

COVID-19



CORONAVIRUS (COVID-19)

Policy Guide



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Table of Contents

Purpose	3
Employee Guidelines	3
Supervisor Guidelines	5
Student Guidelines	5
Cleaning Guidelines	6
Instruction and Learning Environments	6
Student Health Services	9
Isolation and Quarantine	11
Student Center	11
Counseling & Wellness	12
Meeting & Conference Rooms	12
Housing	12
Laundry Guidelines	13
Dining	13
Recreation and Fitness	14
Safety	14
Transportation	15
Travel	15
Visitor Guidelines	15

Purpose

This policy provides guidance for Beacon College's response to Coronavirus Disease 2019 (COVID-19).

COVID-19 is a respiratory illness that can spread person-to-person. The outbreak began in China, but the virus continues to spread internationally and in [the United States](#).

Ongoing studies investigate the transmissibility, severity, and other characteristics of COVID-19. Find updates on the Center for Disease Control's web page at <https://www.cdc.gov/coronavirus/2019-ncov/>.



Due to the evolving nature of the disease and the constantly revised recommendations, this policy will be reviewed regularly and updated in accordance with local, state, and federal policy guidelines.

This policy may help prevent workplace exposures to COVID-19 at Beacon College.

Employee Guidelines

1. Avoid office gatherings, breakrooms, and unnecessary visitors in the workplace.
2. Self-monitor for COVID-19 symptoms by asking key questions:
 - a. Have you had any symptoms of illness (cough, shortness of breath, fever, chills, gastrointestinal upset, etc.) in the past 10 days?
 - b. Has anyone in your immediate household had any symptoms of illness in the past 10 days?
 - c. While traveling off campus, have you diligently followed the required protocols for being on campus? (Consistently wearing a mask; maintaining social distance of at least 6 feet; good hygiene practices with frequent handwashing, and refraining from handshaking or other personal physical contact)
 - d. Have you been in contact in the past 10 days with anyone suspected, or confirmed, as having COVID-19?
 - e. Has anyone in your immediate household in the past 10 days been in contact with anyone suspected, or confirmed, as having COVID-19?
3. Stay home (or leave the workplace) and notify your supervisor if symptoms develop.



4. Employees must wear cloth masks or face coverings in public spaces and spaces multiple people use. The College will stock a limited supply of masks, so it is recommended to provide your own supply.
5. Practice social distancing by maintaining at least a six-foot distance from others when possible and no handshaking.
6. Dispel misinformation that COVID-19 is linked to individuals of a specific ethnicity, race, or national origin.
7. Refer students who exhibit symptoms to the nurse.

Supervisor Guidelines

1. Conduct meetings electronically even when working on campus. If meetings cannot be conducted virtually, limit in-person participation to 10 or less and enforce appropriate physical distancing and wearing of masks or face coverings.
2. Encourage those with increased risk of severe illness because of underlying conditions or over the age of 70 to continue working remotely and avoid large gatherings, remembering to social distance.
3. Consider staggering shifts to reduce workforce density.
4. Encourage single occupancy in work rooms.
5. Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their workspaces throughout the day.
6. Post and promote prevention strategies:
 - a. Wash hands frequently.
 - b. Practice social distancing by maintaining a six-foot distance from others when possible, with no handshaking.
 - c. Limit movement in the community and wear a face covering in public.



Student Guidelines

1. Self-monitor for COVID-19 symptoms by asking key questions:
 - a. Have you had any symptoms of illness (cough, shortness of breath, fever, chills, gastrointestinal upset, etc.) in the past 10 days?
 - b. Has anyone in your immediate household or student residence had any symptoms of illness in the past 10 days?
 - c. For residential students: Have you traveled anywhere off campus without being accompanied by a member of the Beacon staff or without permission from Beacon staff in the past 10 days?
 - d. For commuting/off-campus students: While traveling off campus, have you diligently followed the required protocols for being on campus? (Consistently wearing a mask; maintaining social distance of at least 6 feet; good hygiene practices with frequent handwashing, and refraining from handshaking or other personal physical contact)
 - e. Have you been in contact in the past 10 days with anyone suspected, or confirmed, as having COVID-19?
 - f. Has anyone in your immediate household or student residence in the past 10 days been in contact with anyone suspected, or confirmed, as having COVID-19?



