed positive for 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 found posted in PIE or Canvas. The link to the self-reporting tool can also be found at the following link [HERE](#).

Employees who receive a confirmed COVID-19 diagnosis should contact both their supervisor and the Director of Human Resources to discuss their leave options and arrange for others to cover their classes or address their work responsibilities.

If an employee reports a COVID-19 diagnosis or exposure to COVID-19, the supervisors must report these cases or contacts via the following link [HERE](#) or directly to the Director of Safety and Risk Management, Denise Andreu by phone at 863.837.5910. Please do not communicate specific employee health information via email.

If a student reports a COVID-19 diagnosis or exposure to COVID-19, the faculty member that it was reported to must report these cases or contacts via the following link [HERE](#). In addition, the faculty should also privately communicate the information to the appropriate Academic or Workforce Dean providing as much information as possible.

#### Updating Contact Information

Employees should ensure that their supervisor has their current phone number.

Additionally, employees and students should be encouraged to log in to Passport and check that all contact information is current under the “My Details” or “Change Contact Info” link. This will ensure the individual can receive emergency alerts from the College. Numbers entered in the “Cellular Number” field in the “Personal Information” section are used for emergency texts and phone messages.

#### Cleaning and Sanitation

WFF Facility Services is responsible for daily cleaning and sanitizing activities on campus, but employees should assist in cleaning frequently touched surfaces in offices and workspaces throughout the workday. This includes but is not limited to copiers and printers, doorknobs, handles, and regularly used countertops.

Employees should also wash their hands and/or use hand sanitizer before and after using shared equipment.

#### Provision of Disinfecting Wipes and Hand Sanitizer

Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.

Due to the chemicals used in disinfectant wipes, all employees using these products at the College must be trained on proper use and storage. This training will be conducted by Risk Management and Safety

and will be part of the return to campus activities moving forward. Employees will be contacted and given more information on how to receive this training.

### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

### Breakrooms

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## **Institutional Advancement Operational Plan, Return to Campus Phase II**

### **Precautions on Campus**

- Adhere to social distancing practices as much as possible.
- Only one student will be allowed into the Foundation offices at a time and signage on the door will indicate as such. Friends and family (with the exception of children) must remain in the area outside of the Foundation office.
- Move the benches in the foyer or some chairs from downstairs up to our area outside the door in such way as to allow for students to wait and social distance from us and from each other.
- Masks shall be worn when coming into and out of offices. When Teammates are in their offices alone, they do not have to wear masks, as long as their doors are kept closed. When interacting with others, wearing a mask is mandatory.
- Sanitizing wipes should be in each office for use before and after visitors (especially for Sherryann Jones, Tami Zinke, and Melinda Planakis).
- Doors will not be shut all the way as to prevent the need for the touching of doorknobs by others.
- Instead of walking to offices to announce a visitor, Kristie will call Teammates to let them know someone has come in to see them.
- Foundation Teammates will enter the WAD building through the sliding doors downstairs and will come in the Foundation front door and open it with the disabled button with their elbow, or wrist – however they might not get germs either by touching the button or opening the door.
- If possible, install a Plexiglas guard in front of the reception space since there is a lot of passing traffic. And/or move Melinda Planakis’s desk to the back workstation in the reception area. The front area could be used for pickup or distribution of materials.
- Remove guest chairs from Foundation reception area. Could be placed in the Executive Director’s office until we enter Phase III.
- Hallway usage should be minimized by keeping the door by Cindy Baker’s office locked.

### **Staffing Plan**

- Director of Finance Cindy Baker will be in every day during regular working hours.
- M/W – *Scholarship Administration/Accounting*: Debbie Regan, Sherryann Jones, & Tami Zinke
- T/R –*Development*: Kristie Peneguy & Marianne George
- F – The Team will do alternating Fridays.
- Karen Moore, Brenda Bracewell, Jennifer Fiorenza and Mary Ellen Schmitt will come in as needed and as appropriate with their suite mates. Melinda Planakis will work remotely.





## Office of Communications & Public Affairs Return to Campus Guidance for Phase II Updated November 16, 2020

### Introduction

Polk State College Office of Communications & Public Affairs (OCPA) will follow the framework of the College's ***Be the Solution: Polk State College's Return to Campus Plan*** to develop an operational plan to serve faculty, staff, and students.

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- Encourage feedback from, and provide consistent and clear communication to, the College and the community.

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).

This guidance applies to operations for OCPA during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

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### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Health and Safety

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This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

### Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive

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Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## Office of Communications & Public Affairs Operational Plan Return to Campus Phase II

### Other Details

Due to the small size of OCPA’s offices, all outgoing deliveries will be done by Central Services. Departmental representatives will not be allowed to collect their own items. Similarly, OCPA will not accept “drop-ins” for meetings. All interactions will be by phone, email, or text. Meetings can be scheduled and staff will be encouraged to use Zoom and Big Blue Button or other video conferencing to facilitate social distancing.

### Staffing Plan

OCPA staff will begin to return to campus on August 3. As the number of students and activities increase on campus, the greater the need for some of OCPA’s job functions. The proposed staffing schedule below reflects an anticipated increase in activity over an estimated period of time. Should face-to-face classes and activities increase more quickly in Phase II, staff will be instructed to return to campus on an expedited schedule.

The AVP for Communications and Public Affairs and Administrative Assistant will return to campus full time beginning August 3.

The Director of Communications will report to campus on Tuesdays and Thursdays beginning the week of Aug 17 until Phase III of the Return to Campus. During this period, the Director of Communications will also report to campus as-needed for special projects and/or meetings and appointments.

