



**BROWARD[®]
COLLEGE**

COVID-19

RESPONSE PLAN
AND GUIDELINES

Revised date: January 6, 2022

Broward College continues to work closely with public health officials at all levels to support the health and safety of the campus community.

We thank key leaders at Broward Health for reviewing processes related to infection control in a constantly changing environment.



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INTRODUCTION

Broward College executive leadership identified the need to assemble a team of professionals in various areas of the College with the goal to develop a response to the worldwide COVID-19 pandemic. The Broward College cross functional team evaluated and reacted to the crisis and serves as a recommending body for the response to the pandemic. Eight task forces were created to review and advice on a plan for the different areas of the College:

- Safety, Security and Environmental Health
- Talent and Culture
- Facilities
- Information Technology
- Academic Affairs
- Academic and Accessibility Resources
- Student Services
- Events

Broward College (BC) continues to work closely with public health officials at all levels to support the health and safety of the campus community. The Broward College COVID-19 Cross-Functional Team aligned its preparation and efforts with guidance from the United States Center for Disease Control, Florida Department of Health, Broward Health and local authority.

ASSUMPTIONS

- Action Plans indicated herein are specific to Broward College and may not deploy in the same timeframes as those on a Federal, State, or Local level.
- The measures contained herein are not exhaustive but provide a basic roadmap that can be instituted at all corners of the campus community.
- Responsibility is shared by faculty, staff, and students to help avoid illness and maintain operations.
- Specific operations associated with employees and students at BC will be operationalized at each Unit, Division, and Department based on the principle elements of each functional team's action plan of reopening.
- This is a living document and will be reviewed and revised as needed.

A **COVID-19 Operation Checklist** ([Exhibit 00](#)) was developed to provide guidance for the different phases of operation:

- **Action Plan 1 (AP1)** – Remote work and learning with only necessary essential employees on campus;
- **Action Plan 2 (AP2)** – Remote work and learning except when face-to-face learning environment is necessary; and
- **Action Plan 3 (AP3)** – Resume face-to-face operations at or near 100%, while continuing some of the newly established guidelines as required.

This checklist represents best practices and is based on national, state and local authorities having jurisdiction. It is a living document and will be updated accordingly.

1 SAFETY, SECURITY & ENVIRONMENTAL HEALTH TASKFORCE GUIDELINES

1.1 TESTING AND CONTACT TRACING

During Action Plan One (AP1) , Action Plan Two (AP2), and Action Plan Three (AP3), there will be a system in place for soliciting and monitoring learners, employees, and vendors for positive COVID-19 tests, verification of tests when possible, and contact tracing for potential on site exposure.

- Students shall report positive COVID-19 tests, self-isolation, or quarantine situations using the [Student COVID-19 Report Online Form](#). The College closely monitors and follows CDC guidelines. Once you submit your report using the link above a team will review your information and you will be contacted and provided additional information and resources.
 - Student Dean will identify close contacts and will advise student on CDC recommendations and when they are eligible to return to campus.
- Employees shall report illness or positive COVID-19 to their supervisor and then to Talent and Culture by sending an email to employee.covid19@broward.edu.
 - Talent and Culture will identify close contacts; will communicate with designated personnel (including Facility Manager); will advise employee on CDC recommendations and when they are eligible to return to campus.
- Vendors who have an employee on Broward College property who test positive shall notify their contract manager.
 - The contract manager will notify the department assigned contact tracer who will obtain required information from vendor and monitor return to campus based on CDC recommendations; and will communicate with designated personnel (including Facility Manager).

Unless fully vaccinated, close contacts will be asked to quarantine for a period of 14 days from the date of the potential exposure and not return to campus. If you are fully vaccinated then CDC does not call for a quarantine period, so long as you aren't experiencing symptoms. If you are tested and found to be positive for COVID-19 then you will be asked to self-isolate for a period of 10 days from the day you began feeling ill or experienced symptoms. Employees should obtain clearance from Talent and Culture before reporting to their on-site work location. Students will obtain clearance from their Student Dean before reporting to any on-site location. These are general guidelines and you may receive more detailed instructions based on your individual case.

If you are working or learning remotely and are unable to continue working or learning remotely due to caring for yourself or another due to COVID-19, please notify your supervisor or instructor. Employees can find resources on the [Talent and Culture COVID-19 Resource page](#) (available on Connect). There are many resources available to assist you through this difficult time.

1.2 SOCIAL DISTANCING

Broward College follows the recommendations from the CDC and health officials to avoid close contact with others and maintain proper social distancing wherever possible.

1.3 SOCIAL DISTANCING IN GROUPS

ACTION PLAN ONE (AP1)

Always maintain strict physical distancing of 6 feet between people whenever possible. A limit of 10 people in a group. Events where physical distancing is not possible may not be permitted.

ACTION PLAN TWO (AP2)

Maintain moderate physical distancing of 6 feet between people wherever possible. Limits for group gathering shall comply with state and CDC guidelines. Events where physical distancing is not possible are not permitted.

ACTION PLAN THREE (AP3)

Maintain limited physical distancing per CDC guidelines, permitting additional personal space between people wherever possible.

During AP1 & AP2, it is recommended to hold all meetings/gatherings, including one-on-one meetings online or over the phone wherever possible. Additionally, some locations (labs, service areas, etc.) could have unique requirements, students, faculty and staff should always wear protection and practice required social distancing based on the location they are entering and adhere to posted signs.

1.4 USE OF FACE COVERINGS

ACTION PLAN ONE (AP1)

Face coverings shall be on your person while traversing the campus. Face coverings shall be properly worn (to cover mouth and nose) indoors and when physical distancing measures cannot be maintained. Situations on campus that call for mandatory face coverings include, but are not limited to, classrooms (some exceptions may apply to instructional areas), labs, elevators, and restroom facilities. Face coverings shall be worn

while sharing transportation with others which includes, but is not limited to, shuttles, riding sharing, golf carts, or utility vehicles.

Refer to CDC guidelines for approved face coverings (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html). Accommodations may be requested by reaching out to Institutional Accessibility (broward.edu/accessibility).

ACTION PLAN TWO (AP2) AND THREE (AP3)

The continued use of face coverings may be required per CDC guidelines.

1.5 STAY HOME IF SICK

During all Action Plans, BC recommends that all students, faculty, and staff **do not** report to work or school if they are sick. Students, faculty, and staff should refer to the college's COVID website for specific instructions and notify their Professor and/or Supervisor if they are sick. You may also visit the [CDC Self Checker](#) for more information.

1.6 VULNERABLE POPULATION

Individuals that need an alternative working arrangement associated with COVID-19 should speak with their supervisor or contact Talent and Culture.

1.7 ENFORCEMENT

Student non-compliance matters will be referred to Student Deans and guided by the Code of Student Conduct. Faculty and Staff Non-Compliance matters will be referred to Talent and Culture for handling. Visitors Non-Compliance matters will be referred to Campus Safety for handling. Refer to [Exhibit 1.7 Decision Matrix](#) for details of action.

1.8 COMMUNICATION

During this pandemic, the BC Coronavirus website is to be updated continuously to reflect all updated information and to reference any guidance from the CDC, State, or other health officials. The BC Coronavirus website (www.broward.edu/coronavirus) is the primary source for information regarding BC's plans. Substantive updates may be disseminated via email, social media, or BC Alert as necessary.

2 TALENT & CULTURE TASKFORCE GUIDELINES

2.1 BENEFITS

Communicating with the Broward College workforce in a confidential, clear, and sensitive manner, the Employee Benefits team provides an organized and systematic approach to ensuring that all employees understand and have access to applicable benefits and services, and that all documentation reporting is accurate and timely. Employee leave management is a significant service of the Benefits team, particularly during events such as a pandemic.

In the event of a pandemic, the Benefits Department monitors changes to State and Federal regulations and partners with other departments as appropriate (Risk Management, Information Technology, Facilities) to ensure the College remains compliant with the new guidelines and laws. Changes to regulations are communicated to the College community via electronic communication; confidential emails are established to ensure proper communication and follow-up is occurring among departments; insurance vendors are contacted for assistance with plan updates and contract modifications.

The Benefits Team assists supervisors and employees when managing situations where the pandemic has affected their department. Guidance is provided regarding health benefits available, worker's compensation claims, identifying vulnerable populations, assuring compliance with HIPAA and ADA regulations, and reaching out to those who have contracted a virus or are directly impacted by the pandemic.

2.2 WELLNESS

Recognizing and acknowledging that transitions are stressful, and that people adapt differently to challenging situations, Live Well at Broward College – the employee wellness program, provides resources and support for managing stressful events and remaining healthy while dealing with multiple changes. The wellness program contributes to fostering effective leadership for managers as they strive to maintain a cohesive and functional team, and partners with other stakeholders to ensure a safe and functional work environment.

In the event of a pandemic, a primary concern is the health and well-being of all employees. Transitions, particularly when changes are made quickly, are challenging for all, and particularly stressful for many people. A primary function of Live Well during this time is to ensure that all employees – full-time and part-time, have access to available resources and support services for managing stress, anxiety, and other mental health conditions

that affect all aspects of life. Employee Assistance Programs (EAPs) provide counseling free of charge to all full-time employees and their households, and local organizations create helplines and extend services that are accessible to all.

In addition, Talent and Culture provides a series of interactive webinars and stress reduction activities to help mitigate the effects of mental health crises.

In conjunction with the health-related services and activity, Talent and Culture collaborates with the Center for Teaching Excellence and Learning to create opportunities for employees to stay connected on a personal level and support one another.

In both the campus and telecommuting workspaces, Live Well will contribute to developing a shared understanding by all regarding equipment and furniture provided by the College and identify areas where employees can be assisted in constructing ergonomically correct and safe workstations, to reduce risk of musculoskeletal disorders.

2.3 RECRUITMENT/HIRING/COMPENSATION

During a pandemic, moving to a remote platform may be essential. When this occurs, the Talent Acquisition team will reach out to the Hiring Managers who are currently in the hiring process or who have positions planned to be recruited. The team will ascertain from these departments which vacancies are critical and will work with the departments as the hiring process transitions to a remote platform. Critical positions are those that departments need to fill to ensure their departments can continue to function effectively and provide quality service to students and employees.

Guides will be distributed to Hiring Managers to provide an outline of steps and expectations during a remote hiring process. Additionally, communication will be increased to applicants to apprise them of recruitment changes, processes and updated timelines.

The Talent Business Partners will closely align with Hiring Managers and new employees to provide remote Onboarding and First Day Experience. Hiring Managers will be guided in welcoming and integrating the new employee in a remote platform, assigning a “buddy” where appropriate for continuous assistance and training. Talent Business Partners will remain available to the departments and will follow up with the Hiring Manager and new employee throughout this process.

Talent and Culture will work with departments college-wide to assist in providing work to all employees during the pandemic. Departments that are unable to provide their part time employees remote work will be paired with other areas able to assign remote work. The “home” department will continue to fund the part time employee and the “cross utilization”

department will train and assign the functions. The two departments will work closely when assigning and approving time and attendance. Hours assigned are not to exceed what is normally assigned within the employee's "home" department. This will continue based on available funding and/or until the College is able to return the part time employee to the "home" department for work assignments.

2.4 POLICIES & PROCEDURES COMMUNICATION

Creating consistency and shared understanding is imperative. Thorough review and revision as needed, of all existing policies and procedures, as well as crafting new documents based on emergent needs, regulations and decisions, is followed by dissemination to managers for implementation. Conceptualizing a new framework comprising telecommuting, on site work, and hybrids will enable Broward College to be nimble and responsive to changing conditions and remain an employer of choice.

Policies and Procedures that are identified as needing updates will be drafted and forwarded to the Policy Committee for review and subsequently sent to the Board of Trustees for approval. The College will not only be reactive to the pandemic situation, but also proactive in anticipating future needs when updating policies and procedures.

Moving forward, new lessons learned, and updated practices based on the current pandemic will be reviewed by Talent and Culture and assist in future designs of the Colleges Future of Work model.

3 FACILITIES TASKFORCE GUIDELINES

3.1 BUILDING SYSTEMS

Building Systems guidance represents best practices to reduce the spread of building contaminants (i.e., virus). A strategic plan has been created by the Facilities Team prior to opening a building. Refer to [Exhibit 3.1 Broward College Facilities HVAC Protocols and Procedures during COVID-19 Pandemic](#). The plan includes measures to make occupants feel safer, ensuring supply chain for critical items such as filters and communication plans for building support and safety measures for occupants.

For buildings that remain closed for more than 4 weeks, schedule an inspection to review building interiors and exteriors for evidence of physical damage or deterioration that may have occurred during their idle period, such as roof coverings, drains, perimeter flashing, and roof mounted equipment. Notify BC Risk Management of any damage found. Coordinate repairs through the maintenance department.

For buildings experiencing extended closures, flush and test potable water systems often to avoid bacteria growth. This process shall be included on a revised preventive maintenance program to be used during building closures.

Adjust building automation systems based on building utilization. Energy saving strategies should be implemented. Coordinate all building occupancy with Facilities and Safety & Security.

During Action Plans 1 and 2, turn off all water fountains except the bottle fillers. Place signage adjacent to water fillers to inform the users there is still a risk. Place signage adjacent to water fountains to notify of closure. When possible, indicate where the closest water filler is located or vending machine. During Action Plan 3 (AP3) open water fountains and remove applicable signs.

Keep inventory of all science lab HAZMAT materials including whether or not they may require refrigeration. Review science lab HAZMAT materials and take appropriate action for those that may need to be removed or relocated to refrigeration units.

Hand dryers have been removed from the College's Design and Construction Standards.

3.2 PHYSICAL BARRIERS

For AP1 and AP2, create an inventory by building, of all sneeze guards required at customer service areas and specific need as applicable where contact is required at less than 6' social distancing guidelines. Individual programs can request sneeze guards through Archibus furniture request system. During AP3, remove and store sneeze guards that are no longer required or desired.

For AP1 and AP2, identify opportunities to minimize touch controls. Through signage, encourage use of ADA door openers. The existing BC Design and Construction Standards for touchless faucets and touchless flush will continue in all new construction.

3.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

As soon as a pandemic is advertised, work with procurement to expedite purchase of emergency supplies (cleaning supplies, PPE, etc.). Have a stock of CDC-approved masks available at each campus facilities office for employees to use for work related duties. Request for face coverings, gloves, hand sanitizers and wipes must be requested by entering an Archibus service request.

The Archibus furniture request system shall be used to request PPE provided by the College. Assign personnel to keep track of PPE inventory and frequently assess and reorder as needed. A blank purchase order should be considered. Facilities to coordinate through custodial services, hand sanitizer dispensers available and functional throughout each facility, particularly at entrance, exits, cafeterias, computer labs, student centers and high traffic transition areas.

All departments should send out weekly reminders to essential on site staff regarding the importance and use of PPE when such PPE are required.

3.4 CLEANING AND DISINFECTING PROTOCOLS

Review Custodial Vendors and enhance cleaning protocols. Ensure that custodial scope includes guidance for proper cleaning procedures provided by the EPA and CDC, on approved products and methods:

- Disinfect the interior of refrigerated devices, e.g. refrigerators, where the virus can potentially survive for longer periods of time.
- Routinely clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects/surfaces not ordinarily cleaned daily (e.g.,

includes, but is not limited to, desks, doorknobs, light switches, classroom sink handles, countertops).

- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

When a COVID-19 positive case is reported, refer to the CDC guidelines: clean and disinfect thoroughly.

- Close off areas used by the COVID-19 infected person. Open outside doors to increase air circulation in the area and then begin cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 infected person focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Additional information on cleaning and disinfection of community facilities such as schools can be found at www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html.

Adjust custodial services schedules based on building utilization. Keep track of buildings closed and reduce cleaning efforts. Increase cleaning protocols on buildings remaining open and follow the SOP cleaning procedures stated above.

3.5 VISITORS AND VENDORS PROTOCOLS

When face coverings are mandatory, a face covering requirement signage shall be posted at each building entrance. All vendors/visitors must follow CDC guidelines and the established regulations by Broward College. Vendors/Visitors who do not comply with BC protocols will have to leave the premises.

The Facilities Department will prioritize projects to minimize building down time, utilizing all available resources, including funding, vendors, and internal resources. These projects will follow all the established processes, policies and procedures, but will be expedited whenever possible.

3.6 SOCIAL DISTANCING PROTOCOLS

Broward College faculty, students and staff will follow social distancing protocols as established by the Center for Disease Control guidelines, (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html). This includes implementing physical distancing strategies on campus outside of the classroom as needed. Business Deans will collaborate with stakeholders to create an on-campus environment where physical distancing is practiced whenever possible. Examples Include: staggered break times between classes to avoid large groups of learners, faculty and staff.

The Social Distancing Layout Furniture Guidelines ([Exhibit 3.6](#)) has been created to provide detail information on how to properly adhere to a 6' distancing furniture space layout. Review classroom floor plans with the Planning Department personnel and adjust seating to promote physical distancing. This includes placing decals (refer to [Exhibit 3.7 BC COVID-19 Signage Package](#)) on desks or chairs.

Each building should have designated entry and exit points identified with signage to control cross traffic. Signage will be placed by the Facilities Department in coordination with applicable building users.

Use tape or signage on floors, if necessary, to designate social distancing locations. This is particularly important where waiting lines are expected.

Use physical barriers, including but not limited to plexiglass panels to ensure safety of students, faculty and staff needing assistance from any administration office-based service (registrar, registration, financial aid, etc.).

3.7 SIGNAGE

A Broward College COVID-19 Signage Package ([Exhibit 3.7](#)) has been developed. Please review the Signage Package to determine appropriate signage for application.

Facilities Management installed applicable signage in common areas, departments and classrooms being used during AP1 and AP2. For specific department/program signage, departments can place an order with BC Print & Graphic Services once the request is approved by the campus physical plant manager through an Archibus request.

Facilities Management will post signage throughout the college directing risk-minimizing behavior for learners, faculty and staff. Examples include hand washing and surfaces sanitizing procedures COVID-19 symptoms and how to stop the spread.

3.8 FLEET

During AP1 place fleet vehicles into the central compound - consider storage in the central parking garage out of the elements. When the fleet is made available for use, place wipes in each vehicle and consider alternating use of vehicles. Consider returning leased vehicles not being utilized.

3.9 AUXILIARY SERVICES

Food services will remain closed during AP1 and AP2. If guidance changes, individual venues are responsible to submit and implement their Pandemic Plan. Refer to [Exhibit 3.9.A Barnes and Noble](#) and [3.9.B Tigertail Lake Recreational Center Reopening Plan](#).

3.10 OTHER

During AP1 and AP2, eliminate reusable kitchen utensils (flatware, dishes and cups) and cleaning tools (sponges, brushes and towels) and replace with single use options. Replace share appliances with single use or no touch options (coffee makers, ice/water dispenser) when possible or otherwise, remove. Remove high touch items (magazines, shared pens) from common areas.

4 INFORMATION TECHNOLOGY TASKFORCE GUIDELINES

4.1 CLASSROOM MODIFICATIONS FOR SYNCHRONOUS TEACHING

Eighty-nine classrooms have been retrofitted for synchronous instruction. These classrooms will use Zoom teleconferencing software to provide the best high-quality learning experience for remote students. Faculty using Zoom can record all instructional sessions to the cloud for later playback.

This retrofit includes:

- Ceiling camera and microphone to provide video and audio of the instructor.
- Second monitor, with the ability to annotate, was added at the teaching podium. This second monitor can be used to extend the instructor desktop and act as the shared screen for the online session.
- Document cameras are on order and will be installed as soon as available.

4.2 REMOTE VIRTUAL TESTING

Currently there are two areas working on Online Testing Software Licensing: HonorLock for all D2L remote test proctoring and Examity as an option for remote test proctoring outside of D2L. Having two software solutions will better serve the students in case one of the software accesses goes down. Also, various standardized test vendors such as ACCUPLACER, Elsevier, Certiport, etc. utilized their own contracts with remote proctoring companies such as Examity, ProctorTrack, and ProctorU. The College utilizes these options when delivering these standardized tests remotely.

4.3 ON SITE TESTING

A phased reopening plan will be implemented for AP3. Testing and Assessment Services at Broward College will be using the same rooms and technology that were used prior to the pandemic. Testing and Assessment Center rooms could also be used if a student from online remote learning has technical difficulty taking an exam remotely. Different than before, Testing and Assessment will adhere to College and CDC guidelines. All face-to-face testing will be done on an appointment-only basis. Remote Testing will continue to be utilized to meet volume testing needs.

4.4 LAPTOP CHECK-OUT PROCEDURE FOR STUDENTS

Broward College is proud to have issued to our students over 1900 laptops since the pandemic began. The Loaner Laptop and Webcam Applications forms are located on the Broward College website under the Seahawk Outreach Services page. [Click here!](#) Please coordinate through Seahawk Outreach Services (SOS) for availability. Once approved, students are given 2 to 3 days to pick up the device at the Device Checkout Drive-Thru Device at the Central Campus Bailey hall. The SOS Case Workers can also schedule appointments for students to pick up the device at the Campus Technology department at the Central Campus Library.

4.5 LAPTOP CHECK-IN PROCEDURE FOR STUDENTS

IT has set up a safe process utilizing a third-party company that will handle laptop returns from students. This involves the Student Success team working with the students to schedule a day and time for the return of the laptop; student travels to Central Campus and drops off laptop from their automobile (if applicable); receives the Property Pass Release form; the laptop is disinfected by the third-party company; then the laptop is re-prepped by IT for students' use for the next term.

Along with the drive-thru services available, students also have the option to use the IT Help Desk website to schedule an appointment to return the laptop at the Central Campus or in special circumstances request a shipping box with Return label.

4.6 LAPTOP CHECK-OUT PROCEDURE FOR FACULTY & STAFF

IT has a procedure in place where the employee creates a Help Desk ticket to request a laptop. [Click here](#) to request a laptop, monitor, headsets, mouse, keyboard, etc. These devices are available for picking on the main campuses. An IT technician will meet with the employee at the scheduled date and time to check-out the device. The employee will receive a notification from the Help Desk confirming the device was check-out. The College currently has 750 employee laptops checked out which is at the laptop limit, if more laptops are needed the College would need to purchase more or start using the computer lab All-in-One Computers. As BC receives requests for monitors, keyboards, mouse, headsets and would need to purchase more of those items if/when available.

4.7 LAPTOP CHECK-IN PROCEDURE FOR FACULTY & STAFF

Employees can use the IT Help Desk website to schedule an appointment to return the laptop or devices on the main campuses or in special situation request a shipping box with Return label. [Click here!](#) An IT technician will meet with the employee at the scheduled

date and time to receive the device. The employee will receive a notice from the Help Desk acknowledging receipt of the return device. IT anticipates the laptop and other equipment; monitors and keyboards will be returned when the employee reports back to the campus—BC will then update the Property Pass. This process will take place when the approval is given for employees to return to campus; then disinfect the laptop; re-image; re-inventory; return the laptops to the Computer on Wheels (COW) carts.

4.8 DISINFECT TECHNOLOGY

Disinfectant Wipe Stations needed in all areas that have technology to wipe keyboards down before use for Students/Faculty/Staff. A CDC-recommended disinfectant that is also within HP's cleaning guidelines (see [Exhibit 4.9](#)) is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the CDC recommended alcohol solution to clean high-touch, external surfaces on HP products.

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines consider putting a wipeable cover on electronics. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes containing at least 70% alcohol. Dry surface thoroughly.

5 ACADEMIC AFFAIRS TASKFORCE GUIDELINES

5.1 SCHEDULE OF CLASSES AND CLASSROOMS

Broward College will offer students a full range of on-campus class, remote learning and fully online courses for the fall term. On-campus course offerings will require students, faculty and staff to observe state, local and college guidelines such as social distancing protocols, properly wearing face coverings and other personal protective equipment, as required by a program, while on campus.

Specific Health Sciences guidelines (forms can be amended for other areas):

- [Exhibit 5.1.A – Continuing Education–Health Science Courses](#)
- [Exhibit 5.1.B – Health Sciences Externships](#)
- [Exhibit 5.1.C – COVID-19 Questionnaire](#)
- [Exhibit 5.1.D – Health Screening Form](#)
- [Exhibit 5.1.E – Health Science Social Distance PPE Regulations](#)
- [Exhibit 5.1.F – Health Science Labs COVID-19 Guidelines](#)
- [Exhibit 5.1.G – Medical Guidelines, Clinical Procedures and Infection Control Guide for Dental Hygiene and Dental Assisting](#)
- [Exhibit 5.1.H – COVID-19 Extension of the Program](#)

Specific Aviation Flight School Guidelines:

- [Exhibit 5.1.I – Aviation Flight School Plan](#)

In determining the course schedules, Associate Deans (ADs) will strive to honor each Faculty's member requested preferences for a course schedule considering required load and the college's aim of offering of schedule containing more than 50% of on campus sections.

The resulting course schedules are being communicated with faculty but are tentative and may change based on student demand. As noted in the Collective Bargaining Agreement (CBA) **Article 2.83.B.2**, "the determination of the final schedule is within the authority and responsibility of the Associate Dean" and "[a] spirit of cooperation should prevail between Associate Dean and Faculty members in determining course schedules."

In accordance with **7b(2)** of the Memorandum of Understanding between BC and UFF BC, for Fall 2021, Spring 2022, and Summer 2022, if applicable, "the online course limit toward load per semester for other Faculty (non-BC Online Faculty) shall be determined by her or

his direct supervisor (Associate Dean) and shall be up to two online courses for load as well as one online course for extra pay, if approved by both her or his direct supervisor, and the Pathway Academic Dean in consultation with BC Online administration. If additional online courses are needed for Faculty to make load, then pursuant to Article **2.83.B.2.f**, additional online courses shall be assigned by her or his direct supervisor (Associate Dean) and approved by the Pathway Academic Dean in consultation with BC Online administration.”

BC Online and Remote Learning Courses will be delivered using the College’s Desire2Learn (D2L) learning management system, Zoom, and other approved Broward College technologies. Remote learning courses utilize both synchronous and asynchronous components to meet the course learning outcomes.

Remote Learning Courses include a published schedule of synchronous class meetings. During the scheduled class meetings, students will participate in learning activities organized by the instructor. These may include but are not limited to live class lectures, discussions, and other interactive exercises in support of the student learning outcomes for the course. Just like on-campus class meetings, Faculty may require students to participate in the Remote Learning synchronous class meetings at specific times in accordance with their attendance policy as established in the course syllabus. Importantly, Remote Learning courses are not Broward College Fully Online courses which are defined as a formal educational process in which 80% to 100% of the course occurs inside the College’s learning management system. Faculty who teach fully online courses must have completed the requisite professional development for delivering a fully online course.

Remote Learning courses require a prescribed number of synchronous class meetings. Like traditional on-campus classes and blended class offerings, Remote Learning courses meet at regularly scheduled times each week for live classroom instruction in alignment with the contact hours for that course. Associate Deans should treat the scheduling of Remote Learning courses like they would on-campus and blended courses, except for requesting a physical classroom, replacing the on-campus meetings with the synchronous class meetings. In this sense, Faculty are expected to meet with their face-to face and blended classes in live sessions based on their scheduled in-class meeting days and times. For example, if a Faculty’s class schedule shows a course that meets on

Mondays and Wednesdays from 09:30am to 10:45am, the Faculty is expected to meet remotely with that course in a live, synchronous session on those days and times. Faculty will also be required to maintain office hours and these hours will be clearly specified in the course syllabus or in the D2L learning management system as stipulated in CBA Article **7.20.A.3** and Article **7.20.D.8**. The syllabus and other course materials will be available in D2L. As always, Faculty can communicate with students using the D2L email and the Outlook email tool.

All courses designated as Remote Learning courses will use the 'RL' designator in the building of the course in C.I.D. Building and room number should not be assigned to RL courses. If appropriate, Blended (C6) designators should be applied to Blended Remote Learning courses. Faculty who teach Blended courses must have completed the requisite professional development for delivering a Blended course. Associate Deans will strive to create well-designed course notes that provide students with a clear understanding of the Remote Learning experience. Below is an example of clear well-written course note that provides the student a basic understanding of the Remote Learning course:

This is a remote learning course (or, blended remote learning course) that will be delivered using D2L and Zoom and will combine real-time instruction and online activities to meet the learning outcomes. Students are expected to participate in live sessions during the scheduled days and times via D2L and Zoom.

5.3 FACULTY AND STAFF

Unless otherwise designated as a remote worker, Broward College employees will return to work on Campus and faculty will teach in a fully face-to-face, blended or hybrid face-to-face/remote learning environment. Faculty and staff who may need a health-related accommodation for the Fall 2021 and Spring 2022 semesters should contact Employee Relations directly via email at ERAA@broward.edu. Upon approval, Employee Relations will notify supervisors of the terms and conditions of the accommodations.

For on-campus classes, student non-compliance matters will be referred to Student Deans and guided by the Code of Student Conduct. Faculty and staff non-compliance matters will be referred to Talent and Culture for handling. Visitors who do not comply with the College's safety protocols will be referred to Campus Safety for handling. Refer to [Exhibit 1.7 Decision Matrix](#) for details of action.

6 ACADEMIC RESOURCES AND INSTITUTIONAL ACCESSIBILITY TASKFORCE GUIDELINES

6.1 ACADEMIC SUCCESS CENTERS

Action Plan 1

The Academic Success Centers (ASC) staff will work remotely, and tutoring services will be offered online through WOnline and Tutor.com. ASC online tutoring services include one-on-one tutoring sessions, group study workshops, and paper reviews by an ASC tutor. While in a remote capacity, face-to-face services will be suspended, such as in-person tutoring, and the check-in/out of study rooms and materials (computer labs, printers, laptops, calculators, headsets, books, videos, and scientific models). We will also suspend all fines/fees for materials due during the College closure.

Action Plan 2

ASC full-time staff will move to a hybrid schedule by working on campus and remotely. Full-time staff will rotate on alternating days and times, and most part-time staff will continue to work remotely. During Plan 2, the computer labs will reopen with limited staffing, hours, and capacity on the South, Central, and North Campuses. Tentative on-site days include open Monday through Thursday and closed Friday to Sunday. Days and hours may vary by location and will be influenced by the building schedule. Tutoring services and classroom visits and orientations will remain remote and available seven days a week. ASC online tutoring services include one-on-one tutoring sessions, group study workshops, and paper reviews by an ASC tutor. All other face-to-face services will remain suspended, such as in-person tutoring services, access to labs, and the check-in/out of study rooms and materials (printers, laptops, calculators, headsets, books, videos, and scientific models). ASC centers at Miramar West Center, Pines Center, and Willis Holcombe Center will remain closed, and tutoring services will be available online.

Action Plan 3

Academic Success Center (ASC) full-time and part-time staff will return to campus 100% and tutoring and support services will resume in person, seven days a week. Limited virtual tutoring and group study sessions will be offered for continued student support. On-campus hours of operation may vary by location.

6.2 INSTITUTIONAL ACCESSIBILITY

Action Plan 1

All Institutional Accessibility departments will abide by the decisions and safety guidelines put forth from Broward College's senior leadership. It is the intent of each programmatic area of to continue working remotely until which time it is required for employees to return to work, and to continually modify service delivery to seamlessly offer services in the remote environment. Even upon return to work on campus, all areas of Institutional Accessibility will continue to offer the remote services that are currently being offered and/or that are under development. All current services are being transitioned to a touchless process and this will remain the standard.

All current offices can safely accommodate individuals with minor modifications, as has been discussed within the cross functional team, other than Central Campus where Accessibility Resources is temporarily sharing space in building 19. During AP1 and AP2a classroom or other empty office areas on Central Campus will be assigned to Accessibility Resources to conduct any necessary business. The only other consideration is waiting areas as needed. All campuses will require waiting areas external from Institutional Accessibility offices, unless a new location is found on Central Campus that can accommodate this.

Action Plan 2

ACCESSIBILITY RESOURCES

Accessibility Resources will continue to remain virtual when classes return to 25%, unless an in-person appointment is requested. Requested appointments will be secured within two business days, which is the same turnaround time as virtual appointments. The Accessibility Resources team will continually reassess this need as reopening occurs and will build a presence on the campuses if it is found one is needed.

ELECTRONIC INFORMATION TECHNOLOGY (EIT) ACCESSIBILITY/ASSISTIVE TECHNOLOGY (AT)

The EIT/AT department will continue to remain virtual when classes return to 25%, unless an in-person appointment is requested. Requested appointments will be secured within two business days, which is the same turnaround time as virtual appointments. The EIT/AT team will continually reassess this need as reopening occurs and will build a presence on the campuses if it is found one is needed.

DEAF SERVICES

Services for students who require either American Sign Language or CART (real time captioning) will continue to be offered both virtually and in-person as needed when classes return to 25% capacity. All requests for services will be handled virtually.

SEAHAWK NEST

The Seahawk NEST program is under development and targeted to begin in January 2021. Programs will be offered on both North and South campuses. Due to the specific nature of this program and the specific needs of the students, it is still undetermined how we will proceed in this area; however, a hybrid model is a possibility offering some in person activities on both campuses while supporting a remote environment as well.

COLLEGE PREPARATORY TRANSITION DEFERMENT PROGRAM (CPTDP)

Because CPTDP this is a contracted program with Broward County Public Schools, multiple factors impact how this program will proceed when classes return to 25% capacity, and this decision must be made with input from BCPS as the spring semester approaches. CPTDP space is secured on South campus and available as the program is ready/able to return.

ADA COORDINATOR

All ADA Coordinator services will be provided virtually unless an in-person presence is needed.

Action Plan 3

ACCESSIBILITY RESOURCES

Accessibility Resources will be open on each campus from 8:00am – 4:30pm, Monday – Thursday and virtually from 8:00am – 7:00pm, Monday – Thursday and Friday 8:00am – 4:00pm. All services will be available to students during these hours.

DEAF SERVICES

Deaf services will be available to students both in person and virtually as needed and by request, for both academic and co-curricular activities.

ELECTRONIC INFORMATION TECHNOLOGY (EIT)/ASSISTIVE TECHNOLOGY (AT)

The assistive technology specialist will be available to meet with students, faculty, and staff either in person or virtually by appointment only. The assistive technology labs on each campus will be open during normal Accessibility Resources operating hours.

SEAHAWK NEST ACADEMY

The Seahawk NEST Academy will operate completely in person. All team members will be 100% on campus on both the North and South campuses.

COLLEGE PREPARATORY TRANSITION DEFERMENT PROGRAM (CPTDP)

CPTDP will operate completely in person on the South campus. All team members will be 100% on campus.

ADA COORDINATOR

ADA Coordinator services will continue virtually. Assessments will be available in person by appointment.

6.3 IPS TESTING

Action Plan 1 and 2

Testing adheres to the standards of Broward College, the Florida Department of Law Enforcement and of the Joint Advisory Committee to resume testing safely, effectively and securely. BC leadership has approved IPS Testing to open and be available to students by appointment only since June 15, 2020. IPS has resumed agility testing since the first week back at 25% of capacity to be followed by a slow roll out of the Criminal Justice Basic Agility Test (CJBAT) the following week. Testing staff resumed work in person starting June 15, 2020. During periods with fewer tests scheduled, various staff were cleared to work remotely and to rotate work in the office as needed. IPS Testing volume is now about 50% for the agility test, for public testing, and the SOCE exam.

SAFETY PROTOCOL FOR IPS TESTING:

- Buildings 21 and 22 are still locked and closed to the public. Only scheduled guests may test.
- Requested extra cleaning, as suggested by the CDC for the entire building. The priority is to protect staff and maintain a sanitized work area as best as possible.
- Even though most testing functions will be conducted outdoors, test-takers and staff are expected wash/sanitize hands prior to testing.
- When mandated by the State or CDC, wear a non-surgical mask or similar face (mouth and nose) covering and gloves.
- When mandated by the State or CDC, keep a minimum of 6 feet between you and anyone one else (36 square feet), while on Broward College property.
- Only enter the building as instructed and follow directions as given. No loitering will be permitted around IPS before or after tests.

Please refer to [Exhibit 6.4.A IPS Reopening Plan](#) and [Exhibit 6.4.B IPS General Instructions](#) for additional information.

