



# FALL 2020 PLAN

Institutional Plan for **Return to Campus**



*-an equal opportunity college-*

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## CONTINUITY OF OPERATIONS

A strength of the College of Central Florida is the ability to be **responsive as conditions change**. This plan serves as a guide; however, we will continue to be nimble as the external environment shifts.

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## A WORD FROM THE PRESIDENT

The COVID-19 pandemic brought challenges to the way that we deliver instruction and student services at the College of Central Florida. We have persevered and become a stronger institution. We have continued to focus on academic excellence while not losing sight of compassion and grace. In this report, you will find a thoughtful and deliberate phased plan to welcome back employees and students to the campuses of the College of Central Florida. Your safety and well-being are at the forefront as we learn how to work and live in the COVID-19 environment.

While we have put in place measures to maximize health and safety, the need for individual responsibility is more urgent than ever. It is only with your cooperation that we can take care of each other. As we implement this return to work plan we are depending on each employee to comply with all the guidelines that have been put in place.

The term “new normal” is being used to describe the ways in which we will adapt in our business relations and personal lives during the post COVID era. It means different things to different people. For the College of Central Florida, it means opportunity. A chance to re-envision the way we serve our students. This plan aims to glean lessons from our COVID-19 experience that allow us to serve our students better.



**James D. Henningsen, Ed.D.**  
*President*



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## OVERVIEW

The plan was developed with the due consideration of the Centers for Disease Control, the Florida Department of Health, the Florida Department of Education and Gov. Ron DeSantis and focuses on health and safety of students, the CF team and our external communities. The plan provides broad institutional and operational guidance to ensure best practices for health and safety of our campus community and to mitigate the risk of resurgence of COVID-19.

The [Centers for Disease Control](#), while recognizing that institutions of higher education vary in geographic region, size and structure, encourages implementation that is feasible, practical, acceptable and tailored to meet the needs of each higher education community. The CDC reminds us that the more an individual interacts with others and the longer the interaction, the higher the risk of COVID-19 spread.

Gov. Ron DeSantis has implemented a number of executive orders impacting CF including [EO-52](#), declaring a State of Emergency in Florida for COVID-19. That March 9 order originally expired in 60 days but was extended in [EO-114](#) to July 8. On April 1, E0-91 initiated Safer at Home for the entire state of Florida, limiting movement and personal interactions outside the home to only those necessary to obtain or provide essential services or conduct essential activities. [EO-112](#) on April 29 outlined DeSantis' three-phase [Safe. Smart. Step-by-Step. Plan for Florida's Recovery](#), and on Sept. 25 we entered phase 3 of that plan.

The Florida Department of Education on March 23 issued [Emergency Order 01](#), which recommended that Florida College System institutions deploy all available resources to operate virtually or through other remote means for the remainder of the 2020 spring semester and to close campuses to regular activities in adherence to CDC guidelines.

On March 14, the college announced a temporary transition to online classes for spring semester and on April 4 the college announced that summer semester would continue in an online format. On June 21, the decision was announced to offer most fall classes in an online format, and that CF faculty and staff would continue to work remotely until July 6. On Oct. 12, many CF team members will return to their offices and all college locations will be open to the public. Some services will continue to be offered remotely. The decisions were guided by a task force that presented a COVID-19 Phased Plan based on the governor's Step-by-Step plan and the CF COVID-19 Task Force.

We must remain vigilant and will be prepared to change course as conditions evolve. Guidelines that follow will prepare the CF team and students to return under the safest possible conditions.



## REOPENING TIMELINE



**The college leadership has identified the following dates and targets for return of staff, faculty and students to our locations. The timeline may change as conditions evolve.**

DATE	TARGETS
July 6	<ul style="list-style-type: none"> <li>▪ Summer classes continue with the majority of classes offered in various online formats.</li> </ul>
Aug. 17	<ul style="list-style-type: none"> <li>▪ Start of Fall Semester with the majority of classes offered in various online formats.</li> <li>▪ Career and technical programs and some specialized courses will have selected classes on campus following safety protocols.</li> </ul>
Oct. 12	<ul style="list-style-type: none"> <li>▪ Many CF team members will return to their offices and all college locations will be open to the public.</li> </ul>

**Current information about specific services will be available as Frequently Asked Questions on the college website, [www.CF.edu](http://www.CF.edu).**

## SAFE ENVIRONMENT FOR RETURN TO CAMPUS

CF is committed to providing a safe environment for all individuals who enter our locations. The decision to implement a phased return to our locations is based on the CDC principle that the more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread.

A limited number of students are continuing with classes onsite for summer and fall semester. Employees will return to campus as conditions allow. Decisions on who will return to campus are based on factors including office layout and will be determined by the supervisor and vice president of your area. Employees who are approved to continue remote work will be guided by CF's temporary [Telecommuting Procedure](#).

We are working closely with our custodial services team, under reopening [guidelines of the CDC](#), to enhance routine cleaning processes that include wiping of desktops, door handles and other hard surfaces in offices and common areas. Enhanced procedures ensure that keyboards, handrails and additional surfaces are cleaned daily. Large meeting spaces will undergo a deep cleaning after public events.

Hand sanitizer dispensers are located at entrances of our buildings and additional portable dispensers are being positioned in high traffic areas. Employees will receive personal supplies upon their return to campus, and additional provisions will be provided to office areas.

If a student or employee self-discloses that they have tested positive for COVID-19, CF will follow all CDC and Health Department guidelines. The student or employee will be required to quarantine away from campus. CF will notify all individuals who are known to have been in contact with the student or employee in accordance with Health Insurance Portability and Accountability Act guidelines. CF custodial services will conduct a deep cleaning of all work or classroom areas that the student or employee has entered.

### GUIDANCE FOR SPECIFIC WORKPLACE SCENARIOS

- **Signage** – CF is placing visual cues such as floor decals and signs to indicate where visitors should stand while waiting in line. One-way directional signage may direct foot-traffic to increase distance between individuals moving through the space. There may be designated specific stairways for up or down traffic if building space allows.
- **Restrooms** – Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Restrooms will be marked accordingly. Please adhere to posted signs.
- **Elevators** – No more than one person may use an elevator at a time. Before you enter, please allow appropriate space for those exiting the elevator to pass. Maintain social distance when among individuals waiting to enter the elevator.
- **Meetings** – Convening in groups increases the risk of viral transmission. Where feasible, consider holding meetings via Zoom. In-person meetings must follow social distancing and CDC guidelines for gatherings. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During your time on-site, you are encouraged to communicate with colleagues and supervisors as needed by email, telephone or other available technology rather than face-to-face.
- **Shared Vehicles** – All employees are required to wear masks or face coverings while driving/riding in a college vehicle with others as this is a unique situation where social distancing measures are difficult to maintain. Appropriate use of face masks or coverings is critical in minimizing risks to yourself and others

## SAFE ENVIRONMENT FOR RETURN TO CAMPUS

near you. After using a college vehicle, contact Plant Operations at ext. 1229 to schedule cleaning of the vehicle.

- **Breaks and Lunch Hours** – Avoid congregating in common areas during breaks and meals, respecting the need to distance from others by at least 6 feet. Alternating breaks and lunch hours may also help with social distancing requirements in break areas. The use of outside tables is encouraged for meeting with co-workers as long as social distancing is possible.

### **PERSONAL SAFETY**

All staff are expected to fully comply with the protocols and guidelines outlined in this document. It is a part of each employee's job responsibility to support CF's response to the ongoing pandemic. Any employee who does not comply may be asked to leave campus, to ensure the safety and health of others.

- **Employee Self-monitoring** – Staff who have been instructed to return to the workplace should conduct symptom monitoring every day before reporting to work. You must be free of ANY symptoms potentially related to COVID-19 to be eligible to report to work. At this time, these symptoms include one or more of the following:

- |   |                                      |                                 |
|---|--------------------------------------|---------------------------------|
| – Cough                                       | – Repeated shaking with chills       | – Sore throat                   |
| – Shortness of breath or difficulty breathing | – Runny nose or new sinus congestion | – New gastrointestinal symptoms |
| – Fever                                       | – Muscle pain                        | – Fatigue                       |
| – Chills                                      | – Headache                           | – New loss of taste or smell    |

If you exhibit any of the above symptoms prior to coming to work, you must contact your supervisor immediately. You may be referred to Human Resources for additional information, evaluation or follow-up. You should not return to work until cleared by HR to return to work.

- **High-risk Populations** – According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Staff members who have been instructed to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace should contact Human Resources. [CDC](#) has identified these conditions which may put an individual at a higher risk:

- |  |  |                               |
|--|--|-------------------------------|
| – Older adults (aged 65 years and older) | – Chronic kidney disease being treated with dialysis | – Asthma (moderate-to-severe) |
| – People with HIV                        | – Serious heart conditions                           | – Diabetes                    |
| – Severe obesity                         | – Chronic lung disease                               | – Being immunocompromised     |
|  | – Liver disease                                      |                               |

- **Face Masks/Cloth Face Coverings** – All individuals, except those who are exempt per CDC guidelines, are required to wear a fabric or disposable surgical-style mask that covers their nose and mouth inside CF campus buildings. Masks or face coverings are to be worn in all classrooms and when in public/common areas, including lobbies, conference rooms, elevators, stairwells, bathrooms, and lounges. Individuals may remove masks only if they are in their own enclosed private workspace with no one else present.

## SAFE ENVIRONMENT FOR RETURN TO CAMPUS

Masks are also required to be worn on campus in outside settings, including campus walkways, which do not allow for required social distancing. Refer to full Temporary COVID-19 Mask Requirement at [www.CF.edu/Mask](#).

- **Social Distancing** – Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups.
- Stay out of crowded places and avoid mass gatherings.

