

# A Student Guide for Returning to GTCC Campuses

## Guiding Principles |

At GTCC, our core mission is to be a catalyst for the success of our community by providing accessible higher

education and job skills training. As we plan for the upcoming semester, we are prioritizing the safety of our students, faculty and staff to allow them to stay on track to reach their goals.



To achieve our mission in these unprecedented times, we must keep both quality and safety in mind. GTCC will continue to provide high-quality education and support while maintaining high standards for health and safety.

With the most recent advice available from public health officials and community college leadership in mind, we have developed a plan to ensure the best possible learning experience for our students. We are taking extra precautions to minimize the spread of the virus on our campuses and in our community. Read below for full details about our plans for the fall 2020 semester.



## Student Expectations

All students are expected to comply with the guidelines outlined in this document to promote the health and safety of our college community.

## Symptom Monitoring Requirement

Students should conduct symptom monitoring every day before reporting to school. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and written clearance by your physician to be eligible to report to campus.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat

- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

If you have any symptoms, you must leave the campus immediately, notify your instructors by safe means (email and/or phone) and call the GTCC COVID hotline\* 336-334-4822, extension COVID (26843) between the hours of 8 a.m. and 5 p.m. and you will receive guidance for your situation.

By contacting the hotline, you will be assisted and your personal medical information will remain confidential. You should self-isolate until cleared to return to school. You may be required to provide a medical release from your physician.

## Course Options to Meet Your Needs

### GTCC's plan for Fall 2020 semester (before the Thanksgiving holiday)

GTCC will offer instruction in a variety of formats to best serve student needs and meet the requirements for social distancing and protective practices.

1. In-person lecture classes will be held on campus with appropriate social distancing and protective practices. In many cases, this will include using a primary and secondary room format so that half the students are in the classroom with an instructor and the other half are viewing on a screen from another room.
2. The college is offering more 100% online courses this fall. In addition, some course sections that are currently scheduled to meet in-person may be rescheduled to meet online in order to ensure social distancing. Please check your GTCC Titan email regularly for the latest schedule updates.
3. Hybrid and blended classes will be offered to reduce the number of days and hours that students are required to be on campus.
4. Lab classes will continue on campus with appropriate social distancing and protective practices. Note that some labs will use health screening and temperature checks when students cannot meet required learning outcomes while maintaining social distancing.
5. Workforce Continuing Education classes will be offered on campus with appropriate social distancing and protective practices.

### GTCC's plan for the Fall 2020 semester (after the Thanksgiving holiday)

1. All lecture instruction and final examinations will be moved 100% online.
2. Lab classes will continue on campus with appropriate social distancing and protective practices. Note that some labs will use health screening and temperature checks when students cannot meet required learning outcomes while maintaining social distancing.
3. Workforce Continuing Education classes will be moved online as feasible. Any remaining in-person Workforce Continuing Education classes will follow appropriate social distancing and protective practices.

## Online and Remote Student Services

GTCC has implemented a number of virtual and online options to help students navigate through the enrollment process for the fall semester. All students are encouraged to use virtual and online options as much as possible due to space constraints and social distancing guidelines.

QLess software has been implemented to allow students to wait in a virtual line for college services instead of standing in a physical line. Visit [www.gtcc.edu/student-life/qless-virtual-line/qless](http://www.gtcc.edu/student-life/qless-virtual-line/qless) to enter.

For a complete listing of remote services visit [www.gtcc.edu/about/gtcc-built-for-times-like-these](http://www.gtcc.edu/about/gtcc-built-for-times-like-these).

## Personal Safety Practices

**Face Masks/Cloth Face Coverings:** Face masks or face coverings must be worn by all students, faculty, and staff on campus when in the presence of others and in public settings (e.g., classrooms, common spaces, meeting rooms, etc.).



Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick. The mask or cloth face covering is not a substitute for social distancing.

Masks will be provided by GTCC, if needed. Disposable masks may only be worn for one day and then must be placed in the trash; a cloth mask should be worn for one day or less if soiled, and laundered before reuse. You may use your own mask. Having multiple cloth face coverings can help reduce the need for daily laundering.

### Use and care of face coverings

#### Putting on the face covering/disposable mask:

- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin. Blue side typically faces away from nose and mouth.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

#### Taking off the face covering/disposable mask:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands or sanitize immediately after removing.