Action Plan 3

We are fully open and following current CDC, state, and college guidelines and newly established department practices and returning to standard classroom capacity. CJBAT is only for scheduled test-takers, and CDC, state, and college guidelines will remain in effect. All test-takers will receive a briefing on Broward College safety protocols before testing.

Please refer to [Exhibit 6.4.A IPS Reopening Plan](#) and [Exhibit 6.4.B IPS General Instructions](#) for additional information.

6.4 LIBRARIES

In accordance with Broward College and CDC guidelines, BC Libraries reviewed standard practices to create recommended action plans to address a phased approach to resuming on-campus services. All plans are subject to change as the situation with COVID-19 unfolds, and county, state, CDC, and College guidelines evolve.

Action Plan 1

All full-time and part-time library employees will work remotely. Access to e-books, electronic databases, Chat with a Librarian, research appointments, and library instruction sessions will be available virtually and modified Interlibrary Loan services will be available. While in a remote capacity, we will suspend the checkout and drop off of library materials, and the use of group study rooms, computer labs, and printers. We will also suspend all fines/fees for materials due during the College closure.

Action Plan 2

Some full-time staff will move to a hybrid schedule by working on campus and remotely. Those full-time staff will rotate on site on alternating days and times, and most part-time staff will continue to work remotely. Minimal part-time staff will return to work on campus at the Circulation Desk and Technical Assistance Desk. On site days include open Monday through Thursday, and closed Friday, Saturday and Sunday. Daily hours may vary and will be influenced by the building schedule. Reference Services (Chat with a Librarian, research appointments, and library instruction sessions), Archives, Library Technical Services, and Library Web Services will remain available virtually. All other face-to-face services (Circulation, Interlibrary Loan, Library Administration, and Library Technical Assistance Desk) will reopen with limited hours, staff, and services. The checkout and drop off of library books will resume and the use of computers and printers located in open areas will resume with limited hours and

capacity. The check in/out of study rooms will remain suspended. The North Campus and South Campus Regional Libraries will reopen per Broward County Public Library instructions, due to our partnership on those campuses; however, the North and South Campus faculty librarians will continue working virtually.

Action Plan 3

Broward College Libraries will return to 100% operations, and library fees and fines for late or lost materials will be reinstated. Information Literacy Sessions and Student Research Appointments will be available face-to-face or remote as requested. The use of group study rooms will resume. On campus hours of operation will vary by location.

6.5 TESTING AND ASSESSMENT SERVICES

Action Plan 1

The Testing and Assessment Centers' staff will work remotely, providing proctoring and assessment services. The Centers will use various remote virtual proctoring tools and methods which may vary by exam and exam vendor. This will include but is not limited to using D2L with Honorlock, ACCUPLACER (CPT, LOEP, HLM) with Examity, Elsevier (HESI A2) with ProctorU, and testing staff with Zoom, Skype, and Teams. Certain exams will not be available during this plan phase due to limitations for only in-person testing for exams such as CLEP, DSST, Pearson VUE, and PSI (FAA). Make-up, blended, and most accommodated testing will be unavailable as they can be provided by faculty through D2L with or without Honorlock.

Action Plan 2

The Testing and Assessment Centers are planning a phased reopening to provide on-campus access to services which have not been available via remote virtual proctoring such as industry certifications, credit-by-exam, and limited exam availability for exams previously available through remote virtual for students with technology issues. To accommodate the total semester and annual number of various exam administrations, the Miramar West Center testing staff will continue to support the remote virtual test delivery for placement, competency, and admission testing with staffing support from the North, Central, and South Campus testing staff. The North, Central, and South Campus testing centers will reopen for services on an appointment only basis. The initial phase of reopening will adhere to social distancing, limited seating, block scheduling, and cleaning prescribed by the College and the CDC. Appointments will be available in blocks to provide time for cleaning between test sessions. A touchless approach to check-in, testing supplies, and score report delivery will be adhered to prevent cross contamination. Adjustments to processes and procedures will be made as needed to support a safe work and testing environment. Information will be disseminated via email and the College website for internal and external customers.

Testing services will be limited to current and prospective Broward College students during the initial phase of reopening.

- Detailed processes and procedures for social distancing, cleaning, proctoring, check-in, check-out, score reporting, etc., will be published for staff use as well as training prior to reopening.
- Make-up, blended, and most accommodated testing will be unavailable as they can be provided by faculty through D2L with or without Honorlock.

Action Plan 3

The Testing and Assessment Centers will return to campus with increased in-person testing options by appointment only to continue to maintain College and CDC guidelines. Block appointment scheduling and other scheduling techniques will be used to maximize seats and exam availability for in-person testing options. In-person appointments will be available for industry certification, credit-by-exam, competency, career and employment tests, placement, and program entrance testing. Remote testing options for placement, competency, and program entrance testing will remain in place to support volume testing needs, maximize in-person appointments, and support students need for off-campus testing options. Make-up, blended, and accommodated testing will resume in-person testing on an appointment only basis and is subject to College and CDC guidelines. Faculty and academic associate deans will need to collaborate with the campus Testing and Assessment Centers at the start of the semester on testing window dates for courses to avoid overlap and in-person testing capacity limits.

7 STUDENT SERVICES TASK FORCE GUIDELINES

In the wake of the Pandemic, Broward College learned early that top-tier student services could be delivered successfully to students remotely using technological platforms that many students were accustomed to using. Based on information gathered by various departments we are experiencing this phenomenal and very remarkable change in the experience of BC students. Refer to Exhibit 7.0 Summary of the Student Services Plan.

7.1 COLLEGE READINESS AND RECRUITMENT

ACTION PLAN 1

All administrative and student services will be transferred to remote/online services setting. All full-time personnel will work remote.

Recruiters will visit the high schools when they re-open. All recruiters will follow the established College safety protocols for staff on campus, including the use of face masks and shields.

ACTION PLAN 2

Administrative and student services will remain remote/online.

ACTION PLAN 3

Staff who provides a direct service to students will resume face-to-face operations at the 100% reopening period.

7.2 ADMISSIONS OFFICES FOR NORTH, CENTRAL AND SOUTH CAMPUSES

ACTION PLAN 1

Administrative personnel will work remote/online.

ACTION PLAN 2

Limited face-to-face services will be provided on campus.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.3 ADMISSIONS OFFICES AT MWC AND WHC

ACTION PLAN 1

All administrative and student services will be transferred to remote/online services setting. All full-time personnel will work remote.

ACTION PLAN 2

Administrative and student services will remain remote/online.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.4 INTERNATIONAL STUDENT SERVICES

ACTION PLAN 1

Transfer all administrative and international student services provided to a remote/online setting. All full-time staff will work remotely..

ACTION PLAN 2

Provide new international student onboarding services face-to-face by appointment only. Follow the established College safety protocols. Designate check-in stations to manage capacity and flow of traffic. Triage will be done outside the offices.

Front desk staff will handle the intake. Visitors who may refuse to wear a mask, when required by State or CDC guidelines, will be offered the option to virtually meet with staff. Campus Safety officers will be in the vicinity to assist with intake challenges if necessary.

Request facilities to reconfigure workstations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.

When Student and Exchange Visitor Program (SEVP) reverts back to requiring original signatures on the Form I-20, International Student Services Office (ISSO) will have to be on-campus to process the document.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.5 ADVISING

ACTION PLAN 1

All administrative and student services provided to a remote/online setting. All full-time staff will work remotely.

ACTION PLAN 2

The Student Services for Admissions/Registration and Advising will reopen with limited hours and services available on-campus.

Action Plan 3

Resume face-to-face operations at the 100% reopening period.

7.6 CAREER AND TECHNICAL EDUCATION (CTE) ADVISING

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting. All full-time staff will work remotely.

ACTION PLAN 2

The Career and Technical Education (CTE) Advising team will continue to serve remotely, unless face-to-face service is required by the Pathway.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.7 CAREER SERVICES

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting. All full-time staff will work remotely.

ACTION PLAN 2

Career Coaching sessions and interview prep can be better supported in person with social distancing guidelines. Students who drop in will be directed to virtual services or schedule a future appointment. The office will have limited service hours and days for some face-to-face services.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.8 TRANSFER SERVICES

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting. 100% of full-time staff will work remotely..

ACTION PLAN 2

Transfer Services will remain remote for all inquiries and appointments. All Transfer workshops and fairs will remain remote through phase two.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.9 FINANCIAL AID

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting. 100% of full-time staff will work remotely.

ACTION PLAN 2

Office will work by appointments as well as walk-ins. However, appointments and walk-ins will be available during certain times only. FAFSA completion will be provided by appointment. Verification assistance and document submission can be supported in person observing social distancing guidelines. Limited face-to-face service hours will be available.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.10 CASHIER

ACTION PLAN 1

Transfer most administrative and student services provided to a remote/online setting.

Full-time staff will work on campus at least 2 days a week, half a day, to process payments, documents with sensitive information, and to prepare deposits picked up by Brinks.

ACTION PLAN 2

Office staff will use QLess to setup appointments for all students needing to make face-to-face payments only. Students will be able to pay online, and send fee waivers,

vouchers and checks by mail. All processes can be supported in person with social distancing guidelines. Limited face-to-face service hours will be available.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.11 SEAHAWK OUTREACH SERVICES (SOS) AND STUDENT ACHIEVEMENT INITIATIVES (SAI)

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting. 100% of full-time staff will work remotely.

ACTION PLAN 2

Seahawk Outreach Services (SOS) will remain remote/online.

Student Achievement Initiatives (SAI) will conduct all meetings and events virtually. Only one-on-one peer-to-student meetings will be allowed. The office will leave that choice to the discretion of the peer leader and the student. No one will be forced to come to campus unless they feel comfortable. No drop-ins. Peer Leaders will only work via appointments.

Processes that can be supported in person with social distancing guidelines.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.12 INTERNATIONAL EDUCATION STUDY ABROAD

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting. 100% of full-time staff will work remotely.

ACTION PLAN 2

International Education Study Abroad will remain virtual for most student interactions. Information sessions will be provided remotely until the College starts hosting live student events. The office will consider a hybrid format, on campus 1 or 2 days a week, to conduct in-person student appointments that cannot be hosted virtually.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.13 STUDENT LIFE

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting.
100% of full-time staff will work remotely.

ACTION PLAN 2

Services will remain remote/online with the exception of processing student IDs. .

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.14 STUDENT ASSISTANCE PROGRAM

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting.
100% of full-time staff will work remotely.

ACTION PLAN 2

Services will remain remote/online.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.15 OMBUDS SERVICES

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting.
100% of full-time staff will work remotely.

ACTION PLAN 2

All services will remain remote/online.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.16 TRIO

ACTION PLAN 1

Transfer all administrative and student services provided to a remote/online setting.
100% of full-time staff will work remotely.

ACTION PLAN 2

All services will remain remote/online.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

7.17 STUDENT CONDUCT AND INTEGRITY**ACTION PLAN 1**

Transfer all administrative and student services provided to a remote/online setting.
100% of full-time staff will work remotely.

ACTION PLAN 2

All services will remain remote/online.

ACTION PLAN 3

Resume face-to-face operations at the 100% reopening period.

8 EVENTS TASKFORCE GUIDELINES

PHASED-IN PLAN TO ALLOW EVENTS ON CAMPUS

Beginning June 25, 2021

Internal events only:

- We will begin booking internal events after the college has been open for two weeks
- Social distancing must be encouraged. We must follow CDC guidelines.
- Hand sanitizer or sanitizing wipes should be provided at check in tables and podiums
- No food shall be served, unless it is prepackaged for individual use
- Guests will be encouraged to stay home if ill.

Please refer to [Exhibit 8.1 Events Safety Alliance Reopening Guide](#) for guidance to follow for future events.

More information regarding external events will be coming soon.

Exhibit 00

COVID-19 OPERATION CHECKLIST

THIS DOCUMENT PROVIDES GUIDANCE FOR THE DIFFERENT PHASES OF OPERATION (ACTION PLAN 1, 2 AND 3) DURING AND AFTER THE COVID-19 PANDEMIC. THIS REPRESENTS BEST PRACTICES AND ARE BASED ON NATIONAL, STATE AND LOCAL AUTHORITIES HAVING JURISDICTION. IT IS A LIVING DOCUMENT AND WILL BE UPDATED ACCORDINGLY.

Guidance Phasing	Phase Description
Action Plan 1	Remote learning and work except for essential services and operations.
Action Plan 2	Remote work and learning except when face-to-face learning environment is necessary.
Action Plan 3	Resume face-to-face operations at or near 100% while continuing some of the newly established guidelines.

Checklist Sections	Checklist Sub Sections
Safety, Security and Environmental Health	Testing & Contact Tracing; Social Distancing; Social Distancing in Groups; Face coverings; Stay Home if Sick; Vulnerable Population; Enforcement; Communication
Talent and Culture	Benefits; Wellness; Recruitment/Hiring/Compensation; Policies & Procedures Communication;
Facilities	Building Systems, Physical Barriers, Personal Protection Equipment (PPE), Cleaning and Disinfecting Fleet Protocols, Vendors and Visitors Protocols, Social Distancing Protocols, Signage, Auxiliary Services, Other General Guidance
Information Technology	Classroom Modifications; Remote Virtual Testing; On site Testing; Laptops check-out and check-in; disinfection of technology
Academic Affairs	Schedule of Classes and Classrooms; Equipment Cleaning Protocol; Faculty and Staff
Academic and Accessibility Resources	Academic Success Centers; Accessibility Resources; IPS Testing Centers; Libraries; Testing Centers
Student and Athletic Services	Advising; Career Services; Transfer Services; Financial Aid; Cashier; Accessibility Resources/SOS and SAI; International Education Study Abroad; Student Life; Student Assistance Program; OMBUD Services; Athletics
Events	Guidelines moving forward

Applicable Plan			GUIDANCE
1	2	3	
1 - SECURITY, SAFETY AND ENVIRONMENTAL HEALTH			
1.1 TESTING AND CONTACT TRACING			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	System in place for soliciting and monitoring learners, employees, and vendors for positive COVID-19 tests, verification of tests when possible, and contact tracing for potential on site exposure.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	There is a potential for personnel who are not familiar with handling protected information (HIPAA/ FERPA) to handle such information. Refer to College Policies 6Hx2-5.03, 6Hx2-8.02, and 6Hx2-8.08 for guidance on handling protected information.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicate positive testing and contact tracing data both internally (to coordinate disinfection activity and reporting) and externally (insurance, health officials) - Looking into Everbridge Contact Tracing app which can be incorporated into our Guardian App
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Generally temperature checks are not required, however, temperature checks may be required for some programs depending on program requirements.
1.2 SOCIAL DISTANCING			
<input type="radio"/>	<input type="radio"/>		Avoid close contact with others, maintain greater than 6 feet of separation wherever possible as recommended by CDC guidelines and health officials
1.3 SOCIAL DISTANCING AND GROUPS			
<input type="radio"/>			Always maintain strict physical distancing of 6 feet between people whenever possible. A limit of 10 people in a group. Events where physical distancing is not possible may not be permitted.
	<input type="radio"/>		Maintain moderate physical distancing of 6 feet between people wherever possible. A limit of 50 people in a group. Events where physical distancing is not possible are not permitted.

Applicable Plan			GUIDANCE
1	2	3	
		<input type="radio"/>	Maintain physical distance per CDC guidelines, permitting additional personal space between people wherever possible.
<input type="radio"/>	<input type="radio"/>		Hold all meetings/gatherings, including one-on-one meetings online or over the phone wherever possible.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Some locations (labs, service areas, etc.) could have unique requirements, always wear protection and practice required social distancing based on the location you are entering and adhere to posted signs.
			1.4 USE OF FACE COVERINGS
<input type="radio"/>			Face coverings shall be on your person while traversing the campus.
<input type="radio"/>			Face coverings shall be worn indoors and when physical distancing measures cannot be maintained.
	<input type="radio"/>	<input type="radio"/>	Follow CDC guidelines for mask use.
<input type="radio"/>			As per State or CDC guidelines, situations on campus that call for mandatory face coverings include, but are not limited to classrooms, labs, elevators, and restroom facilities. Transportation with others including shuttles, riding sharing, golf carts, or utility vehicles.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Accommodations may be requested by reaching out to Institutional Accessibility (www.broward.edu/accessibility)
<input type="radio"/>			Refer to CDC guidelines for approved face coverings. (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)
			1.5 STAY HOME IF YOU ARE SICK
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do not go to work or school if you are sick
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notify your Professor and/or Supervisor if you are sick as well as contact a medical provider (if necessary) Follow the establish COVID-19 Positive cases reporting procedures.
			1.6 VULNERABLE POPULATION
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Individuals who fall under the health officials guidelines of vulnerable population that need an alternative working arrangement associated with COVID-19 should speak with their supervisor or contact HR.
			1.7 ENFORCEMENT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Student non-compliance matters will be referred to Student Deans and guided by the Code of Student Conduct. Refer to Decision Matrix exhibit.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Faculty & Staff Non-Compliance matters will be referred to Talent and Culture for handling. Refer to Decision Matrix exhibit 1.7.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Visitors Non- Compliance matters will be referred to Campus Safety for handling. Refer to Decision Matrix exhibit 1.7.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Accommodations may be requested by reaching out to Institutional Accessibility (www.broward.edu/accessibility)
			1.8 COMMUNICATION
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	BC Coronavirus website is to be monitored continuously to reflect all updated information and to reference any guidance from the CDC, state, or other health officials. The BC Coronavirus website is the primary source for information about BC's plans.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Substantive updates may be disseminated via email, social media, or BC alert as necessary.
2 - TALENT AND CULTURE			
			2.1 BENEFITS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Review State and Federal Guidelines - apply new regulations at Broward College (CARES Act - Emergency FMLA, Emergency Sick); work with IT and other departments as applicable to update Workday to ensure compliance.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Establish separate emails for confidential and specific communication.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Produce ad-hoc reports for specific employee populations that may be affected by pandemic.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work with Facilities to ensure proper signage is displayed to employees; Work with IT to ensure proper documents and information is made available on Broward College website.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Initiate process for following up with employees who have COVID or COVID symptoms and verifying/communicating when employees are cleared to return to work.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicate and track employees who are in self-isolation due to potential pandemic specific exposure.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Assist employees and supervisors with leave options for employees impacted by virus.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicate with Risk Management and provide names of employees testing positive for pathogen, to assure contact tracing, proper sanitation, and any other needs.

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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Amend plan agreements with benefit vendors to provide additional services to employees effected by Pandemic, or as required by law.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide guidance for employees/supervisors/vulnerable populations with Pandemic concerns assuring HIPAA and ADA compliance.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Guide Worker's Compensation claims from remote locations to contact supervisor and file a report with Campus Safety. Benefits to follow up with employee's worker's compensation claim.
			2.2 WELLNESS
<input type="radio"/>	<input type="radio"/>		Prepare managers to ensure safe work environments (Partner with Facilities regarding PPE as needed/required).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Communicate resources available to employees (Ex: Cigna EAP services).
<input type="radio"/>		<input type="radio"/>	Share health related resources to assist managers with supporting their teams
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide learning opportunities for employees to maintain health, well-being, energy, productivity, and quality (Including mental well-being, lifestyle habits, and creating an ergonomic workspace at home).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Provide opportunities for employee engagement and connection, to foster commitment to organizational success.
<input type="radio"/>		<input type="radio"/>	Identify workspace items provided by the College (workstation equipment) for a shared understanding of guidelines.
			2.3 RECRUITMENT / HIRING / COMPENSATION
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Implement remote recruitment practices (Search committee charging; interviews).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Implement remote hiring practices (New Hire Orientation; Onboarding; I-9 Form).
<input type="radio"/>			Poll hiring managers to determine critical hiring needs for their departments; critical employees in their department.
<input type="radio"/>			Distribute Hiring Manager Guide - provides outline/steps/expectations for hiring manager and position applicants during pandemic.
<input type="radio"/>			Distribute Onboarding Guide/Checklist - steps and recommendations for manager to initiate and integrate new hire into department during pandemic. Includes: introducing to staff; pairing with a "buddy" to assist their in their first few weeks; assigning work tasks and follow up.
<input type="radio"/>			Determine essential positions to be hired, continue recruitment and hiring process for these positions, suspend search/hire for non essential personnel.
<input type="radio"/>	<input type="radio"/>		Implement Part-Time Employee Cross Utilization to continue employing as many employees as possible.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work with Accessibility Resources to ensure documentation provided to hiring managers and new employees are accessible.
			2.4 POLICIES & PROCEDURES / COMMUNICATION
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Review policies and procedures to determine if any need to be addressed and modified immediately.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Work with Accessibility Resources to ensure information online and signage is accessible (T&C website).
<input type="radio"/>		<input type="radio"/>	Implement Telecommunication Policy/Procedure and ensure managers understand guidelines and have autonomy to implement.
		<input type="radio"/>	Future of Work - flexibility; hybrid of remote and on campus presence workers (phase 3).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Review formal accommodation requests for employees (may include employees unable to wear PPE as required or are requesting accommodations due to new working environment).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Procedure in place for managing employees who do not comply with CDC guidelines.
3 - FACILITIES			
			3.1 BUILDING SYSTEMS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Create dedicated facility entry and exit points. There may be several depending upon the building traffic patterns and the number of individuals entering and exiting. In the event of an emergency, all doors should be use for exiting the building. Signage required.
<input type="radio"/>	<input type="radio"/>		Maximize fresh make-up air in all facilities, exhaust room air and deliver clean air; where circulation is required, this should be done in concert with appropriate filtering.
<input type="radio"/>	<input type="radio"/>		Adjust existing preventative maintenance plan to address scheduling of testing in buildings closed for a long period of time as a result of campus being vacant/closed.
<input type="radio"/>	<input type="radio"/>		Survey building exteriors for evidence of physical damage or deterioration that may have occurred during their idle period, such as roof coverings, drains, perimeter flashing, and roof mounted equipment. Notify BC Risk Management of a any damage found.
<input type="radio"/>	<input type="radio"/>		Turn off water fountains except for the bottle filling stations. Signage required.

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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Review building automation systems. Adjust lighting and mechanical systems based on building utilization.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Review science lab HAZMAT materials that may need to be removed or relocated to refrigeration units.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	For buildings experiencing extended closures, flush and test potable water systems.
			3.2 PHYSICAL BARRIERS
<input type="radio"/>	<input type="radio"/>		Place sneeze guards at all customer service stations throughout campus.
<input type="radio"/>	<input type="radio"/>		Identify opportunities to minimize touch controls (encourage use of ADA door openers, evaluate existing BC Design and Construction Standards for touchless faucets, toilets flush, etc).
			3.3 PERSONAL PROTECTIVE BARRIERS
<input type="radio"/>	<input type="radio"/>		Work with procurement to expedite purchase of emergency supplies (cleaning supplies, PPE, etc.)
<input type="radio"/>	<input type="radio"/>		Have a stock of masks available at each campus facilities' offices for employees. Request must be submitted through the Archibus platform. Academic departments requiring masks for their programs will continue to provide them accordingly.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Frequently assess and maintain the stock of personal protective equipment.
<input type="radio"/>	<input type="radio"/>		Facilities to coordinate through custodial services, hand sanitizer dispensers available and functional throughout each facility, particularly at entrance, exits, cafeterias, student centers and high traffic transition areas.
<input type="radio"/>	<input type="radio"/>		Send out weekly reminders to essential on site staff regarding the importance, and use of PPE.
			3.4 CLEANING AND DISINFECTING PROTOCOLS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Implement standard operating procedures (SOPs) for enhanced cleaning and disinfection of common contact areas.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Frequently assess and maintain the stock of cleaning supplies, sanitizers, and disinfectants.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Identify common high-touch surfaces (occupied areas) and develop a checklist to ensure frequent sanitation daily. Common high touch surfaces include:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Door knobs and handles
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Push plates and crash bars on doors
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Automatic door openers
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Overhead light and lamp switches
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Stair doors and hand rails
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Elevator call and interior buttons
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Bottle Fillers
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Vending machines and ATM's
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Tables and chairs in break rooms
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Refrigerator / microwave handles in lunch rooms
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Faucet handles in kitchens and bathrooms
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	• Restroom surfaces and fixtures
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Implement the SOP for immediate cleaning and disinfecting impacted areas (i.e., Classrooms, labs, library, cafeteria, washrooms, study areas, pathways, etc.) in the event a learner, faculty, staff, visitor or vendor tests positive for COVID-19.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Place cleaning disinfecting wipes and/or hand sanitizers near areas with shared technology.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Continue custodial services process and route for routine deep cleaning of common areas, either daily/nightly or, at minimum, weekly in a systematic fashion.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Place trash cans near bathroom doors if possible.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Adjust custodial services schedules based on building utilization.
			3.5 VISITORS AND VENDORS PROTOCOLS
<input type="radio"/>	<input type="radio"/>		Implement protocol to limit visitors on campus except for required essential services. Requires signage at all receiving areas at each campus or center.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Consider viable capital improvement and maintenance projects to maximize work required in vacant areas.
			3.6 SOCIAL DISTANCING PROTOCOLS
<input type="radio"/>	<input type="radio"/>		Implement physical distancing strategies during breaks. Examples Include: staggered break times between classes to avoid large groups of learners, faculty and staff.

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<input type="radio"/>			Review and adjust classroom and conference/meeting room seating to promote physical distancing. This includes placing signage on desks or chairs or removing furniture when possible.
<input type="radio"/>	<input type="radio"/>		Use tape or signage on floors, if necessary, to designate social distancing locations.
<input type="radio"/>	<input type="radio"/>		Maintain at least a 6 feet of physical distance whenever possible when there is no physical barrier between individuals (this includes office personnel).
			3.7 SIGNAGE (REFER TO EXHIBIT 3.7)
<input type="radio"/>	<input type="radio"/>		Floor Graphics: Maintaining social distancing.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Posters: Encourage hand washing and CDC guidelines.
<input type="radio"/>	<input type="radio"/>		Elevators: Maximum Capacity to maintain social distance (2 or 3 people per elevator at one time).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Post signage throughout facility directing risk-minimizing behavior for learners, faculty and staff: Examples include hand washing and surfaces sanitizing procedures COVID-19 symptoms and how to stop the spread.
<input type="radio"/>	<input type="radio"/>		Place tape, arrows and/or physical barriers (e.g., plastic sheeting, tape) in hallways to guide learner, faculty and staff traffic to limit cross over.
			3.8 AUXILIARY SERVICES
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Place physical barrier between individuals on production or service line such as in food preparation and cafeteria services (plexiglass) (if applicable).
<input type="radio"/>	<input type="radio"/>		Place physical barrier at cafeteria lunch tables for tables with built-in seating (e.g., cardboard, plexiglass) where possible (if applicable).
<input type="radio"/>	<input type="radio"/>		Bookstore vendor to implement their Pandemic Plan (Refer to Exhibit 3.8).
			3.9 FLEET
<input type="radio"/>			Place fleet vehicles into the central compound. Consider storage in the central parking garage out of the elements. Consider returning leased vehicles not being utilized.
	<input type="radio"/>		Clean and disinfect vehicles after each use. Consider alternating use of vehicles when possible.
			3.10 OTHER
<input type="radio"/>	<input type="radio"/>		Eliminate reusable kitchen utensils (flatware, dishes and cups) and cleaning tools (sponges, brushes and towels) and replace with single use options.
<input type="radio"/>	<input type="radio"/>		Replace share appliances with single use or no touch options (Coffee makers, ice/water dispenser)
<input type="radio"/>	<input type="radio"/>		Remove high touch items (magazines, shared pens).
4 - INFORMATION TECHNOLOGY			
			4.1 CLASSROOM MODIFICATIONS FOR SYNCHRONOUS TEACHING
<input type="radio"/>	<input type="radio"/>		Proof of Concept (POC) for synchronous learning classroom technology upgrades .
			4.2 CLASSROOM MODIFICATIONS FOR SYNCHRONOUS TEACHING
<input type="radio"/>	<input type="radio"/>		Retrofit 100 classroom for synchronous learning using CARES funding.
			4.3 REMOTE VIRTUAL TESTING
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Online Testing Software Licensing is being finalized for student access / use for HonorLock and Examity testing software.
			4.4 ON SITE TESTING
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The plan is to open up the campus testing centers sometime during the summer term.
			4.5 LAPTOP CHECK-OUT PROCEDURE FOR STUDENTS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	IT has setup a safe process utilizing a 3rd party company that will handle laptop checkouts for students if available.
			4.6 LAPTOP CHECK-IN PROCEDURE FOR STUDENTS
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	IT has set up a safe process utilizing a third party company that handles laptop returns from students .
			4.7 LAPTOP CHECK-OUT PROCEDURE FOR FACULTY & STAFF
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	IT has a procedure in place where the employees can checkout a laptop / monitor / keyboard / headset if available.
			4.8 LAPTOP CHECK-IN PROCEDURE FOR FACULTY & STAFF
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	IT has a procedure in place for the employees to return the laptop / monitor / keyboard when they report back to the campus.
			4.9 DISINFECTION OF TECHNOLOGY
<input type="radio"/>	<input type="radio"/>		Disinfectant Wipe Stations needed in all areas that has technology to wipe keyboards down before use for Students / Faculty / Staff.

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5 - ACADEMIC AFFAIRS			
5.1 SCHEDULE OF CLASSES AND CLASSROOMS			
<input type="radio"/>	<input type="radio"/>		Identify rooms and buildings for phased return (# of rooms and buildings based on which phase is in effect).
<input type="radio"/>	<input type="radio"/>		Identify additional rooms and technology required for synchronous delivery - work with facilities to determine proper distancing in alignment with CDC and local health guidelines.
<input type="radio"/>	<input type="radio"/>		Work with campus schedulers/business deans to ensure proper rooms are allocated for phased delivery.
5.2 EQUIPMENT CLEANING PROTOCOL			
	<input type="radio"/>	<input type="radio"/>	Disinfectant Wipe Stations needed in all areas to wipe surfaces and equipment down before use for Students / Faculty / Staff.
5.3 FACULTY AND STAFF			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ongoing faculty training for new technology and delivery modalities.
	<input type="radio"/>	<input type="radio"/>	Return of support staffing in alignment with phased return.
6 - ACADEMIC AND ACCESSIBILITY RESOURCES			
6.1 ACADEMIC SUCCESS CENTERS			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Make remote tutoring appointments available.
<input type="radio"/>			All ASC locations will be closed (North Campus, Central Campus, South Campus, Miramar West Center, Pines Center, and Willis Holcombe Center)
<input type="radio"/>			All full-time and part-time staff will work remotely.
<input type="radio"/>			Suspend the use of science models and check out of headsets, study rooms, computer labs, calculators, laptops, videos, and materials.
	<input type="radio"/>		ASC full-time staff will move to a hybrid schedule by working on campus and remotely. Full-time staff will rotate on alternating days and times, and most part-time staff will continue to work remotely.
	<input type="radio"/>		Minimal part-time staff will return to the centers to work in the computer labs. Designate a dedicated floor monitor/check-in person in each area to monitor social distancing and log students in (as needed).
	<input type="radio"/>		Computer labs will reopen with limited staffing, hours, and capacity on the South, Central, and North Campuses. Tentative hours of operation include Monday through Thursday, closed Friday through Sunday. Days and hours may vary by location and will be influenced by the building schedule, and are subject to change.
	<input type="radio"/>		Suspend the use of science models and check out of headsets, study rooms, calculators, laptops, videos, and materials.
	<input type="radio"/>		All ASC center locations (Miramar West Center, Pines Center, and Willis Holcombe Center) will remain closed, and tutoring services will be available online.
		<input type="radio"/>	Reopen all ASC locations and resume face-to-face tutoring and group study sessions.
		<input type="radio"/>	75-100% of full-time staff will work on campus, the remaining will work from remotely (as needed and by approval only).
		<input type="radio"/>	Provide students with an appointment checklist and instructions for their face-to-face tutoring appointments, via email (as needed).
		<input type="radio"/>	Resume use of science models and check-out of headsets, study rooms, computer labs, print stations, calculators, laptops, videos, and materials.
		<input type="radio"/>	Implement an appointment check-in station at each location to manage capacity and flow of traffic (as needed).
		<input type="radio"/>	Designate a dedicated floor monitor/check-in person in each area to monitor social distancing and log students in (as needed).
		<input type="radio"/>	Provide students with an appointment checklist and instructions for their face-to-face tutoring appointments, via email (as needed).
		<input type="radio"/>	Purchase single user headsets for front desk phone line to reduce cross contamination.
		<input type="radio"/>	Require tutors to use their own writing utensils (no sharing), and clean after each shift (as needed).
		<input type="radio"/>	Implement a return and sanitizing process for checked-out materials (calculator, laptop, headsets, etc.)
		<input type="radio"/>	Identify space and needs to accommodate accessibility resource students that allows for social distancing (as needed).
6.2 INSTITUTIONAL ACCESSIBILITY			
<input type="radio"/>			Provide all services remotely.

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	<input type="radio"/>	<input type="radio"/>	Provide all services remotely unless face-to-face is requested or required.
		<input type="radio"/>	Encourage remote services and appointments, but be available for walk-ins when there is availability.
	<input type="radio"/>		Utilize an appointment only system for face-to-face meetings.
		<input type="radio"/>	Schedule set office hours for the week to promote availability.
	<input type="radio"/>	<input type="radio"/>	Utilize external areas for waiting areas.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Utilize paperless protocols for all intake and student requests.
<input type="radio"/>			Get assigned new office space (or a classroom) for Central Campus Accessibility Resources due to planned shared space in Central
	<input type="radio"/>	<input type="radio"/>	Plexiglass in place for all face-to-face interactions.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Abide by all safety protocols put forth by the College.
<input type="radio"/>			Remove all unnecessary seating areas to ensure social distancing.
	<input type="radio"/>	<input type="radio"/>	Sanitize all equipment used by students in offices and labs after each use.
	<input type="radio"/>	<input type="radio"/>	Publicize safety guidelines on website, via email and in all offices and labs.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Students and team members to abide by all safety protocols put forward by the college.
	<input type="radio"/>	<input type="radio"/>	Team members to sanitize after all student meetings and at the end of each workday.
			6.3 IPS TESTING CENTER
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The IPS Testing Center has been approved to be open and available to students by appointment only since June 2020.
<input type="radio"/>	<input type="radio"/>		Buildings are closed to the public and locked. Only those with testing appointments will be permitted to enter the building. Our priority is to protect staff and maintain a sanitized work area as best we can.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Even though most testing functions will be conducted outdoors, test-takers and staff are expected wash/sanitize hands prior to testing.
<input type="radio"/>	<input type="radio"/>		Staff and test-takers will wear a CDC-approved face covering and gloves when required by State or CDC guidelines.
<input type="radio"/>	<input type="radio"/>		Only enter the building as instructed and follow directions as given. NO loitering will be allowed around IPS.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Staff and test-takers will keep a minimum of 6 feet between you and anyone one else, while on Broward College property. Fewer than 20 test-takers, 50% capacity, will be proctored at any given time to minimize chances for infection.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Agility testing has resumed, followed by a roll-out of the CJBAT test. Testing has been capped at 50% or less than 20 guests per test.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	IPS Testing volume is now about 50% for the agility test, for public testing, and the SOCE exam. Staff are rotating on-site with remote work depending on the flow of testing traffic.
			6.4 LIBRARIES
<input type="radio"/>			100% of staff work remotely.
<input type="radio"/>			Suspend check out of materials, DVDs, group study rooms and use of computer labs.
<input type="radio"/>			Suspend drop off of materials as well as fines and fees for materials due during college closure.
<input type="radio"/>	<input type="radio"/>		Offer the following services to patrons while in remote environment: access to library's electronic databases and e-Books, modified ILL services, Chat with a Librarian, virtual research appointments and virtual library instruction sessions.
	<input type="radio"/>		Library full-time staff will move to a hybrid schedule by working on campus and remotely. Full-time staff will rotate on alternating days and times, and most part-time staff will continue to work remotely.
	<input type="radio"/>		Minimal part-time staff will return to work on campus at the Circulation Desk and Technical Assistance Desk.
	<input type="radio"/>		Circulation, Interlibrary Loan, Library Administration, and the Library Technical Assistance Desk will reopen with limited hours, staff, and services.
	<input type="radio"/>		The check out and drop off of library books will resume; fines and fees for materials due during the college closure will continue to be suspended.
	<input type="radio"/>		The use of computers and printers located in open areas will resume with limited hours and capacity.
	<input type="radio"/>	<input type="radio"/>	Establish safety protocols for staff including face masks and sneeze guards at all service desks including Executive Assistants desks in Library Administration Office.
	<input type="radio"/>	<input type="radio"/>	Establish a return and sanitizing process and protocol for all materials.
	<input type="radio"/>	<input type="radio"/>	Designate a dedicated floor monitor to check that social distancing guidelines are being followed.

