

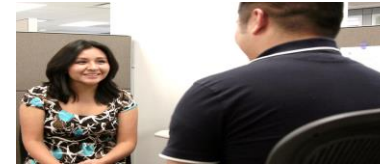


Point of Contact: COVID-19 Student Reporting

Dr. Michael Coleman, Vice President of Student Services, Haywood
Community College

Mrs. Sabrina Terry, Dean of Student Services, Surry Community College

Monday, November 16, 2020



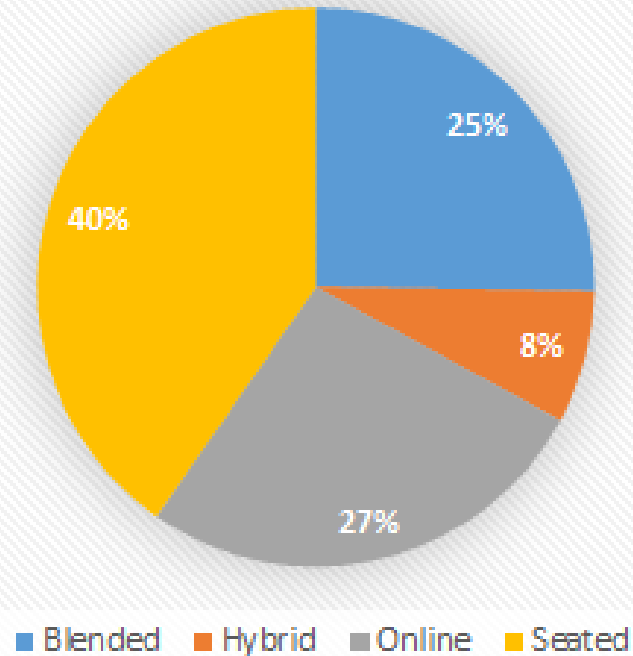
Haywood Community College -Fall Semester 2020

- 80% Online v/s 20% Face to Face
- Face to Face:
 - Cosmetology
 - Nursing, Medical Assisting, & Nurse Aide
 - Natural Resources (Fish & Wildlife Management / Forestry Management)
 - Professional Crafts (Jewelry, Wood, Clay, Fiber)
 - Automotive, Welding, & Machining
 - BIO Labs
 - Continuing Education (BLET, In Service Training, Phlebotomy, Horticulture, Fire Academy, & Pharmacy Tech).



Surry Community College Fall 2020 Semester

Fall 2020 Enrollment by Delivery Method





Haywood Community College Safety Protocols

- Masks required indoors (Outdoors if 6 feet not maintained) giving out free masks to student and staff
- Some programs conduct temperature checks
- Sign in sheets with contact info
- Hand sanitizing stations in every building
- PPE coordinators in every building
- Taped off seating to avoid 6 feet of contact



Haywood Community College Safety Protocols

- Plexiglass dividers installed on advisor desks, cashier's window, and at reception stations
- Stickers on the floor to direct traffic and for waiting 6 feet distance
- Signage around campus asking individuals to wait, wear, and wash
- Policies and procedures
- COVID-19 Task Force





Haywood Community College Safety Protocols

- COVID-19 Resource Page

<https://www.haywood.edu/security-and-safety/coronavirus-resources>

- COVID-19 Procedure

<https://www.haywood.edu/files/policies-and-procedures/approved/procedure-2-1-10-1-procedure-3-4-5-1.pdf>

Coronavirus Resources

Security and Safety / Coronavirus Resources

- PPE Kits & Instructions
- PPE Coordinator Checklist
- Instructor Checklist
- Staff Checklist
- Student Checklist
- Stop the Spread
- Notice COVID-19
- Hand Sanitizer
- Disinfectant
- COVID-19 Safety Guideline Faculty/Staff
- COVID-19 Safety Guideline Student
- DUAL-BLEND #8 Disinfectant SDS
- COVID-19 Safety Plan
- COVID-19 Safety Training



