



HOWARD COLLEGE
— MAKING DREAMS REAL —

HOWARD COLLEGE – COVID-19 RESPONSE

OPEN HOWARD COLLEGE STRATEGIC PLAN

May 20, 2020

Phase I/May 11, 2020

Phase II/May 26, 2020

Phase III/June 10, 2020

Phase IV/August 9, 2020

PURPOSE:

From the onset of this COVID-19 emergency status, Howard College has been following Presidential, Governor and local authorities Orders and guidance which have allowed for the college to operate during this time of emergency in an altered operations status. In order to provide oversight during this emergency status, the Board of Trustees has complied with the suspended proceedings of the Open Meetings Act in accordance with Section 418.016 of the Texas Government code meeting telephonically. Furthermore, the Board delegated additional authorities to the president beyond existing authority to act in place of the Board with requirement to notify and update as appropriate. The president has then implemented guidelines for the altered operations status accordingly.

Based on pre-**Open Texas** guidelines, essential positions as defined by Homeland Security and Texas Division of Emergency Management (TDEMS) performed their duties on-site, on-site/remotely or remotely while other positions have had to work totally off-site in remote format according to the various directives. Colleges were ultimately deemed essential institutions. https://www.cisa.gov/sites/default/files/publications/Version_3.0_CISA_Guidance_on_Essential_Critical_Infrastructure_Workers_4.pdf

Online instruction has been required while allowing hands-on requirements of the Health Professions programs to be completed onsite and in the clinical setting based on state guidance and in consultation with the Texas Higher Education Coordinating Board (THECB). Various accreditation and regulatory bodies have been consulted with and guidance has been followed. All employees have been following Howard College guidelines previously implemented for both onsite and remote status.

Last Updated: August 19, 2020 /11:23 am



This document is intended to establish guidelines and procedures for Howard College in the implementation of the **Open Texas** strategic plan issued April 27 by Governor Abbott <https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Report.pdf> providing for the additional return of Howard College employees to campus work centers. In consultation with the COVID-19 Response Team, these procedures have been in development by the president of Howard College to align with the minimum standard health protocols initially recommended in the **Open Texas** strategic plan. Howard College's strategic plan, named **Open Howard College**, will evolve as protocols are revised and THECB releases information specific to higher education. <https://dshs.texas.gov/coronavirus/docs/opentx/MinimumStandardHealthProtocols.pdf>

<http://reportcenter.thecb.state.tx.us/agency-publication/miscellaneous/minimum-standard-health-protocols-for-career-and-technical-education-programs-at-texas-higher-education-institutions/>

Based on the intentions of the Governor's plan, **Open Howard College** will also align with the guidelines issued by local authorities in the service area contingent upon COVID-19 penetration status. Center for Disease Control (CDC) guidelines as well as resources specific to higher education will continue to be reviewed and applied as appropriate.

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_HEs_in_the_COVID-19_Era_May2020.pdf

Howard College will implement additional return to work procedures in four phases (subject to change) as the campuses reopen before returning to normal operations. Consideration of high-risk individuals will be factored into the determination of work schedules and work status. Home-schooling and childcare situations will be considered as the status of both evolve.

Authorization for change of status and schedules being followed pre-**Open Texas** to restoration of onsite work status as **Open Texas/Open Howard College** are implemented will come from the Cabinet members of each employee on a case by case basis. **Employees will be notified by their supervisor as work status changes and are not to report onsite until that time.** The implementation of the four phases will be slow, methodical and strategic. The length of the phases will depend on guidance from the state level and the service area. The dates for implementation of each phase will be scheduled as new information is released and readiness is determined by the college. Implementation may lag associated re-opening dates released by the state. Return to previous phases are possible if the situation warrants it. This is a fluid situation and can change quickly. Based on the best information at this time, the planned phases are designated as follows:

- **Phase I-** altered operations, telephonic board meetings, limited student exposure, no public exposure except for select contractors and approved lessees with continued Health Professions programs/courses onsite while delivering as much content as possible via remote, online or distance education, particularly for at-risk populations;
- **Phase II-** altered operations, onsite/telephonic board meetings, limited student and public exposure plus select contractors and approved lessees with continued Health Professions programs/courses onsite and resumption of additional approved CTE programs/courses on site while delivering as much content as



possible via remote, online or distance education, particularly for at-risk populations;