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	<input type="radio"/>	<input type="radio"/>	Block off all book stacks so they are off limits to patrons. Staff will pull books for patrons when requested.
	<input type="radio"/>	<input type="radio"/>	Request increased security personnel to aid in enforcement of social distancing requirements.
	<input type="radio"/>	<input type="radio"/>	Establish a procedure and staff needed for cleaning of computers or public areas after each use.
	<input type="radio"/>	<input type="radio"/>	Purchase single user headsets for employees who answer service desk phones to reduce cross contamination.
	<input type="radio"/>	<input type="radio"/>	Identify space and needs to accommodate accessibility resource students that allows for social distancing.
		<input type="radio"/>	100% of staff will work on campus.
		<input type="radio"/>	Resume face-to-face library instruction sessions, research appointments and Archives tours by appointment only, and resume check out of group study rooms at 100% reopening, all with social distancing guidelines in place. Will continue to hold virtual library instruction sessions and virtual research appointments as requested.
		<input type="radio"/>	Resume check out of materials (including Textbook Course Reserves, DVDs, and ILL), and use of computer labs or open computer areas with social distancing guidelines in place.
		<input type="radio"/>	Resume use of the Print Shop at 100% reopening with social distancing guidelines in place.
6.5 TESTING CENTERS			
<input type="radio"/>			The Testing and Assessment Centers' staff will work remotely, providing proctoring and assessment services. The Centers will use various remote virtual proctoring tools and methods which may vary by exam and exam vendor. This will include but is not limited to using D2L with Honorlock, ACCUPLACER (CPT, LOEP, HLM) with Examity, Elsevier (HESI A2) with ProctorU, and testing staff with Zoom, Skype, and Teams. Certain exams will not be available during this plan phase due to limitations for only in-person testing for exams such as CLEP, DSST, Pearson VUE, and PSI (FAA). Make-up, blended, and most accommodated testing will be unavailable as they can be provided by faculty through D2L with or without Honorlock.
	<input type="radio"/>	<input type="radio"/>	The Testing and Assessment Centers are planning a phased reopening to provide on-campus access to services which have not been available via remote virtual proctoring such as industry certifications, credit-by-exam, and limited exam availability for exams previously available through remote virtual for students with technology issues. To accommodate the total semester and annual number of various exam administrations, the Miramar West Center testing staff will continue to support the remote virtual test delivery for placement, competency, and admission testing with staffing support from the North, Central, and South Campus testing staff. The North, Central, and South Campus testing centers will reopen for services on an appointment only basis. The initial phase of reopening will adhere to social distancing, limited seating, block scheduling, and cleaning prescribed by the College and the CDC. Appointments will be available in blocks to provide time for cleaning between test sessions. A touchless approach to check-in, testing supplies, and score report delivery will be adhered to prevent cross contamination. Adjustments to processes and procedures will be made as needed to support a safe work and testing environment. Information will be disseminated via email and the College website for internal and external customers. Testing services will be limited to current and prospective Broward College students during the initial phase of reopening.
	<input type="radio"/>	<input type="radio"/>	Hours of operation for in-person testing will varies by campuses. Testing will be open Monday - Friday on an appointment only basis using block scheduling.
	<input type="radio"/>	<input type="radio"/>	Precautions to limit cross contamination will be followed by staff and communicated to students.
	<input type="radio"/>	<input type="radio"/>	Additional PPE, cleaning supplies, testing supplies, and furniture will be needed to maintain appropriate social distancing and touchless environment.
	<input type="radio"/>	<input type="radio"/>	Signage and crowd control mechanisms will be needed to clearly communicate information for students at North and Central campus.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Staffing will be reallocated to meet the volume and needs of service.
		<input type="radio"/>	The Centers will return to campus to provide in-person proctoring with appointments only. A block schedule will still be used for certain exams as needed. Remote virtual proctoring options for placement, competency, and program entrance testing will remain in place. In-person appointments will be available for industry certification, credit-by-exam, competency, career and employment tests, placement, and program entrance testing. Make-up, blended, and accommodated testing will resume in-person on an appointment only basis and is subject to College and CDC guidelines.

7 - STUDENT SERVICES AND ATHLETICS

7.1 COLLEGE READINESS AND RECRUITMENT

- Transfer all administrative and student services provided to a remote/online setting.
- 100% of full-time staff will work remotely.
- Recruiters will visit the high schools when they re-open.
- Follow the established College safety protocols for staff including the use of face masks and shields.
- Request facilities to reconfigure work stations and place signage to meet social distancing guidelines.
- Follow the established College procedure on sanitizing process and protocol.
- Resume face-to-face operations at the 100% reopening period.

7.2 ADMISSIONS OFFICES NORTH, CENTRAL AND SOUTH

- Transfer all administrative and student services provided to a remote/online setting.
- 100% of full-time staff will work remotely.
- Offer services in a hybrid format: online and on campus.
- Follow the established College safety protocols for staff including the use of face masks and shields, and sneeze guards at the front desk.
- Designate check-in stations to manage capacity and flow of traffic.
- Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
- Remove student QLess sign-in station. Place instructions on how students can sign-in to QLess using their phone.
- Follow the established College procedure on sanitizing process and protocol.
- Follow the established College procedure on cleaning computers designated for public use.
- Resume face-to-face operations at the 100% reopening period.

7.3 ADMISSIONS OFFICES MWC AND WHC

- Transfer all administrative and student services provided to a remote/online setting.
- 100% of full-time staff will work remotely.
- Remove student QLess sign-in station. Place instructions on how students can sign-in to QLess using their phone.
- Resume face-to-face operations at the 100% reopening period.

7.4 INTERNATIONAL STUDENT SERVICES

- Transfer all administrative and international student services provided to a remote/online setting.
- 100% of full-time staff will work remotely.
- Provide new international student onboarding face-to-face by appointment on a needs based.
- Follow the established College safety protocols for staff including the use of face masks and shields, and sneeze guards at the front desk.
- Designate check-in stations to manage capacity and flow of traffic.
- Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
- Remove student QLess sign-in station. Place instructions on how students can sign-in to QLess using their phone.
- Follow the established College procedure on sanitizing process and protocol.
- Follow the established College procedure on cleaning computers designated for public use.
- Resume face-to-face operations at the 100% reopening period.

7.5 ADVISING

- Transfer all administrative and student services provided to a remote/online setting.
- 100% of full-time staff will work remotely.
- Services will be provided in a hybrid format: online and on campus.
- Follow the established College safety protocols for staff including the use of face masks and shields, and sneeze guards at the front desk.
- Designate check-in stations to manage capacity and flow of traffic.

Applicable Plan			GUIDANCE
1	2	3	
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
	<input type="radio"/>	<input type="radio"/>	Remove student QLess sign-in station. Place instructions on how students can sign-in to QLess using their phone.
	<input type="radio"/>		Follow the established College procedure on sanitizing process and protocol.
	<input type="radio"/>		Follow the established College procedure on cleaning computers designated for public use.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.6 CTE ADVISING
<input type="radio"/>			Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
	<input type="radio"/>		Continue to serve remotely, unless face-to-face service is required by the Pathway.
	<input type="radio"/>		Offer face-to-face onboarding for Institute of Public Safety students.
	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields.
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
	<input type="radio"/>		Follow the established College procedure on sanitizing process and protocol.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.7 CAREER SERVICES
<input type="radio"/>			Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
	<input type="radio"/>		Career Coaching sessions and interview prep will be offered in person with social distancing guidelines. Students who drop in will be directed to virtual services or schedule a future appointment. The office will have limited service hours and days for some face-to-face services.
	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields.
	<input type="radio"/>		Designate check-in stations to manage capacity and flow of traffic.
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
	<input type="radio"/>	<input type="radio"/>	Remove student QLess sign-in station. Place instructions on how students can sign-in to QLess using their phone.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on sanitizing process and protocol.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on cleaning computers designated for public use.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.8 TRANSFER SERVICES
<input type="radio"/>	<input type="radio"/>		Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.9 FINANCIAL AID
<input type="radio"/>			Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
	<input type="radio"/>		Offer FAFSA completion and Dynamic Form assistance face-to-face.
	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields, and sneeze guards at the front desk.
	<input type="radio"/>		Designate check-in stations to manage capacity and flow of traffic.
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
	<input type="radio"/>	<input type="radio"/>	Remove student QLess sign-in station. Place instructions on how students can sign-in to QLess using their phone.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on sanitizing process and protocol.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on cleaning computers designated for public use.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.

Applicable Plan			GUIDANCE
1	2	3	
			7.10 CASHIER
<input type="radio"/>			Transfer most administrative and student services provided to a remote/online setting.
<input type="radio"/>			Full-time staff will work on campus at least 2 days a week, half a day, to process payments, documents with sensitive information, and to prepare deposits picked up by Brinks.
<input type="radio"/>	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields.
	<input type="radio"/>		Office staff will use Qless to setup appointments for all students needing to make face-to-face payments only. Students will be able to pay online, and send fee waivers, vouchers and checks by mail. All processes can be supported in person with social distancing guidelines. Limited face-to-face service hours will be available.
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on sanitizing process and protocol.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.11 SEAHAWK OUTREACH SERVICES (SOS) AND STUDENT ACHIEVEMENT INITIATIVES (SAI)
<input type="radio"/>			Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
<input type="radio"/>	<input type="radio"/>		Seahawk Outreach Services (SOS) will remain remote/online.
	<input type="radio"/>		Student Achievement Initiatives (SAI) will conduct all meetings and events virtually. Only one-on-one peer-to-student meetings will be allowed. The office will leave that choice to the discretion of the peer leader and the student. No one will be forced to come to campus unless they feel comfortable. No drop-ins. Peer Leaders will only work via appointments. Processes that can be supported in person with social distancing guidelines.
	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields.
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
	<input type="radio"/>		Follow the established College procedure on sanitizing process and protocol.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.12 INTERNATIONAL EDUCATION STUDY ABROAD
<input type="radio"/>			Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
	<input type="radio"/>		International Education Study Abroad will remain virtual for most student interactions. Information sessions will be provided remotely until the College starts hosting live student events. The office will consider a hybrid format, on campus 1 or 2 days a week, to conduct in-person student appointments that cannot be hosted virtually
	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields.
	<input type="radio"/>		Request facilities to reconfigure work stations and place signage to meet social distancing guidelines and establish designated seating for face-to-face student assistance.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on sanitizing process and protocol.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.13 STUDENT LIFE
<input type="radio"/>			Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>			100% of full-time staff will work remotely.
<input type="radio"/>	<input type="radio"/>		Offer face-to-face student IDs issuing on a needs based (i.e. Nursing clinical students).
	<input type="radio"/>		Follow the established College safety protocols for staff including the use of face masks and shields, and sneeze guards at the front desk.
	<input type="radio"/>	<input type="radio"/>	Follow the established College procedure on sanitizing process and protocol.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.14 STUDENT ASSISTANCE PROGRAM
<input type="radio"/>	<input type="radio"/>		Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>	<input type="radio"/>		100% of full-time staff will work remotely.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.15 OMBUDS SERVICES
<input type="radio"/>	<input type="radio"/>		Transfer all administrative and student services provided to a remote/online setting.

Applicable Plan			GUIDANCE
1	2	3	
<input type="radio"/>	<input type="radio"/>		100% of full-time staff will work remotely.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.16 TRIO
<input type="radio"/>	<input type="radio"/>		Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>	<input type="radio"/>		100% of full-time staff will work remotely.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
			7.17 STUDENT CONDUCT AND INTEGRITY
<input type="radio"/>	<input type="radio"/>		Transfer all administrative and student services provided to a remote/online setting.
<input type="radio"/>	<input type="radio"/>		100% of full-time staff will work remotely.
		<input type="radio"/>	Resume face-to-face operations at the 100% reopening period.
8 - EVENTS			
<input type="radio"/>	<input type="radio"/>		All College events have been canceled for this school year (2020-2021).
<input type="radio"/>	<input type="radio"/>		Refer to Exhibit 8 for Events guidance.

Exhibit 1.7

NON-COMPLIANT SITUATIONAL MATRIX

DECISION MATRIX (EXHIBIT 1.7)

ISSUE: INDIVIDUAL DOES NOT COMPLY WITH PPE GUIDELINES

Student Response	Staff Response	Visitors
Observer asks for compliance. If individual refuses referred to Campus Safety. Campus Safety asks for compliance, if refused, directs individual to leave the campus and advises appropriate Student Dean.	Observer asks for compliance. If individual refuses referred to Campus Safety. Campus Safety asks for compliance and advises where to obtain PPE if needed, if non-compliance continues, Campus Safety notifies employee’s supervisor and Human Resources. Officers stay in place until supervisor is contacted.	Observer asks for compliance. If individual refuses referred to Campus Safety. Campus Safety asks for compliance, if refused, directs individual to leave. If individual refuses, Law Enforcement contacted.

ISSUE: INDIVIDUAL HAS RESPIRATORY SYMPTOMS AND DOES NOT COMPLY WITH STAFF/FACULTY GUIDANCE

Student Response	Staff Response	Visitors
Observer. Response by observer decision tree if compliance is required or directed, and not forthcoming, Campus Safety is contacted, and the appropriate Student Dean is notified.	Observer. Response by observer decision tree where compliance is required or directed, and not forthcoming, Campus Safety is contacted, supervisor notified.	Observer. Response by observer decision tree where compliance is required or directed, and not forthcoming, Campus Safety is contacted. Compliance or direction to leave facility.

ISSUE: INDIVIDUAL REPEATEDLY REFUSES TO COMPLY WITH SOCIAL DISTANCING GUIDELINES.

Student Response	Staff Response	Visitors
Observer asks for compliance. If individual refuses referred to Campus Safety. Campus Safety asks for compliance, if refused, directs individual to leave campuses and advises appropriate Student Dean.	Observer asks for compliance. If individual refuses referred to Campus Safety. Campus Safety asks for compliance and advises where to obtain PPE if needed, if non-compliance continues, Campus Safety notifies employee’s supervisor and Human Resources. Officers stay in place until supervisor is contacted. If accommodation is needed, a formal request should go through Institutional Accessibility (www.broward.edu/accessibility)	Observer asks for compliance. If individual refuses referred to Campus Safety. Campus Safety asks for compliance, if refused, directs individual to leave. If individual refuses, Law Enforcement contacted.

Exhibit 3.1

BC FACILITIES HVAC PROTOCOLS AND PROCEDURES DURING COVID-19 PANDEMIC

Broward College Facilities HVAC Protocols and Procedures during COVID-19 Pandemic

ASHRAE's position is that "Transmission of SARS-CoV-2 through the air is sufficiently likely in that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning [HVAC] systems, can reduce airborne exposure."

There is broad variation of complexity, flexibility, and age of HVAC equipment, systems, controls and Building Automation Systems (BAS) in Broward College facilities.

This guidance has been formulated to help us to retrofit and plan for the improvement of indoor air quality and to minimize the transmission of viruses via the HVAC systems. Building HVAC systems will be modified to increase outside air to interior spaces. This includes mechanical filtration of the supply air and maintaining indoor comfort as defined by the design temperature and relative humidity of the system.

This guidance should be applied to each unique climate zone, unique building and HVAC system. All retrofits and modifications must not contradict ASHRAE 62.1 guidelines and must continue to or exceed the standards and codes adopted by local jurisdictions.

HVAC systems should be operated in a manner to help minimize the chance of spreading SARS-Cov-2 and provide methods on how to practically check/verify that operation is successful.

The following is meant to provide practical information and checklists.

Determining Building Readiness and Operations for Existing Facilities to Re-occupy After Shut-Down due to Pandemic

These recommendations and strategies are organized in order from simple first steps, more involved next steps and then more long-term improvements.

- Create a District Health and Safety Committee that includes all stakeholders (environmental health and safety, administration, education staff, operations staff, etc.)
- Develop policies for staff and contractor PPE requirements for completing work at facilities that follow CDC, and OSHA guidelines for the proper use of Personal Protective Equipment (PPE).
- Where semi-annual / annual scheduled maintenance on the equipment can be performed safely, do not defer this maintenance cycle.
- Where worker safety could be at risk, defer semi-annual/ annual maintenance on the equipment up to 60 days until worker safety can be accomplished.
- During the summer period before occupancy perform Checklist No. 1 Summer Checklist for Fall Start of Classes.
- During the week prior to occupancy perform Checklist No. 2 Startup Checklist for HVAC Systems Prior to Occupancy.

Checklist No. 1: Summer Checklist for Fall Start of Classes

- Review design guidance for potential system modifications to comply with this guidance. Review air distribution conditions of existing spaces (look for covered diffusers, blocked return grilles, overly closed supply diffusers/registers and return/exhaust grilles creating short cycling, possible

measurements of airflows by commissioning or balancing professionals, possible review of overall system configuration by design professional, etc.)

- Review existing Indoor Air Quality issues, if any, records of documents and investigate status of complaint and address any deficiencies identified, if possible.
- Perform general inspection of spaces to identify any potential concerns for water leaks or mold growth that could negatively impact occupant health.
- Review control sequences to verify systems are operating according to this guidance to maintain required ventilation, temperature and humidity conditions to occupied areas.

Checklist No. 2: Startup Checklist for HVAC Systems Prior to Occupancy

- Maintain proper indoor air temperature and humidity to maintain human comfort, reduce potential for spread of airborne pathogens and limit potential for mold growth in building structure and finishes (refer to ASHRAE Standard 55, recommended temperature ranges of 68-78 degrees F dry bulb depending on operating condition and other factors, recommend limiting maximum RH to 60%).
- Trend and monitor temperature and humidity levels in each space to the extent possible and within the capability of BAS, portable data loggers and handheld instruments.
- Verify proper separation between outdoor air intakes and exhaust discharge outlets to prevent/limit re-entrainment of potentially contaminated exhaust air (generally minimum of 10-foot separation - comply with local code requirements).
- Consider having air flows and building pressurization measured/balanced by a qualified Testing, Adjusting and Balancing (TAB) service provider.
- Consider having air flows and system capacities reviewed by design professionals to determine if additional ventilation can be provided without adversely impacting equipment performance and building Indoor Environmental Quality (IEQ).
- Measure building pressure relative to the outdoors. Adjust building air flows to prevent negative pressure differential.
- Verify coil velocities and coil and unit discharge air temperatures required to maintain desired indoor conditions and to avoid moisture carry over from cooling coils.
- Review outdoor air flow rates compared to the most current version of ASHRAE Standard 62.1.

Filtration in all mechanical equipment:

- Verify filters are installed correctly.
- Develop standards for frequency of filter replacement and type of filters to be utilized.
- Select filtration levels (MERV ratings) that are maximized for equipment capabilities, use MERV 13 if equipment allows, while assuring the pressure drop is less than the fans capability.

If Demand-Controlled Ventilation (DCV) systems using Carbon Dioxide (CO₂) sensors are installed, operate systems to maintain maximum CO₂ concentrations of 800-1,000 Parts Per Million (ppm) in occupied spaces:

- Trend and monitor levels continuously if controls system is capable of doing so.
- Consider adjusting to maximize outdoor air or disabling operation of DCV if it will not adversely impact operation of overall system (Temporary recommendation while operating under infectious disease crisis).

Chilled Water, Hot Water and Condenser Water Systems: Monthly

- Perform chemical testing of system water. Verify water treatment target levels are being maintained.
- Check the control system and devices for evidence of improper operation.
- Verify control valves operate properly.
- Check variable-frequency drives for proper operation.

Air Cooled Chillers: Monthly

- Check the refrigerant system for evidence of leaks.
- Check and clean fan blades and fan housing.
- Check coils and check for damage.
- Check for proper evaporator fluid and for fluid leaks.

Water Cooled Chillers: Monthly

- Check the refrigerant system for evidence of leaks.
- Check for proper evaporator and condenser fluid flow and for fluid leaks.
- Check compressor oil level and/or pressure on refrigerant systems having oil level and/or pressure measurement means.

Cooling Towers and Evaporative-Cooled Devices Monthly

- Perform chemical testing of system water. Verify water treatment target levels are being maintained.
- Check chemical injector device for proper operation.
- Check conductivity and other sensors for proper readings.
- Check the water system ultraviolet lamp, replace bulbs as needed (if applicable).
- Check the control system and devices for evidence of improper operation.
- Check variable frequency drive for proper operation.
- Check for proper condenser water flow and for leaks.
- Check for proper damper operation.
- Inspect pumps and associated electrical components for leaks and normal operation.
- Verify control valves operate properly.

HVAC Water Distribution Systems: Monthly

- Perform chemical testing of system water. Verify water treatment target levels are being maintained.
- Check for proper fluid flow and for fluid leaks. If necessary, vent air from system high points and Verify backflow preventers and pressure regulating valves on makeup water lines are functioning properly.
- Check expansion tanks and bladder type compression tanks have not become waterlogged.
- Verify control valves operate properly.

Pumps: Annually

- Inspect pumps and associated electrical components for proper operation.
- Check variable-frequency drive for proper operation.
- Check the control system and devices for evidence of improper operation.

Air Handling Units: Monthly

- Check for particulate accumulation on filters, replace filter as needed.
- Check P-trap on drain pan.
- Check the control system and devices for evidence of improper operation.
- Check variable-frequency drive for proper operation.
- Check drain pans for cleanliness and proper slope.
- Verify control dampers operate properly.
- Confirm AHU is bringing in outdoor air and removing exhaust air as intended.
- Verify filters are installed correctly.
- Follow filter replacement policy.
- Review condition of cooling coils in air handling equipment – if issues with condensate drainage are identified or biological growth is identified, corrective action should be taken to clean or repair.

Roof Top Units: Monthly

- Check for particulate accumulation on outside air intake screens and filters. Replace filter as needed.
- Check ultraviolet lamp, replace bulbs as needed (if applicable).
- Check P-trap.
- Check drain pans for cleanliness and proper slope.
- Check the control system and devices for evidence of improper operation.
- Check variable frequency drive for proper operation.
- Check refrigerant system for leaks.
- Check for evidence of leaks on gas heat section heat-exchanger surfaces.
- For fans with belt drives, inspect belts and adjust as necessary.
- Verify control dampers operate properly.

Unitary and Single Zone Equipment (For example: Wall Hung Units, Unit Ventilators, Mini-Splits, Packaged Terminal Air Conditioners, Water-Source Heat Pumps, Fan Coil Units):

- Monthly Check for particulate accumulation on filters, replace filter as needed.
- Check P-trap.
- Check drain pans for cleanliness and proper slope.
- Check the control system and devices for evidence of improper operation.
- Verify control dampers operate properly.

Exhibit 3.6

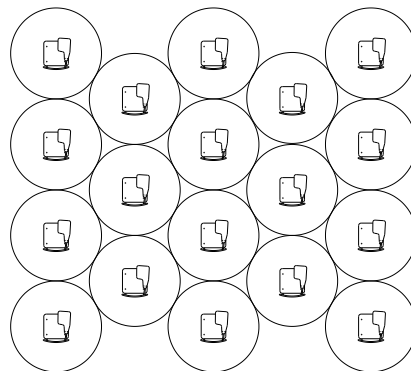
SOCIAL DISTANCING FURNITURE LAYOUT GUIDELINES

BROWARDSM COLLEGE

Social Distancing Guidelines

COVID19 Response

June 2020



About Social Distancing

**Recommended source of information regarding general social distancing guidelines:
Centers for Disease Control and Prevention (CDC), May 6th, 2020**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

General Concepts used to create the seating layouts included in this document:

- Create a 6' diameter circle of personal space between center points of seating units.
- Create an elongated 6' diameter zone for faculty's personal space at the front of the classroom.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.
- Leave equipment in place as required by utility connections, while maintaining 6' distancing between users.
- When possible, maximize use by staggering rows in a honeycomb pattern.
- Some guidelines mention a possible minimum of 36sq.ft. per person inside each room. But this doesn't apply as we consider the following code requirements:
 - Proper ADA clearances and circulation.
 - Entrances to rooms and space at the front of the class where the instructor must have freedom to move and keep 6' distance.
 - Different architecture and layouts per room.
 - Different furniture such as individual tablet arms and 2-seat tables.
 - Existing equipment in the labs or classrooms.

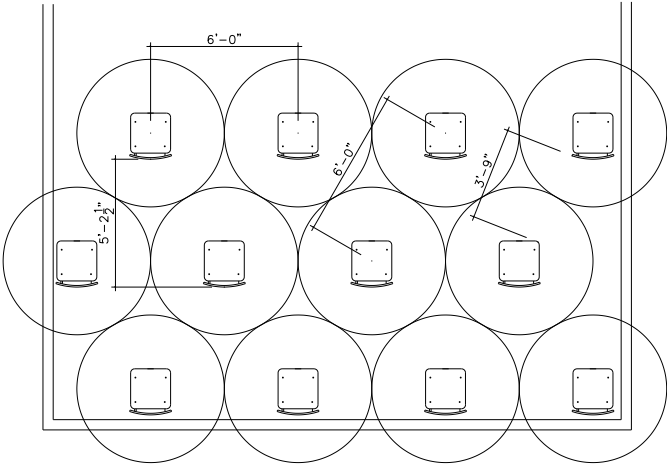
Individual Seating, Standard Chair

The image below shows a generic case with individual chairs. This is typical of music rehearsal rooms. We use a honeycomb pattern to achieve maximum efficiency. In the horizontal direction, chairs are placed 6' apart from each other on center. But in the vertical direction we can reduce that distance to 5'-2 ½" because the diagonal distance center to center to the row directly in front or behind is 6'.

This layout also allows for over 3' of circulation space. The circulation space does go through the 6' circles of other students, but this is a dynamic situation during which students walk to their chair, they do not remain in the circulation area for prolonged periods of time.

Individual chairs can also be placed right up to the side and back walls, except in large orchestra situations where a more comfortable perimeter circulation is recommended when using large musical instruments.

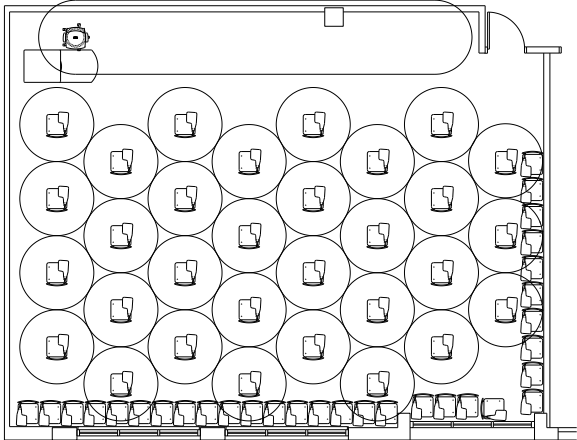
Another advantage of the individual standard chair is that we can stack the left-over chairs and easily store them within the room itself.



- Create a 6' diameter circle of personal space between center points of seating units.
- Maintain proper circulation and evacuation space.
- When possible, maximize use by staggering rows in a honeycomb pattern.

Individual Seating, Tablet Armchair

For tablet armchairs we can also use the honeycomb pattern for maximum efficiency. But there are important differences between tablet armchairs and standard chairs. The tablet armchairs can only be accessed from one side. This means that we can place the chairs up to one side wall, but not both. Some tablet armchairs might be stackable, we can stack them. But if the tablet armchairs in a classroom are not stackable, we need to place them at the side or back of the classroom where possible. BC COVID19 signage can be placed in each chair to indicate furniture not to be used. Example below:

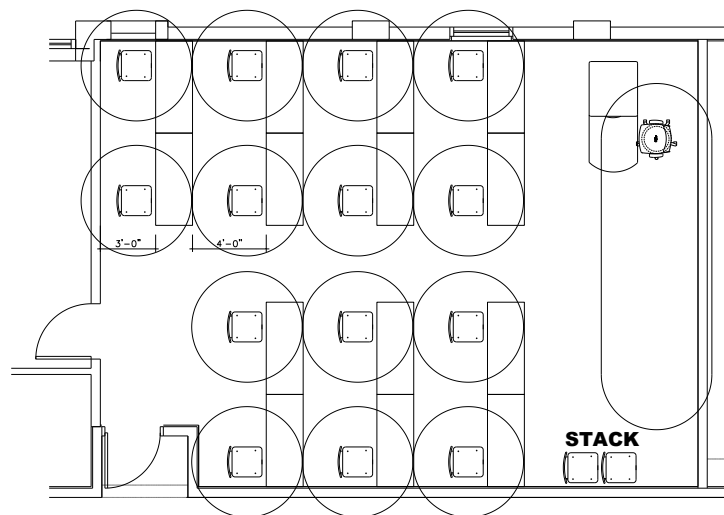


- Create a 6' diameter circle of personal space between center points of seating units.
- Create an elongated 6' diameter of faculty personal space at the front of the classroom.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.
- When possible, maximize use by staggering rows in a honeycomb pattern.

Two-Chair Desks

Many of our classrooms are equipped with two-chair desks. In this case, we must seat only one student per desk, as the size of the desk does not allow for 6' between the two students. We can't use the honeycomb pattern with the desk, because they are too big, and they would not allow for circulation space.

We will leave the current furniture layout in place and use BC COVID19 signage to tag those chairs that will remain in place but will not be used. Example below:



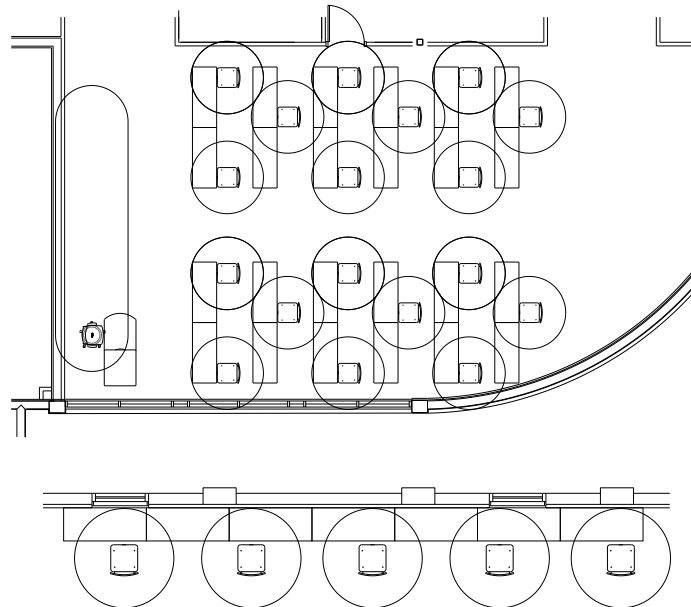
- Create a 6' diameter circle of personal space between center points of seating units.
- Create an elongated 6' diameter of faculty personal space at the front of the classroom.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.

Computer Desks

Computer desks cannot be moved, because they have equipment that is wired to a specific location. In this case, we can only reduce the number of chairs and move the usable chairs in a

side to side direction as much as we can by moving the computer equipment sideways a few inches as wiring allows.

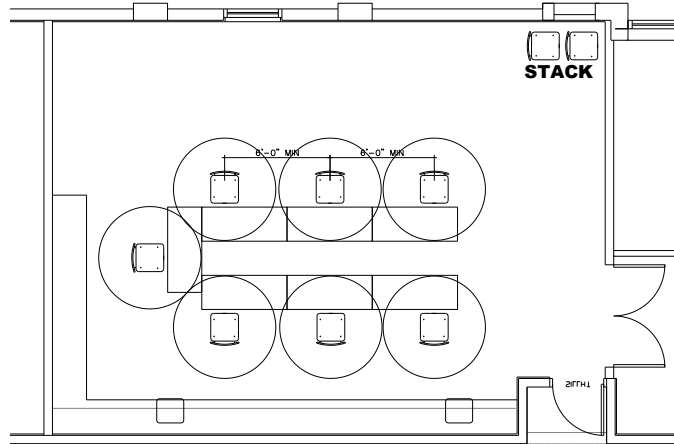
Examples:



- Create a 6' diameter circle of personal space between center points of seating units.
- Create an elongated 6' diameter of faculty personal space at the front of the classroom.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.
- Leave equipment in place as required by utility connections, while maintaining 6' distancing between users.
- When possible, maximize use by staggering rows in a honeycomb pattern.

Conference or Group Tables

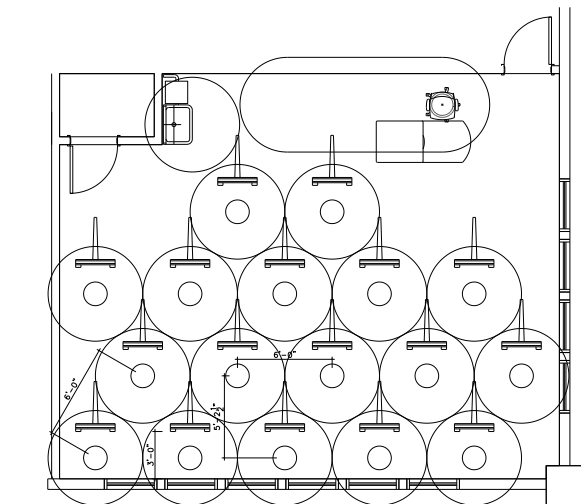
Some classrooms are organized in a conference layout. In these cases, we simply remove some of the chairs to achieve social distancing. We must always make sure that all remaining chairs are placed 6' apart off center.



- Create a 6' diameter circle of personal space between center points of seating units.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.
- Leave equipment in place as required by utility connections, while maintaining 6' distancing between users.

Art Classrooms

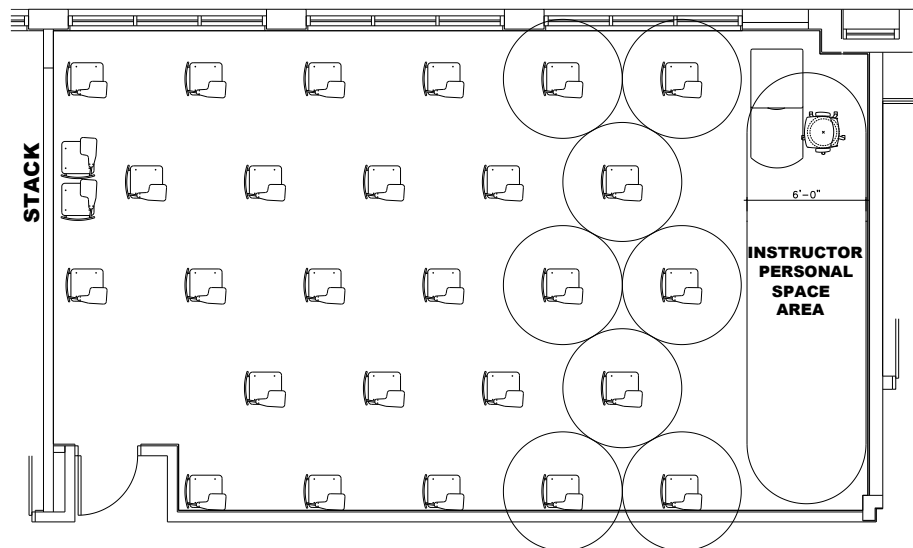
The painting studios use easels instead of desks. In these cases, we can go back to the honeycomb layout. Easels are collapsible and stools stackable, which allows us to stack all unused furniture to a corner.



- Create a 6' diameter circle of personal space between center points of seating units.
- Create an elongated 6' diameter of faculty personal space at the front of the classroom.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.
- Leave equipment in place as required by utility connections, while maintaining 6' distancing between users.
- When possible, maximize use by staggering rows in a honeycomb pattern.

