



# COASTAL ALABAMA

## COMMUNITY COLLEGE

### FALL COVID-19 PROTOCOL Updated July 15, 2020

#### Uncertain Times

In a pandemic, there is much uncertainty about the future. Coastal Alabama Community College pledges to be flexible moving forward to provide the best quality instruction and service to its students and its communities. Coastal Alabama is unlike any two-year college in Alabama, serving six counties and more than 11,000 students. Each campus is different, and the geographic footprint is vast. With more than 90 buildings across all campuses and sites, Coastal Alabama is committed to following guidelines issued by the CDC, the Governor's Office, and the Chancellor's Office to ensure every precautionary measure is being taken to protect its stakeholders and students.

#### Requirements for Students and Employees on Campus

College personnel have worked to identify specific measures to help ensure the safety of both students, faculty and staff. Program directors and department supervisors in each area have worked diligently to minimize the need for on-campus participation.



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## HEALTH & SAFETY

### **Cleaning and Disinfecting:**

Coastal Alabama Community College outsources custodial services. Those companies have provided the College with their disinfection practices to minimize the spread of COVID-19 (See Appendix A). Chemicals being used to disinfect are on the Environmental Protection Agencies' approved disinfectants list. Cleaning strategies will be followed based on the CDC's guidance found at - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

### **Signage on Campuses:**

The College has posted on all campuses signage regarding hygiene, signs/symptoms of COVID-19 and social distancing reminders.

### **Communications Plan:**

The College will use the Canvas platform to send notifications and updates to all faculty, staff and students. All students have a Canvas account, regardless of their enrollment in online courses. Notifications sent through the Coastal News and Coastal Student News platforms in Canvas generate e-mails to the individuals' inboxes. Additionally, the College will continue to update the COVID-19 website with updates and will share updates on the College's official social media accounts.

If a student or employee tests positive for COVID-19 and was on campus near others, the College will notify (See Appendix B) those who were in close proximity to the individual that a case had been confirmed. Individuals who were not wearing masks and following distancing guidelines may be instructed to self-quarantine for 14 days and to check their temperatures at least daily.

### **Public Information**

The College has a COVID-19 webpage dedicated to updates on the virus and College operations.

### **Temperature Checks:**

All campuses will have designated checkpoints for individuals to get their temperatures checked prior to entering a campus facility. These checkpoints will be sent to students and employees prior to the beginning of the semester and periodically throughout the semester to remind them to visit a checkpoint area prior to going to a class or lab that may be on campus. Those who have been checked will receive an armband clearing them that day to move about campus. There will be a rotational schedule identifying employees who will man these stations. Those employees will be in appropriate PPE and masks/shields to conduct the checks. *[Note: The Alabama Aviation Center will not distribute armbands due to the single entrance/exit on that site. However, temperature checks will be performed on all individuals entering the facility.]*

Residence students will have their temperature checked and will have to answer a COVID-19 questionnaire upon entering the residence halls on the Bay Minette Campus. On the Brewton Campus, the residence hall does not have a central lobby and all doors face outside. However, the majority of students who live on the Brewton Campus are athletes, and athletes will have temperature checks daily, per ACCC and NJCAA guidelines.

Athletes will have temperature checks daily. Thermometers are being issued to all athletic coaches to ensure temperatures are taken daily.

**Gatherings on campus:**

No external groups have been authorized to reserve a College facility for fall at this time. All requests are being put on hold until further direction is issued from the Governor's Office or the Chancellor's Office. Any student activity will be conducted virtually or will require social distancing for those attending. No student activities have been scheduled at this time though.

**Facial Coverings/Masks:**

Facial coverings/masks are required on all campuses. Masks may be removed only when social distancing can be established. For certain Career Technical programs, such as Welding and Aviation, masks may be substituted for a facial covering that is suitable for the lab setting.

**Reporting of Positive COVID-19 Cases to the ACCS:**

The College will continue to notify Rachel Adams in the System Office of any positive COVID-19 cases for those who were active at the College.

**Instructional Liability Waiver:**

All students will sign the COVID-19 Assumption of Risk waiver before beginning any on-campus coursework or labs.

**For students who attend a class or lab on campus:**

If a student has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the student should report such interaction to his/her instructor. Then, after the instructor informs the campus director, the campus director may ask the student to self-quarantine for 14 days from the last close contact. If a student is exhibiting symptoms, the campus director may request the individual be tested for COVID-19.

**For all employees who work on campus:**

If an employee has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the employee should report such interaction to his/her supervisor and campus director. Then, the supervisor and/or campus director may ask the employee to self-quarantine for 14 days from the last close contact. If an employee is exhibiting symptoms, the supervisor and/or campus director may request the individual be tested for COVID-19.

**Return to class/work on campus:**

If a student or employee arrives to campus exhibiting symptoms of COVID-19, the College will ask the person to leave campus and consult a healthcare provider before returning to campus.

Those with positive COVID-19 test results who have symptoms may discontinue isolation under the following conditions:

- At least 3 days (72) hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms **and**
- At least 10 days have passed since symptoms first appeared

Those with positive COVID-19 test results who have not had any symptoms may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then they follow the strategy above.

Any nursing and/or allied health student may be required to receive two negative COVID-19 test results before returning to their clinical setting. This regulation is in place by the clinical partner.

**Supply Acquisition:**

The College has purchased and will maintain a supply of disposable masks and sanitizer for instructor, staff and student use to distribute as needed. These supplies will be ordered by the Dean of Operations & Maintenance office.

Other PPE relevant to a particular program will be acquired and stocked normally by each program director.

A designated staff person will be charged with traveling across all 12 campuses/sites to ensure compliance is being maintained and to ensure adequate inventory of cleaning and disinfecting materials.

**Other General Requirements:**

Additionally, the following safety precautions will be utilized for all individuals on campus:

- Students and employees will be asked to wash hands or use hand sanitizer upon entering the building. Hand sanitation stations have been provided in facilities.
- Employees and students will wear appropriate facial coverings when moving across campus or within a building in instances where social distancing cannot be established. Masks/coverings may only be removed once the individual is seated at a desk or in an office and only if six feet separate the individual from others. If a student or instructor needs to move around within a classroom, the mask/covering should remain on.
- Students will be directed to their assigned lab/classroom. There will be no gathering of students or instructors in other areas. All other business, such as advising, student services, etc. must be conducted virtually or must be maintained through appointment only.
- Areas where in-person appointments take place will be sanitized between each appointment. *More details regarding in-person appointments can be found in the Student Services section of this plan.*
- Social distancing guidelines of six feet apply. The maximum capacity of labs and shops will be determined, posted, and enforced. This may mean splitting classes into multiple lab groups. If there are instances where social distancing cannot be maintained, masks or facial coverings will be required.
- Instructors, custodial staff and/or students will disinfect the lab area, including any manikins, equipment, desks, and/or tables after each session or class rotation. Supplies are provided to all campuses and are checked often to ensure no shortage exists.
- Employees will follow all safety guidelines expected of students and will model safe behavior.
- Accessible areas of the building, including restrooms, will be cleaned and disinfected daily by custodial staff. Entrance/exit doors will be sanitized at least twice a day. Soap dispensers will be checked frequently to ensure supply is available.
- Employee meetings will be conducted virtually as much as possible. For an in-person meeting, social distancing guidelines will be implemented to ensure six feet between participants. Rooms will be cleaned and disinfected after meetings conclude.
- Students and employees who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 without face coverings should not participate in

labs or come to campus for a period of 14 days. These persons should monitor for symptoms, wear masks, and maintain social distancing.

- Students shall sign waivers indemnifying the College of any legal action as a result of participating in in-person instruction (including labs, clinicals, testing, etc. both on and at off-campus sites). Students who voluntarily decide not to participate in in-person labs/clinical during this public health emergency will not face any disciplinary action. The College's policies and procedures regarding make-up work, course completion, and resolution of Incomplete (I) grades will stand.
- If a student or employee confirms a positive COVID-19 test and was on campus in proximity to others, the appropriate notification will be sent to any individual who was in proximity to said person– [See Appendix B.](#)

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## INSTRUCTIONAL SERVICES

### Instructional Schedule

- Virtual and in-person instruction begins August 24, 2020.
- Procedures for ending in-person, on-campus instruction by Thanksgiving:
  - Academic – Lab-based science courses and studio-based art and music courses will schedule all on-campus labs and studio sessions to be completed prior to Thanksgiving.
  - Career Technical – All career technical programs, with the exception of Aviation, will schedule labs to be completed by Thanksgiving. Any remaining theory or final exams will be completed online after Thanksgiving. Aviation will complete in-person labs by December 9 (see more in the Aviation section below).
  - Nursing & Allied Health – All nursing and allied health programs will schedule labs to be completed by Thanksgiving. Theory and testing, including final exams, will be completed online after Thanksgiving.

### Syllabus Remote Instruction Clause

The following statement will be added to all academic course syllabi:

*In the event Coastal Alabama Community College should experience the need for all in-person classes to transition to remote instruction due to a pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the College, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this, please contact your course instructor.*

For Career Technical and Nursing/Allied Health programs, the following statement will be added to all course syllabi:

*In the event Coastal Alabama Community College should experience the need for all in-person classes/labs/simulation to transition to remote instruction due to a pandemic or other event warranting the need for such plans, all theory, clinicals, simulation, and labs will continue virtually to the extent possible. It is possible that some skills labs may have to be carried over to the following semester. For further information concerning this, please contact your course instructor.*

For Aviation, the following statement will be added to all course syllabi:

*In the event Coastal Alabama Community College should experience the need for all in-person classes/labs/simulation to transition to remote instruction due to a pandemic or other event warranting the need for such plans, the Aviation courses will be analyzed for the best course of action depending on which course(s) is affected and how much of the course has already been completed. Students will be offered the opportunity to complete applicable courses the following semester/mini-term should the College have to cancel all in-person instruction. For further information concerning this, please contact your course instructor.*

### Dual Enrollment

The College serves approximately 2,500 students through dual enrollment programs. The College will review the K-12 mitigation plans for the 13 school districts the College serves, which includes more than 40 schools. The College will work with the K-12 partners to ensure the safety of its students while ensuring course objectives are being met.

