



SCHOOL OF NURSING

NURSING SIMULATION CENTER

Return to Simulation Center Plan

JANUARY 2021

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College of the Desert

Mission

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

Vision

College of the Desert will be a center of collaborations and innovations for educational enrichment, economic development and quality of life in the Coachella Valley and surrounding communities.

Table of Contents

INTRODUCTION.....	5
Simulation Center Contact Information	5
PROACTIVE MEASURES	6
PROCEDURES FOR SICK PERSONNEL, SYMPTOM MONITORING, REPORTING AND RESPONSE	8
SCREENING AND TESTING.....	9
MAINTAIN SOCIAL AND PHYSICAL DISTANCING	10
SIMULATION CENTER OCCUPANCY LIMITS.....	12
PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ALTERNATIVE STRATEGIES.....	14
SIMULATION AND LABORATORY PPE CONSIDERATIONS.....	15
PRACTICE GOOD HYGIENE.....	16
CLEAN AND DISINFECT SURFACES.....	17
COMMUNICATION AND TRAINING	18
SIMULATION CENTER SPECIFIC CONSIDERATIONS.....	19
HEALTH SAFETY GUIDELINES FOR IN-PERSON INSTRUCTION AT COLLEGE OF THE DESERT	21
ENTERING CAMPUS	22
ON CAMPUS	23
LEAVING CAMPUS.....	25

INTRODUCTION

College of the Desert is dedicated to supporting students' safe return to campus for essential hands-on learning. Our utmost priority is the safety of faculty, students, and staff and we have implemented strategies to maintain safe physical distancing and allow for proper sanitation between students/sessions while taking into consideration the unique learning needs of the programs we support. The following document outlines the protocols, policies, procedures, and guidelines that must be followed to maintain a safe learning environment within campus. These guidelines are in alignment with the College of the Desert's Return to Campus Plan, Safe Start California, and community best practices in simulation center operations, higher education, and public health.

Simulation Center Contact Information

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PROACTIVE MEASURES

In order to continue keeping our workplace safe and healthy, College of the Desert is taking proactive measures to ensure our campuses are safe, and we are following all federal, state, and local health and safety guidance. As conditions change, this plan is designed to remain flexible and adaptive, and may be amended at any time. While this document provides the general return to campus guidelines, facilities will only be opened upon approval by Executive Cabinet. Additionally, based on community conditions, public health official mandates, or on-campus outbreaks, on-site classes may be cancelled at any time.

Informational signage is to be posted as appropriate throughout the District in accordance with current safety measures and COVID -19 requirements. Signs will be updated as new information becomes available.

Face coverings are required to be worn at all times on campus in accordance with Centers for Disease and Control Prevention (CDC) guidance and District policy. The face covering requirement applies to all employees, students, vendors, and other visitors. Appropriate personal protective equipment (PPE) will be available for faculty, staff or students as needed.

Common areas and high-touch surfaces where employees/students/visitors are present will be frequently cleaned and disinfected. Disinfecting supplies will also be available for employee use. Employees are encouraged to disinfect their workspaces throughout the workday. The District will provide essential disinfecting products and ensure that employees are properly trained in their use.

Soap and paper towels are readily available in all restrooms.

All facilities utilize air filters at the highest Minimum Efficiency Reporting Values (MERV) rating possible and are routinely replaced following current industry standards. Facilities are being optimized for airflow and air exchange where practical.

Prior to the start of any "in-person" classes, a thorough evaluation of the specific instructional space will be conducted with department management and Maintenance and Operations management to implement any needed modifications to space, which may include reduced occupancy, physical barriers, signage, and supplies.

Plexiglass may be installed in those areas where employees interact with others and physical distancing is not possible.

Video-conferencing or other technologies will continue to take the place of in-

person meetings. If virtual meetings are not possible, choose a space that can accommodate physical distancing while still following recommended guidelines related to meetings and mass gatherings. Meeting rooms, break rooms and other communal areas may be closed or have limited seating in order to maintain physical distancing. No gatherings for meals, meetings, potlucks, or in-person events are to take place until restrictions are lifted. Communal food storage or use of common area refrigerators is not allowed. Employees with special food or medicine storage needs should speak to their supervisor regarding accommodations. Students with special food or medicine storage needs should contact the Student Health Office.