Lecture Area

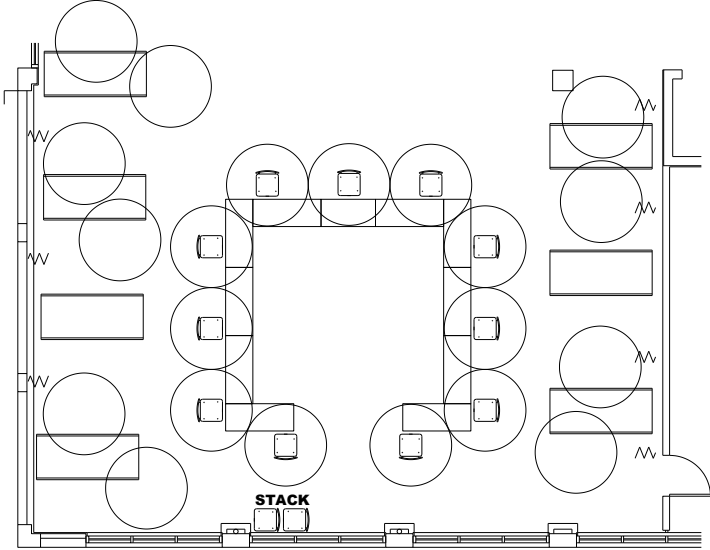
Our faculty requires a larger personal space, as they need to use the board and move around the front of the classroom in most cases. This space must not be used to place students.



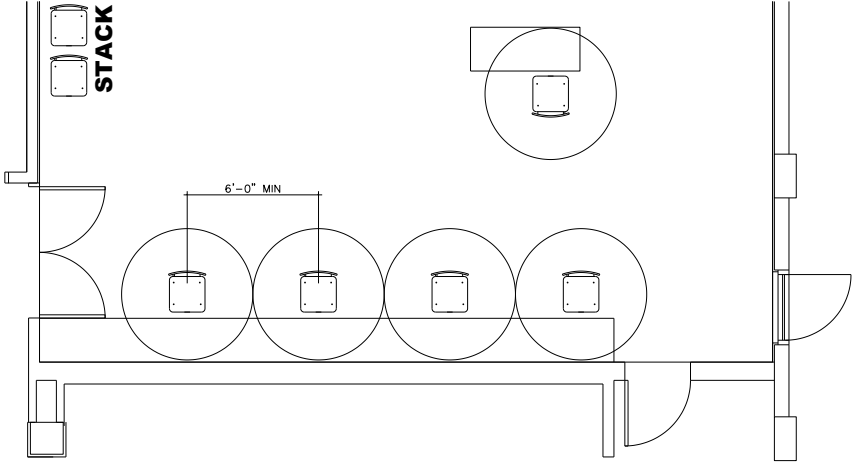
- Create a 6' diameter circle of personal space between center points of seating units.
- Create an elongated 6' diameter of faculty personal space at the front of the classroom.
- Maintain proper circulation and evacuation space.
- Maintain proper arrival space at the entrance of the classroom.

Other Specialty Classrooms: Laboratories & Studio Examples

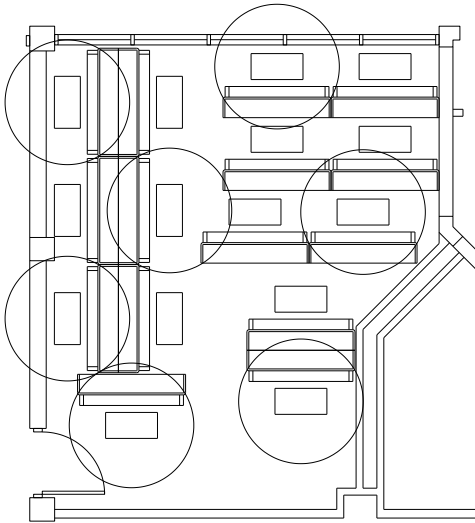
Nursing Lab



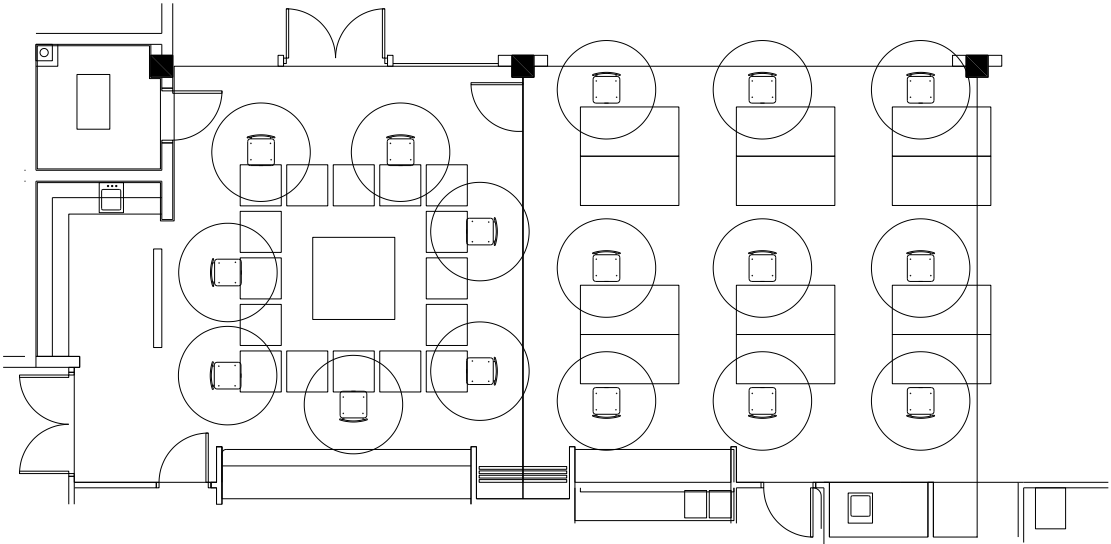
Telemetry Lab



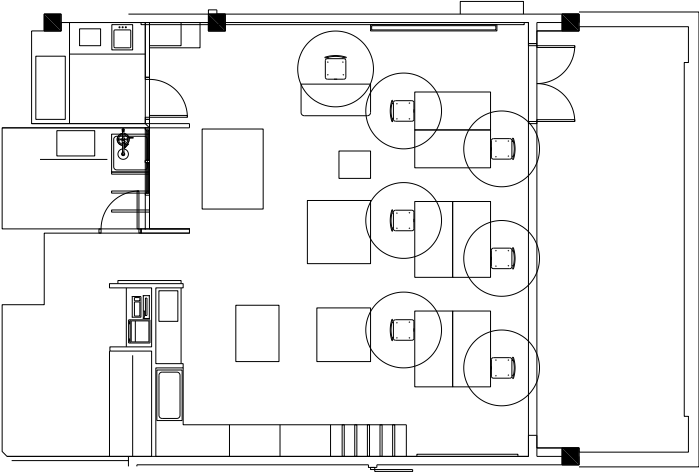
Piano Rehearsal Studio



Sculpture Studios



Printmaking Studio



Photography Film Processing Laboratory

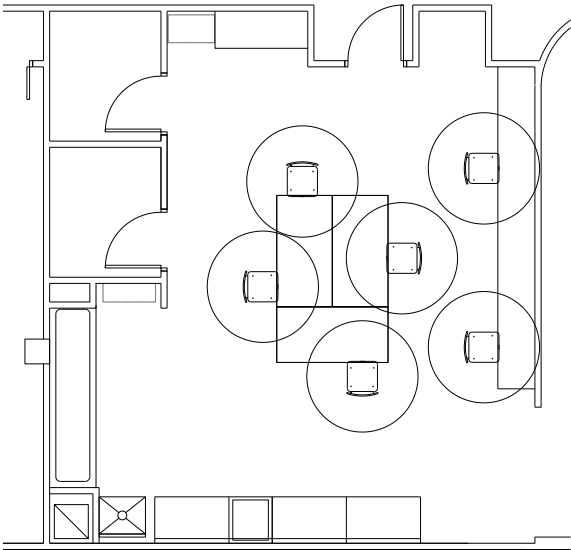


Exhibit 3.7

BC COVID-19 SIGNAGE PACKAGE

COVID-19 Campus Signage

**BROWARDSM
COLLEGE**

V.2 7-21-2020

Social Distancing – 6 Feet Apart
A-Frame - 24" x 36" – Coroplast with Velcro Tabs



Social Distancing on Elevators

Elevator Door Sign - 24" x 36" - Vinyl and Adhesive



Social Distancing in Elevator - Poster 12" x 18"
Social Distancing – 6 Feet Apart - Poster 12" x 18"
Sanitization Station - Poster 12" x 18"

**SOCIAL DISTANCING
ON ELEVATORS**



- STAY 6 FEET APART
- NO MORE THAN 3 PEOPLE PER ELEVATOR
- WEAR FACE COVERING
- DISINFECT HANDS
- CONSIDER TAKING THE STAIRS

Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

**BROWARD
COLLEGE**

SOCIAL DISTANCING



- STAY 6 FEET APART
- WEAR FACE COVERING
- DO NOT SHAKE HANDS
- COUGH OR SNEEZE INTO YOUR ELBOW
- DISINFECT HANDS

Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

**BROWARD
COLLEGE**

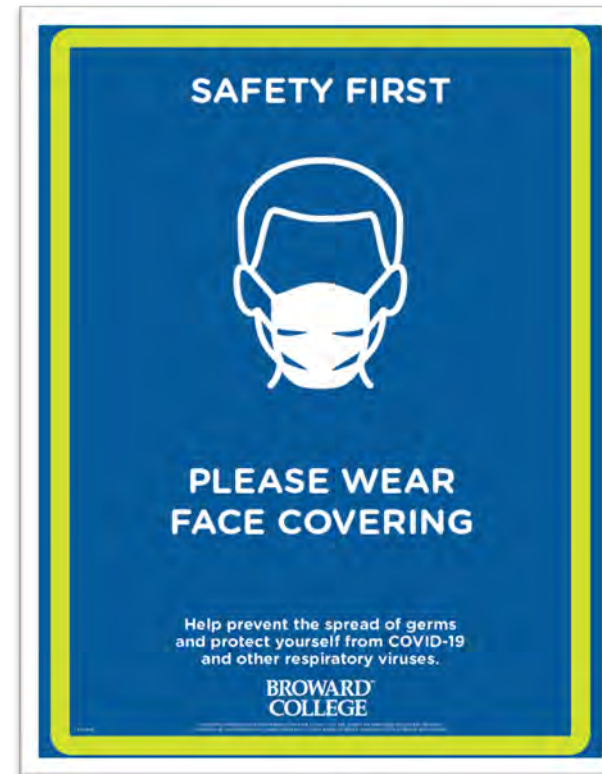
**SANITIZATION
STATION HERE**



Help prevent the spread of germs and protect yourself from COVID-19 and other respiratory viruses.

**BROWARD
COLLEGE**

Social Distancing Glass Decal – 8.5" x 11"
Mask Covering Glass Decal – 8.5" x 11"



Student Station Unavailable – Table Round Sticker – 12” Diameter
Social Distancing 1 Arrow – Floor Round Sticker – 12” Diameter
Social Distancing 4 Arrows – Floor Round Sticker – 12” Diameter
Social Distancing Footprints – Floor Round Sticker – 12” Diameter
Please Stand Here – Floor Tape – 2” x 24”



Exhibit 3.9.A

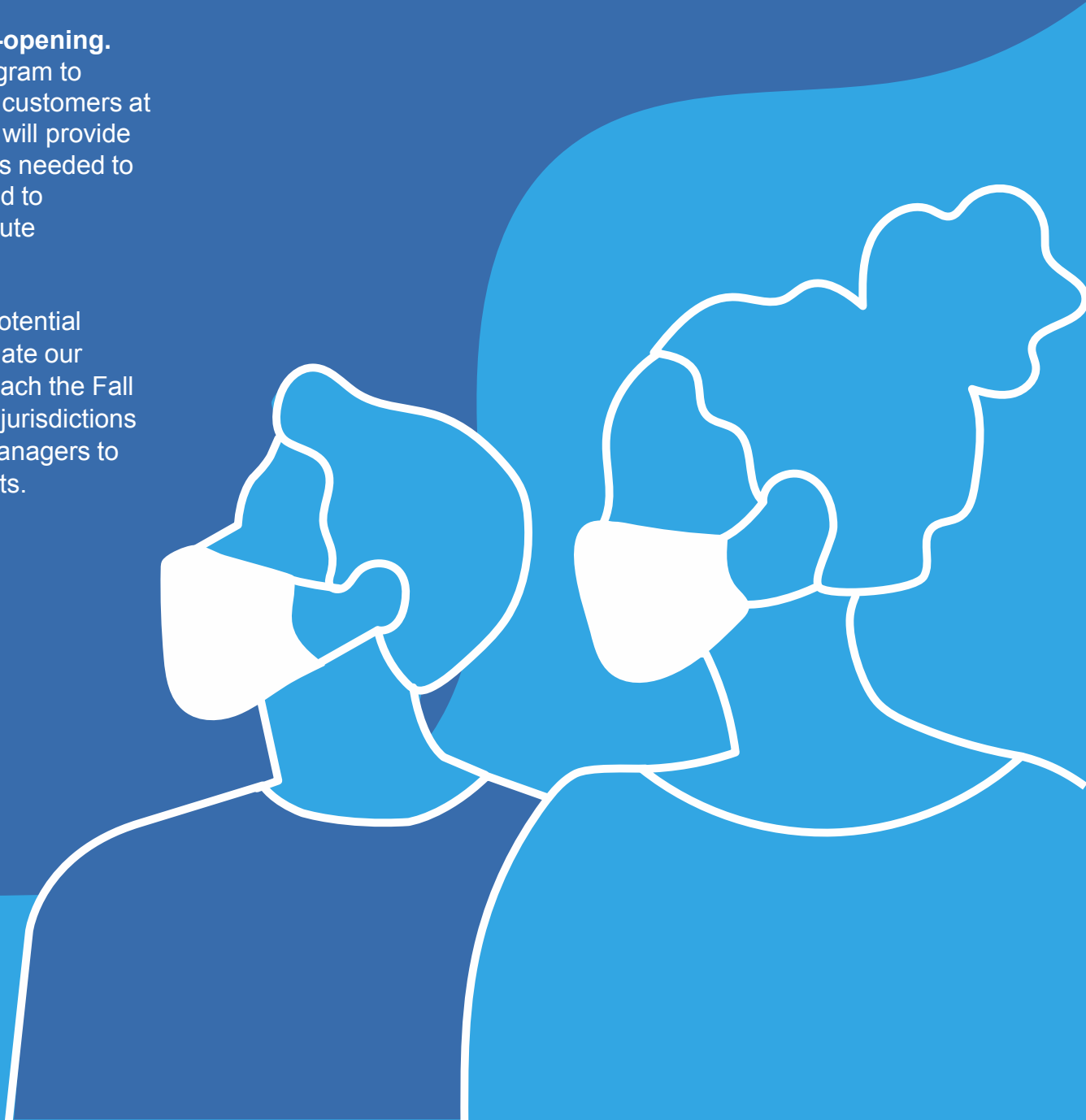
BARNES AND NOBLE REOPENING PLAN

ROADMAP TO OPENING

We are here to help you navigate the store re-opening.

We've put together a comprehensive reentry program to help ensure the safety and wellbeing of staff and customers at all of our campus store locations. This document will provide stores with the guidelines and necessary changes needed to open your doors. A seven-day lead time is needed to successfully take action within our stores to execute reopening with confidence.

While this will prepare us as we look towards a potential opening in the future, we will continue to re-evaluate our strategies to provide more guidance as we approach the Fall term. All stores are instructed to check with local jurisdictions and partner with their campuses and Regional Managers to maintain compliance and support specific requests.



Reopening Store Checklist

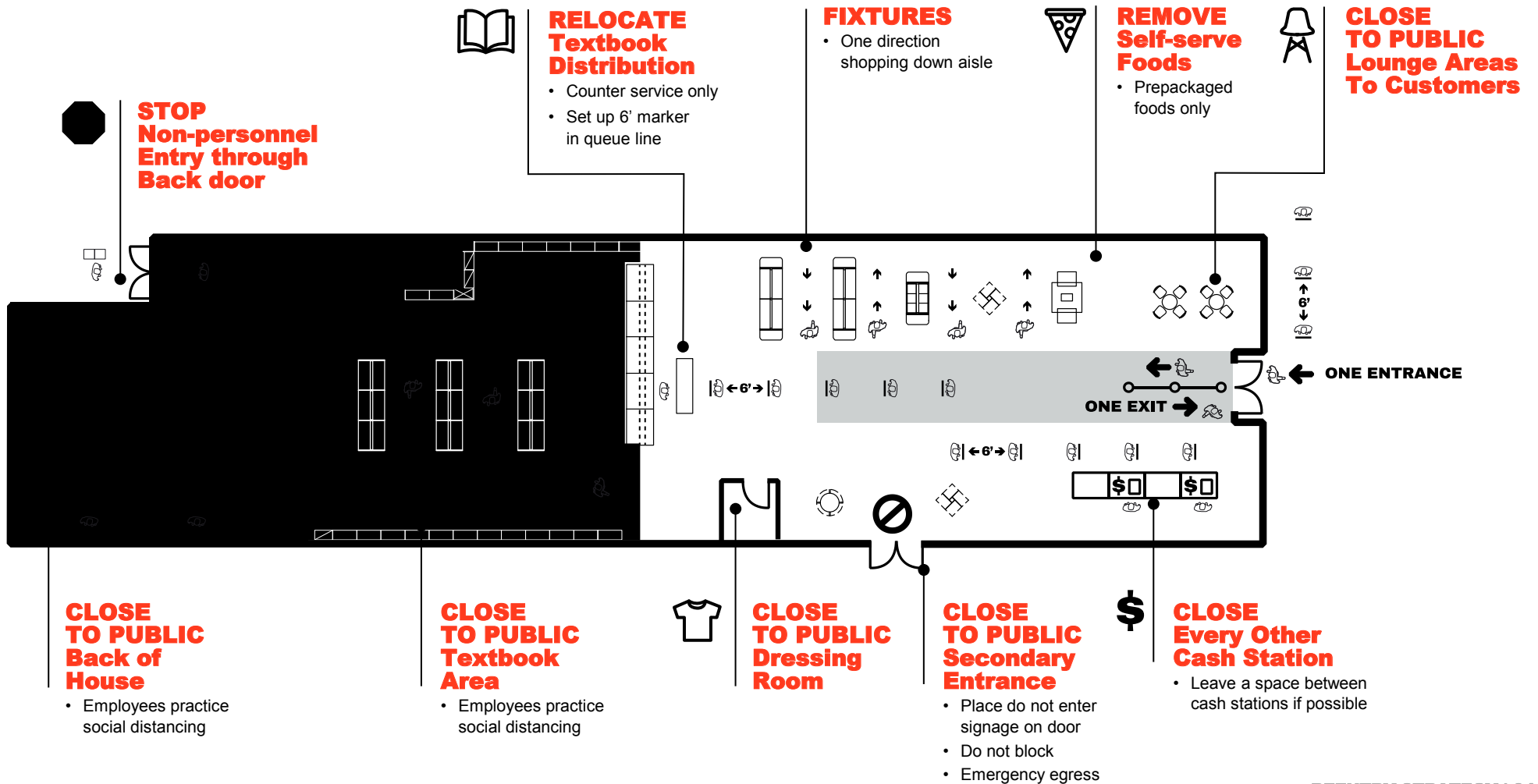
This list is broken out by area, however, here are the top items to complete as soon as you have an opening date:						
Communicate your store schedule/status to your Regional Manager. Schedule a full review of your re-opening plan with your regional. Continue to update your Regional Manager of any changes to your working schedule.						
Ensure Store Tracker status is updated for opening dates, employee access and UPS activation						
Communicate to Clients and essential campus partners						
Communicate to the Public Safety department on campus about the re-opening plan and safety measures						
Assess PPE and Cleaning Supplies; place order to support BOH & FOH cleaning if needed						
If you believe there will be some buyback occurring once you open and there is a need for more funds, place an order through DTS once courier service resumes						
Order directly for Starbucks Ingredients if needed, avoid placing a US Foods order if possible						
Check with your local dairy regarding delivery and service and place order if necessary.						
Reach out to your Café Vendor Partners as their delivery dates and times may have changed.						
Communications	M	T	W	R	F	Notes:
Communicate your store schedule/status to your Regional Manager. Schedule a full review of your re-opening plan with your regional. Continue to update your Regional Manager of any changes to your working schedule.						
Communicate to Clients and essential campus partners						
Communicate to the Public Safety department on campus about the re-opening plan and safety measures						
Request an alarm schedule change via ThinkLP, this is the same process for any other schedule change.						
Update the voice mail message to communicate opening and hours of operation.						
Update hours of operation on your website via Accelerator. The Home Office team will be posting customer facing messages on your site.						
Update any out of office messages on your email accounts.						
Store Managers should keep their BNC iPads with them.						
Print and keep instructions for accessing Amazon Workspace (this will provide access to business systems accessible via the BNC network (Accelerator, SIM, TA2, RAS)						
Print and keep an emergency contact list for all store employees and essential campus partners						
BOH	M	T	W	R	F	Notes:
PPE Available for all employees						
pickup/dropoff						
Hang Signs for Safety and Social Distancing						
Ensure Order fulfillment areas are 6' apart. Use the CDC guidelines for social distancing and continue to the clean all work spaces on a regular basis.						
Inventory all your back of house and cleaning supplies. Place any orders to support the back of house store activity. Ensure cleaning supplies and towels are available.						
Signs posted for proper Glove and Mask usage						
In Breakroom: remove any community food						
In Breakroom: Signs posted for X amount of people at a time and other safety measures						
If you will only be open certain days of the week, be sure to set your intrusion alarm for the remaining closed days.						
FOH	M	T	W	R	F	
Hand sanitizing station setup by Front Doors						
Any secondary exits with signage (Use other door)						
Fixtures adjusted to allow free flowing traffic (clear path on main drive aisle)						
Signs posted for 'Closed' community areas						
Signs posted for 'Closed' in Textbook Area and directions for customers						
Signs posted for Elevator and Stair traffic where applicable						
If you believe there will be some buyback occurring once you open and there is a need for more funds, place an order through DTS once courier service resumes						
If a small team will be working in the store whether with open doors or doing curbside pickup, set up work spaces to ensure the safety and well being of all team members						
POS	M	T	W	R	F	
PPE Available for all employees						
Open your registers at least an hour before opening time to allow time for any updates to download.						
Setup Sneeze Guard(s) at specified register(s); at a minimum, every other register based on expected traffic						
Ensure cleaning supplies and towels are available						
Posted Signs for 'Please wait here until called'						
Posted Signs for Contactless and eReceipt						
For Line Control: Setup Stanchions or fixturing to assist with Line control and spacing if needed						
For Line Control: Tape marking 6' spacing for line queue						
Outside Front Doors:	M	T	W	R	F	
Traffic Counter/Regulator						
Tape or Signage for Line Control and 6' Social Distancing measures						
Sign posted for 'Welcome' and listing of Safety Precautions						
If doing curbside pickup - setup table to manage customers						
Café Areas	M	T	W	R	F	
Follow all steps in the Café & Convenience Guidelines When Reopening After a Long Closure pdf located on Inside. Link is below. https://bncc.sharepoint.com/sites/INSIDE/BNC/GeneralMerchandise/Documents/Cafe/Managing%20Your%20Business/						
Remove Self Serve Food						
Setup Sneeze Guard at register						
Ensure cleaning supplies and towels are available						
Individual Serve Packets (sugar, stirrer, etc) are stocked						





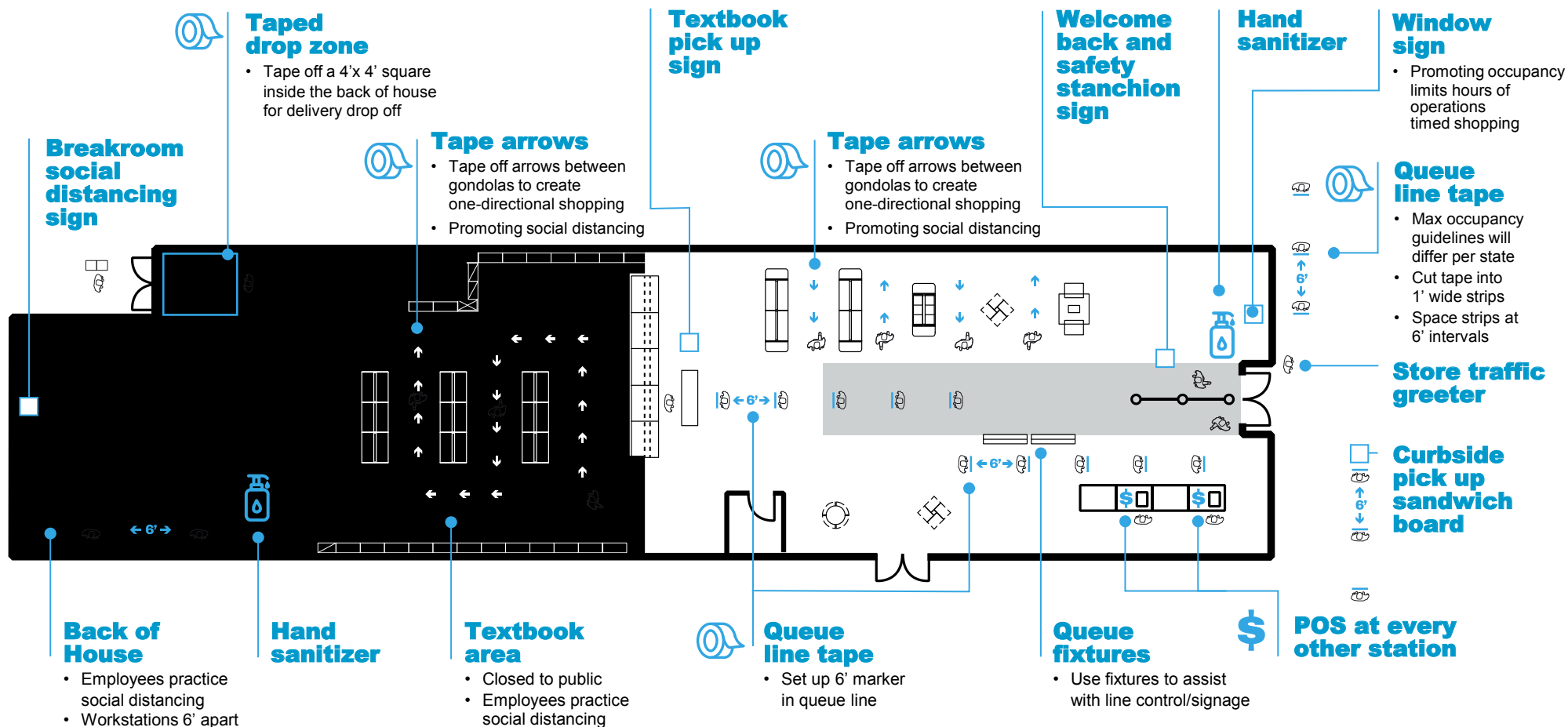
Off Limit Areas

- Info Stations
- Seating / Lounge Areas
- Secondary Entrances
- Dressing Rooms
- Textbook Department
- Unpackaged, Self-serve Foods



Keys to a Successful Reopening

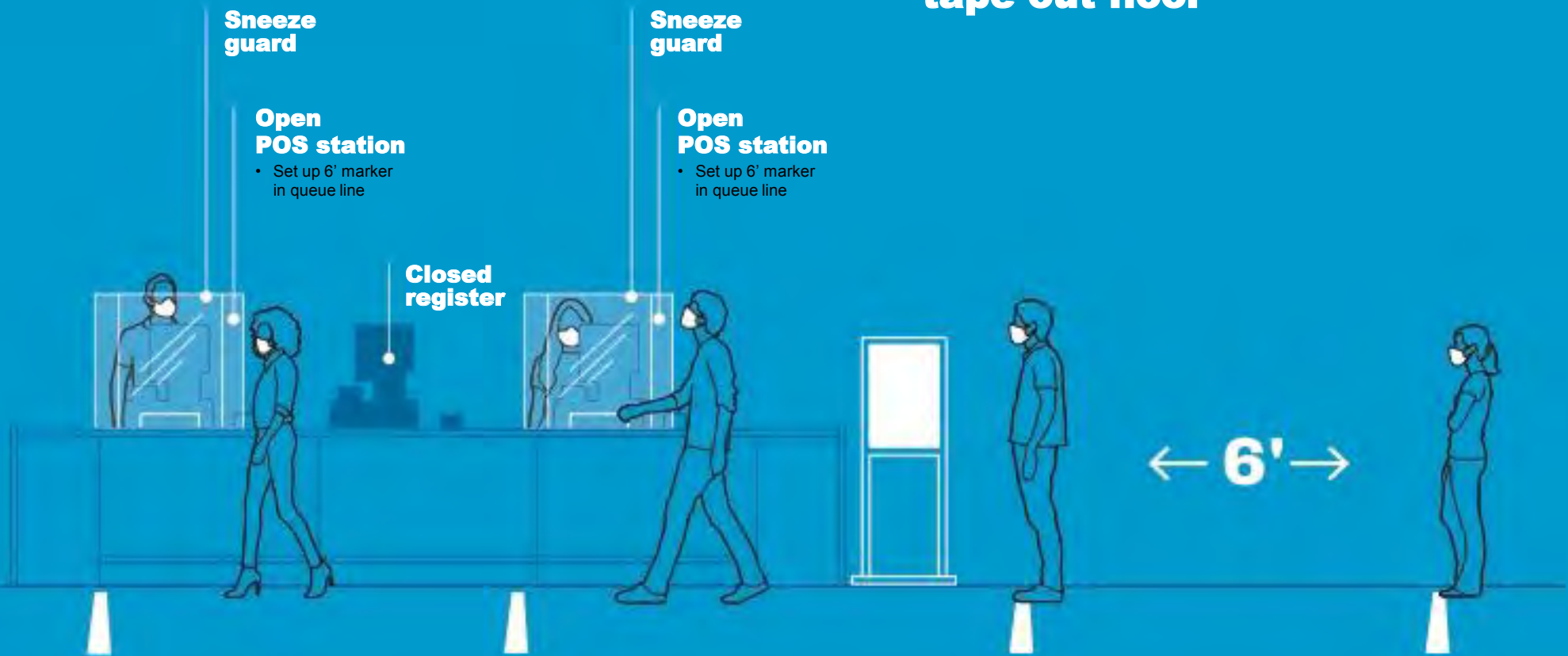
- Promote the health and wellness of your employees and customers
- Ensure your buildings are safe, resilient, and ready
- Create and monitor effective guidelines



Cashwrap Strategy

We understand all stores are not the same. Please review these diagrams on how best to Reorganize your store to promote health and Wellness among customers and employees. Feel free to make revisions based on the unique layout of your particular store. Changes must be in compliance with the general guidelines in this document.

- Add sneeze guards
- Close every other register if possible
- Maintain 6' social distancing for all customers and employees
- Set signage and tape out floor



CO-5 Cashwrap Diagram

Additional Recommendations



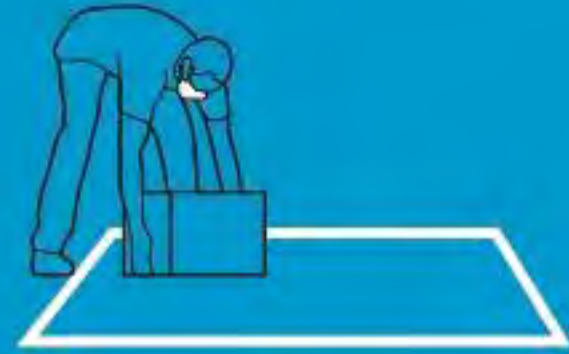
ELEVATOR

Limit elevator capacity to 1 person or family group



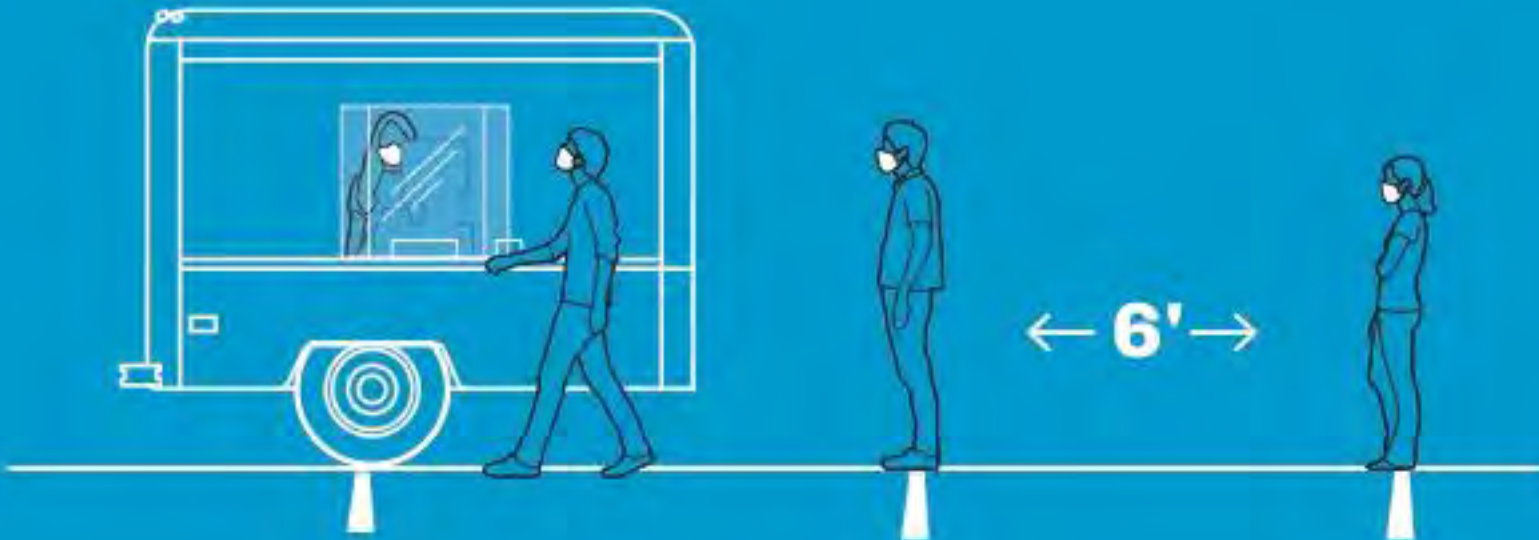
STAIRS

Tape arrows to top and bottom of stair to direct single lane traffic



DELIVERY DROP ZONE

Deliveries to be placed on taped square directly inside BOH doors



OPPORTUNITY FOR POPUP SHOP

Repurposed game day trailer for popup shop

Reopening Signs

Outside of Store

WAIT HERE FOR CURBSIDE PICKUP



A bookseller will be with you shortly.
Please maintain 6 feet apart from other
customers in line.

Have your order confirmation number
ready – you can find it in your email or
when logged into our app.

Curbside Pickup
8½" x 11"

PLEASE NOTE:



Masks must be worn while inside the store & only
___ customers are allowed at a time.

Please maintain 6 feet apart from other customers
in line and wait to be called upon for entry.

We appreciate your understanding & cooperation
in keeping our customers & staff safe.

Line to Enter
8½" x 11"

THIS ENTRANCE IS CURRENTLY CLOSED

PLEASE USE THE MAIN ENTRANCE

Closed Entrance
8½" x 11"

Front Entrance

WELCOME BACK!

While shopping, these guidelines will be in place to
keep our customers & staff safe:

- Masks must be worn while inside the store
- Only ___ customers will be allowed at a time
- Observe social distancing by staying 6 feet from other people
- At checkout, follow spacing guidelines on the floor
- Contactless payment & e-Receipts are available
- Regular cleaning by store staff

We appreciate your understanding & cooperation in keeping our
customers & staff safe. Thank you for shopping with us.

Guidelines
8½" x 11"

Inside of Store



Please wait here for service & follow
spacing guidelines on the floor.

