CORE VALUES

We have a passion for:

Learning
Service and Involvement
Creativity and Innovation
Academic Excellence
Dignity and Respect
Integrity
# TABLE OF CONTENTS

**Purpose** .................................................................................................................................................. 1

**Student, Faculty, and Staff Safety** ............................................................................................................. 1-3
  - Face Coverings ......................................................................................................................................... 1-2
  - Self-Monitoring Checklist .......................................................................................................................... 2
  - Facilities .................................................................................................................................................... 2
  - Physical Distancing ................................................................................................................................... 2
  - Enhanced Sanitation ..................................................................................................................................... 2-3
  - Supplies ..................................................................................................................................................... 3
  - Temperature Monitoring .............................................................................................................................. 3
  - Training ..................................................................................................................................................... 3
  - Postings, Signage, and Communication ........................................................................................................ 3

**Students and Employees Returning** ........................................................................................................... 4-5
  - Monitoring Efforts ......................................................................................................................................... 4
  - Coordination of COVID-19 On-Site Exposure Controls ............................................................................... 4
  - COVID-19 Testing ......................................................................................................................................... 4-5
  - Higher Risk Individuals ............................................................................................................................... 5
  - Isolation and Quarantine .............................................................................................................................. 5
  - Absence due to Self-Isolation or Quarantine .................................................................................................. 5

**Instructional Delivery Methods** ................................................................................................................... 5-6
  - Emphasis on Flexibility and Adaptability ......................................................................................................... 5-6
  - Dual Credit and Off-Campus Locations ........................................................................................................ 6
  - Workforce Programs and Courses .............................................................................................................. 6
  - Classroom Technology .................................................................................................................................... 6

**Auxiliary Service, Events, and Visitors** ........................................................................................................ 6-8
  - Food Service .................................................................................................................................................. 6
  - Events ......................................................................................................................................................... 7
  - Travel .......................................................................................................................................................... 7
  - Student Housing Meal Plan ........................................................................................................................... 7
  - Student Housing .......................................................................................................................................... 7
  - Athletics ...................................................................................................................................................... 7
  - Use of Facilities by Outside Groups ............................................................................................................. 7
  - Visitors to Campus .......................................................................................................................................... 8

**COVID-19 Oversight and Response** ............................................................................................................. 8
  - Designated COVID-19 Response Department ............................................................................................... 8
  - Contact Notification ....................................................................................................................................... 8
Purpose

The purpose of this document is to capture details related to Collin College’s commitment to student success and efforts to maintain academic continuity during the current pandemic.

In light of the COVID-19 outbreak, plans in this document may be changed at any time due to updates in recommended public health guidelines issued by federal, state or local governments. Any changes to this document will be communicated to students, faculty and staff by email and through updates available via the COVID-19 Updates and FAQs link at the top of the Collin College homepage at www.collin.edu.

Student, Faculty and Staff Safety

The safety of students, faculty and staff is the top priority for the college. Multiple measures have been taken and will continue to be developed based on current and evolving research.

Face Coverings

Collin College requires the use of personally procured face coverings in the following areas:

- All classrooms and labs on campus;
- Locations that provide student enrollment services, academic advising, counseling, career services, libraries;
- Hallways, elevators, stairwells and common areas where physical distancing is not feasible;
- Other areas as determined by the VP/Provost, Dean, Associate Dean, Director, or other applicable senior leadership for that specific location. These areas will have proper posting of any requirement, and the college will provide advance notice when appropriate.
- Face coverings are not required while you are consuming food or drinks.
- Face coverings can be temporarily removed for screening, security, or related purposes, particularly when removal is requested.

If a student refuses to wear a face covering when required in any of the above areas, that student may be issued a warning by the college’s Police Department officers. After a second warning or citation, the student will be reported to the Dean of Students Office and may be subject to discipline in accordance with the Code of Conduct.

Similarly, an employee may be issued a citation by the college’s Police Department officers. If an employee continues to refuse to wear a face covering when required, that employee’s refusal will be reported to his or her supervisor and the employee will be subject to appropriate discipline in accordance with the college’s human resources policies and procedures.

Collin College requires that all students, faculty, staff, contractors, and visitors wear face coverings while in all public areas.

