TMCC Reopening Guidelines for Coordinated Action Plan Template

Planning to reopen TMCC has begun. Reopening triggers are determined as public health agencies, the State of Nevada, and NSHE lift restrictions and allow educational institutions to return to in-person operations. There are no dates established yet.

The mission of TMCC is to consistently provide a safe and healthy working and learning environment. TMCC is committed to the safety and health of its Faculty, Staff, and Students. Campus decisions follow the orders of the Governor of the State of Nevada and the Chancellor of the Nevada System of Higher Education. All criteria in each phase must follow State mandates and are subject to change as conditions change.

We rely on campus divisions/departments/offices to use these guidelines as a roadmap and to provide details on action plans. The following should be used as a guide of activities and risks to consider in your preparation for moving staff, faculty, and students back to campus, and resuming campus activities. Departments should add/remove items to fit the functionality of the individual area. A staged approach is meant to minimize the number of people on-site and planning should be drafted in accordance with this premise.

Campus-wide Terms to Consider:

- **Exposure**: Being in direct contact with SARS-CoV-2 (COVID-19). For more detailed criteria regarding exposure see the Public Health Recommendations for Community-Related Exposure CDC page.
  - An individual who has had close contact (< 6 feet) with someone known to have been exposed to, or has been diagnosed with SARS-CoV-2 for a prolonged period of time.
  - Anyone believed to have been exposed to SARS-CoV-2 or resides with someone who might have been that was not wearing appropriate PPE.
  - Anyone who has traveled outside of the State of Nevada, and is believed to have come in contact with an infected person without the use of proper PPE.

- **High-Risk Person**: Based on CDC Guidelines, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. For detailed information on personal risk see People Who are at Higher Risk for Severe Illness. Consideration should be for individuals who may not be termed “High Risk” but who provide in-home care for individuals in high-risk categories.

- **Social Distancing**: Based on the State of Nevada Guidelines, social distancing is the method of minimizing exposure by reducing gatherings and group size while increasing the physical distance between individuals. For detailed information see the Nevada Health Response Social Distancing page.

- **Low Density**: Maintaining the lowest concentration of people possible while maintaining compliance with all CDC and State of Nevada guidelines regarding social distancing and return to work protocols. Suggested no more than 50% occupancy.
<table>
<thead>
<tr>
<th>Stage</th>
<th>Safety Practices</th>
<th>Staffing Guidelines</th>
<th>Academic Guidelines</th>
<th>Student Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Planning: Gather PPE, upgrades for safety, clean &amp; disinfect</td>
<td>Personnel considered essential and/or perform time-sensitive functions and must work on-site on a limited basis</td>
<td>Remote Learning Only</td>
<td>Campus Closed to Students*</td>
</tr>
<tr>
<td></td>
<td><strong>StayHome For Nevada</strong></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>Governor/NSHE approval: 6 feet distancing, risk reduction protocols, no more than 10 people can gather, etc.</td>
<td>Personnel from the above stage and: Personnel considered essential and/or perform time-sensitive functions and need access to sites on a limited basis, including back of house operations, and essential operations in non-concentrated areas.</td>
<td>Remote Learning &amp; Essential Courses as Approved by NSHE</td>
<td>Campus Closed to Students*</td>
</tr>
<tr>
<td>2</td>
<td>Governor/NSHE approval: 6 feet distancing, risk reduction protocols, no more than 10 people can gather, etc.</td>
<td>Personnel from the above stages and: Personnel needing access to sites on a regular basis, including Support personnel and Department Admins. Faculty would have access to offices and classes would be available in person in compliance with safety guidelines.</td>
<td>Low-Density Learning**</td>
<td>Campus Open to Limited Students with appointments and classes</td>
</tr>
<tr>
<td>3</td>
<td>Governor/NSHE /CDC Guidelines</td>
<td>All personnel considering safety protocols: Rotating staff no more than 50% occupancy at one time. Remote operations as needed.</td>
<td>Low-Density Learning***</td>
<td>Campus Open to Students with appointments and classes</td>
</tr>
<tr>
<td>4</td>
<td>Campus open to public, no restrictions</td>
<td>All Faculty and Staff on campus; open to the community</td>
<td>In-Person Learning</td>
<td>Campus Open to Students</td>
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<tr>
<td></td>
<td><strong>Home-coming</strong></td>
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</tbody>
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*students in essential academic programs approved by NSHE are able to be on campus

