

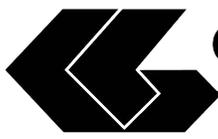


**Galveston
College**

**COVID-19 UPDATE
MAKING IT REAL
FOR SUMMER AND FALL 2021**

**A Framework for Summer and Fall
Classes and Campus Operations**

UPDATED MAY 5, 2021



Message from the President

Dear Students, Faculty, and Staff:

As we look toward the summer and fall semesters, I hope each of you and your loved ones are staying well, are continuing to follow all appropriate health protocols so as to protect yourselves and your loved ones, and have or will soon be vaccinated against COVID-19 and its variants.

There are so many things that have changed since we first took all of our classes online in March of 2020 due to COVID-19. And, I cannot even begin to tell you how much we appreciate your work and efforts during this pandemic, nor can I express how much we miss seeing each and every one of you on campus on a regular basis.

As we look to the future, I believe the future is brighter and the end of this COVID-19 pandemic is coming closer to becoming a reality. As of the end of April, we are advised that over 50 percent of those living in Galveston County have been fully vaccinated or have at least had their first vaccination against COVID-19.

So as we make plans for the summer and fall, we - the faculty and staff of Galveston College - want to continue to be guided by and continue to work to fulfill our College's Vision, Mission, and Purposes. However, in these unusual times we want to make an extra effort to ensure that while we are working to provide high-quality learning experiences for each and every student that we also are working to protect the health and wellbeing of each member of our College family and our College community during this pandemic.

I know that many of you are asking questions about what the summer and fall semesters will be like. First, I want you to know that as we reach the first of June, all faculty and staff are expected to be back on campus on a regular basis. The time is right, and I believe we can do this safely. And then for the fall semester, we are planning for all students who want to, to be able to take in-person/face-to-face classes as part of their schedule. However, we also understand and believe that as a result of our students' experiences over the past year that many students may have found that online/internet classes provide an avenue to learning with which they may want to continue. So, for the fall Galveston College will be offering a robust face-to-face schedule as well as a robust schedule for online classes.

As we continue to make preparations and plans for the summer and the fall, we look forward to how these semesters become real for you. The College has created a framework outlined in the following pages that begins to describe the plans for this summer and for the coming fall semester. Remember, this is only a framework. And, I would remind you that as the pandemic moves forward, the situation is still playing out on a daily basis with much of what we will be able to do dependent on everyone being vaccinated and continuing to follow all appropriate health and safety protocols.

Basically, we must continue to be flexible while carrying out our goals and helping students to achieve their goals in a way that works to protect every member of the College community.

We are looking forward to our summer and fall semesters, and I know together teaching and learning can happen, we can fulfill our mission and purposes, and we can Make It Real for the summer and fall of 2021.

Regards,

W. Myles Shelton, Ed.D.
President

Instruction

Summer

- Provide students instructional choices that fit their preferred learning style and their comfort level during this pandemic by providing high-quality learning experiences where classes are delivered through a variety of different modes of instructional delivery. Classes may be offered via face-to-face (F2F) instruction, hybrid-synchronous (a combination of F2F and Zoom-type meetings), hybrid- asynchronous (a combination of F2F and traditional online instruction), online synchronous via Zoom, and/or traditional online asynchronous instruction.
 - Note: All F2F classes will need to be prepared to rapidly move online if a COVID-19 case is found within a class or a particular group of classes, or if the pandemic worsens, or if we are so directed by state and local officials.
- Limit occupancy in classrooms, laboratories, and/or campus dining rooms to no more than 50 percent of normal capacity or ensure that each classroom or instructional area allows for at least 40 to 50 square feet per student.
- To help promote social distancing, the class schedule will be altered to extend the passing period between classes.
- Each course/program area will have an instructional continuity plan in the event that the faculty member becomes ill.
- All students will be expected to have a computer for their classes. (For additional information, see Computer Specifications. Financial aid recipients may be eligible for additional funding to cover this purchase, while other students may have access to emergency aid or the student computer loan program. Please contact the Financial Aid Office for additional information.)
- The College will continue to work to provide IT infrastructure and support, and will work to ensure availability of appropriate devices, software, and/or other tools necessary for uninterrupted high quality learning experiences.

Fall

- Provide students instructional choices that fit their preferred learning style by providing high-quality learning experiences where classes are delivered through a variety of different modes of instructional delivery. Classes may be offered via face-to-face (F2F) instruction, hybrid-synchronous (a combination of F2F and Zoom-type meetings), hybrid-asynchronous (a combination of F2F and traditional online instruction), online synchronous via Zoom, and/or traditional online asynchronous instruction.
- Although we are anticipating a more normal fall semester, all F2F classes will still need to be prepared to rapidly move online if a COVID-19 case is found within a class or a particular group of classes, or if the pandemic worsens, or if we are so directed by state and local officials.
- As we move to the fall semester, we are expecting to be able to use the full capacity of each of our classrooms; however, this is subject to the further review prior to the beginning of the fall semester.
- The passing period between classes will continue to be extended to help promote social distancing in campus hallways.
- Each course/program area will have an instructional continuity plan in the event that the faculty member becomes ill.
- All students will be expected to have a computer for their classes. (For additional information, see Computer Specifications. Financial aid recipients may be eligible for additional funding to cover this purchase, while other students may have access to emergency aid or the student computer loan program. Please contact the Financial Aid Office for additional information.)
- The College will continue to work to provide IT infrastructure and support, and will work to ensure availability of appropriate devices, software, and/or other tools necessary for uninterrupted high quality learning experiences.