	Aug 17	August 24	September 28	January 5	Phase III
<b>Tamara Sakagawa, AVP Communications &amp; Public Affairs</b>	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri
<b>Madison Fantozzi, Director of Communications</b>	Tues/Thurs	Tues/Thurs	Tues/Thurs	Tues/Thurs	Mon-Fri
<b>Denise James, Administrative Assistant</b>	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri
<b>Leah Bartholomay, Senior Graphic Designer</b>	HOME	HOME	HOME	HOME	Mon-Fri
<b>David Butfiloski, Senior Graphic &amp; Digital Designer</b>	HOME	Tues/Thurs	Tues/Thurs	Mon-Fri	Mon-Fri
<b>Tom Hagerty, Sports Coordinator</b>	HOME	HOME	HOME	HOME	Mon-Fri
<b>Ada “Millie” Lopez, Multimedia Production Specialist</b>	Vacant	Vacant	Mon-Fri	Mon-Fri	Mon-Fri

The Senior Graphic Designer is working at home using a large desktop computer that was relocated from campus in March 2020. She does not have a personal computer.

The Senior Graphic and Digital Designer has a personal computer at home that has all of the functionality of his work computer. As a result, only the Senior Graphic and Digital Designer can work from home *and* on campus. Because he has more mobility, he will be in the office two days a week, or as needed, from the week of August 24 until the start of the Spring 2021 Semester.

The Senior Graphic Designer will return to campus when the College transitions to Phase III.

The Sports Coordinator's role is highly dependent upon the resumption of Athletics activities as well as student and community activities on campus. The Sports Coordinator's role may need to change if the Athletics schedule does not resume in the fall semester. The Sports Coordinator will continue to report for in-person assignments provided that they can be evaluated for necessity, proper social distancing, and that accommodations can be made to ensure health and safety.

The Multimedia Production Specialist position was filled in September 2020 and the individual has been working on campus Monday-Friday since the week of September 28.

OCPA staff members who continue to work from home, in whole or in part, are expected to be just as productive as they are while on campus. OCPA will continue to use the same daily check-in system – each staff member will send their daily task list to the Administrative Assistant to distribute to all OCPA staff members by 8:15 a.m. each morning. In this way, the team knows what everyone is working on every day. Additionally, OCPA will maintain its weekly Zoom team meeting to ensure that all members of the team have a chance to check in, virtually, face-to-face, at the start of each week.

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## Office of Equity, Diversity, and Inclusion Return to Campus Guidance for Phase II Updated November 16, 2020

### Introduction

Polk State College Office of Equity, Diversity, and Inclusion (OEDI) will follow the framework of the College's *Be the Solution: Polk State College's Return to Campus Plan* to develop an operational plan to serve faculty, staff, and students.

*Be the Solution: Polk State College's Return to Campus Plan* is a phased 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 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).

This guidance applies to operations for OEDI during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

#### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

#### Health and Safety

In Phase II, all employees are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

If employees are experiencing any symptoms of COVID-19 as described by the CDC, they must remain at home, monitor for symptoms, and contact their supervisor. If symptoms worsen throughout the day, they should contact their healthcare provider for further instructions and keep their supervisor informed. Employees who become sick during the day should immediately be separated from other employees, students, etc., and sent home.

While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
- Use hand sanitizer
- Avoid close contact – practice social distancing
- Cover the mouth and nose with a cloth face covering when around others
- Cover coughs and sneezes
- Clean and disinfect high touch areas

All individuals on campus will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.



### Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive

Individuals who have been confirmed positive for 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 found posted in PIE or Canvas. The link to the self-reporting tool can also be found at the following link : [HERE](#).

Employees who receive a confirmed COVID-19 diagnosis should contact both their supervisor and the Director of Human Resources to discuss their leave options and arrange for others to cover their classes or address their work responsibilities.

If an employee reports a COVID-19 diagnosis or exposure to COVID-19, the supervisors must report these cases or contacts via the following link [HERE](#) or directly to the Director of Safety and Risk Management, Denise Andreu by phone at 863.837.5910. Please do not communicate specific employee health information via email.

If a student reports a COVID-19 diagnosis or exposure to COVID-19, the faculty member that it was reported to must report these cases or contacts via the following link [HERE](#). In addition, the faculty should also privately communicate the information to the appropriate Academic or Workforce Dean providing as much information as possible.

### Updating Contact Information

Employees should ensure that their supervisor has their current phone number.

Additionally, employees and students should be encouraged to log in to Passport and check that all contact information is current under the “My Details” or “Change Contact Info” link. This will ensure the individual can receive emergency alerts from the College. Numbers entered in the “Cellular Number” field in the “Personal Information” section are used for emergency texts and phone messages.

### Cleaning and Sanitation

WFF Facility Services is responsible for daily cleaning and sanitizing activities on campus, but employees should assist in cleaning frequently touched surfaces in offices and workspaces throughout the workday. This includes but is not limited to copiers and printers, doorknobs, handles, and regularly used countertops.

Employees should also wash their hands and/or use hand sanitizer before and after using shared equipment.

### Provision of Disinfecting Wipes and Hand Sanitizer

Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.

Due to the chemicals used in disinfectant wipes, all employees using these products at the College must be trained on proper use and storage. This training will be conducted by Risk Management and Safety

and will be part of the return to campus activities moving forward. Employees will be contacted and given more information on how to receive this training.

### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

### Breakrooms

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## **Special Precautions**

- Maintain office door ajar or closed to practice social distancing.
- Office area will be sanitized and wiped down at the end of each workday.

- If applicable, staff will wipe down and sanitize work area if leaving the building for lunch.
- Staff will enter and exit utilizing the main entrance to the Administration Building.
- Staff will utilize the break room facility with single occupancy and will wipe down and sanitize the area after utilizing it. Hand washing will always be applied.
- Staff will utilize the copy room area and will wipe down and sanitize the area after utilizing it.
- Social distancing will be adhered to at all times.

