



Gaston College
Opportunities For Life

GC Safe

A Guide for Campus Safety & Health During COVID-19

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1. Introduction

1. As the COVID-19 pandemic continues, Gaston College's highest priority remains the health, safety, and well-being of everyone within the College Community.
2. The GC Safe plan is a guide for campus safety and health during COVID-19, and contains elements designed to prevent or mitigate the spread of COVID-19.
3. The GC Safe Plan has three levels of implementation (i.e., Implementation Plans).

2. GC Safe Implementation Plans (A – B – C)

1. The GC Safe plan has three Implementation Plans: [Plan A](#), [Plan B](#), and [Plan C](#), which are designed to respond to current risks and relative changes associated with the potential spread of COVID-19.
 - 2.1.1. Plan A will be effective August 20, 2020, the start of the fall 2020 academic year. Plan A is considered the benchmark or beginning plan.
 - 2.1.2. Plan B will be implemented in response to relative changes and higher risks associated with the potential spread of COVID-19.
 - 2.1.3. Plan C will be implemented in further response to relative changes and higher risks associated with the potential spread of COVID-19.
2. Since Gaston College has multiple campuses and locations, depending on the situation and information available, a campus or location could operate under a different Implementation Plan.

3. Indicators for Change

1. The GC Safe Plan and Implementation Plans, including movement to another Implementation Plan, are subject to change based on internal/external information, or Indicators such as:
 - 3.1.1. Significant increases or decreases in COVID-19 transmission on campus, occurring at a greater rate than the local community.
 - 3.1.2. Significant increases or decreases in COVID-19 transmission within the local community.
 - 3.1.3. Evidence that the community is either disregarding or consistently non-observant of physical distancing and Personal Protective Equipment (PPE) requirements.
 - 3.1.4. Insufficient or sufficient availability of COVID-19 testing due to logistics, supply chain or other factors.
 - 3.1.5. Insufficient or sufficient healthcare capacity within the local healthcare facilities.
 - 3.1.6. Local/State/Federal recommendations and mandates.

4. Responsibility and Adherence

- 4.1 All persons in the College Community are expected to adhere to any and all protocols, rules, guidelines and other expectations associated with the GC Safe plan. All persons are also expected to remind others to adhere to established protocols, rules, and guidelines as part of creating an environment of collective accountability in order to promote health and safety through the mitigation of the spread of COVID-19.
- 4.2 Non-adherence to required protocols, rules, and guidelines will be considered violation of employee Policy 3-121, Standards of Conduct (#17, Violation of Safety Practices); or the Student Conduct Standards (# 2, Violation of Safety Practices), as published in the Student Handbook.

5. Communication

- 5.1 Communication is a key element to this plan and will cover a variety of topics or messaging including:
- Guidance and directives from national, state, and local officials.
 - Information related to important Gaston College safety protocols and guidelines.
 - How the College is helping to prevent the spread of COVID-19.
 - How to stay healthy and stop the spread of germs.
 - What to do if you are sick.
- 5.2 Various communication methods and channels will be used including:
- GC Safe webpage at gaston.edu, which will be the central location for all related communications and updates.
 - Blackboard.
 - College email.
 - Text Messaging (GC Alert powered by RAVE, and via Aviso).
 - Hardcopy signage (posted throughout each campus).
 - Digital signage (posted throughout each campus).

6. Campus Access

- 6.1 Until further notice, access to Gaston College's campuses and locations is limited to students, potential students interested in enrolling in a class or program, faculty, staff, and those having a specific reason and/or business/educational purpose that is deemed essential. Campus access may also be limited by federal, state, and/or local guidelines or mandates.

7. Group Gatherings

- 7.1 Gaston College will follow any federal, [state](#), and/or local recommended or mandated rules or guidelines related to inside and outside group gatherings. In general, to mitigate the spread of COVID-19, virtual gatherings or meetings will be held when possible.

8. Health Screening

- 8.1 Anonymous health screening for students, faculty, and staff is strongly encouraged using the designated mobile app, *CampusClear*. The *CampusClear* app is compatible with Apple (IOS) and Android operating systems and can be downloaded from a mobile device's respective app store. A web version is also available for users.
- 8.2 Employees and students who have an email address domain name of *gaston.edu* or *mymail.gaston.edu* should register using their Gaston College email address. For those who do not have *gaston.edu* or *mymail.gaston.edu*, should register as a Visitor. When prompted, type in *Gaston College* and then enter a personal email address or phone number. Other recognized email address domain names include *gmail.com*, *yahoo.com*, *hotmail.com*, *aol.com*, and *msn.com*.
- 8.3 Prior to physically coming onto one of Gaston College's campuses or locations, individuals are strongly encouraged to open the *CampusClear* app and follow the instructions as part of health screening. Summary information (no individual names) will then be reviewed regularly to provide "more real-time," information in order to make quicker decisions to further promote the health and safety of the College Community.
- 8.4 Health screenings are in accordance with applicable federal or state privacy and confidentiality laws and regulations.