Campus Health and Safety

Summer

- Establish a personal responsibility health campaign that includes, but is not limited to, wearing facial coverings, social distancing, personal health monitoring, frequent hand washing, and the use of hand sanitizer.
- Continue to follow established guidelines for face coverings while on campus. (See: Face Covering Use on Campus)
- Continue to practice social distancing while on campus.
- Quickly identify and isolate potential COVID-19 cases.
- Individuals at higher risk for COVID-19 may request additional modifications.
- Continue to act on the advice of state and local health officials, as well as guidance provided by the Centers for Disease Control and Prevention.

Student Engagement, Student Life, and Academic and Student Support Services

Summer

- Provide in-person and/or online tutoring and academic assistance.
- Provide in-person and/or online advising/counseling, testing services, admission and registration services, financial aid services, and cashiering/business office services.
- Provide virtual and/or in-person access to learning resources and library services.
- Offer virtual and/or in-person recreational activities and student life programming.
- Require event pre-registration and record participant attendance to enhance contact tracing capability.
- Limit attendance at indoor and/or outdoor activities/events through social distancing, following space and capacity guidelines, and following guidelines for face coverings while on campus. Additional restrictions may apply. All activities and/or events require prior approval.

Student Housing

Fall

- 131 student housing beds will be available for the fall of 2021.
- Additional information will be coming soon.

Food Service

Summer

- Food service/dining hall seating capacity has been rearranged and expanded to encourage social distancing. All dining areas will undergo frequent cleaning.
- New Plexiglas has been installed in the food-service areas and other appropriate locations to help limit contact with others.
- All meals will be served in individual containers. In addition to serving meals in campus dining spaces, meals-to-go will be available.
- Food-service employees are expected to wear masks and gloves while preparing and serving food in the food service areas of the campus.

- Food service will follow all appropriate restaurant guidelines as directed by state and local officials.
- The coffee bars in Student Services and Building Bridges to Success (BBS) will remain closed until further notice.

Athletics

Summer and Fall

- Practice and all intercollegiate competition will be conducted within the guidelines established by the National Association of Junior College Athletics (NJCAA), NJCAA Region XIV, and state and local officials, as well as college guidelines and protocols.
- Student housing will be open and available to student athletes for the fall semester. (See Student Housing for additional information)
- Student travel for athletic purposes will be conducted within the guidelines established by the NJCAA, the Region XIV Conference, state and local officials, and guidelines and/or protocols as established by Galveston College.
- These guidelines will be reassessed on an ongoing basis and will be updated, altered, extended, and/or lifted based on the best available information regarding COVID-19 and the pandemic.

Campus Facilities

Summer

- Water Fountains – All students and employees are encouraged to bring their own water bottle or container as water fountains will continue to be closed during the summer semesters.
- Elevators – During the pandemic, the capacity of each elevator will be limited by the size of the elevator. After touching the elevator buttons, do not touch your eyes or face cover, but immediately wash your hands or use hand sanitizer after departing the elevator.
- As many College employees interact with students and the public, the College has modified a number of workspaces by installing Plexiglas barriers to maintain physical separation.
- Hermes Fitness Center and Gym – The fitness center and the gym are open. As certain guidelines and restrictions do apply, please check with the fitness center for additional guidelines and/or restrictions.
- Performances, Lecture Series, Activities, and/or Campus Events – Many events and/or activities will be offered virtually. Performances, the lecture series, and/or campus events that include a face-to-face component must follow all safety protocols, including but not limited to social distancing and the use of facial coverings. Additional restrictions may apply. All F2F performances and/or events must be approved in advance by the administration.
- Campus facilities and custodial staff will continue to follow all appropriate and enhanced cleaning guidelines and/or protocols during the time of the pandemic. In addition, employees and students need to participate and help keep their classrooms, laboratories, and/or work areas safe. Disinfecting spray and/or wipes will be provided. It is everyone's responsibility to share in the effort by spraying and/or wiping surfaces, equipment, and/or workspaces between users.
- Continue to ensure that HVAC systems are clean and operating efficiently. Further, the College should work to ensure that HVAC systems provide sufficient and appropriate outside/outdoor air into campus buildings.

Travel

Summer

- Student Travel - All Galveston College sponsored student travel will be limited through the summer. The College will continue to monitor the pandemic and adjust travel restrictions, including travel for athletic purposes, as warranted and/or directed by state and local officials.
- Employee Travel - All travel for Galveston College employees will be limited through the summer, unless it is determined to be mission-critical or health-critical and has been approved by the College leadership. Employees are responsible for canceling all travel plans and reservations. Please note that the College will work with faculty and staff regarding incurred expenses for conferences or events that have been canceled or for conferences or events where the College has suspended travel.
- Students and/or employees who have traveled to a country for which the CDC has issued a Level 3 or Level 2 Warning related to COVID-19 are expected to follow all guidelines as established by the CDC, prior to returning to campus.