**Staffing Plan**

The OEDI has three individuals housed in our office. The days reflected in the below work schedule illustrates when each individual will be on campus—with the exception of the employee who will solely work remotely. When not on campus, all staff will be working remotely.

<b>INDIVIDUAL</b>	<b>SCHEDULE</b>	<b>COMMENTS</b>
Isabel Malave	Monday-Friday	(off site) Working remotely: Hourly, Part-time
TBA	Tuesday and Thursday	(on campus only) Hours vary—Both on campus and remotely
Valparisa Baker	Monday - Friday	(on campus) Hours vary

**Cultural Awareness Events and Leadership Programs**

**Cultural awareness events and leadership programs will be handled as follows:**

1) Cultural Awareness Events:

- Preparation for events taking place during the fall and spring semesters will be in virtual format.
  - Hispanic Heritage Month (September/October 2020)
  - DisAbility Awareness Month (October 2020)
  - Domestic Violence Awareness Month (October 2020)
  - Lesbian, Gay, Bi-Sexual, Transgender (LGBT) History Month (October 2020)
  - Dr. Martin Luther King, Jr., Celebration (January 2021) Cultural Awareness Events
  - Black History Month (February 2021)
  - Women’s History Month (March 2021)
  - Diversity Awareness Month (April 2021)
  - LGBT Pride Month (June 2021)
- Meetings with chairs and co-chairs for cultural awareness events will be in virtual format.
- Meetings with cultural awareness committee members will be in virtual format.
- Preliminaries in preparation for events—communicating with vendors, speakers, presenters, preparing program materials, flyers, invitations, and announcements, will be handled via e-mail and telephone.
- The multicultural events for the Fall semester will be in virtual format (Zoom). Spring semester will take the same format as the Fall semester.
- Announcements for the Hispanic Heritage Scholarship, the Dr. Martin Luther King, Jr. – Dream the Dream Scholarship, and the ELITE Legacy Leadership Scholarship will be in virtual format—

via the College's social media outlets, on the College's website, media release, All Users email (to alert faculty and staff), and student email blasts. Submissions will be received electronically. The recipients will be contacted via email by the Polk State College Foundation and asked to attend the virtual events for the scholarship presentations. OEDI will communicate with the recipients in preparation for the scholarship presentation at the virtual events.

**Preparation for the internal leadership opportunities will be addressed as follows:**

2) Leadership Opportunities:

- A. Emerging Leaders Professional Series (ELPS) – Class VI (2020-2021)
  - Nomination and application announcement will be sent via e-mail.
  - Schedule formation, schedule booklet, and the scheduling of room reservations will be handled via e-mail and telephone.
  - Book presenters/facilitators in partnership with the Corporate College for Zoom presentations.
  - Selection committee meets virtually to review submitted applications and make recommendations.
  - Calendar invitations and relative information for the Opening Retreat, departmental presentations, monthly sessions, the Symposium, and Leadercast Lakeland will be sent via email informing presentations will take a virtual format.
  - Presenters/facilitators will present virtually (Fall semester). Spring semester will be determined.
  
- B. Exceptional Leaders with Innovative Talents and Excellence (ELITE) Educational Leadership Enhancement Program – Class XIV (2020-2021).
  - Selection committee meets virtually to review submitted applications and make recommendations.
  - Selection and ordering of reading materials and create reading schedule, via email and online.
  - Schedule formation to create schedule pamphlet will be handled via email and telephone (will include monthly meetings (Zoom), leadership workshops (Zoom), legislative visit, DBOT meetings, Financial Wellness Seminar (Zoom), Leadercast Lakeland, mock presentations.
  - Mentor/Mentee Luncheon, Ambassadors Luncheon—June and July 2021, respectively.
  - Schedule Zoom meetings for the Fall semester. Spring semester will be in Zoom as well.
  - Booking the presenter for the Financial Wellness Seminar, handled via email and telephone. The seminar will take place virtually (March and April 2021, respectively).
  - Booking tours and meetings for the legislative visit in Tallahassee (scheduled for January or February 2021) will be handled via email and telephone, in partnership with OCPA. If COVID-19 guidelines are still in place this event will not take place or possibly via Zoom in partnership with OCPA.

**Additional Discussion Items:**

Dr. Martin Luther King, Jr., Celebration Event

- Begin discussion as to whether the signature event will take place in a virtual environment and how it will be reflected for the audience intended. Or, if the event will remain as a face-to-face event if CDC Guidelines permit.

- If the event takes place in person, the following are key items of discussion and consideration.
  - Discussion relative to the social distancing guidelines.
  - The capacity limit for the event.
  - Creation of invitation for event with special language regarding limited seating and social distancing requirements.
  - The requirements for the face-to-face event:
    - Requirement to wear mask or face coverings.
    - The limited number of individuals who will be able to attend.
    - Social distancing adhering to the CDC Guidelines.
    - Room setup for attendees and caterer.
    - Creation of invitation with appropriate information relative to social distancing, mask, face covering, et cetera.

This event will take place in a virtual environment-January 13, 2021.

- Preparation for the virtual environment experience has begun.
- Work with OCPA regarding the use of social media, flyers, etc., for this event.

#### **Title IX Regulations:**

Title IX updates are being made to ensure the College is in compliance with the new Title IX Regulations by the designated deadline date of August 14, 2020.

