GUIDE FOR
Returning to Campus
Valencia Locations and Campuses

Revised 7/30/20

Roadmap for Reopening

GUIDE FOR
Returning to Campus
Valencia Locations and Campuses
A MESSAGE FROM THE PRESIDENT
Moving forward. Together.

I appreciate each and every one of you for rising to meet the many challenges the COVID-19 pandemic has brought to our campuses. When we made the difficult but responsible decision to close our campuses in March, our two top priorities were protecting the health and safety of the Valencia community and ensuring the continuity of our students’ learning. Those remain our top priorities.

Our Conditions to Reopen team, together with four interdisciplinary task forces composed of experts from across our campuses, have developed the Roadmap for Reopening, a deliberate, phased plan to restore on-campus instruction and work. We have been operating under Phase 1 of this plan since March. In June, we announced our intention to move to Phase 2 beginning Sunday, August 1, 2020.

Under Phase 2, the majority of Valencia College operations — teaching, learning, student affairs and learning support — will continue online. Around 200 programs and courses will be offered on campus at least part of the time using modified meeting formats to reduce the number of individuals gathering together at the same time and will allow for physical distancing.

We appreciated from the outset that individual employee and student readiness for returning to campuses is different than organizational readiness for reopening. While we are confident that we can provide a safe and healthy environment on our campuses, it is more important that you feel safe and ready to return to campus. During Phase 2, Valencia College is maintaining flexibility in scheduling, remote work and absence/leave policies to be as accommodating as possible.

Throughout this process, we have been in close consultation with Orlando Health to ensure our plans meet or exceed current public health recommendations and best practices. Some of the details of those plans are included here. Our goal is to be completely transparent about our decision-making processes as we transition through the phases of the plan. If you have any questions, I encourage you to contact Organizational Development and Human Resources at HR4U@valenciacollege.edu, or call the HR4U helpline at 407-299-5000, extension HR4U (4748).

I want to make clear that Phase 2 does not constitute a “new normal” for Valencia College. Instead, it is our carefully calibrated response to COVID-19 based on the current, best information we have regarding the fall term. We are prepared to move back to Phase 1 if conditions change, and we will be looking ahead to Phase 3 when conditions support an increased on-campus presence.

I encourage you to stay connected, engaged and attentive to the information coming from the College. We hope these plans will help you and ask that you remain steadfast in taking good care of yourselves and your families as well as the College as we continue to navigate these uncharted waters together.

Sandy Shugart
Valencia College President
ROADMAP FOR REOPENING
In This Book.

Phased Reopening
Phased Reopening information ........................................ 4
Courses Returning to Campus ........................................ 4

Health, Safety and Facilities Preparation
Steps We’re Taking Right Now ...................................... 5
Steps We’ll Take During Phase 2 ..................................... 6

Daily Health Assessment
CDC App and Illness Reporting ..................................... 7

The On-campus Experience
What to Bring and What Not to Bring ............................ 9
Arriving to Campus and Required PPE ........................... 9
Cleaning Protocols ....................................................... 10
Working on Campus .................................................... 10
In the Classroom ......................................................... 10
In the Laboratory ......................................................... 11
Signage ........................................................................ 11

Accessibility on Campus
What is Accessible on Campus .................................... 12
Alternatives for Services Not Available on Campus ....... 12

Phase 3
Phase 3 Decision-making ............................................ 12

Where to Find More Information
Links and Resources .................................................. 13
Phased Reopening

The Roadmap for Reopening document describes Valencia College’s framework for thinking about the rationale and the logistics of expanding operations beyond our current state. The framework is designed to represent a collegewide perspective on both the needs for various programs and departments as well as the ability of the College to meet those needs and support the employees and students who come to a Valencia location or campus. The phases and factors are not a checklist but rather, a guide to decision-making.

Phase 1: Operations
(March - July 31, 2020)

Phase 2: Limited Opening
(August 1 - at least December 31, 2020)

Phase 3: Broader Opening

Phase 4: Return to Full Business Operations

Click here to access the Phased Reopening PDF

Courses Returning to Campus

The Courses Returning in Phase 2 document provides a list of programs that have some courses returning and facilities that will be operating in Phase 2, as well as links to the credit class and Continuing Education course schedules that provide location and modality details.