Schedules, including lunches and breaks, may be modified (with appropriate approvals) to allow for necessary physical distancing.

Prior to any employees returning to work, workspaces and schedules will be evaluated to ensure that all safety protocols can be met.

Business travel remains restricted and must be approved by Executive Cabinet before any travel arrangements can be made.

Employee safety training will be provided as required to ensure safe operations. Additional trainings may be required.

PROCEDURES FOR SICK PERSONNEL, SYMPTOM MONITORING, REPORTING AND RESPONSE

All faculty, students, and staff must complete the appropriate self-screenings prior to coming on campus in order to prevent those who are high risk, sick, or have been exposed to COVID-19 from attending activities within COD. Students must show proof of screening before entering the campus.

Role	Responsibilities
Faculty	<ul style="list-style-type: none"> ▪ If you are sick, stay home. ▪ Complete the COD daily symptom attestation before coming to campus. ▪ Follow COD guidelines if you are sick or have had close contact with someone who is suspected or confirmed COVID-19. Follow guidelines in COD Return to Campus Plan. ▪ Ensure students complete the screening tool before attending class. ▪ Arrange for alternative learning for students who cannot come to campus.
Students	<ul style="list-style-type: none"> ▪ If you are sick, stay home. ▪ Complete COD daily symptom attestation before coming to campus. ▪ Inform faculty if you must stay home. ▪ If you feel sick while in class- GO HOME. ▪ If sick or exposed, stay home follow guidelines in COD Return to Campus Plan.
Laboratory Staff	<ul style="list-style-type: none"> ▪ If you are sick, stay home. ▪ Complete COD daily symptom attestation before coming to campus. ▪ Notify Director or Assistant Director if you must stay home. ▪ Follow COD guidelines if you are sick or have had close contact with someone who is suspected or confirmed COVID-19. Follow guidelines in COD Return to Campus Plan.

SCREENING AND TESTING

The college will be referencing current county and state guidelines for protocols to report students with symptomatic and confirmed positive results for COVID-19.

All employees must self-check daily for any symptoms of COVID-19 prior to leaving home and entering the workplace, utilizing the tools provided by the District by completing the COD daily symptom attestation form.

Students and Faculty with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or running nose
- Nausea or vomiting
- Diarrhea

Employees who have symptoms when they arrive at work or become sick during the day will immediately be sent home by their Supervisor. The supervisor may require a temperature check at any time that there is reasonable concern.

Employees who develop symptoms outside of work and not reporting to work shall notify their supervisor and should contact their health care provider

Employees shall provide Human Resources with return to work documentation prior to returning to campus. Human Resources shall provide directions to the employee regarding safe return protocols.

- Sick employees should stay home and follow the advice of their health care provider.
- Employees may not return to work until they have clearance from their health care provider and Human Resources.
- Special consideration shall be made for employees with pre-existing medical conditions or over the age of 65. This will be managed through the Human Resources Department.

Supervisors shall notify Human Resources any time an employee calls in sick or is sent home with symptoms.

For additional infectious disease information, please visit the County of Riverside's and State of California's COVID-19 information webpages.

MAINTAIN SOCIAL AND PHYSICAL DISTANCING

Social distancing is maintaining a distance of at least 6 feet between individuals. In order to reduce contact between groups, entry and exits may be modified to reduce cross-traffic, however **emergency egress shall be as normal per the Campus Evacuation Plan.**

Social distancing will be enforced as much as possible for students, faculty and staff, apart from skills that cannot be performed without close contact.