## **Delivery Methods of Instructional Courses**

### **ACADEMIC**

#### ***Course Delivery***

Coastal Alabama Community College has converted the current traditional Fall 2020 semester (on-campus/online, day/evening) to a schedule that would deliver courses online, eliminating the majority of on-campus instruction. Any lecture portions of class curriculum have been converted to an online format.

Some academic transfer courses will be delivered in a hybrid format. Lab-based science courses (biology, chemistry, physics, and physical science) will be taught in online and hybrid formats with the hybrid offerings reserved for upper-level courses for which virtual labs do not provide optimal opportunity to master student learning outcomes. These students will come on campus in small groups to complete hands-on lab assignments. Strict safety and hygiene protocols will be followed.

Also using the hybrid format are studio-based art and music courses. Students will be allowed to come on campus in small groups to complete hands-on assignments necessary to measure student learning outcomes. Strict safety and hygiene protocols will be followed.

All other hybrid courses will incorporate synchronous virtual class sessions via Canvas and/or Skype, and instructors will have the option of holding small on-campus class sessions if needed to assist students with mastery of course content. These on-campus sessions are optional and are provided for those students who need additional assistance. Strict safety and hygiene protocols will be followed.

Any on-campus session provided to students will be maintained by a split-course schedule (i.e. a course is split and is offered to meet on certain days by group) or by appointment with the instructor. Division Chairpersons and deans have reviewed the courses that will offer these sessions prior to the launch of the Fall Course Schedule. The individual instructor will ensure all participants sign the Assumption of Risk Waiver. Additionally, the instructor will use provided cleaning and disinfecting supplies to clean the area used during these sessions. Custodial staff may also be utilized to ensure areas are thoroughly cleaned between uses.

#### ***Second Wave of COVID-19***

Should there be a second wave of COVID-19 that requires the College to close, courses will operate in an online environment with skills labs being completed as early in the semester as possible. Any remaining labs will be completed virtually, if necessary.

#### ***Professional Development for Faculty***

Canvas (online learning management system) courses have been provided for instructors on engaging students online. The distance education department is working on documentation that must be submitted by each instructor for each course to ensure substantive interaction with his/her students is ongoing. Every instructor who has not completed the Distance Education Certification must complete the Emergency Training Course for online instruction. In addition, the College's instructional designers will assist faculty throughout the semester with course content delivered remotely.

***Safety Protocols and Procedures for Face-to-Face and Lab Settings***

Students will sign the *Assumption of Risk Waiver* prior to coming to campus and will have their temperature scanned prior to entering a campus building. Students will be mandated to wear face masks at all times while participating in on-campus course activities where social distancing cannot be established. In addition, students will not share lab equipment within a lab session, and the equipment will be properly sanitized between labs. All lab tables, seats, and equipment will be disinfected between classes.

***Virtual Office Hours***

Whenever faculty are not engaged in on-campus labs or optional on-campus small group class sessions, they will have the option to work virtually.

***Library Services***

Coastal Alabama's Library Services Department has developed multi-level policies that pertain to restricted, limited, and modified access. The *Pandemic Emergency Policy Manual* is attached ([See Appendix C](#)).

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## **CAREER TECHNICAL**

### **Course Delivery**

To accommodate Career Technical students, the following actions will be taken:

- Classes that may be offered online have been converted to online format. Lecture portions of classwork will be implemented in an online format.
- Equipment will be sanitized between student use by instructors and/or custodial staff. All items such as desks and doorknob are to be sanitized between groups of students.
- Social distancing guidelines of six feet apply. If there are instances where social distancing cannot be maintained, masks or facial coverings will be required.
- Students and employees who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 without face coverings should not participate in labs or come to campus.
- If a student has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the student should report such interaction to his/her instructor. Then, after the instructor informs the campus director, the campus director may ask the student to self-quarantine for 14 days from the last close contact.
- If an employee has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the employee should report such interaction to his/her supervisor and campus director. Then, the supervisor and/or campus director may ask the employee to self-quarantine for 14 days from the last close contact.
- Students shall sign waivers indemnifying the College of any legal action as a result of participating in in-person instruction (including labs, clinicals, testing, etc. both on and at off-campus sites). Students who voluntarily decide not to participate in in-person labs/clinical during this public health emergency will not face any disciplinary action. The College's policies and procedures regarding make-up work, course completion, and resolution of Incomplete (I) grades will stand.
- If a student or employee confirms a positive COVID-19 test and was on campus in proximity to others, the appropriate notification will be sent to any individual who was in proximity to the person with the confirmed case – **See Appendix B.**
- With the exception of Aviation, all labs and/or on-campus hours will cease by Thanksgiving. All on-campus instruction will be online from that point to the end of the semester. Read more about Aviation below.

The following regulations are **in addition to the ones listed above**:

- Applied Technologies (i.e. Computer Technology)
  - Students will be allowed to check out sanitized equipment so labs can be completed at home.
  - Computer Networking students will complete the lab component on campus following the social distancing and sanitation standards mandated by the College.
  - Instructors will use TeamViewer, Discord, and Canvas Conference Tools to deliver synchronous instruction during allotted class times. TeamViewer is a software application for remote control, desktop sharing, online meetings, web conferencing and file transfer between computers. Students are able to login from a remote location to the actual machine they were using on campus to complete assignments and lab exercises. Discord is a digital distribution platform designed for video gaming communities that specializes in text, image, video and audio communication between users in

a chat channel. Discord runs on Windows, macOS, Android, iOS, Linux, and in web browsers. Zoom Video provides a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration. Instructors are logging in during class times and by appointment to utilize the above tools as well as Canvas tools such as chat, email, and announcements.

- Aviation
  - Aviation courses are offered at Brookley Field, at the Academy at the Fairhope Airport and at dual enrollment sites in Mobile County. For dual enrollment programs, the College will follow the stricter of the guidelines, whether that is College or K-12 produced.
  - At the Brookley Field and the Academy at the Fairhope Airport locations, students, faculty and staff temperatures will be taken with a no-contact thermometer at the beginning of the day. Temperatures will be taken at the front entrance of the building by a designated employee as assigned by a rotational schedule. Temperatures are then recorded and maintained in the administrative office suite. Individuals will be sent home with a temperature of 100.4 or higher. If the individual has been sitting or traveling in a hot vehicle, he/she may wait in a cool area designated by the employee who is conducting the temperature checks for up to 15 minutes before being rescanned. Anyone exceeding the minimum recommended body temperature not be allowed to remain in the building.
    - *Due to strict Federal Aviation Administration (FAA) time constraints on in-class instruction, it was determined that students, faculty and staff would all have temperature checks prior to entering the facility. This will ensure that any exposure and possible 14-day quarantine will not affect more students in this program. With the amount of days required to quarantine upon exposure to COVID-19, students would be unable to complete coursework on time according to FAA requirements. Therefore, to minimize the potential effect on the Aviation students, it was determined that this program should perform regular temperature checks as an extra precaution. Additionally, due to the time constraints, the on-campus Aviation instruction will end by December 9.*
  - In cases where students must be in close quarters, students will be required to wear face shields and masks simultaneously as provided by the College.
  - Aviation students will complete the academic courses within their degree plan(s) online for Fall 2020.
  - Custodial staff will sanitize and clean high traffic areas once per day since the same student or small group of students use the same equipment.
  - Students and instructors will sanitize all equipment, desks, chairs, tables, tools, etc. after each use.
- Cosmetology
  - Students will complete all assignments online. They will complete the lab component on campus following the social distancing and sanitation standards mandated by the College. The number of students in labs at one-time will be limited.

- Culinary
  - Culinary classes will be arranged so that only one class is in the kitchen at a time.
  - Only one student will be at a single table at a time.
  - Food items to be cooked will be portioned and set aside by the chef instructor to eliminate needs to travel to common areas. In the event of a spill or technique failure, students would have chef make sure the coast is clear before getting more ingredients.
  - Lab times will be staggered so students have access to dish area to clean without possible interpersonal contact.
  - Gloves will be available for the students, and they will be pre-portioned by the chef instructor before start of lab.
  - Leftovers will be discarded or sent home with the student.
  - Students will be asked to wear masks while in the lab.
  - Frederic's Restaurant will operate at 50 percent capacity. Sanitizer will be available at the door for all guests, and guests will be required to wear masks when not at their table. Additionally, Frederic's Restaurant will follow CDC and State Health Department guidelines, including servers wearing a mask/facial covering when serving tables. *Note: Guests of Frederic's will not be required to sign the Assumption of Risk Waiver because the restaurant is following the guidelines for restaurants as issued by the CDC and State Health Department.*
- Industrial Engineering
  - Amatri software will be used in Industrial Engineering classes, which students have access to use through Canvas. All theory is online, and students will be allowed on campus in limited numbers for the lab component. All precautions will be taken following social distancing guidelines and wearing masks.
- Welding Technology
  - Since some masks could pose a fire hazard for welding students, alternative masks or face coverings will be utilized.
  - Only a certain number of students will be allowed in the shop at any given time (allowing at least one empty booth between each student), providing adequate social distancing.

### **Second Wave of COVID-19**

Should there be a second wave of COVID-19 that requires the College to close, courses will operate in an online environment with skills labs being completed as early in the semester as possible. Any remaining labs will be completed virtually, if necessary.

