

Columbia State Community College

Plans for Instruction and Services in Response to COVID-19

To provide for a safe and secure College while maintaining the integrity of instruction and services, Columbia State has consistently monitored the cases of coronavirus, nationally and locally. As such and in conjunction with guidance from the Community College System of Tennessee this plan was developed. This is not a static plan but an evolving one that transitions as new information and direction becomes available and that has impact on the work and mission of the College.

Objectives

- Protect the health and safety of all students, faculty, staff and visitors at all Columbia State campuses.
- Communicate timely and effectively with all stakeholders throughout the duration of the COVID-19 pandemic.
- Maintain the continuation of instruction, operations and services as possible throughout the pandemic.
- Help prevent the spread of COVID-19 through sharing health and hygiene education from public health officials.

Preparedness Planning

The **COVID-19 Task Force** will monitor the latest news and recommendations from federal and state public health officials. The task force is made up of members of the College Leadership Council. The task force's responsibilities are to assist with planning for possible transition to various response levels and to advise the president of official information which impacts the operation of Columbia State.

The College will respond to the pandemic based upon the input of state and public health officials, directives from the Tennessee Board of Regents and other factors including location of illness, severity of the pandemic, number of college employees and students affected, and other emerging needs within the service area.

COVID-19 Task Force:

- Columbia State President
- Vice President for Financial and Administrative Affairs
- Interim Vice President for Academic Affairs and Associate Vice President for Faculty, Curriculum and Programs
- Vice President for Student Affairs
- Vice President for Williamson Campus and External Services
- Vice President for Advancement
- Associate Vice President of Planning, Effectiveness and Retention
- Director of Communications
- Director of Human Resources

The **COVID-19 Advisory Group** meets to review direction, provides advisory input and assists with implementation of strategies and communication across campus.

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- Associate Vice President of Planning, Effectiveness and Retention
- Associate Vice President of Business Services
- Associate Vice President of Information Technology
- Assistant to the President for Access and Diversity
- Dean of Health Sciences
- Dean of Humanities and Social Sciences
- Dean of Science, Technology and Mathematics
- Dean for Access, Southern Campuses and Regional Services
- Director of Academic Engagement and Innovation
- Director of Communications
- Director of Human Resources
- Director of Facility Services and Safety
- Lawrence Campus Coordinator
- Lewisburg Campus Coordinator
- Clifton Campus Coordinator

Columbia State seeks to maintain a communication process that informs the many constituencies of actions, activities and information that allows the College to fulfill its mission while providing an environment that is safe for students and employees.

Communication methods to the public, employees and students follows:

Communication to the Public

- The Office of Communications will maintain a /Coronavirus website to provide updates to students, faculty, staff and community members.
- Any changes in the normal operating schedule will be communicated as follows:
 - Text alert sent via ChargerNet Alerts.
 - Email notification to all students and employees.
 - Posted on the ColumbiaState.edu homepage.
 - Message will be updated on 931.540.2515.
 - Posted on the college's Facebook and Twitter accounts.
 - Email/call to local media.

Communication to Employees

- Employees should regularly check their Columbia State email for information and planning related to their specific division/department. Additional college-wide information may also be sent to their email.
- A COVID-19 tab for employees will be posted in ChargerNet to provide quick access to important resources and information.

Communication to Students

- Students should regularly check their Columbia State email for additional college information.
- Faculty will email students regarding any changes in their specific courses such as the transition to online learning or alternative methods of instruction.

Response by Level of Severity

The following chart outlines general actions to be taken during a wide-spread viral outbreak. Additional actions will be taken based on specific information received from federal, state and local government and public health officials.

	Level 1 Planning	Level 2 Social Distancing	Level 2.1 Alternate Work Assignments	Level 3 College Closed
College Status	<p>College is open, classes remain in session.</p> <p>Preparation begins for the possibility of moving to Level 2, 2.1 or 3.</p> <p>Faculty prepare alternative methods of instruction for classes.</p> <p>Staff prepare for continuation of services to students.</p>	<p>College and offices open.</p> <p>Traditional classes suspended.</p> <p>Instruction moved to alternative methods. Students may come to campus for access to computers or materials or for alternate schedule (social distancing).</p> <p>Staff provide continuation of services to students while implementing social distancing.</p>	<p>College and offices open.</p> <p>Traditional classes suspended.</p> <p>Instruction moved to alternative methods. Students may come to campus for access to computers or materials or for alternate schedule (social distancing).</p> <p>Staff provide continuation of services to students while on rotating/virtual work assignments.</p>	<p>College closed.</p> <p>Faculty and staff work from home through virtual or alternative methods.</p> <p>Classes held virtually or through alternative methods.</p> <p>Student services and administrative functions are conducted virtually or alternative methods.</p> <p>(Consultation with the Chancellor will occur prior to declaring a Level 3 response.)</p>
Task Force	Task Force is activated to begin planning and discussions			

	<p>for potential transition to Level 2, 2.1 or 3.</p> <p>Consult with and review updates from TBR and public health officials.</p>	<p>Continue communication with the TBR and public health officials.</p>	<p>Continue communication with the TBR and public health officials.</p>	<p>Maintain communication with the TBR and public health officials.</p>
Travel	<p>Suspend all international and out-of-state travel.</p>	<p>Suspend all non-essential in-state travel.</p>	<p>All non-essential travel is canceled.</p>	<p>All travel is canceled.</p>
Events		<p>All college events are canceled.</p>	<p>All college events are canceled.</p>	<p>All college events are canceled.</p>
Academics		<p>College-wide communication to faculty in preparation to move to online/ alternative instruction.</p> <p>Faculty, by department, submit plan for alternative instructional methods.</p> <p>Providing training opportunities for faculty that will enable them to quickly convert courses to online/ alternative format.</p>	<p>Courses are moved to online/ alternative format.</p>	<p>Courses continue in an online/ alternative format.</p>
Administrative and Student Services	<p>Continue as normal.</p>	<p>Preparations and training for transitioning</p>	<p>Initiate virtual environment on a limited and</p>	<p>Initiate services through a</p>

		office responsibilities to a virtual environment.	rotating basis in preparation for full implementation.	virtual environment.
Facility Services and Safety	Increase and conduct deep cleanings of frequently touched objects and surfaces.	Continue to conduct deep cleanings of frequently touched objects and surfaces.	Continue to conduct deep cleanings of frequently touched objects and surfaces.	College closed. Deep cleaning to resume prior to reopening.
Communications	Dedicated webpage developed. Provide regular updates to the college community. All media inquiries are routed to the Director of Communications.	Continue to provide regular updates to the college community.	Continue to provide regular updates to the college community.	Continue to provide regular updates to the college community.