9. Stay-at-Home Recommendation

- 9.1 In accordance with recommendations from the [Centers for Disease Control \(CDC\)](#) and the NC Department of Health and Human Services (NC DHHS), those who are experiencing COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19, are encouraged to self-isolate and stay at home.

10. Reporting COVID-19 Exposure

1. Members of the Gaston College Community who experience the symptoms and/or tested positive for COVID-19, or have been exposed to someone who is experiencing the symptoms or tested positive for COVID-19, are asked to contact Student Affairs (Student) or Human Resources (Faculty and Staff) for assistance.
 - 10.1.1. Student Affairs: Contact Dr. Audrey Sherrill at 704.922.6217 or Dr. Jennifer Nichols 704.922.6482, or email to vpstudentaffairs@gaston.edu.
 - 10.1.2. Human Resources: Ms. Carol Denton at 704.922.6484 or denton.carol@gaston.edu, or Mr. Todd Baney at 704.922.6485, or baney.todd@gaston.edu.
2. Gaston College observes restrictions and disclosures of protected health information (PHI) in accordance with the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and the Americans with Disabilities Act (ADA).

11. Temperature Checks

- 11.1 To gain access to a Gaston College campus, building, service area, or program, temperature checks may be conducted. If temperature checks are part of gaining access, all persons are expected to comply. Signage and designated personnel will assist with directions, temperature check locations, and facilitate the temperature checking process.
- 11.2 Methods for checking temperatures include stand-alone temperature screening devices (i.e., electronic tablets positioned on a stand with a built-in or attached temperature sensing device) and/or handheld contactless laser thermometers operated by a designated temperature screener.
- 11.3 Regardless of the method used, if one's temperature is below the Centers for Disease Control (CDC) established threshold of 100.4 degrees, access will be granted. If access is granted, the person will be given a specific sticker, wristband, or other insignia to identify that they have been granted access for that particular day. Identification insignia will change from day to day (e.g., a wristband indicating access on a Tuesday cannot be used for access the following day or Wednesday). Identification insignia are only to be displayed by the person to which it is issued.
- 11.4 If one's temperature registers at 100.4 degrees or greater (i.e., elevated), a second verification temperature check may be performed using the same or another method, and if verified, access will be denied.
- 11.5 Persons denied access due to elevated temperature will be advised to leave the campus or location provided they are well enough to do so. If a person does not have personal transportation, or is not well enough to drive themselves safely, they will be directed to a designated area until medical care or transportation can be arranged.
- 11.6 The [CDC guidelines for cleaning and disinfecting](#) will be used in maintaining designated areas.

12. Higher-Risk Persons

- 12.1 In accordance with [Centers for Disease Control \(CDC\)](#) guidelines, Gaston College recognizes that there may be individuals within the College Community who are at higher risk to the effects of COVID-19, which include older adults and people of all ages with certain underlying medical conditions.
- 12.2 A student who is at higher risk should consult with their instructor and/or the College's Accessibility Counselor to determine any reasonable accommodation to limit exposure risk.
- 12.3 A faculty or staff member who is at higher risk should consult with their supervisor and/or the Office of Human Resources to determine any reasonable accommodation to limit exposure risk.

- 12.4 Special care will be given to protecting the privacy of those at higher risk for severe illness regarding underlying medical conditions.
- 12.5 Any other person who does not have a specific reason or essential need to visit one of Gaston College's campuses or locations, is strongly encouraged to remain at home and look for other ways (e.g., virtual or electronic modes of communication) to engage the College.

13. The 3 Ws (Wear, Wait, and Wash)

1. In accordance with recommendations by the CDC and the NC Department of Health and Human Services (NC DHHS), Gaston College expects all persons to practice the [3-Ws](#) while on or at a Gaston College campus or location. These actions are designed to help protect the College Community and slow the spread of COVID-19.
2. **The 3 Ws are as follows:**
 - **Wear** - a cloth covering over your nose and mouth.
 - **Wait** - 6 feet apart. Avoid close contact.
 - **Wash** - your hands often with soap and water for at least 20 seconds or use hand sanitizer.
3. **Wear - Face Coverings**
 - 13.3.1. In accordance with the [CDC](#) and the NC DHHS, face coverings are a form of Personal Protective Equipment (PPE) and are meant to protect other people in case the wearer is unknowingly infected, but does not have symptoms. Face coverings can be in the form of a cloth mask or protective shield.
 - 13.3.2. Face coverings are to be worn while on a campus, in a building, service area, or program, and specifically when social distancing of at least 6 feet is difficult or cannot be maintained. Face coverings are not required when a person is alone and isolated within a specific area (e.g., individual office).
 - 13.3.3. Individuals should follow the CDC guidelines for [how to safely wear and remove face coverings](#).
 - 13.3.4. Students who have difficulty wearing a face covering due to a medical condition should consult with their instructor and/or the College's Accessibility Counselor to determine reasonable accommodation.
 - 13.3.5. Faculty and staff who have difficulty wearing a face covering due to a medical condition should consult with their supervisor and/or the Office of Human Resources to determine reasonable accommodation to limit their exposure risk.