Click here to access the Courses Returning to Campus PDF
Health, Safety and Facilities Preparation

Minimizing health risks to the Valencia community is the College’s top priority. Protecting our community from the coronavirus requires we follow rigorous, extensive cleaning and sanitizing protocols that at least meet, if not exceed, standards set by the Centers for Disease Control and Prevention.

Four interdisciplinary task forces composed of experts from across the College were formed to recommend protocols, processes and practices for each phase of the Roadmap for Reopening. Their reports were reviewed and endorsed by the Orlando Health Business Ready Task Force to ensure we are doing everything we can to keep our on-campus experience safe.

Preparations are well underway for our phased return to our campuses in August, and teams are already on-site getting our facilities ready to reopen. The Facilities Team — Custodial, Grounds and Maintenance — is committed to providing a safe environment for all current and future on-site faculty, staff and students. The team is focused on training, procedure changes, personal protective equipment (PPE), supplies and any staffing changes that may be needed.

Steps We’re Taking Right Now

Training
- All custodians are completing an eight-hour COVID-specific A.C.E. (Accredited Cleaning Expert) Infection Expert certification from GEM Supply Company before Phase 2 begins.
- Custodians are also taking an Occupational Safety and Health Administration (OSHA) Workplace Hygiene and Illness Prevention course, which covers how to properly clean to prevent many types of potential viral and bacterial infections.
- All our facilities’ leaders are taking the OSHA Preparing the Workplace for COVID-19 course.

Supplies
- The College is sourcing the following to meet the anticipated needs of facilities operating in Phase 2:
  - Personal protective equipment including masks and supplies specific to the programs that will be onsite;
  - Hand sanitizer and supplies to support frequent hand washing;
  - Disinfecting products and equipment, including, but not limited to: disinfectant, disinfectant wipes, electrostatic sanitizing misters and UV lighting.
  - Supplies will be securely stored and accessible to custodians and facility employees.

Preparing Our Spaces
- Each activated location is being assigned a single point of contact for immediate resupply needs. The College has named an individual who is responsible for maintaining the inventory of supplies and ensuring distribution to all activated locations.
- Paper towels will be provided as the use of hand dryers is not recommended.
- Signage with common colors, icons and instructions are being developed for hand washing, sanitizing, physical distancing, PPE use, entry and exit, hallway flow and other needs.
- Measures will be put in place to prevent cross contamination of multiple users of a space or surface.
- A facility and equipment sanitizing plan is being developed and implemented for all spaces to be activated in Phase 2.
Steps We’ll Take During Phase 2

Cleaning and Sanitizing
• All activated spaces will be thoroughly cleaned and sanitized daily in accordance with Centers for Disease Control and Prevention (CDC) guidelines.
• Classrooms will be cleaned in between each class meeting by trained custodial staff. Classes will be separated by at least 45 minutes to provide sufficient time for our custodians to prepare the room for the next meeting.
• Restrooms and high-touch surfaces in all activated buildings will be cleaned multiple times each day.
• Hand sanitizer will be available in each activated classroom, office and laboratory as well as in common spaces and all high-traffic areas with clear and noticeable signage.
• Disinfectant in spray bottles and on paper towels will be available in all occupied classrooms, break rooms and shared spaces. Disinfectant wipes will be available in specified areas where the disinfectant spray cannot be used.

Safety in Our Buildings
• To the extent possible to maintain security and follow fire regulations, doors will be propped open to limit the need to touch doorknobs.
• Signs will specify exterior doors as entry or exit only, and signs will direct foot traffic to avoid congregating. Some hallways will be one-way.
• Faculty should feel empowered to enforce cloth face coverings and physical distancing in their classrooms, just as they would any other classroom behavior.
• Additional supplies of cleaning and sanitizing products will be available in each activated building.
• Paper towels will be available in restrooms, break rooms and classrooms.
Daily Health Self-assessment Using CDC App

Daily Health Assessment
All individuals, including employees, students and vendors coming on-site are required to complete the Centers for Disease Control and Prevention’s (CDC) Self-Checker for COVID-19 symptoms prior to arriving to campus, and, if appropriate after a self-screen, stay home and contact a medical professional for evaluation.