### **Professional Development for Faculty**

Canvas (online learning management system) courses have been provided for instructors on engaging students online. The distance education department is working on documentation that must be submitted by each instructor for each course to ensure substantive interaction with his/her students is ongoing. Every instructor who has not completed the Distance Education Certification must complete the Emergency Training Course for online instruction. In addition, the College's instructional designers will assist faculty throughout the semester with course content delivered remotely.

***Safety Protocols and Procedures for Face-to-Face and Lab Settings***

Students will sign the *Assumption of Risk Waiver* prior to coming to campus and will have their temperature scanned prior to entering a campus building. Students will be mandated to wear face masks at all times while participating in on-campus course activities where social distancing cannot be established. In addition, students will not share lab equipment within a lab session, and the equipment will be properly sanitized between labs. All lab tables, seats, and equipment will be disinfected between classes.

***Virtual Office Hours***

Whenever faculty are not engaged in on-campus labs or optional on-campus small group class sessions, they will have the option to work virtually.

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## NURSING & ALLIED HEALTH

### *Course Delivery*

To accommodate Nursing & Allied Health students, the following actions will be taken:

- Health program students will be on campus for an initial orientation to clinicals during the first week of the semester, labs will be held on-campus, and proctored comprehensive content exams will be held on-campus. Videos and instructions for performance of skills will be provided virtually to students. Students will be expected to practice all skills in their homes prior to coming to campus for skills check offs to reduce the amount of time students are on campus.
- Classes that may be offered online have been converted to online format. Lecture portions of classwork will be implemented in an online format.
- Students must be able to answer “no” to the questions on the active screening questionnaire prior to entering the building.
- Students and instructors will be required to wear a mask while instruction is taking place on campus.
- Hand sanitizer will be used upon entering the building and intermittently while participating in course activities.
- Equipment will be sanitized between student use by instructors and/or custodial staff. All items such as desks and doorknobs are to be sanitized between groups of students.
- Social distancing guidelines of six feet apply. Students will be divided between labs/classrooms as necessary to maintain distancing. If there are instances where social distancing cannot be maintained, masks or facial coverings will be required.
- Students and employees who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 without face coverings should not participate in labs or come to campus for a period of 14 days. These persons should monitor for symptoms, wear masks, and maintain social distancing.
- If a student has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the student should report such interaction to his/her instructor. Then, after the instructor informs the campus director, the campus director may ask the student to self-quarantine for 14 days from the last close contact.
- If an employee has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the employee should report such interaction to his/her supervisor and campus director. Then, the supervisor and/or campus director may ask the employee to self-quarantine for 14 days from the last close contact.
- Students shall sign waivers indemnifying the College of any legal action as a result of participating in in-person instruction (including labs, clinicals, testing, etc. both on and at off-campus sites). Students who voluntarily decide not to participate in in-person labs/clinicals during this public health emergency will not face any disciplinary action. The College’s policies and procedures regarding make-up work, course completion, and resolution of Incomplete (I) grades will stand.
- If a student or employee confirms a positive COVID-19 test and was on campus in proximity to others, the appropriate notification will be sent to any individual who was in proximity to the person with the confirmed case – **See Appendix B.**
- Any student who tests positive for COVID-19 will need to receive two negative COVID-19 test results before returning to any clinical setting. This regulation is set by the clinical partners.

- All labs and/or on-campus hours will cease by Thanksgiving. All on-campus instruction will be online from that point to the end of the semester.

The following regulations for clinicals are **in addition to the ones listed above**:

- Students will wear a mask **at all times during clinical rotations**. Nursing, EMS and Surgical Technology students will be fitted for an N95 respirator mask, which is to be worn at clinical facilities that require the respirator mask. The N95 mask vendor is a certified N95 fit-tester. This vendor also fits employees for the N95 masks at the College's largest clinical provider, Infirmary Health. The College is required to have nursing and surgical technology students in N95 masks by some of its clinical partners where students complete the clinical aspect of their instruction.
- Instructors will work with students who become ill due to COVID-19. Students may complete virtual clinicals, as necessary, to complete clinical hours missed due to COVID-19.
- Labs will be delivered on-campus maintaining safe protocols and procedures as outlined by the CDC. All health program clinicals will continue as allowed by clinical facilities. In the event clinical facilities will not allow students to participate, clinicals will be completed virtually
- Students who do not wish to attend clinicals may wait until the next course offering to take the nursing course. There is no guarantee that conditions will be any different for future semesters.
- Basic EMT, Advanced EMT, and paramedic courses lead to certifications and degrees necessary for employment. On-site psychomotor National Registry testing is required to obtain certification in order to receive a state license to work at an EMS agency in Alabama. Therefore, Coastal Alabama's EMS department will bring these students on-campus after the completion of final exams for fall semester (after Thanksgiving) to complete National Registry psychomotor testing. All testing would be completed prior to the Christmas holidays. All involved would wear masks, maintain social distancing, and follow sanitizing guidelines.

### ***Second Wave of COVID-19***

Should there be a second wave of COVID-19, clinicals will be completed virtually. Some lab skills may be completed virtually. Other lab skills may have to be held over to the next semester for on-campus completion.

### ***Professional Development for Faculty***

Canvas (online learning management system) courses have been provided for instructors on engaging students online. The distance education department is working on documentation that must be submitted by each instructor for each course to ensure substantive interaction with his/her students is ongoing. Every instructor who has not completed the Distance Education Certification must complete the Emergency Training Course for online instruction. In addition, the College's instructional designers will assist faculty throughout the semester with course content delivered remotely.

### ***Safety Protocols and Procedures for Face-to-Face and Lab Settings***

Students will sign the *Assumption of Risk Waiver* prior to coming to campus and will have their temperature scanned prior to entering a campus building. Students will be mandated to wear face masks at all times while participating in on-campus course activities where social distancing cannot be established. In addition, students will not share lab equipment without

proper sanitization between users. All lab tables, seats, and equipment will be disinfected between classes.

***Virtual Office Hours***

Whenever faculty are not engaged in on-campus labs or optional on-campus small group class sessions, they will have the option to work virtually.

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## STUDENT SERVICES

All student services functions will remain primarily being conducted virtually via telephone or video call for Fall 2020. The College will open specific areas to serve students by appointment only for those matters that cannot be conducted virtually or for those individuals who are unable to complete a virtual visit due to the lack of technology resources. For those in-person appointments, the following guidelines are in place:

- The Student Services Department staff will adhere to recommended hygiene and six-foot social distancing policies and assist facilities staff in sanitizing surfaces and high-touch locations in the Student Center and in student services areas as recommended by College administration, state, and federal authorities.
- Student Services Department staff will shift all duties to adhere to six-foot social distancing practices, utilize facial coverings, and strict hand sanitation as recommended by College administration, state, and federal authorities.
- For students with disabilities who are unable to complete a virtual appointment, ADA staff are prepared to meet in person by appointment to assist students.
- Lobbies and waiting areas will be limited to a number of visitors to meet social distancing guidelines. Local staff will monitor the area to ensure the appropriate number of people. Again, these areas are open by appointment only where virtual appointments could not be conducted.
- Student and visitor entry is for a singular purpose.
- Students and visitors will be allowed to visit the area with which they have business and then will be expected to exit the building and leave campus.
- Staff and custodial services will sanitize appointment areas and office surfaces.
- Accessible areas of the building will be cleaned and disinfected daily. Entrance/exit doors will be sanitized at least twice a day.
- Students and employees will wear a mask or face covering when in regular interaction within six feet of a person from a different household.
- Students and employees who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 without face coverings should not come to campus.
- If an employee has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the employee should report such interaction to his/her supervisor and campus director. Then, the supervisor and/or campus director may ask the employee to self-quarantine for 14 days from the last close contact.

### **Athletics**

The College is following the COVID-19 guidelines as issued by the Alabama Community College Conference and the NJCAA – **See Appendix D.** Other than those who traveled with the teams, there will be no spectators allowed to view on-campus matches for Fall 2020.

The College acknowledges ongoing conversations pertaining to delaying or rescheduling certain teams/games (i.e. volleyball). Coastal Alabama CC will follow whatever guidelines are issued by the ACCC.

### **On-Campus Housing**

The following are the proposed practices and policies for the opening and operation of Lakeview Apartments (Brewton) and Sun Chief Hall (Bay Minette).

Sun Chief Hall on the Bay Minette Campus will only be open for students who are required to live on campus. These students include resident assistants and certain athletes. This will allow

each resident to have his/her own room. Should the resident test positive for COVID-19, that individual will be required to isolate in his/her room according to CDC guidelines. Thompson Hall on the Bay Minette Campus will remain closed for Fall 2020. This will be no more than 160 students living on the Bay Minette Campus.

Lakeview Apartments on the Brewton Campus will also only be open for students who are required to live on campus. However, that complex already was occupied primarily by student athletes. Therefore, the capacity will be limited to the greatest extent possible, while still serving as a residential facility for student athletes and resident assistants. Lakeview Apartments will reserve two apartments to be used for isolation/quarantine areas. This would be no more than 99 students living on the Brewton Campus.

#### Move-In:

- Before move-in, residents will have a sign up for a three-hour window to check-in and move their belongings in.
- Each residence hall and the apartments will have a limited number of residents that can move in during each three-hour window. For each 3-hour window, the following number per resident will be able to move-in per hall/designated area. Lakeview Apartments will allow four residents per section/floor. Thompson Hall will allow three residents per east/west side of a hall on each floor. Sun Chief Hall will allow three residents per hallway on each floor.
- Residents moving in will be allowed a maximum of two individuals in the residence halls/apartments to help them move their items.
- Residents and their move-in guests will have temperatures checked upon entrance.
- Individuals will maintain a six-foot distance when in lines for move-in or having Student IDs made.
- Residents will complete and turn in a COVID-19 liability waiver before moving in – See Appendix E.