13.3.6. *Face coverings are available for students by contacting Ms. Renita Johnson in Student Affairs, and for employees by contacting Ms. Carol Denton in Human Resources.*

4. Wait – 6 Feet Apart (Social Distancing)

13.4.1. When access to a campus, building, service area, or program is granted, unless a specific task or activity requires otherwise, social distancing of at least 6 feet from others is expected to be practiced at all times.

13.4.2. When social distancing is difficult or cannot be maintained, face coverings are specifically required to be worn.

5. Wash – Wash or Sanitize Hands Frequently

13.5.1. Frequent and proper handwashing with soap and water for at least 20 seconds is highly recommended.

13.5.2. If soap and water are not readily available, hand sanitizer with a formula that will eliminate germs should be used. *Hand sanitizer dispensers are available in all buildings on all campuses.*

14. Other Personal Protective Equipment (PPE)

14.1 Depending on a specific activity related to a job duty or program of study, other PPE, such as protective gloves and/or a gown, may be required.

15. Coughing/Sneezing Etiquette

15.1 In accordance with recommendations by the CDC and the NC DHHS, all persons are expected to cover coughs and sneezes with a tissue or use the inside of their elbow. Used tissues are to be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

16. Personal Items

16.1 As a matter of general practice to decrease the possibility of spreading COVID-19, all persons are encouraged to limit bringing non-essential personal items on campus or into a College building.

16.2 When personal items are deemed essential (e.g., cell phones, electronics, personal medical), it is recommended that these items be cleaned and disinfected frequently.

17. Travel and Transportation

17.1 In accordance with recommendations by state and other agencies, until further notice, all non-essential College-related travel will be limited.

- 17.2 Those using public transportation or ride-sharing are encouraged to use other forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by vehicle either alone or with household members).
- 17.3 When public transportation or ride-sharing is necessary, it is recommended that CDC guidelines be followed including commuting during less busy times and cleaning hands as soon as possible afterward.

18. Common Spaces, Hallways, Stairwells, and Elevators

- 18.1 Shared spaces such as lunch rooms, break rooms, exercise rooms, and lounges will be closed as deemed appropriate. Otherwise, use will be staggered or restricted to a specific number of people to allow for social distancing and to promote safety.
- 18.2 Traffic in enclosed spaces, such as hallways and stairwells will be minimized or deemed one-directional, if possible.
- 18.3 Elevator use may be limited to one person at a time or single occupancy.

19. Food Service & Vending

- 19.1 Food services (e.g., Myers Center Café) will be suspended until further notice.
- 19.2 Food or snacks are discouraged for any in-person gatherings or meetings; however, if food or snacks are provided, disposable food service items (e.g., utensils and dishes) should be used, or individual boxes or bags should be provided.
- 19.3 Vending machines will be available and cleaned and disinfected regularly; however, special care should be taken when using a vending machine including washing or disinfecting hands before and after use.

20. Cleaning and Disinfection

- 20.1 Enhanced cleaning practices and disinfection protocols of buildings, rooms, and high-touch surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathrooms, etc.) will be followed.
- 20.2 For electronics, such as tablets, touch screens, keyboards, and remote controls, always follow manufacturer's instructions for cleaning and disinfecting electronics.

21. Physical Barriers and Guides

- 21.1 Physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult to remain at least 6 feet apart (e.g., cash registers, business office, welcome desks), will be installed where possible.
- 21.2 Physical guides, such as tape on floors or sidewalks, and signs on walls to ensure that individuals remain at least 6 feet apart in lines and at other times, will also be installed where possible.

22. Office/Work-Space/Conference Rooms/Department-Specific Safety Protocols/Meetings

- 22.1 Office/workspace (i.e., desks, chairs, and tables) should be reconfigured where possible to practice recommended social distancing. If needed and feasible, physical barriers may be placed between seating. Commonly touched surfaces and equipment should be cleaned and disinfected regularly. Use of items with high contact frequency, such as communal coffee makers and microwaves, is strongly discouraged.
- 22.2 Conference room meetings should adhere to federal, [state](#), and/or local recommended or mandated rules or guidelines related to group gatherings and social distancing. Conference rooms should be cleaned and disinfected regularly, and specifically after use. Employees are encouraged to wipe down all surfaces and equipment (e.g., mouse, keyboard, phone) touched during conference room meetings.
- 22.3 Department-specific safety protocols and guidelines may be implemented to further prevent or slow the spread of COVID-19.
- 22.4 Virtual meetings are highly recommended. When virtual meetings are not feasible, it is strongly encouraged that in-person meetings are conducted in a time sensitive manner, and that participants avoid miscellaneous discussions before or after.

