



**Galveston  
College**

**COVID-19  
Operational Guidelines  
for Summer Classes**

**Updated: May 15, 2020**



# COVID-19 Operational Guidelines for Summer Classes



Coronavirus Disease 2019 (COVID-19 and its impact to Galveston College prompted a series of fast-paced responses that continue to alter our day-to-day lives. On March 23, Galveston College moved to remote operations for the remainder of the spring 2020 semester, and the college continues to adhere to Governor Greg Abbott's executive orders and Centers for Disease Control and Prevention (CDC) guidelines related to coronavirus to ensure the safety and health of those we serve.

The health and safety of Galveston College students, faculty, and staff is our highest priority. College officials continue to work closely with state and local healthcare officials and to monitor information from the CDC to ensure that relevant guidance is distributed to our students, faculty, and staff in a timely manner. President Myles Shelton has also convened an internal Emergency Management Team to plan for any impact on the Galveston College community.

**The Galveston College website will be updated frequently at [gc.edu/coronavirus](https://www.galvestoncollege.edu/coronavirus) to provide the latest information as the situation evolves.**

**For additional information, please contact the Office of Public Affairs at [PublicAffairs@gc.edu](mailto:PublicAffairs@gc.edu).**

## Summer Instruction

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All May mini-semester and summer classes (both credit and non-credit) shall be delivered online, except where certain technical courses or programs require hands-on instruction that cannot be delivered online, but can be delivered face to face in accordance with CDC guidelines and in accordance with Governor Abbott's Executive Order GA-18.

### **Galveston College programs where certain hands-on instruction cannot be delivered online may include:**

Associate Degree Nursing  
Certified Nurse Assistant (CE)  
Computed Tomography  
Computer Network System Administration  
Cosmetology  
Culinary Arts  
Diagnostic Medical Sonography  
Electrical & Electronics  
Emergency Medical Services  
Heating, Ventilation, Air Conditioning and Refrigeration  
Law Enforcement Academy  
Logistics (CE)  
LVN/EMT-P Transition to Associate Degree Nursing  
Magnetic Resonance Imaging (MRI)  
Medical Administration  
Nuclear Medicine  
Phlebotomy (CE)  
Radiation Therapy  
Radiography  
Surgical Technology  
Vocational Nursing  
Welding

## **For students, as well as faculty, staff, and visitors who come to campus:**

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### **1. Entering a building/facility at the designated location:**

- a. Facial masks or face coverings will be required to enter the buildings. (For additional information see Face Covering Use on Campus)
- b. The temperature of faculty, staff, students, and/or other campus visitors will be taken on arrival each day.
  - i. If fever is indicated, faculty, staff, students, and/or visitors will be asked to leave the buildings and seek medical guidance or assistance, as appropriate.
- c. Faculty, staff, students, and/or other campus visitors will be screened for COVID-19 symptoms upon their arrival to campus.
  - i. If symptoms are indicated, the individual will be asked to leave the building and seek medical guidance or assistance, as appropriate.
- d. For individuals who are asked to leave the campus, please see section on return to campus for additional information.
- e. For additional information on entering the buildings, please see Campus Screening Guidelines.

## 2. Once inside campus facilities:

- a. Faculty, staff, students, and visitors shall maintain social distancing of at least 6 feet. If this is not possible, students, faculty, and/or staff shall wear appropriate PPE and follow other appropriate guidelines as may be established.
- b. Students, faculty, staff, and visitors who are on-campus will be expected to wear masks or face coverings. (For additional information see Face Covering Use on Campus)
- c. Observe other applicable guidelines and instructions.

## 3. Entering a classroom, laboratory, or shop:

- a. Before entering a classroom, shop, or laboratory, all individuals should wash or sanitize their hands.