Reporting COVID-19, Testing, and Tracing

Summer

- Students, faculty, and staff who test positive for COVID-19, who have been exposed to an individual who has tested positive, or who are experiencing symptoms consistent with COVID-19 are required to self-report. The form to self-report can be found at: <https://gc.edu/coronavirus-report/>. Additional information concerning COVID-19 can be found at: <https://gc.edu/coronavirus/>

Timelines and Staffing

Summer

- Staffing –
 - Beginning June 1, all faculty and staff are expected to return to campus for work. (Regular on-campus schedules and on-campus operations resume June 1, 2021.) This is important to the College and to our students as the kind of teamwork and the personal interaction among colleagues that happens in person is not really possible when working in a virtual environment.
 - Please note that this staffing plan and these guidelines are subject to change at any time. Changes may be based on the needs of the College, what we are advised by state and local health officials, and/or what we understand about the pandemic.

Coming to Campus

Summer

1. Entering a building/facility:
 - a. Facial masks or face coverings will be required to enter the buildings. (For additional information see Face Covering Use on Campus) (All campus entryways reopen on June 1.)
2. Once inside campus facilities:
 - a. Faculty, staff, students, and visitors shall maintain social distancing of at least 6 feet. 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 classes must be conducted in accordance with CDC guidelines and other safety protocols, as appropriate.
 - b. Staff will disinfect facilities and workstations / equipment on a regular basis.
 - c. Staff will disinfect frequently touched surfaces (such as doorknobs, tables, chairs, restrooms, etc.) on a regular basis.
 - e. 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.
 - f. 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.

COVID-19 Campus Screening Guidelines

Summer

Enter campus facilities:

- Beginning June 1, all campus entryways will reopen.
- A mask or facial covering will be required to enter campus buildings.

Faculty, staff, students, and guests who are experiencing COVID-19 symptoms should not come to campus. Symptoms may include:

- Temperature equal to or greater than 100 degrees F.
- Persistent productive cough
- Sore throat
- Loss of taste or smell
- Shortness of breath or difficulty breathing
- Chills
- Diarrhea
- Repeated shaking with chills
- Muscle pain
- Headache

Return to Campus: For individuals who stayed away from campus because of one or more of the above stated symptoms, for an individual who develops one or more of these symptoms during the day while on campus, or for an individual (who has not been fully vaccinated) who has had direct exposure to someone who has tested positive for COVID-19, these individuals will not be permitted to return to campus until:

- The individual completes the COVID-19 report (Immediately following exposure and/or the development of symptoms) at: <https://gc.edu/coronavirus-report/> and,
- The individual completes a self-quarantine period (as recommended by the CDC) without COVID-19 symptoms; or,
- The individual completes a self-quarantine (as recommended by the CDC) and receives a negative test result for COVID-19 (SARS-COV-19) after exposure. An antibody test is not sufficient; or,

- As directed by the College's Medical Director.

Face Covering Use on Campus

- As the CDC is currently recommending that everyone wear a face covering over the mouth and nose in a public setting, a facial covering or mask is required to enter all campus buildings.
- 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. It is also recommended that even with a mask you maintain an appropriate 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 Galveston College campus will continue until further notice.

Computer Specifications (Recommended minimum computer specifications)

A computer is required for every class at Galveston College.*** Recommended minimum student computer specifications*: A laptop or notebook (mobile workstation) with the following minimum specifications*:

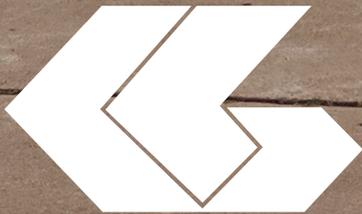
Screen Size:	13" to 15"
Display Resolution:	1920 by 1080
Memory:	4 GB to 8GB
Processor:	Intel Core i3 – equivalent or better
Hard Drive/Storage:	256GB SSD
Keyboard:	Standard Integrated Keyboard
WIFI:	WIFI enabled
Other:	Integrated webcam, microphone, and speakers**

Examples: Minimum examples include, but are not limited to:
 Dell Inspiron 14-3000
 Dell Inspiron 15-3000
 Dell Inspiron 5000
 Dell Latitude 3500
 HP Notebook 15
 HP 250 G7
 Equivalent or better computers are acceptable

**Students enrolling in high-technology or engineering programs of study should check with their instructor for additional and/or other computer requirements.*

***Instead of using your computer's microphone and speakers when participating in an online discussion in public places (such as the College library), headphones (or earbuds) with an integrated microphone are recommended.*

****Financial aid recipients may be eligible for additional funding to cover this purchase, while other students may have access to emergency aid or the student computer loan program. Please contact the Financial Aid Office for additional information.*



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