

Procedure 6.901

Temporary COVID-19 Virus Response Procedure

Beaufort County Community College will adhere to the following procedures regarding mitigation of COVID-19 virus transmission on campus. These procedures are temporary and will be in effect from a date selected by Senior Staff to a date when the Senior Staff deems the COVID-19 pandemic safely under control, at which time it will discontinue the procedure. For its duration, this procedure will supersede any other existing College procedure related to matters contained herein. This procedure may be re-instated or revised at any time at the discretion of Senior Staff for mitigating future COVID-19 outbreaks.

1. Sanitize classrooms after each class meeting; this will require hourly cleaning in each building on campus, including Early College and any evening classes. At the end of each class meeting, custodians or individual faculty members or other employees will spray disinfectant solution provided in the classroom on desks, tables, computers, equipment, and other surfaces used by students or faculty. Employees performing this activity should wash their hands immediately upon completion.
2. Sanitize each entrance and exit to each building on an on-going, all-day basis. Sanitize vending machines and water fountains on an on-going, all-day basis.
3. Place sanitizing stations at the entrances and exits to all buildings.
4. Require the wearing of masks by all students, prospective students, faculty, staff, and guests while in the classroom setting and inside buildings; masks are not required outside campus buildings. Masks must be made of solid materials with no holes or gaps and worn tightly against the face fully covering mouth and nose. Failure to wear masks inside campus buildings constitutes an interruption in either instruction or the operation of the College. Individuals not wearing masks as required will receive a warning from College staff and be given a mask, if necessary. A second warning will result in a student conduct violation or employee sanction by the individual's supervisor, and, if necessary, Campus Police will escort such students, faculty, staff, prospective students and parents/guardians, or guests outside campus buildings.
5. Post signage at the entrance to each building and in each classroom that reminds students, prospective students, faculty, and staff that masks are required inside buildings.
6. Post signage at the entrance to each building and in each classroom requiring students, prospective students, faculty, and staff to immediately self-report fever or other COVID-19 symptoms via telephone or email to an appropriate vice president,

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dean, director, or faculty member (student) or to a supervisor (faculty/staff). Signage should also state that any person with COVID-19 symptoms is not allowed to enter the building.

7. Any student, prospective student, faculty/staff member, or guest with a confirmed case of COVID-19 must self-report via telephone or email to a vice president or official of the College immediately upon confirmation. The Vice President of Administrative Services will immediately inform the county health department for the county in which the individual is a resident and the county health director for Beaufort County. The Vice President of Administrative Services, in cooperation with the director of the Beaufort County Health Department, will then work with faculty or staff as necessary to track all individuals with whom the infected individual has had contact, communicate with these individuals and the appropriate county health director(s), and coordinate quarantine of close contacts according to current CDC guidelines. Individuals who have received the full dosage of a COVID-19 vaccine are not required to quarantine after close contact with an individual who tests positive for the virus, but must be tested for COVID-19 between three and five days after exposure and notify the Vice President of Administrative Services (employee) or Vice President of Student Services (student) of the test result. Unvaccinated individuals who come into close contact with an COVID-19 individual must quarantine for 14 days from the date of the exposure. These quarantine requirements include individuals who were masked at the time of the exposure. The Vice President of Administrative Services, or designee, will review each close contact situation and determine the appropriate quarantine duration.
8. College and Career Promise students who attend class via the North Carolina Information Highway (NCIH) *on a high school campus* will follow the school district's procedures regarding masking and quarantining. However, these same students, should they attend class on the BCCC campus or at one of the College's regional centers, will follow the procedures outlined in this document. Thus, it is possible that a College and Career Promise student may be allowed to attend class on a high school campus via the NCIH but be required to quarantine from classes taught at a BCCC site.
9. Close contact is defined by the Centers for Disease Control (CDC) as "someone who was within [6 feet of an infected person](#) (laboratory-confirmed or a [clinically compatible illness](#)) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). The CDC states that "a person is still considered a close contact even if they were wearing a mask while they were around someone with COVID-19." While the College will use the CDC definition of "close contact" to determine quarantine requirements, it is important to note that the CDC also states that "a number of factors can influence a person's risk of exposure to COVID-19, including the [type, proximity, and duration of their exposure](#), environmental factors (such as [crowding](#) and ventilation), [vaccination](#)

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status, prior COVID-19 infection, and mask use.” For this reason, the College reserves the right to enforce quarantining in cases where individuals may have been farther than 6 feet from the infected person, especially in closed, classroom and laboratory settings with limited ventilation.

10. Impose appropriate sanctions on individuals who provide false information to the College regarding COVID-19 vaccination or testing status.
11. Install plexiglass guards on public-facing, customer service-based offices, such as the library, Financial Aid, Admissions, and the Registrar, and in the student testing room.
12. Purchase cloth masks in bulk and provide one to each student, faculty, and staff member, as needed.
13. Provide faculty and staff with personal sanitizing solution, as supplies allow.
14. Place webcams and audio equipment in each classroom, if applicable, with capability for live, interactive audio-visual feed during each class session via Blackboard Collaborate, Teams, or Zoom if necessary.
15. Re-open the College Grill for take-out orders only; remove all seating. Provide appropriate plexiglass barriers at counter, sanitize public spaces continuously, and mark off six-foot distances within the café. Require staff in the College Grill to adhere to Interim Guidance for Restaurants as distributed by NC DHHS May 22, 2020. (<https://files.nc.gov/covid/documents/guidance/NCDHHS-Interim-Guidance-for-Restaurants-Phase-2.pdf>).
16. Pending return to clinical rotations in medical facilities, take the daily temperature of each student, faculty, and staff member who works in the nursing and allied health programs at the College. Prohibit the assignment of allied health students to care of patients who are known to be positive for COVID-19.
17. Modify instructional modalities and schedules for instruction and support services as necessary for safety and social distancing consistent with the Instructional Response to Emergencies Policy.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

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Cross References:

History

Leadership Council Review/Approval Dates: 11/13/2020

Senior Staff Review/Approval Dates: 06/30/2020, 08/16/2021, 08/17/21, 08/19/21, 08/26/21

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

