Gateway Community College
Campus COVID Operations Plan
Fall 2021

Name of Institution: Gateway Community College
COVID-19 Coordinator: Sharon Aceto, Associate Dean of Campus Operations/COVID Coordinator
Email: SACeto@gwcc.commnet.edu, gw-covid@gwcc.commnet.edu
Fall start date for classes starting on campus: 8/26/2021
Expected number of students on campus: 2,355
Average number of faculty/staff on campus: As of August 26, 2021: 150
Expected percentage of on ground credited courses: 33%
Expected percentage of on ground non-credit courses: 28%

PART 1 – Teaching Plans:
Classrooms
• Class modality: on-ground 33%, hyflex 0%, hybrid 9%, online 58% (incl. LRON)
• Number of full time 10 and part time 60 faculty teaching on campus
• Number of full time 0 and part time 0 faculty teaching hyflex
• Number of full time 60 and part time 26 faculty teaching hybrid
• Number of full time 20 and part time 180 faculty teaching online

Workforce Development
Fall start date for classes starting on campus: 08/13/2021
Expected number of students on campus: estimated 250
Expected number of faculty/staff on campus: 25/12

Classrooms
Total number of classes offered: 99
• Class modality: on-ground ____ 28___%, hyflex ____ 0__%, hybrid ____ 31____, online ____ 40___%
• Number of full time _____ and part time ____15___ faculty teaching on campus
• Number of full time _____ and part time ____0___ faculty teaching hyflex
• Number of full time _____ and part time ____10__ faculty teaching hybrid
• Number of full time _____ and part time ____20___ faculty teaching online

Classrooms will be configured with a minimum of 3 feet social distancing in most cases, with all in attendance wearing masks to start the semester. A classroom seating chart is recommended to assist in contact tracing should it be necessary. Sign in sheets are optional and at faculty discretion.

All faculty should be prepared to pivot to conduct their courses in an online/virtual/remote format should pandemic conditions worsen and necessitate it. Students also should be encouraged to prepare to complete their courses online should the need arise.

2—Student Services Plans
General description of operations - The student services offices all directly support students in the areas of enrollment and academic support. Accessibility Services, Admissions Office, Career Services, CES

Effective date of 8/25/2021
(Center for Educational Services) testing/tutoring, Counseling and Wellness, Financial Aid, Registrar’s Office, Student Activities Office, and Student Success/Advising.

The full array of campus and student services will be offered on-ground this fall. Staff in these offices will be required to wear masks and practice physical distancing whenever possible. Alternate meeting spaces have been identified on campuses to support physical distancing for meetings should staff and/or students be more comfortable in a larger space. Appointments may be required for some services, but all offices will be open to walk-in students.

- **Number of full time 28 and part time 39 staff working on campus (The increase reflects the addition of all the tutors.)**
- **Number of full time 0 and part time 0 staff working remotely**

**PART 3--Campus Services Plans**

Food service is being offered this fall semester. Opportunities for outside dining and “grab-and-go” meals are still encouraged especially, for those who are unvaccinated. Masks may be removed while actively eating and drinking in designated areas. Maintaining physical distancing from others while eating and drinking, is highly encouraged for fully vaccinated individuals, and required for unvaccinated individuals.

**Food services:** Regent Catering/Food Services  
**Reopening date:** August 26, 2021  
**Hours of operation will begin from 7:30 a.m. – 4:30 p.m. Monday – Friday**

- **Number of full time 4 and part time 2 staff working on campus**

**General description of operations:** Employees must always wear face coverings. Patrons must always wear face coverings, except while seated, and actively eating or drinking. Limited indoor capacity will allow patrons who may need to enter/exit through the indoor space to access the seating, restroom(s), or payment location, and allow such access/egress in a socially distanced manner. Outdoor seating on ground level and 4th floor patio is available for overflow outdoor dining space – open daily 8am-4pm. There will be physical spacing of 3’ for order, pick-up or payment lines. All condiments are provided directly to customer in single-use disposable containers or reusable containers that are regularly cleaned/disinfected. Pre-packaged silverware or pre-rolled silverware will be available. There will be cleaning throughout the day and disinfecting as needed.