23. Water and Air Quality Systems & Checks

- 23.1 Water systems and features (e.g., sink faucets, drinking fountains, and decorative fountains) will be evaluated and curtailed as deemed appropriate.
- 23.2 If a water system or feature is shut down for a prolonged period of time, it will be cleaned and disinfected prior to use to minimize the risk of Legionnaires' disease and other diseases associated with water.
- 23.3 Air quality checks will be performed in accordance with EHS practices.

24. Academic Programs of Study and Continuing Education Classes

- 24.1 Multiple modes of instruction will be used including online, in-person, and hybrid, which is a combination of online and in-person classes.
- 24.2 Online - Online courses will be offered using a variety of deliver methods or systems including:
 - Blackboard
 - Streaming video platforms
 - Live chats, individually or course-wide
 - Web conferencing tools
 - Tele-conferencing
 - Other available virtual methods
- 24.3 In-Person Instruction (classroom, lab, and clinical)

- 24.3.1 Program-specific safety protocols and guidelines may be implemented to further prevent or slow the spread of COVID-19.
- 24.3.2 Classroom, lab, and clinical capacity limited to promote social distancing as per recommendations by the CDC, NC DHHS, and/or other agencies.
- 24.3.3 Tables, desks, and chairs spaced at least 6 feet apart where feasible.
- 24.3.4 Where tables, desks, and chairs are not movable (e.g., certain lab settings), these areas will be cordoned off to maintain and promote social distancing where feasible.
- 24.3.5 In all cases, when social distancing of 6 feet is difficult or cannot be maintained, face coverings will be required.
- 24.3.6 The sharing of high-touch materials, including instructional items such as electronic devices, books, pens, and other learning aids, should be avoided to the fullest extent possible.
- 24.3.7 Items or supplies such as art supplies, lab equipment, shared desks, and/or computers should be assigned to an individual when possible or use should be limited to one group at a time.
- 24.3.8 In all cases, items or supplies are to be cleaned and disinfected between use provided there is adequate ventilation when using cleaning products.

25. External Partnerships and Safety

- 25.1 Gaston College collaborates with numerous external partners to provide work, clinical, and other opportunities as part of the education process. These partnerships support educational programs such as Work-Based Learning and hands-on practicums in clinical settings.
- 25.2 Gaston College will work with external partners to ensure that they have safety protocols in place in an effort to prevent or slow the spread of COVID-19. At a minimum, external partners are expected to follow the 3-Ws (Wear - Wait - Wash), consider additional safety recommendations as per the CDC and DHHS (e.g., cleaning and disinfecting protocols), and adhere to any specific federal, state, or local mandates.
- 25.3 Faculty, staff, and students who participate in external partnership opportunities are expected to follow all established safety protocols, which may be different from those implemented at Gaston College.
- 25.4 In some cases, Gaston College may implement and require additional program-specific safety protocols for faculty, staff, and students who participate in activities provided in collaboration with external partnerships.

26. Student Support and Success Services

- 26.1 Gaston College is committed to providing safe and accessible student support and success services. In addition to the contact information for student support and success services provided in this document, students are encouraged to visit *gaston.edu* for additional information.
- 26.2 All student support and success services will be made available. In an effort to minimize personal physical interaction in order to promote safety, all services will be offered using a variety of virtual methods including email, video conferencing, and in-person by appointment.
- 26.3 Email and telephone will be the primary methods of communication for most student support and success services. If a student support and success team member is not available to take a telephone call, students are encouraged to leave a detailed voicemail message that includes the purpose of their call and their personal email address and telephone number. Messages will be checked frequently and responded to as quickly as possible.
- 26.4 A listing of Student Support and Success Services, including contact information, is as follows:

Admissions

- Information about Gaston College and How to Enroll
- In-Person by appointment only.
 - Telephone: 704.922.6232
 - Email: admissions@gaston.edu
 - Web: www.gaston.edu/admissions-process

Advising Services (Non-Transfer)

- Counseling and advising available by phone, e-mail, & video-conferencing.
- In person by appointment only.
 - Telephone: 704.922.6220
 - Email: counselingcenteradvising@gaston.edu
 - Web: www.gaston.edu/counseling-career-development/academic-advising

Advising Services (Transfer)

- For transferring to a 4-year college or university
- Transfer Advising available by phone, email, & video-conferencing.
 - Email: transfer.advising@gaston.edu
 - Web: www.gaston.edu/counseling-career-development/academic-advising/transfer-advising-center

Blackboard

- Assistance with Blackboard and Distance Learning
 - Email: Gelsinger.kim@gaston.edu
 - Email: Murphy.Beverly@gaston.edu
 - Web: www.gaston.edu/online-learning/getting-started

Bookstore

- Online shopping with in-store pickup available.
- In-store person capacity is limited.
- Check gaston.edu for hours of operation.
 - Telephone: 704.922.6428
 - Email: bookstore@gaston.edu
 - Web: www.gaston.edu/student-resources/bookstore

Business Office

- Financial matters including tuition and fees.
 - Telephone: 704.922.6414
 - Email: office.business@gaston.edu
 - Web: www.gaston.edu/business-office

Computer Labs

- Computer labs available on campus as per posted schedules.