Role	Responsibilities
<p>Faculty</p>	<ul style="list-style-type: none"> ▪ Class sessions may be scheduled more often, with smaller numbers of students, require more faculty support and must include a clean-up/reset/decontamination time between groups of students. ▪ Occupancy limit signs will be placed in classrooms and hallways. ▪ When possible, student should be assigned one skills station and complete all skills at that location and should not rotate between skills stations unless rotation is absolutely necessary: (for example, not enough task-trainers for students). ▪ Focus on the most critical aspects of the skill, limit the need to rotate and allow time between students for cleaning (15-30 minutes). ▪ Minimize the number of skills that require close contact (less than 6ft distance) and limit them to no more than 15 minutes in length. ▪ Keep students in the same lab groups (cohorts) for all classes. There must be NO mixing of cohorts. ▪ Class size cannot exceed room socially distanced occupancy limits. ▪ Schedule time between groups of students for disinfecting of shared surfaces, trainers and equipment (15-30 minutes). ▪ Groups greater than 12 must have staggered start times to allow for pre-entry check-in, donning of PPE and hand sanitizing.
<p>Students</p>	<ul style="list-style-type: none"> ▪ Do not gather in groups inside or outside the lab. ▪ Maintain social distancing in outside classroom until class starts. ▪ Follow all posted room occupancy limits and markings on floors/furniture. ▪ Store personal items in a locker or other location, bring only essential personal items (wallet, phone, etc.) to class.

COD

Staff

- Follow room occupancy limits.
- Maintain space markings and oversee traffic control.
- Oversee and intervene when breaks in protocol are observed.

SIMULATION CENTER OCCUPANCY LIMITS

SIMULATION CENTER OCCUPANCY LIMITS		
Space	Occupancy	Comments
BNC 40 Computer Lab		<ul style="list-style-type: none"> ▪ CLOSED
BNC 39 Large Laboratory	18	<ul style="list-style-type: none"> ▪ Beds must be 6 feet apart and 6 feet between end of bed and center of room seating area. ▪ Students must be on opposite sides and diagonal from each other when working on the same patient bed. ▪ 15 students. ▪ 3 instructors. ▪ 2 students per patient bed. ▪ Entrance to the front of the lab, exit through the back "emergency exit" door.
BNC 37	12	<ul style="list-style-type: none"> ▪ Beds must be 6 feet apart and 6 feet between end of bed and center of room seating area. ▪ Students must be on opposite sides and diagonal from each other when working on the same patient bed. ▪ 15 students. ▪ 3 instructors. ▪ 2 students per patient bed. ▪ Entrance to the front of the lab, exit through the back "emergency exit" door.

BNC 32 Skills Lab	6	<ul style="list-style-type: none"> ▪ Beds must be 6 feet apart and 6 feet between end of bed and center of room seating area. ▪ Students must be on opposite sides and diagonal from each other when working on the same patient bed. ▪ 5 students. ▪ 1 instructor. ▪ 1-2 students per patient bed.
		<ul style="list-style-type: none"> ▪ Entrance to the front of the lab, exit through the back "emergency exit" door.
BNC 4	6	<ul style="list-style-type: none"> ▪ Classroom style room converted into a laboratory room ▪ Pediatric skills room ▪ 5 students ▪ 1 instructor
BNC 6	6	<ul style="list-style-type: none"> ▪ Classroom style room converted into a laboratory room ▪ Only task-trainer skills (IV skills) ▪ 5 students ▪ 1 instructor
HALLWAYS	1-2 in passing	<ul style="list-style-type: none"> ▪ No lingering or loitering in hallways, masks at all times, pass others carefully and quickly while maintaining 6 feet space apart from each other.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND ALTERNATIVE STRATEGIES

Face coverings must be worn on campus at all times, except when employees are in a work area in which no others are present.

All face coverings shall be specifically designed for protection as defined by Centers for Disease Control (CDC), and can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Role	Responsibilities
Faculty	<ul style="list-style-type: none">▪ Wear a mask at all times while on campus.▪ Ensure students are provided with and correctly use proper PPE.▪ When submitting scheduling requests, provide the total number of students and types of activity to ensure adequate supplies are available.▪ Reduce close contact skills and activities and prioritize lab time for essential skills.▪ For high risk individuals and in situations of prolonged exposure to student groups, additional PPE is recommended.
Students	<ul style="list-style-type: none">▪ Wear a mask at all times while on campus.▪ Follow proper donning and doffing of PPE techniques.▪ Wear proper PPE at all times when engaging in learning activities.▪ Only masks should be worn outside of the laboratories (no gowns, gloves, or face shields)
Laboratory Staff	<ul style="list-style-type: none">▪ Wear a mask at all times while on campus.▪ Wear mask, gown, gloves, and face shield for cleaning areas after student use.▪ Maintain inventory of on hand PPE.▪ Ensure adequate PPE is available for a class.