- Working with the Title IX Implementation Team to ensure the new guidelines are implemented by the deadline date of August 14, 2020.
- Meetings are taking place virtually.
- Changes are being made to Polk State College Procedures and Rules. They will be edited and circulated for internal approval prior to documents being presented to the District Board of Trustees (Rules) and to President's Staff (Procedures) for final approval.
- Introduction of a Title IX College procedure titled, Discrimination, Harassment, and Related Conduct.
- Changes are being made to electronic documents (i.e., manuals, brochures, handbooks, et cetera).
- Changes are being made to the College's webpages, appropriately. The majority of the Title IX webpage have been updated.
- Title IX Training will be required of all employees—full-time and part-time. Training will take place online with training module titled, Title IX for Higher Education.
- In partnership with the Campus Safety and Security team, work to make sure the Annual Security Report (ASR) is updated with the new Title IX regulations/guidelines to ensure compliance is maintained.
- Currently working to post information online (completed training, forms, etc.).

#### **Screening Committee and Training:**

- Continue to work with Human Resources to ensure screening committees are diverse.
- Continue to work with Human Resources and the hiring manager to ensure diversity is still a forefront conversation throughout this process.

**Training:**

- Partnering with the Associate Deans of Academic Affairs to provide professional development training to faculty.

## Topic of discussion:

- Title IX Overview
- Tips for Ensuring an Inclusive Environment for Remote and Online Learning
- Working with Human Resources on the rollout of training for all employees.
  - Title IX for Higher Education
  - Diversity Training
    - Variety of diversity training from understanding biases, to addressing diversity gap, to self-reflection.
- In partnership with Human Resources during the Spring semester rollout compliance trainings (Title IX, harassment, diversity, for all full-time and part-time employees.

**Day-to-day business:**

Day-to-day business will continue as already established by the College's guidelines, CDC guidelines, and as reflected in the College's Return-to-Campus Plan—via email, telephone, and virtual meetings (Teams, Zoom, Skype, etc.).



## Institutional Effectiveness, Accreditation, and Research

### Return to Campus Guidance for Phase II

Updated November 16, 2020

#### Introduction

Polk State College Institutional Effectiveness, Accreditation, and Research (IEAR) will follow the framework of the College's ***Be the Solution: Polk State College's Return to Campus Plan*** to develop an operational plan to serve faculty, staff, and students.

***Be the Solution: Polk State College's Return to Campus Plan*** is a phased 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 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).

This guidance applies to operations for IEAR during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

#### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Health and Safety

In Phase II, all employees are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

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While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
- Use hand sanitizer
- Avoid close contact – practice social distancing
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Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

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Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.

*Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive*

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If a student reports a COVID-19 diagnosis or exposure to COVID-19, the faculty member that it was reported to must report these cases or contacts via the following link [HERE](#). In addition, the faculty should also privately communicate the information to the appropriate Academic or Workforce Dean providing as much information as possible.

*Updating Contact Information*

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Employees should also wash their hands and/or use hand sanitizer before and after using shared equipment.

*Provision of Disinfecting Wipes and Hand Sanitizer*

Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.

Due to the chemicals used in disinfectant wipes, all employees using these products at the College must be trained on proper use and storage. This training will be conducted by Risk Management and Safety and will be part of the return to campus activities moving forward. Employees will be contacted and given more information on how to receive this training.

### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

### Breakrooms

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

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### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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# Institutional Effectiveness, Accreditation, and Research Operational Plan Return to Campus Phase II

## Staffing Plan

### **Phase II – August 17, 2020**

The following individuals will report to work following a Monday-Friday 8-5 schedule:

1. Mary Clark, VP of Institutional Effectiveness, Accreditation, and Research
2. Donald Painter, Dean of Institutional Effectiveness
3. Christy Canady, Administrative Assistant III to VP of IEAR

\*Flexibility in scheduling will be considered on an individual basis should the need arise. This flexibility will include the ability to work remotely for a portion of the work week and will require prior supervisor approval. Flexibility in scheduling will be considered but is not anticipated.

**Beginning August 17, 2020**, the following individuals will work remotely for a portion of the work week. The number of hours of remote work will decrease incrementally until the week of September 21 or when the institution reaches **Phase III**, whichever comes first.

1. Mary Beth Freeman, Coordinator of Research and Reports
2. Lorraine Springer, Research Support Specialist
3. Lavonne (Lee) Autrey, Assessment and Planning Specialist

### **The following schedule will be employed:**

#### Week August 31, 2020 and September 7, 2020

- Mary Beth Freeman will work on campus Tuesdays and Thursdays
- Lorraine Springer will work Mondays and Wednesdays
- Lee Autrey will work Wednesdays and Fridays

#### Week of September 14, 2020 and September 21, 2020

- Mary Beth Freeman will work Tuesday, Wednesday, and Thursday
- Lorraine Springer will work Monday, Wednesday, and Friday
- Lee Autrey will work Tuesday, Wednesday, and Friday

#### Week of September 28, 2020 and October 5, 2020

- Mary Beth Freeman will work Monday, Tuesday, Wednesday, and Thursday
- Lorraine Springer will work Monday, Tuesday, Wednesday, and Thursday
- Lee Autrey will work Tuesday, Wednesday, Thursday, and Friday

#### Week of October 12, 2020

All members of the Institutional Effectiveness, Accreditation, and Research team will work following a regular Monday-Friday 8-5 schedule.

**\*\* While on campus all employees will follow the College's requirements for wearing masks, cleaning, and safe distancing.**



## Student Services – The New Norm Return to Campus Guidance for Phase II Updated November 16, 2020

### Introduction

Polk State College Student Services will follow the framework of the College's ***Be the Solution: Polk State College's Return to Campus Plan*** to develop an operational plan to serve faculty, staff, and students.

***Be the Solution: Polk State College's Return to Campus Plan*** is a phased 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 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).