- **Phase III-** altered operations, onsite/telephonic board meetings, full student, public, contractor, lessee and visitor exposure with all CTE and CE/AEL programs/courses on site as well as some select labs for other courses following related state checklist guidelines while delivering as much content as possible via remote, online or distance education, particularly for at-risk populations; limited event and group meetings following state and local guidelines; and
- **Phase IV-** altered operations, onsite/telephonic board meetings, full student, public, contractor, lessee and visitor exposure with resumption of onsite, hybrid and online instruction for all areas, residence hall services, food service and extracurricular activities as well as events and group meetings as allowed following state and local guidelines.

REVIEW: Procedures for each phase will be reviewed and updated as new information is received from national, state and local leaders.

Phase I Overview:

Phase I procedures effective May 11, 2020, as shared in the **COVID-19 Update email of May 7, 2020**, from the president of Howard College were intended to be in conformity with the requirements of Open Texas, Governor's Executive Order GA-18 and to build upon previous Governor's Orders and guidance. This document provides additional guidance to that email. In Phase I, only employees notified and authorized to return to campus onsite with the ability to operate in single-person offices daily, or a variation of work schedule to achieve same when onsite, joined those already in some status of essential services onsite operations.

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Single-Person-Offices.pdf>

Instruction continues to be online with faculty working remotely or on-campus as approved except for Health Professions in the approved format. Student exposure continues to be those programs allowed to have hands-on instructional delivery onsite or in the clinical setting or for urgent/emergency situations. Select contractors can provide services and lessees can continue to operate.

PROCEDURES:

1. Definitions

Campus – all land and buildings owned, provided for or leased by Howard College as lessee.

Work center – a building or portion of a building.

Single-person offices – offices where an individual can work alone.

Employee – any person employed by or volunteering for Howard College, be it full time, part-time, or adjunct.

Student – any student enrolled in a Health Professions program or for urgent/emergency situations.

Contract labor -non-Howard College employees who may be working on various projects on campus.

Lessee – any organization renting space from the college.

2. Individual Health Protocols/Foundation of *Open Howard College* in all Phases



- a. Self-screen before coming to campus for any of the following new or worsening signs or symptoms of possible COVID-19 in a way that is not normal for you/symptoms of COVID-19 may appear 2-14 days after exposure to the virus:
 - i. Cough
 - ii. Shortness of breath or difficulty breathing
 - iii. Chills
 - iv. Repeated shaking with chills
 - v. Muscle/body aches or pain
 - vi. Headache
 - vii. Sore throat
 - viii. Loss of taste or smell
 - ix. Diarrhea
 - x. Nausea or vomiting
 - xi. Congestion or runny nose
 - xii. Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit based on thermometer reading taken prior to coming to campus
- b. If employees, students, contractors or lessees have any of the aforementioned symptoms, **do NOT come to campus**. In each campus community there are numbers to call to speak with professionals about concerns you might have relative to COVID-19 symptoms.
 - Scenic Mountain Medical Group COVID-19 Hotline (432-268-4785/432-582-8030 after hours)
 - Midland Memorial Call “68NURSE” (855-686-8773)
DO NOT go to an Urgent Care Center or the hospital ER for treatment or testing (this statement is on the website)
 - 844-6-SHANNON (844-674-2666)
This number is available from 9 am to 5 pm, Monday through Friday. Individuals with questions regarding screening or testing for COVID-19 can call and get connected to a clinical provider who can answer questions and direct them to next steps. This line can also answer questions about other services at Shannon during this time.
- c. Consistent with applicable law and privacy policies, students, faculty and staff must report if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19/lab confirmed within the last 14 days, in accordance with health information sharing regulations for COVID-19 and other applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).

<https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html>

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

- d. Please contact by phone or email your supervisor, CTE/Health Professions program director, student services campus lead (Big Spring, Dean of Student Services/Christi Mikeska; Lamesa, Campus Director/Monica Castro; San Angelo, Student Services Director/Mike Hemmeter; SWCD, Campus Director of Student Services/Shannon Creswell) or specific campus contact first if a visitor or contractor for instructions. The supervisor, program director, student services lead or campus contact will then inform



Rhonda Kernick, HR Director (c-432.264.8846) and/or Fabian Serrano, Director Safety and Security (c-432.213.3787) by phone or email. These individuals will confer with the campus leader and then the president for final actions.

