

**Stark State College**  
**General Coronavirus Protocols for returning to campus operations**  
*Updated as of May 12, 2020*

The general Coronavirus protocols will be reevaluated as new emergency orders and additional information become available.

The college will limit entrances to screen for symptoms and take temperatures of students, faculty, staff and visitors.

Masks/scarf/facial covering must be worn by everyone in hallways, labs, classrooms, conference rooms and restrooms at all times, with the exception of being in a room or office alone.

The college will maintain 6 feet of social distancing by utilizing physical cues in areas where individuals typically congregate including cafeteria, bookstore and areas where lines form.

Where deemed appropriate, offices will stagger staffing levels so that we are able to service student needs by maintaining work from home and face-to-face appointments.

Faculty and Staff with underlying health conditions may continue to work from home with prior approval.

In-person meetings on campus will be limited; Zoom meeting will continue to be the standard meeting format.

The college will continue deep-cleaning procedures and sanitizing areas such as door handles, doors, counters, tables, etc. Hand sanitizer, sanitizing wipes will continue to be provided to all areas throughout the campus and satellites.

Where deemed appropriate, Plexiglas barriers will be provided where social distancing cannot be maintained.

**Contact tracing**

- Contact tracing is a tool that Public Health officials use in the fight against infectious diseases. Public health staff work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious.
- Public health staff then warn these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.
- In the event that a SSC employee has been exposed to someone with coronavirus we would like to assist the authorities in the process of contact tracing.
- It can be difficult to recall all of your interactions with individuals after the fact. Please keep track of any individuals that you encounter in the workplace so that we can assist public health officials. We also recommend that you keep track of these interactions.

**Levels by physical location:**

Level 1: Remote operation

Level 2: Blended of remote and in person

Level 3: On campus with social distancing protocols

Level 4: Normal (before Covid19)



## **Phase I (May 1 – May 31) – LEVEL 1**

### **ACADEMIC AFFAIRS:**

#### **Phase I (May 1 – May 31) –LEVEL 1: Completion of Spring Skills-based Lab Course**

- Only faculty who need to complete spring skills-based lab courses will be permitted on campus for academic affairs. Doing so will assist with controlling the number of individuals on campus.
- Staff members will continue to work remotely.
- Two entrances on main campus will be available: S building and J building
- Health protocols will apply in the classrooms, just as they do upon entry to the building
- RAC is establishing a virtual returning advising center to assist returning students with registration

### **ADVANCEMENT, MARKETING, CAREER SERVICES and HUMAN RESOURCES:**

- Level 1 - All staff will continue to work remotely and VP will inform security if anyone needs on campus other than those already approved.

### **BOOKSTORE/College Store Operations-Main and Akron locations:**

General Coronavirus Protocols for returning to campus operations will be followed during all phases.

- Week of May 4 - Outreach to academic deans for needed supplies for students to complete the lab courses from Spring semester. Store would be opened by appointment and to accommodate the lab course needs.
- Week of May 11- The store will also open for buyback and rental return during normal building hours.
- Week of May 18- 29 Stores would be open regular building hours for student pick up of online orders for Summer semester and for graduation regalia pickup if student desires. Orders will also be shipped to students at their request.

### **BUSINESS, FINANCE AND IT DIVISION:**

- Level 1 - Most staff will continue to work remotely and VP will inform security if anyone needs to be on campus, other than those already approved. Approved staff will continue to report. All Custodial and Maintenance staff will report beginning May 4<sup>th</sup>.

### **ENROLLMENT MANAGEMENT:**

- Level 1 - All work remains remote through May 22 with a skeleton staff on campus to process any necessary paperwork
  - Students continue to be served remotely/online for processes (apply for admissions, apply for financial aid, register, advising appointments, Accuplacer test, etc)
  - A skeleton staff will be on campus to process any necessary paperwork, correspondence, and mail while physical offices remains closed to students
  - Institutional Research returns to campus May 4 with social distancing protocols in place
- Level II - Blend of remote and in person- begins May 26 through June 5

- An on-campus staff schedule developed to allow students choice of coming to campus to apply (admissions and financial aid), test, advise and enroll
- Staff members are rotated with half working remotely and half on campus
- Some areas (testing lab, FAFSA lab, Information phone team, front counters, and advising offices) need to be relocated and/or restructured to maintain social distancing

## **Phase II (June 1 – July 5) – LEVEL 2:**

### **ACADEMIC AFFAIRS:**

Phase II (June 1 – July 5) – LEVEL 2: First 5 weeks, 8 and 10 week sessions begin during this timeframe also (approximately 300 duplicated students will start on June 1 on main campus; 10 students at Downtown Canton; 10 students at the ATC for culinary; approximately 20 faculty members will cover these sections)