This guidance applies to operations for Student Services during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Health and Safety

In Phase II, all employees are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

If employees are experiencing any symptoms of COVID-19 as described by the CDC, they must remain at home, monitor for symptoms, and contact their supervisor. If symptoms worsen throughout the day, they should contact their healthcare provider for further instructions and keep their supervisor informed. Employees who become sick during the day should immediately be separated from other employees, students, etc., and sent home.

While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
- Use hand sanitizer
- Avoid close contact – practice social distancing
- Cover the mouth and nose with a cloth face covering when around others
- Cover coughs and sneezes
- Clean and disinfect high touch areas

All individuals on campus will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.

*Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive*

Individuals who have been confirmed positive for 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 found posted in PIE or Canvas. The link to the self-reporting tool can also be found at the following link [HERE](#).

Employees who receive a confirmed COVID-19 diagnosis should contact both their supervisor and the Director of Human Resources to discuss their leave options and arrange for others to cover their classes or address their work responsibilities.

If an employee reports a COVID-19 diagnosis or exposure to COVID-19, the supervisors must report these cases or contacts via the following link [HERE](#) or directly to the Director of Safety and Risk Management, Denise Andreu by phone at 863.837.5910. Please do not communicate specific employee health information via email.

If a student reports a COVID-19 diagnosis or exposure to COVID-19, the faculty member that it was reported to must report these cases or contacts via the following link [HERE](#). In addition, the faculty should also privately communicate the information to the appropriate Academic or Workforce Dean providing as much information as possible.

*Updating Contact Information*

Employees should ensure that their supervisor has their current phone number.

Additionally, employees and students should be encouraged to log in to Passport and check that all contact information is current under the “My Details” or “Change Contact Info” link. This will ensure the individual can receive emergency alerts from the College. Numbers entered in the “Cellular Number” field in the “Personal Information” section are used for emergency texts and phone messages.

*Cleaning and Sanitation*

WFF Facility Services is responsible for daily cleaning and sanitizing activities on campus, but employees should assist in cleaning frequently touched surfaces in offices and workspaces throughout the workday. This includes but is not limited to copiers and printers, doorknobs, handles, and regularly used countertops.

Employees should also wash their hands and/or use hand sanitizer before and after using shared equipment.

*Provision of Disinfecting Wipes and Hand Sanitizer*

Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.

Due to the chemicals used in disinfectant wipes, all employees using these products at the College must be trained on proper use and storage. This training will be conducted by Risk Management and Safety and will be part of the return to campus activities moving forward. Employees will be contacted and given more information on how to receive this training.

#### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

#### Breakrooms

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

#### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

#### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

#### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## Student Services Operational Plan, Return to Campus Phase II

### Special Considerations

To ensure the maintenance of social distancing, staff will be stationed at the entrance and exit doors to ensure that the lobbies are not overly-full and that there is sufficient room for individuals to be socially distant.

There is an additional concern regarding FERPA. With the plexiglass at the Admission/Financial Aid counter and with any counter service (lobby info desk) if students must stand six feet away and anything personal is discussed, any other student within the area will be able to hear the information. At the minimum we will need to enforce writing down of SIDs instead of having students say it out loud and ensure privacy of additional information shared.

### Staffing Plan

**For departments with 10 or more employees in one location:**

- Divide all staff into two groups:
  - **Group 1** works on-campus Mondays and Wednesdays, remotely Tuesdays and Thursdays, Fridays alternate biweekly
  - **Group 2** works on-campus Tuesdays and Thursdays, remotely Mondays and Wednesdays, Fridays alternate biweekly

### Work Matrix

	Week 1						Week 2				
	M	T	W	R	F		M	T	W	R	F
<b>Group 1</b>	ON	OFF	ON	OFF	ON		ON	OFF	ON	OFF	OFF
<b>Group 2</b>	OFF	ON	OFF	ON	OFF		OFF	ON	OFF	ON	ON

- The staffing groups should (to the best we're able) ensure that folks in adjacent offices are in opposite groups. Of course, there may be some exceptions to that.
- Schedule OPS Workers such that shifts are staggered.
- If someone is seriously ill and unable to work, they should stay home and use leave.
- If someone is feeling unwell and exhibits any COVID-19 symptoms – but otherwise would be able to work, they should stay home and work remotely.
- Involve security and law enforcement in managing the flow people.
- Provide disposable gloves for staff who might be handling lots of paperwork (e.g. reception desk staff collecting/scanning documents).
- Remove all chairs in all areas, this will allow us to manage crowd control and eliminate loitering.
- Encourage zero human-to-human contact (hugs, handshakes, etc.)

***All other areas of Student Services with ten or less employees will work normal hours.***



### **Student ID Cards**

Students will email [salo@polk.edu](mailto:salo@polk.edu) to request an appointment or email us the necessary documentation and headshot to request a virtual student ID card that will then be mailed to the address on file. Student ID cards will be a graded assignment in First Year Seminar Class and SALO will work with the DCs and faculty to setup appointment by class, five students at a time. Student ID machines that are in other departments will follow the procedure setup by that individual department. For specialized student ID cards such as Nursing, OTA, PTA, etc. SALO will setup an appointment schedule for those programs for their students to come get IDs. Students will be advised to wear a mask and remove for the photo.

### **Campus Tours**

Tours will be for four people or less and by appointment only. Mask are required by tour guides and all people requesting a tour. SALO will work with OCPA to create a virtual tour that will be placed on the webpage. SALO Staff will create Self-Guided tours packets that will have information about the college, maps, contact information and buildings that people can pick up to walk around. Security will be notified in advance on self-guided tour.

### **Game Rooms operation for Phase III**

Staff will open the game rooms under social distance guidelines. We will allow four students at a time in the game room on thirty-minute rotation. In between rotations, staff will clean and sanitize the area, wait fifteen minutes, and then let the next set of students in. Students will sign up in SALO for reservations. Staff will remove half the furniture and games. Two students on pool or ping pong at a time and two students on video game consoles on the other side of the room. No spectators allowed. Game room will remain closed during Phase II.