2. Students must wear a cloth face mask when attending class and while in common areas. The College will have a limited supply of masks but recommends having a supply of your own washable face masks. Students may also purchase masks at the bookstore.
3. Students who cannot wear or refuse to wear a face mask will be accommodated through remote class participation from their dorm room.

4. Students should carry all needed academic personal items (pens, pencils, papers, calculators).
5. Students should practice social distancing by maintaining at least a six-foot distance from others, with no handshaking.
6. Students should practice good hygiene practices, wash hands often, refrain from touching their faces, and clean their private spaces often.
7. Students are strongly encouraged to stay in the campus area during the semester and avoid unnecessary trips off campus.
8. Notify the campus nurse if you are sick.



Cleaning Guidelines in Partnership with Sodexo

General

- Proper industry-specific cleaning and disinfecting protocols per CDC guidelines will be followed with increased visibility and frequency of sanitation practices
- Use of high efficiency particulate air (HEPA) filter air purifiers
- Airing of all indoor facilities at regular intervals and replacement of HVAC air filters to help eliminate contaminants and to maintain the best possible air quality
- All desk surfaces that are cleared of items will be cleaned and disinfected daily if required.



Restrooms

- Cleaning and disinfecting throughout the day.
- Provide a trash receptacle near the door of the bathroom for employees and students to throw away disposable hand towels after closing the faucet and after touching the door handle.



Instruction and Learning Environments

Classrooms

1. For the first two weeks of the fall 2020 semester, faculty will ask students daily if they have any symptoms. If a student indicates that he or she is feeling ill, the student will be sent to the nurse. The faculty member will confirm the student was sent in a follow up email to the nurse. The nurse will share necessary information to appropriate parties.

2. Implementation of a hybrid mode of instruction. Remote options are planned and available in the event of a spike in local infections or to support vulnerable students and staff, or students in quarantine or isolation.
3. Student numbers for in-person courses will be limited to allow for safely social distancing
4. Remove chairs to ensure proper physical distancing, when appropriate.
5. Implement close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure.
6. Faculty must prepare for each session by wiping down tables and chairs.
7. Have hand sanitizer available within the classroom.
8. Wear cloth face coverings over the nose and mouth while in class.
9. Practice flexibility in attendance due to health-related issues.

Computer Classrooms

1. For the first two weeks of the fall 2020 semester, faculty will ask students daily if they have any symptoms. If a student indicates that he or she is feeling ill, the student will be sent to the nurse. The faculty member will confirm the student was sent in a follow up email to the nurse. The nurse will share necessary information to appropriate parties.
2. Implementation of a hybrid mode of instruction. Remote options are planned and available in the event of a spike in local infections or to support vulnerable students and staff, or students in quarantine or isolation.
3. In-person course attendance will be limited to allow for safe social distancing.
4. Remove chairs to ensure proper physical distancing, when appropriate.
5. Implement close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure.
6. Faculty must member prepare for each session by will wiping down tables and chairs.
7. Have hand sanitizer available within the classroom.
8. Wear cloth face coverings to cover nose and mouth while in class.
9. Practice flexibility in attendance due to health-related issues.

Center for Student Success and the Annex

1. The center will maintain at least six feet of space between seats in its open areas by removing chairs.
2. Center staff will wipe down the tables after they are used by students.
3. Hand sanitizer will be available in the center
4. All will wear cloth face coverings over noses and mouths.
5. Individual offices will observe social distancing when possible.

Writing Center

1. The center will maintain at least six feet between workstations by removing chairs.
2. Staff will wipe down computers and tables after they are used by students.
3. Have hand sanitizer available within the center.
4. Wear cloth face coverings to cover nose and mouth.