SIMULATION AND LABORATORY PPE CONSIDERATIONS

COD PPE REQUIREMENTS

Activity Type CDC Risk levels for Institutions of Higher Education	Examples	PPE Required
<p>Highest Risk</p> <p>Full-sized in-person classes, activities, and events.</p> <p>Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.</p>	<p>Close contact, hands on skill practice between students.</p> <p>Assessment or procedure demo on another student.</p> <p>Hands-on skill that requires less than 6 feet distance to perform with another student or instructor.</p>	<ul style="list-style-type: none"> ▪ KN95 ▪ Surgical Mask ▪ Gown ▪ Gloves ▪ Face Shields <p>Limit close contact to 15 minutes (< 6 feet)</p>

Due to the potential risk of an outbreak within the campus, the COD Nursing Program has determined that all activities within the campus are deemed "high risk" and is thereby implementing the use of KN95 masks with a surgical mask (KN95 first, then surgical mask), gown, gloves, and face shields at all times within in-room laboratory setting

PRACTICE GOOD HYGIENE

Avoiding touching eyes, nose, or mouth without cleaning hands first. Avoid non-essential physical contact and maintain appropriate physical distancing guidelines both inside and outside of the facilities. Regularly wash hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing nose, and after using the restroom. Cover mouth and nose with elbow (or ideally with a tissue) rather than with hand when coughing or sneezing. Dispose of all tissues in the trash immediately after use. Immediately wash hands with soap and water for a minimum of 20 seconds. If unable to wash hands, use hand sanitizer that contains at least 60% ethanol or 70% isopropanol alcohol. Avoid sharing phones, desks, office equipment, lab equipment and tools or other items wherever possible. Clean such equipment before and after use. Never share Personal Protective Equipment (PPE).

Role	Responsibilities
Faculty	<ul style="list-style-type: none">▪ Always sanitize hands before entering the laboratory rooms.▪ Wash or sanitize hands frequently!▪ Notify Simulation Center staff if you run out of hand sanitizer or soap.
Students	<ul style="list-style-type: none">▪ Always sanitize hands before entering the Simulation Center.▪ Wash or sanitize hands frequently!▪ Notify Laboratory staff if you run out of hand sanitizer or soap.
Laboratory Staff	<ul style="list-style-type: none">▪ Always sanitize hands before entering the Simulation Center.▪ Wash or sanitize your hands frequently!▪ Routinely check hand sanitizer and soap dispenser to ensure they are refilled as needed.

CLEAN AND DISINFECT SURFACES

Campus custodial services will disinfect laboratory spaces regularly so it is everyone's responsibility to clean shared surfaces after individual use. Lab staff will clean learning spaces and equipment in between student group. In order to facilitate easy cleaning, beds will not have sheets on them unless necessary for the skill. Curtains between beds must be tied back at all times to reduce contact. Event scheduling must include extra time for cleaning in between students and student groups.

Disinfecting wipes are available throughout the laboratories and should be used on all shared surfaces such as: tables, counters, storage cubbies, door handles, light switches, mouse/keyboards, touch screens, personal mobile devices (depending on the cleaning product may include cell phones, tablets, laptop computers), bed rails and controls, bedside tables/night stands, IV pumps, vital sign machines, stethoscopes, otoscopes, exam tables, stools or vinyl covered seats, desktops, etc.

Role	Responsibilities
Faculty	<ul style="list-style-type: none">▪ Assist students and staff with cleaning surfaces and equipment between users.▪ Remember to schedule extra time in your class sessions for cleaning.
Students	<ul style="list-style-type: none">▪ Wipe down all surfaces after using your skills station.
Laboratory Staff	<ul style="list-style-type: none">▪ Clean learning spaces and equipment between students and student groups.▪ Maintain a regular schedule of cleaning of equipment and rooms.▪ Wipe down common areas and shared work stations in laboratory regularly.▪ Wipe down your workstation area before going home and in between users.▪ Schedule cleaning by custodial services as needed.▪ Maintain documentation of the SDS for cleaning supplies.