The college will have a limited supply of disposable face coverings available at campus Information Centers for students, faculty or staff who may not have personal masks initially. However, it is the responsibility of individuals (faculty, staff, and students) to provide their own face coverings. Best practices – as outlined by the Center for Disease Control and the Texas
Department of Emergency Management (TDEM) – recommend that an individual maintain at least three cloth face coverings in order to have a clean one at all times. Face coverings are also available for purchase at campus bookstores.

If any student requires an accommodation on the basis of a disability (including documented limitations based on the face covering), please reach out to the ACCESS Office via access@collin.edu.

If any employee requires an accommodation (including documented limitations based on the face covering), please contact the HR/Benefits manager via benefits@collin.edu.

Self-Monitoring Checklist
Students, faculty and staff are expected to self-monitor and self-isolate if they have any of the following symptoms:

- Persistent Cough
- Shortness of Breath
- Chills
- Muscle Pain
- Sore Throat
- Loss of Taste or Smell
- Diarrhea
- Fever (over 100.0F)
- Been notified of potential or known high-risk exposure defined as close prolonged contact of more than fifteen (15) minutes and within six (6) feet of a laboratory-confirmed COVID-19 positive person.

If you have any of these symptoms, you are not allowed to visit any college campus or center for any reason. If you develop any of these symptoms while on campus, you are required to leave immediately and to follow guidelines related to self-isolation.

Facilities
An engineering study has been authorized by the college’s Board of Trustees to determine air handling purification modifications that could enhance existing heating, ventilation and air conditioning systems. These may include the possible installation of UV light and ionization technology to help mitigate against air-borne viruses and contaminants.

Physical Distancing
Each classroom and instructional space on campus has been assessed for maximum occupancy with the current COVID-19 physical distancing guidance from public health authorities. The adjusted capacity has been used to determine required adjustment to course scheduling and instructional delivery modality. In addition, many classes will be offered in a hybrid/blended format which should reduce the number of students on campuses throughout the day.

Common areas on campus, dining and locations for student life activities have been assessed and modified to accommodate social distancing. Please watch the "Return to College" video for more information on physical distancing.

There are circumstances that make it more difficult to maintain physical distancing. Please consider the following established etiquette:

- Stairways: Maintain physical distancing to those in front of you, keep to the right side and yield to those coming up.
- Elevators: Follow any posted instructions and keep in mind that persons with special needs or those transporting supplies have priority.

Enhanced Sanitization
The college’s contracted cleaning services have been expanded to provide additional sanitization to common, high traffic locations, and restrooms. The contracted cleaning vendors are providing disinfectant solution and paper towels in each classroom for student use upon entry and/or exit. Students have the opportunity to wipe down their work surfaces at the beginning of each class and will be encouraged to wipe down their work surfaces at the end of each class.
Contracted cleaning services will provide deep cleaning for areas in which a student or faculty or staff member has tested positive for COVID-19.

**Supplies**
The college plans to provide the following products and supplies:
- Disinfectant spray and paper towels, or
- Disinfectant wipes
- Hand sanitizer
- Hand sanitizer stations (pending availability)

**Temperature Monitoring**
Temperature monitoring can only identify the few individuals who are experiencing fever as a symptom and will not detect asymptomatic or pre-symptomatic individuals. Symptoms may appear 2-14 days after exposure to the virus, according to the CDC. This is an additional layer of assurance and is only to supplement the use of physical distancing on campus. The following select areas at Collin College have been identified to perform temperature monitoring on individuals entering their area of operations. Other areas may perform temperature monitoring in the fall as deemed necessary.
- Childcare Lab School on the Plano Campus
- Select Nursing or Health Care labs

**Training**
Students and employees should reference the Collin College Awareness Training found at: http://www.collin.edu/academics/ecollin/covid19protocols.html
This training covers the following information:
- Self-monitor and self-isolate
- Cleaning and disinfecting
- Hand hygiene
- Respiratory etiquette
- Social distancing

The CDC also has helpful videos and resources regarding COVID-19, which are available at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html. Individuals are encouraged to review resources that reinforce strategies to help stop the spread of this virus.