Mathematics Lab

1. The lab will maintain at least six feet between workstations by removing chairs.
2. Faculty will wipe down computers and tables after they are used by students.
3. Have hand sanitizer available within the lab.
4. Wear cloth face coverings over the nose and mouth while in class.
5. Leave HVAC fans running from 8 a.m. until 6 p.m.

Career Development Center

1. The center will maintain at least six feet between workstations by removing chairs.
2. Staff will wipe down computers and tables after they are used by students.
3. Have hand sanitizer available within the center.
4. Wear cloth face coverings over the nose and mouth.

Library

1. The library will maintain at least six feet between workstations by removing chairs.
2. Staff will wipe down computers and tables after they are used by students.
3. Have hand sanitizer available within the library.
4. Wear cloth face coverings over the nose and mouth.

Student Health Services

1. Encourage students to call before visiting the nurse.
2. Student check-in available by telephone
3. Screen all students by checking temperature before entering clinic.
4. Staff and students must wear cloth face masks.
5. If a student must go to the hospital, the nurse or staffer will transport the student. The school nurse, who is an employee of the local hospital, is authorized to go into the hospital with the student. Parents will receive updates on student status. The nurse assists with after-care instructions and transportation back to campus will be provided.
6. The nurse will relay necessary information to appropriate parties throughout campus.



Isolation and Quarantine

If isolation and quarantine are required, an appropriate residential space will be used. If on-campus housing is unavailable, the college will use off-campus options to and quarantine of residential students.

- a. Spaces used for isolation or quarantine will be physically separated from other residential students. The student in quarantine will not leave the quarantine space.
- b. The room will be stocked with sanitizing wipes, tissues, soap, hand sanitizer, and toiletries and cleaned throughout the day.
- c. Space will be labeled externally with appropriate signage that restricts access without indicating the reason for the restriction. Instructions will be available for entering and exiting the room.
- d. The nurse will monitor students daily and will be the only person allowed into the quarantine space.
- e. Dining services in collaboration with residence life staff will arrange food delivery.
- f. Counseling services will offer services remotely as needed.
- g. If possible, students should continue academic courses remotely.
- h. The nurse or residence life staff will assist students with medication pickup or delivery of hygiene supplies.
- i. Transportation will be made available for medical care.



Rules for Isolation and Quarantine

- Do not leave quarantine location for any nonessential reason.
- Do not go out in public.
- Do not hang out with friends in your isolation, unless approved by the school nurse

Self-Isolation

See Student Guidelines Section

Student Center

1. Mailroom

- a. Disinfection protocol will be used for all mail, packages, boxes.
- b. Photo evidence will replace physical signatures.
- c. Individuals working in the mailroom or awaiting mail must practice social distancing. Staff will wipe down the counter after students use it.
- d. Hand sanitizer will be available.
- e. Staff will wear cloth face coverings over their noses and mouth and gloves while handling mail and packages.

2. Activity Area

- a. Social distancing will be maintained with at least six feet between chairs (couches have been removed).
- b. Staff will wipe down computers and tables after students use them.
- c. Gaming equipment will be wiped down upon return and between users.
- d. Have hand sanitizer available
- e. Occupants will wear cloth face coverings over their noses and mouths.

3. Bookstore

- a. Enhanced cleaning throughout the day
- b. Follow social distancing guidelines by maintaining six feet between customers, students, parents, etc.
- c. Protective barrier will be placed at the cash register
- d. Staff and students must wear a cloth face mask

Counseling & Wellness Center

1. Physical distancing will be practiced in the Counseling Center.
2. Cloth face masks will be used.
3. Services will be available in a virtual environment as needed.

Meeting & Conference Rooms

1. Social distancing will be maintained with at least six feet between chairs.
2. Staff will wipe down tables after they are used.
3. Hand sanitizer will be available
4. Occupants will wear cloth face coverings over their noses and mouths.