## 4. Staying safe:

- a. All technical classes involving hands-on instruction must be conducted in accordance with CDC guidelines and other safety protocols, as appropriate.
- b. Campus common areas or gathering spaces, such as the student center, the fitness center, and the coffee bars in student services and BBS will be closed.
- c. Staff will disinfect facilities and workstations / equipment on a regular basis.
- d. Staff will disinfect frequently touched surfaces (such as doorknobs, tables, chairs, restrooms, etc.) on a regular basis.
- e. After each use or class period, the classroom and items that may have been touched by faculty, staff, or students shall be disinfected.
- f. Training on CDC COVID-19 Guidelines for faculty, staff, and students will be provided as needed and appropriate.
- g. There will be signs posted around campus as well as in the shops and labs listing some of the symptoms of COVID, fever, cough, shortness of breath.
- h. There will be signs posted around campus as well as in the shops and labs reminding all to wear their mask/facial covering, to practice best hygiene practices, including the washing or sanitizing of hands, social distancing, etc.

## 5. Other considerations:

- a. Drinking fountains are temporarily closed to help prevent the spread of the virus.
- b. Travel restrictions - All business travel for Galveston College employees is suspended through the summer unless it is determined to be mission-critical or health-critical and has been approved by the College leadership. All Galveston College sponsored student travel is suspended for the summer.

# COVID-19 Campus Screening Guidelines

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## Enter through the designated entry way.

To ensure that everyone entering Galveston College or the Galveston College Charlie Thomas Family Applied Technology Center (ATC) is screened for COVID-19, there will only be a single entrance into each facility.

**Galveston College Main Campus:** East door to the atrium in the Mary Moody Northen Center

**Galveston College Charlie Thomas Family Applied Technology Center (ATC):**

Enter through building 3; once screened, individuals may then proceed to buildings 1 or 2.

**Individuals not wearing an appropriate mask or facial covering will not be admitted to the buildings.**

## Screening for Temperature

Temperature – Temperature equal to or greater than 100.00 degrees F.

## Screening for Other Symptoms

Persistent productive cough  
Loss of taste or smell  
Chills  
Repeated shaking with chills  
Headache

Sore throat  
Shortness of breath or difficulty breathing  
Diarrhea  
Muscle pain

## Screening for Contact with an Individual who has COVID-19

Screen for close contact with a person who has been confirmed within the past 14 days as having COVID-19

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If temperature is less than 100.00 F, if there are no noticeable symptoms of COVID-19, and if there has been no known exposure to COVID-19, then the individual is admitted to college facilities.

If someone screens positive for temperature or symptoms, this individual will be asked to leave the buildings and seek medical guidance or assistance, as appropriate.



## Return to Campus

For individuals who are not admitted to campus because of one or more of the above stated symptoms or for an individual who develops one or more of these symptoms during the day while on campus (and who has been asked to leave campus), these individuals will not be permitted to return to campus until:

1. At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and,
2. The individual has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
3. At least 10 days have passed since the symptoms first appeared.

In the case of a faculty member, staff member, or student, or campus visitor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional, the individual is assumed to have COVID-19, and the individual may not return to campus (classrooms, laboratories, etc.) until that individual has completed the same three-step criteria listed above; or,

If the faculty member, staff member, student, or campus visitor has symptoms that could be COVID-19 and wants to return to campus before completing the above isolation period, the individual must obtain a medical professional's note clearing the individual to return to campus based on an alternative diagnosis.

Before returning to campus, individuals (faculty, staff, or students) who have had close contact with a person who has a confirmed case COVID-19 shall complete a 14-day self-quarantine period from the date of last exposure.

## Face Covering Use on Campus

The Center for Disease Control (CDC) is currently recommending that everyone wear a face covering in a public setting.

If you are on campus, you are expected to use an appropriate face covering while walking to and from your class or work location, during classes or labs, and/or at other times when it is not possible to maintain adequate social distance.

Cloth face coverings, as recommended by the CDC, are perfectly acceptable. You may wear a N95 or surgical mask if you already have one in your personal possession. However, these supplies are considered critical supplies and are not necessary to meet the face covering guidelines.

Your cloth face covering should be routinely washed depending on the frequency of use. Regular machine washing and drying should be sufficient.

Be careful not to touch your eyes, nose, or mouth when removing your cloth face covering. Wash your hands immediately after removing and handling prior to laundering.

The requirement for wearing a face covering on the GC campus will continue until further notice.



**Appropriate  
Facial Covering or Mask  
Required Beyond  
this Point\***

\*For additional information and current updates see:  
<https://gc.edu/coronavirus>



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