



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
MEMPHIS

Back to Campus Plan

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CONTENTS

From President Roland Rayner.....	2
Acknowledgments.....	4
Back to Campus Plan.....	5
Reopening Defined.....	5
I. General Guidelines and Precautions.....	7
II. Campus Access.....	9
III. Building and Safety Protocols.....	12
IV. Faculty and Students.....	16
V. Employees.....	18
VI. Third-Party Vendors and Visitors.....	22
VII. Plan Updates.....	23
Appendices	
A – Students.....	24
B – Employee Frequently Asked Questions.....	27
C – Communications Form.....	30

FROM PRESIDENT ROLAND RAYNER



Dear faculty, staff, and students,

Like all of you, I have been closely following the reports of COVID-19 and considering the many ways in which its future course might alter my life as well as the lives of those closest to me. These past few weeks have been a reminder of just how connected we are to one another and how the choices we make today determine our options tomorrow.

Fortunately, a group of extremely dedicated people has been working diligently to respond to the challenges that COVID-19 imposed on our learning community. Our Back to Campus planning team is considering every contingency as they undertake this important work on your behalf. I write today to inform you of some major changes designed to ensure learning continues and mitigate exposure to the disease among our learning community.

How we go about transitioning back to campus is critical. Again, our strategy intends to minimize health risks to faculty, staff, students, and community members through our Campus Reopening Plan, which was developed by the TCAT Memphis Back to Campus Team. The team relied heavily on the guidance provided by our state and local health officials.

Our Road Map back to campus calls for the summer return to be done with minimal numbers beginning the week of July 9th, involving only faculty and staff. Small groups of students will follow on staggered schedules throughout the week of July 13th until the end of the summer term. We are anticipating a resumption of in-person instruction for the Fall trimester beginning on September 1, 2020, for all TCAT Memphis locations. However, I would emphasize that this situation remains a fluid one, as the transition team monitors developments related to COVID-19 and receives counsel from state and local public health officials. The guidance could be subject to change, even after our plans are in place. We will need to remain flexible and patient as we move forward. During the fall term, the plan is to continue on-ground operations until the end of November 2020. At that time, the operations may transition to a hybrid or online model, which allows us to finish the term remotely if necessary. The plan prioritizes safety considerations required to minimize risk.

Our challenge as a campus community is to ensure our mission endures. Serving the public good in an ethical and just manner is more vital now than ever before. I encourage faculty, staff, and students to remain steadfast during this time in which we must lead and innovate as we come together for the progression of our future. The livelihood of our Learning Communities, County, as

well as the Great State of Tennessee will benefit from this collaborative effort. How we go about returning students, faculty, and staff to campus will affect our ability to ensure educational opportunity. Some of the students who would be most disproportionately affected if we remain fully remote are our first-generation, underrepresented, low-income, rural, as well as urban students.

The Back to Campus plan for Summer into Fall 2020 addresses several key objectives by:

- Creating a COVID-ready campus environment that diminishes health risks to faculty, staff, students, and community.
- Delivering the flexibility to offer multiple formats for academic instruction that enables the college's mission by ensuring student access, student success, quality, efficiency, resourcefulness, and equity.
- Aligning resources to support safety and academics.

The pandemic is an opportunity for us to show what TCAT Memphis can do differently and better as we move forward together. As President, I thank the students, faculty, staff, and our community partners for their flexibility and adaptability during this challenging time.

Together as one,

Roland Rayner
President

ACKNOWLEDGEMENTS

This plan was developed with guidance from several sources, including Shelby County Health Department Director Alisa Haushalter, DNP, RN, PHNA-BC, and Bruce Randolph, MD, MPH. In addition to guidance from The College System of Tennessee, The White House Opening Up America Again plan, The Centers for Disease Control, The Shelby County Health Department, and the Occupational Safety and Health Administration.

Special thanks to the following members of the Tennessee College of Applied Technology Memphis (TCAT Memphis) Back to Campus Transition Team for their diligent work:

TCAT Memphis Back to Campus Team

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Back to Campus Plan

The Tennessee College of Applied Technology Memphis Back to Campus Plan was developed using the best-known practices and guidelines set forth by the White House Opening Up America Again Plan, the Centers for Disease Control and Prevention (CDC), and Shelby County Health Department. While this plan is based on the most current information available, it is subject to change to address emerging conditions related to the COVID-19 pandemic.

This Back to Campus Plan outlines Tennessee College of Applied Technology Memphis operating procedures in response to the global pandemic and regarding the strategic reopening of campus facilities. At the core of this plan are three strategic imperatives: 1) Health and Safety, 2) Effective Operational Implementation, and 3) Student Success.

The plan is divided into seven broad sections:

- I. General Guidelines and Precautions
- II. Campus Access
- III. Building and Safety Protocols
- IV. Faculty and Students
- V. Employees
- VI. Third-Party Vendors and Visitors
- VII. Plan Updates

The first three sections apply to everyone: students, faculty, staff, and vendors. The next three sections contain specific information that is relevant to the group noted. Also, these sections are linked to the College's website using commonly used searchable terms.