#### Care, storage, and laundering:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.

- Disposable masks must not be used for more than one day and should be placed in the trash after your use or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

**Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students, faculty, and staff on campus must follow these social distancing practices:



- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Stay out of crowded places and avoid mass gatherings

**Handwashing:** Wash your hands often with soap and water for at least 20 seconds especially after you



have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Gloves:** According to the CDC, gloves are not necessary for general use and do not replace good

hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

**Goggles/Face Shields:** Students do not need to wear goggles or face shields as part of general activity on campus. Students should wear appropriate protective equipment as required in their classroom or lab environment.

**Cleaning/Disinfection:** Hand-sanitizer stations will be available at major building entrances, elevator stops and high-traffic areas. Supplies for wiping down surfaces are available in all classrooms and labs.

**Coughing/Sneezing Hygiene:** If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Guidance for Specific Scenarios

**Building Access:** Students should not linger or gather in hallways or building access points. Speedy movement to and from your classroom is helpful in reducing potential COVID-19 contacts. Adhere to the designated entry for your building. Do not circulate to areas beyond your classroom. Avoid touching common areas or equipment (i.e. doors, pens, lights, supplies, etc.) if possible.

**Classrooms/labs:** Classrooms/labs have been configured to meet social distancing guidelines, so do not remove or rearrange furniture. Disinfect table tops, computer keyboards, equipment per instructor guidance before and after use.

**Using Restrooms:** Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% alcohol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

**Meetings:** Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools, i.e. Microsoft Teams, ZOOM, etc. or a phone conference call.

In person meetings (this does not apply to the classroom environment) are limited to the restrictions of local, state and federal orders and should not exceed 10 persons, assuming individuals can still maintain 6 feet of separation for social distancing requirements. All attendees should wear a mask or face covering while sharing space in a common room.

Outside of the classroom, you are encouraged to communicate with your classmates and instructors as needed by email, instant message, telephone or other available technology rather than face-to-face.

**Meals:** Students should eat outside of buildings as there are no available break rooms or areas that allow proper social distancing. Drinks are allowed inside of buildings with the understanding that the face mask will be removed temporarily to take a drink and then reapplied. The exception to this policy are GTCC approved events and inclement weather locations, which are supervised by college employees to ensure proper social distancing and that any food or beverages are provided in individually packaged portions, i.e. boxed lunches.

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If you are eating, maintain 6 feet distance between you and others. Individuals should not sit facing one another while eating. Only remove your mask or face covering in order to eat, then put it back on.

## Mental and Emotional Wellbeing

As we face this period of uncertainty and unexpected challenges, we know that the mental and emotional health of our students are very important to their success. Counseling Center staff are available to help students in-person or remotely. The Counseling Center provides free, confidential counseling services to all current and prospective GTCC students.

If you are interested in establishing services, or continuing counseling services, you may email the Counseling Center at [counselingcenter@gtcc.edu](mailto:counselingcenter@gtcc.edu), call 336-334-4822 Ext. 50038, or stop by one of our campus locations.

- The Counseling Center is located in Davis Hall Room 107 on the Jamestown Campus. It is open from 9:00 am – 6:00 pm Monday through Thursday and 9:00 am – 5:00 pm on Friday.
- Counseling Services are also offered on the Greensboro Campus in the CEC Building, Room 132 and on the High Point Campus in H1, Room 133. Appointments are available from 9:00 am – 6:00 pm Monday through Thursday and 9:00 am – 5:00 pm on Friday.

## Campus Modifications

GTCC's COVID Operations Team has worked diligently over the summer to prepare for fall semester and the return of students. This work includes the following:

- Provision of face masks for all students, faculty, and staff
- Installation of signage throughout college, at entrances and in every classroom and lab
- Installation of hand sanitizer stations throughout the college
- Reduction of seating and furniture throughout the college to achieve required social distancing
- Installation of Plexiglas shields in high contact areas
- Placement of floor markers to designate appropriate distancing
- Requirement to actively review COVID-19 symptoms list
- Provision of sanitizing wipes for all classrooms, labs and public spaces
- Evaluation of HVAC systems to ensure best practices in air flow and filtration
- Implementation of the "COVID Hotline" 336-334-4822, extension COVID (26843) and tracking contacts for all instances where college staff, faculty and students may have had contact with COVID-19