A bookseller will be with you shortly.
Thank you for your patience.

Textbook Counter Service
8½" x 11"



This area is currently closed
to customers. For assistance,
please see a bookseller.

We appreciate your understanding
& cooperation in keeping our
customers & staff safe.

Closed Section
8½" x 11"



In the interest of our community's
health and safety our café
seating is closed.

Prepackaged food & beverage
items are still available for
purchase in our marketplace.

Café Closed
8½" x 11"

Reopening Signs

POS/Queue Line



Please follow spacing guidelines denoted on the floor or by signs while waiting to check out.

Thank you for your patience.

Line Spacing
8½" x 11"



For your convenience we offer contactless payment & e-Receipts.

Contactless Payment & e-Receipts
8½" x 11"



For your convenience we offer contactless payment & e-Receipts.

Contactless Payment & e-Receipts
8½" x 11"

Elevators and Escalators



Limit elevator capacity to 1 person or family group.

Elevator
8½" x 11"



Please maintain 6 feet distance in single file when using the escalator.

Escalator
8½" x 11"

Social Distancing



Thank you for observing social distancing by staying 6 feet from other customers while shopping in our store.

Social Distancing
8½" x 11"




For the safety of our customers, please keep this table empty as we continue to practice social distancing.

We ask that customers maintain 6 feet between them by only occupying every other table.

Café Social Distancing
8½" x 11"

Reopening Signs

Back of House




World Health Organization

Employees are encouraged to follow the WHO which recommends the following practices to reduce exposure and transmission of a range of illnesses:

- Wash hands regularly with soap or alcohol-based hand sanitizer
- When coughing and sneezing, cover mouth and nose with a tissue or your elbow
- Avoid touching eyes, nose, or mouth with unwashed hands
- Avoid close contact with infected individuals





Find more information on their website: who.int

World Health Organization
8½" x 11"




Barnes & Noble COLLEGE

COVID-19 OPERATIONAL GUIDELINES

-  **Masks must be worn by all employees.**
 - Please limit to one per day unless it becomes dirty or otherwise unusable.
 - Employees are welcome to bring their own mask from home.
-  **Gloves may be worn but are not mandatory. If wearing gloves:**
 - Change them often, especially if you sneeze or cough.
 - Do not reuse, discard after use.
 - Wash hands before putting gloves on & after removing them.
 - Remove gloves after touching your face.
-  **Hand sanitizer will be available for customers & employees.**
-  **Cleaning supplies are available on SAM under catalog "Cleaning Supplies & PPE"**

The health & safety of our staff & customers is of the utmost importance. Please see a manager with any additional questions regarding these guidelines.

COVID-19 Operational Guidelines
8½" x 11"



Barnes & Noble COLLEGE

CORONAVIRUS (COVID-19)

We are vigorously monitoring the ongoing situation regarding the spread of the Coronavirus. The health of our guests and team members is our paramount concern. In accordance with CDC guidance, we ask that you diligently adhere to the following precautions to mitigate further transmission of the virus.

- If you are sick, please return to or remain at home
- Wash hands frequently with soap and warm water for a minimum of 20 seconds
- Use alcohol based (60-95%) hand sanitizer frequently
- Cover your mouth and nose with your sleeve, elbow, shoulder or tissue when you cough or sneeze
- Dispose of used tissues in a lined trash receptacle immediately
- Routinely wipe down your work area with alcohol-based cleaners and be diligent about cleaning hands after contacting high-touch surfaces including door handles, bathroom fixtures, keyboards, remote controls, etc.
- Avoid touching your eyes, nose and mouth with uncleaned hands
- Contact health officials immediately if you show symptoms or believe you have been exposed to the virus.

COVID-19 Backroom
8½" x 11"



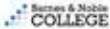
COVID-19 Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of the virus.

- FACT 1** **Everyone can make a difference, regardless of their race or ethnicity.**
 - People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other demographic. Help your bar by letting people know that being of Asian descent does not increase the chance of getting it.
- FACT 2** **Some people are at increased risk of getting COVID-19.**
 - People who have been in close contact with a person infected by SARS-CoV-2 or a person who has had a close personal contact with anyone who has been exposed to an infected individual.
- FACT 3** **Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.**
 - For up to date information, visit CDC's coronavirus disease 2019 web page.
- FACT 4** **You can help stop COVID-19 by knowing the signs and symptoms.**
 - Fever
 - Cough
 - Shortness of breath
 - Seek medical advice if you experience symptoms such as:
 - Have been in close contact with a person known to have COVID-19 or if you have been recently tested or are under ongoing spread of COVID-19.
- FACT 5** **There are simple things you can do to help keep yourself and others healthy.**
 - Wash your hands often with soap and water for at least 20 seconds, especially after leaving your store, shopping, or receiving service in the backroom, and before eating or preparing food.
 - Avoid touching your eyes, nose, and mouth with uncleaned hands.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

 [To learn more visit www.cdc.gov/covid19](https://www.cdc.gov/covid19)

COVID-19 Info Sheet
8½" x 11"



Barnes & Noble COLLEGE

COVID-19 CLEANING GUIDELINES

Every 2 hours, sanitize:

- Doorlocks, light switches, tables, door handles, desks, phones

Every hour, clean:

- Cash Wrap, counters, keyboards & Verifone PinPads
- For Verifone PinPads, please note the following:
 - The device may be sanitized using an alcohol-based wipe or appropriate alcohol-based cleaner (up to 70% strength isopropyl alcohol) applied to a microfiber cloth
 - Apply gently, do not scrub. Isopropyl alcohol applied to a glass microfiber cloth may be used on touch panel displays but never press hard on displays
 - Never spray any disinfectant directly on pin pads

Daily, clean Bathrooms and Breakrooms

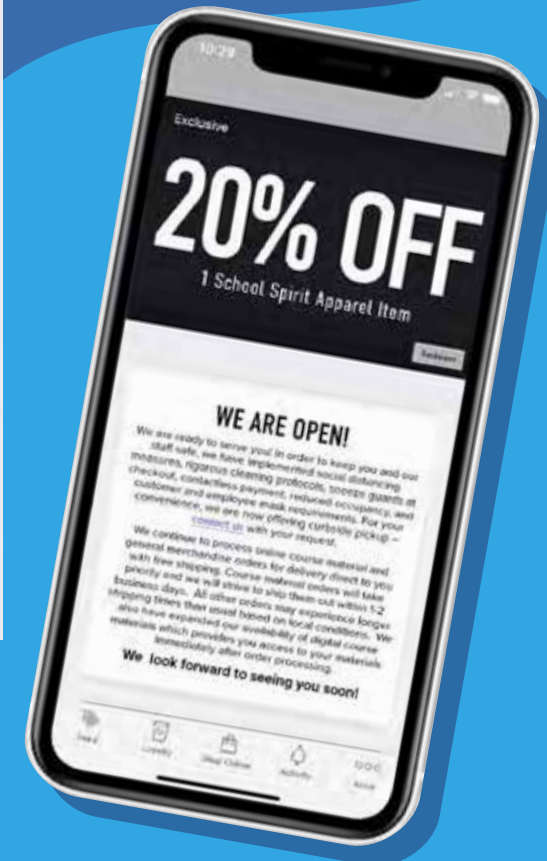
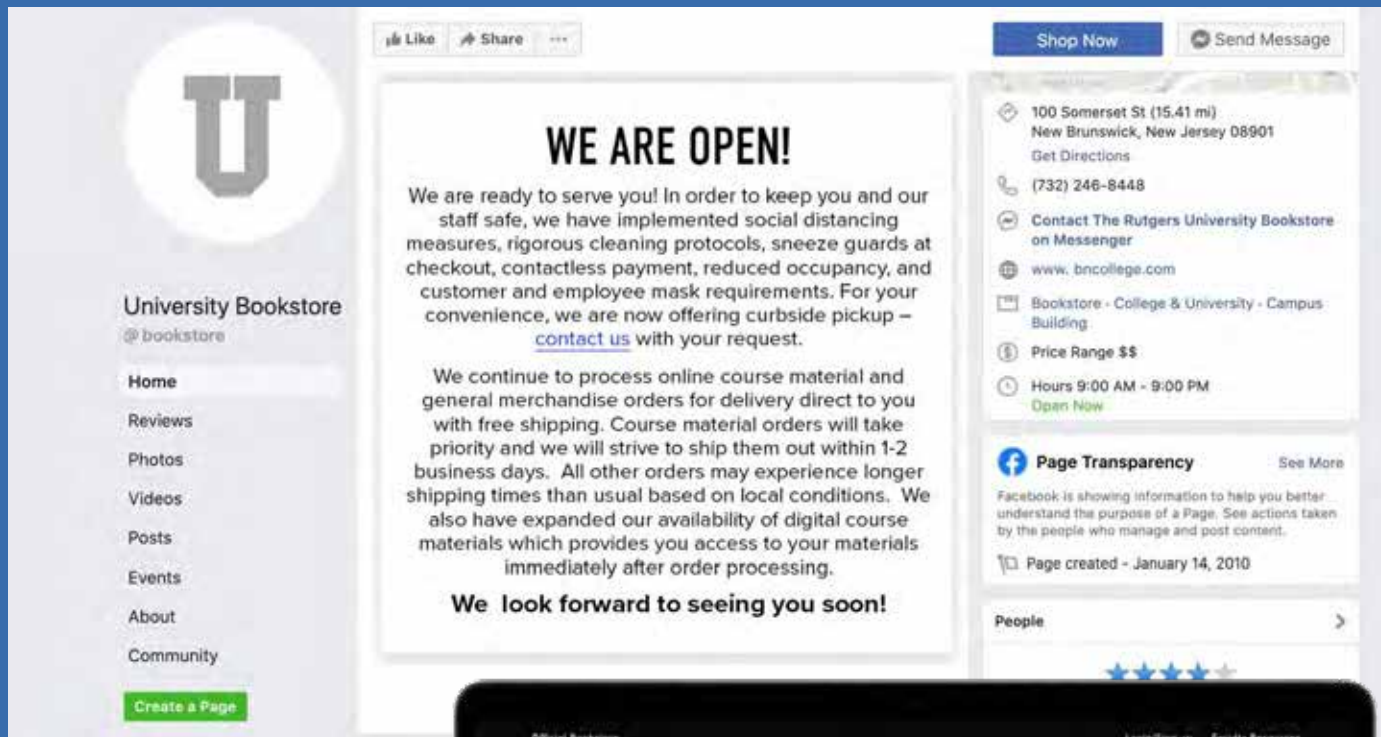
At the beginning & end of each shift clean:

- BKN-TCH Work areas
 - Keyboards should be wiped down by applying a cleaner to towel and gently wiped down.
 - Never spray any cleaner directly on a keyboard

Cleaning Guidelines
8½" x 11"

Reopening Strategy

Digital Messaging



PPE Guidelines

Disposable Masks

- Recommend a disposable mask per day per employee unless it becomes soiled or its properties have become compromised
- Employees can wear their own and are encouraged to do so. Offensive masks should not be used

Cloth Masks

- We're going to provide 2 cloth masks per person. Each employee will be responsible for cleaning their mask and bringing one of the masks to work for their shift.
- Employees can wear their own and are encouraged to do so. Offensive masks should not be used

Gloves

- Supplies will be available if an employee chooses to wear gloves, however, it is not mandatory
- All booksellers should still be following regular cleanliness guidelines throughout the day regardless of the task
 - Change gloves often, especially if you sneeze or cough on gloves
 - Do not reuse gloves. Discard all gloves once they have been removed
 - Wash hands before putting gloves on and after removing gloves
 - Remove gloves after touching your face

Hand Sanitizer

- Will be available throughout the store for both customers and employees

Cleaning Supplies

- On SAM, there is a catalog labeled "Cleaning Supplies & PPE." In this catalog, you will find various items related to COVID-19

All employees are encouraged to follow the World Health organization which recommends the following practices to reduce exposure and transmission of a range of illnesses

1. Wash hands regularly with soap or alcohol-based hand sanitizer
2. When coughing and sneezing, cover mouth and nose with a tissue
3. Avoid touching eyes, nose, or mouth with unwashed hands
4. Avoid close contact with infected individuals

Cleaning Schedule

Clean and disinfect frequently touched surfaces routinely through the day

- These areas include but are not limited to counters, cash wrap, doorknobs, light switches, tables, door handles, desks, phones, keyboards and PIN pads.
- Doorknobs, light switches, tables, door handles, desks, phones, etc. should be sanitized every 3 hours.
- Cash wrap and counters, including Verifone PIN pads, should be cleaned hourly

Cleaning Verifone PIN pads

- The devices may be sanitized using an alcohol-based wipe or appropriate alcohol-based cleaner (approx. 70-90% strength isopropyl alcohol) applied to a microfiber cloth.
- Apply gently; do not scrub. Isopropyl alcohol applied to a clean microfiber cloth may be used on touch panel displays but never press hard on displays.
- **Never spray disinfectant directly on PIN pads.**

Bathrooms and Breakrooms

- Bathrooms and Breakrooms should be cleaned daily.

Back of House/Front of House

- BOH/FOH areas should be cleaned at the beginning and end of each shift.
- Keyboard should be wiped down by applying a cleaner to towel and gently wiping down.
- Never spray any cleaner directly on a keyboard.

Exhibit 3.9.B

TIGERTAIL LAKE RECREATIONAL CENTER REOPENING PLAN



Tigertail Lake Recreational Center
COVID-19 / Back to Operation
Plan (BTOP)



BROWARDSM
COLLEGE



COVID-19 / Back to Operation Plan (BTOP)

General Operational Policies Under COVID-19 (incl. changes to current operational policies)

Below are some general guidelines that will be considered as part of the process of re-opening Tigertail Lake Recreational Center (TTL), Tigertail Aqua Challenge (TAC) waterpark, and the Tigertail Ropes Course:

- Decisions about changes to mitigation measures or implementation of additional measures must be evidence-based and data-driven.
- Mitigation measures are intended to minimize potential exposure to the virus of BC staff, patrons, contractors and vendors and reduce opportunities for community transmission emanating from Broward College and Tigertail Lake Recreational Center.
- During the initial weeks of re-opening, the number of patrons may be limited to determine manageable capacities.
- Increased frequency of cleaning of common areas and high touch areas will be necessary.
- Occupancy in buildings, classrooms, pavilions, and other common areas will increase as appropriate and operate with physical distancing measures in place.
- Safety, security and minimized risk of exposure will remain a priority during this process.
- Adaptations for self-disclosed individuals of high-risk populations (underlying health conditions, above 65, caring for a sick family member, etc.) will be considered.
- Frequent and proper hand washing, physical distancing, staying home when sick and wearing of face coverings while around others will be continued until CDC guidelines recommend otherwise.

A Note About Color-Coding:

For clarity, a color-coding process has been applied to the elements of this document. Elements with a **blue background** are generally intended to be customer-facing and related to policies for operation with the general public. Elements displayed with a **gold background** are intended for internal use and reflect employee policies and procedures or internal operations. Elements with no background are considered 'general' and apply to all audiences.



COVID-19 / Back to Operation Plan (BTOP)

Hours of Operations (As of June 13, 2021): Monday through Sunday 9AM - 5PM

- TAC Sessions are hourly from 10am-4pm
- Open Scuba and Watercraft Rental Hours 9am-4pm
- Ropes Course Hours and Conference room use by appointment
- All bookings must be made by 5pm the previous day.

General Safety Procedures/Precautions due to COVID-19

These apply to **all** activities at Tigertail Lake Recreational Center.

1. Patrons are required to use handwashing stations upon first entering the facility.
2. Patrons are required to use handwashing stations in between all activities that they participate in.
3. Patrons are required to maintain 'social distancing' guidelines of at least 6 feet between groups of patrons. Tables, shade areas, and facilities will be placed at appropriate distances. Patrons cannot move tables, shade areas, or facilities as they have been placed at deliberate intervals.
4. All customers must wear lifejackets while participating in watersports, in the water, or participating on the TAC.
 - a. Lifejackets will be fitted by patrons using the guidelines explained to them by TTL staff from a safe distance.
 - b. If additional fitting is required, TTL staff will do so from the sides and rear of the patron and will immediately follow the post-interaction safety precautions outlined in the appropriate section.
 - c. Lifejackets **must be returned to the designated lifejacket return area** for cleaning before being returned to service.

Facial Coverings/Masks:

- When required by State or CDC guidelines, employees will wear cloth face coverings or masks over their mouth, whenever not actively engaged in a water activity, climbing activity, or providing emergency care. Employees speaking to the large group may remove their mask to talk, provided that they are a minimum of 10' away from any other person
- Patrons must keep a mask over their mouth, per CDC guidelines, whenever not actively engaged in a watersport or climbing activity.



COVID-19 / Back to Operation Plan (BTOP)

Employee Health Check Procedure

Each day prior to commencing work, each employee shall:

- Do a daily self-screening for symptoms of COVID-19. Performing a self-check at home is also acceptable if the employee reports that the check has been completed. Symptoms include fever, cough, shortness of breath, sore throat, runny nose, body aches, loss of or reduced sense of smell, nausea, vomiting, chills or fatigue.
- If any one of the following symptoms is present, the employee shall not work that day:
 - Fever
 - Repetitive cough
 - Shortness of breath
 - Vomiting
 - Chills
 - Fatigue

Employees that exhibit symptoms of COVID-19 or are exposed to COVID-19 should refer to the Broward College employee guidelines for further guidance.

NOTE: Per the FFCRA Act, employees who are waiting for results of a test or who are quarantining as described above shall be provided with paid sick leave. Please refer to the US DOL FFCRA Act poster distributed 1 April 2020 via email and posted in the main office.

An employee must notify a supervisor privately if they are displaying any symptoms or have any concerns.



COVID-19 / Back to Operation Plan (BTOP)

Check-In Procedures

1. Reservations/bookings are required in advance and must be completed no later than 5:00pm the prior day. All bookings must be made using the online portal, and no in-person reservations will be made.
2. Must have a current reservation and have completed the waiver to enter the facility (at the front gate).
3. Social distancing will be marked (6 feet) for lining up at the check-in area.
4. Patrons will be responsible for putting on their own wristbands before leaving the check-in area.
5. Patrons will be directed to dedicated staging areas based on activity.

Check-in Station Operational Notes, Maintenance, and Cleaning

- TTL staff will wipe off iPads in between uses. iPad units should see very limited use, as bookings should be made ahead of time.
- TTL staff will take the opportunity while cleaning an iPad to reset it for the next user.
- Use of iPads should be minimized as much as possible by encouraging booking ahead of time and filling waivers/paperwork ahead of time.



COVID-19 / Back to Operation Plan (BTOP)

Personal Flotation Devices (PFD) and Personal Protective Equipment (PPE)

All patrons are required to use a PFD while participating in watersports or participating in any activity involving the water. All patrons are required to wear appropriate PPE during activities on the Ropes Course. This PPE could include (depending on the activity) a helmet, climbing harness, Y-lanyard, and various carabiners and other safety equipment. Proper fitting of PFDs and PPE is important, and the following guidelines are intended to provide a safe environment for lifeguards, facilitators, and staff to assist patrons with doing so.

Personal Flotation Devices

Staff will demonstrate proper adjustment of the PFD and observe adjustments from a safe distance.

If additional adjustment is required, staff will use proper PPE and adjust from the side and rear of participants, while participant is facing a specified direction.

Personal Protective Equipment (Ropes Course)

Each participant will have their own set of PPE, which will not be shared. Staff will demonstrate the proper fitting and adjustment of PPE and observe adjustments from a safe distance.

Employees will verbally instruct participants on how to fit gear on themselves. Final checks will be visual and performed by the employees, requiring a pull-down check for the harness and head-shake test for the helmet. If a participant requires extra assistance with PPE, the participant will stand in a designated fitting area while the facilitator makes the appropriate adjustments to the gear from a safe position.



COVID-19 / Back to Operation Plan (BTOP)

Operational Changes, per element

Element/Service	Capacity	Operations
Tigertail Aqua Challenge (TAC) Waterpark	<p>CAPACITY: up to 50 patrons / 10:1 staff ratio per session</p> <p>Private Parties Only (during initial reopening phase)</p>	<p>Operational Policy: (in addition to existing policies)</p> <ol style="list-style-type: none"> 1. Patrons will sanitize hands before entering the TAC 2. Patrons will remove masks while on the TAC 3. Patrons will maintain social distancing of at least 6 feet between groups 4. Patrons will sanitize hands upon exiting the TAC 5. Patrons will remove PFD after exiting and will proceed to a designated area to rinse and hang their PFD
SCUBA Instruction (External)	<p>DIVING BASIN: 12 divers</p> <p>MAIN DIVING AREA: 80 divers</p>	<p>Controlled Dive Basin:</p> <ul style="list-style-type: none"> • Limited bathing load of no more than twelve in controlled dive basin (pool) • Mask with Snorkel or regulator must be worn at all time in the pool • Divers may speak to each other one at a time observing safe practices <p>Dive Instruction seating/prep area:</p> <ul style="list-style-type: none"> • Each dive group will be assigned a numbered dive table area in which to operate • One dive shop/independent instructor per table • Minimum 6' spacing between dive shops/independent instructors' dive tables • When required by State or CDC guidelines, all participants must wear masks unless in the water using a snorkel and/or a regulator <ul style="list-style-type: none"> ○ During the swim test students may go without mask and snorkel but must practice safe distancing • Outdoor shower (Dive Instruction Area): <ul style="list-style-type: none"> ○ Divers must maintain social distancing when in this area



COVID-19 / Back to Operation Plan (BTOP)

		<p>Additional Notes on Operation:</p> <ul style="list-style-type: none"> • Table and high touch items will be cleaned and sanitized between uses.
<p>Ropes Course (High Ropes)</p>	<p>COURSE RATIO: 1 staff to 10 participants</p> <p>MAX CAPACITY: 50 participants (10 participants per element)</p>	<p>These procedures are in addition to the standard Local Operating Procedures (LOPs) as outlined in the Tigertail Lake challenge course manuals. These procedures include items that are specific to course operation during the COVID-19 pandemic.</p> <p>PHYSICAL DISTANCING PLAN</p> <p>GROUND:</p> <ul style="list-style-type: none"> • Participants shall be encouraged to maintain 6 feet apart. • Cones will mark where they circle up upon arrival. They will remain in that position through the duration of the introduction and equipment fitting. • At demonstration time they will transition to a set of cones set up at least 6' apart near the element being used. • Following the demonstration, they will be shown the marker that indicates the start of the climb, and they will line up next to a ground flag behind that marker, spaced at least 6' apart until it is their time to climb. • After climbing, participants will go back to the demo cones in order to continue to coach and encourage fellow climbers. • After all climbs have concluded, participants will return to cones at the intro circle, be instructed how to remove their harnesses for cleaning. <p>ON COURSE: High ropes elements will be used only when it is possible to maintain social distancing of at least 6 feet.</p>



COVID-19 / Back to Operation Plan (BTOP)

		<p>PPE & HYGIENE PROTOCOL ADDITIONS</p> <p>HAND CLEANING: Participants and employees will wash or sanitize their hands immediately prior to the program. Following final equipment check and prior to getting tied in to climb, the participant will use hand sanitizer before climbing and upon returning to the ground.</p>
<p>Room Rentals/ Reservations</p>	<p>CAPACITY: 20 / Large Classroom</p>	<ul style="list-style-type: none"> • Social distancing and CDC guidelines are required/encouraged for private room rentals and classes. • Capacities for room rentals are halved in order to encourage proper social distancing. <p>Additional Notes on Operation:</p> <ul style="list-style-type: none"> • Tables, chairs, and materials in each room will be cleaned and sanitized between uses.
<p>Pavilion/Outdoor Area Reservations</p>	<p>Maximum of 10 patrons in the pavilion area.</p>	<ul style="list-style-type: none"> • Social distancing and CDC guidelines are required/encouraged for private room rentals and classes. • Capacities for pavilions are specified to encourage proper social distancing. <p>Additional Notes on Operation:</p> <ul style="list-style-type: none"> • Tables, chairs, and materials in each room will be cleaned and sanitized between uses.



COVID-19 / Back to Operation Plan (BTOP)

Party Reservations	Maximum party reservation is 50 participants	<ul style="list-style-type: none"> • All general policies regarding spacing and operation are in place. • Pavilion policies regarding spacing and equipment apply.
Watersport Rentals	Maximum of 20 Boats (kayaks, SUPs, canoes, sailboats, and windsurfers) + (2 Jon boats for lifeguarding)	<ul style="list-style-type: none"> • Boats will be at least 50 feet apart while in use. • Launching will be staggered to maintain proper distancing • Lifejackets must be fitted by a TTL staff member. • When participants are done, they will remove PFD, and will proceed to a designated area to rinse (using SimpleGreen cleaning solution) and hang their PFD. <div data-bbox="831 683 1822 915" style="background-color: #ffff00; padding: 5px;"> <p>Additional Notes on Operation:</p> <ul style="list-style-type: none"> • Single participant units only/no double kayaks (unless same household). • Sailing solo only (unless same household). • Boats will be cleaned prior and post use. </div>
Training (Internal)	1:10 ratio Max capacity TBD	<ul style="list-style-type: none"> • All classes must be conducted while observing the CDC guidelines for COVID-19 transmission, including social distancing between participants. • Instructors will instruct from a safe distance of at least 10 feet, using PPE as needed and appropriate. • Classes should also keep to the capacities of the classrooms, per this document. • Electronic training materials and on-line coursework should be used, when available.



COVID-19 / Back to Operation Plan (BTOP)

Training (Classes & External)

LIFEGUARDING CLASS: 12

CPR/AED/FIRST AID: 6

WINDSURFING: 6

SCUBA: 8

- All classes must be conducted while observing the CDC guidelines for COVID-19 transmission, including social distancing between participants.
- Instructors will instruct from a safe distance of at least 10 feet, using PPE as needed and appropriate.
- Classes should keep to the capacities of the classrooms, per this document.
- Facial coverings must be used by patrons not actively engaged in a water-based activity or emergency care simulation/scenario.

Additional Notes:

Specifics for each class are covered in other parts of this document or may be up to the discretion of the instructor. For example, Sailing and/or Windsurfing classes may not be required to keep facial coverings on the participants when they are actively participating in watersports.



COVID-19 / Back to Operation Plan (BTOP)

Cleaning, Maintenance, Pre-Use Setup, and Post-usage Prep:

Tigertail Lake Recreational Center will implement the following additional cleaning, pre-use, and post-use policies in order to maintain a high standard of cleanliness and mitigate COVID-19 transmission.

Element/Item	Cleaning/Maintenance
Tigertail Aqua Challenge (TAC)	<ol style="list-style-type: none">1. Clean surfaces normally using soap or a PVC-safe cleaner.2. Mix solution of plain bleach (sodium hypochlorite) and water. Ratio: 5 tbs (74ml) bleach/ 1 Gallon (3.8L) of water3. Spray on all contact surfaces, ideally using a pressurized spray canister, periodically or as needed.4. Allow to sit for 1 minute (minimum) but not more than 5 minutes (maximum), then rinse thoroughly with fresh water. Additional cleaning may be necessary as items become soiled. As an additional precaution, park users should always wash hands carefully before and after using the park and avoid touching their faces.
Watersports Equipment Cleaning/Maintenance	<ul style="list-style-type: none">• Use Simple Green (or equivalent) to wipe down all watersports equipment, including stand up paddleboards (SUP), kayaks, canoes, and paddles after each use.• Allow time for watersports equipment (SUP, kayaks, canoes) to dry appropriately after cleaning solution is applied. <p>Staff will follow these steps to clean all watersports equipment.</p> <ol style="list-style-type: none">1. Create the cleaning solution.2. Apply solution using the proper solution applicator.3. Allow enough time (recommended 15 minutes, minimum) to dry in the sun.



COVID-19 / Back to Operation Plan (BTOP)

4. Once equipment is dry and cleaned, return to the 'ready area' for use by the next participant.

PFD Cleaning/Maintenance

The CDC says COVID-19 is primarily spread through direct contact, not contact with contaminated surfaces. However, the virus can survive for three days on fabrics or clothing and longer on porous surfaces, plastics, and metals.

- **Hand-wash your PFD after each use.** A “dunk tank” will be available to wash PFDs after each use. The rinse tank will contain a combination of Sink the Stink cleaner (or other mild cleanser) and 303 Protectant.
- **Dry completely.** Hang the PFDs to dry on separate rack. Viruses thrive in moisture and can survive in cold, but are vulnerable to heat and dry environments, so ensuring your life jackets are completely dry is critical.
- **Clear all adjustments.** Expand all the straps to their maximum extent so that participants can more easily adjust the PFD themselves.

Disinfectants and sanitizers, including bleach and medical grade sanitizers, can discolor and damage the fabric on your life jacket and should not be used or used with caution.

DISCLAIMER: Remember it is not possible to carry out or guarantee complete disinfection, the goal is to minimize risk.



COVID-19 / Back to Operation Plan (BTOP)

Ropes Course

PROTOCOLS FOR STANDARD PPE

PARTICIPANT CLIMBING PPE CLEANING: Following conclusion of their climb/program, participants will drop their harnesses into one designated bin, and their helmets into another. After the end of the program, the employees will fill the helmet and harness containers with water and mild dish soap. Wash, rinse, and dry each piece of gear and/or spray with disinfectant per manufacturers recommendations. Allow equipment to dry outside or in a well-ventilated area. Avoid prolonged time in direct sunlight unless it is allowable by the equipment manufacturer. Do not machine dry equipment under any circumstances.

EMPLOYEE PPE: All employees will utilize one set of Climbing PPE per program (helmet, harness, belay, Y-lanyard) and will not transfer equipment to another employee. Employee harnesses and helmets will be washed, rinsed, and dried prior to re-use by any person and/or spray with disinfectant per manufacturers recommendations.

SANITATION FOR ADDITIONAL EQUIPMENT

ROPES: All ropes are to be washed, rinsed, and dried before being used with another group.

BELAY DEVICES: All belay devices are to be washed, rinsed, and dried before being used with another group.

Exhibit 4.9

HP'S CLEANING GUIDELINES



EXHIBIT 4.9

CLEANING GUIDANCE

CONTENTS & NAVIGATION

1

Cleaning Guidance: HP Business Personal Systems & Office Imaging & Printing Systems

2

Instructions for Safe Handling
Cleaning Guidance: HP Healthcare Edition Products

3

Cleaning Guidance: HP Retail Solution Products
Cleaning Guidance: HP Education Edition Products
FAQ for Cleaning Your HP Product

HP Business PC & Print Devices Cleaning Guidance

Helping Businesses Address Coronavirus

HP is dedicated to providing customers with market-leading business solutions that help them be innovative, productive and support their well-being. With public health concerns over the SARS-CoV-2 virus and COVID-19 disease, also known as coronavirus, spreading worldwide, HP wants customers to have the information they need to effectively clean HP devices and to assist customers in maintaining a healthy work environment.

The Centers for Disease Control and Prevention (CDC) [recommends](#) cleaning surfaces, followed by disinfection, as a best practice for the prevention of coronavirus and other viral respiratory illnesses in households and community settings.

Cleaning Guidance: HP Business Personal Systems & Office Imaging & Printing Systems

A CDC-recommended disinfectant that is also within HP's cleaning guidelines is an alcohol solution consisting of 70% isopropyl alcohol and 30% water. Please follow the steps below to use the CDC-recommended alcohol solution to clean high-touch, external surfaces on HP products:

1. Wear disposable gloves made of latex (or nitrile gloves if you are latex-sensitive) when cleaning and disinfecting surfaces.
2. Turn off the device and disconnect AC power (for printers, devices should be unplugged from the outlet). Remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. Do not use fibrous materials, such as paper towels or toilet paper. The cloth should be moist, but not dripping wet.
 - a. Isopropyl Alcohol is sold in most stores, usually in a 70% Isopropyl Alcohol / 30% Water solution. It may also be marketed as rubbing alcohol.
5. Do not spray any liquids directly onto the product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels or USB ports located on the printer control panels, as moisture entering the inside of an electronic product can cause extensive damage to the product.
7. Start with the display or printer control panel (if applicable) and end with any flexible cables, like power, keyboard and USB cables.
8. When cleaning a display screen or printer control panel, carefully wipe in one direction, moving from the top of the display to the bottom.
9. Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on.
10. After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner sprayed onto a clean rag to remove streaking. Streaking on the copier/scanner glass from the CDC-recommended cleaning solution could cause copy quality defects.
11. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.



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Instructions for Safe Handling

It is important to handle isopropyl alcohol in a safe manner at all times.



- Avoid contact with skin, eyes, and clothing.
- Keep away from heat and sources of ignition.
- Use with adequate ventilation.
- Store in a cool, well-ventilated place. Keep container tightly closed.
- In the event of contact with isopropyl alcohol, wash skin thoroughly with soap and water.

Additional cleaning guidance can be found in the User Guide for each product. [Click here](#) for more information.



Many common household cleaners and disinfectants can damage electronic products. Do not use any of the following chemicals or any solutions that contain them, including spray-based surface cleaners: bleach, peroxides (including hydrogen peroxide), acetone, ammonia, ethyl alcohol, methylene chloride or any petroleum-based materials, such as gasoline, paint thinner, benzene or toluene. Some disinfecting wipes containing bleach and hydrogen peroxide can be used on **select Healthcare Edition product and select Retail Solutions only**. Wipes containing bleach and hydrogen peroxide should not be used on any other products. Please see the Healthcare Edition product links below for more information. If you are not sure whether a cleaning product is suitable, or if it is not specifically listed in this document or in one of the referenced documents, do not use it. Using any of the chemicals previously listed in this paragraph may cause permanent damage to the product.

Cleaning Guidance: HP Healthcare Edition Products

Many commonly used germicidal wipes have been tested and approved for use with HP Healthcare Edition platforms listed below that are purpose-built for use in clinical settings.

- [EliteOne 800 G5 Healthcare Edition All-in-One](#)
- [EliteBook 840 G6 Healthcare Edition Notebook](#)
- [Healthcare Edition HC270cr Clinical Review Display](#)
- [Healthcare Edition HC271/HC271p Clinical Review Display](#)
- [Healthcare Edition HC241/HC241p Clinical Review Display](#)

In addition to an alcohol solution with 70% isopropyl alcohol and 30% water, **some** of these brands of germicidal wipes are approved by the U.S. Environmental Protection Agency (EPA) for use against the coronavirus. This list can be found [here](#). This same list can also be accessed via the [CDC](#).

Contact your local HP sales representative or authorized HP reseller for commercial brands of ready-to-use wipes for cleaning specific Healthcare Edition products.



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Cleaning Guidance: HP Retail Solution Products

In addition to an alcohol solution with 70% isopropyl alcohol and 30% water, **some** HP-approved brands of germicidal wipes are approved by the U.S. Environmental Protection Agency (EPA) for use against the coronavirus.

Many commonly used germicidal wipes have been tested and approved for use with the HP Engage Go Jacket and HP Engage GO Mobile products.. Contact your local HP sales representative for a list of approved cleaning products. The guidance in this document supersedes any guidance found in HP Retail Point of Sale User Guides regarding the use of isopropyl alcohol for cleaning the monitor or touchscreen.

Cleaning Guidance: HP Education Edition Products

For sanitization of the HP Education notebooks, including the display and any HP Accessory (external mouse or keyboard), HP recommends the use of the CDC-recommended solution comprised of 70% isopropyl alcohol and 30% water. For cleaning Education Edition products using this solution, customers should follow the process outlined in this guide.

Select HP Education Edition products can be wiped down with additional cleaners. Please see the product data sheets linked below for a list of approved cleaners. This includes the following HP Education Edition notebooks:

- HP ProBook x360 11 G3/4/5/6 EE Notebook PC
 - Click to view: [G3 Data Sheet](#), [G4 Data Sheet](#), [G5 Data Sheet](#), [G6 Data Sheet](#)
- HP Chromebook 11 G7/8 EE
 - Click to view: [G7 Data Sheet](#), [G8 Data Sheet](#)
- HP Chromebook x360 11 G2/3 EE
 - Click to view: [G2 Data Sheet](#), [G3 Data Sheet](#)

Important: Wipes containing bleach and hydrogen peroxide **should not** be used on HP Education Edition products.