**Postings, Signage, and Communication**
The CDC and Texas Department of State Health Services require proper posting of COVID-19 related information that includes symptom identification, face covering recommendations, and educational material.
- Currently, there are postings across campuses in buildings and exterior signage as required.
- Students should be encouraged to avoid congregating in hallways and common areas this fall. Faculty should remind students prior to dismissal, if possible.
- Faculty may develop class dismissal protocols to avoid congestion when exiting the course.

Additional communication will be provided by the college throughout the semester by means of postings or email providing reminders of health and safety precautions.
Students and Employees Returning

In general, when students and employees are entering campuses, they must read the posted signs and self-certify that they:

• Have not been determined to be actively infected with SARS-CoV-2, the virus that causes COVID-19;
• Do not have a fever, cough, or other symptoms of COVID-19 as listed on the CDC’s website;
• Have not been in close contact with anyone known or suspected to have tested positive for COVID-19 in the previous 14 days; and

If employees fail to meet any of these criteria, they are required to notify their supervisors, should not report to their workplace, should follow current CDC guidance regarding self-isolation or self-quarantining, and will only be allowed to return to their workplace if cleared to return by their health care providers and in accordance with CDC guidance.

If students fail to meet any of these criteria, they should contact the Dean of Students Office at dos@collin.edu, should email their professors and not attend classes in person, should follow current CDC guidance regarding self-isolation or self-quarantining, and will only be allowed to return to class in-person if cleared to return by their health care providers and in accordance with CDC guidance.

This self-certification will include a continuing duty on the part of the employee or student to notify the applicable college official if the above self-certification changes. Employees and students will be subject to disciplinary action for providing false information or not complying with the terms of the self-certification.

Monitoring Efforts
Collin College will monitor the situation in coordination with state and local public health authorities and will rely on data from public health officials to determine any modifications that may be required for instructional modality. Consideration may include but is not limited to:

• Classroom attendance
• Employee absenteeism
• Local health/illness trends as communicated by the local county health department
• Other approaches that may emerge as effective over the course of the intervening time

Coordination of COVID-19 On-Site Exposure Controls
In the event a faculty, staff, or student is possibly exposed to COVID-19 while on campus, notifications will be made to the applicable individuals in accordance with the college’s Guidelines for COVID-19 Self-Isolation and Response Actions. The contact notification effort could result in one or all of the following:

• Requirement of self-isolation
• Short-term closure of specific campus locations to provide opportunity for additional cleaning and disinfecting
• Class suspension based on recommendations of medical professionals
• Additional notifications per Collin College’s COVID-19 response guidelines

COVID-19 Testing
Faculty, staff and students will obtain testing through their health care providers. Faculty and staff who test positive for COVID-19 will be required to work remotely or take sick or another appropriate leave in accordance with college policies. They will place themselves in self-isolation as determined by local health officials at the time of testing, returning to campus only after 1) they are cleared to return by their health care provider, or 2) their test results are negative, or 3) they follow CDC guidance related to symptoms and timing.
Students who test positive for COVID-19 will be required to self-isolate as determined by local health officials at the time of testing and may only return to campus if cleared to return by their health care providers, consistent with CDC guidance.

Individuals who are uninsured may be eligible to receive free COVID-19 testing if they are a resident of Collin County. More information is available from Collin County Health Care Services at https://www.collincountytx.gov/healthcare_services/Pages/news.aspx.

**Higher Risk Individuals**
The Centers for Disease Control and Prevention (CDC) has determined that certain individuals may be at greater risk for negative health outcomes if they contract COVID-19. Employees who are in a category deemed to be at higher risk should talk with their supervisor about preventative measures that may be taken, including working from an alternative work location, or other options that may be available. Faculty meeting criteria to teach online and who have requested accommodations will be given preference in receiving online teaching assignments, provided online sections are available. Any employee with questions or concerns about options should contact an HR/Benefits Manager via benefits@collin.edu or 972.599.3152.

Students at higher risk for severe illness from COVID-19 will be advised to consider online courses this fall to minimize their risk.

**Isolation and Quarantine**
The college is planning for the inevitability of presumed positive and confirmed positive cases of COVID-19 among students, faculty and staff. While every precaution will be taken to avoid exposure or transmission on campuses, community spread may lead to increased risk and exposure to the virus. A separate document has been prepared outlining specifics related to isolation and or quarantine for individuals who are determined to be presumed positive or confirmed positive for COVID-19.