### **Intramural Sports for Phase III**

Will remain inactive until February 2021 or until COVID-19 metrics have substantially subsided. As a substitution, SALO will continue offering free E-Sport options for students. After February, will meet with Director of Risk Management on sports like frisbee, volleyball, soccer, and football to be played outside. No crowds allowed.

### **Clubs and Organizations for Phase II**

Clubs will have the option to meet via SALO's Zoom or Lifesize account. If clubs want to meet in person, they must schedule meeting through SALO. SALO will limit the amount of times a club/organization can meet in person. SALO will develop protocols to decide if the meeting is necessary to happen in person or virtual. SALO will reserve the larger classrooms to ensure social distancing and staff members will provide masks to the students if students do not have one. Only eight students are allowed in the meeting with the approval of the club advisor. Social distance will be enforced. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### **Student Events for Phase II**

All student events will be held virtual with the exception of small grab and go pop events with social distance for First Year Seminar Classes and other classes on campus until January. Masks and hand

sanitizers will be provided. Events will last fifteen to thirty minutes total, outside only and ten students max at a time. These events are specifically for First Year Seminar Classes that are meeting in person (but are open to any students). SALO staff will email instructors who are having class in person. Staff and faculty will agree to a set time and students will be sent down five at a time. If food is offered at any event, we will have pre-packaged boxes or bags for each attendee. After the interaction at the drop in event, students will be asked to head back to class. Staff will call cleaning team and request area to be sanitized after the event. After December 2020, Director will meet with Risk Management Director and Vice President for Student Services on recommendations for student events in the Spring Semester.

### **Student Centers Operations for Phase III**

Request Facilities remove half the furniture out student centers in Lakeland and Winter Haven. Space eating tables six feet away from each other. Directional markings will be placed on floor and door to guide students. Will request more outdoor seating in shaded areas of the campuses for students to eat.

*Possible Issues:* Facilities does not have ample storage for furniture. SALO can volunteer game room and other club space for facilities to use to store student center tables and chairs. Covering or construction tape will also be used to rope off areas to keep students out. If students do not abide by the social distancing protocols, Director of SALO will request meeting with Vice President for Student Services and Director of Risk Management on options to deter gathering such as limiting hours of the student center, only opening for lunch or enforcing eat only policy in the student center. Student Centers will remain close for Phase II based on the *Be the Solution-Polk State Return to Campus Plan*.

### **SALO Staff For Phase II**

Will work virtually with a two staff rotation in the SALO office each day except for Fridays. Fridays are virtual staff meeting days. Staff will meet with SGAs and other clubs for meetings, club virtual event help and finalized student life activities for the upcoming week. Staff that is assigned to the office for the day will maintain social distance from each other and wear mask when they leave the office. Will request Director of Risk Management to hold training with SALO staff before the Spring semester begins. For Phase III, SALO staff will return to normal working hours on campus base on *Be the Solution-Polk State Return to Campus Plan*.

### **My Brother's Keeper**

Only one student allowed at a time. Mask must be worn when entering. Staff will have premade food and hygiene packets ready to quickly move students in and out of the area and cut back on repeat trips during the week. All request are appointment bases. Will email [salo@polk.edu](mailto:salo@polk.edu) for appointment and pick up instructions.

### **Weight Rooms**

Staff will open the weight rooms under social distance guidelines. We will allow six students/athletes in at a time on one-hour rotations. In between rotations, staff will clean and sanitize the area, wait fifteen minutes, and then let the next set of students in.

**Gymnasium**

Athletics will have access to gymnasium when college re-opens with social distance guidelines.

**Recruitment**

Coaches will bring recruits on campus and maintain social distancing guidelines



## ™ Workforce Education and Economic Development

### Return to Campus Guidance for Phase II

Updated November 16, 2020

#### Introduction

Polk State College Workforce Education and Economic Development will follow the framework of the College's *Be the Solution: Polk State College's Return to Campus Plan* to develop an operational plan to serve faculty, staff, and students.

*Be the Solution: Polk State College's Return to Campus Plan* is a phased 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 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).

This guidance applies to operations for Workforce Education and Economic Development during Phase II of the College's Return to Campus. Should the College move back to Phase I or forward to Phase III, new guidance will be provided. Should this guidance conflict with any elements of the College's Return to Campus plan, the College's plan governs.

Questions regarding this document should be forwarded to the individual's respective supervisor.

#### General Guidance

In order to ensure the health and safety of faculty, staff, students, and the community, all employees will follow the College's protocols and procedures while on campus and should follow the guidance of the Centers for Disease Control and Prevention (CDC) for avoiding exposure to COVID-19 while off campus. Additionally, reasonable accommodations will be made for any employee who identifies as a member of a vulnerable population as described by the [CDC](#). Employees who feel that they cannot report to work on their assigned return date due to a health concern should contact both their supervisor and the Human Resources Office to discuss their specific concerns.

### Notification of Return to Campus

Employees will be notified by their supervisors via Polk State email as to a return to campus date and for their schedule to be on campus before transitioning between phases.

The first workday for faculty is identified in the Polk State Academic Calendar as Wednesday, August 12, 2020. In mid-July, Deans will communicate with faculty via Polk State email about their return.

### Coordination Meetings with Employees

Supervisors should conduct meetings with faculty and staff to address the topics covered in this document either before or upon their return to campus date. Meetings should be held using telephone or videoconferencing technology.