Surry Community College Safety Protocols

- Cloth face masks **required. Failure to do so can result in a Student Code of Conduct violation.**
- Temperature checks are stationed at the entrance of every building. Students receive a daily pass upon passing wellness check. Employees for temperature screenings were hired from a local temp agency using CARES funds.
- Spaces are marked for social distancing in classrooms, computer labs, Library, cafeteria, etc. All waiting room furniture from Student Services has been removed.
- Hand sanitizing stations in every building.
- Signs from NCDHHS reminding students to wait, wear, and wash.
- Lawn signs placed around campus reminding students of the Knights Care 4 W's campaign.
- Automatic email signature line of every employee and student reminds the campus community of the Knights Care 4 W's campaign.
- Plexiglass dividers installed on reception desks and cafeteria tables. Plastic sheet barriers placed in every Student Services staff members office.



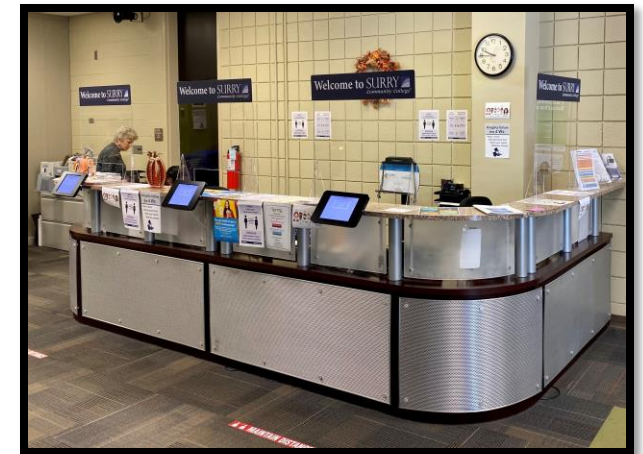
Knights follow the 4 Ws:



- Wear a mask
- Wait at least 6 feet
- Wash your hands
- Wellness checks



SCREENED PASS 11/24/20	SCREENED PASS 5/18/20	SCREENED PASS 11/25/20
SCREENED PASS 5/19/20	SCREENED PASS 9/11/20	SCREENED PASS 11/23/20
SCREENED PASS 10/29/20	SCREENED PASS 5/20/20	SCREENED PASS 5/21/20





Haywood Community College COVID-19 Reporting

- Maxient -->



- Email
- Phone Calls



COVID-19 Reporting Form

Thank you for taking time to provide us with your information. Please use this form to notify HCC if you test positive for COVID-19, are experiencing symptoms related to COVID-19, have been told that you were in close contact with someone who tested positive for COVID-19 (without wearing a mask and within six feet of the individual for longer than 15 minutes), and/or for any other questions and concerns related to COVID-19, the College's safety protocols, or social distancing on campus. Responses shared here will be used for the purpose of initiating protocols for monitoring, contact tracing, cleaning, and academic and/or work support.

The COVID-19 Notification Team Receiving This Form Is:

Dr. Michael Coleman, VP of Student Services &

Mrs. Sara Phillips, Director of Human Resources

If you have not already done so, and if applicable, it is important that you contact your instructors (students) or supervisor (faculty/staff) to discuss past or anticipated missed work and absences. Once you have contacted your faculty (students) or supervisor (employees), if you still need additional support and assistance, please contact one of the following individuals:

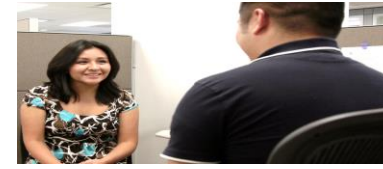
Dr. Michael Coleman, VP of Student Services --> mwcoleman@haywood.edu (or) 828-565-4220

Mrs. Sara Phillips, Director of Human Resources --> sjphillips@haywood.edu (or) 828-627-4529