FAQ for Cleaning Your HP Product

Q: How can I disinfect my HP devices to help prevent coronavirus?

A: You can clean your HP devices by using a CDC-recommended disinfectant that is comprised of 70% isopropyl alcohol and 30% water. To use the recommended alcohol solution to clean and disinfect high-touch, external surfaces on HP products, please follow the guidelines found in this document.

Q: Can I use bleach or peroxides to disinfect my PC or Printer?

A: Some disinfecting wipes containing bleach and hydrogen peroxide can be used on select Healthcare Edition products only. Wipes containing bleach and hydrogen peroxide should not be used on any other products.

Q: Will the letters and symbols on my keyboard disappear from cleaning?

A: Some chemicals are very harsh and can damage non-HP Healthcare Edition keyboards and other surfaces. By following the steps outlined in this document to clean your device, you can reduce the risk of damaging your keyboard or other surfaces.

Q: What portions of my devices are safe to clean?

A: All external components of your PC or printer can be cleaned using the recommended solution, including ports, cables, keyboard keys, rubber, plastic, metal surfaces, displays and printer control panels. Please reference the cleaning guidelines for more information.

Q: How often can I clean my PC, keyboard, mouse, display or printer?

A: HP recommends cleaning your non-Healthcare Edition devices a maximum of 3-5 times per day. Excessive cleaning of your non-Healthcare Edition device with any cleaning solution can lead to potential wear on components.

Note: Customers may experience some visible changes to cosmetic finishes over time as a result of the cleaning techniques mentioned in this document.

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Exhibit 5.1

PROCEDURES FOR ON-CAMPUS MEETINGS

Procedure for On-Campus Meetings for Summer 2020-3

Broward College will begin to allow select groups of students, faculty and staff to return to campus during the Summer 2020-3 Term. The safety of students, faculty and staff is the paramount consideration in allowing students to return to the campus. This 12-step procedure applies to Broward College employees and registered Broward College students.

1. Academic areas eligible for on-campus meetings during the summer term are limited to Allied Health Sciences, Aviation, Nursing, Public Safety, and Transportation. No other academic areas are permitted to hold on-campus meetings. This continues to limit the number of students, faculty and staff on campus.
2. After collaborating with the appropriate faculty and staff, Academic Deans will initiate the Procedure for On-Campus Meetings outlined herein.
3. The process will begin with the Academic Deans completing the *2020-3 On-Campus Requirement Spreadsheet*.
4. Each campus will hold its own version of the spreadsheet in a shared folder/ Microsoft Teams Site with shared access which will be maintained by Campus Business Deans on each campus. The Campus Business Deans will also maintain a detailed calendar for their campuses of on-campus meetings in the shared folder/ Microsoft Teams Site.
5. The 2020-3 On-Campus Requirement Spreadsheet includes details such as Department, Course/Activity, Dates and Times, Location, Number of Attendees, and a Description of the Event.
6. In completing the On-Campus Requirement Spreadsheet the Academic Deans should adhere to the COVID Protocols for On-Campus Meetings in Summer 2020-3.
 - a. The number of participants in any given meetings will not exceed 50% of the normal room capacity where the meeting will be held. The Business Deans will help ensure that scheduled activities are in rooms where participants can safely practice social distancing during the activity. (*COVID Protocols for On-Campus Meetings in Summer 2020-3.*)
7. The 2020-3 On-Campus Requirement Spreadsheet will be used to prompt the creation of a Facilities Request that captures the intended layout of all of the facilities identified in the comprehensive campus spreadsheet. Note: The intent of the Facilities Request is to capture multiple on-campus meetings in a single request, not a create a form for every single meeting instance.

8. Safety protocols, per State or CDC guidelines, may include the wearing of masks and appropriate course designated PPE are required for all meetings on campus, and social distancing protocols will be strictly observed for all meetings on campus.
9. Academic administration will provide faculty and staff clear written guidelines for the safety protocols required for on-campus meetings.
10. Students, faculty and staff will acknowledge these instructions in writing.
11. After the On-Campus Requirement Spreadsheet has been completed, the Facilities Request submitted, and the written guidelines submitted and acknowledged, the Pathway Academic Dean will send an e-mail to notify the below stakeholders of the updated Spreadsheet and Facilities Request.
 - a. Recipients of the notification e-mail: Campus Business Dean, Senior Dean of Analytics, Strategy and Communication, Pathway and Campus Student Dean, Senior Campus Safety Officer, the appropriate Campus President and the Vice Provost of Academic Affairs.
12. The Pathway Academic Dean will address any concerns raised by the various campus stakeholders and then move forward with scheduling and implementing the on-campus meetings.

Note: The Police Academy within the Institute of Public Safety is operating under a separate protocol being managed by the IPS leadership team under guidance from the Florida Department of Law Enforcement (FDLE), endorsed by the Governor of the State of Florida.

Exhibit 5.1.A

CONTINUING EDUCATION-HEALTH SCIENCES COURSES

PROPOSAL FOR FACE-TO-FACE INSTRUCTION OF SELECT CE-HS COURSES

Request: Continuing Education – Health Sciences (CE-HS) is requesting permission to do a “soft opening” by resuming face-to-face classes for courses lasting 1-5 days beginning June 1. Further, we are requesting permission to resume courses, lasting six or more days, on July 6. All courses would be held following pre-established social distancing guidelines.

REASONS

- Hospital partners are stringently requesting face-to-face classes resume in May/June but no later than July 1. Due to labor laws and HR related issues, they will not/cannot allow employees to participate in virtual training from home and do not have the space nor the capacity to host virtually held classes at their facilities.
- Short 1-2-day courses (i.e., Advanced Cardiac Life Support [ACLS], Basic Life Support [BLS], IV Therapy, Sterility etc.) are in high demand.
- The hospitals are backlogged with staff that need training in perioperative nursing, critical care, emergency room and progressive care – all high-end specialty courses lasting between one and 10 weeks.
- Most courses offered through CE-HS are composed of complex and advanced simulation scenarios and skills stations which are difficult to replicate in a virtual environment.
- As a self-supporting department, with heavy reliance on enrollment from our consortium partners, it is in the best interest of the college and the CE-HS department to respond to their request for resumption of classes. Failure to do so may result in the hospitals moving forward internally to meet their own growing demands with long-term negative ramifications to the college.

GUIDELINES/RESTRICTIONS

To ensure the safety of our student and staff, the CE-HS department would put in place standards and guidelines, which need to be followed at any given time.

Adjuncts: Instruction would be conducted primarily by fulltime Workforce Clinicians employed by the CE-HS department with limited use of supporting adjunct faculty.

Classroom Space: A large classroom would be assigned to practice social distancing and would require students to be seated six feet apart. Seating signs will be placed on each student desk, and excess chairs will be removed to ensure that students stay at a safe distance from each other.

ENROLLMENT:

On-Campus Presence: On-campus presence will be restricted to one or two courses at a time.

PPE: Students/Instructors would be required to wear PPE as appropriate. At a minimum, this would include gloves and facial masks, items which would be supplied by the CE-HS department.

Sanitizing Stations: Sanitizing stations will be placed in the classroom, along the corridors of the building, as well as by each entry/exit.

Screening Procedure: Proper screening procedures would be in place and involves temperature check of each student/staff member, along with a questionnaire that will ask students to declare symptoms, recent travel, and if direct patient care has been provided within two weeks leading up to the course.

Traffic Patterns: Traffic patterns will be in place in the classroom and in and around the building. Arrows will be placed on the floor to indicate one directional movement to minimize traffic flow.

Nightly Cleaning/Disinfecting of Classroom: Classes used for students during the day would be targeted for nightly disinfecting by the Sunshine Cleaning Service.

Exhibit 5.1.B

HEALTH SCIENCES EXTERNSHIPS

Broward College Health Sciences

RESUMPTION OF EXTERNSHIP Q & A

Healthcare professions are all at risk for contracting communicable diseases. As such, students should recognize the necessity for universal precautions. Risks encountered include HIV/AIDS, Hep B and C, Ebola, Swine flu, Avian Flu, H1N1. Students need to self-assess their general comfort level of working in an environment in which exposure is possible.

WHAT PRECAUTIONS WILL BE TAKEN TO PROTECT ME?

All students must be trained on the proper donning, doffing and maintenance of PPE and must demonstrate competency in doing so in order to participate. PPE will be provided for on campus and for clinical externships when students are required to bring.

WHAT IF I AM NOT COMFORTABLE RESUMING OFF-CAMPUS EXTERNSHIPS?

If students have enrolled and will not be starting their externship, they should withdraw prior to the start of classes in order to avoid a financial penalty. **Any student who received an Incomplete (“I”) during a semester due to COVID-related exposure, quarantine, or cancellation of externships, must complete their class requirements by the end of the next major term or the “I” will become a failing grade (U or F).** It is not anticipated that COVID19 will be eradicated any time soon, so it is important that each student evaluate their willingness to participate and understand that completion is not possible without participation.

AM I REQUIRED TO SIGN THE DISCLAIMER?

A key aspect of the document is that each student is made specifically aware of the risks that he or she is taking by engaging in the course during the pandemic. Affiliate sites may have their own disclaimers and could potentially refuse a student’s participation for refusing to sign. **However, non-completion of all clinical hours and competencies by the students expected graduation date will result in students extending their time in the program until such hours and competencies are completed.**

HOW WILL THE COLLEGE RESPOND IF A STUDENT IS EXPOSED AT A CLINICAL SITE, OR IF A STUDENT IS DIAGNOSED WITH COVID-19 WHILE ATTENDING CLINICALS?

1. If a student is exposed, then they would need to self-quarantine for a set number of days as determined by the site or BC. The lead clinical faculty should be notified immediately. Students should self-report on the BC COVID website.
2. *You must be honest and forthright in disclosing whether you or anyone you have had face-to-face contact with have been exposed. You cannot participate in an externship if you exhibit any potential signs of illness. Sites are not sending students into areas with COVID19 patients.*
3. **The health science department will work to accommodate students who cannot currently participate due to recent exposure or risk. Students who willfully ignore signs of illness or who are not forthright regarding potential exposures will be sent home and not allowed to participate in future externships.**

For questions or concerns about the program, in addition to your professors, please contact the **Associate Dean** or **Dean** for assistance.

Exhibit 5.1.C

COVID-19 QUESTIONNAIRE



XXXXX PROGRAM

COVID-19 Questionnaire

1. Have you, or anyone in your household, traveled outside of the country, or to an area with known local spread of COVID-19 within the last 14 days?

Yes

No

2. Have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?

Yes

No

3. Do you have a fever (greater than 100.4 F)?

Yes

No

4. Do you have symptoms of respiratory illness such as cough, shortness of breath, difficulty breathing or sore throat?

Yes

No

Print Name _____

Signature _____

Exhibit 5.1.D

HEALTH SCREENING FORM

Broward College Health Science Health Status Monitoring Form

Record students temperature and check the boxes if they **HAVE NOT** had these symptoms
in the last 12 Hours

Notify your instructor if you have had a temperature of **100.0** or higher, or **HAVE** experienced any of these symptoms
in the last 12 hours

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Exhibit 5.1.E

HEALTH SCIENCE SOCIAL DISTANCE PPE REGULATIONS

Program	PPE	Social Distance Measures	Notes
Dental Hygiene & Dental Assisting	<p>CLINICAL PROTOCOLS: Students will have all needed supplies and equipment setup in each operatory prior to the beginning of each session to minimize going in and out of their operatories to retrieve needed supplies or barriers. Clinicians will dispense all PPE for use during each session.</p> <p>Students will be required to wear a level 3 mask with a level 1 overmask for patient assessment; a KN95 with level 2 ,mask for all non-aerosol procedures; a fit-tested N95 mask with a level 2 overmask for aerosol generating procedures. Goggles and shield are required for all procedures. Hair cover is mandatory. Clinic shoes must not be worn out of clinic, must be sprayed and stored in designated storage box.</p> <p>LAB PROTOCOLS: Level 3 mask, cover mask, shield, goggles, and hair cover as needed.</p>	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	<p>*Each student takes their temperature before coming to campus. Students will only be permitted into the clinic one at a time and triaged by the attending professor before being permitted to enter. As part of the triage, students complete the COVID questionnaire and temperature assessment. Students will stay in their assigned operatory as much as possible for the duration of the clinic session.</p> <p>* Students must enter the campus with a mask already donned before triage. All information will be documented on a log with the student's signature.</p> <p>* Faculty and patients will adhere to the same triage protocol prior to entering the clinic.</p>
Radiography	Level 2 Masks (3 ply) or KN95	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus.
EMS	Level 2 Masks (3 ply), KN95, and eye protection	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus.
Ultrasound	All students will wear masks on campus at all times. All students will be required to wear a mask, gloves, and a gown while in the lab.	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus.
Radiation Therapy	Level 2 Masks (3 ply) or KN95	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus.
Respiratory Care	Level 2 Masks (3 ply) or KN95	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus.
Physical Therapy Assistant	Level 2 Masks (3 ply) or KN95	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus.
Vision Care	Level 2 Masks (3 ply), KN95, and eye protection	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	*Each student takes their temperature before coming to campus. Patients will have temperature taken and complete questionnaire.
Nuclear Medicine	Level 2 Masks (3 ply), KN95, and eye protection	Social distancing will be observed whenever possible and PPE use will be maintained by all participants.	

Exhibit 5.1.F

HEALTH SCIENCE LABS COVID-19 GUIDELINES

Exhibit 5.1.F

COVID-19 STUDENT GUIDELINES

Broward College Health Science On-Campus Operations

All students should be screened prior to on campus lectures, labs, or clinical sessions

Presentation for Arrival to Broward College Campuses

- Students must wear a mask upon entry to any Broward College Campus Building
- Students will present for thermal scanning
- Students must answer screening questions prior to entering the lab/classroom
- Students must wear all appropriate PPE as required while in the classrooms and labs

Screening

- Have you or anyone you've had close contact with been infected with COVID 19?
- Do you have cold or flu symptoms or a temperature >100?
- Do you have any cough, shortness of breath, muscle pain, sore throat, chills/shaking with chills or new onset of loss of taste or smell?
- Did you not comply with the shelter in place orders?

Compliance

- Students and Faculty should follow CDC recommendations for healthcare workers and other recommended hygiene guidance in the prevention of COVID 19 transmission.
- Students, faculty, and staff who test positive must self-report their status through the COVID19 BC website. Return to campus is permitted after reporting requirements and protocols are satisfied.

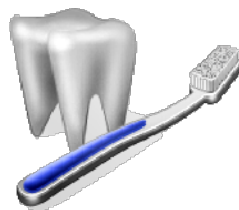
Exhibit 5.1.G

COVID-19 CLINICAL PROCEDURE GUIDE

BROWARD COLLEGESM

COVID-19 Prevention

**Medical Guidelines,
Clinical Procedures and Infection
Control Guide**



2020-2021

Broward College Dental Hygiene & Dental Assisting

(Updated 8-23-2020)

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Introduction

The emergence of COVID-19 has precipitated the necessity of a comprehensive review of clinical lab classes throughout the dental assisting and dental hygiene curriculums at Broward College that include both simulation labs and live patient clinics. It is vitally important that the College and faculty implement and adhere to the newest guidelines outlined by the Centers for Disease Control and Prevention (CDC), Environmental Protection Agency (EPA), and American Dental Association (ADA), regarding infection control and patient treatment. It is implicit that these guidelines are constantly evolving, and that this document will be constantly reevaluated for accuracy in guidelines and content as needed.

The practice of dental hygiene and dental assisting involves the use of instruments and equipment that create visible spray and aerosols that can contain saliva, blood, microorganisms, and other oral debris. As such, it is crucial that all dental faculty, staff, and students working on live patients and student partners in the dental clinic strictly adhere to newly-developed and constantly-evolving guidelines from the aforementioned agencies. (May, 2020)

Objectives

- Develop strategies to reduce the risk of transmission of infectious diseases (including COVID-19) among dental hygiene & dental assisting programs faculty, staff, students and clinic patients.
- Instruct the dental programs faculty, staff, and students to use and enforce safe dental care procedures in all dental laboratory and clinical courses.
- Set guidelines for minimal training requirements for faculty, staff and students to ensure competency in understanding the most current standards in COVID-19 safety and infection prevention.
- Provide medical guidelines to assist in obtaining proper medical clearance for the COVID-19 patient.
- Establish prevention measures that accurately determine a patient's safety and fitness to be seen in the clinic for treatment
- Instruct dental faculty, staff, and students in the proper protocol of communicating medical and dental risks and implications relating to COVID-19 as it relates to dental management and treatment in the dental hygiene and dental assisting clinics (**Appendix A**).
- Demonstrate safe procedures for personal hygiene measures, proper personal protective equipment (PPE) use, acceptable disinfection procedures, and hazardous waste disposal.
- Design and implement a section in the Dental Department's Quality Assurance program that evaluates infection control performance and accuracy to adherence of safety guidelines in the dental hygiene and dental assisting clinics.
- Print and complete the "Infection Prevention Checklist for Dental Settings" located on the CDC website each semester <https://www.cdc.gov/oralhealth/infectioncontrol/pdf/safe-care-checklist.pdf>

Implementation

- Require all faculty, staff, and students in the dental assisting and dental hygiene programs to complete reading on CDC website regarding the “Coronavirus Disease 2019 (COVID-19) > Healthcare Professionals” at <https://www.cdc.gov/coronavirus/2019-ncov/infection-control.html> , “Coronavirus Disease 2019 (COVID-19) > Healthcare Professionals > Infection Control” for Dental Settings at <https://www.cdc.gov/coronavirus/2019-ncov/dental-settings.html> , and take a short quiz with 100 accuracy before entering laboratory and clinical courses.
- Require all faculty, staff and students in both programs to watch the seven videos located on the ADA website titled “Current Infection Control Protocols and Procedures” at https://www.ada.org/en/member-center/coronavirus-resource-toolkit-for-ada-members/covid-19-infection-control-protocols-and-procedures-webinar?utm_source=adaorg&utm_medium=covid-resources-lp&utm_content=cv-safety-osap-webinar&utm_campaign=covid-19
- Require all faculty, staff, and students in both dental programs to read this COVID-19 Prevention Clinical Procedure Guide to completion.
- Require all faculty, staff and students of both programs to watch the Broward College COVID-19 Preparedness training PowerPoint presentation.
- Complete any assigned CEU courses directed at infection control and disease prevention of COVID-19.
- Provide an opportunity for group discussions and completion of a formative assessment on all newly evolving guidelines and materials.
- Apply new guidelines for disinfection, infection control, and patient treatment in the dental hygiene and dental assisting program lab or clinical courses.
- Designate one of the clinicians as Infection Control Officer (Compliance Officer) and register for Hu-Friedy’s “Greenlight Dental Compliance Center” program.

Dental Clinical Procedures

1. INFECTION CONTROL POLICY

Dental health care workers are exposed to a wide variety of infectious agents. In order to control the transmission of infectious agents in the clinical setting. Broward College's Dental Programs shall adhere to the guidelines for infection control and PPE as outlined by the CDC, EPA, NIOSH and ADA. All procedures will undergo periodic review in order to update and stay current with these ever-changing guidelines. This essential step will help insure the highest degree of safety and aseptic technique is practiced among all those involved within the clinical setting, thereby inhibiting disease transmission. Because many patients may be carriers of an infectious disease without their knowledge, all patients cared for at Broward College’s Dental Assisting & Dental Hygiene Clinic and off-campus clinical sites shall be

treated as possible carriers. Standard Precautions, as outlined by CDC, shall be followed for all patients and shall also comply with EPA standards.

2. PRE-OPERATIVE – PATIENT SCHEDULING

- In order to minimize exposure, when scheduling patients for treatment in the dental clinic, the student will screen potential patients for possible signs and risk factors related to the COVID-19, including but not limited to any signs of respiratory distress (cough or trouble breathing), sore throat, fever, or travel to identified infected regions both nationally or internationally. The student will use the “COVID-19 Pre-Screening Questionnaire” during the phone interview and appointment-making process (**Appendix B**).
- If it has been determined that the patient poses a risk to either themselves, faculty, staff, or student, the patient will be referred to their primary care doctor and rescheduled no earlier than 30 days later, and when a medical clearance that follows COVID-19 guidelines (from the “Patient Treatment Guidelines” booklet) has been obtained (**Appendix C**).

3. PRE-OPERATIVE – PATIENT MANAGEMENT

- Prior to entering the dental clinic, all faculty, staff, and students will be screened for possible signs and risk factors related to the COVID-19. This process will include signs of respiratory distress (cough or trouble breathing), sore throat, risk from contact with identified cases of COVID-19 or recent travel to identified infection regions both nationally and internationally. In addition, all faculty, staff, patients and students are required to take their temperature at home before leaving for school, and additionally, will have their temperature taken with an infrared, no-touch digital temporal thermometer to screen for possible fever (100.4 or greater). If any individuals present with positive signs or symptoms, they will not be permitted entrance into the dental clinic, and will be advised to seek the treatment of a doctor and obtain a completed and signed COVID-19 medical clearance prior to returning (**Appendix E**).
- Patients will be provided with a “COVID-19 Pre-Treatment Questionnaire” (**Appendix B**) by the receptionist prior to check in. If the patient indicates a positive answer to any of the questions, the patient will be encouraged to see his or her physician and be rescheduled accordingly after obtaining a properly completed and signed medical clearance.
- All patients cleared to receive treatment in the dental clinic will first be directed to the triage station to have their temperature taken with an infrared, no-touch digital temporal thermometer for possible fever (100.4 or above). This process will occur in the lobby of the dental clinic and be administered by an assigned faculty or staff member. If evidence of symptoms or a fever is detected, the patient will be encouraged to see his or her physician and be rescheduled only after obtaining a medical clearance from the treating physician.
- Patients will be required to wash their hands thoroughly in the restroom located across from the front desk before they enter into the clinic proper. Patients will be met at the entrance and escorted by their assigned students to the appropriate operatory to prepare for treatment.

4. PRE-OPERATIVE - CLINIC GUIDELINES

- Wash hands thoroughly with an anti-microbial soap. Don fluid-resistant lab jacket, then heavy-duty rubber gloves for pre-operative disinfection and preparation.

- The following steps include the order in which preparation for procedures should occur:
 - Identify and gather all proper PPE and place neatly in operatory.
 - Apply two pumps of anti-microbial soap to hands and briefly wash hands and wrists
 - Rinse thoroughly
 - Reapply anti-microbial soap to hands
 - Washing should begin by following an orderly sequence, making sure to cover all surfaces thoroughly (at least 20 seconds)
 - Fingers (interlace fingers and rub back and forth vigorously)
 - Hands (Palms, back of hands, and under your nails)
 - Wrists (Pull isolation gown back to expose wrists)
 - Rinse well, being careful not to touch sink or faucet when rinsing
 - Dry hands thoroughly
 - Don isolation gown, face mask (N95) (**Appendix F**) and safety glasses/loupes/face shield, in the proper sequence (**Appendix G**)
 - Wash hands prior to donning gloves

When removing gloves take care not to touch the outside, contaminated portion. In between glove changes, washing of hands with antimicrobial soap or the use of an antimicrobial alcohol-based (at least 60% ethanol and 70% isopropanol) hand sanitizer to destroy transient microorganisms and reduce resident flora. Rub hands, covering all surfaces, until the agent is dry, approximately 20 seconds. Re-glove hands ensuring the glove covers the cuff of your gown.

- Using an appropriate disinfecting solution, disinfect the dental chair, items and areas from which direct patient care will be delivered. (It is important to follow the EPA guidelines for the specific disinfectant being utilized. e.g., with disinfectant, the object must be saturated with the solution and left moist for EPA's allotted saturation time.)
 - Don fluid resistant lab jacket for all disinfection and pre-operative procedures
 - Fill water bottles with distilled water.
 - Turn on master switch.
 - Dust base of chair, cords
 - Wash hands appropriately (twice).
 - Don heavy duty rubber utility gloves for 2-Step disinfection process.
 - **STEP 1: Spray disinfectant solution on a paper towel and wipe the following items so they are free of any debris:**
 - Delivery bracket, tray, arm, handles and touch pad
 - All patient, operator, and assisting chair parts
 - Air/water syringe, holder and line. Handpiece connectors, holders and line
 - Dental light handles, on/off switch, and arm
 - Saliva ejector, HVE suction lines, air/water syringe, holders and touch pad
 - Counter top - all drawers and handles, any products on countertop, paper towel dispenser, view box, and soap dispenser.
 - Mobile cart - all sides, drawers, and drawer handles.
 - Use approved wipe to clean loupes (all surfaces) and allow to dry. Clean film off with manufacturer's recommended lens cleaner and cloth
 - **STEP 2: Repeat previous steps and allow disinfectant to set wet for the manufacturer's recommended time (shown on product labeling)**
 - Wipe disinfectant solution bottle and place in its appropriate place

- Wash rubber gloves, dry, and place under sink and wash hands
- Place barriers on items that may be contaminated by blood and/or that are difficult or impossible to disinfect
 - Basic barrier set-up includes:
 - Syringe sleeves
 - Tubing sleeves
 - Blue adhesive barrier tape
 - Blue painter's tape
 - Chair/headrest cover
 - Keyboard cover
 - Tubing sleeves
 - Pen and pencil covers
 - Light handle covers
 - Separate light handle cover for the computer mouse
 - Protective coverings are placed over appropriate items:
 - Light handles of dental light – covers
 - Air/Water-syringe handle (bracket tray)– syringe sleeve with painter's tape
 - Assisting side delivery arm – blue sticky
 - Air/Water-syringe handle (assisting side), saliva ejector, and HVE – syringe and tubing sleeves with painter tape
 - Touch pad (assisting side) to adjust dental chair – blue adhesive tape
 - Bracket tray – covered with a chair cover including over all the handpiece, curing light and camera ports.
 - Chair cover is placed over the back of the dental chair
 - Attach infectious waste cup onto bracket tray with tape on the furthest side away from patient. All items contaminated by blood or bodily fluids should be placed in this cup
 - Both adjustment levers on operator's chair – blue adhesive barriers
 - X-ray unit heads, exposure control, door knobs to x-ray rooms – covered with barriers
 - Unit water bottle should be checked and if empty, refill with water and a new water treatment tablet. Note: Do not refill bottle if not empty.

4.a PRE-OPERATIVE - CLINIC GUIDELINES FOR FACULTY

- Wash hands thoroughly with an anti-microbial soap pre- and post-gloving.
- The following steps include the order in which preparation for procedures should occur:
 - Gather all proper PPE and select an operatory.
 - Apply two pumps of anti-microbial soap to hands and briefly wash hands and wrists
 - Rinse thoroughly
 - Reapply anti-microbial soap to hands
 - Washing should begin by following an orderly sequence, making sure to cover all surfaces thoroughly (at least 20 seconds)
 - Fingers (interlace fingers and rub back and forth vigorously)
 - Hands (Palms, back of hands, and under your nails)
 - Wrists (Pull isolation gown back to expose wrists)
 - Rinse well, being careful not to touch sink or faucet when rinsing
 - Dry hands thoroughly

- Don isolation gown, face mask (N95) (**Appendix F**) and safety glasses/loupes/face shield, in the proper sequence (**Appendix G**)
- Wash hands prior to donning gloves
- When removing gloves take care not to touch the outside, contaminated portion. In between glove changes, use an antimicrobial alcohol-based (at least 60% ethanol and 70% isopropanol) hand sanitizer to destroy transient microorganisms and reduce resident flora. Rub hands, covering all surfaces, until the agent is dry, approximately 20 seconds.
- Re-glove hands ensuring the glove covers the cuff of your gown.

5. INTRA-OPERATIVE GUIDELINES

- Wash hands thoroughly with an anti-microbial soap. Don heavy-duty rubber gloves for pre-operative disinfection and preparation. Student should use hand sanitizer post and pre gloving.
 - A thorough medical history is obtained from the patient. If any infectious diseases are noted. Student operator will consult with assigned clinical faculty to give health status report in morning group meeting.
 - Hands washed with an anti-microbial soap before appropriate barrier-protection methods are employed.
 - Before direct patient care begins, the operator will practice the following barrier-protection methods as outlined in PRE-OPERATIVE – CLINIC GUIDELINES:
 - Isolation gown
 - Level 3 (assessment procedures only) or N95/KN95 face mask (for all treatment procedures)
 - Cloth over-mask
 - Protective eyewear for the patient
 - Safety glasses with solid side shields or magnification loupes
 - A chin-length plastic face shield that meets CDC guidelines
 - A hair bonnet will be worn during all procedures
 - Gloves
 - Shoe covers
 - Patient must begin appointment by rinsing with an appropriate anti-microbial mouth-rinse for 60 seconds (new guidelines suggest a diluted 1% hydrogen peroxide rinse). This procedure should be repeated before any aerosol producing procedures (e.g. ultrasonic sealing, or polishing with air polisher or handpiece) and/or before dismissal.
 - Isolation gowns that provide full coverage over scrub top to the knee MUST be worn at all times while rendering patient care. The gown MUST be removed whenever leaving clinic, and disposed of at the end of the day. All lab coats shall be hung and stored at school in a designated area, or placed in an appropriate contaminated laundry container or bag to be transported for laundering. Student must properly dispose of all worn isolation gowns after each patient. No reuse of isolation gowns is permitted. All procedures and manipulations of potentially infective material (e.g.: calculus, stain, biofilm, materia alba) should be performed carefully to minimize the formation of aerosols. Use of high-speed evacuation and proper patient positioning should facilitate the process.
 - To prevent the possibility of cross contamination, the operator MUST NOT touch eyewear or mask with gloved hands. To prevent chart contamination, the student will place a plastic barrier sheet over clinic forms so the gloved

hand is on plastic when recording information. The cover sheet is disinfected with disinfectant after use. The computer keyboard and mouse will be covered with protective barriers.

- Sharps items **MUST** be handled with extreme care to prevent unintentional injuries with infectious material. All needles, slides, Oraqix cartridges and tips, anesthetic or other glass cartridges, biological indicators or any other soiled items designated as sharps disposable **SHALL** be carefully placed in the appropriate depository for removal. (Sharps container)
- Once scaling procedures begin, the operator is expected to wipe debris and blood off the instruments with 2x2 gauze as they become soiled. All infectious waste **MUST** be placed in the cup attached to the bracket table top and disposed of at the end of the appointment in the red "biohazard" bag.
- If the sonic, ultrasonic scaler, or air polisher will be utilized, the following additional precautions **MUST** be taken:
 - Operator and assistant shall, in addition to a face mask, wear a face shield and hair bonnet. Mask **MUST** be changed after the use of any ultrasonic scaler or air abrasive polisher
 - Patient should have additional bib towels to cover torso area as well as chest.
 - High volume evacuation shall be utilized during entire procedure.
- Handpiece and prophy angle should not be removed from the sterilization bag or assembled until it is needed.
- **IF PATIENT HAS AN ACTIVE INFECTIOUS DISEASE, USE OF ULTRASONIC SCALER, AIR POLISHER, OR HANDPIECE IS CONTRAINDICATED**
- Handpiece and prophy angle should not be removed from the sterilization bag or assembled until it is needed.
- The student should always store an extra over-mask, hair cover and scrub top/pants in his or her locker in case of an emergency or hazardous exposure.

6. POST-OPERATIVE GUIDELINES

- After the patient has been dismissed, the operator should discard gloves outside-in, use hand sanitizer, then don new gloves. After these steps are complete, then place heavy-duty rubber gloves on to completely disinfect the operatory and prepare instruments for sterilization.
- Face masks and protective eyewear should also be worn during disinfection and the face mask must be discarded or reprocessed after use or if contaminated, discarded with all infectious waste material (**Appendix E**).
- Instruments should be wiped free of all debris and blood on a hydrogen peroxide-moistened 2x2 sponge pad that is affixed on bracket table. Scrubbing of instruments is **NOT ALLOWED** because of the formation of aerosols and risk of injury. Instruments are then secured in the cassette and placed in the carrying box and transported to the appropriate area for ultrasonic cleaning and proper sterilization.
- All counter tops, dental unit items and all other surfaces that have been contaminated with blood or saliva should be wiped with appropriate disinfecting towelettes to remove extraneous organic material. The appropriate disinfectant should then be applied to all these surfaces and left moist for the length of time specified by the EPA.
- Handpieces should be disassembled, disinfected and returned to the dispensary for lubrication, re-disinfection and sterilization.

- Solid waste, contaminated with blood or other body fluids, should be placed in the biohazard red box provided at the assigned dental unit. All contaminated waste in unit red boxes will then be disposed of according to requirements established by the EPA.
- At the completion of all of these procedures, the heavy-duty rubber gloves should be removed, disinfected thoroughly and allowed to dry before replacing in student's zip top bag. Heavy duty utility gloves should be autoclaved a minimum of once a week.
- Hands should once again be washed thoroughly.
- Student shall contact the patient the evening following their appointment to give them post-operative instructions regarding development of any symptoms within 14 days of their appointment with the student.

Dental Laboratory Procedures & Clearance Guidelines

- Students completing duties or procedures in the dental lab (Room 140) will adhere to the following steps regarding infection control and disease prevention:
 - Any faculty, staff or student who has been exposed to anyone with COVID-19 will need to Quarantine for 14 day prior to re-entering the campus.
 - Upon entering the labs, all faculty, staff, and students will be screened for possible risk factors of COVID-19 including having their temperature taken.
 - Any faculty, staff or student who is sick or running a fever of 100.4F will be dismissed from the lab or clinic.
 - All students will wear a fluid resistant lab jacket prior to entering the lab area. Faculty and staff may choose to wear a lab jacket (fluid resistant preferred) into clinic, and then change into an isolation gown when working directly with patients.
 - All personal items will be stored in a closed container or rolling bag. Any personal items to be used during the simulation will be disinfected with a CDC approved disinfectant and allowed to sit the appropriate amount of time as outlined by the EPA.
 - All faculty, staff, and students will properly wash their hands as aforementioned, and will then properly don facemask (Level 2 or 3), safety glasses/loupes, face shield and gloves. Heavy duty utility gloves shall be used for all disinfecting procedures.
 - All work surfaces should be disinfected using a CDC approved disinfectant and allowed to sit the appropriate amount of time as outlined by the EPA.
 - For simulations on manikins in the dental clinic, proper disinfection of the operatories will follow the aforementioned process in “Dental Clinical Lab Procedures” and will also include disinfection of the entire manikin.
 - For simulations or lab classes that include a live patient (e.g.: student partners),
 - For simulations or lab classes that include a live patient (student partners), proper disinfection of the operatories and clinical procedures will follow as aforementioned.
- **COVID-19 Medical Clearance and Testing**—Faculty, staff and students presenting with symptoms of COVID-19 (e.g.: fever, cough or respiratory distress, digestive issues) must be released immediately from clinic. It is the intent of the triage process to identify these Faculty, staff and students before they enter the clinic proper. In the event of a suspected case, they will be released, and must be referred to his/her MD, urgent care center or the closest ER for immediate evaluation. Until confirmation is received back from the treating doctor, the Faculty, staff or student may not return to clinic. If the results come back positive for COVID-19 the Faculty, staff or student cannot return to the clinic until:
 - **It has been 14 days from the last day of known symptoms**

- **The faculty, staff or student is no longer considered to be contagious (confirmed by two negative viral tests at least 7 days apart).**
- **Specific guidelines have been provided by physician for work readiness.**
- **A medical letter from the treating physician must be accompanied with the negative viral test results**

Additional Guidelines and Procedures for Cases of Positive Testing and/or Known COVID Exposures

As of August 2020, the CDC has confirmed that some individuals who have tested positive for COVID-19 are still testing positive for the virus after 21-28 days or more. Available data generally indicate that persons with *mild to moderate COVID-19 remain infectious no longer than 10 days after symptom onset*. Persons with *more severe to critical illness or severe immuno-compromised conditions likely remain infectious for a longer period (usually no longer than 20 days after symptom onset)*.