- e. **Do NOT come to campus if you have known close contact with a person with COVID-19/lab confirmed within the last 14 days.**
 - f. **Do NOT come to campus if you have tested positive for COVID-19.**
- 3. Campus Health Protocols**
- a. Health Professions and CTE students will be screened by the instructor before coming into the classroom or laboratory.
 - b. Any individual (employee, current/prospective student, contractor, lessee or visitor) showing signs of possible COVID-19 infection will be sent home or asked to leave campus to seek appropriate medical care. A contractor or lessee with an affected employee will be asked to follow the same protocol below that will be followed for college employees and students.
 - c. Individuals with new or worsening signs or symptoms listed above will not be allowed to return to campus until:
 - i. At least 3 days (72 hours) have passed *since recovery* (resolution of fever without the use of fever-reducing medications);
 - ii. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
 - iii. At least 10 days have passed *since symptoms first appeared*.
 - In the case of an individual who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual *may not* return until the individual has completed the same three-step criteria listed above; or
 - If the individual has symptoms that could be COVID-19 and wants to return to campus before completing the self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.
 - d. An individual diagnosed with COVID-19 may return to campus when the above criteria are met. The individual must obtain the health department notice or a medical professional's note clearing the individual for return.
 - e. Individuals with known close contact to a person who is lab-confirmed to have COVID-19 will not be allowed to return to campus until the end of the 14 day self-quarantine period from the last date of exposure (with an exception that can be granted for healthcare workers and critical infrastructure workers). Employees, and in some cases students, in the exception category should seek a physician's guidance on if they qualify to get tested for COVID-19. Individuals must obtain the health department notice or a medical professional's note clearing the individual for return.
 - f. Employees and students should maintain at least 6 feet separation from other individuals not within the same household. If such distancing is not feasible, other measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.
 - g. Wash or disinfect hands upon entering campus and after any interaction with employees, students, the public, or items in the work center.
 - h. Wear cloth face coverings (over the nose and mouth) when using areas such as elevators, restrooms, break rooms, stairs or hallways or while interacting with other employees and students within 6 feet; non-medical grade face coverings have been/will



be provided by Howard College for all employees and students. When working alone, the face covering will be unnecessary. However, the face covering should be worn within 6 feet of another co-worker or student. When outside and able to maintain distance, the face covering will be unnecessary.

4. Work Patterns

- a. Employees should remain in their work areas while on campus. Limit movement outside of work area to essential activities only (ex: picking up mail). Mail protocols specific to each site will be shared via email.
- b. Employees are encouraged to communicate by telephone or electronically in lieu of face-to-face conversation to help minimize the potential spread of the virus. Conduct meetings electronically if possible. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants and follow appropriate physical distancing and wear face coverings.
- c. Employees must maintain a log of date, time, location and people they come in contact with each time they are on campus. In case of a confirmed case or exposure to a confirmed case, this will expedite the notification to others and the disinfection of space.
- d. Employees will sanitize their respective work center areas upon arriving to work and then again upon leaving work for the day utilizing disinfectant products provided by the college. This includes but is not limited to computer keyboards, door handles, phones, countertops etc. Employees must notify supervisors when related supplies are needed at the end of each workday.
- e. Supervisors will ensure employees will have cleaning supplies necessary to wipe down work center areas at the beginning and end of each workday. Supervisors will email the designated contact at each site as follows:
 - i. Big Spring – Kim Sites
 - ii. Lamesa- Monica Castro
 - iii. SWCD- Julian Franco
 - iv. San Angelo- Kenneth Hollingsworth
- f. Travel for college purposes should be limited to the service area. Travel outside of the service area for college purposes will be approved on a case-by-case basis. Caution should be shown when traveling for personal reasons, particularly in areas of concern, with efforts made to follow all health protocols.
- g. During this phase, employees onsite can wear ‘Dress Down’ attire according to Employee Handbook Policy 3.3, Community Relations, Public Appearance.