#### Sanitation Policies:

- Hand sanitizer dispensers will be placed at each entrance and throughout the halls/apartment complex where there are high contact points (i.e. laundry facilities).
- The number of individuals allowed in the Computer Lab and Kitchen areas will be limited, and they will be provided disinfecting wipes to sanitize equipment before and after usage.
- Resident Assistants will increase room inspections from once a month to every week. Inspections are to ensure beds and furniture have not been moved, thus violating distancing efforts. They are also implemented to ensure cleaning and disinfecting protocols are being followed.
- Roommates and suitemates will complete a cleaning schedule for common areas. Resident Assistants and staff will receive a copy of the schedule and monitor the adherence of the schedule by all residents.
- Custodial staff will increase sanitation of common areas by wiping hard surfaces and major contact points in the common areas (door handles, stair railings, elevator buttons, etc) more often.
- Staff and residents will be required to wear masks in common areas and staff must use a mask and gloves when entering a resident's room.
- Glass Barriers/Sneeze Guards will be installed where Security and RAs sit in the Lobbies.

## Other Policies

- Temperature checks and questionnaire protocols (**Appendix F**) will be followed for those entering the dorms.
- Beds in Thompson Hall and Lakeview Apartments will be separated and placed in rooms to allow the most distance possible between beds. Residents will not be allowed to move their beds.
- Residents will not be allowed to move rooms or swap roommates unless for emergencies.
- Non-residential staff, outside guests/visitors, and overnight guests will not be allowed to limit building access to follow guidelines recommended by College administration, state, and federal authorities.
- We will increase health and safety signage throughout all living areas.
- We will restrict the number of people in Common Areas (Lobbies, Game Rooms, Computer Labs, etc)
- Housing meetings and Resident Assistant training will be shifted from in-person to virtual as much as possible.
- Resident Assistants and Housing Staff will limit/change community activities for residents by making them smaller or virtual activities. Any non-virtual activity will require no interaction between residents.
- The Housing Department will require vaccination records once a vaccine is available.

## **Food Services**

Food services are only provided on the Bay Minette Campus to residential students. These services will be converted into a grab-and-go style delivery. The staff are prepared to provide boxed meals to residents during this time.

## **Testing Services (GED)**

Students who need to take the GED will make an appointment to come to campus to test. Testing is offered by appointment only. Precautions being taken with GED testing include the following:

- Social distancing guidelines of six feet apply.
- Students and instructors will wear a mask or face covering when in regular interaction within six feet of a person from a different household.
- Students and employees who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 **should not come to campus**.
- If a student has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the student should report such interaction to his/her instructor. Then, after the instructor informs the campus director, the campus director may ask the student to self-quarantine for 14 days from the last close contact.
- If an employee has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the employee should report such interaction to his/her supervisor and campus director. Then, the supervisor and/or campus director may ask the employee to self-quarantine for 14 days from the last close contact.
- Students will be directed to their assigned area. There will be no gathering of students or employees in other areas.
- Staff will disinfect the area, including any surface that may have been touched after each class.
- Staff will follow all safety guidelines expected of students and will model safe behavior.

- Accessible areas of the building will be cleaned and disinfected daily by custodial services. Entrance/exit doors will be sanitized at least twice a day.

### **Testing Services (ACT)**

While there are no current tests scheduled for fall 2020, the College is prepared to serve as a host location when testing is continued. The College is performing the requirements in conjunction with ACT for a testing location:

- Social distancing guidelines of six feet apply.
- Students and proctors will wear a mask or face covering when in regular interaction within six feet of a person from a different household.
- Students and proctors who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 **should not come to campus.**
- If a student has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the student should report such interaction to ACT.
- Students will be directed to their assigned area. There will be no gathering of students or employees in other areas.
- ACT staff will disinfect the area, including any surface that may have been touched after each class.

Accessible areas of the building will be cleaned and disinfected by custodial services. Entrance/exit doors will also be sanitized.

**Continued on next page**

## **TRIO PROGRAMS**

### **Student Support Services**

The Student Support Services programs will take the following measures for Fall 2020:

- Student Support Services (SSS) directors will review current work assignments of SSS staff and will continue to ensure all duties adhere to social distancing practices as recommended by College administration, state, and federal authorities. While on campus, all staff should adhere to recommended hygiene and social distancing policies and assist facilities staff in sanitizing surfaces and high-touch locations in the Center.
- Student Support Services directors will review and keep current the information posted inside their Canvas (online learning management system) in order to assist the SSS students and help them succeed in the online environment.
- The Student Support Services' social media sites will continue to be utilized to communicate updated policies and information to SSS participants.
- Student Support Services staff will continue to offer services remotely. We encourage students who need physical contact to make appointments for matters that cannot be handled online.

### **Upward Bound Programs**

The Upward Bound programs will take the following measures for Fall 2020:

- Upward Bound directors will review current work assignments of Upward Bound staff and will continue to ensure all duties adhere to social distancing practices as recommended by College administration, state, and federal authorities. While on campus, all staff should adhere to recommended hygiene and social distancing policies and assist facilities staff in sanitizing surfaces and high-touch locations in their work areas.
- Upward Bound directors will review and keep current the information posted inside Canvas (online learning management system).
- Upward Bound will continue to utilize Canvas to deliver instruction and other services as outlined by grant guidelines and will communicate updated policies and information to Upward Bound participants.
- Upward Bound directors and staff will encourage students who need physical contact to make appointments for matters that cannot be handled online.

### **Educational Talent Search Programs**

The Educational Talent Search program will take the following measures for Fall 2020:

- The Educational Talent Search TRIO program at Coastal Alabama will follow all policies required and recommended by Coastal Alabama Community College and the Alabama Community College System.
- The ETS director will review current work assignments of project staff and will continue to ensure all duties adhere to social distancing practices as recommended by College administration, state, and federal authorities. While on campus, all staff should adhere to recommended hygiene and social distancing policies and assist facilities staff in sanitizing surfaces and high-touch locations in their work area.
- The ETS director is awaiting guidelines from the ten separate school districts that we serve in order to determine how the ETS staff will assist their participants this fall semester.

**Continued on next page**

## **WORKFORCE DEVELOPMENT**

### **Adult Education**

The majority of Adult Education instruction will remain being conducted online. However, students will come to campus no more than one time per week mainly to learn how to complete assignments virtually and to ensure progress within the program.

The following safety precautions will be utilized for all students visiting campus for these services:

- Adult Education instructors will schedule students for allotted time slots. Students will come no more than one time per week with the majority of the instruction being conducted online. Students will make an appointment with their instructor(s) to come to campus.
- Social distancing guidelines of six feet apply. If there are instances where social distancing cannot be maintained, masks or facial coverings will be required.
- Students and employees who are exhibiting COVID-19 symptoms or who have been exposed to someone with COVID-19 should not come to campus.
- If a student has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the student should report such interaction to his/her instructor. Then, after the instructor informs the campus director, the campus director may ask the student to self-quarantine for 14 days from the last close contact.
- If an employee has been in close contact and interacted with someone who is known to have COVID-19 without face coverings, the employee should report such interaction to his/her supervisor and campus director. Then, the supervisor and/or campus director may ask the employee to self-quarantine for 14 days from the last close contact.
- Students will be directed to their assigned area. There will be no gathering of students or employees in other areas.
- Students will use the same computer and same seat for each visit.
- Staff will disinfect the area, including any surface that may have been touched after each class.
- Staff will follow all safety guidelines expected of students and will model safe behavior.
- Accessible areas of the building will be cleaned and disinfected daily by custodial services. Entrance/exit doors will be sanitized at least twice a day.
- Students shall sign waivers indemnifying the College of any legal action as a result of participating in in-person instruction (including labs, clinicals, testing, etc. both on and at off-campus sites).

### **Office Hours:**

Students may contact the Adult Education Department at 251-580-2116 for questions pertaining to employee office hours and the best way to contact their instructors.

### **Workforce Training**

The College will use Canvas (online learning management system) to deliver workforce training opportunities to its communities. An anticipated 90 percent of workforce training for Fall 2020 will be online customized training. The non-credit course structure is currently being developed to allow for individuals to register for applicable training online. Additionally, the College has

purchased Amotrol, which provides online simulations for specific workforce training. For programs such as Certified Nursing Assistant, the Workforce Development Department will follow the College's General Requirements as listed on pages 5-6. If an on-campus lab is required, the General Requirements will be implemented (i.e. social distancing, masks required, etc.).

**The following statement will be added to non-credit, on-campus registrations:**

*In the event Coastal Alabama Community College should experience the need for all in-person classes to transition to remote instruction due to a pandemic or other event warranting the need for such plans, such communication will be provided. This communication will provide details pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this, please contact your course instructor.*

**The following statement will be added to workforce training contracts for any on-campus course(s):**

*Neither party shall be deemed to be in violation of this agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.*

**Testing:**

Certification assessments will be offered virtually if available. For external bodies, such as OSHA, the College will follow the stricter of the two guidelines (College versus external body).

**Office Hours:**

Students may contact the Workforce Development Department at 251-990-0445 for questions pertaining to employee office hours and the best way to contact their instructors. Businesses who wish to coordinate training efforts or apprenticeship discussions can contact Dr. Josh Duplantis at 251-990-0445.

**Off-Campus Facilities:**

For any non-College facilities where College programs or courses are being offered, the College will review the host entities' guidelines and will compare with the College's established plan to ensure mitigation strategies are aligned. Regardless, the College will follow the stricter of the two guidelines should they vary.

**Apprenticeships:**

The College's business and industry partners are not allowing external guests at this time. However, apprenticeships are being discussed and developed via online meetings at this time.