The college will make every effort to notify individuals who have been in contact with the presumed positive or confirmed positive individual. In addition, all cleaning protocols will be followed. Whether or not an individual is symptomatic, isolation and quarantine protocols will be recommended and protocols will be followed as outlined in Collin's Guideline for COVID-19 Self-Isolation and Response Action document.

**Absence Due to Self-Isolation or Quarantine**
Students who miss classes due to self-isolation or quarantine should contact their professor to receive online assignments.

Faculty and staff who must be absent from work due to self-isolation or quarantine should contact their supervisors. Supervisors will work with the employee and Human Resources to determine whether or not the individual can work from home or if appropriate leave will be used. Contingency plans have been developed to cover courses in the event a faculty member is unable to teach due to illness.

### Instructional Delivery Methods

**Emphasis on Flexibility and Adaptability**
Prior to the pandemic, courses were offered online or in a blended, or hybrid format in addition to traditional face-to-face instruction. The pandemic is forcing us to develop instructional delivery methods that are flexible, adjustable, technology-enhanced and student-centric, while also retaining Collin College's high quality of instruction.

This fall, online course offerings have been expanded. In addition, the majority of courses will be offered in a blended or hybrid format in which a portion of the course is offered on campus in classrooms set up for social distancing and another portion of the course is conducted virtually. Given the uncertain nature of this pandemic, the blended format will provide the greatest flexibility for faculty to adjust content delivery as needed and respond to the latest state and local guidance.
The blended format of instruction will allow students to move fully online if necessary due to the need for isolation or quarantine. Asymptomatic students required to isolate or self-quarantine will be encouraged to keep up with coursework from home during that time. Once they meet the criteria to return to campus they can do so.

Faculty should inform students about specific meeting and instructional delivery modalities prior to the commencement of the fall semester. Any particular arrangements should be included in each course syllabus. Preparations have been made by each academic unit to be ready to transition to online instruction should the COVID-19 situation change.

To assist with any necessary contact notification efforts, faculty are encouraged to implement attendance-tracking methods and assigned seating options. In addition, faculty are encouraged to reach out to any students with unusual or excessive absenteeism and to contact studentsuccess@collin.edu in cases of extreme absences of unresponsive students.

Dual Credit and Off-Campus Locations
Full-time faculty, adjunct faculty and Collegiate Academy Professors teach in over 30 high school locations throughout the college's service area. Collin College is committed to providing instruction in the modality determined to be most effective by the local ISD for their students. Many school districts have yet to determine how instruction will be delivered in the fall so flexibility, adaptability and responsiveness will be required this fall to meet dual credit needs.

Workforce Programs and Courses
Collin’s workforce programs have historically been focused on health care or information technology fields. Many new workforce programs have been added in preparation for the opening of the Technical Campus this fall. Workforce programs and courses are generally skills based and require additional considerations.

Workforce courses and programs can be supplemented with online instruction, and some labs can be provided virtually or through simulation. However, instruction in labs that provide hands-on opportunities for students to experience real, rather than simulated, workforce environments is ideal. Collin is committed to providing safe, face-to-face instruction in workforce labs that have been designed to prepare students for the local labor market.

Classroom Technology
Collin College may incorporate a variety of instructional technologies depending on the instructional delivery modality being used this fall. This may include recorded and delayed viewing or live-streaming audio and/or video and any other technology-based solutions that are effective for teaching and learning. Microphones, document cameras and XP pens will also be options used in select learning environments. Virtual conferencing tools (e.g., Zoom, Microsoft Teams, and Google Meet) that will accommodate a dual modality approach may also be utilized. Depending on the conferencing tool used, the ability to record lectures may be a possibility.

Students will need access to dependable technology to aid in their success, which could include a laptop or personal computer, webcam, stable internet access, and software specific to their classes. Students with concerns about access to technology or technology requirements should contact studentsuccess@collin.edu.

Auxiliary Service, Events, and Visitors

Food Service
Campus food service will operate under reduced occupancy guidelines and industry regulations in effect at the time. All food service and auxiliary services personnel will receive COVID-19 training and will be required to follow college guidelines and practices.