Recovered persons can continue to shed detectable SARS-CoV-2 RNA in upper respiratory specimens for up to 3 months after illness onset, albeit at concentrations considerably lower than during illness, in ranges where replication-competent virus has not been reliably recovered and infectiousness is unlikely. It should be duly noted that while that recovered person's viral output may be lower than it was during the first weeks of infection, there may still be significant risk of infection to other individuals with compromised immune systems (CDC, 2020).

Therefore, the scenarios below may apply to faculty, staff, students and/or patients of the Broward Dental Clinic who have tested POSITIVE for COVID-19.

- **Individuals who have previously tested positive for COVID-19:** Individuals who have tested positive for COVID-19 must follow ALL Broward College guidelines precisely before he or she is permitted to physically return to the College. Please note that the length of time for quarantine may need to be adjusted as needed to accommodate individual cases. The steps below must all be included in the clearance process, and are as follows:
 1. Symptom free (no fever, cough, runny nose, nausea/vomiting, shortness of breath/respiratory distress) for **a minimum of three days**, excludes use of aspirin or other fever reducing medications. **AND**
 2. Two negative COVID tests in a row (24 hours apart, not more than 7 days apart. *Please refer to #4 for exceptions). **AND**
 3. A completed COVID-19 Medical Clearance form **that also includes** a separate letter on the doctor's letterhead stating that it is safe for the individual to return to school and that the individual is no longer a safety risk to others who will be in contact with them.
 4. Incoming students, faculty or staff who previously tested positive for COVID-19 before returning for a new school year or semester and already have one negative test result completed will still need to provide one additional negative test result before being permitted on campus. (*Note: This second COVID testing may fall outside of the recommended 24 hours-7 day timeline)

5. Printed copies of COVID-19 testing results must be provided to the Associate Dean as proof of safety to return to the campus.
- **Non-Positive-testing individuals who are living with family members, significant others or roommates who have tested positive for COVID-19:**
 1. Non-positive testing students, faculty, patients or staff must quarantine themselves for at least 14 days from face to face classes, clinics or labs upon first learning of their exposure to a person(s) who have tested positive for COVID-19. **AND**
 2. If positive-testing person(s) living in the same household are still testing positive after the non-positive individual's 14 day quarantine, the quarantine will need to be extended past 14 days to now include when the person(s) who tested positive is now testing *negative*. **AND**
 3. Once the person(s) who tested positive has two confirmed negative tests, **AND** the non-positive individual has appropriately quarantined for 14 days (as per CDC recommendation), a COVID test must then be completed and a negative test result obtained before returning to campus (24 hours apart, not more than 7 days apart).
 4. Printed copies of the individual's own COVID-19 testing results must be provided to the Associate Dean as proof of safety to return to the campus.

All testing results, medical releases and letters from doctors become part of the student or faculty's confidential files, or (in the case of patients) confidential patient chart and as such are protected under HIPAA privacy laws. For students missing coursework or laboratory time in the duration of quarantine, it is up to them to notify all instructors of their situation so that provisions may be made to make up missed time or course work.

Broward College Mandatory Reporting Procedures:

Students: COVID-19 REPORTING OF POSITIVE COVID-19 CASES: • Students shall report a positive COVID-19 test using the link found on the BC coronavirus website and notify their instructor. The link is listed below:

https://cm.maxient.com/reportingform.php?BrowardCollege&layout_id=14

Employees - To report positive COVID-19 tests, self-isolation, or quarantine situations, employees should send an email to employee.covid19@broward.edu and also inform their supervisor. This mailbox is monitored by Talent and Culture, who will respond and provide information about the resources available to employees.

Testing and Recovery for COVID-19

(Please see **Appendices C, D & E** for additional Medical Hx guidelines & Clearance information)

Testing

Two kinds of tests are available for COVID-19: Viral tests and Antibody tests.

- A viral test tells you if you have a current infection.
- An antibody test tells you if you had a previous infection.

An antibody test may not be able to show if an individual has a current infection, because it can take 1-3 weeks after infection to make antibodies. It is currently unknown (as of May 2020) if having antibodies to the virus can protect someone from getting infected with the virus again, or how long that protection might last.

Determining Recovery

To determine if an individual is recovering or recovered, medical symptom and testing results must show the following:

Medically, a person must be fever-free without fever-reducing medications for three consecutive days. They must show an improvement in their other symptoms, including reduced coughing and shortness of breath. The improvement must be at least seven full days since the symptoms began.

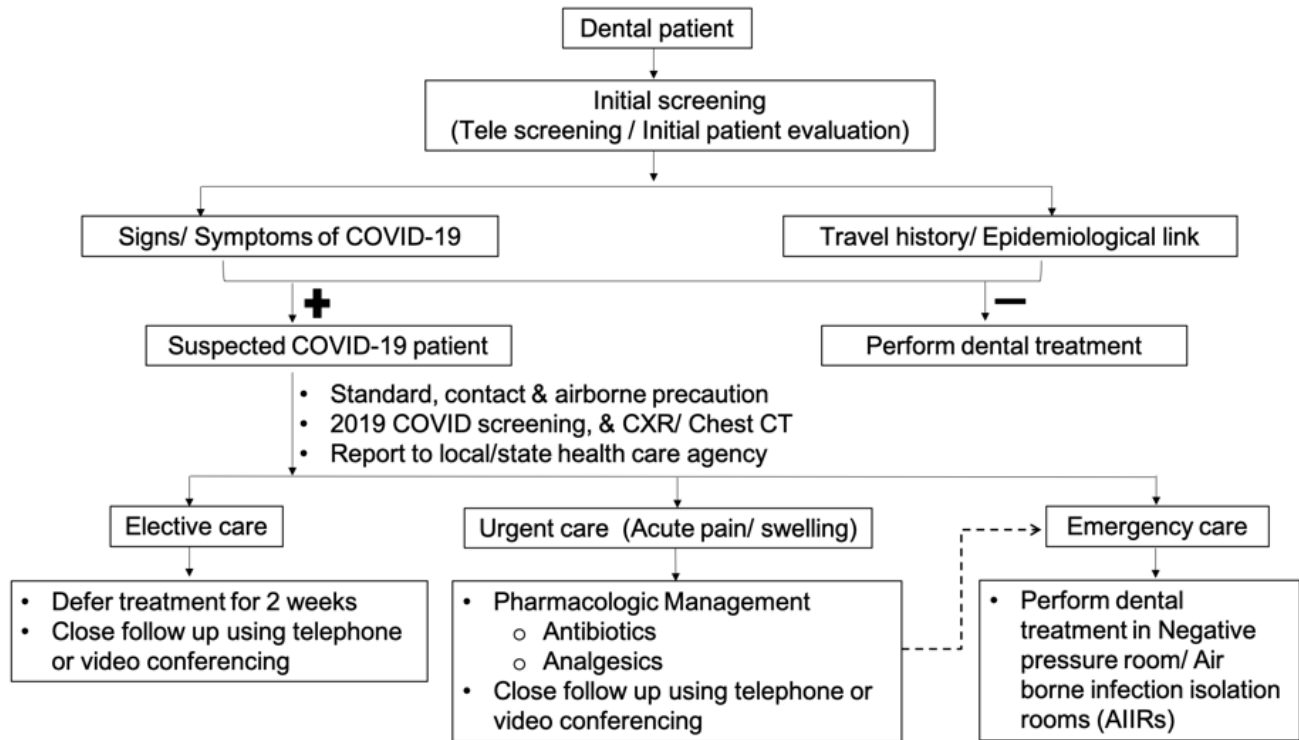
In addition to those requirements, the CDC guidelines say that a person must test negative for the coronavirus twice, with the tests taken *at least* 24 hours apart, preferably 1-2 weeks apart.

<https://www.cdc.gov/coronavirus/2019-ncov>

Appendices

Appendix A

Overview of Patient Screening and Dental Management for COVID-19



--- Worsening of existing condition

Appendix B

Broward College Dental Clinic

Infectious Diseases Medical History Screening Form

Patient Name _____ Date _____

In keeping with recent CDC coronavirus safety guidelines, all Broward College patients must answer this questionnaire prior to being seen in the dental clinic. Please answer honestly. We will be happy to accommodate you at a later time should it become necessary for your appointment(s) need to be rescheduled. This form will become part of your private medical/dental file and as such, is protected by HIPAA privacy laws.

Please circle your response below each question.

1. Do you currently have or have had the flu, a cold, or other respiratory illness of any sort within the last 30 days?

Yes

No

2. Do you have a disease or condition that may make you immunocompromised against infectious diseases?

Yes

No

3. Has your physician ordered a novel Coronavirus (COVID-19) test OR have you voluntarily taken a COVID-19 test (not ordered by physician) on your own in the last 30 days?

*Yes

No

***If yes, date taken: _____ If answer to #3 is "Yes," please provide results:**

Positive

Negative

Waiting for results

4. Have you experienced a cough, fever, and/or shortness of breath in the last 30 days?

Yes

No

5. Have you traveled out of the country or on a domestic airline flight in the last 30 days?

Yes

No

6. Have you been on a cruise in the last 30 days or at a place where you were in a large crowd of people?

Yes

No

7. Has anyone in your family or anyone you have been exposed to in your workplace traveled out of the country, been on a domestic flight, on a cruise, at a meeting, or around a large crowd of people in the last 30 days?

Yes

No

8. Have you been in close contact with a person known to have COVID-19? If "Yes," how long ago?

***Yes** **How long ago (date preferred, if possible) was exposure?** _____

No

Appendix C

(From Broward College's "Patient Treatment Guidelines 2020-21")

COVID-19 Medical Clearance and Testing--Patients presenting with symptoms of COVID-19 (e.g.: fever, cough or respiratory distress, digestive issues) must be released immediately from clinic. It is the intent of the triage process to identify these patients before they enter the clinic proper. In the event of a suspected case, the patient will be released, and must be referred to his/her MD or the closest ER (to the patient) for immediate evaluation. Until confirmation is received back from the patient's doctor, that patient must suspend any further appointments with the student. Before the patient can return to the clinic for treatment, a medical history and release must be obtained that covers all the points below.

Patients who are suspected or confirmed to have COVID-19 must defer non-urgent procedures until receiving a completed and signed COVID-19 medical clearance form from his or her physician that covers all of these important concerns:

- It is confirmed that 30 days have passed since the date of the first positive COVID-19 viral diagnostic test
- The patient has had no subsequent illness or complications
- The patient is no longer considered to be contagious (confirmed by two consecutive negative viral tests at least 7 days apart.)
- A patient that has *possibly* been exposed has self-isolated for 14 days, and has confirmed as testing negative and has not developed any symptoms of COVID-19 illness.

**** It should be noted that a patient may still be quarantined for other respiratory illnesses until all symptoms have resolved before being cleared to return to the Broward Dental Clinic.**

Appendix D



GUIDANCE ON INTERPRETING COVID-19 TEST RESULTS

	RESULT	INTERPRETATION	RECOMMENDED ACTION
VIRAL TESTING₁ (testing for current infection)	Positive	<i>Most likely*</i> you DO currently have an active COVID-19 infection and can give the virus to others.	Stay home² and follow CDC guidance on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result. If you have symptoms, you should keep monitoring symptoms and seek medical advice about staying home and if you need to get tested again.
	Negative	<i>Most likely*</i> you DO NOT currently have an active COVID-19 infection.	If you don't have symptoms, you should get tested again only if your medical provider and/or workplace tells you to. Take steps to protect yourself and others.
ANTIBODY TESTING₃ (testing for past infection with the virus)	Positive₄	You <i>likely</i> ⁵ have HAD a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. Take steps to protect yourself and others.
	Negative	You <i>likely</i> ⁵ NEVER HAD (or have not yet developed antibodies to) COVID-19 infection.	You could still get COVID-19. Take steps to protect yourself and others.
BOTH (antibody and viral testing)	Viral Positive, Antibody Positive₆	<i>Most likely*</i> you DO currently have an active COVID-19 infection and can give the virus to others.	Stay home² and follow CDC guidance on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	Viral Positive, Antibody Negative	<i>Most likely*</i> you DO currently have an active COVID-19 infection and can give the virus to others.	Stay home² and follow CDC guidance on steps to take if you are sick. *If you are a healthcare or critical infrastructure worker, notify your work of your test result.
	Viral Negative, Antibody Positive	You <i>likely</i> ⁵ have HAD and RECOVERED FROM a COVID-19 infection.	You may be protected from re-infection (have immunity), but this cannot be said with certainty. Scientists are conducting studies now to provide more information. You should get tested again only if your medical provider and/or workplace tells you to. Take steps to protect yourself and others.
	Viral Negative, Antibody Negative	You <i>likely</i> ⁵ have NEVER HAD a COVID-19 infection.	You could still get COVID-19. You should get tested again only if your medical provider and/or workplace tells you to. Take steps to protect yourself and others.

¹No test is ever perfect. All tests occasionally result in false positive results (the test result should be negative because you DO NOT have COVID-19 but comes back positive) or false negative results (the test result should be positive because you DO have COVID-19, but comes back negative). Sometimes the results are not definitive (the result is unclear, and you don't know if it is positive or negative). For this and other reasons, results should always be reviewed by a healthcare professional.

²Viral tests are typically performed on respiratory specimens such as nasal swabs or throat swabs. They test for the presence of the virus, usually by testing for the virus's RNA or sometimes by testing for the virus's proteins ("antigen testing"). Antigen testing may be less sensitive than tests for the virus's RNA. If your antigen test is negative, please ask your healthcare provider if additional testing with an RNA test is needed and how long you should stay home.

³Antibody testing, also called "serologic testing" or "serology", is typically performed on a blood sample. Ideally, the results show whether you have ever been infected with the virus in the past or may be currently infected. Antibody tests check for antibodies that appear in the blood between about one and three weeks after symptom onset and may remain as long as a lifetime. Antibody tests may be positive while a person is infected. It is not yet known whether these antibodies protect against reinfection with the COVID-19 virus. For many other similar viruses, antibodies are protective for years or longer, but we do not yet have adequate data to know for COVID-19.

<https://www.whitehouse.gov/wp-content/uploads/2020/05/Testing-Guidance.pdf>

Appendix E



BROWARD COLLEGE DENTAL CLINIC
DENTAL ASSISTING/HYGIENE PROGRAM

**COVID-19 MEDICAL CLEARANCE
FOR DENTAL TREATMENT**

PATIENT NAME: _____ STUDENT INITIALS: _____

FACULTY SIGNATURE: _____ DATE: _____

I hereby authorize my physician to release the requested information:

Patient signature Date

Dear Doctor:

The above-mentioned mutual patient is scheduled to be treated in the Broward Dental Research Clinic at Broward College. **However, the patient presents with symptoms of or has indicated that he/she has been exposed to someone with COVID-19.**

Symptoms present today: _____

PHYSICIAN’S OFFICE TO COMPLETE BELOW THIS LINE

The Broward College Dental clinic policies state that patients who are suspected or confirmed to have COVID-19 must defer non-urgent procedures **until receiving a medical clearance from his or her physician that answers affirmative to and covers all of these important concerns:**

- Yes___ No___ It is confirmed that 30 days have passed since the date of the first positive COVID-19 viral diagnostic test
- Yes___ No___ The patient has had no subsequent illness or complications
- Yes___ No___ The patient is no longer considered to be contagious (confirmed as having no clinical symptoms and testing negative twice at least 1-2 weeks apart.)
- Yes___ No___ A patient that has possibly been exposed has self-isolated for 14 days, has confirmed as testing negative and has not developed any symptoms of COVID-19 illness.

Your written approval to proceed with dental hygiene treatment and care is required.

Please evaluate this patient's medical history and advise us of any other medical conditions or special considerations as follows:

Premedication? Yes ___ No ___ Type and dosage of antibiotic/medication allowed or recommended:

Interruption of anticoagulants or NSAIDs (including aspirin)? Yes ___ No ___ If yes, specific directions:

Anesthetic restrictions (please include epinephrine)? Yes ___ No ___

If yes, specific directions: _____

This patient may receive dental treatment without any necessary precautions: Yes ___ No ___

Additional comments or list precautions required for safe treatment of patient:

Physician's signature _____

Print Physician name: _____

Please affix office stamp:

Office Address: _____

Office Telephone: _____

Fax number: _____

FL license #: _____

PLEASE FAX TO BROWARD COLLEGE DENTAL CLINIC 954-201-6397



ADDRESS: DENTAL CLINIC, 3501 SW DAVIE ROAD, DAVIE FL 33314

If patient is confirmed as COVID-19 positive via either viral or antibody tests, the patient must have this clearance completed annually for five years beginning from the date of confirmed infection.

Appendix F

Per CDC (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>)

- A surgical N95 mask (also referred as a medical respirator) is recommended only for use by healthcare personnel (HCP) who need protection from both airborne and fluid hazards (e.g., splashes, sprays). These respirators are not used or needed outside of healthcare settings. In times of shortage, only HCP who are working in a sterile field or who may be exposed to high velocity splashes, sprays, or splatters of blood or body fluids should wear these respirators, such as in operative or procedural settings. Most HCP caring for confirmed or suspected COVID-19 patients should not need to use surgical N95 respirators and can use standard N95 respirators.
- If a surgical N95 is not available for use in operative or procedural settings, then an un-valved N95 respirator may be used with a faceshield to help block high velocity streams of blood and body fluids.

Understanding the Difference		
	 Surgical Mask	 N95 Respirator
Testing and Approval	Cleared by the U.S. Food and Drug Administration (FDA)	Evaluated, tested, and approved by NIOSH as per the requirements in 42 CFR Part 84
Intended Use and Purpose	Fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of bodily or other hazardous fluids. Protects the patient from the wearer's respiratory emissions.	Reduces wearer's exposure to particles including small particle aerosols and large droplets (only non-oil aerosols).
Face Seal Fit	Loose-fitting	Tight-fitting
Fit Testing Requirement	No	Yes
User Seal Check Requirement	No	Yes. Required each time the respirator is donned (put on)
Filtration	Does NOT provide the wearer with a reliable level of protection from inhaling smaller airborne particles and is not considered respiratory protection	Filters out at least 95% of airborne particles including large and small particles
Leakage	Leakage occurs around the edge of the mask when user inhales	When properly fitted and donned, minimal leakage occurs around edges of the respirator when user inhales
Use Limitations	Disposable. Discard after each patient encounter.	Ideally should be discarded after each patient encounter and after aerosol-generating procedures. It should also be discarded when it becomes damaged or deformed; no longer forms an effective seal to the face; becomes wet or visibly dirty; breathing becomes difficult; or if it becomes contaminated with blood, respiratory or nasal secretions, or other bodily fluids from patients.



Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health

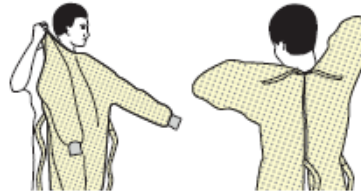
Appendix G

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene



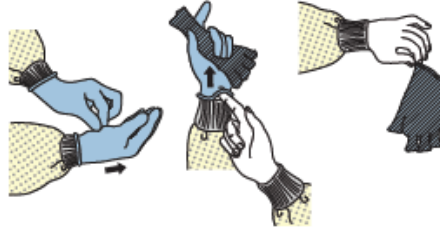
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HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

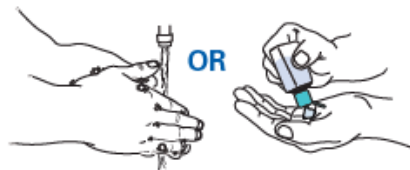


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE



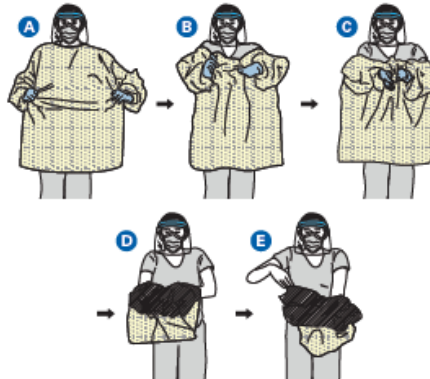
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HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 2

Here is another way to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. **Remove all PPE before exiting the patient room** except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GOWN AND GLOVES

- Gown front and sleeves and the outside of gloves are contaminated!
- If your hands get contaminated during gown or glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp the gown in the front and pull away from your body so that the ties break, touching outside of gown only with gloved hands
- While removing the gown, fold or roll the gown inside-out into a bundle
- As you are removing the gown, peel off your gloves at the same time, only touching the inside of the gloves and gown with your bare hands. Place the gown and gloves into a waste container



2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container

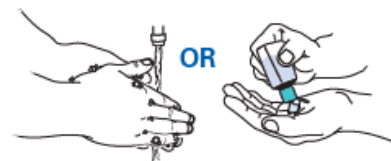


3. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



4. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



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<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Reuse of Filtering Facepiece Respirators (FFRs)

While disposable *filtering facepiece respirators* (FFRs), like N95s, are not approved for routine decontamination as conventional standards of care, FFR decontamination and reuse may be needed during times of shortage to ensure continued availability. Implementation of specific crisis strategies moving forward will be based on present and projected risk mitigation needs as well as local, regional, and national availability of N95s.

An effective FFR decontamination method should reduce the pathogen burden, maintain the function of the FFR, and present no residual chemical hazard. The filter media in NIOSH-approved respirators varies by manufacturer. The ability of the respirator filter media to withstand cleaning and disinfection are not NIOSH performance requirements. The NIOSH's National Personal Protective Technology Laboratory (NPPTL) and other researchers have investigated the impact of various decontamination methods on filtration efficiency, facepiece fit of FFRs, and the ability to reduce viable virus or bacteria on the FFRs.

Decontamination might cause poorer fit, filtration efficiency, and breathability of disposable FFRs as a result of changes to the filtering material, straps, nose bridge material, or strap attachments of the FFR. While decontamination and reuse of FFRs are not consistent with approved usage, this option may need to be considered when FFR shortages exist.

Selection of specific disinfection procedures should be evaluated for its ability to retain 1) filtration performance, 2) fit characteristics achieved prior to decontamination, and 3) safety of the FFR for the wearer (e.g. by inactivating SARS-CoV2).

Based on the limited research available, as of April 2020, ultraviolet germicidal irradiation, vaporous hydrogen peroxide, moist heat (autoclaving) and dry heat over 160° have shown the most promise as potential methods to decontaminate FFRs.

Research

An April 2020 study evaluating the persistence of SARS-CoV-2 (the virus that causes COVID-19) on plastic, stainless steel, and cardboard surfaces showed that the virus is able to survive for up to 72 hours. One strategy to mitigate the contact transfer of pathogens from the FFR to the wearer during reuse is to **issue five respirators to each healthcare worker** who may care for patients with suspected or confirmed COVID-19. The healthcare worker will wear one respirator each day and store it after disinfection in a breathable paper bag or designated (and disinfected) plastic box at the end of each day. The order of FFR use should be repeated with a **minimum of five days between each FFR use**. This will result in each worker requiring a minimum of five FFRs, providing that they put on, take off, disinfect and care for them, and then store them properly each day. Healthcare workers should treat the disinfected FFRs as though they are still contaminated and follow the precautions outlined in the CDC reuse recommendations. If supplies are even more

constrained and five respirators are not available for each worker who needs them, FFR decontamination may be necessary.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html>

Storage and Disinfection Procedures for FFR's

1. All 5 clean and/or disinfected N95/KN95 FFR's should be stored in a plastic, disinfectable box that is labeled with a number, the user's first initial and last name, and should have a sticker that has use dates shown. Storage of mask should be as such that the mask is not actually touching any of the sides of the storage box, but is "suspended in air" by the strap(s) that are on the outside of the box. The lid should have some air holes drilled into it in the corners to allow for complete drying between uses.
2. Please note that it is always optimal to use a new mask each day; however, given the critical shortage of PPE, disinfection may allow practitioners to extend the life of their FFR.
3. If the FFR should drop to the floor, or is accidentally touched on the inside surface of the FFR, it must be treated as contaminated, then disinfected and repackaged in the appropriate storage box for use 5 days later.
4. **** Avoid use of all face make-up, blush and coverage products during mask wearing.**
5. Cleaning and disinfection procedures that least compromise the major filtration and fit characteristics (based on current research May 2020) are included below. **Masks should not be disinfected more than 3-5 times** or whatever the manufacturer recommends.
6. Always handle disinfected masks with clean gloves. Masks should be allowed to thoroughly air dry (can be hung up with clothes pins on plastic hangers) before placing into its designated storage box.
7. Methods of disinfection currently accepted by CDC and many hospitals include:
 - **Spraying to clean:** Wearing gloves, lightly spray mask with an EPA-accepted antibacterial cleaner, leave on surfaces of mask for 6 minutes and then wipe gently. Mask is now ready for disinfection procedure
 - **Dry heat:** Preheat oven to 160° F. Place mask inside facing down toward oven shelf, directly on rungs of the oven rack. Heat for 30 minutes.
 - **UV light:** With a UV light bulb that creates 30W of power, it will take approximately 5 minutes for disinfection to take place.
 - **Autoclaving:** Lay KN95 mask directly on tray, inside surface down. For Level 3 surgical mask: Spread mask so it is flat inside an autoclave bag. Place strip in bag. Sterilize at 250° for 25 minutes.
 - **Hydrogen Peroxide mist:** A portable steamer can be filled to capacity with a 50/50 mixture of distilled water and hydrogen peroxide. Using the steamer, treat the inside of the mask for 5 minutes and then the outside for 5 minutes. It may be necessary to use sterile tongs to hold the mask as it becomes hot to touch.

Appendix I

Creating a N95/KN95 Respirator Storage Box



Step 1: Obtain a suitable size disinfectable plastic storage box

Recommended: 5-Cup Ziploc Medium Square Containers with Lids (5 minimum required)

Step 2: In each of the four corners of the blue lid, drill a 1/4" hole for masks to thoroughly dry and have proper ventilation when stored.



Step 3: Disinfect inner surfaces of box and lid with EPA-acceptable disinfectant prior to first use, and then between each mask's disinfection treatment.



Step 4: When stored properly, the N95 or KN95 mask should be suspended in the box when stored. The mask should not touch the bottom or any of the sides of the box. Straps will be on the outside when the lid is secured on the top of the box.



Step 5: To don mask, remove lid and, holding the outside of the box, bring box to face to adapt inside of mask to the face. Next, stretch the bottom elastic band over head first, then top band should follow.

Step 6: To doff mask, reverse donning process by putting box to face to prevent touching contaminated mask. Begin by removing top elastic band first, stretching the band over the bottom of the box. Holding the band in place, then remove the



Labeling Your Mask Boxes

Students will be issued 5 masks initially with each mask assigned to its own designated mask box. Each mask box will need to have the mask box number along with your last name on it (lid and base). Additionally, the base will need a sticker or erasable tape on it to keep track of times and dates that the mask was issued and properly decontaminated for reuse. Masks should not exceed 5 (FIVE) uses and each mask should not be reused in less than 5 days.



General Clinical Guidelines for Phased Reopening of the Broward College Dental Clinic

PPE Identification & Basic Usage Protocols

This list is based on CDC recommendations, and should be used to identify which PPE the operator or instructor will need to use for each patient appointment. Make a list of items that you will require and place on a Sticky-Note. Present the Sticky-Note to the clinician or infection control auxiliary and sign the clinic PPE check out form from the dispensary that you have received all requested items.

NOTE: The following protocols shall be followed during all phases of clinic operations:

- Student must still wear their white school insignia lab jackets into school or to rotation sites.
- The white fluid resistant jackets are donned once inside the Broward clinic. White fluid resistant jackets must be treated with the hydrogen peroxide/water steam misting device for disinfection prior to reuse in the same day.
- Contaminated jackets must be put in a bag to be transferred home at the end of the day for laundering.
- Clinic shoes are to be stored in a dedicated plastic box and donned once inside the clinic proper. Shoes must be sprayed before being replaced back into the storage box.
- Level 3 masks may be UV treated up to three times and must be treated the same day it was used. Disinfected masks are then placed into separate paper bags for storage with disinfection dates clearly printed on bag. Disinfected masks cannot be used inside of 7 days of the most recent date marked on the bag. After the fourth use, the mask will be discarded and a new Level 3 mask will be assigned to the student.
- KN95 and N95 masks will be labeled on the outside with the student's name and the mask number clearly printed on the mask. KN95 and N95 masks may be disinfected with UV treatment up to five times. Mask boxes must have treatment dates clearly written on the white label on the outside of the corresponding mask box for the mask used that day. Masks are placed in box with face side (clean side) of mask facing up towards top of box to facilitate proper donning and doffing of the mask. Disinfected KN95/N95 masks cannot be used again inside of 7 days of the most recent date marked on the outside of the mask box. Inside of mask boxes must be disinfected each time it is used with an EPA-approved disinfectant before a UV-treated mask can be replaced inside for storage. After the sixth use, the mask must be discarded and a new white label put on outside of the box. A new replacement KN95/N95 mask will then be issued to the student or faculty by the clinician and must be labeled accordingly to match the corresponding mask box information.
- The clinicians are responsible to assign a new mask(s) as retreated masks "expire" from maximum times used.
- Instructors will also have their own assigned mask boxes with KN95 mask boxes.
- All mask boxes will be stored in the clinic in an assigned area.

- Students must hang their white fluid-resistant jacket and/or isolation gown on a hook (located **inside** of their assigned operatory) when it is necessary to leave the operatory during the appointment.
- All clean PPE brought into operatory shall be placed on a clean counter area in plain sight of the patient, and donned in their presence as needed.
- PPE may not be worn in the front desk area or into any other designated restricted areas in the clinic facility.

*****All students and instructors need to have small travel sized hand sanitizer bottles on themselves at all times. Bulk sanitizer refill available with the clinician.**

Unit set up (clean unit): ALL PHASES

- White fluid resistant lab jacket
- Level 2 mask
- Plastic face shield
- Hair covering
- Goggles
- Gloves

Students with open chair: ALL PHASES

- White fluid resistant lab jacket
- Hair covering
- Goggles
- Level 2 mask minimum with over mask, may need higher rated mask if assigned to assist in certain duties
- Plastic face shield may be needed for certain assigned duties
- Gloves/utility gloves if assisting with certain assigned duties

Students assisting with set up (clean unit) or assessment charting: ALL PHASES

- White fluid resistant lab jacket
- Level 2 mask with over mask
- Plastic face shield
- Hair covering
- Goggles
- Gloves

Students serving or assisting as Team Leader, Sterilization or Infection Control Auxiliary: ALL PHASES

- White fluid resistant lab jacket
- Level 2 mask with over mask
- Plastic face shield
- Hair covering
- Goggles
- Gloves and utility gloves

Students breaking down contaminated units: ALL PHASES

- Isolation gown
- Level 2 mask or higher with over mask
- Plastic face shield
- Hair covering
- Goggles
- Gloves and utility gloves

Instructors and Clinic Dentists: ALL PHASES

- White fluid-resistant lab jacket (may change to an isolation gown if directly doing scaling, ultrasonic or other services that may generate splatter, aerosols or other airborne particulate matter)
- Level 2 mask (changes to Level 3 mask when chairside with patients)
- Plastic face shield (recommended chairside)
- Hair covering (optional)
- Protective goggles or eye ware are mandatory chairside
- Gloves chairside

For appointments where patient will be escorted to chair to review medical history, take vitals and expose X-rays only:

PHASE I

- Level 2 mask with over-mask
- Plastic face shield
- Hair covering
- White fluid-resistant lab jacket
- Protective goggles under shield
- Gloves (up over cuff of jacket)
- Patient: Cleanse hands again at assigned unit with hand sanitizer; patient goggles, hydrogen peroxide/water pre-rinse (two-cup system), bib towel

For appointments where patient will be assessed chairside by student and or professors:

PHASE I

- Level 3 mask with over-mask
- Plastic face shield
- Hair covering
- White fluid resistant jacket or isolation gown (optional);
- Loupes (under the face shield)
- Gloves (over gown sleeve or cuff)
- Patient: Cleanse hands again at assigned unit with hand sanitizer; patient goggles, hydrogen peroxide/water pre-rinse (two-cup system), bib towel

For appointments that will include scaling, polishing, sealants, fluoride treatments (excludes use of ultrasonics, air polishing, air/water syringe and any other aerosol-generating services)

PHASE II

- Level 3 or KN95 mask (in box) with over-mask (determine if patient *can* be scaled first before donning KN95)
- Plastic face shield and Level 2 mask to review medical history, obtain vital signs
- Hair covering
- Isolation gown
- HVE suctioning device
- Loupes (under the face shield)
- Gloves (over gown sleeve or cuff)
- Patient: Cleanse hands again at assigned unit with hand sanitizer; patient goggles, hydrogen peroxide/water pre-rinse (two-cup system), bib towel

For appointments that will include scaling, polishing, sealants, fluoride treatments (also may include the use of ultrasonics, air polishing, air/water syringe and any other aerosol-generating services) **PHASE III**

- **KN95 or N95 mask** (in box) with over-mask (determine if patient *can* be scaled first before donning KN95)
- Plastic face shield and Level 2 mask to review medical history, obtain vital signs
- Hair covering
- Isolation gown
- HVE suctioning device
- Loupes (under the face shield)
- Gloves (over gown sleeve or cuff)
- Shoe covers
- Student partner to suction with HVE is strongly recommended if using ultrasonic scaler (must don exactly same PPE as student operator)
- Patient: Cleanse hands again at assigned unit with hand sanitizer; patient goggles, hydrogen peroxide/water pre-rinse (two-cup system), bib towel

Procedures and Guidelines for Students, Faculty and Patient Entry into the Clinic:

- All students, faculty and patients must take their temperature at home before coming in for work or an appointment at the clinic. Students, faculty or patients with a temperature above 99 degrees F or not feeling well must call in sick and stay home.
- All students, faculty and patients must wear a mask in order to be admitted into the building, **no exceptions as per Broward College COVID prevention policies.**
- **All students, faculty and patients will be triaged by a faculty or staff member upon initial entry into the clinic.** For patients, the completed triage form will be reviewed with patient at triage station. All responses and temperatures will be recorded on the appropriate triage forms. Students are required to review the patient's triage form again with him/her when reviewing the medical history and before taking vital signs.

- The student may not rebook a patient immediately if the patient presents for his/her appointment but is not accepted by triage. It will then be the student's responsibility is responsible to activate proper protocols (advise group instructor, ready a medical clearance, COVID clearance form, etc.) into action in order for sick patients to be cleared to return.
- Any patients tested for COVID in last 60 days need to bring any and all lab results with them. If tested positive, the patient must have two negative tests at least 7 days apart and be symptom free for at least 14 days.
- Patients may not bring their children with them to appointments due to obvious health and safety concerns.
- Patients driven to appointments by a friend, family member or neighbor must remind them that the clinic reception room is no longer available for waiting.
- Children being seen as patients must still have a parent present, but after reviewing the child's medical history and obtaining informed consent, the parent should not wait inside of the operatory with the child due to health and infection control concerns.
- Patients with caretakers or translators will be asked to observe safe social distance by waiting in their car or on a bench in the hallway area after assisting the patient in getting settled in. Those persons must also wear a mask at all times while inside the building.
- Patients must wait in their cars until called by the students to enter. Patients must observe the 6 foot social distancing rule while waiting to enter to be triaged.
- Patients must present a completed triage form upon entry into the clinic for triaging by faculty.
- When the student calls in the patient from his/her car, they must be present to escort an approved patient into the clinic or to the back door to exit with directions for their next appointment.
- New patients shall have the medical history and the triage form sent prior to their appointment. Please note that some patients may not have a computer or cell phone and may need paper forms sent to them in the mail.

Patient Charts and Clinical Assessment Forms:

- Patient charts will no longer be stored at the front desk before appointments. Charts will be available back in the radiology/dispensary area at a designated location. Therefore, it is essential that students keep on top of informing the front desk of all appointments that have been booked with patients or charts will not be pulled ahead of appointments. Charts written up for the day are to be returned to the same place.
- Whenever possible, all charting will be done electronically through EagleSoft.
- The patient chart and other paper forms will be stored inside the slider top of the operatory mobile cart after they are done being used for review or assessment.
- Charts or forms being reviewed with instructors during appointments will each be placed in a plastic sleeve to keep it clean. Sleeves are to be wiped down pre and post use with an EPA-approved disinfectant. At end of the appointment, forms will be removed from the cleaned plastic sleeve and replaced into the patient's chart at completion of the appointment.