**Café Vincenzo:** 1 Dinner/lunch per week/ 10 weeks  
**General description of operations:** Select group of seniors within the community, faculty/staff and Foundation members and a single guest will be invited through email. Café Vincenzo will not be open to the general public at this time. Vaccination will be required to attend. Tables will be physically distanced at 3’. Masks will be required except when seated at the table and actively eating or drinking. To-Go orders will be processed in accordance with current DPH/Campus guidelines.

Effective date of 8/25/2021
The Writing Center: will provide services both on ground and remotely in accordance with campus guidelines.

Literacy Volunteers: will be available for student support both on ground and virtually in accordance with campus guidelines. Vaccination is required for all students/non-students and Literacy Volunteer staff.

Bookstore:

- Number of full time _6_ and part time__1_ staff working on campus

Fall hours will be Monday - Thursday 9am-4pm, with one late evening, closed on weekends. During the first two weeks of classes the bookstore will have extended hours. Online ordering via the website remains an option with both pick-up and shipping. A maximum of 10 customers will be allowed in bookstore. Floor stickers indicate social distance ques. The public is not allowed to self-serve/touch books; management will assist.

Library:

- Number of full time __8_ and part time____6_ staff working on campus
- Number of full time ___ and part time____ staff working remotely

General description of operations: During the fall and spring semesters there are 8 full-time staff, 6 part-time EA librarians, and at least 2 part-time student workers. The full-time staff covers the day shift hours and the EAs cover the evening and weekend shifts. Of the EAs - 2 cover Monday through Thursday 4pm to 9pm, 1 covers Friday 1pm to 6pm, and 2 cover Saturday 8am to 1pm. The student workers are part-time as well, but only work on campus. In the fall, the on-campus hours will increase to Monday through Friday, and possibly Saturday. The part-time EAs would work on campus during their scheduled evening and possibly Saturday shifts.

Curbside pickup and drop-off will continue for the fall. Study rooms will reopen, but only allow two people at a time. The multipurpose room which can be used for social distanced seating, first floor seating areas and library stacks will also reopen. Those changes would increase occupancy to around 40.

Early Learning Center (ELC):

- Number of full time 8 and part time estimated 23 staff working on campus
- Number of full time TBD maybe 1 and part time TBD staff working remotely
- Number of children served: 60 +
- ELC Food Services with Regent Catering will resume Fall 2021.

General description of operations: Staff and families will work with the Office of Early Childhood, Gateway Community College, and New Haven health officials to determine strategies appropriate for social distancing in childcare. The following social distancing strategies that may include:

Effective date of 8/25/2021
• Classrooms shall include children from all curriculums, and teachers will remain with their assigned children. Teachers shall be responsible for distancing children when appropriate.
• Family events such as festivals, holiday events, and special performances will depend on current guidance.
• Group activities that may promote transmission will be organized to ensure children are not exposed to people outside the Center.
• Families are asked to stagger arrival and drop off times. The ELC will have drop off and pickup at the playground door. There will be marking or signs so parents will know where to stand to limit direct contact between parents and staff members. Staff and families will adhere to social distancing recommendations.
• Parents will not enter the Center at drop off or pick up.
• There will be a guard stationed in the vestibule to help monitor drop off and pick up of children and ensure distance is kept.
• Staff and families will work together to comply with recommended/required mask use. In Accordance with the Office of Early Childhood’s current requirements regarding masks, the Early Learning Center will require all children 3 years of age and older to wear a mask while in attendance.
• Children will arrive in a mask or face covering at the start of their day.
• Parents will provide a minimum of two masks/face coverings per day for their child’s use, masks will go home each day for washing.
• If families are not able to supply masks, the ELC will provide disposable masks for the children when in attendance.
• Soiled masks/face coverings will be removed following CDC guidelines and will be sent home in a sealed Ziploc bag.
• Masks will not be worn during nap time, meal/snack time, or outdoor play where six feet of distance between students can be maintained.
• Scheduled “mask breaks” will be provided to the children throughout the day and monitored by the classroom teacher (a minimum of six feet of distance between children will be maintained during these breaks).
• Children who are newly enrolled/have just turned 3 (within the past two months) will be permitted to remove their masks/face coverings as they learn to acclimate wearing a mask or face covering.
• Children with documented medical conditions, special health care needs or developmental needs are not required to wear a mask or face covering. Children with documented disabilities or special education needs are not required to wear a mask or face covering.