Housing

1. Single resident per room when possible
2. Students must commit in writing to a cleaning rotation or schedule with their apartment mates. The judicial process will be used if necessary, to enforce the frequent cleaning schedule.
3. Students are expected to wear cloth face masks in common areas.
4. Signage will be posted on proper hand hygiene and students are expected to follow the recommendations.
5. Hand sanitizer will be available in common areas of the dorms.
6. Cleaning in all common areas and high-touch surfaces throughout the day
7. Restrictions on events and social activities based on six-foot social distancing
8. Reconfigured seating in common areas to ensure proper physical distancing
9. Restrictions on building access by non-residents (students not living in the building)
10. Routine room inspections will be used to monitor cleanliness and safety
11. Isolation and quarantine (see Student Health Services)



Laundry Guidelines

Safe Laundry Practices

Do not shake dirty laundry. This will minimize the possibility of making the virus airborne.

Be thorough and launder regularly. Clothing and bedding should be washed on a regular basis to prevent the spread of infection.

Take safety precautions. Wear disposable gloves when handling laundry that potentially could be infected and keep soiled items away from your body while loading them.

CDC guidelines recommend washing laundry in the warmest water the fabric allows and drying clothes on the highest heat setting. Viruses hate heat.

Too much soap creates excess suds that keep dirt and grime trapped inside the fabric. The right amount of soap will clean items properly and then be rinsed from the items. If the fabric allows, use bleach to kill germs.

Clean laundry baskets, carts, and hamper as often as possible and use a bag liner, if available. Before and after loading the machine, wipe down knobs, handles, light switches, and other commonly touched surfaces.

Dining in Partnership with Sodexo (Student Center and Navigator Café)

1. Dining facility staff will always wear face masks and gloves while working and interacting.
2. Employees will follow infection prevention guidelines including:
 - a. Staying home when ill
 - b. Practicing safe distancing whenever possible
 - c. Practicing proper hand hygiene
 - d. Avoiding touching the eyes, nose, and mouth
 - e. Cleaning and disinfecting frequently touched surfaces though out the day
3. All students, faculty and staff will wear face masks at all time except for when eating
4. Take-out options featuring student favorite choices will be available
5. Limit the number of individuals dining at one time, reconfigured setting
6. Physically spaced (six-foot) floor markers for waiting lines outside and inside the facility

7. Eliminate buffet-style self-serve food or beverage stations and replace with staff-served meal stations
8. Arrange food delivery to students in isolation and quarantine.
9. Use of contactless transactions; students will swipe their own meal cards.
10. Adjusted time schedules, expanded hours to allow for social distancing
11. Accelerating frequency and depth of cleaning and disinfection procedures performed by a designated staff member throughout the day

Recreation Programs/Fitness

1. Employees and students must wear cloth face masks.
2. Physical distancing in strength and conditioning areas, fitness and wellness classes, indoor and outdoor facilities, and equipment will be spaced out.
3. Limit the maximum number of students in the facility.
4. Offer virtual recreation classes.
5. Signage about COV-19 prevention.
6. Hand sanitation stations



Safety

1. Walking escorts will be employed to avoid being in tight spaces together (such as in a golf cart).
2. Drivers and students must wear cloth face masks.

Transportation

1. Drivers and students must wear cloth face masks.
2. Hand sanitizer will be available.
3. Drivers will wipe down seats after each route.
4. Deep cleaning of all buses once a week
5. Social distancing will apply when possible.
6. All Florida Department of Transportation (FDOT) standards will be followed.



Travel

1. Avoid nonessential travel
2. Develop a travel registry for international travel
3. Some forms of travel could lead to mandatory self-isolation and quarantine.

Visitor Guidelines

Visitor check in points include:

1. Beacon Hall
2. Admissions building
3. Student Center
4. Safety Office — location for vendors to sign-in

Each location keeps visitor logs

Visitors must wear face masks over their noses and mouths, follow all CDC guidelines for proper cleanliness and meet social distancing requirements.