



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Peter Hans, President*

May 22, 2020

**Memorandum**

To: Presidents

From: Peter Hans, President  
Kimberly Gold, Senior Vice President/Chief Academic Officer

Subject: Easing restrictions for Face-to-Face Instruction and Services

This purpose of this memo is to provide modifications to memo CC20-21 – College Guidance for Instructional Response to COVID-19 issued March 18, 2020 as well as memo CC20-039- Allowing Additional Face-to-Face Instruction for Spring and Summer 2020 Terms issued April 20, 2020.

Memo CC20-21 and memo CC20-039 provided guidance that restricted face-to-face instruction and detailed exceptions for instruction and services that aligned with the essential business designation provided by the Governor as described in Executive Order 131 dated April 9, 2020 and Executive Order 138 dated May 5, 2020.

This memo provides updated guidance regarding allowable face-to-face instruction consistent with Phase II of Easing Restrictions as described in Governor’s Executive Order Number EO 141 dated May 20, 2020. It should be noted that the limitations regarding mass gatherings stated in Executive Order 141 do not apply to educational institutions (see Section 7.A.2.a).

Beginning May 22, 2020 colleges are encouraged to make local decisions regarding course and service offerings. In making these decisions each college should establish a plan to utilize appropriate health protections and social distancing protocols as described by the CDC guidance for Institutes of Higher Education and guidance provided by the North Carolina Department of Health and Human Services.

To assist colleges in decision making, a planning tool that provides important considerations for easing restrictions is attached. Recognizing that each community may face differing conditions

**CC20-042**  
**Email**

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Easing restrictions for Face-to-Face Instruction and Services and needs, colleges are strongly encouraged to work with local health officials and local governments as they develop plans for easing restrictions.

**It is critical that institutions also create contingency plans to ensure they are prepared to adjust instruction and services in the event that conditions warrant the reinstatement of restrictions.**

The purpose of this tool is to assist NC community colleges in making decisions about easing restrictions on face-to-face instruction during the COVID-19 pandemic. It is important to check with local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

## Should you consider resuming in-person instruction?

- ✓ Will resuming in-person be consistent with applicable state and local orders?
- ✓ Is the college ready to protect students and employees [at higher risk](#) for severe illness?

If any are **NO** ↓



**ALL YES** →

## Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene](#) practices such as [hand washing](#) and students and employees [wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation
- ✓ Increase [social distancing](#) through spacing, staggering in-person classes and employee shifts, and using systems to allow for online or phone transactions where feasible
- ✓ Inform employees of health and safety protocols

If any are **NO** ↓



**ALL YES** →

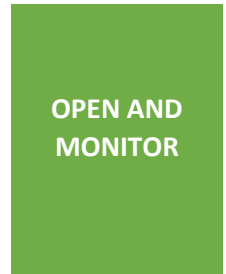
## Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for when students or employees get sick. Regularly communicate and monitor regarding cases, exposures, and updates to policies and procedures
- ✓ Consult with the local health authorities if there are cases in the facility or an increase in cases in the local area
- ✓ Develop plan to transition to online learning if stay-at-home order is reinstated.

If any are **NO** ↓



**ALL YES** →



NC Department of Health and Human Services  
COVID-19: Social Distancing, Screening, Hygiene for  
Easing Restrictions

**Proposed Strategy to Expand Face-to-Face Instruction in Community Colleges While  
Continuing to Limit Spread**

May 6, 2020

*Working Draft*

# **Strategic Goal and Guiding Principles**

## **Strategic Goal**

1. Reopen schools and businesses while continuing to limit spread

## **Guiding Principles**

1. Increase social distancing
2. Implement hygiene protocols
3. Monitor workforce and participant health
4. Protect vulnerable populations
5. Provide education to build awareness and combat misinformation

Guiding Principles	Objectives
1. Increase social distancing	Structural/physical space modification to enforce distance
	Limit density
	Minimize opportunity for sustained exposure
2. Implement hygiene protocols	Disinfecting surfaces and common spaces
	Systematic hygiene routines
3. Monitor workforce and participant health	Establish and enforce sick policy to support disease suppression
	Implement systematic symptom screening
	Recommend resiliency and support resources
4. Protect vulnerable populations	Identify and protect high risk for severe disease
5. Provide education to build awareness and combat misinformation	Proactive information dissemination Identify and address misinformation