If you are having symptoms, have potentially been exposed to COVID-19, or have any other questions or concerns, please refer to the HCC's COVID-19 Procedure:

<https://www.haywood.edu/files/policies-and-procedures/approved/procedure-2-1-10-1-procedure-3-4-5-1.pdf>

Reporter Information



Surry Community College COVID-19 Reporting

- Contact Tracing
- Email
- Health Department
- Phone Calls
- Survey Monkey



COVID-19 Report Form

The college expects that students and employees report positive cases or possible exposure to COVID-19 use the COVID Report form or one of the following methods:

Students: Contact Sabrina Terry, Dean of Student Services, at terrys@surry.edu or 336.386.3530

Employees: Contact Melonie Weathers, Director of Human Resources, at weathersm@surry.edu or 336.386.3207

When a positive case is identified on campus, the Dean of Student Services and Director of Human Resources conduct contact tracing and notify all impacted parties. The affected classroom or building space is closed until the area is deep cleaned and fully sanitized.

* 1. Name

* 2. Affiliation to the College



Haywood Community College COVID-19 Case Management & Contact Tracing

- Excel document to keep up with content, notes, and key dates
- Record and manage test results
- Put on your investigator hat
 - Ask Questions
 - Get Details
 - Assume Nothing
- Follow-up
- Student Self-Certification Form



COVID-19 Student Self-Certification for Returning to Campus

I, _____, attest to the following:

- ☐ I have had no fever for at least 24 hours without taking medication to reduce fever during that time.
- ☐ Date of last fever of 100.4 degrees or higher: _____

AND

- ☐ My symptoms (Such as headache, cough, shortness of breath, etc.) have improved.
- ☐ Date symptoms began improving: _____ (write N/A if no symptoms present)

AND

- ☐ At least ten days have passed since my symptoms began.
- ☐ Date symptoms began: _____

AND/OR

- ☐ I have been cleared from the Health Department to return to normal activities, and am no longer being monitored either because of a negative test result, or if released on the symptom-based strategy.

Student name: _____

Student signature: _____

Electronic signature or typed name is sufficient if form returned using HCC issued email account.

Today's date: _____

College USE

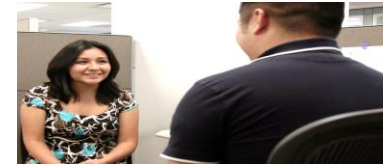
Signature of VP of Student Services: _____

Date returned to campus: _____



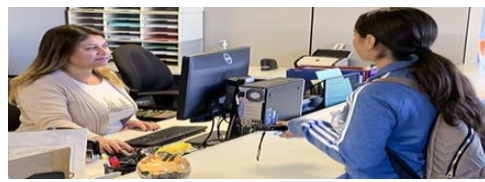
Surry Community College COVID-19 Case Management & Contact Tracing

- Keep your local Health Department on speed dial :)
- Have a copy of the [CDC Guidelines](#) & [NCDHHS Guidelines](#) readily accessible
- Details matter
- Think about lab partners, lunch, class breaks, etc.
- Have a system to track student cases (consider something you can access remotely, track instructor/class information)
- Consistency is key
- Have standards and clear expectations for students to return to campus