Non-Compliance of Children: Gentle adult guidance will be given to children who are having difficulty wearing their mask or face covering. Children will be encouraged in a positive manner for wearing their mask or face covering. Adult modeling of mask wearing will always take place, encouraging children to wear their masks as well. Children shall not be excluded from the program or isolated from their peers due to the child’s non-compliance with mask wearing.

Non-Compliance of Parent or Guardian: Parents or Guardians who disagree with the mask policy must meet with the center director (not the classroom teacher) to discuss concerns and develop a plan for their child’s attendance. This policy will be in effect beginning September 21, 2020 with a slow phase in
practice; the full policy will be in complete effect as of October 19, 2020 and will remain in effect until it is no longer deemed necessary by the Department of Public Health and the Office of Early Childhood. Mask policy is in effect for anyone dropping off or picking up a child.

Veteran Oasis Centers:

- Number of full time 1_ and part time 0_ staff working on campus
- Number of full time ___ and part time_____ staff working remotely

*General description of operations* – The Veterans OASIS center is linked to our veteran’s representative’s office. The lounge remains open as needed for our veterans to use but campus protocols to mitigate COVID exposure (e.g., physical distancing, wearing masks, etc.) remain in effect.

Welcome/Security Centers: New Haven

- Number of full time __31_ and part time__3__ staff working on campus
- Number of full time __0_ and part time__0__ staff working remote

*General description of operations:* The makeup of the GCC Public Safety Department for the New Haven Campus, fall session, will be the following: (1) Site Manager, (3) Supervisors, (25) Full Time officers, (2) Full Time New Haven PD stationed at Crown St. Garage for traffic control - as needed (3) Part Time Officers which encompasses all three shifts, seven days a week - as needed. GCC will go from (4) main entrances to (5) main entrances open at the college daily. This additional entrance is accessed from the fourth floor of the GCC Garage. There will be additional officers assigned to the ELC and Library. The main south entrance on George Street is open daily for those parking in the Temple Garage. Campus ID will continue to offer online services. On ground operations will be relocated to S103.

Welcome/Security Center: North Haven

Makeup of the GCC Public Safety Department for the North Haven Campus, fall session, will be the following: (2) Full Time Officers which encompasses two shifts 5 days per week.

Congregate Spaces:

- Student Lounge/Faculty Lounge/ Game Rooms/ SGA/PTK Office, etc., will be open in the Fall 2021 semester
- Furniture will be replaced and arranged according to current physical distance guidelines
- Furniture in Hallways / study pods: The South building stadium seating and all other occasional seating areas throughout the campuses are open
- Rental Spaces: The Community Room N100 will be used for General Education and Nursing classes. Events/meetings requests are reviewed in accordance with current guidance
- Physical distancing markers are placed in corridors and offices where students and/or employees are likely to que up
- Elevators are restricted to two passengers at a time, with appropriate signage warnings to maintain physical distancing inside the elevator cars

Effective date of 8/25/2021
• All water fountains are turned off and bagged and replaced with one bottle filling station/one per floor per building
• The Exercise Science Lab will reopen

PART 4—Technology/Facilities Planning

Information Technology:

The IT department’s technicians will have surveyed the entire campus to identify and remediate any malfunctioning equipment before faculty, staff and students return to campus in September. Multiple laptop carts were dismantled to provide laptops for telecommuting in the early stages of the COVID crisis. Most of those laptops have stayed with their respective faculty and staff, some had to be end of life due to the laptop being inadequate to handle computing needs. Carts will be replenished for the campus to be properly functional. It will also be very desirable to replace multiple computer classrooms, as those computers are aging out and are no longer adequate for college classroom computing needs. Laptops and laptop carts for multiple classroom utilization; laptop carts for the Library and Science labs need to be replenished; 15-20 rooms refitted to enable lecture streaming. The college will continue to provide telecommuting equipment for employees who are authorized to telecommute.

Facilities Planning:

Classrooms will be configured with a minimum of 3 feet social distancing in most cases and with all in attendance wearing masks to start the semester. We will continue to monitor the public health conditions and guidance and adjust if possible. Additionally, the following items will be available:

• Hands-free hand sanitizer stations are in hallways throughout the building
• Hand sanitizer is provided in each classroom
• Sanitary wipes are provided in each classroom for self-use at workstations
• Disposable masks are available at all security desks should faculty, staff or students need one
• COVID signage is fixed in common areas, bathrooms, hallways, cafeteria, entry doors, and elevators

PART 5—Virus Mitigation Strategies/Rules to Contain Exposure

Vaccination

According to the CDC, COVID vaccines are safe and effective for reducing the risk for COVID 19 infection and virtually eliminating severe illness and death. Infections happen in only a small proportion of people who are fully vaccinated and when these infections do occur, they tend to be mild. However, if fully vaccinated individuals become infected with the Delta variant, there is some evidence they can spread the virus, though this is less likely and, if it happens, for a shorter duration than can unvaccinated people.

For the fall semester, the BOR requires COVID-19 immunization for all employees and credit and non-credit students with the allowance of exemptions for medical and non-medical reasons. Campuses will
continue to coordinate with the state Department of Public Health to advertise and host vaccine clinics to promote access to these important vaccines.

Student vaccination FAQs (ct.edu)

Please note: Only individuals designated by the CEO or COVID Coordinator are permitted to ask students their vaccine status and to change the parameters of their school activities based on vaccine status. These include:

- Students - Dean Alese Mulvihill (Amy DeFigueiredo), and Ron Chomitz and Samantha Murphy from Accessibility Services
- Employees - Marlene Cordero and Kara Turman from Human Resources
- Employees or Students - Dean Sharon Aceto (Batreece Jett), CEO William Brown (Shermaine Edmonds)

The names of unvaccinated students or employees will not be shared with faculty and staff. Students should not be asked to disclose their vaccination status inside the classroom.

Masking

- **Inside**: At this time, because of current virus conditions, wearing face coverings (multi-layer cotton mask recommended) over the nose and mouth is required inside all campus buildings for both vaccinated and unvaccinated students and employees. This includes offices, conference/meeting rooms, event spaces, classrooms, libraries, and laboratories, etc.

- **Outside**: Masking will not be required outside of buildings. However, we strongly encourage those who are not vaccinated to continue to wear masks outside. As noted above, campus leaders may deem masks necessary at certain outdoor larger events with mixture of vaccinated and unvaccinated populations in attendance.

- All visitors—including contractors, delivery personnel, students in enrichment courses such as boat safety or computer courses, high schools’ students engaged in dual enrollment or continuing education courses, employees in business-sponsored training programs, parents with children in early childhood centers, and similar groups of intermittent attendees at the campuses—must also be masked indoors.

- **Inside (exceptions)**: Exceptions will be made in the following circumstances:
  - Individuals working alone in an enclosed space (an office, research lab, or area with a door or cubicle with walls that extend at least 30 inches above the desktop).
  - Some students and employees, who have received accommodations, may wear face shields instead of masks.

We will continue to evaluate indoor masking guidelines, with the hope that these can be further relaxed or eliminated based on CDC and DPH guidance for vaccinated individuals.