Phase II Overview:

Phase II procedures are effective May 26, 2020 and will continue to build on Phase I with the implementation of revised state protocols and allowances for re-opening of select auxiliary services. In this phase additional employees will increasingly begin to work daily onsite based on certain criteria still under development. In order to ease crowding and maintain social distancing for employees in some work centers, staggered work schedules will be implemented. These staggered schedules can follow formats including but not limited to Monday/Wednesday; Tuesday/Thursday work center split schedule – work centers will be divided into two teams, one of which will work Monday-Wednesday and the other will work Tuesday-Thursday. Other alternate schedules to help maintain social distancing amongst employees in crowded work centers will also be implemented. This variation in work status and schedules will help stop the spread of infection through an entire work center in the unfortunate event that an employee becomes infected with COVID-19. Supervisors/Administrators will ensure that the number of employees in



a work center/building/on campus does not exceed state recommendations and are following recommended guidelines.

The following Open Texas checklists were utilized in Phase II but have been revised. The revised checklists are provided in Phase III.

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Employers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Office-Based-Employers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Office-Based-Employees.pdf>

Instruction continues to be online with other approved CTE programs beginning onsite delivery in addition to the Health Professions programs. Pre-arranged current and prospective student and business appointments and visits will be allowed as approved. The Dorothy Garrett Coliseum, Harold Davis Fitness Center, dining services and the bookstore in the Dora Roberts Student Union Building and Howard Cottage located on the Big Spring campus as well as the bookstore on the San Angelo campus will begin to provide services to the public in limited ways.

1. Definitions

Same definitions as listed in Phase I above with the following additions.

- a. *Student*- same as above to include other CTE students plus current and prospective students with scheduled appointments
- b. *Public*- members of the public who are members of select organizations approved to be on campus, members of the Harold Davis Fitness Center and children and families associated with Howard Cottage
- c. *Visitors*- pre-arranged visits for recruiting or business purposes
- d. *Central check-in point* – Single campus drive-through check-in points or specific locations for all employees, students and contractors/lessees coming to campus. Locations will be designated for each campus.

2. Individual Health Protocols

- a. Employees, students, contractors, lessees and visitors should continue to adhere to the self-screening guidelines in Phase I before coming to campus.

3. Campus Health Protocols

- a. Campus health protocols from Phase I will continue with the following changes.
- b. Health Professions students will continue to be screened by the instructors.
- c. CTE students will report to the central check-in points as outlined in the next section.
- d. There will be a central drive-through check-in point on each campus each morning of the regular work week between 7:00 and 8:00 a.m., monitored by safety/security coordinators. All employees and contractors/lessees will report to this check-in point to be screened daily before entering their perspective building and/or work center. If an employee or lessee is arriving onsite before that hour or after for the first time of the workday, the employee/lessee will be screened through a pre-arranged method or the employee/lessee must contact the safety/security coordinator at their site to be screened before entering the workplace.
 - Big Spring/Lee Bryant-432.264.5222
 - San Angelo/Jose Rivera-325.650.2049
 - SWCD/Robby Creswell-432.816.6165
 - Lamesa/Monica Castro-806.201.2962



- There will be departmentalized approaches conducted by supervisors in some cases.
- e. Screening checks will be implemented at the beginning of the workday by the supervisor or designee for children enrolled in Howard Cottage as well as their families.
 - f. Screening checks will be scheduled with the respective campus safety/security coordinator for current and prospective students with pre-arranged appointments as well as pre-arranged campus visits for recruiting and business purposes.
 - g. Limit the use of standard-size elevators to four individuals at a time, each located at a different corner of the elevator, to avoid close contact. In elevators, face coverings should be worn. For individuals not wishing to ride an elevator, stairways may be used. As appropriate, individuals subject to the Americans with Disabilities Act may ride the elevator alone or accompanied by the individual's caregiver.
 - h. Interactions with the public will follow the respective protocols in the **Open Texas** strategic plan. The public will be highly encouraged to wear a face covering when unable to maintain social distance within a building. Face coverings will be provided by the college for those presenting without one.
 - i. Several Open Texas checklists originally used in Phase II have been updated and the revised ones can be found in Phase III.

