

McLennan Community College: Safety Protocols for Instruction, Fall 2020

The following protocols are in support of instruction to guide us as we open the college for face-to-face instruction. Our goal is to establish guidelines and procedures faculty can follow in offering blended sections that combine online and face-to-face (F2F) pedagogical elements in a safe, yet functional environment. These protocols are based on and subject to safety guidance from federal, state, and local sources:

- Federal, Center for Disease Control –
 - a. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>,
 - b. <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>
- State
 - a. Governor’s Official Site: <https://gov.texas.gov/coronavirus>
 - b. Texas Department of State Health Services: <https://www.dshs.texas.gov/coronavirus/>
 - c. Texas Higher Education Coordinating Board: <http://www.theccb.state.tx.us/misc/coronavirus-update-for-higher-education/>
- Local - Waco-McLennan County Public Health District safety - <http://Covidwaco.com>.

Rationale: These protocols focus on two main goals: student success and the safety of all employees and students. As a community college, we serve a diverse group of students with varied skills and needs. We recognize the importance of an on-campus experience for students, faculty, and staff. We also desire to provide a safe, welcoming environment to promote student learning. Not all our students are ready to take, nor do they desire, a fully online course schedule. This is due in part to their not having access to technology, internet connectivity, and the computer skills to successfully navigate a fully online course. Moreover, many lack the confidence to attempt online courses, so this may deter them from completing their educational goals. As a college that values student success, we have set up these protocols to allow us time to meet the students where they are and to work with them in a blended class format to help them develop their skills and confidence in those formats. With the uncertainty of when we will have overcome and stopped the spread of the COVID 19, it is important that we have protocols that will allow us to navigate between F2F and online formats and that will provide us with the necessary tools and skills to move back and forth when needed.

This document reflects a desire to support all types of learning experiences for our students, including a vibrant on-campus, in-person synchronous learning experience, while promoting safe use of the tremendous on campus resources available to students and faculty. The following task force, consisting of faculty and staff from a cross-section of the campus, developed these protocols:

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- Arts & Sciences - Leigh Ann Long, Anna Iushchenko, Mandy Morrison, Gail Illich, Theresa Sparks and Allison Ward-Moore
- Health Professions - David Choate, Heather Davis
- Continuing Education/Corporate Training - Kristi Pereira
- Ranch - Aimee Edwards
- ESEC - Justin Lawson
- Adult Education and Learning - Michelle Teig
- Workforce - Diane Boles, Jeremy McCormick
- Faculty Council: Brad Turner, Becky Parker
- Supporting members:
 - a. Center for Teaching and Learning – Staci Taylor, Ken Walker, Kayla Willis, and Mikken Canham
 - b. University Center - Annette Scott
 - c. Dual Credit – Londa Carriveau
 - d. Emergency Operations – Frank Patterson

Safety Protocols

1. Faculty Employment Protocols –
 - i. Faculty are expected to follow all applicable Safety and Health Guidelines - <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> Safe practices: <https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/Employee%20Safety%20Practices>
 - ii. All employees should do a self-assessment of their health before coming to the campus each day - <https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/Self-Assessment%20Form>
 - iii. Employees must self-report using the online form through Human Resources before any action can be taken relative to time off or employee leave. The form is located at https://mclennan.co1.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN
 - iv. Face covering: MCC Policy E-XXXI requires all students and employees to wear face coverings while in campus buildings. <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXXI.pdf>
- b. The Physical Plant will provide faculty with hand sanitizer/disinfectant spray and/or wipes, and all employees are required to disinfect their work areas.
- c. Faculty will be required to limit face-to-face events and meetings that require close contact and replace those with virtual meetings and/or telephone calls.
- d. Faculty will refrain from all non-essential instructional travel.
- e. Policies and leave considerations (<https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/policies-leave.html>):
 - i. Employees must self-report using the online form through Human Resources first before any action can be taken relative to time off or employee leave.

The form is located at

https://mclennan.co1.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN

- ii. Emergency Sick Leave: Any employees diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee's personal sick leave balance.
- iii. Emergency Personal Leave: Any employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employee who has been in contact with a possible COVID-19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or disconfirmed. Emergency personal leave does not impact the employee's personal leave or vacation leave balances.
- iv. Existing Leave Options: Employees have the ability to seek approval from their supervisor to use earned leave to be absent from work based on existing College policies.