Continuing Education

- For course information
 - Email: ConEd@gaston.edu
 - Web: www.gaston.edu/economic-workforce-development

Counseling, Career Development, and Accessibility Services

- Services available by phone, e-mail, and video-conferencing.
- In-person by appointment only.
 - Telephone: 704-922-6220
 - Email: counselingcenteradvising@gaston.edu
 - Web: www.gaston.edu/counseling-career-development

Educational Partnerships

- Gaston College Early College High School
- College Now – Career and College Promise
- In-person by appointment only.
 - Telephone: 704.922.6297
 - College Now Email: ccp@gaston.edu
 - College Now Web: www.gaston.edu/college-now
 - Early College Web: www.gaston.edu/career-college-promise/early-college

Financial Aid

- Grants, Scholarships, and Veterans' Affairs
- In-person by appointment only.
 - Telephone: 704.922.6227
 - Email: financialaid@gaston.edu
 - Web: www.gaston.edu/pay-for-college/financial-aid

Laptop Checkout Program

Due to high demand laptops and Wi-Fi hotspots are not yet available. Check the GC Safe Student Support page for the latest updates on availability once the Fall 2020 semester starts.

- Laptops and Wi-Fi Hotspots, when available, will be issued on a first-come, first-serve basis and may not be reserved in advance.
- Items may be checked out for a maximum of one semester.
- If not returned on the return date, a \$100 late fee will be charged. Additional fees will apply for the replacement of items that are lost, stolen or damaged.
- Checkout program available through Technology Services in CET-11 on the Dallas campus.
 - Telephone: 704.922.6420
 - Email: mcneill.savonne@gaston.edu

Libraries

- Library Services
 - Telephone: 704.922.6359
 - Email: stone.libby@gaston.edu
 - Email: craig.calvin@gaston.edu
 - Web: www.gaston.edu/library

Learning and Writing Centers

- Tutoring and Writing Assistance
 - Dallas Learning Center Telephone: 704.922.6349
 - Lincoln Learning Center Telephone: 704.748.5236
 - Learning Center Email: learningcenter@gaston.edu
 - Learning Center Web: www.gaston.edu/student-resources/learning-center
 - Writing Center Telephone: 704.922.2369
 - Writing Center Email: writingcenter@gaston.edu
 - Writing Center Web: www.gaston.edu/writing-center

Records and Registration

- Records, Registration, Graduation, and Transcripts
- In-person by appointment only.
 - Telephone: 704.922.6232
 - Email: gcregistrar@gaston.edu
 - Web: www.gaston.edu/records-registration

Student Outreach Services (SOS)

- Available for enrolled students and their family members 24/7/365.
- Access to clinicians to assist with personal or academic-related challenges and concerns.
- Services are confidential and at no cost to the student and family members.
 - Telephone: 800.633.3353
 - Web: www.mygroup.com
 - Username: [gastoncollegesos](#)
 - Password: [guest](#)

Sponsorship Office

- Third-Party Tuition & Fee Payment
 - Telephone: 704.922.6410
 - Email: gc.sponsorship@gaston.edu
 - Web: www.gaston.edu/business-office/sponsorship-office

Student Life

- Student Government Association (SGA) and Other Student Activities
 - Telephone: 980.355.9656
 - Email: studentlife@gaston.edu
 - Web: www.gaston.edu/student-activities

Technology Services

- Assistance with computer and other technology including hardware and software needs
 - Email: techserv@gaston.edu
 - Web: www.gaston.edu/student-resources/technology-resources

Testing Center (Katherine Harper)

- Admissions and Program Testing at Gaston College
- In-person by appointment only.
 - Telephone: 704.922.2433
 - Email: KHTC@gaston.edu
 - Web: www.gaston.edu/testing

27. Faculty and Staff Support Services

27.1 Gaston College is committed to providing safe and accessible employee support during the COVID-19 pandemic, which includes the following:

27.1.1 Temporary Teleworking Program - Teleworking and related practices such as replacing in-person meetings with video- or tele-conference calls whenever possible will continue. These practices will be further supported by staggered work and other schedules where possible.