Please answer all questions honestly — protecting the health and safety of the Valencia community is a shared responsibility. Depending on how you answer the questions, the CDC’s self-assessment may clear you to come to campus or direct you to stay home, seek medical attention or take other actions to limit the spread of COVID-19.

For most on-site academic programs in Phase 2, COVID-19 testing will not be required for anyone coming to the campus that does not have any symptoms of COVID-19 based on federal, state and Orlando Health guidance. Should that guidance change, then broader testing may be required for the Valencia community.

If You Pass
You are welcome to come to campus. However, if you are feeling ill, please stay home even if the self-assessment clears you to come to campus.

If You Do Not Pass
Valencia is here to support you if you do not pass your self-assessment, become ill, test positive for COVID-19, come in close contact to someone who tests positive or must provide care for someone with COVID-19, and we will do all we can to make it easier for you to focus on taking care of yourself or your loved one.

If you are one of the employees or students on campus and:
• Your daily self-assessment indicates that you should seek medical care; or
• You test positive for COVID-19; or
• You come into contact with someone who has tested positive for the virus; or
• You need to provide care for someone with COVID-19

Employees should first contact their supervisor, and students should contact their professor and then notify Valencia College’s case manager for illness reporting and contact tracing at COVIDillness@valenciacollege.edu.

This is a crucial first step toward keeping our community safe and limiting the potential spread of the coronavirus.

In addition to helping protect the Valencia community, reaching out to our COVID-19 case manager will enable the College to initiate several means of supporting you and ensuring you have what you need to continue work or study from home.

Anyone diagnosed with COVID-19 should seek immediate medical attention and closely follow the instructions of medical professionals. Valencia is partnering with Orlando Health to provide access to a virtual visit with an Orlando Health physician for those employees and students without health insurance. For details, see the section below, “If You Don’t Have Health Insurance.”
What Happens After Reporting an Illness?
Once a confirmed or suspected case of COVID-19 is identified, the College will initiate contact-tracing protocols, which are based on when the person was at the College, what activities he or she was involved with on campus, who was in close contact with the individual and what rooms or spaces the person visited.

Any person testing positive for COVID-19 or exhibiting symptoms must receive authorization to return to campus from the COVID-19 case manager.

This includes activities such as, but not limited to:
• Notifying the appropriate College contacts for further tracing, if needed — such as determining access to buildings or rooms via electronic means such as swipe-card records — to determine who else may have been in contact with the person reporting illness.
• Contacting the individual’s supervisor, or if it’s a student, his or her professors.
• Informing the Facilities team, so schedules can be revised and deep cleanings completed.

The College will also contact all potentially exposed individuals to alert them that they may have been exposed, to ask about any symptoms and provide arrangements, if applicable, to facilitate remote working, remote learning or other support for any employee or student who is asked to self-isolate as a precautionary measure.

For additional information on illness reporting and contract tracing, please visit https://valenciacollege.edu/about/coronavirus/illness-reporting-and-contact-tracing.php

When You’re Away From Campus
Each of us in the Valencia community shares in the responsibility of keeping each other safe and limiting the spread of the coronavirus. Part of our obligation to each other is to follow safe practices when you’re away from campus.

The CDC recommends these practices to protect yourself, and thus others, from contracting COVID-19:
• Wash your hands often
• Avoid touching your face, eyes or mouth with unwashed hands
• Avoid close contact with people who are sick, even in your home
• Maintain a physical distance of at least six feet from others whenever possible
• Cover your mouth and nose when around others
• Cover coughs and sneezes using a tissue or the inside of your elbow
• Use hand sanitizer
• Disinfect commonly touched surfaces before and after each use

Avoid gatherings of people, especially if they are not practicing physical distancing or wearing masks, and limit unnecessary errands.

If You Don’t Have Health Insurance
Valencia is partnering with Orlando Health to provide access for those employees and students working or learning on-site to a virtual visit with an Orlando Health physician and, if necessary, to provide a COVID-19 test and, if positive, complete follow up testing and return-to-work/school clearance at no cost to the individual. Contact Tanya Mahan, COVID-19 case manager, at COVIDillness@valenciacollege.edu.
The On-campus Experience

Arriving
To help facilitate and simplify travel on campus, specific parking lots will be designated for use.