COMMUNICATION AND TRAINING

Urgent information related to Coronavirus (COVID-19) will be shared with the campus community. Health alert information will be distributed through formal District channels such as website, email, portal, text, or social media. Other non-urgent messages related to COVID-19 may also be emailed to the campus community. In the event a campus community member tests positive for COVID-19, the District will work with Riverside County Public Health to gather information for contact tracing and reaching those who may be impacted. In the event the affected groups cannot be identified or there is a broader risk to the campus, a general notification will be sent to the campus community.

Training

COD requires all staff to complete training before coming to campus. Please respect all occupancy limit signs, informational posters, floor tape and other visual cues which are installed in the lab to communicate social distancing requirements.

Role	Responsibilities
Faculty	<ul style="list-style-type: none">▪ Complete COD laboratory training and modules before returning to campus.▪ Provide a list of students and faculty who will be in the Simulation Center, along with their assigned groups and skills stations, to the Laboratory Staff within 1 week of class.
Students	<ul style="list-style-type: none">▪ Complete any assigned training before returning to campus.▪ Communicate with course lead with concerns about exposure, personal risk or need for accommodation.
Laboratory Staff	<ul style="list-style-type: none">▪ Complete COD laboratory training and modules before returning to campus.▪ Complete additional COD training: cleaning supply safety, how to clean equipment, general sim lab cleaning and safety training.▪ Notify Director or Assistant Director with concerns regarding exposure, personal risk, or need for accommodation.

SIMULATION CENTER SPECIFIC CONSIDERATIONS

Our utmost priority is the safety of faculty, students, and staff and we have implemented strategies to maintain safe physical distancing and allow for proper sanitation between students. This will add additional time to each of your sessions and reduce Simulation Center availability.

The District requires that all persons on campus shall follow the safety protocols set in place by federal, state and local guidance.

In situations in which any person is not adhering to requirements, please follow guidelines below:

Role	Responsibilities
Non-Compliant Student	<ul style="list-style-type: none">• Offer the student a mask and request compliance• Notify the on-site Dean or manager to address the student if he or she fails to comply• Notify Public Safety if the student still fails to comply
Non-Compliant Visitor or Vendor	<ul style="list-style-type: none">• Offer a mask and request compliance• Ask person to remain outside while out of compliance• Notify supervisor or manager to address the issue• Do not continue the interaction• Notify Public Safety if the visitor or vendor still fails to comply
Non-Compliant Peer to Peer	<ul style="list-style-type: none">• Offer a mask• Move to a safe physical distance• Notify the appropriate administrator of the health and safety concern

If at any time during an interaction with a non-compliant individual you feel unsafe, contact Public Safety immediately at (760) 341-2111.

Role	Responsibilities
Faculty	<ul style="list-style-type: none"> ▪ We have implemented strategies to maintain safe physical distancing and allow for proper sanitation between students. Include additional time to class sessions and expect reduced Simulation Center availability. ▪ Plan to use on-campus laboratories for essential skills that are required to assess student's readiness to progress or meet graduation requirements, cannot be achieved in any other setting, or require utilizing a manikin, task trainer or other simulation equipment to demonstrate competency. ▪ There will be no paper sign-in sheets provided for class attendance by COD. ▪ In the event of exposure and cleaning is required, your class may be cancelled/rescheduled and COD nursing staff will notify you as soon as possible.
Students	<ul style="list-style-type: none"> ▪ No food or drink except for closed water bottles (exceptions will be made for medical reasons/accommodation - please keep in closed container, labeled with your name, and consumed outside of the laboratory). Bring only essential personal items to class. Do not bring backpacks, pens, paper, etc. to class.
Laboratory Staff	<ul style="list-style-type: none"> ▪ Maintain log of users (students, staff and faculty and locations accessed) for 4 weeks.