- **Handwashing** – Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

- **Gloves** – Health care workers and others in high-risk areas should use gloves as part of Personal Protective Equipment, but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

- **Personal Disinfection** – While custodial crews will continue to clean office and work spaces based on CDC guidelines, additional care should be taken to wipe down commonly used surfaces. Before starting work and before you leave any room in which you have been working, it is recommended to wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. copiers, printers, computers, audiovisual and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Cleaning supplies will be provided along with guidance to ensure safe use and to reduce chances of damaging equipment.

- **Temperature Screening** – Faculty, staff, students and visitors may be subject to temperature screening in situations where touch may be required or individuals are working or learning in close proximity. For example, fingerprinting.

## ACADEMIC OPERATIONS



In all college operations including instruction, we will continue to be guided by CDC recommendations to ensure the health and safety of faculty, staff and students. Enhanced cleaning, social distancing, the use of facial masks, and continual reminders for our stakeholders to abide by CDC guidelines will reduce the opportunity for spread of COVID-19.

- CF shifted to primarily online class delivery for the remainder of spring semester following spring break, thanks to committed faculty and staff and a strong history of success in online course delivery.
- Classes continue to be delivered online for summer, with the exception of some career and technical program courses that are being offered in a face-to-face format.
- Through the start of the Fall Semester, classes will be offered in various online formats that include fully online, hybrid, and face to face. Career and technical programs, including Health Sciences, Criminal Justice and Welding, and some specialized courses will have selected classes on campus following safety protocols. Clinical courses for the Health Sciences programs, co-ops and internships for the Business, Technology and Workforce divisions will continue contingent upon external agency/employer approval and assurances for student safety.
- Social distancing must be maintained whenever possible by faculty and students in classroom settings. Furniture will be reconfigured, and in some cases removed, to enforce 6-foot distancing.
- Face masks must be worn by students in face-to-face classrooms and lab settings. Faculty in classrooms will wear a mask in any situation where a 6-foot distance cannot be maintained. See Temporary COVID-19 Mask Requirement at [www.CF.edu/Mask](http://www.CF.edu/Mask).
- Faculty will maintain regularly scheduled office hours, which are on the course syllabus. Instructors may offer office hours in Canvas Conferences or Chat or via email or phone.
- Assistance will be available to students through the Canvas 24/7 live help desk.
- The Learning Resources Centers and Learning Support Centers will continue to provide services remotely.

## STUDENT SERVICES



CF is committed to the health and safety of our students, faculty and staff, and continues to focus on meeting student needs in the COVID-19 environment. As students come to campus, they will find that furniture has been moved to support social distancing, signs posted reminding them to wear face masks, and cleaning processes have been enhanced.

- All services for students have been ongoing. CF shifted most student services online for spring semester, continuing for summer and fall semesters.
- Social distancing will be required in all locations.
- All student services offices are open to visitors, though appointments may be required and services may be offered via phone and Zoom.
- The Testing Center will continue to operate on an appointment-only basis.
- Student Life will continue to offer robust leadership, engagement and team-building experiences online and at our campus locations as CDC recommendations allow.
- The Veterans Services office will continue to offer assistance to military service men and women, veterans, and eligible dependents enrolled at the College of Central Florida.
- College Square Apartments will continue to serve CF students.

## EVENTS ON CAMPUS

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- **Internal** – Events hosted by CF – including Visual and Performing Arts events, guest speakers, Phi Theta Kappa inductions, athletic competitions, etc. – will resume when possible under CDC guidelines.
  - **External** – Ocala, Citrus and Levy Conference Services and the Appleton Museum of Art will resume rentals beginning July 6. All events hosted by outside individuals and organizations will be required to follow CDC guidelines.

## **CONTINUITY OF OPERATIONS**

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**Ocala Campus**  
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352-873-5800  
*CF.edu*

**Citrus Campus**  
3800 S. Lecanto Highway  
Lecanto, FL 34461-9026  
352-746-6721  
*CF.edu/Citrus*

**Jack Wilkinson Levy Campus**  
15390 N.W. Highway 19  
Chiefland, FL 32626  
352-658-4077  
*CF.edu/Levy*

**Hampton Center**  
1501 W. Silver Springs Blvd.  
Ocala, FL 34475-6456  
352-873-5881  
*CF.edu/Hampton*

**Appleton Museum of Art,  
College of Central Florida**  
4333 E. Silver Springs Blvd.  
Ocala, FL 34470-5001  
352-291-4455  
*AppletonMuseum.org*

**Vintage Farm Campus**  
4020 S.E. Third Ave.  
Ocala, FL 34480-4708



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The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of Central Florida. The commission should be contacted only if there is evidence that appears to support that the College of Central Florida may be in non-compliance with a requirement or standards. College of Central Florida is also approved by the Florida Department of Education to award associate degrees, baccalaureate degrees, college credit certificates and occupational certificates.