**END**

# APPENDICES



**To:** Coastal Alabama Community College – Brewton Campus

**Attn:** Mickey Stokes, Dean of Operations and Maintenance

**Subject:** Cleaning of buildings at CACC Brewton Alabama

We deep cleaned all the buildings at CACC Brewton, except for the dorm building. This was a thorough in depth over a few weeks' time of cleaning. The deep cleaning consisted of the following:

- Cleaning walls
- Cleaning all desks, furniture, windowsills/ledges, commodes, sinks and urinals.
- All hard-surfaced flooring was machine cleaned and waxed if needed.
- Cleaned light covers, light switches, door jambs etc.

Daily we clean all buildings on campus as per the requirements of the contract (bathrooms get cleaned 3-5 times per day if classes are in). Once we clean all required areas and associated cleanable items, we then use Lysol to sanitize areas and then my employees use Quick Clean to disinfect the following things:

- Doorknobs, door push bars and other door touch areas
- Countertops, tables, light switches, desk (if they have been used), chair arms, chairs that are vinyl or other hard surfaced type chair
- Sink fixtures, dispensers, refrigerator door, microwave door including the buttons for settings, basically anything that is a touch point area.

We use the following chemicals/cleaners at CACC Brewton:

- Spic & Span
- Liquid Comet
- Mr. Clean (floor cleaner)
- Lysol spray
- Clean Quick (broad range quaternary disinfectant)

If you have any questions please let me know, hopefully I provided all the information you requested.

Respectfully,

Mike Boozer

May 14, 2020

Dear, Coastal Alabama Committee College faculty and staff

Atalian Global services would like to reinsure you that as your return back to work, that the facility has been thoroughly disinfected. We have been disinfecting all areas by the CDC guidelines. The disinfecting cleaning products we are currently using meets above the CDC guidelines. We will continue using them throughout this pandemic to insure your health and safety. The custodial staff will be wearing mask and gloves throughout the day. They are to stay six feet apart from everyone and to not go in any area to clean till everyone is out of that area or if they can keep a six feet distance in that area. The custodial staff is asked if not feeling well to stay home and if fever they are to be fever free for 48 hours before returning back to work.

**The custodial staff will be cleaning on a daily base:**

**Entranceway-** disinfecting doors, hand rails

**Classrooms-** disinfecting the desk, doors & floors

**Office-** disinfecting door, desk, chairs

**Hallway-** disinfecting doors, hand rails, tables, chairs, counter tops, floors

**Bathroom-** disinfecting doors, stalls, fixtures, dispensers, counter tops, floors

**Common areas-** disinfecting doors, hand rails, tables, chairs, counter tops, floors

**Breakrooms-** disinfecting doors, tables, chairs, counter tops, dispensers, and floors

**The custodial staff will be re-cleaning throughout the day:**

**Bathroom-** disinfecting doors, stalls, fixtures, dispensers, counter tops

**Common areas-** disinfecting doors, hand rails, tables, chairs, counter tops, floors

**Breakrooms-** disinfecting doors, tables, chairs, counter tops, dispensers

**Entranceway-** disinfecting doors, hand rails

**Hallway-** disinfecting doors, hand rails, tables, chairs, counter tops

**Office-** disinfecting door

**List of CDC approved cleaning products we are using:**

TRIBASE multipurpose cleaner

NABC disinfectant

Xcelente multi-purpose cleaner

Clean by Peroxy all-purpose hydrogen peroxide based cleaner

Peroxy 4D disinfectant

NABC disinfectant wipes

TnT disinfectant spray

If you have any concerns or questions please feel free to contact me.

Shelly Morgan

Director of Operations

Atalian Global Services

Mobile-251-786-3522



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EUROPE-USA-ASIA-AFRICA



**From:** Jeff Pruitt <jpruitt@abbcoserv.com>

**Sent:** Monday, May 18, 2020 5:03 PM

**To:** Mickey Stokes <Mickey.Stokes@coastalalabama.edu>

**Subject:** ABBCO Services Corporation/Jeff Pruitt

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Mr. Stokes

I wanted to let you know the current disinfecting areas we are disinfecting on a daily basis, during this time.

- \* All door handles, push bars
- \* All countertop surfaces and desks
- \* All common areas
- \* Any touch point activity areas

We are also continuing the normal scope of work in the original RFP and we have started summer floor work as well.

This will be a continuing process throughout the summer, until we finish our floor work.

I have attached our current chemical lists we are using. I will be in the area this week if you would like me to stop by.

If I can be of further assistance, please let me know.

Respectfully,

Jeff



# FAQ

## Spartan® Novel Coronavirus (2019-nCoV)

### **Does the CDC publish a list of disinfectants that are effective against Novel Coronavirus?**

The EPA has not established any efficacy protocols for surface disinfectants because 2019 Novel Coronavirus (2019-nCoV) is so new. That said, it is a Coronavirus based syndrome which is an enveloped virus and is considered to be easy to inactivate on non-porous surfaces. The scientific community believes, based on its knowledge of the structure of Coronaviruses, that when an EPA protocol is established the results will show that if your surface disinfectant is effective for other Coronavirus's, such as the Human Coronavirus, it will be effective against the 2019 Novel Coronavirus (2019- nCoV).

The following Spartan disinfectants have the Human Coronavirus claim and can be used to clean and disinfect surfaces:

- Super HDQ Neutral® (1204)
- HDQ Neutral® (1202)
- hdqC 2® (4702)
- Super HDQL 10® (4704)
- GS Neutral Disinfectant Cleaner® (3502)
- GS High Dilution Disinfectant® 256 (3508, 3516)
- TB-Cide Quat® (1017, 1021)
- BNC-15® (1056, 4856)
- Profect® Healthcare Disinfecting Wipes (1091)
- Hard Surface Disinfecting Wipes (1085, 1086, 1087)
- Halt® (1018, 4806)
- PSQ II (1035)

### **Does the CDC recommend electrostatic sprayers?**

Electrostatic sprayers are one of many options that can be used to apply disinfectants to hard surfaces. Most disinfectants require pre-cleaning in order to decontaminate the surface prior to disinfection. Specific to 2019-nCoV cleaning, the CDC is recommending a multi-step cleaning process with pre-cleaning preceding disinfection and observing recommended dwell times and post dwell cleaning instructions.

### **Are there specific instructions for cleaning airports?**

The same procedures for any public facility would apply to airports. The CDC recommendations for airline personnel can be found here: [https://www.faa.gov/other\\_visit/aviation\\_industry/airline\\_operators/airline\\_safety/safos/all\\_safos/media/2020/SAFO20001.pdf](https://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/safos/all_safos/media/2020/SAFO20001.pdf)

### **What is dwell time?**

Dwell time is the required period of time that a surface must remain wet in order for a disinfectant to perform completely. Check the product label for dwell time requirements as this is specific to each product.

### **What is the difference between disinfection and decontamination?**

According to the EPA, disinfection is 100% kill of named organisms on the disinfectant product label. Per OSHA's Bloodborne Pathogen Standard, decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

### **What is the mode of transmission for Novel Coronavirus?**

The most common transmission of all Coronaviruses is airborne (sneezing and coughing). The second most common transmission is through close contact with an infected person (shaking hands, etc.). Coronavirus may possibly be transmitted by contacting a contaminated surface and then rubbing your eyes, ears, nose, or mouth.

### **What is the recommended duration for hand washing and sanitizing?**

The CDC recommends that you lather your hands for at least 20 seconds before rinsing. With waterless sanitizers, it is recommended that hands remain wet with sanitizer product for at least 30 seconds.

### **How do you protect yourself when cleaning for Novel Coronavirus?**

The CDC recommends adherence to Standard, Contact, and Airborne Precautions, Including the Use of Eye Protection. The specifics may be found here: <https://www.cdc.gov/coronavirus/2019-nCoV/hcp/infection-control.html>

### **Does UV disinfection work for Novel Coronavirus?**

Currently this is an unresolved issue with EPA.

### **Is Novel Coronavirus the same as SARS?**

According to the CDC: No. Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats and bats. The recently emerged 2019-nCoV is not the same as the coronavirus that causes Middle East Respiratory Syndrome (MERS) or the coronavirus that causes Severe Acute Respiratory Syndrome (SARS). However, genetic analyses suggest this virus emerged from a virus related to SARS. There are ongoing investigations to learn more. This is a rapidly evolving situation and information will be updated as it becomes available.

### **Is microfiber effective for Novel Coronavirus clean up?**

Microfiber is effective for pre-cleaning steps, as well as disinfectant application. Over time, with repeated laundering microfiber will lose its charge and become less effective for cleaning.

### **Do you recommend spray or wiping disinfectants?**

Wiping is a more appropriate way of cleaning for disinfection. Spraying can actually cause surface contamination to aerosolize. The bloodborne pathogen standard may apply and provides suggestions.

According to the Guidelines of Environmental infection control for cleaning up bloodborne pathogens. "A suggested technique when flooding the spill with germicide is to lay absorbent material down on the spill and apply sufficient germicide to thoroughly wet both the spill and the absorbent material."

### **What is a one-step disinfectant?**

A one-step disinfectant has been verified by the EPA to be effective against named organisms in the presence of 5% blood serum solution. These products generally do not require pre-cleaning in order to disinfect a hard surface as long as dwell time is observed. However, related to Novel Coronavirus, the CDC is recommending a multi-step cleaning process including pre-cleaning prior to disinfection.

### **Does the FDA monograph allow manufacturers to provide efficacy guidance for hand washes and sanitizers?**

No, hand washes and sanitizers are over the counter drugs regulated by the FDA. The FDA monograph specifies the type of active and level used. Regarding efficacy, hand cleaners do not follow the same guidelines that hard surface disinfectants and sanitizers are subjected to. In vitro efficacy testing may be done on antimicrobial hand cleaner formulas but may not be used to promote prevention of any specific disease or organism.