27.1.2 Teleworking Resources - Online professional development opportunities are available through the College's NEOGOV LEARN software and system. Examples of training videos available include: Build Psychological Immunity During the Coronavirus Outbreak; Coping with Change; 8 tips for working remotely; 8 tips for managing remote teams; Online security tips for working at home. For questions concerning Teleworking Professional Development, contact Stephen Haynes at haynes.stephen@gaston.edu.

27.2 Faculty Resources for Online Teaching

27.2.1 Blackboard

- Course Continuity Resources are available to assist with moving courses to an online delivery format.

- Blackboard Learn – short, helpful videos are available to become familiar with the features of Blackboard.
- Blackboard Learn Help – is available to answer common questions and provides tips and tricks for the effective use of Blackboard.
- The Distance Education Team is available for questions and support by emailing distanceeducation@gaston.edu.

27.3 Employee Assistance Program (EAP) services are available for employees and their family members. Through the EAP program, employees can access clinicians to assist with personal or academic-related challenges and concerns. EAP services are confidential and at no cost to the employee and family members. EAP services are available at www.mygroup.com or 1.800.633.3353.

Resources

Centers for Disease Control - <https://www.cdc.gov/>

Gaston County Coronavirus Updates - <http://www.gastongov.com/coronavirus>

Gaston County DHHS -

https://gastongov.com/government/departments/health_and_human_services/index.php

Lincoln County Health Department - <https://www.lincolncounty.org/index.aspx?nid=117>

NC DHHS Interim Guidance for Institutions of Higher Education (July 15, 2020)

NC Division of Public Health - <https://publichealth.nc.gov/>

Open Smart EDU Planning Guide - <https://www.opensmartedu.org/>

Ready.gov – Emergency Planning - <https://www.ready.gov/plan>

Reopening: Guidance for General Office Settings - https://aiha-assets.sfo2.digitaloceanspaces.com/AIHA/resources/Guidance-Documents/Reopening-Guidance-for-General-Office-Settings_GuidanceDocument.pdf

U.S. Department of State Travel Advisories -

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

World Health Organization - <https://www.who.int/>

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Implementation Plans (A – B – C) Click on Plan Letter for More Information:		A	B	C
Plan Effective Date:		8/20/20	TBD	TBD
General Safety & Health Protocols				
Campus Access	Limited to current students, potential students, faculty, staff, and those with an essential business/educational purpose.	•	•	
Campus Access	Limit to persons who support essential functions of the college.			•
Cleaning & Disinfection	Increased for buildings, rooms, and high-touch objects or surfaces.	•	•	•
Physical Barriers	Installed at “high-personal interaction” areas such as welcome/reception desks, business office, & bookstore.	•	•	•
Communication & Signage	GC Safe webpage & campus signage reminding of safety protocols, guidelines, and other COVID-19 information.	•	•	•
Water Systems & Air-Quality	Water systems appropriately curtailed as needed & cleaned prior to use. Air-quality checks performed per EHS practices.	•	•	•
Travel & Transportation	Limited as per federal, state, or local recommendations/mandates.	•	•	•
Personal Safety & Health Protocols				
Health Screenings	Encouraged using the secure mobile app <i>CampusClear</i> .	•	•	•
Temperature Checks	May be required for campus, location, and/or building access.	•	•	•
3-Ws	Practice the 3-Ws: Wear face coverings. Wait 6-feet apart (Social Distancing). Wash and/or disinfect hands.	•	•	•
Coughing & Sneezing Etiquette	Practice recommended etiquette of covering coughs and sneezes with a tissue or use of the inside of their elbow.	•	•	•
Group Gatherings	Limited as per federal, state, or local recommendations/mandates.	•	•	•
Communal Spaces (Lunch/Break Rooms)	Closed or limited access to promote social distancing.	•	•	•
Stay-at-Home/Self-Isolation	Protocols in place for anyone who is sick and/or experiencing the effects of COVID-19.	•	•	•
Higher-Risk Persons	Protocols in place for those at higher risk to the effects of COVID-19.	•	•	•
Academic Programs of Study & Continuing Education Classes				
Instructional Modes (Multiple)	Online, In-person, and Hybrid classes.	•		
Instructional Modes (Limited)	Online to fullest extent possible. Limit in-person to Public Safety & Health, and classes deemed critical for COVID-19 response		•	
In-Person Instruction (As Applicable)	Includes program-specific protocols, limited or assigned seating, and spacing of desks/tables for social distancing.	•	•	
Instructional Modes (Single)	Online classes only. No in-person instruction.			•
Student Support & Success Services (Admissions, Bookstore, Business Office, Computer Labs, Counseling, Advising, Financial Aid, Tutoring, Writing, Testing)				
Support/Services Modes (Multiple)	Multiple ways to receive support and services including by telephone, email, video conferencing, & in-person by appointment.	•		
Support/Services Modes (Limited)	Limit ways to receive support and services to telephone, email, or video conferencing (No in-person).		•	•
Student Outreach Services (SOS)	Confidential, 24/7/365 counseling services available at no cost for enrolled students and their family members.	•	•	•
Distance Learning/Technology (Multiple)	Virtual & in-person Blackboard help, laptop/Wi-Fi Hotspot “check-out” (per availability), and general technology support.	•	•	
Distance Learning/Technology (Limited)	Virtual Blackboard help, laptop/Wi-Fi Hotspot “check-out”, and general technology support. <i>Due to high demand, laptops and Wi-Fi hotspots are not yet available. Check the GC Safe Student Support page for the latest updates on availability for Fall 2020 semester.</i>			•
Employee Support Services				
Telework (Limited)	Limited teleworking complemented with staggered work schedules by department, subject to approval.	•	•	
Telework (Semi-Full)	Teleworking to the fullest extent possible, complemented by staggered work schedules, except supporting essential functions.			•
Professional Development	Professional development courses available to assist with instruction and managing during COVID-19.	•	•	•
Employee Assistance Program (EAP)	Confidential, professional counseling services available at no cost for employees and their family members.	•	•	•