Welcome stations will be staffed by College personnel to serve as checkpoints. Employees, students and visitors will confirm their daily health assessment results and ensure that they have a face mask. Anyone coming to campus without a face mask will be provided one at the welcome station.

Informational flyers on physical distancing guidelines, PPE requirements, facilities availability and personal responsibilities while on-site will be available at the welcome stations.

Required PPE
All employees, students and vendors on campus are required to wear face masks that cover the mouth and nose while indoors and outdoors, where physical distancing is not possible. If an individual comes on-site for work or classes and does not have a face mask, the College will provide one. Everyone should feel empowered to require masks be worn while in their presence.

What to bring
• You should bring your own mask that covers the mouth and nose. The College will provide one washable, reusable mask to anyone who does not have one.
• You are welcome to bring your own hand sanitizer and any specialized PPE to supplement what is provided by the College.
• You are encouraged to bring your own food and beverages, including a refillable water bottle, if desired. During Phase 2, food and beverage services will not be available, though water refilling stations will be available.

What not to bring
Please do not bring your own cleaning or disinfecting supplies to campus. The College has supplies that meet CDC guidelines and are appropriate for the various surfaces in our facilities. Products brought from home may not meet these standards and thus may not protect against virus transmission.

Why Do You Need to Wear a Mask?
The Centers for Disease Control and Florida Department of Health recommend wearing masks or face coverings when around other people or in public places to help prevent the spread of COVID-19. The CDC recommends masks should:
• Fit snugly but comfortably against the side of the face;
• Be secured with ties or ear loops;
• Include multiple layers of fabric;
• Allow for breathing without restriction; and
• If reusable, be able to be laundered and machine dried without damage or change to shape. Wearing a mask is one of the important things each of us can do to protect each other from COVID-19 and ensure a safe campus environment. Health and safety is a shared responsibility.

Hand sanitizer will be widely available in all open facilities for faculty, staff, students and vendors. In addition, each open facility will have a point of contact who can provide additional supplies of hand sanitizer or cleaning supplies if needed. Feel free, however, to bring your own hand sanitizer, if desired.
What if Someone Else Isn’t Wearing a Mask?
All individuals working or learning on-site are empowered to ask someone who is not wearing a mask to do so. If individuals refuse to comply, the administrator on duty at the location will provide an additional opportunity to comply and may require the individuals to review training on mask-wearing and health/safety.

If individuals either continue to refuse to wear a mask or repeatedly do not comply, they will be asked to leave campus until they are willing to consistently comply with the requirement. Ultimately, disciplinary action for employees or students and revoked access privileges for vendors may be employed for those who are unwilling to comply.

Cleaning Protocols
The College has sufficient cleaning and sanitizing supplies that meet CDC guidelines and are appropriate for the various surfaces in our facilities.

What You Should Do
- Wash your hands frequently and avoid touching your face or other people.
- Disinfect surfaces you touch in common areas with products provided by the College.

What We Will Do
- Make available several water refill stations as water fountains will be disabled.
- Provide hand sanitizer and disinfectant in each activated classroom, office and laboratory as well as in common spaces and all high-traffic areas
- Utilize clear and noticeable signage providing instructions on hand-washing, disinfecting surfaces after each use and protecting yourself from possible transmission of the virus.
- Thoroughly clean and sanitize all activated spaces daily in accordance with CDC guidelines.
- Clean restrooms and high-touch surfaces in all activated buildings multiple times each day.
- Clean classrooms in between each class meeting.

Working on Campus
Common Areas
Lingering or gathering in common spaces is discouraged. Occupancy may be limited and furniture may be removed to maintain physical distancing. High-touch items will be cleaned multiple times per day. Hand sanitizer and disinfecting supplies will be available in each common-use area. Please disinfect surfaces you touched.

Restrooms
Restroom stalls, sinks and urinals will be marked off to promote physical distancing. Where possible, paper towels will be provided and electric hand dryers will be disabled. Signage placed outside of restrooms will encourage only one person at a time in the restroom.

Meetings
To the greatest extent practicable, meetings should continue to be conducted virtually. In-person gatherings should be limited, and everyone should maintain proper physical distancing, wear masks when on campus, indoors and outdoors, and refrain from physical contact.

Elevators
When possible, please use the stairs so that elevators are available when needed for ADA accessibility and to maintain physical distancing. If an elevator is needed, occupancy should be limited to the posted limit on the particular elevator.