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Retailers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Retail-Customers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Restaurants.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Restaurant-Customers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Gyms-Exercise-Facilities.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Gym-Exercise-Facility-Patrons.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Child-Care-Centers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Child-Care-Families.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Cosmetology-Hair-Salons.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Cosmetology-Hair-Salon-Customers.pdf>

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Nail->



Salons.pdf

<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Nail-Salon-Customers.pdf>

- j. Interactions with visitors will be pre-arranged. Visitors will be encouraged to wear a face covering when unable to maintain social distance within a building. Face coverings will be provided for those presenting without one.

4. Work Patterns

- a. Follow guidelines of Phase I with the following changes or additions.
- b. In-person meetings should be limited to capacity of the room while following appropriate physical distancing and wearing of face coverings.
- c. For specific instances of current and prospective student appointments and recruiting/business visits, individuals must get pre-approval from the respective Cabinet member. Please refer to the procedures outlined in the email from the Chief Operations and Safety/Security Officer on June 1.
- d. During Phase II, employees can continue in “Dress Down” attire following Employee Handbook policy 3.3, Community Relations, Public Appearance as the campuses begin to welcome the public and students in limited ways. Employees with approved student and business visits should follow dress attire for normal operations.

Phase III Overview:

Phase III procedures are effective June 10 and will build on Phases I and II based on additional national, state and local guidance plus related protocols. The workforce will be working daily onsite with some remote exceptions approved. Faculty with less than a 12-month contract will continue to work offsite as much as possible. Instruction will continue to be delivered online with CTE and CE/AEL programs offering instruction onsite as needed. Some select labs will be allowed onsite beginning Summer II.

Current/prospective students needing advising, testing, tutoring, etc. as well as campus visitors will be welcomed on campus with or without an appointment. Doors will be unlocked to buildings. Limited event and group meetings can begin following state and local guidelines. Significant penetration of COVID-19 in the area will be monitored and can result in tighter restrictions with the reverse action in areas of low penetration as allowed by state guidelines.

*Due to increasing concerns about COVID-19 spread in Texas, the Governor issued Executive Order 29 on July 2. Most Open Texas checklists were updated on July 2 and are updated in this section accordingly. Several other documents were released/re-released in some cases during this phase relating to fall reopening plans. These links are listed for reference and planning purposes.

<https://gov.texas.gov/news/post/governor-abbott-announces-phase-iii-to-open-texas>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Low-COVID19-Counties.pdf>

<https://gov.texas.gov/uploads/files/press/EO-GA-29-use-of-face-coverings-during-COVID-19-IMAGE-07-02-2020.pdf>

Considerations for Institutes of Higher Education



<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>

<http://www.thecb.state.tx.us/misc/coronavirus-update-for-higher-education/reopening-of-campus-operations/>

<http://reportcenter.highered.texas.gov/agency-publication/miscellaneous/recommended-health-protocols-for-institutions-of-higher-education-fall-reopening-checklist-july-2020/>

<https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/PDE%20Preliminary%20Reopening%20Guidance%20Postsecondary%20and%20Adult%20Education.pdf>

<https://www.acuho-i.org/resources/cid/7360?portalid=0>

https://d2o2figo6ddd0g.cloudfront.net/h/u/dk9lnct08xxptv/NJCAA_Updated_Plan_of_Action.pdf

<https://tea.texas.gov/sites/default/files/covid/Covid-19-SY-20-21-Public-Health-Guidance.pdf>

<https://tea.texas.gov/sites/default/files/covid/SY20-21-School-Reopening-Brief.pdf>

1. Definitions

Same definitions as listed in Phases I and II with the following changes.

- a. *Student* – same as above with the inclusion of academic plus CE/AEL students allowed onsite for hands-on instruction as needed following state guidelines and any current or prospective student with or without appointments for advising, testing, tutoring, etc.
- b. *Public/Visitors* – any member of the public with or without an appointment
- c. *Central check-in point* – additional check-in points with stationary thermal/sanitation screening stations have been ordered and will be installed during this phase
- d. *Known close contact*- <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- e. *Social distancing*-<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

2. Individual Health Protocols

- a. All individuals (employee, current/prospective student, contractor, lessee or visitor) are expected to self-screen before coming to campus following individual health protocols guidelines in Phase I with some updated symptoms included. An updated checklist for individuals issued by the state is included below.