Implementation Plan A

Effective: 8/20/2020
Supersedes: First Issue

The GC Safe plan has three Implementation Plans: Plan A, Plan B, and Plan C, which are designed to respond to current risks and relative changes associated with the potential spread of COVID-19. The GC Safe Plan and Implementation Plans, including movement to another Implementation Plan, are subject to change based on internal and external information, or Indicators.

General Safety & Health Protocols

- Campus access limited to current students, potential students, faculty, staff, and persons with an essential business/educational purpose.
- Cleaning & disinfection increased for building, rooms, and high-touch objects or surfaces.
- Physical barriers installed at “high-personal interaction” areas such as welcome/reception desks.
- GC Safe webpage for updates & campus signage reminding of safety protocols, guidelines, and other COVID-19 information.
- Water systems appropriately curtailed as needed & properly cleaned prior to use.
- Air-quality checks performed per EHS practices.
- Travel & transportation limited as per federal, state, or local recommendations/mandates.

Personal Safety & Health Protocols

- Health screenings using the secure mobile app CampusClear.
- Temperature check may be required for campus, location, and/or building access.
- Practice of the 3-Ws: Wear face coverings, Wait 6-feet apart (social distancing), and Wash and/or disinfect hands.
- Group gatherings limited as per federal, state, or local recommendations/mandates.
- Communal spaces (e.g., lunch rooms, break rooms, etc.) closed or limited access to promote social distancing.
- Stay at home and self-isolation protocols in place for anyone who is sick and/or experiencing the effects of COVID-19.
- Protocols in place for those at higher risk to the effects of COVID-19.

Academic Programs of Study & Continuing Education Classes

- Online, In-person, and Hybrid (combination of Online and In-person) classes available.
- In-person instruction includes program-specific safety protocols, limited or assigned seating as per group gathering recommendations/mandates & repositioning of desks/workstations to promote social distancing.

Student Support & Success Services

- Telephone, email, and video conferencing options available for support and success services including Admissions, Advising, Counseling, Financial Aid, Tutoring, Testing, Writing, Bookstore, and Business Office.
- Student Outreach Services (SOS) – confidential counseling services for enrolled students and their family members 24/7/365 at no cost.
- Telephone, email, and video conferencing support for Distance Learning (Blackboard).
- Telephone, email, and video conferencing support for general technology (Computer/Software).
- Laptop & Wi-Fi Hotspot “check-out” program will be available. ***Due to high demand, laptops and Wi-Fi hotspots are not yet available. Check the GC Safe Student Support page for the latest updates on availability for Fall 2020 semester.***

Employee Support Services

- Teleworking complemented by staggered work schedules by department and subject to approval.
- Online professional development courses available to assist with instruction and managing during COVID-19.
- Employee Assistance Program (EAP) - confidential counseling services for employees and their family members 24/7/365 at no cost.

For more information, visit gaston.edu/gcsafe

Implementation Plan B

Effective: TBD
Supersedes: First Issue

The GC Safe plan has three Implementation Plans: Plan A, Plan B, and Plan C, which are designed to respond to current risks and relative changes associated with the potential spread of COVID-19. The GC Safe Plan and Implementation Plans, including movement to another Implementation Plan, are subject to change based on internal and external information, or Indicators.

General Safety & Health Protocols

- Campus access limited to current students, potential students, faculty, staff, and persons with an essential business/educational purpose.
- Cleaning & disinfection increased for building, rooms, and high-touch objects or surfaces.
- Physical barriers installed at “high-personal interaction” areas such as welcome/reception desks.
- GC Safe webpage for updates & campus signage reminding of safety protocols, guidelines, and other COVID-19 information.
- Water systems appropriately curtailed as needed & properly cleaned prior to use.
- Air-quality checks performed per EHS practices.
- Travel & transportation limited as per federal, state, or local recommendations/mandates.