### Health and Safety

In Phase II, all employees are expected to check themselves for COVID-19 symptoms before they leave their homes to come to campus each day. The most up-to-date list of [COVID-19 symptoms](#) is available on the CDC's website and includes fever or chills, sudden loss of taste or smell, cough, and congestion. Symptoms can range from mild to severe illness and appear 2-14 days after exposure to the virus.

If employees are experiencing any symptoms of COVID-19 as described by the CDC, they must remain at home, monitor for symptoms, and contact their supervisor. If symptoms worsen throughout the day, they should contact their healthcare provider for further instructions and keep their supervisor informed. Employees who become sick during the day should immediately be separated from other employees, students, etc., and sent home.

While on campus, employees will follow the guidance of the CDC to avoid the spread of COVID-19. This guidance includes:

- Wash hands often
- Use hand sanitizer
- Avoid close contact – practice social distancing
- Cover the mouth and nose with a cloth face covering when around others
- Cover coughs and sneezes
- Clean and disinfect high touch areas

All individuals on campus will be **required** to wear a cloth face covering or mask while on campus. Cloth face coverings or masks must remain on, indoors and out, and only may be removed when alone. This includes while in classrooms, hallways, restrooms, travel to and from class, offices, common areas, etc.

Employees who do not have masks can notify their supervisor prior to returning to campus. The supervisor will compile a list including, at a minimum:

1. The employee's name,
2. The day or days of the week that the employee is required to be on campus (i.e. every Monday and Wednesday, or M/W/F, etc.), and
3. The supervisor's name and campus location.

This list and a request for reusable face masks should then be emailed to Human Resources ([HR@polk.edu](mailto:HR@polk.edu)) to coordinate arrangements for delivery to the supervisor.

Additionally, employees are expected to complete the [Sign In/Sign Out form](#) when they arrive or leave campus to facilitate cleaning and sanitation.

*Reporting a Positive Case of COVID-19 or a Contact with an Individual Who is Positive*

Individuals who have been confirmed positive for 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 found posted in PIE or Canvas. The link to the self-reporting tool can also be found at the following link : [HERE](#).

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If an employee reports a COVID-19 diagnosis or exposure to COVID-19, the supervisors must report these cases or contacts via the following link [HERE](#) or directly to the Director of Safety and Risk Management, Denise Andreu by phone at 863.837.5910. Please do not communicate specific employee health information via email.

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*Updating Contact Information*

Employees should ensure that their supervisor has their current phone number.

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Employees should also wash their hands and/or use hand sanitizer before and after using shared equipment.

*Provision of Disinfecting Wipes and Hand Sanitizer*

Facilities Planning, Construction, and Campus Services will provide reasonable amounts of disinfecting wipes and hand sanitizer throughout the College – including to departments and in common areas where feasible. As a reminder, these items are in high demand so the deployment will be based on availability of the products and the locations based on priority order of highest need and use.

Due to the chemicals used in disinfectant wipes, all employees using these products at the College must be trained on proper use and storage. This training will be conducted by Risk Management and Safety and will be part of the return to campus activities moving forward. Employees will be contacted and given more information on how to receive this training.

### Meetings

As much as possible, meetings should continue to be conducted via electronic means even when on campus. In person meetings should observe social distancing and all participants are required to wear masks. Attendance should be taken at every in-person meeting and preserved by the person conducting the meeting for a period of at least 45 days in the event of a COVID-19 exposure.

### Breakrooms

Break areas will not be used for eating meals and will be limited to single occupancy only. Employees will have the ability to store food in shared refrigerators and warm it in shared microwaves but should eat at their desks or outside maintaining strict social distancing from others. All touchable surfaces in break areas should be wiped down before and after use and employees are encouraged to wash their hands frequently.

### College-Related Travel

In-district travel will continue as needed. However, employees are encouraged to use electronic means to attend meetings if possible. During Phase II, out-of-district travel is very limited and subject to review and approval by the President or her designee.

### Personal Travel

Employees are encouraged to exercise caution during personal travel to cities or areas where COVID-19 infections are prevalent. Should an employee travel abroad, take a cruise, or visit a location with high COVID-19 infection rates, the College has the right to ask the employee to self-quarantine and work from home for up to two weeks. Following the self-quarantine period, the employee would need to be cleared to return to campus.

The same applies to any employee who has had close contact with an individual who has received a positive COVID-19 test. The College relies on employees to exercise care and concern for their colleagues by self-reporting such an incident to their supervisor. This information is kept confidential and should be communicated via phone **and** via the following link [HERE](#).

### How to Report Issues/Concerns

Employee issues and concerns about safety or this guidance should be reported to their supervisor. Supervisors shall attempt to address or resolve the issue or seek additional assistance from the next level supervisor.

Students should address their safety concerns directly to their professors or Deans of Student Services.

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## Associate Degree Programs

### *EMS Programs*

- In the fall semester the Emergency Medical Technician (EMT), Emergency Medical Responder (EMR), and Paramedic courses will be taught face-to-face.
- The application of CDC guidelines has been implemented and approved by Risk Management and Facilities (including a “walk-through” multiple times) for the students currently. The same will apply for Phase 2: limited 10 person per room, rotating class schedule, desk spaced with only one chair / desk. We are following the Health Science Protocol and Questionnaire that was submitted for all Healthcare programs. We also utilize Canvas as a means for documenting and communicating to all of the students. Masks will also be worn.

### *Fire Science*

- Students take only the general education courses for this degree program. The format of those general education courses will vary for Phase 2.

### *Occupational Therapy Assistant*

- Hybrid model
- OTA will meet face to face, minimized as much as possible. Frequency of lab exams using classroom models and equipment, OTA estimates a conservative total of 4-6 face to face lab sessions at a minimum for testing and instruction. The plan is to encourage all faculty to keep face to face sessions as minimal as possible for student and campus public health safety.
- OTA will utilize the Health Science Protocol and Questionnaire that was submitted for all Health Care Programs.