2. Student Protocols

- a. Students are expected to follow all applicable Safety and Health Guidelines - <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> –
 - i. Safe practices: <https://www.mclennan.edu/crisis-management/coronavirus-updates/student-resources/Student%20Safety%20Practices>
 - ii. All students should do a self-assessment of their health before coming to the campus each day - <https://www.mclennan.edu/crisis-management/coronavirus-updates/student-resources/Student%20Self-Assessment%20Form>
 - iii. Face covering: MCC Policy E-XXXI requires all students and employees to wear face coverings while in campus buildings. <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXXI.pdf>
- b. The College will provide students with hand sanitizer/disinfectant spray and/or wipes and required to disinfect their work areas frequently before and after each use.

3. Classroom Protocols:

- a. Physical Distancing
 - i. Where possible, there will be a single point of entrance and separate point of exit for egress. Where this is impossible, an entry and exit protocol along with directional flow will be establish that complies with the 6-foot physical distancing.
 - ii. Seating will conform to physical distancing rules of 6 feet separation. This may vary by room size and configuration. If a program needs to use an alternate configuration, the program must first get approval from their respective Dean.

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- iii. Faculty will be responsible for demonstrating positive physical distancing and complying with the proximity standards
 - iv. Physical distancing coaching will be part of routine class or lab activities. Faculty should use the MCC-produced video discussing physical distancing, face coverings, building/room entry and exit, self-screening, and reporting on the first day of instruction. Faculty will politely remind students who inadvertently breach the proximity parameters of the physical distancing protocols by their faculty while in class.
 - v. Faculty will ask students who repeatedly or intentionally breach the proximity standards or other safety protocols to include use of face covering to leave or refrain from entering the class. If the student(s) refuses, faculty or staff should then call the MCC Police Department. Subsequently, faculty should refer the student to Kelli Nehring, Compliance Specialist regarding violation of policy. See Section 3.b.i. as an alternative to face-to-face classes. (knehring@mclennan.edu or ext. 8520).
- b. Classroom Safety
- i. Students will be required to wear a face covering at all times. If a student forgets or does not have access to a mask, the faculty may give them the option to attend the class remotely (i.e., via Zoom) and may provide them with a timeline to make up whatever hands on portion they miss. In general, faculty should provide multiple options to students for academic work whenever possible.
 - ii. Faculty and students will disinfect their work surfaces and computers (monitor, keyboard, mouse and peripherals) before and after each class session. The College will provide cleaning materials in each classroom.
 - iii. Faculty will be required to wear a face covering in the classroom, either a mask and/or a face shield (the College will provide the face shields). A face shield is a clear plastic barrier that covers the face. For optimal protection, the shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece (<https://jamanetwork.com/journals/jama/fullarticle/2765525>). If faculty must enter beyond the six-foot physical distancing perimeter to assist or instruct a student, they should wear proper face covering in addition to the shield.
 - iv. All classrooms will undergo a "deep" cleaning every evening following guidelines specified by the CDC. Physical plant custodial crew will handle this cleaning.
- c. Departments/programs are empowered to move chairs, use painters' tape, etc. to prepare rooms for usage following College's safety protocols.
4. Lab Protocols including computer labs
- a. Physical Distancing
 - i. Where possible, there will be a single point of entrance and separate point of exit for egress. Where this is impossible, an entry and exit protocol along