Patient check out information shall be sent electronically to the front desk receptionist instead of using Sticky-Notes. ***Patients may only pay with credit cards, so please notify them of this change in policy in advance.***

Appendix K

Infection Control Student Auxiliary

The purpose of this specialty auxiliary is to assist the clinicians with duties directly related to administration of infection control protocols that assist the Broward Dental Clinic meet CDC standards for prevention of COVID-19 and other infectious diseases. This auxiliary will receive specialized training in class and also by the clinicians to assist with the following duties:

- Help with set up of the triage station in the reception room (thermometers, triage forms, rolling cart, etc.).
- Check to see if patient charts are present in the dispensary area.
- Assist the clinicians with setting up the infection control PPE dispensary at the beginning of the day, and ensure there are sufficient supplies available for the day, then oversee with clinician that all PPE and dispensary supplies are secured away at the end of the day.
- Inspect that all operatories have a portable UV room purifying unit plugged in and working.
- Assist students in identification of proper PPE that will be needed for each appointment and have the students sign the check-out list when supplies are dispensed.
- Assist with setting up UV mask disinfection boxes & portable UV boxes (for Level 3 masks, pens, pencils, protective glasses, bib clips, etc.) and making the portable hydrogen peroxide/water steam misting units available at the end of each clinic session for students to disinfect their white fluid resistant jackets and all hard surfaces and in their operatories.
- Assist the clinicians with mask disinfection processing procedures and ensure that mask storage boxes are properly labeled with processing dates for each student's mask that was disinfected that day.
- Ensure that each student has filled out the infection control form for their operatory at the end of each clinic day.
- Assist clinician with locking mask boxes, UV boxes and misting units away at end of the clinic day.
- Assist the sterilization leader with any duties related to infection control, room disinfection and any other duties related to closing down the sterilization area at the end of the day.
- Assist the clinician with restocking PPE supplies.

When to Quarantine

Stay home if you might have been exposed to COVID-19

(Updated by CDC on Sept. 10, 2020)

At this time, we have limited information about reinfections with the virus that causes COVID-19. This is a new virus, and CDC is actively working to learn more. We will provide updates as they become available. Data to date show that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19.

There are no confirmed reports to date of a person being reinfected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Therefore, if a person who has recovered from COVID-19 has new symptoms of COVID-19, the person may need an evaluation for reinfection, especially if the person has had close contact with someone infected with COVID-19. The person should isolate and contact a healthcare provider to be evaluated for other causes of their symptoms, and possibly retested.

CDC recommends that all people, whether or not they have had COVID-19, take steps to prevent getting and spreading COVID-19. Wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks.

Quarantine procedures are used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. **Quarantine** keeps someone who might have been exposed to the virus away from others. **Isolation** keeps someone who is infected with the virus away from others, even in their home.

Who needs to quarantine?

People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

When to start and end quarantine

You should stay home for 14 days after your last contact with a person who has COVID-19.

For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

See scenarios below to determine when you can end quarantine and be around others.

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person has isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. **Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.**

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the [criteria to end home isolation](#).

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine



Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

Last Updated Sept. 10, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#), [Division of Viral Diseases](#)

Exhibit 5.1.H

COVID-19 EXTENSION OF THE PROGRAM

BROWARD COLLEGESM

Health Science Extension of Program

Program Name: _____

Program Manager: _____

Clinical Coordinator: _____

Student Name: _____ Student ID #: _____

Reason for Program Extension:

Due to COVID 19 Clinical hours have been reduced, some clinical affiliates have not been accepting students so clinical opportunities are very limited. Therefore, the opportunity to complete clinical competencies is also limited.

Length of Program Extension:

Unknown due to the changing availability of clinical opportunities and changing accreditation and licensure requirements.

Student Statement: I understand that my time in the _____ program may be extended one term or more allowing me to meet the requirements of the program, accrediting organization, and licensure. I also understand that this is a fluid situation that can change at any time. I understand that I will not need to register or pay for any additional clinical course in the program to make up these clinical hours and that any "Incomplete" clinical grades will be changed upon my completion of the required clinical hours and competencies. I confirm that I am accepting of this programmatic extension as deemed necessary.

Program Manager Signature: _____ Date: _____

Clinical Coordinator Signature: _____ Date: _____

Student Signature: _____ Date: _____

One copy for Associate Dean(s)

One copy for Instructor

One copy for Student

Exhibit 5.1.I

AVIATION FLIGHT SCHOOL PLAN

Protocols for COVID-19 Operations

I. Background

The COVID-19 pandemic necessitated the closure of the Broward College flight school, operated in partnership with Phoenix East Aviation, on March 23, 2020. This was done following CDC guidelines, as well as mandates or recommendations from federal, state, and local authorities as well as the Florida College System.

As the state of Florida begins the process of reopening, the flight school will begin limited operations following the procedures listed below, which are designed with the health and safety of you, your friends, your family, and our community. It is important to note that no student will be required to fly, if they are not comfortable doing so. Students who received an Incomplete grade in Spring 2020 have until December 15, 2020 to complete their flight hours; and may petition the Academic Standards Committee for an extension due to an extenuating circumstance.

II. Operating Procedures

A. APPLICABILITY

These procedures apply to all students, employees, and visitors and should be followed at all times. In accordance with current CGC guidance, students or staff who have within the past 14 days travelled internationally, have within the past 14 days been on a cruise ship, or have within the past 14 days been in contact with someone who has received a positive COVID-19 diagnosis, must self-isolate for the duration of the 14-day period. If you fall into any of these categories, please send an email to the appropriate address listed in Section III. Anyone who does not comply with these procedures will be asked to leave the premises. Students may be subject to disciplinary action for failing to comply with these procedures. These requirements will change as guidance from the CDC is updated. The most recent CDC guidance on self-isolation should be followed.

B. GENERAL

Before arriving to campus, students must complete the PEA Wellness Check Form which can be found at <https://forms.pea.com/wellness-check>. This form requires you to take and enter your temperature. You may use your personal medical thermometers and enter the result on the form no more than 1 (one) hour before you arrive at the campus.

If you do not have a thermometer, PEA has provided contactless thermometers for you to use upon entering the campus. You will then complete the online PEA Wellness Check Form. If an elevated temperature is detected, you will not be permitted on campus.

C. HYGIENE

Wash your hands often. Avoid touching your face. Avoid touching common surfaces, and if you must, utilize hand sanitizer stations frequently. If you need to cough, do so into the bend of your arm, and not your hand.

D. SANITATION

Maintaining a clean area is everyone's responsibility. Cleaning staff will be available throughout the flight school operation to sanitize areas which are touched frequently.

1. Facilities

Common areas will be cleaned frequently. Please understand that the cleaning crew will be entering offices more frequently, and this is for your protection.

2. Aircraft

Students and flight instructors will be responsible for wiping down all controls, radios, and other switches, knobs, or buttons prior to each flight and immediately upon return from a flight. Please remove all garbage from the aircraft upon return from a flight. Because some equipment requires special cleaning products, please follow the procedures provided.

III. Reporting

Any student or staff member (BC or PEA) who receives a positive diagnosis of COVID-19, even if not related to recent travel, please notify:

Students: [Student Online Report Form](#)

BC Staff: employee.covid19@broward.edu

PEA Staff: cpinto@broward.edu

Exhibit 6.4.A

IPS REOPENING PLAN

EXHIBIT 6.4.A

IPS: REOPENING PLAN

This is how we are looking at reopening IPS:

- Mandatory masks
- Mandatory eye wear
- 6 feet social distancing (Cadets are essential personnel): 6 ft x 6 ft equals 36 square feet of space, room square footage divided by 36 sq ft gives you maximum people per room (suggest rounding down to the nearest whole number).
- Extra cleaning will be requested
- Limited access (meaning only authorized personnel) will be enforced, i.e., lockdown, swipe card access, etc.

IPS Academy Reopening Plan

Below is a sample of instructions Cadets will receive.

The following are procedures that will be followed, failure to follow any of the following will prevent you from taking the class and/or test:

- You will wear the correct uniform as indicated.
- You will wear a N95 style mask or similar face (mouth and nose) covering and have at least 2 pair of medical grade gloves on your person.
- You will keep a minimum of 6 feet between you and anyone one else (when applicable), while on Broward College property.
- You will report directly to your home room at the beginning of each day. Traditional morning formation will be suspended; however, an Honor Guard will be assigned to raise and lower the flag each day.
- You will only enter the building as instructed and follow directions as given. **NO** loitering will be allowed around IPS and/or the parking lot, before or after the class or test.
- All Cadets will be issued eye protection that will be worn at all times while on Broward College property.
- **If you are sick and/or have been around someone diagnosed with COVID-19 and/or you have signs and/or symptoms of COVID-19, do not come to class and/or testing; please notify your class Advisor immediately.**

We are requesting a **rolling re-opening** as follows;

- The week of **June 1-5**, bring faculty and staff back to IPS and ordinate operational readiness inspections and formulate class schedules.

- The week of **June 8-12**, bring CA 167 (26 students) back and resume their training. They will be assigned 21/134, which will allow for social distancing in a classroom setting.
- The week of **June 15-19**, bring PA 330 (37 students) and PA 331(30 students) back and resume their training. They will be assigned to 22/130 & 131 and 22/136 respectively. These rooms are much larger and will allow for social distancing in a classroom setting.
- The week of **June 22-26**, bring PSA 57 (27 students) back and resume their training. They will be assigned 21/133, which will allow for social distancing in a classroom setting.

Above and beyond normal requests:

- We will be asking for extra cleaning, as suggested by the CDC for the entire building.
- The Defensive Tactics room will go from being cleaned 2 times a day to 4 times a day when in use.
- We will also be limiting the access to 21/21 to only faculty.

IPS College Credit Classes Re-Opening Plan

College credit classes for Public Safety Education, including those for the Criminal Justice and Crime Scene programs, propose to open face-to-face as follows. Between May and December of 2020, all our lecture classes will be taught either online or via remote learning. Starting in Summer Session 3, June 25, our department has received approval from the Provost to offer practical, skills-based Crime Scene Lab Classes, CJE2640: Criminalistics and CJE2642: Criminalistics Practicum. This fall we are requesting CJE2643: Advanced Forensic Investigations and CJE2770: Forensic Photography be added to the F2F list. These classes with enrollment of not more than 24 students, will be taught spread out across two large connected classrooms, 22/153 and 157. Much of the activity of the labs will take place outside, usually at night and in a sparsely populated Building 22. The standard IPS safety measures below will be required of all students.

- We request that protective eyewear be worn.
- You will wear a N95 style mask or similar face (mouth and nose) covering and have at least 2 pair of medical grade gloves on your person.
- You will keep a minimum of 6 feet between you and anyone one else (when applicable), while on Broward College property.
- Classes will take place in a lab with a sink, and students will be required to wash their hands before and after class.
- You will only enter the building as instructed and follow directions as given. **NO** loitering will be allowed around IPS and/or the parking lot, before or after the class or test.

- **If you are sick and/or have been around someone diagnosed with COVID-19 and/or you have signs and/or symptoms of COVID-19, do not come to class and/or testing; please notify your class Advisor immediately.**

Above and beyond normal requests:

- We will be asking for extra cleaning, as suggested by the CDC for the entire building.
- We will also be limiting the access to 21/22 to only IPS students and staff.

Exhibit 6.4.B

IPS GENERAL INSTRUCTIONS

EXHIBIT 6.4.B

IPS GENERAL INFORMATION

A few other details:

1. Our testing center will test pre-academy applicants only and these are necessary tests for students before hiring. (These Cadets are classified as essential).
2. Since we cannot purchase PPE equipment (other than wipes), if the committee insists, we can and will require applicants to supply their own PPE. We will take care of IPS staff.

Range Rentals:

1. This activity is for outside agencies to rent our range. This is strictly a revenue generating activity for the College and has minimal involvement by staff.
2. PPE should be required by agency to supply.

Our selection center (testing center) services Region 13. Region 13 (Training Region) is all the agencies we service within Broward County. The Region # is assigned by the Florida Dept. of Law Enforcement/ Criminal Justice Selection Training Commission (FDLE/CJSTC). Some regions have several counties assigned to them; Broward College is one of the few standalone Training Regions for a single county.

I will emphasize our IPS needs for College, Academy, Professional Development and Testing needs as outlined below.

Regional Selection Center – Testing

The selection center administers 3 tests (swim, CJBAT, and physical agility test) for potential candidates for hiring by police agencies, pre-academy hires.

- Florida Criminal Justice Basic Abilities Test for Law Enforcement (CJBAT)
- Basic Motor Skills Test (Agility)
- Swim Test

Exhibit 7.0

SUMMARY OF STUDENT SERVICES PLAN

STUDENT SERVICES ADDENDUM TO COVID-19 ACTION PLAN 3

Department	Name of the Service Offered	Remote Fall Term Y/N	Face-to-Face Fall Term Y/N	Days & Hours of Operation
Accessibility Resources	All Accessibility Resources services	Y	Y	At least 1 staff member will work on campus M-R 8am - 4:30pm. Remote on Fridays.
Admissions Offices MWC and WHC	Admissions, Advisement and Registration Sessions	Y	Y	Will rotate staff between on-campus and remotely M-R 8am to 7pm and remote Fridays 8am to 4pm
Admissions Offices North, Central and South	Admissions, Advisement and Registration Sessions	Y	Y	Will rotate staff between on-campus and remotely M-R 8am to 7pm and remote Fridays 8am to 4pm
Advising	Advising will continue to offer phone/skype appointments as well as the virtual registration lab and virtual advising and registration sessions. Advising plans to continue all remote services currently being offered for the Fall term.	Y	Y	Staff will work on campus and remotely M-R 8am - 7pm. Remote on Fridays. Online team will remain remote.
Career Services	Career Coaching, career assessments, resume review, virtual workshop, mock interview and internship orientation.	Y	Y	Staff will work on campus and remotely M-R 8am - 7pm. Remote on Fridays.
Cashier	Cash payment for tuition, fees and obligations, submission of term vouchers (Vocational Rehabilitation, Career Source, State Waivers, etc.), answering student emails via the College Bursar inbox and answering phone calls. The cashiers have been working on campus at least 2 days a	Y	Y	TBA
College Readiness and Recruitment	College Readiness and Recruitment. If the high schools re-open, the recruiters would most likely visit.	Y	N	Will remain remote throughout the fall term unless there is a need to be on campus.

STUDENT SERVICES ADDENDUM TO COVID-19 ACTION PLAN 3

Department	Name of the Service Offered	Remote Fall Term Y/N	Face-to-Face Fall Term Y/N	Days & Hours of Operation
CTE Advising	All CTE Advising services	Y	Y	Staff will work on campus and remotely M-R 9am - 5pm. Remote on Fridays.
Financial Aid	<p>Currently all of our Services are being offered remotely. All services have the capability to remain in this manner. However, services that may continue to be offered virtually would be Financial Aid award/ Application status, Financial Aid Appeals (Income, Dependency, and SAP), Document Submissions (All of our forms/documents may be submitted electronically via dynamic forms or email).</p> <p>Services best offered face-to-face: FAFSA Completion and Dynamic Form Assistance</p>	Y	Y	Staff will work on campus and remotely M-R 8am - 7pm. Remote on Fridays.
International Education Study Abroad	Hybrid model. Meeting with students 1-2 days on campus. Other days virtual meetings	Y	Y	TBA
International Student Services	Admissions, Advisement, Registration, Optional Practical Training (OPT) and Curricular Practical Training (CPT) applications, on-campus employment approval, off-campus employment due to economic hardship application, I-20 extensions, signature for travel, program objective and change of educational level (COEL) changes, reduced course load (RCL) authorizations, course completion and I-20 transfer.	Y	Y	Staff will work on campus and remotely M-R 8am - 5pm. Remote on Fridays 8am to 4pm.
Ombudsperson Services	Ombudsperson services	Y	N	Will remain remote throughout the fall term.
Seahawk Outreach Services (SOS)	All services will be offered on campus and remotely	Y	Y	Staff will work on campus and remotely M-R 8am -7pm. Remote on Fridays.

STUDENT SERVICES ADDENDUM TO COVID-19 ACTION PLAN 3

Department	Name of the Service Offered	Remote Fall Term Y/N	Face-to-Face Fall Term Y/N	Days & Hours of Operation
Student Conduct & Integrity	All conduct services as well as Title IX services	Y	Y	On Campus Monday 8am – 4pm – Vivian/Jovanna Wednesday 11am – 7pm – Vivian/Jovanna Remote Tuesday 8:30am – 5pm Thursday 8:30am – 5pm Friday 8:30am – 4pm
Student Life	Student programming and issuing student IDs	Y	Y	TBA
Student Publications	Student newspaper and various compliance publications	Y	Y	50/50 hybrid schedule. 2 days on campus, 2 days remote 9am to 5pm. Fridays remote 8am - 4pm
Transfer Sevices	Transfer workshops, fairs, institution communication	Y	N	TBA
TRIO	All services will continue to be offered remotely	Y	N	TBA

Exhibit 8.0

BROWARD COLLEGE EVENT REOPENING GUIDE

The Broward College Event Reopening Guide

**For Event Organizers
planning events on
Broward College
campuses during the
COVID-19 Pandemic**

Broward College's Response Team:

A cross-functional team will continue to monitor developments and make decisions to maintain a healthy and safe environment for our students and employees. College officials are in contact with local and state authorities leading the response on COVID-19.

Prevention:

The College has in place measures to limit the spread of infections. These steps began with thorough cleaning of restrooms, classrooms, common areas, and floors during the spring break. There is also daily disinfecting of doorknobs, push bars, and railings and monitoring and refilling of hand sanitizer stations. Posters on how to stop the spread of germs have been installed in restrooms, and a COVID-19 factsheet has been installed in common areas.

Social Distancing Measures:

Social distancing is a public health practice that aims to add distance when we must interact in person. Additionally, if you do get infected, practicing social distance lowers your chance of spreading the virus to someone else.

Here are a few tips:

- No hugs or handshakes.
- Take a step back if you are standing close enough to extend your arms and touch fingertips.
- Experts recommend maintaining distance (approximately 6 feet or 2 meters or current CDC guideline) from others when possible.
- Avoid large gatherings.
- The CDC recommends wearing cloth masks if you must go outside. [Click here](#) for sew and no-sew DIY options.
- Read more about prevention [here](#).

Personal Precautions:

We recommend that you follow the practices provided by the CDC to help prevent the spread of respiratory diseases:

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Avoid handshaking and close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- The CDC recommends wearing cloth masks if you must go outside. [Click here](#) for sew and no-sew DIY options.

When planning an event at Broward College here are things to consider:

PATRON EDUCATION

“We’re all in this together” describes the essential role patrons play in allowing live events to reopen safely. Because COVID-19 is highly contagious, everyone – patrons as well as workers – must do their part to reduce risk. This section focuses on ways to educate patrons to maximize health and safety compliance and minimize disruption of the event.

How to Change Expectations.

Widespread messaging by venue and event professionals can accomplish two essential goals: (a) patrons will learn that the new rules are for their protection, which will eventually lead to greater compliance; and (b) transparently showing new sanitary practices will coax nervous people back into public places.

What to Explain. The concept of explaining rules to patrons is hardly new. Many events or venues already have codes of conduct with lists of prohibited items and behavior. Before reopening, they must add their new health procedures and expectations, such as social distancing and face covering requirements and longer wait times. There is no specific information that is best. Rather, as with all safety messaging, you want to be positive, practical, and proportionate.

Where to Message. In a word, *everywhere*. Here are some ways to reach patrons and renters before they arrive at your point of ingress.

- **Website** for the venue, event, or artist. The more prominently new rules and expectations are displayed, the more serious businesses appear about enforcing them, which will tend to gain greater compliance.
- **Social media channels** for the venue, event or artist. As with the web site, the more information appears on social media, the greater its impact.
- **Ticket purchasing sites** should link to health and safety rules. Online ticket purchases can require patrons to check a box affirming that they have read and agree to comply with posted rules, the way we affirm that we are not a robot before making an online purchase.
- **Emails and push notifications** reminding patrons of health rules and expectations can be sent at regular intervals from date of purchase through day of show.
- **Mobile apps** are already valuable means of giving patrons directions to the venue, show times, artist bios, and merchandise options. You can add health rules and expectations to the information on every patron’s phone.
- **Signage** leading to and at the event site can be effective as a further reminder, especially if it is visually attractive and located where patrons are likely to be standing still or moving slowly. Physical signs are particularly important for ticketless events or where young participants will be brought by their parents.
- **Event registration and badge check-in** are excellent places to post health rules and model compliance at conferences or other events where patrons check in. Registration

materials can be placed by workers or volunteers on a table to be picked up by event attendees, and lines can be marked on the floor or created by rope and stanchions to enforce social distancing.

- **Guest services staff and volunteers** walking along the line at ingress or among patrons waiting for service can put a friendly face on health and safety rules, and they encourage compliance by modeling good behavior.

How to Message. With a goal as broad as normalizing and gaining buy-in for new rules, any method that works is good. Here are a few suggestions.

- **Marketing staff** can use their creative talent to promote health guidance without being intimidating.
- **Photos and videos** can show patrons having a good time even while following health rules, such as attractive people wearing stylish face coverings over their nose and mouth.
- **Storyboards** can show how a venue is sanitized so patrons understand the process and personalize the workers keeping them safe.
- **Announcements** should be both audible and visual to accommodate people with sensory challenges and different language skills.
- **Artists and performers** can use their authority with attendees to remind them that only their full compliance allows the show to go on.

Contact Tracing.

In the event that a person has tested positive for COVID, the following information should be gathered for contract tracing:

- Date the infected person first displayed symptoms
- Location(s) and time(s) that the infected person was at Broward College 2-3 days prior to first symptoms being displayed
- If known, the list of people the infected person was in close contact with (less than 6 feet)
- Report information to medical_covid19@broward.edu, and/or to the District Director of Risk Management

3. Event Staff and Volunteers Health and Hygiene

Because COVID-19 is a highly contagious virus with insufficient testing and no vaccine, workers and volunteers must diligently address the health risks of working in the close confines of many event spaces.

- Please follow all Broward College Protocols for health and safety at events.
- Determine, in conjunction with the venue or event organizer, if a worker or patron may safely enter the event space when there is a health concern.

Practices for Healthy Workers and Volunteers.

- **Social Distancing.**

Public health guidance stresses that whenever possible, everyone should leave at least *six feet* (or *current CDC guideline*) to the person closest to them. Where a task cannot be accomplished working alone, workers can limit their exposure by forming a “work team” in which people routinely work together, but they keep their distance from everyone else.

- **Hand Washing.**

Frequent hand washing with soap is vital to help combat the spread of any virus. When a sink is available, workers should wash their hands for twenty seconds at least every 60 minutes, and dry thoroughly with a disposable towel or dryer. As a backup, workers may use sanitizer when a sink is not available. Workers should also wash their hands at the beginning and end of each shift and break, after using the restroom, sneezing, touching their face, blowing their nose, cleaning, sweeping, mopping, smoking, eating, or drinking.

- **Gloves.** Gloves are not a substitute for regular hand washing. Gloves made of vinyl or similar non-absorbent material that allows fine motor function without possibility of contaminating the wearer’s hands should be worn when conducting health checks on workers or patrons, when handling food, tickets, or any items on which infection can be transmitted, and when using cleaning or disinfecting products. Workers should be trained on the proper use of gloves, including frequency of disposal and hand-washing based on the worker’s specific duties, to avoid spreading the virus in high-touch areas.

- **Face Coverings.**

Physical respiratory protection such as a cloth face covering should be worn whenever people (a) COVID-19 is spread through respiratory droplets and (b) a significant number of infected people will show no outward symptoms of illness. To ensure maximum comprehension and compliance, signage posted throughout the venue should show how to wear and use a face covering.

- **Personal Protective Equipment (“PPE”).**

Masks will be provided for all essential workers at events.

- **Touching Your Face.**

Workers should avoid touching their eyes, nose, and mouth. Microphones, headphones, and other personal equipment should not be shared, and should be sanitized before and after each use.

- **Cough and Sneeze Etiquette.** Workers should cover their cough or sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing.

Practices for Sick Workers and Volunteers.

Workers must notify their supervisor and stay home from work if they have symptoms of acute respiratory illness consistent with COVID-19 – such as fever, cough, chills, muscle pain, headache, sore throat, or shortness of breath – that is not explained by another medical or allergic condition.

- **Symptomatic Workers.** If a worker exhibits symptoms of acute respiratory illness upon arrival to work, or becomes sick during the day, their supervisor must send them home immediately.
- **Documentation.** The supervisor should document the circumstances of the worker's illness to help with contact tracing, as applicable and contact Talent and Culture, Director of Employee Benefits.
- **Contact with Asymptomatic Workers.** Because one can carry COVID-19 with no symptoms at all, anyone who has been in close contact with a person known to have had the virus, or whose family or friends show signs of exposure, should behave as if they are infected, isolate themselves, and contact their physician.
- **Returning to Work.** Workers with symptoms of acute respiratory illness associated with COVID-19 may return to work after (a) home isolation for 14 days since their first symptoms or positive test, **and** (b) medical authorization. Medical documentation should be sent to encrypted email medical_covid19@broward.edu or faxed to 954-201-7096

Responding to Confirmed Cases Of COVID-19.

Please contact the Broward College District Director, Risk Management & Chief Risk Officer, if any worker has confirmed they have a COVID-19 diagnosis.

4. SANITIZING THE VENUE

***Additional cleaning fees will apply for organizations renting space at Broward College. Additional time between events will also be required for cleaning. ***

Sanitizing High-Touch Areas. As soon as vendors/renters begin to load in, surfaces and objects that are touched frequently, such as the ones listed below, should be regularly disinfected using products approved by the applicable health authority.

- **Public Areas** (lobby, hallways, dining and food service areas)
 - ❖ Door handles, handrails, push plates
 - ❖ Handrails for stairs, ramps, and escalators
 - ❖ Elevator buttons – inside and out
 - ❖ Reception desks and ticket counters
 - ❖ Telephones, Point of Sale terminals, and other keypads
 - ❖ Tables and chairs
 - ❖ Beverage stations, water fountains, vending and ice machines
 - ❖ Trash receptacle touch points

- **Restrooms** (front and back of house as well as portable units)
 - ❖ Door handles and push plates
 - ❖ Sink faucets and counters, and toilet handles
 - ❖ Lids of containers for disposal of women’s sanitary products
 - ❖ Soap dispensers and towel dispenser handles
 - ❖ Baby changing stations
 - ❖ Trash receptacle touch points

- **Back of House Offices, Dressing Areas, Green Rooms, Production Areas**
 - ❖ Individual office and other room furniture
 - ❖ Door handles, push plates, doorways, railings
 - ❖ Light switches and thermostats
 - ❖ Cabinet handles
 - ❖ Telephones, computers, other keypads, mouse
 - ❖ Microphones
 - ❖ Backstage and technical equipment
 - ❖ Trash receptacle touch points

Cleaning and Disinfecting.

- **Cleaning** removes dirt and impurities from surfaces and objects and may lower germ counts by removing but not necessarily killing them.
- **Disinfecting** reduces and kills germs on surfaces and objects. Because disinfecting does not necessarily clean the surface, cleaning and disinfecting are both essential.
- **Cleaning Technique.** Clean high-touch areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces and objects and reduce germ counts.
- **Disinfecting Technique.** High-touch areas should be disinfected using materials effective against COVID-19. To quickly disinfect a seating area between events, electrostatic cleaning is a means of spraying a fine mist of positively charged disinfectant particles that adhere to surfaces and objects.
- **Following the Manufacturer’s Instructions.** In all instances, including technical and production equipment such as microphones and headphones, it is important that cleaning procedures follow the manufacturer’s instructions. This will increase the likelihood of a thorough cleaning while not damaging the equipment or voiding a warranty.
- **Disposal.** Place gloves and other disposable items used for cleaning and disinfecting in a bag that can be tied before disposing of them with other waste.
- **Frequency.** The frequency of cleaning high-touch areas should be determined based on the surface or object and how it is used, applying guidance from local health authorities.
- **Documentation.** Documenting that health and safety practices were followed at the correct intervals can help a business show that it behaved reasonably under its circumstances, which would be a key issue in a lawsuit. A supervisor should ensure that cleaning logs are carefully entered and preserved for reference. Events that contract to use a venue should request a copy of the venue’s cleaning and disinfection plan.

5. INGRESS AND EGRESS

Handwashing Stations. Stations with either soap and water or sanitizer containing at least 60% ethanol or 70% isopropanol must be provided at all points of ingress and other well-marked and illuminated locations throughout the venue. Cleaning Staff must regularly confirm there are adequate supplies.

“Virtual” Queuing for Ingress. Event organizers should consider ways to schedule staggered ingress in order to minimize lines for ticket scanning. Consider the following to spread arrival time and manage demand at the entrance.

- Events with a specific start time could schedule patron arrival times.
- During the ticketing process, patrons could select their ingress time and location, which can be coordinated with public transportation or rideshare vehicles.
- A limited number of unscheduled entries is recommended to accommodate patrons stuck in traffic or physically unable to sit in a seat for a long time.

Space Requirements. Additional space may be required to accommodate longer but less densely packed lines waiting to enter the venue.

- **How Much Space.** In a six foot (or current CDC guideline) social distancing model, up to 36 square feet (4 square meters) per unrelated group will be necessary. Mark off chairs to accommodate the rule when needed or remove chairs when possible.

- **Face Covering Requirement.** Patrons are required to wear face coverings at ingress and egress. Face coverings must be on your person at all times. Face Coverings are required to be worn while indoors or outdoors when you are not able to maintain appropriate physical distancing. Face coverings will not be provided by the College, patrons must bring their own.

- **Security Workers and Ticket Takers.** Security workers and ticket takers should wear face coverings and gloves whenever they are among patrons, both for their own health and to model safe practices. Because contaminated gloves spread coronavirus the same as contaminated hands, workers should avoid touching tickets or patrons unless their task requires it. If touching does become necessary, the worker should immediately discard the gloves, wash their hands, and put on fresh gloves before resuming work. When possible have a “ticket check in” station prior to the entrance of the building.

Disability Accommodations. New health screening measures may require new accommodations for persons with disabilities. For example, deaf patrons who read lips may require screening from a worker wearing a clear face covering or one with a see-through window over their mouth. An event space that reduces points of ingress or egress must ensure continued accessibility. Venues that temporarily reduce capacity should confirm that they still offer enough accessible seating, including companion seats, to comply with disability laws. Patrons whose disability makes them unable to wait in a long line may need a more expedited access procedure. For more information on Accessibility Resources please visit:

<https://www.broward.edu/accessibility/index.html>

Scheduled Egress from Back to Front. Social distancing likely requires that egress be managed the same way passengers exit an airplane at the end of their flight. After events that have a definite end such as concerts or sporting events, patrons nearest the exits should leave first, by row or section, to clear space for patrons further inside to follow. Based on the event venue, specific egress instructions may be announced to the audience. This will require workers and volunteers to ensure that patrons understand the procedure and comply with social distancing requirements until they are in their vehicles or otherwise outside the venue doors.

Emergency Egress. As referenced on page 2, the need for social distancing creates significant challenges when planning to evacuate a crowd during an emergency. Where patrons might be told to take refuge, such as at an outdoor event due to a forecast of severe storms, the area of refuge must be able to accommodate the crowd while maintaining six feet (two meters) between unrelated groups. Likewise, if patrons will be instructed to return to their vehicles in an emergency, workers will need training to manage the exiting crowd to avoid the risk of contagion while they flee from some other hazard. These may not be significant obstacles for the smaller crowds that will initially return to events, but event organizers will have to coordinate with all stakeholders, including public health and public safety officials, to reevaluate their emergency plans as larger crowds gradually return.

Note: The goal of maintaining six feet (two meters) between people would become a distant secondary consideration if there is a clear and imminent danger requiring an emergency evacuation. Even during this pandemic, emergency egress plans should reflect that moving patrons away from the most urgent hazard is the first order of business.

Food and Beverage Service at events:

All food must be pre-packaged or served to guests. **No self-service buffets will be allowed.**

We request that all serving utensils and plates be disposable when possible.

- **Tables and Chairs.** Dining tables, bar tops, stools and chairs should be sanitized after each use. Decoration rental companies may have workers to clean and disinfect furniture before, during, and after events. Once furniture is positioned to allow social distancing, the new location can be marked on the floor.
- **Note: Additional Waste.** A likely consequence of more sanitary food and beverage practices is additional trash and recyclable material. It will be important to dispose of trash more regularly, and to consult a recycler about sanitary recycling options. Please encourage your patrons to dispose of their own trash.
- **Separate Entry and Exit Points.** If possible, send guests away from the food and beverage area in a different direction than the way they entered.

Socially Distanced Dining. To enforce social distancing where patrons or workers dine, the following practices are recommended, as applicable.

- **Staffing.** The host and manager should enforce distancing at entries, waiting areas, and queues to reinforce signage posted throughout these areas.
- **Reduced Seating.** Tables, bar stools, and booths should be removed or taken out of service to allow six feet (or current CDC guideline) between each unrelated party, or as the local public health authority requires.
- **Staggered Mealtimes.** For both front of house patrons and back of house workers, mealtimes can be staggered to ensure that queues and dining capacity are kept to safe levels of density.
- **Line Management.** Workers must manage lines at quick service areas, such as coffee and food pick-up, to ensure that patrons remain appropriately distanced. If queues get too long or take up too much space, consider opening additional service or pick-up areas at other parts of the venue.

7. PRODUCTION ISSUES

Booking an Event Space. Site visits and venue tours for marketing and booking should be replaced by virtual tours to the extent feasible. Companies seeking to book a space should prepare to submit a health and safety plan consistent with these guidelines regarding the risks particular to their event.

Social Distancing Musicians. The authoritative guidance requiring not less than six feet (two meters) of social distance may have to be expanded for singers and musical instrument players. Musicians often breathe deeply and expel aerosols further than people engaged in non-physical activities. Their performance space, including on stage and in orchestra pits, should be arranged to maximize social distancing while allowing at least some of them to perform together.

Materials Handling.

- **Production equipment and cargo** should be sanitized when loaded at the warehouse and unloaded at the venue. In addition to face coverings, workers should wear gloves when handling equipment and cargo to prevent surface contamination.
- **Social distancing** applies to production crew working in confined spaces, such as inside trailers. Workers should always wear face coverings and gloves when those do not interfere with essential work functions, particularly when they cannot maintain social distance. The general need for distancing should not cause other unsafe working conditions for technical and construction crew. For example, if a piece of equipment takes four people to lift, then each worker should protect themselves from infection to the best of their ability while lifting the load together.

- **High-touch equipment** such as motor controllers, microphones, mic stands, presentation remotes, and audio/video cable should be sanitized frequently, and equipment should be dedicated to individual users where possible.
- **Heavy equipment** such as forklifts, boom lifts, and scissor lifts should minimize the number of operators of each piece of equipment where feasible.

Equipment Deliveries. In addition to adhering to the Materials Handling guidance above, delivery truck drivers should not leave their cab during offloading unless they receive the same screening and follow the same health procedures as other workers. To the extent possible, deliveries should be scheduled in shifts to minimize the time workers load or unload close together. Workers unloading deliveries should change their gloves and wash their hands between each delivery.

The risk of contracting COVID-19 should create a new social contract between event and venue operators and the people who work at and attend them. Because event workers and patrons all have a duty to behave reasonably under their circumstances, everyone should promise to maintain social distancing and engage in sanitary practices suitable for a pandemic, rather than doing only enough to keep their job or avoid getting ejected. Likewise, even if there is relatively little risk of losing a lawsuit based on negligent sanitary practices, event and venue operators should implement robust health and safety measures because they will save lives and help reopen more events.

The safety and health of all our students, employees, and partners like you are essential to us. We encourage you to follow safety protocols and guidelines established by the Centers for Disease Control and Prevention, Broward County Health Department and the Florida Department of Health as we each do our part to curb the spread of COVID-19. You can keep up to date with developments related to the College at Broward.edu for continuous updates.