- 1<sup>st</sup> 5 weeks – 77% of the sections are online (14 sections); 4 lab sections are being offered but social distancing can be implemented given the number of sections online;
  - 11 additional automotive sections are offered at their location with health protocols implemented which are not included in the percentage above
- 8 weeks – 95% of the sections are online, which equals approximately 286 sections; 14 lab sections are offered but social distancing can be implemented given the number of sections online
- 10 weeks – 30% are online, which equals 3 sections; 7 sections offered as skills-lab classes. If needed, skills-lab sections will offer lecture upfront online and lab later in the course; social distancing can occur due to the number of online sections
- During this time, most faculty will be teaching remotely; faculty permitted on campus 1-2 days per week for course material if teaching online
- Staff in departments and divisions will be on campus following staggered shifts and some remote days
  - In the Provost Office:
    - Provost – on campus 2-3 days a week and work remotely 2-3 days a week
    - Administrative Assistants – on campus rotation 2-3 days a week and work remotely 2-3 days a week
  - In Arts and Sciences, Business and IT, Engineering, and Health and Public Services, the following rotation applies:
    - Deans – on campus 3 days a week and work remotely 2 days a week
    - Chairs – on campus rotation of 2 days a week and work remotely 3 days a week
    - Administrative Assistants – on campus rotation 2-3 days per week and work remotely 2-3 days per week
  - In the Division of Student Success, the following applies:
    - Dean – on campus 3 days a week and work remotely 2 days a week
    - Administrative Assistant – on campus 2-3 days per week and work remotely 2-3 days per week
    - Digital Librarians – on campus 2 days a week and work remotely 3 days a week

- eStarkState – on campus rotation to cover 2-3 days a week and work remotely 2-3 days per week
- TRiO – on campus 2 days a week and work remotely 3 days a week
- Student Life – beginning July 1, on campus 2-3 days a week and work remotely 2-3 days a week
- Student Support Services – on campus rotation 2-3 days a week and work remotely 2-3 days a week
- DSS/Military Services – on campus rotation 2-3 days a week and work remotely 2-3 days a week
- Akron Tutoring (Jeff) – on campus 1 day a week and online/remote tutoring 4 days a week
- UBMS/FAME – on campus 2-3 days a week and work remotely 2-3 days a week
- RAC on campus some hours to assist summer students with registration; staggered shifts and some remote days will be implemented
  - Team members rotating each week to match the schedule of the Gateway Center
- Health protocols will apply in the classrooms, just as they do upon entry to the building
- Zoom meetings continue for employees
- All employees will maintain a contact list for each day on campus.
- Plans for fall semester will be determined by the end of June based on updated guidance at that time

#### ADVANCEMENT, MARKETING, CAREER SERVICES and HUMAN RESOURCES:

- Level 2 - Staff will start to rotate on campus with half of each area reporting to the office two days each Monday, Tuesday, Wednesday, Thursday; remote work continuing for each half 3 days a week, including Friday.
  - HR (6 team members total): 3 team members permitted in office at a time (rotate M-Th); all work remotely Friday.
  - Career services (6 team members total): 3 team members permitted in office at a time (rotate M-Th); all work remotely Friday.
  - Marketing (5 team members total): 3 team members and then 2 team members permitted in office at a time (M-Th); all work remotely Friday.
  - Advancement/Grants (5 team members total): 3 team members and then 2 team members permitted in office at a time (M-Th); all work remotely Friday.

#### BOOKSTORE:

- Bookstore will be open flexible hours to accommodate the needs of students and faculty. Full service normal operations with limited staff working on site.
- The week of June 29th the Bookstore will be closed to preform annual physical inventory.

#### BUSINESS, FINANCE AND IT DIVISION:

- Level 2 – Blend of remote and in person continues. All Custodial and Maintenance staff will continue to report until further notice.

#### ENROLLMENT MANAGEMENT:

- Level 2 – blend of remote and in person – May 26 through June 5
  - Continue to rotate staff back onto campus to support Summer Term start
  - Maintain a balance of half of the staff at home, half on campus on any given day
  - Employees continue to maintain social distancing standards as defined by Stark State College
- Level 1 – Remote operation with skeleton staff on campus (as needed) to process paperwork and mail – June, 8 through July, 2

### **Phase III (July 6 – August 9) – LEVEL 2**

#### **ACADEMIC AFFAIRS:**

Phase III (July 6 – August 9) – LEVEL 2: 2<sup>nd</sup> 5 weeks (approximately 30 duplicated students on main campus and 15 at Akron; 3 additional faculty members will cover these sections)