**courses that are able to remain remote will maintain online instruction; hands-on classes as determined by Vice President

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Definition of Stages, General Guidelines, and Considerations for Action Planning

General
1. Refer to the Reopening Plan Template for Stage(s) 0 - 4
   a. Establish a timeline and milestones for each stage
   b. Determine planning for reverse-stage movement
   c. Build-in maximum flexibility
2. Stay Tuned-In to Institutional Communications
   a. Status updates, best practices, recommendations, travel restrictions, and general guidelines
3. Each division/department/office needs to address the following:
   a. Which employees may be given the option to remain remote
   b. Create a “Social Distancing” and “Risk Reduction” protocols for office/classroom spaces
   c. Determine a method/protocol for notification of infection and/or exposure.
   d. Work with Facilities for specific instructional space needs
4. High-Risk Persons are recommended to remain off campus until **Stage 4**
   a. Those who think they meet the definitions of “High Risk” according to the CDC should consult and verify with Human Resources
5. Action Plans should be developed in coordination with Chairs/Deans/Directors and Vice President and/or Associate Vice President. *(Signature blocks provided on the template)*

**Stage 0 – #StayHomeForNevada**

**Campus Closed**

1. Identify “Personnel considered essential and/or perform time-sensitive functions and must work on-site on a limited basis”
   a. Provide a description of Functions and Schedules for Essential Personnel
2. Communication with Faculty, Staff, and Students
3. Planning
   a. Assess a phased approach
   b. Consider three scenarios to help build in a maximum amount of flexibility into individual plans
      i. Situation peaks and dissipates according to expectations
      ii. Situation peaks and a second and third wave hit in fall; vaccination 12-18 months out
      iii. Situation continues with no vaccination insight

*to all non-essential operations and coursework not approved by NSHE*

**Stage 1**

**Campus Closed to Students**, **Limited Personnel on Site**

1. Determine “Personnel considered essential and/or perform time-sensitive functions and need access to sites on a limited basis”
   a. Plan on maintaining social distancing
2. Continuation of remote learning
3. Maintain virtual meetings and events

*to all courses not approved by NSHE*
Stage 2
Campus Open to Limited Operations (appointments and critical in-person instruction)
1. Determine “Personnel considered essential and/or perform time-sensitive functions and need access to sites on a regular basis”
2. Assess and identify courses with critical in-person instruction and establish planned safety guidelines and protocols
   a. Include risk assessment and social distancing setups and protocols
3. Courses that are able to remain remote will maintain online instruction
4. Plan for potential scenarios
   a. Campus open for part of the semester - with advanced notice
   b. Campus open for part of the semester - no advanced notice
5. Consider faculty office schedules to maintain low density
6. Maintain virtual meetings and events, with a possible in-person component
7. Assessment items to consider:
   a. Assess accommodating social distancing in your work area(s)
   b. Assess the capability of work rotations and working remotely
   c. Assess person to person activities and how to limit or distance safely
   d. Assess resources needed to maintain a hygienic work area
   e. Schedule regular departmental briefs
   f. Continually review plans (Plan, Do, Check, Act… repeat)

Stage 3
Campus Open on a Low-Density Basis (appointments and in-person instruction)
1. Consider safety protocols of “Rotating staff no more than 50% occupancy at one time”
2. Plan for courses with in-person instruction within determined safety guidelines and protocols
3. Continually reassess return operations
   a. Do changes need to be made?
   b. What challenges are we facing while complying?
   c. What new resources are needed/what is lacking?
   d. Are we getting complacent with safety?

Stage 4 – Homecoming
Campus Fully Open
1. Re-integration of face-to-face business, learning, and operations
2. Divisions/departments/offices plan to comply with ongoing CDC/State regulations and recommendations
3. Plan if any “normal operations” will be altered long-term
   a. Pre-vaccine
   b. Post-vaccine

Reference: