

# **Brightpoint Community College COVID-19 Plan**

**Rev. August 23, 2022**

***Information contained in this document is subject to change at any time, as the situation surrounding the pandemic is fluid and constantly evolving.***

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## OVERVIEW

Information contained in this document is subject to change at any time, as the situation surrounding the pandemic is fluid and constantly evolving.

This plan was built based on the following:

1. The health and safety of Brightpoint employees and students remains the top priority. This framework takes into consideration:
  - a. Directives from the Virginia Governor's Office
  - b. Directives and guidance from the Virginia Community College System Office (VCCS)
  - c. Guidance from the Virginia Department of Health (VDH)
  - d. Guidance from the Centers for Disease Control and Prevention (CDC)
  - e. Guidance from the Department of Human Resource Management (DHRM)
  - f. The college's building, office and classroom layouts
  - g. The needs and possible concerns of Brightpoint's employees and students
  - h. The need of the college to ensure it is doing all it can to mitigate spread of the virus
2. The college's commitment to student success, including but not limited to providing courses and services in formats that will meet the needs of the students we serve.

## RETURN TO CAMPUS

Throughout the COVID-19 pandemic, the college has adapted its operations based on Virginia and service region case numbers, health guidance and other factors. The college strives to provide both on-campus and remote services and classes. However, when necessary, the college will pivot its operations, including support services and classes to mostly or completely remote formats. Decisions about operational changes are communicated to college employees, students and the college community, and updates are posted to the college's [www.brightpoint.edu/covid-19](http://www.brightpoint.edu/covid-19) web page.

Employees with questions about operations in their area should contact their supervisor. Students should monitor their college email and the college website for updates about format changes to services and/or classes.

## CLASSES AND STUDENT SERVICES

### Student Services

The college will continue to provide students access to services both on campus and remotely whenever possible. Information about office hours and how to connect with services may be found on the [Help Hub](#) web page.

### Classes

The college will continue to offer students multiple class formats, including on-campus, online, Zoom, and hybrid. When necessary, the college may temporarily alter on-campus class formats to remote formats.

The college's health and safety protocols must be followed by all who come to campus for services and classes. Due to the evolving nature of the pandemic, class and service formats are subject to change. All employees and students should be prepared in the event the college must return to remote or mostly remote operations.

## SUPPORT RESOURCES

The college understands the pandemic has impacted its employees and students in a variety of ways. Adapting to shifts in work and class locations and formats; concerns about your health and the health of others; unexpected childcare challenges; helping your children with remote learning; financial stresses; worries over aging parents and grandparents; being separated from family and friends; and pandemic fatigue are just some of the stresses members of our college community have faced and continue to face. There are resources available for anyone who feels overwhelmed or who needs support or other resources. Here are just a few.

- **Employee Assistance Program (EAP)**

Employees on a state health plan have access to the EAP and its counselors, who offer a variety of assistance.

Learn more: [www.dhrm.virginia.gov/employeebenefits/employee-assistance](http://www.dhrm.virginia.gov/employeebenefits/employee-assistance)

The college also schedules times when EAP counselors are available to speak to any employee, regardless of their health plan. Notices about these EAP sessions are emailed by Human Resources to all Brightpoint employees.

- **Single Stop**

Single Stop connects students and employees to government and community resources such as government benefits (SNAP, TANF, WIC), educational resources, legal assistance, housing options, and health insurance options.

Learn more: <https://brightpoint.edu/services/student-support/>

- **Student Emergency Fund**

The Emergency Fund assists students who are facing a short-term, unexpected financial emergency.

Learn more: [www.brightpoint.edu/services/emergencyfund](http://www.brightpoint.edu/services/emergencyfund)

- **Brightpoint's Care Team**

The college's Care Team provides support to students struggling with personal issues and can connect students to support services on campus and in the community.

Learn more: <https://brightpoint.edu/about/offices-and-divisions/dean-of-students/care-team>

- **Center for Teaching and Learning**

The CTL can provide guidance and professional development to assist faculty in preparing for possible transitions to different teaching modalities.

Learn more: <https://brightpoint.edu/about/offices-and-divisions/center-for-teaching-and-learning/> or contact Dr. Shauna Mayo, [smayo@brightpoint.edu](mailto:smayo@brightpoint.edu), 804-594-1592

- **Additional Employment and Social Services Resources**

Learn more: [www.brightpoint.edu/about/safety-security/covid-19/employment-and-social-services-resources](http://www.brightpoint.edu/about/safety-security/covid-19/employment-and-social-services-resources)

### Not sure how best to get assistance?

Employees may contact [Human Resources](#).

Students may contact the [Dean of Students Office](#).

## **COVID-19 VACCINES**

COVID-19 vaccinations are not required in order to be on campus. However, the college encourages [COVID-19 vaccines and boosters](#) for all employees, students, and members of the college community. Information about where you can get COVID-19 vaccines or boosters in Virginia may be found on the [Virginia Department of Health website](#).

Note: As of January 15, 2022, the Commonwealth of Virginia no longer mandates COVID-19 vaccines for state employees and no longer requires weekly COVID-19 testing for state employees who are not vaccinated.

## **MASKS**

As of March 14, 2022, per the Virginia Community College System, there is no requirement to wear a mask while inside buildings on community college campuses in Virginia.

Those who wish to wear a mask are welcome to do so.

The college will continue to provide free, disposable masks, including KN95 masks, which health experts say provide a greater level of protection. If you need or want a KN95 or other disposable mask, stop by the Security desk in the Nicholas Center (Chester Campus) or Administration Building (Midlothian Campus).

Information on CDC mask guidance may be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>.

### **When Attending Off-site Activities**

Employees and students who participate in off-campus meetings, internships, clinicals, etc. will be required to follow the guidelines set forth by that off-campus site.

## **CLASSROOM CAPACITY**

Based on current CDC and VDH guidelines, 100% classroom capacity will be allowed.

## **CLASSROOM RULES**

In all classrooms and labs on campus:

- It is recommended that students and instructors clean the space and any equipment before and after each use. Cleaning supplies are available in all classrooms.
- Follow good hand hygiene guidelines. Hand sanitizer is available in all classrooms and labs.
- No eating in classrooms and labs during classes.

## **MEETINGS AND ACTIVITIES**

### **College Employees and Students**

College employees and students may hold indoor and outdoor on-campus meetings and activities, and currently, there are no restrictions. However, if conditions change and warrant, restrictions may be put in place.

Organizers may also continue to have the option to plan meetings and activities that are held remotely, using Zoom or another technology platform.

Employees who wish to reserve space on campus, should use the room reservation forms found on the intranet. Student clubs and groups who wish to hold meetings and events should contact the [Student Activities Office](#).

### **Community Members**

Community members may rent space for on-campus meetings, training or events, and currently, there are no restrictions. However, if conditions change and warrant, restrictions may be put in place. In most cases, CCWA oversees rental requests from community members, primarily for rooms in the Talley Workforce Center (Chester Campus) and on the CCWA space on the second floor of Eliades Hall (Midlothian Campus). Businesses, organizations and others outside the college who want to rent space in these buildings should be directed to <https://ccwatraining.org/meeting-space>.

Occasionally, community members request to rent or use campus spaces not normally overseen by CCWA. This includes outdoor campus areas. In those cases, the requests should be forwarded to Brightpoint's Office of the Vice President of Administration ([vpadministration@brightpoint.edu](mailto:vpadministration@brightpoint.edu)).

### **COMMON SPACES AND STUDY SPACES**

Indoor common areas and study spaces are open and available for use.

### **VENDING MACHINES/FOOD SERVICES**

- Vending machines on both campuses are available for use.
- The Grab n' Go at the Chester Campus Bookstore (in the Nicholas Center) will be open when the Bookstore is operating for in-person service. Pre-packaged food and drink items will be available for purchase, and all college health and safety protocols will be followed.
- The Trailblazer Café at the Midlothian Campus (T Building) will remain closed until a new food service provider is in place.

### **GYMS**

When possible, the gyms on both campuses will be open. Restrictions may be put in place if conditions warrant. Signs will be posted on gym doors when closed. When open, gym staff and users must follow any posted guidelines.

### **PROTECTIVE BARRIERS**

Plexiglass barriers have been installed and/or table-top barriers are in use in high-traffic areas service areas where face-to-face interactions need to frequently occur. Employees, students and others visiting these areas should respect these barriers and not lean around them or try to move or remove them.

### **CLEANING**

The college follows guidelines and disinfects frequently touched surfaces and high traffic areas. Cleaning supplies are also available for faculty and staff to use in their work areas and are available in classrooms for use by students and instructors. In addition, hand-sanitizer dispensers have been placed throughout the college.

Each department should designate one person to place orders for cleaning supplies and hand sanitizer. Orders should be made through the Central Store.