- with directional flow will be established that complies with the 6-foot physical distancing.
- ii. Seating will conform to physical distancing rules of 6 feet separation. This may vary by room size and configuration. If a program needs to use an alternate configuration, they must first get approval from their respective Dean.
 - iii. Faculty will be responsible for demonstrating positive physical distancing and comply with the proximity standards
 - iv. Physical distancing coaching will be part of routine class or lab activities - consider one MCC produced video discussing things like physical distancing, face coverings, building/room entry and exit, self-screening and reporting. Faculty would share this video on the first class day. That way faculty have an idea what to "say" and students hear the same message.
 - v. Students who inadvertently breach the proximity parameters will be reminded of the physical distancing protocols
 - vi. Faculty will ask students who repeatedly or intentionally breach the proximity standards or other safety protocols to include use of face covering to leave or refrain from entering the class. If the student(s) refuses, faculty or staff should then call the MCC Police Department. Subsequently, faculty should refer the student to Kelli Nehring, Compliance Specialist regarding violation of policy. See Section 3.b.i. as an alternative to face-to-face classes. (knehring@mclennan.edu or ext. 8520).
- b. Departments/programs are empowered to move chairs, use painters' tape, etc. to prepare rooms for usage following College's safety protocols.
- c. Lab Safety
- i. Students are required to wear a face covering at all times. Gloves and other Personal Protective Clothing may be required, depending on the nature of the lab work.
 - ii. Faculty and students will disinfect their work surfaces and computers (monitor, keyboard, mouse and peripherals) before and after each class session. Their work area, lab equipment, and any additional tools will be sanitized prior to and after each use.
 - iii. Faculty and students will use disposable gloves when handling tools and equipment that are not easily sanitized. They will discard the disposable gloves after use, and they are not to be worn for the remainder of lab activities.
 - iv. Faculty will be required to wear a face covering in the classroom, either a mask and/or a face shield (the College will provide the face shields). A face shield is a clear plastic barrier that covers the face. For optimal protection, the shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece (<https://jamanetwork.com/journals/jama/fullarticle/2765525>). If

faculty must enter beyond the six-foot physical distancing perimeter to assist or instruct a student, they should wear proper face covering in addition to the shield.

v. Shared Objects:

- a) Faculty should discourage the sharing of items that are difficult to clean or disinfect.
- b) Faculty should ensure that there are adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
- c) Faculty and students should avoid sharing electronic devices, books, pens, and other learning aids.

d. Hygiene:

- i. Faculty and students will develop a regimen for routine hand washing during lab activities
 - ii. Handwashing will occur prior to lab and at the conclusion of lab.
 - iii. Handwashing will take place at hourly intervals or more frequently when activities require common surfaces to be touched by more than one individual where feasible.
- e. All classrooms will undergo a "deep" cleaning every evening following guidelines specified by the CDC. The physical plant custodial crew will handle this cleaning.

5. Teaching Methodologies

In order to maximize both flexibility and efficiency, the College is open to a number of innovative solutions regarding instruction. In determining the best methodology for a particular discipline or course, the College will seek to make decisions by keeping the questions below in mind in all situations:

- Does this support our students' academic success?
- Does this methodology ensure a safe and healthy environment for students and faculty?
- Does this methodology make efficient use of College and student resources?

The material below provides several preferred methodologies as faculty and administrators make final determinations as we prepare to open for F2F instruction. The College is open to other possibilities but they will require Dean pre-approval.

- a. Faculty will teach all courses in an online, blended, or 2-way format. This allows instruction to remain flexible and adaptable to changes in the federal, state, and local guidelines in response to the COVID 19 virus spread. Blended courses allow two other benefits: they help us to meet the needs of students who require F2F training and they enable us to adapt instruction to reduced classroom capacity because of physical distancing. The Texas Administrative Code

([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=257](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=257)) defines blended instruction

- as a pedagogical model that requires more than 50 but less than 85% asynchronous instructional content (i.e., students are not required to be available for this content at a set time or date). Faculty can offer students the option to attend a synchronous lecture but record it for the rest of the class so students can view it on their own schedules. If the instructor does not believe they can meet the level of blended learning (at least 50% asynchronous), they may discuss an alternative with their division director and/or the appropriate dean. If courses do not reach 50% asynchronous instruction, then they should be referred to as face-to-face or 2-way.
- b. For blended courses with class lids higher than actual class capacity, there several options to consider in teaching:
 - i. Split the course into two cohorts and rotate between them during the week, with half of the class attending in person on a given class day and reviewing a recorded lecture for their other course session. [NB: Whenever possible, faculty should record their lectures to enable students who must miss a lecture with an opportunity to review it outside of class.]
 - ii. Split the class into two (or more) cohorts and give the same presentation to each cohort each week. The rest of the course would be online. As noted above, faculty should record their lectures to enable students who must miss a lecture with an opportunity to review it outside of class.
 - iii. Split the class into those who want to attend face-to-face and those who would prefer to watch the class online, via Zoom or other option.
 - iv. Depending on the availability of classrooms, split the class into two separate classrooms and teach the course as F2F (most likely for afternoon, evening or weekend courses)
 - v. In all cases, faculty need to record their presentation/Zoom sessions so students can access them on their own time. Additionally, faculty can offer students who are either technologically able or not comfortable or able to attend the face-to-face session the opportunity to engage the materials online.
 - c. Courses that entail more than 50% of the instruction delivered synchronously via Zoom, will be labeled as "2-way" under the schedule type. Meeting information in the schedule note will have "Online Lecture", Specific Day/Time, and "Room to be arranged". Instructors will communicate through Brightspace how to join the scheduled Zoom meetings for the course.
 - d. Online courses, labeled "Internet" under the schedule type, require no more than 15% synchronous instruction including proctored testing.
 - e. In all cases, faculty need to contact their students prior to class and inform them of the format and time requirements for their class.
 - f. Physical classroom lids will not exceed twice the COVID 19 physical distancing capacity unless approved by the Dean.
 - g. We realize that classrooms include many different types of rooms including labs, lecture classrooms, lecture halls, computer labs, practice rooms, rehearsal halls and studio spaces. Consequently, faculty are required to work within the safety guidelines to meet the unique teaching requirements of their discipline. Faculty are