**Spartan Chemical Company, Inc.**  
1110 Spartan Drive, Maumee, OH 43537  
[www.spartanchemical.com](http://www.spartanchemical.com)

**SERVICE/TECHNICAL SUPPORT**  
1-800-537-8990

### MESSAGING TO STUDENTS/EMPLOYEES WHO WERE IN PROXIMITY TO A POSITIVE COVID CASE ON CAMPUS

UPDATED JUNE 24, 2020

#### When an employee/instructor tests positive

Dear Student/Employee:

Please be aware that an individual who we understand you were in close contact with on our \_\_\_\_\_ Campus on (DATE) has notified us that he/she has tested positive for COVID-19 and is currently quarantined and receiving medical treatment in accordance with public health protocols.

If you wore a mask/facial covering while on campus and maintained six feet of distancing, you are asked to continue practicing guidelines from the CDC, including checking your temperature daily, wearing a face mask for 14 days from the date of exposure, maintaining six feet of distancing and continuing disinfecting and hand-washing precautions. **If you did not have a mask/facial covering while in close contact with individuals on campus, you are asked to self-quarantine for the next 14 days.**

In regard to COVID-19 testing, the CDC recommends the following:

- Most people will have mild illness and can recover at home without medical care and may not need to be tested. The CDC reports not everyone will need to be tested. This is why the 14-day quarantine is recommended.
- If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first.
- You can also visit your local health department's website to look for the latest local information on testing.
- Although supplies of tests are increasing, it may still be difficult to find a place to get tested.

There are certain individuals who are considered high-risk. The CDC says based on what they know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or

AIDS, and prolonged use of corticosteroids and other immune weakening medications

- People with severe obesity (body mass index [BMI]  $\geq 40$ )
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Health and safety remain our number one priority. Coastal Alabama Community College is following medical protocols from state and national health authorities and has implemented recommended safety guidelines. In addition, we are taking additional steps to ensure the cleanliness of all of our facilities. The College is committed to keeping you updated on the local COVID-19 risk and will provide direction to our staff and students with additional instruction as appropriate.

### **When a student tests positive**

Dear Student:

Please be aware that an individual in one of your classes that met on (DATE) has notified us that he/she has tested positive for COVID-19 and is currently quarantined and receiving medical treatment in accordance with public health protocols.

If you wore a mask/facial covering while on campus and maintained six feet of distancing, you are asked to continue practicing guidelines from the CDC, including checking your temperature daily, wearing a face mask for 14 days from the date of exposure, maintaining six feet of distancing and continuing disinfecting and hand-washing precautions. **If you did not have a mask/facial covering while in close contact with individuals on campus, you are asked to self-quarantine for the next 14 days.**

In regard to COVID-19 testing, the CDC recommends the following:

- Most people will have mild illness and can recover at home without medical care and may not need to be tested. The CDC reports not everyone will need to be tested. This is why the 14-day quarantine is recommended.
- If you have symptoms of COVID-19 and want to get tested, call your healthcare provider first.
- You can also visit your local health department's website to look for the latest local information on testing.
- Although supplies of tests are increasing, it may still be difficult to find a place to get tested.

There are certain individuals who are considered high-risk. The CDC says based on what they know now, those at high-risk for severe illness from COVID-19 are:

- People aged 65 years and older

- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
    - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - People with severe obesity (body mass index [BMI]  $\geq 40$ )
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Health and safety remain our number one priority. Coastal Alabama Community College is following medical protocols from state and national health authorities and has implemented recommended safety guidelines. In addition, we are taking additional steps to ensure the cleanliness of all of our facilities. The College is committed to keeping you updated on the local COVID-19 risk and will provide direction to our staff and students with additional instruction as appropriate.

## Coastal Alabama Libraries Pandemic Emergency Policy Manual

Revised June 2020

This policy manual is intended to serve as a supplemental policy manual to the master Coastal Alabama Libraries Policy Manual in the event of a pandemic emergency declared by the state or federal government. For matters not discussed within this manual, please refer to the master Coastal Alabama Libraries Policy Manual.

### **Restricted Access Policy**

Upon declaration of a “Stay at Home” order by the State of Alabama, or a Restricted Access period as defined by the Chancellor’s office, and in accordance with the closing of Coastal Alabama Community College:

- All Coastal Alabama Libraries immediately close to public access.
- Library directors will review current work assignments of library faculty and staff and shift all duties to remote tasks.
- Directors will develop an online reference desk schedule to ensure seamless assistance for all library inquiries. (See attachment for example)
- Fines and fees will be suspended for the duration of the “Stay at Home” order. Due dates will be renewed by library staff on a rolling basis until campuses re-open.
- Library directors will work with campus directors to ensure the completion of any essential on-campus library tasks, for example checking out laptops or webcams to students.
- Directors and library faculty will review the Library Services Canvas page to ensure that it communicates updated policies and information in response to the pandemic emergency.
- The Coastal Alabama Libraries social media and blog will also be utilized to communicate updated policies and information in response to the pandemic emergency.
- Library faculty and staff should only return to campus for essential functions, and only after notifying their Director of Library Services and campus director. While on campus, all library faculty and staff must adhere to recommended hygiene and social distancing policies.

### **Limited Access Policy**

Upon declaration of a “Safer At Home” order by the State of Alabama, or a Limited Access period as defined by the Chancellor’s office, and in accordance with the closing of Coastal Alabama Community College:

- All Coastal Alabama Libraries immediately close to public access.

- Library directors will review current work assignments of library faculty and staff and shift all duties to remote tasks.
- Directors will develop an online reference desk schedule to insure seamless assistance for all library inquiries. (See attachment for example)
- Fines and fees will be suspended for the duration of the “Stay at Home” order. Due dates will be renewed by library staff on a rolling basis until campuses re-open.
- Library directors will work with campus directors to ensure the completion of any essential on-campus library tasks, for example checking out laptops or webcams to students.
- Directors and library faculty will review the Library Services Canvas page to ensure that it communicates updated policies and information in response to the pandemic emergency.
- The Coastal Alabama Libraries social media and blog will also be utilized to communicate updated policies and information in response to the pandemic emergency.
- Library faculty and staff should only return to campus for essential functions, and only after notifying their Director of Library Services and campus director. While on campus, all library faculty and staff must adhere to recommended hygiene and social distancing policies.

### **Modified Access Policy**

Upon declaration of a “Safer Apart” order by the State of Alabama, or a Modified Access period as defined by the Chancellor’s office, and in accordance with the re-opening of Coastal Alabama Community College:

- All Coastal Alabama Libraries will reopen under policies established by Coastal Alabama Community College while limiting the number of students, faculty, and staff in the building. To comply with this requirement, students and other patrons may be required to make appointments to access the library’s physical services. Coastal Alabama Libraries will be closed to the general public.
- Coastal Alabama Libraries will follow all policies required and recommended by Coastal Alabama Community College.
- Library directors will review current work assignments of library faculty and staff and shift all duties to adhere to social distancing practices as recommended by college administration, state, and federal authorities.
- Directors will develop an online reference desk schedule to ensure seamless assistance for all library inquiries. Maintaining this schedule is intended to help limit unnecessary foot traffic in the libraries.
- Fines and fees will be extended past the usual time frames to allow flexible returns. Where available, patrons are encouraged to return materials to remote drop boxes, and all libraries will establish a remote book return option appropriate to their location. Books may also be returned by appointment where necessary. Books will be sanitized according to CDC and IMLS recommendations and industry standards.
- All new material checkouts will adhere to social distancing guidelines and seek to be as contactless as possible. Patron shelf browsing will not be allowed, and library staff will pull items for checkout. Curbside pick-up of library materials may also be requested and fulfilled by appointment.

- Directors and library faculty will review the Library Services Canvas page to ensure that it communicates updated policies and information in response to the pandemic emergency.
- The Coastal Alabama Libraries social media and blog will also be utilized to communicate updated policies and information in response to the pandemic emergency.
- Library faculty and staff should return to campus in accordance with Coastal Alabama Community College policy and recommendations. While on campus, all library faculty and staff should adhere to recommended hygiene and social distancing policies and assist facilities staff in sanitizing surfaces and high-touch locations in the libraries.
- Each Coastal Alabama Library will thoroughly review their physical spaces and place signage to maintain proper social distancing between staff and patrons. Computer workspaces and seating may be cordoned off or otherwise be made inaccessible to encourage social distancing requirements and recommendations. Computer use by students will be by appointment to insure proper social distancing and sanitization after each appointment.
- Where necessary, Coastal Alabama Libraries may limit the number of patrons allowed in each Coastal Alabama library to encourage social distancing requirements and recommendations.



## Return to Play

(As of 6/19/2020)

In addition to the Alabama Department of Public Health guidelines for athletics, current CDC, ACCS, and institutional guidelines, the following practices are required/recommended for all practices and contests in which ACCC member institutions participate.

### Fall 2020 Start Dates

- Cross-country, volleyball – August 1 practice, August 20 game
- Baseball, golf, tennis, softball – August 31 practice, September 5 game

### Winter 2020 Start Dates

- Men's and women's basketball – September 14 practice, October 16 game

### Spring 2021 Start Dates

- Baseball, golf, tennis, softball – January 10 practice, January 22 game

**\*\* All dates subject to change based on NJCAA guidelines**

**Prior to the return of student-athletes to athletic competition, the following conditions are required:**

- Pre-participation physicals will include COVID-19 questionnaire (Appendix A). Physicals should not be conducted in large groups. Institutions should evaluate facilities to best determine most effective and safe way to conduct physicals;
- Ample PPE surplus/ supply established for athletic health care providers;
- Ample screening tools / supply established;
- Educational materials produced;
- Student-athlete pre-arrival questionnaire complete and reviewed prior to return date;
- Testing/screening procedure (Healthy Roster) in place;
- COVID Response protocol in place (Appendix B). In addition to State Department of Health, CDC, ACCS, and institution guidelines.
- Sanitization methods for facilities in place.

