

RVCC Reopening Taskforce and Covid-19 Response – Updated 9/28/2020.

Over the past months, RVCC has responded proactively to the COVID-19 situation. As we move back to more on-ground classes and operations, we have been actively planning and adopting new procedures and practices which are summarized within this document.

RVCC's Reopening Task Force meets regularly to discuss various procedures and items in order to have representation from all areas of the college. Our institutional task force includes

RVCC's:

- Staff Union Steward
- Facilities Manager
- Faculty representative
- CFO
- President
- VPASA
- AVP of Strategy

Facilities

1. Cleaning

- a. Since March, we have been using additional cleaning practices, over and beyond our regular daily thorough cleaning schedule. This includes cleaning high-touch points such as all door handles, fleet vehicles, all counter tops and tables, computer stations, water fountains, hand rails, etc.
- b. Our facilities department has coordinated with the Registrar's Office on all on-ground classes to assure adequate time to clean classrooms between classes.
- c. Cleaning protocols have been posted for all classroom instructors and students to clean personal work areas, use PPE, and replenish missing supplies.

2. Masks and Face Shields

- a. Appropriate face coverings and/or other protective gear are required in all public areas.
- b. This includes classrooms, hallways, bathrooms and paths to/from vehicles.

3. Building Access

- a. We have actively monitored building access, restricting public access since March and keeping track of all employees coming to work on-site. We will continue this through the summer, allowing students on campus per-appointment or for classes and continuing labs critical to meet in-person hours.
- b. Access to the building is currently only through one entrance. Any student that needs to enter the building is either delivered materials (computers, food, etc) to their vehicle or met at entrance and escorted by the person meeting with the student.

- c. All individuals who enter RVCC facilities on all three campuses must be scanned by RVCC's thermal imaging kiosks to ensure they do not have a fever. On the Claremont campus all students will park and enter through the rear entrance while faculty and staff will park and enter through the front entrance.
- 4. PPE
 - a. We have gowns, face shields, face masks and gloves for student and faculty/staff use. Additionally, some of our faculty have made reusable sewn facemasks for employee use.
 - b. We currently have sufficient supplies and will continue to work with system office and our current vendors to ensure adequate stock.
- 5. Classrooms and public spaces
 - a. Maintenance has redesigned all classrooms taking out tables and chairs and setting them up so that 6 feet of distancing can occur. This has changed the classroom capacity and the registrar is reassigning classes based on these new numbers.
 - b. IT is doing the same with computer labs. Taking out computers and reinstalling in other rooms to assure 6 feet distancing.
 - c. Maintenance has redesigned areas to limit congregation in close space. For example, we have removed numerous tables from the cafeteria so that the space will be utilized using social distancing.
 - d. We have stocked every classroom with disinfectant wipes, gloves and masks. Safety rules are being posted in every classroom to comply with CDC guidelines.

Compliance

- 1. On May 2, we developed an online check-in sheet to comply with the Governor's order for symptom monitoring and attestation. This form has since been adopted by CCSNH. We have been requiring use of this for our maintenance and all on-site employees, students, and visitors. We will continue to do this and be in active communication with anyone who declares any concerning details.
- 2. Students are instructed to report any potential positive test to VPASA Jennifer Cournoyer. Faculty and staff must report any potential positive test to AVP Josh Lamoureux.
- 3. RVCC will work closely with the New Hampshire Department of Health and Human Services to resolve any positive test. A positive test taskforce is comprised of two trained contract tracers (CFO, Nursing faculty), the President, the Vice President, the Associate Vice President, the head of maintenance, and the head of security.

Workforce Planning

- 1. Space Planning
 - a. We have installed Plexiglas shields for all service areas to protect our employees and students during interactions.
 - b. We have also set up Plexiglas stations in a large classroom to allow students work one on one with staff with appropriate protection and distancing.

2. Workloads

- a. We have been proactive in our communication of plans and needs, and thus have had all employees step up with positive attitudes to help in many different areas. Employees who have lessened workloads due to lack of on-ground activities have been assigned to assist other functional areas (in compliance with the staff CBA). Thus all employees have steady and consistent work to be performed, whether on-ground or remote.

3. Schedules and Remote Work

- a. We moved almost all operations to remote work mid-March, without any issues. Our IT team and business office have provided all the necessary means to make this happen.
- b. The RVCC leadership team works proactively with all managers to monitor employee schedules, both remote and on-ground. Since more on-ground operations began on June 1st, we have asked all managers to create fair and equitable schedules for their teams to meet their functional area needs and still remain flexible for remote work and childcare needs. The goal of scheduling is to complete the necessary work but utilize remote schedule so that there is not a large congregation of employees on campus nor a large congregation of employees in one office space. We have asked staff and faculty to wear masks on campus when not in their office.

Academics

1. Completion of Spring Courses

- a. Due to the dedication and diligence of our staff, all spring classes were completed with appropriate social distancing and safety precautions.

2. Summer and Fall Planning

- a. The VPASA and Department Chairs moved all summer classes online. Fall classes have been assigned strategically. Many Liberal Arts class will remain online. This will open classroom space so that we can use multiple classrooms for lab classes to assure safe social distancing. Faculty have been creative, including creating individual A&P kits and mailing them to each student in order to continue experiential learning.

3. Instruction and Adjuncts

- a. We have held multiple sessions and workshops on transitioning classes previously only ever done on-campus to online. These have been well attended. Department Chairs and Program Coordinators have worked willingly and diligently with all of their adjuncts to create effective online environments. All of this work has been done proactively with great enthusiasm and positive attitudes, with many of our faculty voluntarily going the extra mile.
- b. The Department Chairs and HR have developed communication and language within adjunct contracts to ensure adjuncts understand the need for summer and fall classes to be able to be fully online or move to online format quickly should another

COVID crisis happen. Adjuncts will be set up for success in their classes, regardless of the pandemic situation.

Communication

1. Since mid-March, the Leadership team has met consistently (via Zoom) 2-3 times per week with all staff managers and department heads to share updates, gather feedback and input, and to outline new procedures. These have proved invaluable and we have received many comments from faculty and staff who are grateful for the transparent and efficient way the pandemic has been handled at RVCC.
2. Emails have been sent out to all faculty and staff which covered the following:
 - Compliance with the NH Stay at Home Order 2.0
 - Working towards a return to campus on 6/1
 - Taskforce names for contributing ideas and needs
 - Self-reporting form requirement for coming on-campus
 - Preparations being made for student interactions, facilities, etc
3. An All College meeting was held, attended by nearly every faculty and staff (via zoom), at which much of the planning that had been done and the upcoming procedures for the summer and fall were covered.
4. A dedicated Covid-19 page for students is updated regularly.
5. The President has recorded videos for students with pertinent information updated every other week.
6. The college communicates regularly to its partners on its status, procedures and plans.