## Reopening Community Colleges (1 of 2)

Goal	Objectives	Possible Approaches
1. Increase social distancing	Structural/physical space modification to enforce distance	<ul style="list-style-type: none"> <li>Clearly mark designated entry and exit points; if a building has only one sufficiently-sized entry/exit point, try to stagger entry and exit times if possible.</li> <li>Configure classrooms to have students spaced at least 6' apart</li> <li>Clearly mark 6 feet of spacing in lines and other areas where people congregate, and enforce those limitations.</li> <li>Clearly mark 6 feet of spacing in a designated area outside the establishment where people congregate due to limits on indoor capacity.</li> <li>Post signage that reminds people about required Social Distancing (at least 6 feet apart).</li> <li>Prominently provide alcohol-based hand sanitizer (at least 60% alcohol) at entrances and exits and near high-touch areas</li> <li>Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possibly by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk to people using the facility.</li> </ul>
	Limit density	<ul style="list-style-type: none"> <li>Continue distance education where possible</li> <li>Stagger in-person classes where distance education is not possible</li> <li>Continue remote working as much as possible</li> <li>Stagger shift where remote working is not possible</li> </ul>
	Minimize opportunity for sustained exposure	<ul style="list-style-type: none"> <li>Develop and use systems that allow for online, email, or telephone transactions</li> </ul>
Implement hygiene protocols	Disinfecting surfaces and common spaces	<ul style="list-style-type: none"> <li>Perform assessment of facilities to identify high-touch areas</li> <li>Perform frequent and routine environmental cleaning and disinfection of high-touch areas with an EPA approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19)</li> <li>Make disinfecting wipes and/or sprays that are EPA approved against SARS-CoV-2 available for shared items while using manufacturers instructions for proper use and contact time</li> </ul>
	Systematic hygiene routines	<ul style="list-style-type: none"> <li>Have employees and students wash hands or use hand sanitizer immediately upon entering a building and frequently throughout the day</li> <li>Systematically and frequently check and refill hand sanitizers and assure soap and hand drying materials are available at sinks</li> </ul>

## Reopening Community Colleges (2 of 2)

Goal	Objectives	Possible Approaches
Monitor workforce and participant health	Establish and enforce sick policy to support disease suppression	<ul style="list-style-type: none"> <li>• Enforce employees and students to stay home if sick</li> <li>• Liberal use of sick leave policy</li> <li>• Expand paid leave policies to allow employees to stay home</li> <li>• Have a plan in place for immediately removing employee or student from class/work if symptoms develop. Designate cleanable area with separate trash cans, tissues, and cleaning supplies for use by employees or students who develop symptoms during the workday if waiting to be picked. Require symptomatic persons to wear masks until leaving the facility. Cleaning and disinfecting procedure should be implemented by designated personnel using appropriate PPE once sick person leaves.</li> <li>• If an employee or student has been diagnosed with COVID-19 they should be excluded from work until cleared per CDC recommendations:               <ul style="list-style-type: none"> <li>• No fever for at least 72 hours since recovery (without the use of fever-reducing medicine AND</li> <li>• Other symptoms have improved (e.g., coughing, shortness of breath) AND</li> <li>• At least 10 days have passed since first symptoms</li> </ul> </li> </ul>
	Implement systematic symptom screening	<ul style="list-style-type: none"> <li>• Daily symptom screening (standard interview questionnaire) of employees and students at entrance to workplace with immediately sending symptomatic persons home to isolate (<a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a> )</li> <li>• Post signage requesting that people who are or have recently been symptomatic not to enter</li> </ul>
	Resiliency and support resources	<ul style="list-style-type: none"> <li>• Provide employees and students with information on help lines to access for information or other support in reference to COVID-19, e.g. 211 and Hope4NC Helpline (1-855-587-3463)</li> </ul>
Protect vulnerable Populations	Identify and protect high risk	<ul style="list-style-type: none"> <li>• Enable staff to self-identify as high risk for severe disease and reassign work to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, or to telework if possible</li> <li>• Enable students to self-identify as high risk and make classroom accommodations for them or allow them to continue distance education.</li> </ul>
Provide education to build awareness and combat misinformation	Proactive information dissemination	<ul style="list-style-type: none"> <li>• Signage and other messaging to remind patrons and staff of physical distancing</li> <li>• Education on COVID 19 strategies for staff and students. (videos, webinars, FAQ)</li> </ul>
	Combat misinformation	