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Individuals.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Special-Guidance-For-Texans-Over-65.pdf>

3. Campus Health Protocols

- a. Screening procedures for employees, contractors, and students taking coursework on campus will continue as outlined in Phase II until stationary thermal/sanitation screening stations are installed in multiple designated check-in points. Faculty working offsite do



not need approval to come to campus in this phase. If the faculty member does not arrive for the drive through screening, the faculty member should contact the safety/security coordinator on the respective site to be screened following Campus Health Protocols in Phase II. Non-entry/exit doors will be clearly marked as such.

- b. Screening checks for current/prospective students on campus for advising, testing, tutoring, etc. will not be required in Phase III as well as general campus visitors with some exceptions explained next unless COVID-19 penetrations increase significantly in the area. However, current/prospective students on campus for advising, testing, etc. as well as general campus visitors will be asked to follow the individual health protocols issued by the state listed above. Face coverings are required when social distancing of six feet cannot be achieved from another person not in the same household with certain exceptions according to the following Governor's Order.

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective at 12:01 p.m. on July 3, 2020:

Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this face-covering requirement does not apply to the following:

- 1. any person younger than 10 years of age;**
- 2. any person with a medical condition or disability that prevents wearing a face covering;**
- 3. any person while the person is consuming food or drink, or is seated at a restaurant to eat or drink;**
- 4. any person while the person is (a) exercising outdoors or engaging in physical activity outdoors, and (b) maintaining a safe distance from other people not in the same household;**
- 5. any person while the person is driving alone or with passengers who are part of the same household as the driver;**
- 6. any person obtaining a service that requires temporary removal of the face covering for security surveillance, screening, or a need for specific access to the face, such as while visiting a bank or while obtaining a personal care service involving the face, but only to the extent necessary for the temporary removal;**
- 7. any person while the person is in a swimming pool, lake, or similar body of water;**
- 8. any person who is voting, assisting a voter, serving as a poll watcher, or actively administering an election, but wearing a face covering is strongly encouraged;**
- 9. any person who is actively providing or obtaining access to religious worship, but wearing a face covering is strongly encouraged;**
- 10. any person while the person is giving a speech for a broadcast or to an audience; or**



11. any person in a county (a) that meets the requisite criteria promulgated by the Texas Division of Emergency Management (TDEM) regarding minimal cases of COVID-19, and (b) whose county judge has affirmatively opted-out of this face-covering requirement by filing with TDEM the required face-covering attestation form—provided, however, that wearing a face covering is highly recommended, and every county is strongly encouraged to follow these face-covering standards.

Not excepted from this face-covering requirement is any person attending a protest or demonstration involving more than 10 people and who is not practicing safe social distancing of six feet from other people not in the same household.

Facemasks will be provided by the college. Signage will indicate the use of same following state guidance.

- c. In the case of the Dental Hygiene and Cosmetology programs and required clinic experiences, screening and face covering protocols will follow state guidelines for both students and clients. Face coverings will be provided by the college in these locations.
- d. Social distancing shields will be installed in certain areas during this phase.
- e. Social distancing practice in lines or spaces should continue to be followed according to state guidelines.
- f. As appropriate, faculty, staff, students, families and the public will be notified of campus and building closures, class and event cancellations, modified class schedules and any restrictions in place to limit COVID-19 exposure.
- g. In accordance with applicable federal, state and local laws and regulations, the college will notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA and other applicable laws and regulations. Due to the small numbers of individuals on our campuses, the campus community is reminded of the importance of privacy and the need to handle reported cases professionally. Since there are a significant number of active cases in the communities of all campuses, it will be noted on the website that active cases exist and individuals should assume that and follow all protocols accordingly.
<https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>
- i. When the college is made aware of a confirmed case, exposure to confirmed cases and potential exposure, the college will implement contact tracing on campus based on the best information it has and will inform individuals affected and sanitize appropriate locations. Thus, individuals are asked to be mindful of their contacts and places of occupancy while on campus. The college will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters, to consider testing or require it in some instances, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- j. Students, faculty, staff or campus visitors with symptoms that could be COVID-19 and want to return to campus before completing the self-isolation period, can currently obtain a medical professional's note clearing the individual for return based on an alternative diagnosis. New guidance allows an additional option. If the individual receives two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>, they can also return to campus.