- 80% of sections are online (16 sections); 4 lab sections are being offered but social distancing can be implemented given the number of sections online;
  - 15 additional automotive sections are offered at their location with health protocols implemented, which are not included in the percentage above
- Faculty and staff in departments and divisions will be on campus following staggered shifts and some remote days
  - In the Provost Office:
    - Provost – on campus 2-3 days a week and work remotely 2-3 days a week
    - Administrative Assistants – on campus rotation 2-3 days a week and work remotely 2-3 days a week
  - In Arts and Sciences, Business and IT, Engineering, and Health and Public Services, the following rotation applies:
    - Deans – on campus 3 days a week and work remotely 2 days a week
    - Chairs – on campus rotation of 2 days a week and work remotely 3 days a week
    - Administrative Assistants – on campus rotation 2-3 days per week and work remotely 2-3 days per week
  - In the Division of Student Success, the following applies:
    - Dean – on campus 3 days a week and work remotely 2 days a week
    - Administrative Assistant – on campus 2-3 days per week and work remotely 2-3 days per week
    - Digital Librarians – on campus 2 days a week and work remotely 3 days a week
    - eStarkState – on campus rotation to cover 2-3 days a week and work remotely 2-3 days per week
    - TRiO – on campus 2 days a week and work remotely 3 days a week
    - Student Life – beginning July 1, on campus 2-3 days a week and work remotely 2-3 days a week
    - Student Support Services – on campus rotation 2-3 days a week and work remotely 2-3 days a week
    - DSS/Military Services – on campus rotation 2-3 days a week and work remotely 2-3 days a week

- Akron Tutoring (Jeff) – on campus 1 day a week and online/remote tutoring 4 days a week
- UBMS/FAME – on campus 2-3 days a week and work remotely 2-3 days a week
- RAC on campus some hours to assist summer students with registration; staggered shifts and some remote days will be implemented
  - Team members rotating each week to match the schedule of the Gateway Center
- Health protocols will apply in the classrooms, just as they do upon entry to the building
- Zoom meetings continue for employees
- All employees will maintain a contact list for each day on campus.

**ADVANCEMENT, MARKETING, CAREER SERVICES and HUMAN RESOURCES:**

- Level 2 - Maintain Phase II schedule as listed above.

**BOOKSTORE:**

- Open for regular business hours and provide full service operations to Students, Faculty and Staff. Limited staff working on site.

**BUSINESS, FINANCE AND IT DIVISION:**

- Level 2 – Blend of remote and in person continues. All Custodial and Maintenance staff will continue to report until further notice.

**ENROLLMENT MANAGEMENT:**

- ~~Level 2 – blend of remote and in person – continues through July~~
- Level 3 – On campus with social distancing protocols – July 6 through July 31
  - All enrollment operations resume with social distancing protocols
  - August peak enrollment functions to be held maintaining social distance (i.e. use of large labs, classrooms, etc. for enrollment events, managing the number of students in an area at any one time)

**Phase IV (August 10 – August 23) – LEVEL 3**

**ACADEMIC AFFAIRS:**

**Phase IV (August 10 – August 23) – LEVEL 3: Summer Session Ends**

- Staff return to work 5 days a week with health protocols implemented
- Faculty permitted on campus as needed
- RAC permitted on campus as needed
- Zoom meetings continue for employees
- Health protocols will apply in the classrooms, just as they do upon entry to the building
- Zoom meetings continue for employees
- All employees will maintain a contact list for each day on campus.

**ADVANCEMENT, MARKETING, CAREER SERVICES and HUMAN RESOURCES:**

- Level 3 - All staff return to five days a week in the office with social distancing.

**BOOKSTORE:**

- Staff return to work 5 days a week with general coronavirus protocols implemented.

**BUSINESS, FINANCE AND IT DIVISION:**

- Level 3 - All staff return to five days a week in the office, maintaining all established coronavirus protocols including social distancing.

**ENROLLMENT MANAGEMENT:**

- Level 3 – On campus with social distancing protocols –July 6 forward
  - All enrollment operations resume with social distancing protocols in place
  - August peak enrollment functions to be held maintaining social distance (i.e. use of large labs, classrooms, etc. for enrollment events, managing the number of students in an area at any one time)

**Phase V (August 24 – December 13) – LEVEL 3**

**ACADEMIC AFFAIRS:**

**Phase V (August 24 – Dec. 13) - LEVEL 3: Fall Semester Begins**

- Faculty return – August 24
  - Start-up Week Meetings scheduled remotely when social distancing isn't an option
- Classes begin – August 31
  - Health protocols will apply in the classrooms, just as they do upon entry to the building
  - Zoom meetings continue for employees
  - All employees will maintain a contact list for each day on campus.
  - Possible options if needed, include use of larger classrooms for F2F classes, more online sections, possibility of splitting students into two groups for lab instruction with lecture remotely
- Classes end – Dec. 13
- Faculty last day – Dec. 18

**ADVANCEMENT, MARKETING, CAREER SERVICES and HUMAN RESOURCES:**

- Level 3 - All staff continue five days a week in the office with social distancing protocols.

**BOOKSTORE:**

- Staff return to work 5 days a week with general coronavirus protocols implemented.

**BUSINESS, FINANCE AND IT DIVISION:**

- Level 3 - All staff continue five days a week in the office, maintaining all established coronavirus protocols including social distancing.

**ENROLLMENT MANAGEMENT:**

- Level 3 – On campus with social distancing protocols – continues.