

Modified Campus Plan & Phases

Following guidance from the State of Tennessee, Tennessee Board of Regents, and local government, Chattanooga State will implement a modified four-phased approach to guide operations during COVID-19. This revised plan is based on the information available at the time of publication and is subject to change based on updated guidance. See Factors for Consideration of Phased Operations.

| PHASE | Phase 1 COVID RISK LEVEL: RED Restricted Campus Access | Phase 2 COVID RISK LEVEL: ORANGE Limited Campus Access | Phase 3 COVID RISK LEVEL: YELLOW Modified Campus Access | Phase 4 COVID RISK LEVEL: GREEN Unlimited Campus Access |
|---------------|--|---|---|---|
| VIRUS STATUS | <i>Local, State or Federally Mandated "Stay at Home" Order in place and/or community spread requires significant containment measures.</i> | <i>Community spread monitored; requires moderate containment measures with significant restrictions on gatherings.</i> | <i>Community spread monitored; requires moderate containment measures with restrictions in place on gatherings.</i> | <i>On-track for containment; community spread low.</i> |
| CAMPUS ACCESS | <ul style="list-style-type: none"> • Main campus and all instructional sites closed to the public. • No students on campus. • 100% of course instruction online or virtual. No on-campus instruction. • Student-facing and public-facing offices available only through Virtual Office, email, phone, or virtual meetings. • Employees follow alternate work schedule (AWS). • Limited number of employees access campus for essential functions only (security, maintenance, etc.). <ul style="list-style-type: none"> » Mail pick-up only on Fridays. » Employees accessing campus must be approved in advance. | <ul style="list-style-type: none"> • Main campus and all instructional sites closed to the public. • Select areas of main campus and instructional sites are open with restricted and/or limited access for students (by appointment only) and employees. • Student-facing and public-facing services primarily provided virtually or via phone/ email. • Less than 50% of enrolled students on-campus. Where possible, hybrid courses utilize virtual/ online instruction. • Employees follow alternate work schedule (AWS) with less than 50% of employees on campus (limited by job function and/or with approval of supervisor). <ul style="list-style-type: none"> » All meetings shall be held in a virtual or online format. No in-person meetings. | <ul style="list-style-type: none"> • Campus open to public with appointments recommended; walk-ins permitted. • Student-serving and/ or public-facing offices open in-person and virtually. • Food Service resumes operations. • Child Development Center resumes operations. • 50-75% of enrolled students on campus (i.e., hybrid courses with hands-on component). Majority of instruction continues in online or virtual formats. • 50-75% of employees may resume working from campus. Employees who can work from home should continue to do so. <ul style="list-style-type: none"> » Virtual/online meetings recommended. In-person meetings permitted assuming safety protocols are followed. | <ul style="list-style-type: none"> • Campus open with unlimited access, including public access. • On-campus instruction resumes. • All employees permitted to return to work at main campus or instructional sites, unless approved for telecommuting/ alternate work schedule. |
| GUIDELINES | <ul style="list-style-type: none"> • Daily health screen • Face mask • Social distancing (6' or greater) • Adhere to Occupancy Guidelines | <ul style="list-style-type: none"> • Daily health screen • Face mask • Social distancing (6' or greater) • Adhere to Occupancy Guidelines | <ul style="list-style-type: none"> • Daily health screen • Face mask • Social distancing (6' or greater) • Adhere to Occupancy Guidelines | |

Factors for Consideration of Phased Operations

Change in Phase of Operation

Decisions determined by the College President, in consultation with the President's Cabinet and the COVID-19 Taskforce, with decisions based on a set of criteria, including, but not limited to:

- Federal, State, or Local Mandates
- Local Activity (local defined as Hamilton County and/or the full six-county service area)
 - » In what phase is Hamilton County operating? *See appendix for Hamilton County phases of operation*
 - » Is the number of active cases increasing, stabilizing, or decreasing?
 - ◊ What is the active (positive) case rate in the county and/or service area, both as a percent of the total population and as a percent of the tested population?
 - ◊ What is the current rate of hospitalization, ICU, and/or COVID-19 death rate?
- Contiguous County Activity (N. Georgia / N. Alabama / Bradley County)
 - » In what phase are counties operating?
 - » What is the active case rate in these counties? Is it increasing, stabilizing, or decreasing?
- Campus Community
 - » What is the active (positive) case rate on campus? Is it increasing, stabilizing, or decreasing?
 - ◊ See also [Factors for Consideration of Program, Building, and/or Site Level Closures](#)
- Tennessee Board of Regents (TBR) Guidance

Notification Plan for Change in Phase of Operation:

- Issue a TigerAlert only when going back a phase
- Issue a press release with every phase change
- Issue or include in a Campus Communication from President with every phase change
- Update on website and post to social media channels

Factors for Consideration of Program, Building, and/or Site Level Closures

Closures may occur in a classroom, wing, building, program, and/or site level, depending upon the extent of an outbreak and its associated contacts.

- Short-term closures of a minimum of 48 hours is required to allow time to adequately identify contacts of an infected individual and allow time for cleaning and sanitizing. Executive Director of Operations will notify individuals when they may resume use of the space(s).
- A 14-day period of closure may be necessary when contacts cannot be identified and/or there is concern for widespread exposure of students and/or staff. In this case, the 14-day period allows for all students and staff to be out for a full incubation period.

Campus Closure

- Decision determined by College President, in consultation with the President's Cabinet and the COVID-19 Taskforce, looking at the active (positive) case rate at the site. Is it increasing, and what is the percentage of active cases?
- Notification Plan for Site Closure:
 - » Issue a TigerAlert
 - » Issue a press release
 - » Campus Communication from President
 - » Update on website and post to social media channels

Building and/or Site Closure

- Decision determined in coordination with Plant Operations, Dean, and VP, looking at the active (positive) case rate in the building. Is it increasing, and what is the percentage of active cases?
- Notification Plan for Building Closure:
 - » Division leader notifies College President, President's Cabinet, and the COVID-19 Taskforce, as well as all students and employees impacted by the building closure.
 - » Plant Operations notifies campus community via email (consistent w/ current practice pre-pandemic)
 - » Campus Communication from President

Program Closure

- Decision determined in coordination with Program Director, Dean, and VP, looking at the active (positive) case rate of the program. Is it increasing, and what is the percentage of active cases in the program?
- Notification Plan for Program Closure:
 - » Division leader notifies College President, President's Cabinet, and the COVID-19 Taskforce, as well as all students and employees impacted by the program closure
 - » Campus Communication from President


Chattanooga State Safe Community Pledge

The College believes strongly in the concept of education as a method for encouraging and maintaining a supportive and safe community. Each student, faculty, and staff member plays an integral part in supporting core principles to mitigate the spread of infectious diseases such as COVID-19. While the institution can do its part in minimizing risk on campus, everyone must do their part to support efforts to minimize exposure and spread to peers and colleagues. By engaging in the on-campus community of the institution, you recognize all risks related to exposure to COVID-19. Students, faculty, and staff can help keep our community healthy by being mindful of their actions and following the institutional/public health and safety protocols. As such, we ask each individual to pledge to take responsibility for your own health and help stop the spread of the COVID-19 by agreeing to the following pledge:


Pledge





I understand I have a part to play in the fight against COVID-19 and commit to being a responsible member of the campus community. I pledge to uphold the Chattanooga State Safe Community Pledge every day by demonstrating personal integrity, respecting others, and supporting my college and local community by:


 *Following institutional/public health guidelines designed to protect myself and others*


 *Limiting the size of gatherings in social situations in accordance with public health guidelines*


 *Maintaining social distancing*

 *Protecting myself and others in areas of campus and where distancing isn't possible*

 *Washing my hands frequently*

 *Staying home if sick or if I have symptoms of COVID-19*

 *Reporting to school officials if I have tested positive for COVID-19*

 *Wearing an appropriate face mask and other protective equipment as directed by the college*

 *Looking out for others and encourage their faithful commitment to the pledge*

Campus Access Instructions

Daily Health Screening

Chattanooga State Community College, in coordination with TBR - The College System of Tennessee, is working to provide a safe environment for our students, employees, and visitors. The College has established the following procedure which must be followed by all individuals* when on campus.

LINKS TO DAILY HEALTH SCREENING QUESTIONNAIRE

VISITORS

**STUDENTS &
EMPLOYEES**

Requirements to Gain Access to Campus

1. Daily health screening self-assessment (see instructions below) must be completed.
2. Mask must be worn while on campus in common areas (classrooms, hallways, restrooms, etc.). A mask will be provided for you or you may wear your own.
3. Practice social distancing at all times. Maintain a space of at least 6 feet apart.
4. Wash hands frequently.
5. Do not come to campus if you answer "yes" to any of the following questions:
 - Within the last 14 days, have you been in close contact with someone who has a confirmed case of COVID-19 or have you tested positive for COVID-19? Per CDC guidelines, close contact means being closer than six feet apart for 10 minutes or more. Exception: you can check "no" if you have been in a clinical setting or health care facility wearing appropriate personal protective equipment.
 - Are you currently experiencing any of the following symptoms that are not related to an underlying or existing condition – cough, shortness of breath or difficulty breathing, sore throat, chills, or muscle pain?
 - Have you had a fever of 100.4 or higher within the last 48 hours?
 - Are you experiencing a new loss of taste or smell?
 - Within the last 24 hours, have you experienced gastrointestinal or digestive issues (e.g., nausea, vomiting or diarrhea) that are not related to any underlying condition(s)?

Daily Screening Instructions

1. Complete the health screening questionnaire.
 - **Visitors:** <https://tigerweb.chattanoogastate.edu/covid-19-oc-form>.
 - **Students and Employees:** log-in to your TigerWeb account to access the questionnaire.
2. On the day of your scheduled visit, complete and submit the questionnaire.
 - If approved (green screen), a one-day pass will be generated, and it will be sent via text to the phone number provided in the questionnaire. Upon arrival, show the pass (either on your phone or by printing the pass) to security at the main gate.
 - If not approved (red screen), you will not be allowed on campus. You can appeal your campus status by contacting the appropriate individual based on your status.
 - Students contact the Dean of Students Office at (423) 697-4475 or (423) 994-5500.
 - Employees contact the Department of Human Resources at (423) 697-4458.
 - Visitors contact the Vice President, College Advancement & Public Relations at (423) 697-2630.
3. Individuals who have not completed the self-assessment before coming to campus will be directed to the screening stations located in the athletic field parking lot to complete the screening self-assessment.

**Exception applies to students arriving by Hamilton County school bus (e.g., STEM School, Polytech, etc.). In lieu of the Daily Health Screening questionnaire, the student and their parents are required to complete the Hamilton County School Safe Pledge form. All students not arriving by bus will be required to complete the daily health screen questionnaire.*

PPE and Safety Precautions and Compliance

In an effort to slow the spread of COVID-19, all individuals on campus are required to wear a mask when in common areas (hallways, cafeteria, restrooms, etc.), confined spaces (classrooms, labs, etc.), shared spaces (indoor or outdoor), or when two or more individuals are within 6-feet of each other, whether inside or outside. Personal masks may be used. For those individuals who do not have a mask, Chattanooga State will provide a mask.

Q Are masks required this fall?

A Yes. All individuals will be required to wear a face mask when on Chattanooga State's campus or at any instructional sites. If a student is unable to wear a mask due to a physical or mental health disability can request an accommodation through the Disability Support Services office. Call to schedule an initial appointment with DSS at 423-697-4452. Employees can submit an exception request through the Office of Human Resources. Watch [this video](#) for additional information.

Q What kind of mask am I required to wear?

A Either a cloth or surgical mask can be worn.

Q Where can I get a mask on campus?

A Students and employees are eligible to receive two (2) re-usable masks which can be picked-up at the following locations:

- Amnicola Campus – Campus Police guard house
- Dayton Site - Administrative Office
- Kimball Site - Administrative Office

Q Do I have to wear a mask when I am outside?

A When two or more individuals are within 6-feet of each other, whether inside or outside, a mask must be worn. However, if you are alone while outside, a face mask does not have to be worn.

Q What if a mask interferes with other safety equipment that I am required to wear?

A Students may be granted an exception to the mask requirement if wearing a mask poses a safety concern or interferes with the safety equipment required for their classwork. This exception would only apply when the task in question was being performed. Your instructor will inform you when it is appropriate to not wear a mask.

Q What do I do if I see someone who is not wearing a mask near me?

A Politely remind the individual of the requirement for a face covering or mask and direct them to the appropriate location on campus to acquire a mask.

PPE and Safety Precautions and Compliance

Student Disabilities Support Services

Reasonable Accommodation for Students Who Cannot Wear Masks Due to Physical or Mental Health Disabilities

Per the Americans with Disabilities Act (ADA) as amended in 2008, a disability is defined as:

- A physical or mental impairment that substantially limits a major life activity (or)
- A record of a physical or mental impairment that has substantially limited a major life activity.

As individuals return to campus during the COVID-19 pandemic, Disabilities Support Services (DSS) staff at Chattanooga State will serve students who are unable to wear required masks due to physical or mental health disabilities. Students who are not able to wear masks due to a disability may qualify for reasonable accommodation (modifications and/or auxiliary aids).

Procedure for Requesting Reasonable Accommodation:

1. Call to schedule an Initial Intake appointment with DSS at 423.697.4452. Appointments will be scheduled via phone or web conference.
2. Complete an Intake Form and return via fax (423.697.2693) or email (dss@chattanoogastate.edu).
3. Provide documentation of the disability via fax or email to DSS. Documentation must meet the following general guidelines:
 - a. A qualified medical or mental health provider must conduct the evaluation.
 - b. Documentation must be comprehensive and include the diagnosis (including codes), dated with an original signature of the healthcare provider, and list functional limitations caused by the disability.
 - c. More detailed Documentation Guidelines can be found at chattanoogastate.edu/disability-support-services
4. Accommodation will be determined on an individual basis based on review of the disability documentation and the interactive process with the student. For students who qualify, an accommodation plan will be developed.
5. Insufficient documentation may result in a delay in services and accommodation.
6. Disability documentation will be kept confidential.

Employee Disabilities Support Services

Reasonable Accommodation for Employees Who Cannot Wear Masks Due to Physical or Mental Health Disabilities

Per the Americans with Disabilities Act (ADA) as amended in 2008, a disability is defined as:

- A physical or mental impairment that substantially limits a major life activity (or)
- A record of a physical or mental impairment that has substantially limited a major life activity.

As individuals return to campus during the COVID-19 pandemic, Human Resources at Chattanooga State will assist employees who are unable to wear required masks due to physical or mental health disabilities. Employees who are not able to wear masks due to a disability may qualify for reasonable accommodation (modifications and/or auxiliary aids).

Procedure for Requesting Reasonable Accommodation:

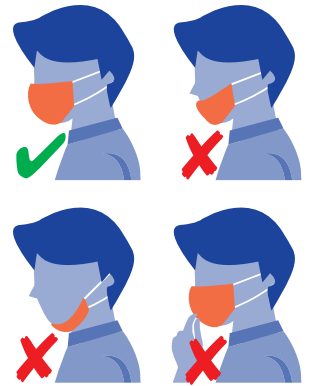
1. Contact HR by phone or email to request a reasonable accommodation request form.
2. Complete the form and return via fax (423.697.3374) or email (brian.evans@chattanoogastate.edu).
3. Provide documentation of the disability via fax or email to HR. Documentation must meet the following general guidelines:
 - a. A qualified medical or mental health provider must conduct the evaluation.
 - b. Documentation must be comprehensive and include the diagnosis (including codes), dated with an original signature of the healthcare provider, and list functional limitations caused by the disability.
4. Accommodation will be determined on an individual basis based on review of the
5. Insufficient documentation may result in a delay in services and accommodations.
6. Disability documentation will be kept confidential.

PPE and Safety Precautions and Compliance

In an effort to slow the spread of COVID-19, all individuals on campus are required to wear a mask when in common areas (hallways, cafeteria, restrooms, etc.), confined spaces (classrooms, labs, etc.), shared spaces (indoor or outdoor), or when two or more individuals are within 6-feet of each other, whether inside or outside. Personal masks may be used. For those individuals who do not have a mask, Chattanooga State will provide a mask.

Masks must be worn appropriately.

- Wear a mask that covers your nose and mouth to help protect others in case you're infected with COVID-19 but don't have symptoms
- Wear a mask in public settings when around people who don't live in your household, especially when it may be difficult for you to stay six feet apart
- Wear a mask correctly for maximum protection
- **Don't** put the mask around your neck or up on your forehead
- **Don't** touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect



Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Individuals who are not able to wear a mask due to medical restrictions or due to a disability may qualify for reasonable accommodation (modifications and/or auxiliary aids). See "Seeking an Accommodation" information below. All medical information will be kept confidential in accordance with HIPPA.

The process below will be followed should an individual not adhere to this policy:

- **1st Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. Should the individual refuse to adhere to the policy, Campus Police will ask the individual to leave campus because the individual is not following campus policies and procedures and due to not wearing a mask as required, poses a potential health and safety risk to the campus community. The name and A# of the individual will be recorded and forwarded to the respective personnel department for tracking purposes:
 - » Student violations will be reported to the Dean of Students.
 - » Employee violations will be reported to the Executive Director of Human Resources.
- **2nd Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. Should the individual refuse to adhere to the policy, Campus Police will ask the individual to leave campus because the individual is not following campus policies and procedures and due to not wearing a mask as required, poses a potential health and safety risk to the campus community. The name and A# of the individual will then be recorded. Upon confirmation that this is their second violation, the individual will be referred to their respective departments as listed above.
- **3rd Violation:** The individual will be reminded of the policy and asked to please wear a mask while in common areas and shared spaces. Should the individual refuse to adhere to the policy, Campus Police will ask the individual to leave campus. The name and A# of the individual violating the policy will be recorded. Upon confirmation that this is their third violation, the individual will be immediately referred to the appropriate department.
 - » Students will be referred to the Student Conduct Office for adjudication through the conduct process and may face disciplinary action. The College will follow due process procedures, as detailed in the Student Handbook located here.
 - » Employees will be referred to Human Resources for adjudication, following the procedures detailed in Policy 06:44:00 - Employee Progressive Disciplinary Procedures located here.

COVID-19 Confirmed Positive Case

The identity of the individual must be kept confidential to the greatest extent possible.

Have you tested positive for COVID-19?

No

Yes

STUDENTS

You must immediately:

1. Leave campus.
2. Self-isolate at home for 10 days*, and then fever-free for at least 24 hours.
3. Contact your local health department for guidance.**
4. Notify **Sandy Rutter, Dean of Students**, of your COVID-19 positive test result at 423.697.4475 or COVID@chattanoogastate.edu.
5. Notify your instructor(s) of your required isolation.

FACULTY & STAFF

You must immediately:

1. Leave campus.
2. Self-isolate at home for 10 days*, and then fever-free for at least 24 hours.
3. Contact your local health department for guidance.**
4. Notify **Brian Evans, Executive Director of Human Resources**, of your COVID-19 positive test result at 423.697.2417 or Brian.Evans@chattanoogastate.edu.
5. Notify your immediate supervisor of your required isolation.

VISITORS

You must immediately:

1. Leave campus.
2. Self-isolate at home for 10 days*, and then fever-free for at least 24 hours.
3. Contact your local health department for guidance.**
4. Notify **Nancy Patterson, VP of College Advancement and Public Relations**, of your COVID-19 positive test results at 423.697.2630 or Nancy.Patterson@chattanoogastate.edu.

EWD STUDENTS/ CONTRACT INSTRUCTORS

You must immediately:

1. Leave campus.
2. Self-isolate at home for 10 days*, and then fever-free for at least 24 hours.
3. Contact your local health department for guidance.**
4. Notify **Cynthia Brooks, EWD Lead Program Manager**, of your COVID-19 positive test results at 423.697.3330 or Cynthia.Brooks@chattanoogastate.edu.
5. If an EWD student, notify your instructor or supervisor of your required isolation.

ADDITIONAL INFORMATION

- **Isolating on Campus:** Should you become ill or receive confirmation of a positive COVID-19 diagnosis and are unable to immediately leave campus, TCAT 31 has been designated as the COVID-19 isolation area for TCAT students and employees. Room C56 in the CAT building has been designated as the COVID-19 isolation area for all non-TCAT students and employees.
- Any employee or student who tests positive for COVID-19 should be notified by the Health Department. A few exceptions exist regarding notifications (i.e., private agency used for testing). The Health Department will be Chattanooga State's first point of contact in questionable situations.

*The 10-day self-isolation period begins from the day you first became symptomatic (if documented by a medical professional or through the campus health screening process), or if asymptomatic, from the date tested (if positive test results).

**HEALTH DEPARTMENT CONTACT INFORMATION:

Chattanooga-Hamilton Co. Health Department: 423.209.8383

Marion Co. Health Department: 423.942.2238

Rhea Co. Health Department: 423.775.7819

Internal Protocols for Positive COVID-19 Cases

| STUDENTS | FACULTY & STAFF | VISITORS | EWD STUDENTS/ CONTRACT INSTRUCTORS |
|---|--|---|---|
| <p>Sandy Rutter, Dean of Students</p> <ol style="list-style-type: none"> Determine the date(s) the individual was last on campus, area(s) of campus visited, and identify potential close contacts. Immediately notify the local health department to confirm COVID-19 positive case: Bev Fulbright (423-209-8294) or call the Health Department Hotline (423-209-8383). The local Health Department will conduct an official contact tracing. Immediately notify Guy Davis, Executive Director of Plant Operations (423-303-9793) who will facilitate cleaning and disinfecting schedule after the required 24-hour wait time from when the COVID-19 positive individual was last on campus. Notify the individual's instructor and Dean. Efforts should be made to offer virtual or online learning opportunities while student is in isolation, as well as modify classroom instruction if necessary. Work with the instructor/Dean to help notify potential close contacts as soon as possible. Notify Rebecca Ashford, President of Chattanooga State, and Nancy Patterson, Vice-President of College Advancement and Public Relations. Record daily any COVID-19 positive individuals using the COVID Case Tracker; continue to track progress through recovery. | <p>Brian Evans, Executive Director of Human Resources</p> <ol style="list-style-type: none"> Determine the date(s) the individual was last on campus, area(s) of campus visited, and identify potential close contacts. Immediately notify the local health department to confirm COVID-19 positive case: Bev Fulbright (423-209-8294) or call the Health Department Hotline (423-209-8383). The local Health Department will conduct an official contact tracing. Immediately notify Guy Davis, Executive Director of Plant Operations (423-303-9793) who will facilitate cleaning and disinfecting schedule after the required 24-hour wait time from when the COVID-19 positive individual was last on campus. Notify the individual's supervisor who will determine if an alternate work schedule can be accommodated, or if not, make efforts to ensure the individual's job is covered during their absence. Work with the supervisor to help notify close contacts as soon as possible. Notify Rebecca Ashford, President of Chattanooga State, and Nancy Patterson, Vice-President of College Advancement and Public Relations. Record daily any COVID-19 positive individuals using the COVID Case Tracker; continue to track progress through recovery. | <p>Nancy Patterson, VP of College Advancement and PR Backup: Jennifer Cooper, Director of Marketing & Communication</p> <ol style="list-style-type: none"> Determine the date(s) the individual was last on campus, area(s) of campus visited, and identify potential close contacts. Immediately notify the local health department to confirm COVID-19 positive case: Bev Fulbright (423-209-8294) or call the Health Department Hotline (423-209-8383). The local Health Department will conduct an official contact tracing. Immediately notify Guy Davis, Executive Director of Plant Operations (423-303-9793) who will facilitate cleaning and disinfecting schedule after the required 24-hour wait time from when the COVID-19 positive individual was last on campus. Notify any individuals with whom the visitor met. Notify Rebecca Ashford, President of Chattanooga State, and Nancy Patterson, Vice-President of College Advancement and Public Relations. Record daily any COVID-19 positive individuals using the COVID Case Tracker; continue to track progress through recovery. | <p>Cynthia Brooks, EWD Lead Program Manager Backup: Patrick O'Hagan, EWD Program Manager</p> <ol style="list-style-type: none"> Determine the date(s) the individual was last on campus, area(s) of campus visited, and identify potential close contacts. Immediately notify the local health department to confirm COVID-19 positive case: Bev Fulbright (423-209-8294) or call the Health Department Hotline (423-209-8383). The local Health Department will conduct an official contact tracing. Immediately notify Guy Davis, Executive Director of Plant Operations (423-303-9793) who will facilitate cleaning and disinfecting schedule after the required 24-hour wait time from when the COVID-19 positive individual was last on campus. Notify the individual's instructor for students or supervisor for contractors. Efforts should be made to offer virtual /online learning for students, or an alternate work schedule/ job covered for contractor while individual is in isolation. Work with the instructor for students or supervisor for employees to help notify potential close contacts as soon as possible. Notify Rebecca Ashford, President of Chattanooga State, and Nancy Patterson, Vice-President of College Advancement and Public Relations. Record daily any COVID-19 positive individuals using the COVID Case Tracker; continue to track progress through recovery. |

COVID-19 Close Contact

The identity of the individual must be kept confidential to the greatest extent possible.

Have you been in close contact* with someone who has tested positive for COVID-19?

*Per the Hamilton County Health Department, close contact is defined as being within six (6) feet of an individual for a period of 10 minutes or longer, and regardless of whether masks were being worn. Close contact does not mean walking by or briefly being in the same room.

No

Yes

STUDENTS

You must immediately:

1. Leave campus.
2. Quarantine at home (see below for quarantine timing).
3. Contact your local health department for guidance.**
4. Notify **Sandy Rutter, Dean of Students**, at 423.697.4475 or COVID@chattanoogastate.edu.
5. Notify your instructor(s) of your required quarantine.

FACULTY & STAFF

You must immediately:

1. Leave campus.
2. Quarantine at home (see below for quarantine timing).
3. Contact your local health department for guidance.**
4. Notify **Brian Evans, Executive Director of Human Resources**, at 423.697.2417 or Brian.Evans@chattanoogastate.edu.
5. Notify your immediate supervisor of your required quarantine.

VISITORS

You must immediately:

1. Leave campus.
2. Quarantine at home (see below for quarantine timing).
3. Contact your local health department for guidance.**
4. Notify **Nancy Patterson, VP of College Advancement & Public Relations**, at 423.697.2630 or Nancy.Patterson@chattanoogastate.edu.

EWD STUDENTS/ CONTRACT INSTRUCTORS

You must immediately:

1. Leave campus.
2. Quarantine at home (see below for quarantine timing).
3. Contact your local health department for guidance.**
4. Notify **Cynthia Brooks, EWD Lead Program Manager**, at 423.697.3330 or Cynthia.Brooks@chattanoogastate.edu.
5. If an EWD student, notify your instructor or supervisor of your required quarantine.

ADDITIONAL INFORMATION

- **Isolating on Campus:** Should you become ill or receive confirmation of a positive COVID-19 diagnosis and are unable to immediately leave campus, TCAT 31 has been designated as the COVID-19 isolation area for TCAT students and employees. Room C56 in the CAT building has been designated as the COVID-19 isolation area for all non-TCAT students and employees.
- You should monitor yourself closely for symptoms of COVID-19 and seek medical advice immediately should symptoms occur.
- Notify anyone with whom you have been in close contact since your potential exposure.

QUARANTINE TIMING:

www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/Isolation-QuarantineRelease.pdf

- Household contacts (an individual who shares living space with a positive COVID-19 case) must be quarantined for a minimum of 24 days. Household contacts must be quarantined for 14 days after the case has completed their (minimum) 10-day isolation period (whether the case is symptomatic or not). If a household contact develops symptoms of COVID-19, they become a case and should begin isolation as a case and consider getting tested. Note - if the case can separate from household members for their entire isolation, household members may be treated as non-household contact.
- Non-household contacts must quarantine for 14 dates after the date of last exposure.
- You may not return to campus until the conclusion of the quarantine period and only if you are not showing symptoms of COVID-19. This applies even if you are tested for COVID-19 during quarantine and the results are negative as you may be asymptomatic and still be infectious.

**HEALTH DEPARTMENT CONTACT INFORMATION:

Chattanooga-Hamilton Co. Health Department: 423.209.8383

Marion Co. Health Department: 423.942.2238

Rhea Co. Health Department: 423.775.7819

Health Department Role in Case Analysis and Contact Tracing

Contact Tracing

- According to the Health Department, a “contact” is someone in the household or a close contact (within 6 feet for 10 minutes or more) of an infected individual. Those exposed to the infected individual would not include everyone who had a class with the infected individual, but rather, someone who sat in the same vicinity, or shared space or surfaces.
- When the Health Department is notified of a positive case, their contact tracers immediately contact the individual or close family members to learn about recent outings, visits, trips, appointments, etc. The contact tracer creates a list of every individual with whom the person has come in contact. The contact tracer notifies each potential contact that they have been exposed to a positive case.
- Contacts undergoing the mandatory 14-day quarantine are assigned a contact monitor from the Health Department. Contact monitors call people undergoing quarantine daily to monitor their symptoms.
- Close contacts can be tested anytime during their 14-day quarantine if they begin to show symptoms. Otherwise, a close contact should be tested at the end of their quarantine. Note – if tested at the beginning of the 14-day quarantine, the individual will be required to quarantine the full 14 days as the virus could still be in the incubation phase.
- The Hamilton County Health Department will notify both the positive case and any close contacts as to when their isolation or quarantine should end.

Chattanooga State’s Role

When a student or employee has been deemed a “contact,” the College will provide assistance to the Hamilton County Health Department. Assistance may include providing class rosters, seating charts, identities of students who sat near the infected student, identities of employees in shared office space and a list of locations on campus where the infected individual may have visited. The contract tracer from the Hamilton County Health Department will complete the investigation.

Additional Information

- The Health Department has a Health Officer who has the authority to issue a “Health Directive.” That person will have the responsibility to police the mandates and quarantines. That is not the responsibility of Chattanooga State or the personnel of Chattanooga State.
- The Chattanooga State liaison to the Health Department is Bev Fulbright from the Department of Epidemiology, Phone number is 423.209.8194. The phone # for the Health Department Hotline for questions is 423.209.8383.

Isolation vs Quarantine— What's the Difference

Isolation

for COVID-19 Positive Cases

- Isolation means staying home and staying away from people.
- Isolation is used to keep an individual who has been infected with SARS-CoV-2 away from people who are not infected in order to slow the spread of the disease. Individuals who have been diagnosed with COVID-19 or who have symptoms of COVID-19 are to self-isolate for a period of 10 days from the onset of their symptoms or, if they never developed symptoms, from the date their positive test was collected. Additionally, the individual must be free of fever (without fever reducing medications) and must have improvement of COVID-19 symptoms for at least 24 hours before leaving isolation.
- Isolated individuals should not leave home except to seek emergency medical attention.
 - » If an individual in isolation must leave home, they should wear a cloth face covering or mask, remain at least six feet from others and, if seeking medical care, notify the facility prior to their arrival that they are currently in isolation for COVID-19.
 - » Students and employees who are in isolation are not to be present on Chattanooga State property or instructional sites until the 10-day period of isolation has elapsed.
- Isolation is not optional and may be formally ordered by the Department of Health if instructions are not followed.
- You can reduce your chances of having to self-isolate by wearing a face covering as directed and maintaining six feet of physical distance from others. Reducing your chances of being a close contact is just one of the benefits of wearing face coverings as directed. Wearing a face covering and maintaining social distance protects you, protects others, and helps keep campus open.

Quarantine

for Close Contacts

- Quarantine means staying home and staying away from people.
- Quarantine is used to keep close contacts (within six feet of someone who has been diagnosed with COVID-19 for ten or more minutes) of infected individuals away from people who have not been exposed in order to slow the spread of the disease. Individuals who have been exposed may become infectious at any time within 14 days of their last exposure to an individual with COVID-19.
- Quarantined individuals should not leave home except to seek emergency medical attention.
 - » If an individual in quarantine must leave home, they should wear a cloth face covering or mask, remain at least six feet from others and, if seeking medical care, notify the facility prior to their arrival that they are currently in quarantine for COVID-19.
- **Quarantine is not optional** and may be formally ordered by the Department of Health if instructions are not followed.

Facilities Maintenance and Safety

Cleaning & Disinfecting Protocols

As Chattanooga State returns to campus, the Plant Operations Custodial Team will take the lead on cleaning and disinfecting in order to prevent the spread of the COVID-19 virus. Faculty and staff will assist in this effort. All parties will adhere to the CDC guidelines for cleaning and disinfecting as seen here: [Cleaning and Disinfecting Your Facility](#)

TRAINING

- The Chattanooga State Custodial Coordinator will be responsible for training personnel on proper cleaning and disinfecting techniques.
 - » Tim Barfield Training Video—<https://youtu.be/YjK0YaB0GKA>
- The Chattanooga State Environmental Health & Safety Coordinator will be responsible for educating personnel on the hazards of any chemicals being used during this process and sharing SDS information as required by OSHA.
 - » Xavier Marshall Training Video—<https://youtu.be/-sqs9x5m7e8>

CLEANING

The Chattanooga State Custodial Team will be responsible for providing an initial, deep cleaning of the campus. This will include, but not be limited to: sweeping and mopping of floors, emptying trash, vacuuming rugs and carpets, dusting, cleaning restrooms, replenishing hand-soap and paper towels. Cleaning will continue on a regular basis thereafter.

DISINFECTING

The Custodial Team, students, faculty, and staff will all work together to disinfect areas. The Custodial Team will provide faculty and staff PPE and cleaning supplies, which will be available at the Shipping and Receiving Warehouse.

Areas of focus will be predominantly “high touch areas” and divided as outlined below based upon access and availability:

Custodial Team - Ongoing

- Restrooms (light switches, faucet handles, toilet handles, toilet seats, stall handles, etc.)
- Common Areas / Corridors - hallways, cafeteria, outdoor spaces, etc. (light switches, door handles, handrails, table/desk surfaces, etc.)

Faculty & Staff for Chattanooga State & TCAT - Between classes and/or after use

- Classrooms - Light switches, door handles, tables/desk surfaces, etc.
- Labs - Light switches, door handles, workstations, equipment, computer equipment (keyboards, mouse), etc.
- TCAT facilities - workstations and equipment where work was performed
- Office Spaces - Light switches, door handles, computer equipment, desks, etc.

Social Distancing on Campus

Social distancing means keeping space—about six feet—from other people as much as possible.

View CDC guidance on social distancing [here](#)

Campus Access

One-way entrance and exits help control on-campus traffic flow, as well as minimize congestion when entering and exiting buildings and classrooms. Signs will be posted around campus indicating how to maintain appropriate physical distance from others. Students, faculty, and staff should follow all guidelines.

Physical Barriers

Physical barriers act as a reminder for people to maintain an appropriate distance from others. They also serve as a protective tool in close quarters when social distancing is not possible. Physical barriers, such as plexiglass shields, have been placed in priority areas. Priorities are based on the number of people and the nature of interactions that take place in each space. High-priority areas include such spaces as the cafeteria, Bursar, etc.

Study Spaces

The College is designating additional socially distanced computer spaces in the library to ensure that students have a place to study and access courses remotely if needed. A reservation is required. Group study rooms and tables, casual seating, and classrooms are not available at this time. Consult the library website for all services offered, as well as updated news.

Classrooms and other shared spaces

Measures such as marking chairs and removing unnecessary furniture will be put in place in instructional spaces, as well as other shared spaces such as the library, cafeteria, offices, etc.

Measures such as placing markers on the floors will be utilized to help ensure social distancing is followed.

Elevators

Everyone is asked to limit elevator capacity to one person and take the stairs if able. Under no circumstances should anyone enter an elevator or wait in an elevator lobby without a face covering. We ask that people with physical disabilities be given priority access to elevators.

Office Spaces

To allow for social distancing in office spaces, use technology to limit in-person group meetings (i.e., WebEx, Teams or Zoom), follow remote work and staggered schedules, remove chairs in large meeting rooms, arrange for floor markings to indicate ideal seating arrangements, make process changes to avoid contact with others (electronic signature, contactless delivery and pickup, use of appointments and reservations, etc.), provide visual cues in waiting areas showing visitors where to stand, create entry and exit plans for staff, and identify and restrict common areas where people are likely to congregate and interact, or enforce social distancing protocols.

Safety in Classrooms and Instructional Labs

Safety practices will include measures to create physical distance, enhanced cleaning, and use of disinfecting wipes, hand sanitizer, and face coverings.

View CDC guidance on social distancing [here](#)

Classroom Plans for Physical Distancing

Classrooms have been reconfigured to increase physical distance among students and instructors. Unnecessary furniture has been removed, and fixed seating is marked to show where students should sit to stay socially distant. In rooms with movable furniture, floors are marked to ensure safe placement of chairs. Rooms include defined instructional space to indicate boundaries between students and instructors for appropriate physical distancing. Use of physical barriers such as plexiglass will be limited in favor of face coverings, which offer more flexibility for movement.

Use of Technology

Classes will be taught as virtual, hybrid, or fully online. Learn more [here](#).

Enhanced Cleaning

Facilities Services has implemented enhanced cleaning and disinfecting procedures to help stop the spread of COVID-19.

Hand Sanitizer

Hand sanitizer will be available in classrooms and placed throughout campus.

Face Coverings

Face coverings (i.e., face mask) will be required in classrooms, instructional labs, and other areas of campus. Face shields are not required for general use but provide added protection when combined with a face covering. Face shields can be especially helpful in environments where the risk of exposure to droplets, splashes, or sprays to the face is increased. A shield protects the entire face, is easy to clean, and prevents the person wearing it from touching their face.

Occupancy Guidelines

(Phase 2 & 3)

In order to ensure appropriate social distancing of at least six feet in classrooms, labs, offices, and other common or shared spaces, occupancy guidelines have been established for every space on campus.

Food and Dining Services

| Phase 1 COVID RISK LEVEL: RED Restricted Campus Access | Phase 2 COVID RISK LEVEL: ORANGE Limited Campus Access | Phase 3 COVID RISK LEVEL: YELLOW Modified Campus Access | Phase 4 COVID RISK LEVEL: GREEN Unlimited Campus Access |
|---|--|--|---|
| <ul style="list-style-type: none"> • All food, catering, and dining services closed. • All drinking (water) fountains disabled. | <ul style="list-style-type: none"> • Food and dining services resume with modified schedule (minimized hours of operation) <ul style="list-style-type: none"> » Campus catering services not available • Limited menu offering to increase speed of service <ul style="list-style-type: none"> » Self-serve hot bar closed » Take out dining only • Social distancing protocols: <ul style="list-style-type: none"> » Limited seating and/or elimination of seating in the cafeteria » Floors marked to provide 6' of spacing between customers » Limited number allowed in the café (in compliance with occupancy guidelines). » Plexiglas sneeze guards installed at all counters and cashier stations. • Food service staff must attend mandatory training. All associated must wear masks and gloves. • Cash will not be an accepted payment option in the cafeteria or café. • Drinking (water) fountains will be disabled. | <ul style="list-style-type: none"> • Food and dining services resume with modified schedule (minimized hours of operation) <ul style="list-style-type: none"> » Campus catering services not available • Limited menu offering to increase speed of service <ul style="list-style-type: none"> » Self-serve hot bar closed » Take out dining only • Social distancing protocols: <ul style="list-style-type: none"> » Limited seating and/or elimination of seating in the cafeteria » Floors marked to provide 6' of spacing between customers » Limited number allowed in the café (in compliance with occupancy guidelines). » Plexiglas sneeze guards installed at all counters and cashier stations. • Food service staff must attend mandatory training. All associated must wear masks and gloves. • Cash will not be an accepted payment option in the cafeteria or café. • Drinking (water) fountains will be disabled. | <ul style="list-style-type: none"> • Food and dining services resume normal operations. • Campus catering services resume. • Drinking (water) fountains cleaned and return to use. |

Instructional Delivery

WATCH VIDEO ▶ <https://www.youtube.com/watch?v=fuN2y2AchJM>



VIRTUAL

Virtual courses are held online at a scheduled time. Virtual course students won't come to campus to take their class. Instead, they will simply log into the course online at the time specified for class to begin. Courses will use a video conferencing service such as Microsoft Teams, Zoom, or WebEx to deliver live, in-real-time, instruction. Specific class dates and times can be chosen by students in advance from the fall course schedule.

ONLINE

Online courses do not meet on a certain day or at a certain time. They are taught completely through the Chattanooga State learning management system (LMS) and can be viewed any time after the instructor has posted them. Simply log in, receive instruction, and work at any time.

HYBRID

Hybrid courses will be taught part Online or Virtual, and part on-campus. The on-campus instruction will be limited primarily to programs that require a strong hands-on component that cannot be delivered in a virtual environment. Dates for on-campus instruction will be listed in the course's syllabus or learning management system.

These required and suggested Reopening plans come from:
The Center for Disease Control & Prevention
U.S. Chamber of Commerce Foundation
TN Association for Children's Early Education "Best Practice for Open Childcare Programs"
Tennessee Child Care licensing
and Tennessee Board of Regents.

Hours of Operation

The Child Development Center will be temporarily changing its hours. Due to CDC guidelines for Child Care Centers our hours of operation for the Child Development Center will be 8am-5pm, Monday-Friday.

Limiting Persons in the Child Care Center

The Child Development Center will be limiting the people in the facility. Only those with legal authority will be allowed in the building, such as, Licensing Agents, Officers of the Law, and Child Protective Services. Parents will only be allowed in the building under extenuating circumstances.

Payments

Parents will still be required to pay on the first of the month. Online payments only will be accepted at this time. Visit the CDC main page to pay online.

Pick Up / Drop Off

A Pick up/Drop Off station will be curbside at the Child Development Center. Parents will call the front desk of the Center and a staff member will come out to pick up the child. When a parent is ready to pick up their child, the parent will call the Center and a staff member will bring the child out to the car. We ask that parents try to have the same parent drop off and pick up each time. Parents will need to make arrangements to allow additional time for pick up and drop off.

Screening

All staff, children, and parents will be screened when coming to work or dropping off their child. Everyone will be asked a series of COVID-19 questions before gaining admittance to the Center. Each person's temperature will be checked with a touchless thermometer. If anyone has a temp of 100.4 or above they will not be allowed in the facility.

Limiting Class Size

The Center for Disease Control is recommending class size ratios stay low with 2 teachers. All classrooms except the Infant Room will be condensed to 2 teachers and no more than 10 children. The teachers will have the same children every day. The Child Care Center will be limiting the mix of children, as much as possible. The Infant Room will stay at 2:6 ratio for this time period. There will be 4 classrooms open, 2 teachers to 10 children. The children will switch classrooms each week so the other classrooms can be detail cleaned in the off week.

Personal Protective Equipment (PPE)

All staff will be required to wear a face covering. All parents will be required to wear a face covering when picking up or dropping off their children. Children ages 2.5 and up will be asked to wear a mask. The parent may provide this mask. The Center will provide the child with a mask if the parent does not supply one. The Center will wash the masks in their facility at the end of each day. The children will not be asked to wear the mask during outside time, mealtimes, or naptime. Children under 2.5 will NOT wear any face coverings. Teachers working with infants and toddlers will be asked to also wear smocks over their clothing for extra protection from bodily fluids. Staff members and children will need to have a separate pair of shoes that is brought and left at the center for school use. There will be a shoe changing/sanitation area in the front office area.

MORE >>

Sick Children

Children who show a sign of being sick such as constant cough, hard time breathing, rash, or fever of 100.4 and above will be removed from the group and put in an isolation area with the Director or Assistant Director. The parent will be called and asked to pick up the child immediately. Staff working with the sick child will need to have PPE on as well. The child will not be allowed to return to the center until medical clearance has been given by the child's medical provider.

Sick Staff Member

Staff who show a sign of being sick or have a temperature of 100.4 and above will be asked to leave and seek medical attention. The staff member will not be able to return until medical clearance has been given by the staff member's medical provider.

Implementing Strategies to Continue Education

- **Toys:** Any items that cannot be wiped down or washed will not be used in the classroom. Classrooms will be rotated each week so classes can receive a deep disinfecting. If a classroom has an item that needs to be disinfected they will set them outside the door for the custodian or staff to clean. Toys children have put in their mouths will be put in a bucket and cleaned by hand using soapy water and a disinfectant. Some toys may be able to be washed in the dishwashers. Toys will need to be taken out of rotation for cleaning. There will not be any area spaces where toys are shared with other classrooms (such as, upfront area, screened-in porch).
- **Meals:** Children will continue to have their meals in their classrooms. All meals will be placed on the classroom windows for the teachers to serve. There will be a chair space between each child while at the table.
- **Naptime:** Children will NOT wear face coverings during nap. Children will be spaced 6 ft. apart from each other or a solid barrier between them. All bedding will be placed in each child's own bag when not in use. The bedding will be washed every 3 days or when bodily fluids are on them.

Teachers

Teachers will report to work 10 minutes early to be screened and prepare to receive children at their scheduled time. Teachers must wear masks at all times while with the children or in community areas. Teachers will stay on campus for their lunch break to help reduce the risk of cross contamination. Teachers may be assigned to another group of children than they were previously with before the COVID-19 outbreak.

Plan if Someone Gets Sick

COVID-19 Case

Notification: Parents and staff will be notified if there is a COVID-19 case in the Center. The Center will follow Health Department and CDC guidelines on how to disinfect the building.

Disinfecting / Cleaning: The Center will be shut down immediately for a minimum of 72 hours. No one will be allowed to clean for the first 24 hours to allow the respiratory droplets to settle. The College will then take over for the detailed cleaning according to the CDC and Health Department Guidelines.

Parent Check list:

Parents will need to make sure their child has the following items when returning to Child Care on June 1st:

- Pair of shoes to be left at the Center
- 2 changes of clothing (labeled with their names)
- Naptime lovelies for school use only (items must remain at school)
- If applicable: diapers, wipes, and formula

Phase 1

CONDITIONS: Public health authorities, CDC, State, Local Health Department are requiring shelter in place, or when shelter in place is lifted but group activities are prohibited, and institutions are closed.

PLAN:

- Student-athletes workout at home using their own equipment.
- Coaching occurs virtually.
- No coaches or other athletes allowed on property owned or operated by the college.
- Remind student-athletes and coaches of the importance of rigorous, frequent cleaning protocol of living space and athletic equipment.
- Remind everyone to only leave their home for essential work or errands and follow infection prevention measures when in public.

Phase 2

CONDITIONS: Public health authorities allow small group activities and institutions are open on a limited basis.

PLAN:

- Criteria for participation in athletic activities (includes athletes, coaches and staff)
 - » Required:
 - ◇ A recent COVID-19/pandemic test with a note from the student-athlete's physician that the student-athlete is cleared to participate in practice is required.
 - ◇ No signs or symptoms of COVID-19 in the past 14 days and student-athlete "passes" the screening or assessment form.
 - ◇ No close, sustained contact with anyone who is sick within 14 days of the beginning of practice.
 - ◇ Small group practices – student-athletes who live together practice together.
 - ◇ Temperatures of athletes and coaching staff, along with the COVID-19 screening or assessment form, are checked daily prior to practice. If temperature or symptoms are present, the student-athlete is to follow institutional guidelines regarding COVID-19 symptoms.
 - ◇ Athletes and athletic staff are COVID-19/pandemic tested as symptoms appear, and prior to the start of each semester.
 - ◇ Appropriate infection prevention supplies are present in multiple targeted areas (e.g., hand sanitizer, facial tissues, facial coverings, etc.).
 - ◇ Small group practice sessions should take place, when practical for practicing sports skills, outside in an area where social distancing can be maintained, if possible.
 - ◇ Student-athletes should use their own equipment and avoid touching each other with their hands.
 - ◇ Student-athletes should use their own water bottle, towel, personal hygiene products (e.g., soap, deodorant, etc.)
 - ◇ Rigorous, frequent cleaning schedule/protocol of equipment with disinfectant before, during, and after practice.
 - ◇ Student-athletes and coaching/athletic staff should be wearing appropriate personal protective equipment (PPE) (e.g. face mask, etc.) except when participating in athletic performance.
 - ◇ Coaching can occur onsite, but coaches must maintain social distancing from all participants

Phase 2 (cont.)

CONDITIONS: Public health authorities allow small group activities and institutions are open on a limited basis.

LOCKER ROOMS:

- No more than five student-athletes can be in the locker room at one time. Social distancing requirements should be met. Recommend come to practice/game "ready to go" and no locker room.
- No team meetings in the locker room.
- Social distancing should be practiced in all instances.
- Locker rooms should be sanitized daily.
- Hand sanitizer/soap and water available in all locker rooms.

WEIGHT ROOM:

- Limit the number of student-athletes that can be in the weight room at the same time to CDC social distancing standards.
- At the completion of the workout, the equipment must be sanitized prior to the next group participating. Coaches or appropriate workers are assigned to make sure this is completed before and after each workout. This is also applicable to classes.
- A coach or recognized staff member must be present to ensure social distancing and sanitizing is practiced.
- Games (if allowable)
- No overnight travel games with the exception of the Region Tournament.
- Prior to all games, prior to departure, the traveling team will check temperatures and utilize the COVID-19 screening or assessment form for all participants, coaches, and traveling staff. Similarly, the host institution, will have all participant's temperatures checked and COVID-19 screening or assessment forms reviewed upon appearing for the contest.
- TCCAA Conference Schedule will be modified to accommodate no overnight travel. Rankings and seeding would be based on percentage of TCCAA Conference Games played.
- The Dyersburg, Southwest, and Jackson series versus Chattanooga, Cleveland, Roane, and Walters would not be played home and home for Men's and Women's Basketball. Some teams in the central part of the state may be able to play everyone. (Travel distance should be a maximum of 4 hours one way).
- Absent overnight travel, Baseball and Softball will play double header home and home games (Saturdays). Southwest, Dyersburg, Jackson, Columbia, Vol (west) and Walters, Roane, Chattanooga, Cleveland, and Motlow (east).
- If East and West games are instituted, an additional game (3) will be added to the Conference schedule.
- The Region Tournament will only consist of the "East" and "West" winner to be held at a neutral site.
- Soccer, Volleyball, Cross Country, and Golf schedules can remain intact. If out of state travel is prohibited, additional conference games will be developed for the schedule. Travel is limited to 4 hours for nonconference games.
- Until social distancing restrictions are eliminated or changed, no spectators will be allowed. Only teams, coaches, score table personnel, officials, and appropriate college personnel are permitted to be present. No concessions. IF spectators are allowed masks must be worn and social distancing practiced.
- Basketball, Soccer, and Volleyball teams will sit on opposite sides of the gym/field, (bleachers remained pushed in). Institutions will coordinate with officials/referees for recognizing substitutions.
- No pre or post game handshakes or contact. However, following games or matches, teams will face each other and recognize each other via a wave, bow, salute, etc. We will still recognize sportsmanship.
- Balls will be changed at time outs in Basketball; change of possession in Volleyball; and out of bounds in Soccer. Baseball and Softball balls are exchanged through regular play (foul balls, etc.)
- Hand sanitizer will be available on all benches.
- Water coolers, with throw away cups, or teams with individual water bottles will be available on the sidelines.
- Players should have their own individual towel provided by their team.
- Travel recommendation – only 1 person for 2 seats. If permissible, skip a row between players.
- Pre- and post- game meals will be preordered and "pick-up" only.