Physical Distancing

Effective date of 8/25/2021
• **Outside:** Physical distancing will not be required outside of buildings except as deemed necessary by the institution such as large events with mixed of vaccinated and unvaccinated people where both physical distancing and masks may be required.

• **Inside, for vaccinated AND unvaccinated individuals:** DPH has indicated classrooms are low-risk spaces due to the student vaccination requirement and the universal wearing of masks. Fall classroom spaces have been arranged in most cases at a minimum of 3 feet of physical distancing. In addition, office areas, particularly those that serve students, have been arranged with a minimum of 3 feet of physical distancing wherever possible.

**Weekly COVID Testing**

Weekly testing will take place on campus for individuals who are unvaccinated or do not provide proof of their vaccine status. Sema 4 is the testing vendor who will coordinate with the college to provide testing on Tuesdays from 8:30-12:30 and Wednesdays from 1:30-6pm in N101. Email reminders for weekly testing will be sent to all unvaccinated individuals. The testing vendor will bill insurance where possible or the cost will be covered by the state. Appointments can be scheduled at https://app.acuityscheduling.com/schedule.php?owner=20132254&calendarID=5955524

**Vaccinated students will not be tested as part of the weekly screening program.**

**Quarantine/Isolation/Contact Tracing**

All individuals should watch for Symptoms of COVID-19 | CDC, and if they have symptoms, should be tested and stay away from others. Symptoms can arise 2-14 days after exposure to the virus.

Per CDC guidance,

- **You quarantine** when you might have been exposed to the virus. Quarantine means to stay home and away from other people outside the home.
- **You isolate** when you have been infected with the virus, even if you don’t have symptoms. To isolate means the sick person stays away from everyone, including people in their home.

Should an employee or student test positive for COVID, is in close contact with someone who tests positive for COVID or feels symptomatic, they are required complete the online Self Report Illness Form located at https://www.gatewayct.edu/COVID19-info. Once your Self Report is received the COVID Coordinator will contact you to discuss your report. For positive cases you will be advised to isolate for 10 days and not return to work or class until free of fever for 24 hours without the use of fever-reducing medication, other symptoms are improving and the COVID Coordinator has confirmed you can return safely to school. COVID-19: When to Quarantine | CDC. All other scenarios of close contact, and/or symptoms/testing periods will be determined in collaboration with your COVID Coordinator and local officials. All quarantine/isolation periods will be communicated to your supervisors and security by the COVID Coordinator.

The COVID Coordinator will work with the local public health department and support contact tracing so that any individuals considered close contacts can be notified. A contact is defined by the CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over
a 24-hour period. For those considered a close contact who **ARE NOT** vaccinated, they should get a COVID test within 3-5 days of exposure, are not to return to work or class for 14 days from date of exposure and the COVID Coordinator has confirmed they can return safely to school.

People who are fully vaccinated **DO NOT** need to quarantine after contact with someone who had COVID-19. However, fully vaccinated people should continue to wear a mask and be tested 3-5 days after their exposure. Should the vaccinated close contact get a positive test result or experience symptoms, they must self-isolate for 10 days or until fever is gone for 24 hours without the use of fever-reducing medication, other symptoms are improving and the COVID Coordinator has confirmed they can return safely to school.

**Requesting an Accommodation/Exemption**

Faculty or staff who wish to seek a medical exemption or disability-related accommodation regarding vaccination are asked to contact HR shared services (HR). Students who wish to seek medical/disability accommodations should contact the Disability Services offices and students who wish to seek non-medical exemptions should contact the Student Affairs office on their respective campuses for assistance.