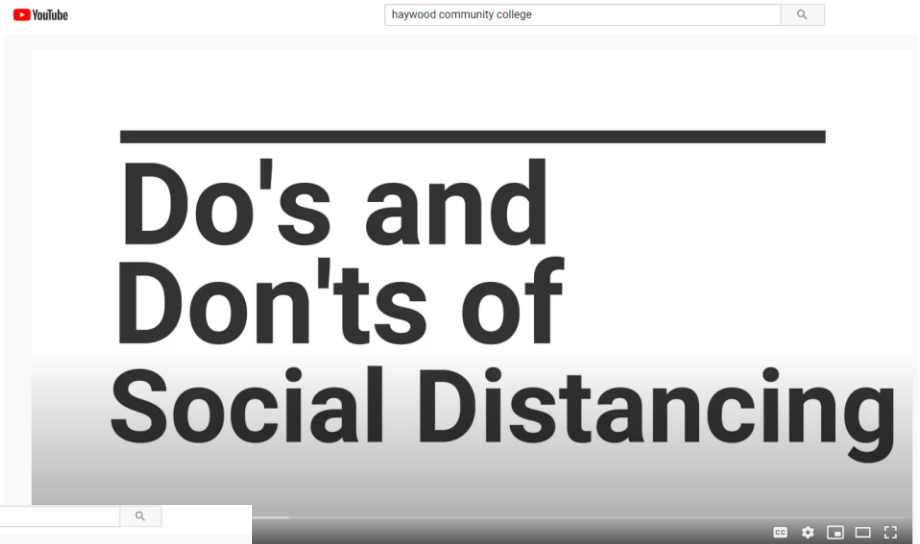
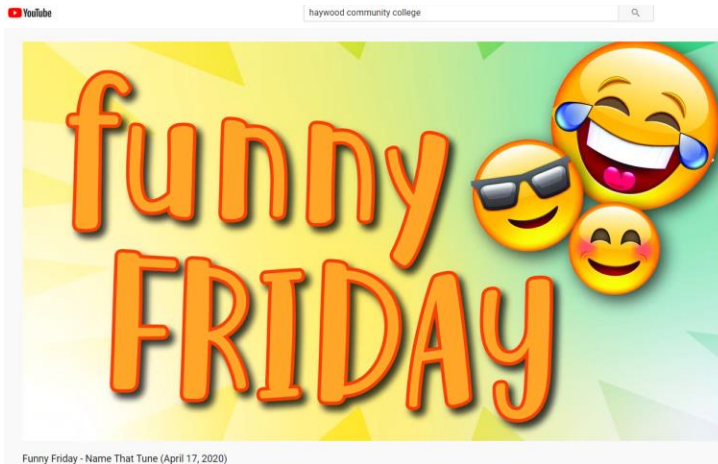
Haywood Community College COVID-19 Communication

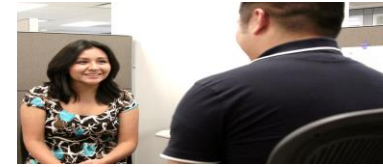
- Weekly emails (or) videos to campus
- Convocation COVID-19 Update from Task Force via Zoom Webinar (Guest Speak from Health Department)
- Departmental Zoom Meetings
- Updates on numbers
- Constantly reminding of safety protocols
- Being Transparent



Haywood Community College COVID-19 Communication

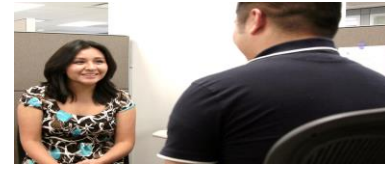
- Videos (Do's and Don'ts of Social Distancing)
- Being Creative





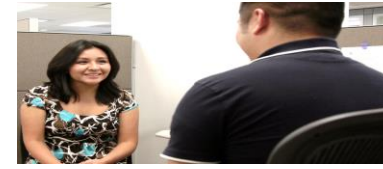
Surry Community College COVID-19 Communication

- COVID-19 Case Numbers Reported on SCC Website
- Communicate frequently with students regarding safety protocols (phone, email, text)
- Classroom visits or emails to students to reassure students, make sure student concerns are being heard, etc.
- Keep faculty in the loop re: student-specific responses
- Communicate with local health department(s) re: cases and contact tracing information



Current Trends

- Increasing cases over the past month
- More reports of flu-like symptoms/ colds (hard to tell difference)
- Complacency
 - Mask fatigue
 - Students becoming more inclined to ignore protocols



Questions and Discussion

- Dr. Michael Coleman
mwcoleman@haywood.edu
828-565-4220
- Mrs. Sabrina Terry
terrysj@surry.edu
336-386-3530

**Thank you for joining us
today!**