## TELEWORK

Employees must have a signed telework agreement place before they can telework.

In May 2022, Governor Youngkin announced revisions to the Commonwealth's Telework Policy, effective July 5, 2022. The college follows this policy and DHRM's guidelines pertaining to telework.

All employees who telework must have an approved telework agreement on file with the college's Human Resources Office, and employees must follow the provisions of the agreement.

## SELF-HEALTH CHECKS

Anyone who plans to come to campus is encouraged to perform a self-health check before arriving at the college and should not come to campus if they have [symptoms of COVID-19](#). The [CDC](#) provides a self-checker screening app for guidance.

## WHEN TO STAY OFF CAMPUS

Individuals should not come to campus if they:

- Are ill, regardless of symptoms
- Have symptoms consistent with COVID-19
- Have been tested for COVID-19 because they have symptoms and are awaiting results
- Have recently been diagnosed with COVID-19 (whether they have symptoms or not)

## WHAT TO DO IF YOU TEST POSITIVE FOR COVID-19 OR HAVE SYMPTOMS AND SUSPECT COVID-19

If you test positive for COVID-19, whether you have symptoms or not, or if you have symptoms and suspect you have COVID-19 but do not have test results yet:

- Contact your health provider if needed.
- Follow the guidance provided by the [Virginia Department of Health](#) (VDH). Use the calculator provided on the [VDH website](#) to determine your isolation period.
- When guidance indicates an individual must remain off campus:
  - Employees should notify their supervisor and discuss whether alternate work arrangements or possible or whether leave time must be taken. The Human Resources Office does not need to be notified, however [HR staff](#) are available should employees have questions or need guidance. Employees do not need to disclose they have COVID-19.
  - Students should notify their instructors anytime they must be absent for class and discuss arrangements for classwork. Students do not need to disclose they have COVID-19. Students who have questions or need guidance may contact the [Dean of Students Office](#).

*Note: This is a change in reporting guidance.*

## GUIDELINES FOR ENDING ISOLATION/QUARANTINE AND RETURNING TO CAMPUS

Individuals should follow [Virginia Department of Health](#) guidance and utilize the calculator provided by VDH to determine when it is safe to end isolation/quarantine and return to campus, as well as determine if they should follow any other safety measures to protect their health and the health of those around them.

## COMMUNICATIONS

The college will continue to communicate important health and safety information to students, as well as resource information, through:

- Signs and decals on campus, as needed
- The college website ([www.brightpoint.edu/covid-19](http://www.brightpoint.edu/covid-19))
- Email
- Brightpoint's social media sites
- Brightpoint Alert (college's emergency notification system) in cases where urgent and immediate information must be shared
- Canvas, the college's learning management system

Communications include information about college health and safety protocols; COVID-19 information with helpful links; resources; ways to protect yourself from COVID-19, including vaccination; and updates to college class formats, services and activities.

The college will also continue communications with local health departments and the VCCS System Office as warranted.

## PROCEDURES FOR CONTRACTORS ON CAMPUS

All contractors visiting and working at Brightpoint's campuses must follow the above safety protocols, as well as:

- Check in with security at the primary security desks upon arriving on campus (Chester Campus – Nicholas Center; Midlothian Campus – Administration Building).
- Review <https://brightpoint.edu/about/covid-19/safety-protocols/> for any updated information on the college's safety protocols.
- Make contact with your contract representative or your point of contact to meet you in the lobby of the primary security desk of the respective campus.
- Remain in the general proximity of your work area or intended destination while on campus.
- Sign out upon completion of the visit or assigned work (you will be escorted to the primary security desk to sign out).

## COLLEGE COVID-19 WEBSITE

Important information about the college's health and safety protocols, as well as information about COVID-19, resources, relief funding, communications and other guidance may be found at on the college's website at [www.brightpoint.edu/covid-19](http://www.brightpoint.edu/covid-19).

## COLLEGE HEALTH AND SAFETY TEAM

The college established a COVID-19 Operations Task Force in March 2020, and from that team emerged the college's Health and Safety Team. The Health and Safety Team meets regularly. The team is made up of:

- Susan Grinnan, Vice President of Administration
- Bill Fiege, Vice President of Learning and Student Success
- Chip Kramer, Director of Facilities Operations and Safety
- Tanya Brown, Assistant Director of College Safety and Security
- Holly Walker, Public Relations Manager

Additional subject-area experts are consulted when needed.