Personal Safety & Health Protocols

- Health screenings using the secure mobile app CampusClear.
- Temperature check may be required for campus, location, and/or building access.
- Practice of the 3-Ws: Wear face coverings, Wait 6-feet apart (social distancing), and Wash and/or disinfect hands.
- Group gatherings limited as per federal, state, or local recommendations/mandates.
- Communal spaces (e.g., lunch rooms, break rooms, etc.) closed or limited access to promote social distancing.
- Stay at home and self-isolation protocols in place for anyone who is sick and/or experiencing the effects of COVID-19.
- Protocols in place for those at higher risk to the effects of COVID-19.

Academic Programs of Study & Continuing Education Classes

- Online classes to the fullest extent possible.
- Limit in-person instruction to Public Safety & Health programs and others deemed critical for COVID-19 response.
- In-person instruction includes program-specific safety protocols, limited or assigned seating as per group gathering recommendations/mandates & repositioning of desks/workstations to promote social distancing.

Student Support & Success Services

- Telephone, email, and video conferencing options available for support and success services including Admissions, Advising, Counseling, Financial Aid, Tutoring, Testing, Writing, Bookstore, and Business Office.
- Student Outreach Services (SOS) – confidential counseling services for enrolled students and their family members 24/7/365 at no cost.
- Telephone, email, and video conferencing support for Distance Learning (Blackboard).
- Telephone, email, and video conferencing support for general technology (Computer/Software).
- Laptop & Wi-Fi Hotspot “check-out” program will be available. ***Due to high demand, laptops and Wi-Fi hotspots are not yet available. Check the GC Safe Student Support page for the latest updates on availability for Fall 2020 semester.***

Employee Support Services

- Teleworking complemented by staggered work schedules by department and subject to approval.
- Online professional development courses available to assist with instruction and managing during COVID-19.
- Employee Assistance Program (EAP) - confidential counseling services for employees and their family members 24/7/365 at no cost.

For more Information, visit gaston.edu/gcsafe

Implementation Plan C

Effective: TBD
Supersedes: First Issue

The GC Safe plan has three Implementation Plans: Plan A, Plan B, and Plan C, which are designed to respond to current risks and relative changes associated with the potential spread of COVID-19. The GC Safe Plan and Implementation Plans, including movement to another Implementation Plan, are subject to change based on internal and external information, or Indicators.

General Safety & Health Protocols

- Campus access limited to persons who support essential functions of the College.
- Cleaning & disinfection increased for building, rooms, and high-touch objects or surfaces.
- Physical barriers installed at “high-personal interaction” areas such as welcome/reception desks.
- GC Safe webpage for updates & campus signage reminding of safety protocols, guidelines, and other COVID-19 information.
- Water systems appropriately curtailed as needed & properly cleaned prior to use.
- Air-quality checks performed per EHS practices.
- Travel & transportation limited as per federal, state, or local recommendations/mandates.

Personal Safety & Health Protocols

- Health screenings using the secure mobile app CampusClear.
- Temperature check may be required for campus, location, and/or building access.
- Practice of the 3-Ws: Wear face coverings, Wait 6-feet apart (social distancing), and Wash and/or disinfect hands.
- Group gatherings limited as per federal, state, or local recommendations/mandates.
- Communal spaces (e.g., lunch rooms, break rooms, etc.) closed or limited access to promote social distancing.
- Stay at home and self-isolation protocols in place for anyone who is sick and/or experiencing the effects of COVID-19.
- Protocols in place for those at higher risk to the effects of COVID-19.

Academic Programs of Study & Continuing Education Classes

- Online classes only.

Student Support & Success Services

- Telephone, email, and video conferencing options available for support and success services including Admissions, Advising, Counseling, Financial Aid, Tutoring, Testing, Writing, Bookstore, and Business Office.
- Student Outreach Services (SOS) – confidential counseling services for enrolled students and their family members 24/7/365 at no cost.
- Telephone, email, and video conferencing support for Distance Learning (Blackboard).
- Telephone, email, and video conferencing support for general technology (Computer/Software).
- Laptop & Wi-Fi Hotspot “check-out” program will be available. ***Due to high demand, laptops and Wi-Fi hotspots are not yet available. Check the GC Safe Student Support page for the latest updates on availability for Fall 2020 semester.***

Employee Support Services

- Teleworking to the fullest extent possible by department and subject to approval.
- Online professional development courses available to assist with instruction and managing during COVID-19.
- Employee Assistance Program (EAP) - confidential counseling services for employees and their family members 24/7/365 at no cost.

For more information, visit gaston.edu/gcsafe