### *Respiratory Care*

- Clinical courses are face to face at the hospital. Hybrid - 2 Courses are face to face by using a larger classroom and staggered lab.
- Phase 2: limited 10 person per room, rotating class schedule, desk spaced with only one chair / desk. Respiratory Care will utilize Canvas as a means for documenting and communicating to all students. Masks will also be worn.
- Respiratory Care will utilize the Health Science Protocol and Questionnaire that was submitted for all Healthcare programs.

### *Cardiovascular Technology*

- Hybrid with face-to-face clinicals.
- Phase 2: limited 10 person per room, rotating class schedule, desk spaced with only one chair / desk. CVT also utilize Canvas as a means for documenting and communicating to all of the students. Masks will also be worn.
- CVT will utilize the Health Science Protocol and Questionnaire that was submitted for all Healthcare programs.

### *Radiography*

- Hybrid with face-to-face clinicals.
- Phase 2: Limited meetings in the lab. Utilizing larger classroom to allow for social distancing, masks at all times, gloves and masks in the lab. Zoom meeting before or at beginning of term, emails, reinforce requirements in syllabus and on Canvas.



- Radiography will utilize the Health Science Protocol and Questionnaire that was submitted for all Healthcare programs.

#### *Physical Therapy Assistant*

- Hybrid with face-to-face clinicals minimized as much as possible.
- Phase 2: Minimized face to face - staggered labs. Maintain 6ft distancing, masks at all times, gloves when students will be hands on. Schedules will be staggered as much as possible. Primary mode of communication to faculty members and students is through email with semi-frequent Zoom videoconferences.
- PTA will utilize the Health Science Protocol and Questionnaire that was submitted for all Healthcare programs.

#### *Engineering Technology*

- Hybrid courses
- ET will meet with students individually and by appointment. ET has built a portable chamber that would be housed around equipment. Email, Appointy Software, Canvas for communication.

#### *Diagnostic Medical Sonography*

- Hybrid courses
- DMS will meet with students for limited lab time. All students will be masked and gloved, social distancing will be enforced by utilizing larger classroom. Requirements reinforced in syllabus, Canvas and will have a Zoom meeting before the start of the term and during the semester.
- DMS will utilize the Health Science Protocol and Questionnaire that was submitted for all Healthcare programs.

#### *Supply Chain Management and Medical Coding Specialist Certificate*

- Courses online. Both classes will need on-campus exam proctoring.
- Supply Chain and Medical Coding will meet with students during exam proctoring only, which will be one session per class. Required masks for all students and instructors, 6 foot distancing by limiting seating for testing, hand sanitizer in room, covered keyboard and mouse changed after each testing session, directed exit/entry. Email and phone conversations will be utilized to communicate the CDC requirements to be on campus and to address any questions or concerns.

#### *Computer Programming and Business Analysis*

- Hybrid
- Online
- Meetings on campus will adhere to CDC guidelines: 6' social distancing, wearing masks, washing or sanitizing hands.

#### *Digital Media Technology*

- Hybrid
- Computer labs & classrooms will be open and available. Students will work in teams. Equipment checkout will be available.
- Meetings on campus will adhere to CDC guidelines: 6' social distancing, wearing masks, washing or sanitizing hands.

#### *Network Systems Engineering Technology*

- Hybrid
- Online
- Meetings on campus will adhere to CDC guidelines: 6' social distancing, wearing masks, washing or sanitizing hands.

#### **Kenneth C. Thompson Institute of Public Safety (KCTIPS)**

- Courses face-to-face
- Adherence to CDC guidelines: no more than 10 occupants in a room, masks; training at CPS
- KCTIPS will utilize the screening Protocol and Questionnaire and for Defensive Tactics block, the Acknowledgement, Release, and Waiver of Liability Form

#### **Polk State JD Alexander Center**

- Hybrid
- Online
- Meetings on campus will adhere to CDC guidelines: 6' social distancing, wearing masks, washing or sanitizing hands.

#### **Corporate College**

##### *CNC Machining*

- Face-to-face
- Social distancing, masks to be worn, no more than a total of 10 people per room

##### *Professional Development*

- Online (Bartow Chamber, PNP, IT, Cornerstone Hospice, SHRM, ELPS, 5G)
- Face-to-face (LDPA)
- Face-to-face: social distancing, masks to be worn

##### *CAAM*

- Face-to-face (5S Consulting, Hillsborough Utilities – both onsite)
- Face-to-face: social distancing, masks to be worn, no more than a total of 10 people per room

##### *Childcare*

- Online
- Face-to-face exams: social distancing, masks to be worn, no more than a total of 10 people per room

##### *Real Estate*

- Online

##### *Polk Partnership*

- Online
- Orientation and exam: social distancing, masks to be worn, no more than a total of 10 people per room for orientation and test

##### *Construction*

- Online and face-to-face

- Tampa General Hospital: social distancing and masks

#### *Advanced Manufacturing*

- Face-to-face
- Off-site with social distancing, masks to be worn, no more than a total of 10 people per room for orientation and test

#### *Industrial Maintenance*

- Face-to-face
- On-site with social distancing, masks to be worn, no more than a total of 16 people per room for orientation and test
- Off-site with social distancing, masks to be worn, no more than a total of 10 people per room for orientation and test

#### *Contractor Safety*

- Face-to-face lecture in LLC Auditorium and ATC Auditorium following CDC guidelines for social distancing, masks, and hand washing and sanitizing.

#### **Staffing Plan**

- Administrators will report to their respective campus or centers Monday through Friday. Support Staff will report to their respective campus or centers at the direction of their supervisors. All will wear masks and social distance.

**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  
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