HEALTH SAFETY GUIDELINES FOR IN-PERSON INSTRUCTION AT COLLEGE OF THE DESERT

In order to consider allowing students return to campus for in person instruction, strict adherence to guidelines set forth by the Centers of Disease Control (CDC), California Department of Public Health (CDPH) and Riverside County Public Health must be followed.

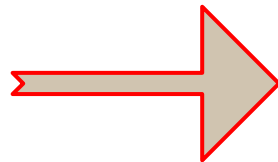
In keeping with current guidelines, the following is recommended when students return to campus:

- Keep potentially infectious students off campus and out of the classroom
- Control the spread of the virus while on campus
- Create a culture of hygiene
- Provide training and education
- Maintain space, cover your face
- Follow quarantine and isolation practices per guidelines set by Riverside County Disease Control
- Develop a communication system of reporting to the liaison
- Monitor the guidelines set forth by the CDC, CPDH and Riverside County on a regular basis
- Identify a liaison at COD to work with Riverside County for the monitoring, surveillance, disease control and contact tracing of students, faculty and staff
- Work with Riverside County to design a testing strategy to control infection

It is important to monitor guidelines set by the agencies above on a regular basis and be prepared for the need to change the campus guidelines as needed. The Assistant Director of Clinical Services is the liaison for COD with Riverside County Public Health and is responsible for all disease reporting to the County.

ENTERING CAMPUS

Entering Campus



Check point

Students must stop at a specific identified entrance at COD. At this check point students will be screened, show proof of completing Centers for Disease Control symptom checker and are wearing an approved face covering. Student must be on a list of approved students allowed on campus.

If a student is not allowed on campus due to a positive screening, the student will be turned away, and the instructor will be notified.

If student doesn't have an approved face covering, a disposable face covering will be provided.

Instructors are to stagger class schedules so that the cohorts arriving on campus do not mix. A cohort is the number of students allowed in one class maintaining the required safe distance determined by the CDC, CDPH and Riverside County Disease Control.

A note about temperature taking

Temperature taking should be done using no touch thermometers indoors. Temperatures are not accurate when using no touch thermometers outdoors. Therefore, it should be done in the building where the student is attending class.

One class = One cohort

ON CAMPUS

On the way to class

Once cleared to come on campus, the student can now progress to their classroom. While on campus, students cannot share anything. They must bring their own food and drink—drinking fountains will not be available. Students must remain in their cohort. They must not mix with other cohorts. There can only be one way in to the building where their classroom is and a separate way out. They must continue to wear a mask and maintain space.