In the Classroom
Anyone attending class must wear masks, utilize additional personal protective equipment as appropriate and maintain recommended physical distancing guidelines. If a person refuses to comply with these
requirements, he or she will be asked to leave and, if necessary, security will escort the individual off campus. Classrooms will be cleaned in between each class meeting by trained custodial staff. Hand sanitizer and disinfectant in spray bottles and paper towels will be available in each activated classroom. Disinfectant wipes will be available where disinfectant spray cannot be used.

In the Laboratory
Special protocols have always been in place for our laboratories to protect everyone’s health and safety. Some additional protocols will be enforced during Phase 2:
- In addition to standard lab PPE, gloves will be required when students need to touch common surfaces. They must be put on prior to entering the laboratory, and they must be deposited into the trash receptacles inside the lab prior to exiting.
- Face masks covering the nose and mouth must be worn at all times in the lab, and physical distancing must be maintained at all times.
- Lab inventories should accommodate students having their own individual glassware and equipment whenever possible.
- All reusable PPE will be disinfected between sections. For example, a two-step process will be used for cleaning a set of goggles. First, the student disinfects with the 70% isopropyl alcohol-based product provided. Second, the goggles will be passed under an ultraviolet light stored in the lab.
- All surfaces will be disinfected before and after each section by lab staff.
- Only essential lab equipment will be used. Non-essential items, such as printers, will be removed from the lab to reduce the items and surfaces that need to be sanitized.
- Digital alternatives, such as a personal touch screen, will be used when appropriate to minimize sharing of common-use objects.

Signage
Clear and conspicuous signage will be present on campus to reinforce COVID-19 safety guidelines, direct vehicular and foot traffic, mark entry and exit doors, indicate maximum occupancy limits and provide other helpful information. Everyone on campus is expected to comply with official signs and verbal instructions from College employees.
What is Accessible on Campus

During Phase 2, only staff involved with the safety, security, cleaning and maintenance of the facilities, faculty who are delivering classes on-site, and students enrolled in face-to-face courses should be on campus. All other employees and students should continue working and learning remotely.

Only those buildings and facilities necessary to accommodate on-campus instruction and work will be open, and portions of these activated buildings may remain closed and off limits. Entrances and exits to activated buildings will be clearly marked, and hallways may be designated as one-way to maintain physical distancing.

Alternatives for Services Not Available on Campus

Physical facilities, such as the cafe, library, Center for Teaching/Learning Innovation and student and learning support services will be closed. Many of these resources, such as the library, Teaching and Learning, and student and learning support services will continue to operate online.

Phase 3 Decision-making

We will operate under Phase 2 at least through the end of 2020 and, at this point, do not have a specific timeline for moving to Phase 3. We recognize that conditions may change that require us to return to Phase 1 operations or remain in Phase 2 operations for an extended period of time.

Our Roadmap for Recovery plan outlines several conditions that would need to be met before we could move forward to Phase 3:

- Local, state and federal health guidance align and support full opening
- Public schools and daycares are open
- Public transportation is available
- All local and state stay-at-home orders lifted
- Testing for the virus and/or antibodies is widely available
- Access to physical and mental healthcare is widely available
- Hospitals are operating at regular capacity
- Many industries and businesses, across sectors, are open

In addition, we must be confident we can respond to the various health needs of our employees and students who may contract the virus after we return, who may be immunocompromised, may care for someone who is immunocompromised, or is a member of a vulnerable population as defined by the CDC.

We have taken a cautious, deliberate approach to reopening our campuses based on science and informed by feedback we received from faculty, staff and students. We will not be changing that approach and will keep you fully apprised of our decision-making process as we consider moving to a new phase of operations.
Where to Find More Information

Roadmap for Reopening website:
https://valenciacollege.edu/roadmap

Valencia College’s COVID-19 information website:
https://valenciacollege.edu/about/coronavirus/

For employee information, contact Organizational Development and Human Resources:
https://valenciacollege.edu/employees/human-resources/
407-299-5000, extension HR4U (4748)

For student information, contact the Answer Center:
https://valenciacollege.edu/students/answer-center/index.php
407-299-5000, extension 1507

For information about the Employee Assistance program:
https://goo.gl/FIRtK