**Cleaning/Sanitizing Virus Mitigation Strategies**

- Hand sanitizer stations are stationed in common areas of both campuses
- Reception and high traffic walk up areas have plexiglass barriers
- Disposable masks are available at Security Desks
- Face shields are available upon request
- People Track system (card access) is located at Security Desks where your campus ID must be scanned when entering and exiting the building. Please note you should not swipe in/out more than once per day
- While DPH has indicated that disposable wipes for disinfection are no longer required for use in shared areas, we will continue to make them available to faculty and staff in classrooms and upon request in offices
- Good hygiene (e.g., frequent hand washing with soap and water or alcohol-based sanitizer) continues to be encouraged after use of shared equipment and common areas
- Daily cleaning with detergent products (soap) and water or commercially prepared cleaning products EPA approved for use against the virus that causes COVID-19 will be used in accordance with DPH guidance in all high touch areas of the buildings including hallways, offices, classrooms, lounges, cafes, outdoor spaces, elevators, bathrooms etc.
- Bathrooms and high touch areas such doorknobs, elevator buttons, classrooms desks, shared equipment, handrails will be cleaned daily however self-service cleaning of personal workspace, desktops, keyboards, and classroom tablet arms are recommended between use
- Disinfecting wipes and hand sanitizer dispensers are provided in all classrooms
- Facilities Operations Management will meet weekly to review cleaning and safety protocols and monthly as a team to review updated CDC/DPH guidelines. This plan will be updated accordingly
Plans for allowing visitor access to campus (special events, etc.)

For the Fall 2021 semester, visitors are welcome on campus provided they are conducting official college-related business and adhere to current COVID guidelines (i.e., wearing a mask, social distancing, sign in sheets, handwashing, etc.).

The College is restricting events to entities who have Special Events that can be held in accordance with social distancing guidelines. Cleaning protocols will be in service pre/post event gatherings.

The college is making every effort to limit the interactions between the joint community/college program students (e.g., Gateway to College) and the college student body outside of the classroom to mitigate the spread of the virus between groups such as different eating areas or times, and appointments for library and other resources areas.

All attendees at these events are considered visitors and are required to wear masks and observe physical distancing. Tracking attendance is strongly encouraged should contact tracing be required due to notification of a positive case.

Document travel restrictions for professional development, student trips, etc.

- Per the CDC guidance, unvaccinated individuals who travel outside of Connecticut should get a test 1-3 days before and 3-5 days after travel and quarantine for 7 days upon return; even if they get a negative test individuals should quarantine for the full 7 days. If they receive a positive test or experience symptoms, isolation is required for 10 days or until fever is gone for 24 hours and other symptoms are improving. Before returning to campus, students and employees must be cleared by the COVID Coordinator. Those who are vaccinated do not need to test or quarantine after traveling.

- Currently, the CDC recommends individuals do not travel internationally until they are fully vaccinated. Read the full CDC international travel guidance for vaccinated and unvaccinated individuals (cdc.gov) The COVID-19 situation, including the spread of new or concerning variants, differs from country to country. All travelers need to pay close attention to the conditions at their destination before traveling.

- Unvaccinated employees and students should be prohibited from school-sponsored travel unless granted an exception for special circumstances until such time as local, national, and international transmission of the virus is low and/or CDC guidance changes. All school-sponsored and personal international travel must be discussed with the COVID Coordinator to establish a plan for the student’s or employee’s safe return to campus. All sponsored trips should follow CDC guidance for public transportation. Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs | CDC

Note: the travel rules do not apply to individuals who commute from neighboring states to go to school or work.

Effective date of 8/25/2021
PART 6—Communications

Minimum biweekly communications to employees and the student Connected emails will continue to provide information and updates throughout the 2021-22 academic year (these will be more frequent as needed). The marketing campaign - which targets the public - includes the following messaging: "More in-person fall offerings" and "Your safety and success are our priority." This includes billboards, digital, broadcast, print, and social media advertising. PSAs and press releases will be sent as more information becomes available. The dedicated page on the campus website will provide answers to FAQs and address concerns as they present, and all plans, announcements, and information about pandemic-related matters will remain on the college website.

PART 7 - Telework

Only employees in the SEBAC classified bargaining units are eligible for telework agreements at the colleges. A telework request process has been established through the HR shared services. Those employees without a telework arrangement approved by HR are expected on campus full time.