**There must be NO mixing of cohorts
..... EVER.**

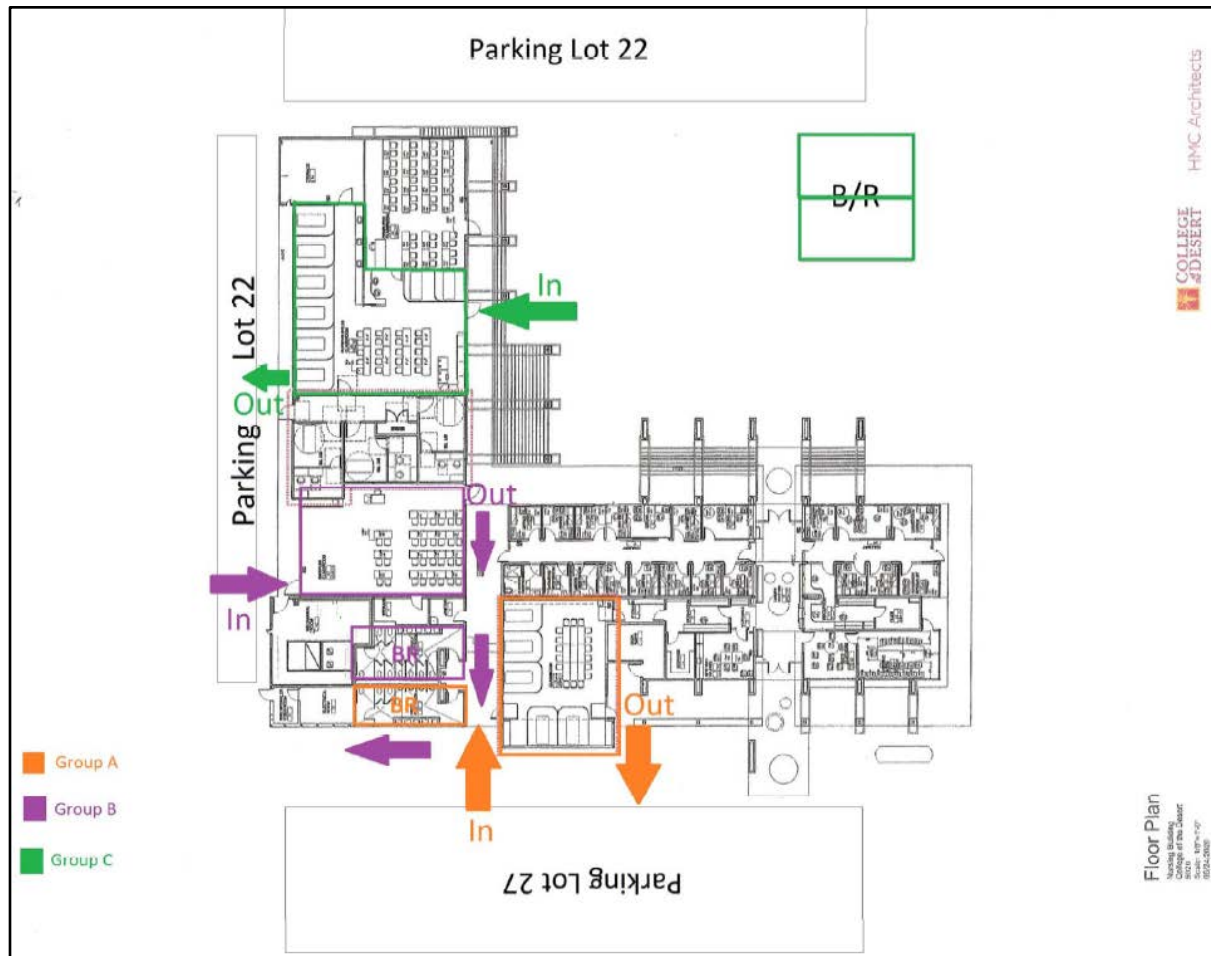
Environment

Does the benefit of in person instruction outweigh the risk? Consider this very carefully before considering in-person instruction. As much as possible, offer instruction remotely; but if in-person instruction is required, adherence to the following guidelines is required:

- Check temperature with a no touch thermometer before entering class.
- Have students follow testing strategy recommended by Riverside County Disease Control.
- Students, faculty and staff must maintain a distance of 6 feet or more AT ALL TIMES.
- Must wear CDC approved face coverings AT ALL TIMES.
- Hand washing and/or hand sanitizers must be available and used frequently.
- Posters shall be posted encouraging a culture of hygiene - promoting hand hygiene, maintaining space, avoiding touching the face, promoting accountability of one's behavior, stay home if sick.
- Partitions placed as determined through the classroom preparation procedure.
- No sharing of ANYTHING.
- Classroom must be well ventilated and follow best practices set forth by CDC.
- Consider creative use of other campus space that could offer a class environment that is well ventilated (Outdoors, gym, large spaces).
- Inform the Assistant Director of Clinical Services IMMEDIATELY of any symptomatic or positive COVID students or faculty.
- Send students home if symptomatic.
- Send symptomatic student to identified place on campus if student does not have their own transportation and have student arrange for transportation home.
- Faculty should develop alternate plans in the event that a class is required to quarantine for 14 days due to a COVID exposure.

A note on bathrooms. In each building that is allowing the use of classrooms, consider identifying which bathrooms will be used to make it easier to disinfect.

LEAVING CAMPUS



Once class is over, students must exit out the designated exit making sure that as they leave to ensure their cohort isn't crossing another cohort whether entering or exiting. They must continue to wear their masks and maintain space. They must leave campus immediately.

Approved by Safety Committee on November 18, 2020.
Approved by President's Executive Cabinet on November 24, 2020.
Reviewed by College Planning Council on December 11, 2020.
Approved by Board of Trustees on December 18, 2020.