**Upon return of student-athletes to athletic competition, the following conditions are required:**

- Daily centralized screening (temperature checks and COVID online screen) of student-athletes, coaches, and administration staff.
- ACCC Waiver of Liability (Appendix C) to be completed and on file.

- Athletic training room operates with social distancing procedures in place with limited capacity.
- Masks worn in athletic training room by athletic health care personnel and patients.
- Recruits, with signed ACCC Waiver of Liability, admitted to athletic facilities with supervision from administrator/coach while adhering to all guidelines set forth.
- Strength and conditioning groups should maintain safe social distancing when possible.
  - To maintain the recommended 6 feet of social distancing in the weight room and other indoor facilities, it's recommended to reduce group sizes to the point that each athlete/staff has at least 36 square feet (for example, if the weight room is 720 sq. ft, only 20 athletes/staff can be inside at one time).
  - The use of a "sanitation station" at each equipment/exercise site so that cleaning can take place between each athlete, either by staff or the user.
- Gyms and common areas are frequently monitored with congregation strictly prohibited.
  - It is highly recommended that all student-athletes, coaching staff, sports performance staff, athletic administration, and athletic health care professionals wear masks when in athletics facilities.
- Practice breaks taken for hand sanitizing.
- Additional hand sanitizing stations added to athletic facilities.
- **Student-athletes must provide their own water bottle.** Water fountains should not be used. Team water coolers/bottles should also not be used.
- Team towels should not be used. **Student-athletes are to provide their own towel.**
- All equipment and balls to be sanitized regularly before and after use.
- Players, coaches, and officials will refrain from high fives, handshakes, and other physical contact except to the extent necessary. **NO POSTGAME OR PREGAME HANDSHAKES WILL BE PERMITTED.**

**Upon return of student-athletes to athletic competition, the following conditions are highly recommended:**

- Practice/conditioning length in times are reduced to limit exposure times.
- Keep windows and doors open to the weight room and other indoor facilities as much as possible to facilitate improved airflow.
- Practices closed to all individuals with exception of coaches, student-athletes, and athletic trainer/medical staff.
- No voluntary/open workouts/shootarounds.
- Limit the use of athletic equipment to only what is necessary.
- No access to locker rooms.
- Masks are worn in all athletic facilities while NOT performing physical activity.

**The following conditions are required to be in place for all home and away competitions in which ACCC member institutions participate:**

- Daily screening (temperature check and COVID online screen) of student-athletes, coaches, and administration prior to entrance of athletic facility continued.

- Student-athletes, coaches, and team personnel are to be screened (temperature check) 30 minutes prior to departure for away contests.
- Proper signage at entry points for spectators that articulates expectations related to:
  - Proper social distancing and personal hygiene; and
  - Mask requirements.
- Social distancing will continue while traveling, when feasible.
- Travel party will wear face coverings/masks (standard medical, cloth, bandana, etc.) while traveling to away contests.
- Specific team and umpire/official/referee entry and exit points should be clearly labeled for arriving and departing the facility.
- Team benches will be sanitized before, at halftime, and after each basketball game and before and after each volleyball game (when switching benches).
- Balls will be switched out regularly and sanitized during games.

The following conditions are ***highly recommended*** to be in place for all home and away competitions in which ACCC member institutions participate:

- All team meals should be takeout only, with no dining inside sit-down restaurants.
- It is recommended that no overnight trips occur. If necessary, it is recommended no more than two individuals in one room.
- Concession stands should designate one spot each for ordering and pick-up. Items sold should be pre-packaged only. A shield should be installed at the order and pick-up designation. Volunteers should wear masks and gloves at all times.

All guidelines are subject to change based on current conditions. Operators of athletic facilities are strongly encouraged to read and implement the Alabama Department of Public Health’s “Guidelines for Athletic Facilities,” available at <https://alabamapublichealth.gov/covid19/assets/cov-sah-athletic-facilities.pdf>.

Guidelines for custodial services on appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces (available at: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

Guidelines for both athletic trainers and custodial services on appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting training room and sports medicine health care spaces, including terminal cleaning (available at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-faq.htm>).

**Below are the current Alabama Department of Public Health guidelines on athletics:**

Effective May 22, 2020, at 5:00 P.M., persons attending or participating in athletic activities shall comply with the following rules.

**a. Permitted team activities.** Beginning June 15, 2020, participation in team athletic activities may proceed in any respect subject to the rules of this paragraph.

**b. Social distancing.**

(i) Players, coaches, officials, and spectators shall not congregate within 6 feet of a person from another household except to the extent necessary—and only to the extent

necessary—for players, coaches, and officials to directly participate in the athletic activity.

(ii) Players, coaches, officials, and spectators shall refrain from high fives, handshakes, and other physical contact except to the extent necessary—and only to the extent necessary—for players, coaches, and officials to directly participate in the athletic activity.

**c. Facial coverings.** Players, coaches, and officials shall wear a mask or other facial covering that covers his or her nostrils and mouth at all times except when a player or official is directly participating in the athletic activity.

**d. Sanitation.** Players, coaches, and officials shall not share water coolers, drinking stations, water bottles, cups, or other drinking devices. Organizers of athletic activities shall take reasonable steps, where practicable, to regularly disinfect frequently used items and surfaces.

For purposes of this paragraph, “athletic activities” means “sports that involve interaction with another person of closer than six feet” and “activities that require use of shared sporting apparatus and equipment.”

In addition to complying with the requirements of this paragraph, persons attending or participating in athletic activities are strongly encouraged to comply with any guidelines adopted by the relevant governing organization, if one exists for the athletic activity in question, to the extent those guidelines are consistent with the requirements of this paragraph.

#### **Pre-Arrival Education Materials**

- Basics of COVID-19
  - Social Distancing Guidelines
  - Signs and Symptoms
  - Proper Hygiene
  - PPE Usage
- At Risk Individuals
- Explanation of Athletics phases of reopening
- Sanitization Guidelines Pre/Post-Activity
- Items to Bring to Campus
  - Cloth Masks
  - PPE
  - Cleaning supplies
- Mental Health Resources
- Hand Washing Video
- Donning and Doffing of Mask Video

#### **On-Campus Education:**

- All areas will be presented and discussed by the ACCC Commissioner during individual member orientation sessions.

- Signs and Symptoms
- Hygiene and Prevention
- Use of PPE
- Cleaning/Sanitization
- Procedures Prior to Using Athletic Facilities
- Procedures Prior to Using Athletic Healthcare Facility
  - Treatment/Rehabilitation
  - Suspected Respiratory Illness
- Information Posted on Campus
  - Flyers Posted
    - Hygiene
    - Social Distancing
    - Individualized Facility Capacities
    - Signs and Symptoms
    - Cleaning/Sanitization

DRAFT

**Assumption of the Risk and Waiver of Liability Relating to  
Coronavirus/COVID-19  
Participation in Athletics or other Extracurricular Activities**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**Coastal Alabama Community College** has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **participating in athletics or other extracurricular activities, could increase** your risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by participating in athletics or other extracurricular activities and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my participating in athletics or other extracurricular activities (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless Coastal Alabama Community College, the Alabama Community College System, the Alabama Community College System Board of Trustees, the Alabama Community College Conference, and their respective officers, employees, agents, members and representatives ( hereinafter “Released Parties”), of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Released Parties, whether a COVID-19 infection occurs before, during, or after participation in athletics or other extracurricular activities.

**Signature of Participant**

**Date**

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**Print Name of Participant**

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**Signature of Parent/Guardian**

**Date**

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**Print Name of Parent/Guardian (if Student Under 19)**

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# 2020-21 NJCAA SPORTS SEASONS



## JULY 13, 2020

As the NJCAA continues to evaluate pertinent information regarding the impact of COVID-19, the NJCAA Presidential Advisory Council is proposing the below plan of action for NJCAA fall, winter, and spring sports.

## NJCAA MEN'S & WOMEN'S CROSS COUNTRY & HALF MARATHON

### Fall Championship Season

- Practice will be permitted to begin starting August 1, 2020.
- Competition will be permitted to begin starting August 20, 2020.
- Maximum of ten (10) competition dates combined for cross country and half marathon.
- NJCAA Division III Men's & Women's Cross Country Championship held November 7, 2020 at Stanley Park in Westfield, MA.
- NJCAA Division I and Division II Men's & Women's Cross Country Championship held November 14, 2020 at Iowa Central Community College in Fort Dodge, IA.
- NJCAA Men's and Women's Half Marathon Championship held November 17, 2020 at Iowa Central Community College in Fort Dodge, IA.

## NJCAA DIVISION III WOMEN'S TENNIS

### Fall Championship Season

- Practice will be permitted to begin starting August 1, 2020.
- Competition will be permitted to begin starting August 20, 2020.
- Maximum of 35 competition dates combined for fall and spring.
- NJCAA Division III Women's Tennis Championship held October 30 - November 1, 2020 at Peachtree City Tennis Center in Peachtree City, GA.
- Changes to the 2020 NJCAA Division III Women's Tennis season may be made based on participation numbers.

## NJCAA FOOTBALL

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within August 15, 2020 - November 15, 2020.
- Maximum of three (3) scrimmage dates against outside competition. Each scrimmage limited to one outside opponent.