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welcome to be creative in their classrooms in teaching under the established safety guidelines. Faculty will make sure to keep their Division Chair aware of any changes that might impact safety guidelines.

- h. All classroom assignments, assessments, and projects will be turned in electronically unless there is a specific instructional requirement.
 - i. Attendance may be tracked for online instruction by means of a completion of a weekly assignment, whether it is a quiz, a short paper, or discussion board posting. Attendance in blended classes will depend on the course structure but may include F2F participation and online work.
 - j. Assessments: The College encourages faculty to include varied forms of assessments in their courses to track student progress. Electronic proctoring software Proctorio is available for all faculty is needed to for up to two major exams per class.
6. Academic Support and Tutoring and Learning Technology Building:
- a. Study rooms will be available for students wishing to study together and individually. Students will follow all the safety protocols (distancing, face coverings, etc.) and occupancy will be limited to the size of the room to appropriately physically distance. Staff will monitor student use of the room and clean between student uses. All study rooms will undergo a "deep" cleaning every evening following guidelines specified by the CDC. Physical plant custodial crew will handle this cleaning. Technology available for student use:
 - b. Computers with cameras, headsets, and mics are available in the Learning Technology Center and Academic Support and Tutoring for student use. Staff will monitor student use of computers and ensure that they are cleaned between student uses.
 - c. Free Wi-Fi is available in outdoor areas.
7. Dual Credit
- a. Faculty will follow the same protocols listed under Travel below.
 - b. If possible, the faculty will work with the High School Pathways office and the respective high school about teaching their course(s) remotely (i.e., using Zoom). Faculty will then be able to schedule physically visit to individual high schools periodically to visit their students.
 - c. Specific guidelines may be augmented as we align with our ISD partner institution's safety protocols.
8. Ranch Protocols
- a. Highlander Ranch will be using synthetic reins and synthetic saddles whenever possible. Reins and the fronts of the saddles will be disinfected after each use.
 - b. Hand sanitizer stations will be set up on the tables outside the concession stand, and riding instructors and students will be required to sanitize their hands before and after each lesson. Students may wear disposable gloves if they choose.

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- c. Instructors and students who ride together are required to wear coverings and maintain six feet physical distancing where possible. Once riders are safely on horses, they may lower their coverings if they choose.
- d. Those observing the riders will remain in their vehicles in order to limit the number of people in the immediate area in accordance with MCC guidelines.
- e. No one will be allowed to enter the barn except MCC employees and horse owners.
- f. Other outdoor classes will follow the protocols listed above. All participants will be required to wear a mask if they enter within the 6-foot perimeter of each other.

9. Travel

- a. Instructional travel will be limited as much as feasible for instructional purposes.
- b. Faculty will work with their respective program accreditors or licensing bodies for guidance and flexibility regarding practicum/clinical hours.
- c. Faculty will work with off-site instructional sites (clinical, internship, etc.) on maintaining their safety guidelines and ours. Faculty will also make sure students have the appropriate safety equipment (coverings, gloves, etc.) required by the off-site location.
- d. Program directors will check safety requirements at the off-site location and ensure that they align with the College's safety and physical distancing standards. They will ensure faculty inform their students of their responsibilities and expectations at the off-site location and provide the student with the proper personal protective equipment (PPE) as required by the site.
- e. Wherever possible, faculty are encouraged to be creative in meeting students off-campus training needs within the guidelines of their accrediting body/professional requirements. Other options include virtual exchanges or bringing expertise to campus where possible.
- f. Faculty will share a video/presentation with safety instructions and instructional guidance to students as an initial learning activity of each class and lab on the first class and lab after return.
- g. The VPI and relevant partners will review and amend Letters of Agreements to include MCC expectations (corporate training) as necessary for operations.