Phase 2 (cont.)

CONDITIONS: Public health authorities allow small group activities and institutions are open on a limited basis.

POSITIVE TEST:

- Should a student-athlete test positive for the pandemic virus, the athlete and entire team shall be quarantined according to CDC standards. If teams travel together, both teams shall be quarantined.
- Due to medical confidentiality restrictions, the institution/coach will not name the individual with a positive test result.
- All scheduled games during a quarantine period, will count as “no contest.” Rankings will be on a percentage basis. Sports committees will develop a revised Conference Schedule and establish criteria for determining cancelled games. Revised schedules will be sent to the Athletic Directors and Presidents for approval.
- Should a student-athlete test positive, and occurs during regular season play, institutions shall notify all opponents within a two-week schedule. Affected TCCAA institutions shall also quarantine their affected teams for the CDC recommended allotted time frame.
- NJCAA REGION/DISTRICT REPRESENTATIVE:
 - In the event the Region/District Tournament cannot be played, the TCCAA Regular Season Champion will be declared the NJCAA National Tournament representative. Should two teams tie for the Regular Season Championship, a single playoff game at a neutral site will determine the representative

Phase 3

CONDITIONS: Public health authorities allow institutions and other business-related functions to open, group size maximum is 50. Colleges are open – classes, hybrid, online. CDC and State social distance rules are in effect, State has some travel restrictions, and no schedule or policy changes in the NJCAA.

PLAN:

- Criteria for participation in practice and games (includes athletes, coaches and staff)
 - » No signs or symptoms of COVID-19 (Appendix 2) in the past 14 days, including all temperature checks and screening or assessment forms indicating good health.
 - » If the person has had a case of documented COVID-19 infection, they need a note from their doctor indicating they are cleared to participate in training
 - » No close sustained contact with anyone who is sick within 14 days of beginning group training
 - » A recent COVID-19/pandemic test or a note from their physician that the student-athlete is cleared to participate in practice.
 - » No signs or symptoms of COVID-19 in the past 14 days.
 - » Temperatures are checked daily prior to practice, and athletes are asked about any signs or symptoms of COVID-19 via the screening or assessment form. If temperature or symptoms are present, If temperature or symptoms are present, the student-athlete is to follow institutional guidelines regarding COVID-19 symptoms.
 - » Athletes and athletic staff are COVID-19/pandemic tested as symptoms appear, and prior to the start of each semester.
 - » Appropriate infection prevention supplies are present in multiple targeted areas (e.g., hand sanitizer, facial tissues, facial coverings, etc.).
 - » Athletes may use institutional equipment, but equipment should be cleaned between use.
 - » Athletes should continue to use their own water bottle, towel, personal hygiene products (e.g., soap, deodorant, etc.)
 - » Activities with direct (e.g., soccer) or indirect (e.g., volleyball, basketball) can resume
 - » Rigorous, frequent cleaning schedule/protocol of equipment with disinfectant before, during, and after training should continue* including wearing appropriate personal protective equipment (PPE). (e.g., face mask, etc.)

Phase 3 (cont.)

CONDITIONS: Public health authorities allow institutions and other business-related functions to open, group size maximum is 50. Colleges are open – classes, hybrid, online. CDC and State social distance rules are in effect, State has some travel restrictions, and no schedule or policy changes in the NJCAA.

THE TCCAA SCHEDULE REMAINS IN EFFECT ACCORDING TO THE NJCAA.

- All student-athletes are virus tested prior to the first day of college/practice.
- Temperatures are checked and screening or assessment forms completed prior to each practice.
- COVID-19 testing should take place if a student-athlete or athletic staff member is experiencing symptoms or running a fever.
- Social distancing is required in all non-competitive situations.

GAMES:

- Temperatures are checked prior to departure for any event; home team temperatures are checked upon arrival to the facility.
- Social distancing is required for all spectators attending events.
- No pre- or post- game/match handshakes, greetings, or contact. Teams will just go to and from the locker rooms.
- Balls will be changed at time outs in Basketball; change of possession in Volleyball; and out of bounds in Soccer. Baseball and Softball balls are exchanged through regular play (foul balls, etc.).
- Hand sanitizer will be available on all benches.
- Water coolers, with throw away cups, or teams with individual water bottles will be available on the sidelines.
- Players should have their own individual towel provided by their team.

POSITIVE TEST:

- Should a student-athlete test positive for the pandemic virus, the athlete and entire team shall be quarantined according to CDC standards. If teams travel together, both teams shall be quarantined according to CDC standards.
- Due to medical confidentiality restrictions, the institution/coach will not name the individual with a positive test result.
- All scheduled games during a quarantine period, will count as “no contest.” Rankings will be on a percentage basis.
- Should a student-athlete test positive, and occurs during regular season play, institutions shall notify all opponents within a two-week schedule. Affected TCCAA institutions shall also quarantine their affected teams for the CDC recommended allotted time frame. Check on health department requirements.

NJCAA REGION/DISTRICT REPRESENTATIVE:

- In the event the Region/District Tournament cannot be played, the TCCAA Regular Season Champion will be declared the NJCAA National Tournament representative. Should two teams tie for the Regular Season Championship, a single playoff game at a neutral site will determine the representative.

Phase 4

CONDITIONS: Colleges are open, no restrictions from the CDC, the State, or the NJCAA. A vaccine or a cure is developed.

PLAN:

- Incorporate COVID-19 or pandemic vaccination as a component of student-athlete's physicals, and coaches' and staff's return to campus.
- All student-athletes are virus tested prior to the first day of college/practice.
- Temperatures and assessment or screening forms are conducted twice a week. If a positive virus symptom appears previous protocol will be followed.
- Continue standard procedures for infection prevention:
- Frequent handwashing
- Avoid touching their face
- Cover mouth/nose when coughing or sneezing

GAMES:

- Processes and schedule continue as previously approved by the TCCAA Presidents.
- The TCCAA Tournaments are conducted as scheduled
- Other Considerations:
- Cleaning of student-athlete spaces and practice/game facilities should follow the CDC recommendations for cleaning and disinfecting community facilities. Frequently touched areas (e.g., door handles, light switches) should be cleaned multiple times daily. Work-out equipment should be cleaned with anti-septic cleansers prior to use, between use by different athletes, and after use. At home, fresh food should be washed carefully before eating. Wash hands prior to cleaning and/or eating food. Dishes should be washed at high temperatures, preferably in a dishwasher.

ATTACHMENTS:

- NJCAA Path for 2020-21 NJCAA Sports
- NJCAA Health and Safety Recommendations for Return to Play
- NJCAA 2020-2021 Sports Procedures
- NATA Intercollegiate Council for Sports Medicine
- Institution Sports Medicine Student-Athlete COVID -19 Screening Form
- Communicable Disease Release of Liability and Assumption of Risk Agreement
- TCCAA travel chart

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