4. Work Patterns

- a. Pre-approval of campus appointments and visits will not be required in Phase III.
- b. In-person meetings should conform to the guidance provided in the checklists relative to numbers and spacing of the room. If social distance cannot be achieved in the setting, wear face coverings.
- c. Employees will sanitize their respective work center areas either at the beginning or end of the workday utilizing sanitation supplies provided by the college. Clean rags can be brought from home to use and should be disposed of after first use.
- d. During Phase III, dress attire returns to normal operations according to Employee Handbook Policy 3.3, Community Relations, Public Appearance.
- e. Several Open Texas checklists utilized in Phase II were revised and then revised again during Phase III. The updated links are shared below with other new ones relating to our operations added. Some requirements are different in the revisions. Cabinet members will work with areas of responsibility to ensure guidelines are followed.

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Employers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Office-Based-Employers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Office-Based-Employees.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Wedding-Reception-Venues.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Wedding-Reception-Attendees.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Restaurants.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Restaurant-Customers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Retailers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Retail-Customers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Cosmetology-Hair-Salons.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Cosmetology-Hair-Salon-Customers.pdf>



<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Nail-Salons.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Nail-Salon-Customers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Gyms-Exercise-Facilities.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Gym-Exercise-Facility-Patrons.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Museums-Libraries.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Museum-Library-Visitors.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Child-Care-Centers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Child-Care-Families.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Adult-Recreational-Sports-Operators.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Adult-Recreation-Sport-Participants.pdf>

Phase IV Overview:

Phase IV procedures effective August 9 will build on Phases I, II and III based on additional state and local guidance plus related protocols. Due to increasing COVID-19 penetration, the fall semester will begin on August 17, and will end prior to Thanksgiving. Self-screening, secondary temperature screening and wearing of masks will continue. In this phase a return to as much onsite interaction as possible will be implemented unless COVID-19 penetration or surges change state and local guidance. In this stage the college will integrate altered instructional modes to include face-to-face, online and virtual. *This section is under final development and will include residence halls, fine arts and athletic program considerations.* Some programs and student groups will be subject to tighter restrictions based on circumstances that can include additional layers of screening and COVID-19 testing as appropriate. Consideration of service area students, local communities as well as the college workforce will be part of the decision-making relative to influx of students from outside the service area, particularly from areas of high concentration of COVID-19, which could result in the expectation of quarantining measures upon arrival to campus for those residing in residence halls. Isolation and transportation of sick students will be considered. As additional guidance is received from the state and other sources, checklists will be updated or added as well as any new guidelines. The college will also implement flexible



response strategies to adapt to changing conditions and guidance from authorities. Each campus will have designated primary COVID-19 liaisons responsible for communicating and coordinating with the local health department, local emergency services, and local health care providers. The names of those individuals when assigned will be provided to the college community with instructions on how to contact them.

1. Definitions

Same definitions as listed in Phases I, II and III

- a. Central Check-in point- each campus building will have screening stations that will include a stationary thermal/sanitation location**

2. Individual Health Protocols

3. Campus Health Protocols

- a. After conducting an individual self-screening before coming to campus, employees, students and campus visitors will be expected to secondary screen by checking in at the stationary thermal/sanitation stations. The drive-through screening will no longer be in operation during this phase.**
- b. Protocols for dorm check-in will be shared with the respective campuses.**
- c. Face-to-face classes protocols will be shared with students.**

4. Work Patterns

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Fine-Arts-Performance-Halls.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Fine-Arts-Performance-Hall-Patrons.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Outdoor-Sports.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Rodeo-Equestrian-Events.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Day-Youth-Camp-Families.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Day-Youth-Camp-Operators.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Movie-Theaters.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Movie-Theater-Customers.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Outdoor-Events.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Outdoor-Sports.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Youth-Clubs.pdf>



<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Youth-Club-Participants.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Youth-Sports-Operators.pdf>

<https://open.texas.gov/uploads/files/organization/opentexas/OpenTexas-Checklist-Youth-Sports-Families.pdf>

Any employee concerns should be directed to their supervisor and/or the Director of Human Resources.