10. Handling a reported case of COVID 19 in the classroom will follow the College policy now under development by Frank Patterson.

11. ADA Considerations: It is important to remember the needs of our students with disabilities. Amy Sireci, MCC ADA Office, (asireci@mclennan.edu and ext. 8446) will notify faculty of a specific need a student has covered by the ADA. It is also important to ensure all courses are compliant with ADA rules. Richard Leslie and Diane Boles will provide additional information and training through the summer and fall semesters.

12. Communications:

- a. For consistency of communication, faculty should utilize the MCC-produced video discussing things like physical distancing, face coverings,

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- building/room entry and exit, self-screening and reporting, etc. Faculty will view and share this video with students at the first class meeting.
- b. COVID safety protocols and requirements for students will be developed by the College and posted in Brightspace. Faculty are encouraged to highlight this information for their students.
 - c. The College will provide students with information on the split classroom process and their assignment to their course cohorts. Instruction will work with Institutional Research to identify the cohorts using alphabetical sorting to create the cohort groupings. This will then be communicated to faculty and students at least one week before classes begin.
 - d. A one or two page poster will be posted in each classroom with an outline of safety protocols and necessary steps in implementing the guidelines.
 - e. A guideline for faculty traveling off campus will be provided and will include:
 - i. Off-site equipment needed (face covering, wipes, teaching shield...)
 - ii. Off-site classroom protocols/guidelines (room set-up social distancing, face covering, exit and entry protocols)
 - iii. Identification of a College point of contact and their contact information
 - f. Faculty will receive a quick reference guide for their use in teaching in the midst of the current public health challenges.

13. Training

- a. All employees must complete the MCC COVID 19 Safety Protocol training.
- b. Academic leadership will work to ensure that faculty make students aware of all the safety protocols in each classroom/lab on the first day of class through an educational video and use of classroom signage.
- c. Brightspace Mechanics includes a COVID-19 discussion board for faculty to discuss strategies for facilitating teaching and learning.
- d. The College will provide technical training modules for students.
- e. The College will provide faculty training on managing a split classroom.
- f. The College will produce a video/presentation that communicates campus safety expectations and share with all students. Students must acknowledge completing the video via Brightspace or a Qualtrix form before starting their coursework.

14. Resources. The College will provide:

- a. Cleaning materials in all classrooms and travel packs for off-site instruction (as needed)
- b. A face shield for faculty for the front of class
- c. PPE for lab classrooms
- d. Video, microphones, and playback capability in all classrooms
- e. Signage within each classroom of classroom protocols
- f. Signage for exit/entry/traffic flow guidelines
- g. Sanitation stations on each floor of every building used in instruction
- h. Proctoring testing software and training on its use

15. Timeline for Fall 2020 Semester: This timeline is based on the College being in Phase 5 of our Recovery plan. This is the proposed plan:

- a. June 30 through August 24
 - i. Develop training and informational videos to prepare faculty and students for the new environment we are facing with limited class capacity, physical distancing, mandatory face coverings and an enhanced cleaning regimen.
 - ii. Inform students of their need to prepare technologically and help guide them through acquiring, where possible, technology and network connectivity
 - iii. Work with advisors to guide students in making the best decision for course format in the fall
 - iv. Work with student and faculty focus groups to refine the protocols
 - v. Programs/disciplines will expand on the protocols for the needs in their specific areas and forward them through their Division Chair and Dean for approval. All protocols must use the classroom safety protocols as the minimum standard.
- b. August 24 – start of the fall semester offering blended and online courses
- c. November 24 – last day of F2F classes, all classes move online for the last week of class and final exams. Exceptions should be cleared by the Deans
- d. December 12 – Commencement will be virtual unless safety requirements allow a physical ceremony
- e. January – Decision on how to proceed for the Spring will be determined by the state of COVID 19 restriction in place at the start of the year