### Spring Championship Season

- Practice will be permitted to begin starting March 1, 2021.
- Competition will be permitted to begin starting March 25, 2021.
- Maximum of eight (8) games through May 22, 2021.
- NJCAA Football Championship held June 3, 2021.
- Discussion on any additional bowl games will take place in the future.

# 2020-21 NJCAA SPORTS SEASONS



## NJCAA MEN'S & WOMEN'S SOCCER

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within August 15, 2020 - November 15, 2020.
- Allowed four (4) scrimmage dates in total for the year, with a maximum of two (2) scrimmages allowed in the spring. Each scrimmage limited to no more than two outside opponents.

### Spring Championship Season

- Practice will be permitted to begin starting March 15, 2021.
- Competition will be permitted to begin starting April 2, 2021.
- Maximum of 14 games.
- All regular season, region, and district competition completed by May 24, 2021.
- NJCAA Men's & Women's Soccer Championships beginning June 2, 2021.

## NJCAA COURT VOLLEYBALL

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within August 15, 2020 - November 15, 2020.
- Allowed five (5) scrimmage dates in total for the year, with a maximum of two (2) scrimmage dates allowed in the spring. Each scrimmage limited to no more than two outside opponents.

### Spring Championship Season

- Practice will be permitted to begin starting January 11, 2021.
- Competition will be permitted to begin starting January 29, 2021.
- Maximum of 21 competition dates.
- All regular season, region, and district competition completed by April 3, 2021.
- NJCAA Volleyball Championships held April 15-17, 2021.

## NJCAA MEN'S & WOMEN'S BASKETBALL

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 15, 2020 - December 15, 2020.
- Allowed five (5) scrimmage dates in total for the year, with a maximum of two (2) scrimmage dates allowed in the spring. Each scrimmage limited to no more than two outside opponents.

### Spring Championship Season

- Practice will be permitted to begin starting January 11, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- Maximum of 22 games.
- All regular season, region, and district championship competition completed by April 10, 2021.
- NJCAA Men's & Women's Basketball Championships beginning April 19, 2021.

# 2020-21 NJCAA SPORTS SEASONS



## NJCAA MEN'S & WOMEN'S BOWLING

### Winter Championship Season

- Practice will be permitted to begin starting October 1, 2020.
- Competition will be permitted to begin starting October 30, 2020.
- Maximum of 22 regular season competition dates.
- NJCAA Men's & Women's Bowling Championships held March 4-6, 2021.

## NJCAA WRESTLING

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 15, 2020 - December 15, 2020.
- Maximum of two (2) scrimmage dates against outside competition. Each scrimmage limited to two outside opponents.

### Spring Championship Season

- Practice will be permitted to begin starting January 4, 2021.
- Competition will be permitted to begin starting January 20, 2021.
- Maximum of 14 competition dates.
- All regular season, region, and district competition completed by April 15, 2021.
- NJCAA Wrestling Championships held April 23-24, 2021.

## NJCAA MEN'S & WOMEN'S INDOOR/OUTDOOR TRACK & FIELD

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 15, 2020 - December 15, 2020.
- Maximum of two (2) scrimmage dates against outside competition. Each scrimmage limited to two outside opponents. Scrimmage times may not be used for national meet qualification.

### Spring Championship Season

- Practice will be permitted to begin starting January 4, 2021 for indoor and outdoor track & field.
- Competition will be permitted to begin starting January 18, 2021 for indoor and outdoor track & field.
- Maximum of 17 competition dates combined between indoor and outdoor track & field.
- NJCAA Men's & Women's Indoor Track & Field Championships held March 5-6, 2021.
- NJCAA Division I Men's & Women's Outdoor Track & Field Championships held May 11-13, 2021.
- NJCAA Division III Men's & Women's Outdoor Track & Field Championships held May 6-8, 2021.

## NJCAA MEN'S & WOMEN'S SWIMMING & DIVING

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 15, 2020 - December 15, 2020.
- Maximum of two (2) scrimmage dates against outside competition. Each scrimmage limited to two outside opponents. Scrimmage times may not be used for national meet qualification.

# 2020-21 NJCAA SPORTS SEASONS



## NJCAA MEN'S & WOMEN'S SWIMMING & DIVING CONTINUED

### Spring Championship Season

- Practice and competition will be permitted to begin starting January 11, 2021
- Maximum of 16 regular season competition dates.
- NJCAA Men's & Women's Swimming & Diving Championships held April 28, 2021 - May 1, 2021.

## NJCAA BASEBALL

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020.
- Maximum of 15 scrimmages (not dates) against outside competition.

### Spring Championship Season

- Practice will be permitted to begin starting January 10, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- Maximum of 56 games (not dates) against outside competition.
- All regular season, region, and district competition completed by May 23, 2021.
- NJCAA Division III Baseball World Series held May 29, 2021 - June 2-3, 2021.
- NJCAA Division I Baseball World Series held May 29, 2021 - June 4/5, 2021.
- NJCAA Division II Baseball World Series held May 29, 2021 - June 4/5, 2021.

## NJCAA BEACH VOLLEYBALL

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020.
- Allowed five (4) scrimmage dates in total for the year, with a maximum of two (2) scrimmage dates allowed in the spring. Each scrimmage limited to no more than two outside opponents.

### Spring Championship Season

- Practice will be permitted to begin starting March 10, 2021.
- Competition will be permitted April 1, 2021 - May 15, 2021.
- Maximum of 16 dates against outside competition.

## NJCAA MEN'S AND WOMEN'S GOLF

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020.
- Maximum of 30 dates against outside competition combined between fall and spring.

### Spring Championship Season

- Practice will be permitted to begin starting January 10, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- NJCAA Women's Golf Championship held May 10-13, 2021.
- NJCAA Division I Men's Golf Championship held May 11-14, 2021.
- NJCAA Division II Men's Golf Championship held May 18-21, 2021.

# 2020-21 NJCAA SPORTS SEASONS



## NJCAA MEN'S AND WOMEN'S GOLF CONTINUED

### Spring Championship Season

- NJCAA Division III Men's Golf Championship held June 7-11, 2021.

## NJCAA MEN'S AND WOMEN'S LACROSSE

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020.
- Maximum of 22 dates against outside competition combined between fall and spring.

### Spring Championship Season

- Practice will be permitted to begin starting January 15, 2021.
- Competition will be permitted to begin starting February 21, 2021.
- NJCAA Men's and Women's Lacrosse Championship held May 15-16, 2021.

## NJCAA SOFTBALL

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020.
- Maximum of seven (7) scrimmage dates against outside competition.

### Spring Championship Season

- Practice will be permitted to begin starting January 10, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- Maximum of 30 dates against outside competition.
- All regular season, region, and district competition completed by May 19, 2021.
- NJCAA Division I Softball Championship held May 25-29, 2021.
- NJCAA Division II Softball Championship held May 25-29, 2021.
- NJCAA Division III Softball Championship held May 27-29, 2021.

## NJCAA DIVISION I WOMEN'S, DIVISION I MEN'S & DIVISION III MEN'S TENNIS

### Fall Practice Season

- Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020.
- Maximum of 35 dates against outside competition combined between fall and spring.

### Spring Championship Season

- Practice will be permitted to begin starting January 10, 2021.
- Competition will be permitted to begin starting January 22, 2021.
- NJCAA Division I Women's Tennis Championship held May 1-5, 2021.
- NJCAA Division I Men's Tennis Championship held May 17-21, 2021.
- NJCAA Division III Men's Tennis Championship held May 14-16, 2021.



## SPECIAL NOTES

- \* All championship dates are subject to change based on championship facility availability.
- \* For the fall 2020 semester, eligibility must be filed for the following sports only:
  - Division III Women's Tennis
  - Men's and Women's Cross Country
  - Men's and Women's Half Marathon
  - Men's and Women's Bowling
- \* In the NJCAA, a scrimmage is athletic competition against any outside team or individual that is not an official contest or practice. Scrimmages must meet the NJCAA scrimmage definition defined in Article VII, Section 2.B and may not include more than two outside opponents.
- \* Official eligibility must be filed in accordance with the national bylaws prior to the first competition.
- \* Fall eligibility for golf and tennis must be filed when championship play of any kind takes place.
- \* All final sport championship dates will be confirmed no later than July 31, 2020. As they are confirmed, membership will be notified.
- \* All colleges must notify the NJCAA National Office by July 27, 2020 with their intentions for the 2020-21 academic year. To provide your institution's intentions, the Athletic Director must complete the information via NJCAA Connect which can be found **HERE**
- \* For questions, please contact: Kim Whitestone (kwhitestone@njcaa.org) or Rod Lovett (rlovett@njcaa.org)

## **Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 On-Campus Residential Living**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

**Coastal Alabama Community College** has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **living on campus in campus residence halls, could increase** your risk of contracting COVID-19.

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By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by living on campus and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with living on campus (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless Coastal Alabama Community College, the Alabama Community College System, the Alabama Community College System Board of Trustees, the Alabama Community College Conference, and their respective officers, employees, agents, members and representatives ( hereinafter “Released Parties”), of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Released Parties, whether a COVID-19 infection occurs before, during, or after living on campus.

**Signature of Participant**

**Date**

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**Print Name of Participant**

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**Signature of Parent/Guardian**

**Date**

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**Print Name of Parent/Guardian (if Student Under 19)**

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## COVID-19 ACTIVE SCREENING QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are taking measures to keep the college a safe environment for both students, employees, and the public. Therefore, anyone coming into the college dormitory will be screened and part of our screening process will include taking their temperature and asking the following questions.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?

YES

NO

2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?

YES

NO

3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?

YES

NO

4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?

YES

NO

5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?

YES

NO

6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?\* (*Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes*)

YES

NO

**If the individual answers YES to any of the questions, they will not be allowed entry, unless and until determined otherwise by a designated College official.**