Efforts will be made to provide enhanced food service choices, which include additional Grab-and-Go menu options.
**Events**
The safety of resuming any on-campus events will be determined on a case by case basis. Decisions to hold campus events or activities will be based on the ability to do so safely and in accordance with current guidelines from the State of Texas, CDC and local public health agencies. Consideration will be given to physical distancing, group size, location (indoor or outdoor), location size, and health and safety requirements. Event organizers will be required to present a safety plan addressing these issues prior to the event.

**Travel**
Student, faculty and staff travel restrictions remain in place and will be modified in accordance with state and local guidelines under the directions of the District President.

**Student Housing Meal Plan**
Students living in on-campus housing are required to select a Housing Meal Plan (HMP). The HMP can be used on the Plano Campus only at the Cougar Café or Starbucks. The Café will be open seven days per week and current college guidelines will be adhered to, with respect to safety. Masks and social distancing will be required, and an entry monitor will greet each customer and assist in managing café occupancy and social distancing. All food will be Grab and Go and the HMP students can elect to take additional meals back to their student housing to refrigerate for later consumption.

Alternative meal plan options will be available should an HMP student self-identify as being sick or required to be in quarantine.

**Student Housing**
Student housing occupancy requirements have been modified to prevent roommates from sharing a bathroom. Four person units have been reduced to two person units for the fall semester. Common spaces and furnishing in the student housing at the Plano Campus have been modified to encourage physical distancing and will have enhanced sanitization.

Additional preventative measures to support a safe housing environment will be communicated directly to the residents via email and during housing orientation.

**Athletics**
Collin College is part of the National Junior College Athletic Association (NJCAA) and is following the guidelines set forth for continuation of play. As of July 13, 2020, the fall 2020 season has been suspended by the NJCAA.

**Use of Facilities by Outside Groups**
Use of Conference Service facilities by outside groups must follow the most up-to-date process used to reserve and request space. The approval process will be revised as needed to fully consider the safety of the students, faculty, staff, and third parties, and will be updated on the applicable webpage. Campus VP/Provosts will determine which events are approved on their respective campuses.

Safety requirements and recommendations established by local health authorities and college policy in effect at the time of the event should be observed (e.g., gathering size, physical distancing, face coverings, etc.). Large gatherings may be limited by state or local ordinances. The capacity of conference service facilities has been modified based on physical distancing guidelines. All outside group members will certify they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

Event space disinfecting and cleaning will follow current CDC, and state and local health authority guidelines.
Visitors to Campus
For purposes of this guidance, visitor refers to any external guest to the campus. Collin College will limit external guests to those considered critical to the mission of the college as approved by the District President, VP/Provost or designee. All visitors will be expected to observe safety requirements and recommendations established by local health authorities and adhere to college policies in effect at the time of the visit (e.g., meeting size, physical distancing, face coverings, etc.). Signage will be posted to notify everyone on campus, including visitors, that by being on campus, all visitors are agreeing they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 14 days.

COVID-19 Oversight and Response

Designated COVID-19 Response Department
Students, faculty, and staff who need information, or have concerns related to the college’s response to COVID-19, should contact Mike Messina in the college’s Emergency Operation Center (EOC) at mmessina@collin.edu or call 972.881.5617 or the campus VP/Provost or Executive Dean as listed:

- Plano Campus, VPP – Dr. Abe Johnson, ajohnson@collin.edu, 972.881.5771
- Frisco Campus, VPP – Dr. Jon Hardesty, jhardesty@collin.edu, 972.377.1551
- McKinney Campus, VPP – Dr. Mark Smith, msmith@collin.edu, 972.548.6000
- Wylie Campus, VPP – Dr. Mary McRae, mmrae@collin.edu, 972.378.8888
- Technical Campus, VPP – Dr. Bill King, bkling@collin.edu, 972.553.1112
- Courtyard Center, Executive Dean – Karen Musa, kmusa@collin.edu, 972.985.3790

For urgent concerns or situations arising after normal business hours, contact Collin College Police at 972.578.5555 or 5555 from any phone on campus.

Contact Notification
Mike Messina, Director of Emergency Management, will coordinate all internal notification and guidance for individuals who may have been in contact with presumed or confirmed positive cases of COVID-19 in accordance with state and local guidelines.