Reopening Defined

Practices were developed according to guidelines outlined in the [White House Opening Up America Again](#) plan and safety protocols aligned with the Centers for Disease Control recommendations, and Shelby County Health Department.

The reopening period is the reintroduction of those essential services that cannot be executed exclusively in an online environment. Therefore, our career and technical workforce development programs will be reintegrated onto campus in this initial phase.

Reopening objectives are to:

- Implement a phased-in approach of essential functions/programs that cannot operate optimally in an online environment.
- Continue to encourage telework, whenever possible and feasible with business operations.
- Adhere to CDC guidelines regarding social distancing and safety.
- Provide reasonable accommodations for employees/students who are members of vulnerable populations or who have primary responsibility for those who are members of vulnerable populations.

I. General Guidelines and Precautions

This plan was developed with guidance from several sources, including Shelby County Health Department Director Alisa Haushalter, DNP, RN, PHNA-BC, and Bruce Randolph, MD, MPH. In addition to guidance from The College System of Tennessee, The White House Opening Up America Again plan, The Centers for Disease Control, The Shelby County Health Department, and the Occupational Safety and Health Administration.

The following protocols outlined in this report are developed as guidelines to establish activities and procedures to be implemented as part of the College's plan for returning employees, students and vendors to campuses, and worksites during the phased Back to Campus plan:

- Implement workplace cleaning and disinfection practices with regular sanitation of frequently touched surfaces every 2 hours or as needed. Reinforce healthy hygiene practices, such as hand washing.
- Implement and enforce social distancing guidelines (at least 6 feet apart). Workstations should be evaluated and spaced apart. The Schools may want to consider placing marks 6 feet apart where students stand in line.
- Schools will want to evaluate classrooms and perhaps mark off every other desk or take whatever action is necessary to keep people 6 feet apart in the classroom.
- Post signs on health policies. Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a mask.
- Require employees and students to wear a cloth (or other types) face mask while on campus in common areas. They may supply their own face mask or use one provided by the school.
- Require all employees and students to report any personal illness and any exposure to a Covid-19 positive case.
- Prohibit congregating in break rooms and other common areas and limit the capacity of these spaces to permit social distancing of at least 6 feet. In the alternative, you may consider closing break rooms or eating spaces for a period on time. Do not schedule social events of more than 10 people.
- Limit restrooms to 2 individuals per restroom and provide signage and other physical barriers to prevent overcrowding and ensuring safe social distancing in these confined areas.
- Post the following notifications at workplace entrances to prevent the spread of COVID-19:
 - Stay at home when sick
 - Avoid personal contact by practicing physical distancing
 - Cough and sneeze etiquette
 - CDC Guidelines on personal hygiene/handwashing practices
 - Notification requirements if an employee develops any symptoms of COVID-19

For the purposes of contact tracing, the protocols established by the Shelby County Health Department will be followed. These protocols identify individuals of interest as:

- Those within less than 6 feet of the infected individual,
- Without a mask,
- For a period of more than 15 minutes (cumulative within a day)

All protocols are subject to revision as conditions change.

Communications

COVID -19 is an emerging and rapidly evolving pandemic that requires practical approaches to keep the community safe. Any public health emergency presents significant risks and communication challenges. At present, COVID 19 is at the forefront of our attention. Moving forward, we must be all-inclusive to public health concerns, ensuring that clear, accurate, and timely communication is presented to all Faculty, Staff, and our student population. We at TCAT Memphis strive to keep our communities and organization well informed of all conditions that impact their safety or health. Ideally, pandemic communications maximize the public's capacity to act as an active partner by encouraging prevention, promoting containment, and fostering resilience and recovery. Moreover, with an expanded role in pandemic planning and response, communication processes can adequately prepare our Faculty, Staff, and students to adapt to changing circumstances and help prevent uncertainty during an emerging pandemic. Educating our TCAT Memphis population about existing vulnerabilities and resources that are available can help facilitate in anticipation of surprising events, create a dialogue between potentially affected people and risk managers, and foster an environment of mutual trust.

We at TCAT Memphis plan to deliver on that trust with our community partners by effectively communicating with appropriate agencies when a potential case arises. Our plan for those communications shall include the following:

1. During our return to campus, any affirmative survey answers are given, or excessive body temperature readings during reentry screening will be appropriately communicated to both the screened individual and campus administration.
2. TCAT staff will encourage the individual to get tested, as well as inform them that it is our responsibility to report findings to the local health department for contact tracing purposes. At that time, we will further instruct the individual that they must leave campus and self-quarantine for 14 days before returning. An individual experiencing no symptoms for seven days and presenting a medical clearance attained no less than seven days after the initial quarantine may be permitted to return to campus. Rescreening is required at return.
3. It is imperative that testing occur appropriately to ensure accurate results. Medical providers may recommend a delay in testing to avoid the possibility of a false negative. Individuals must follow the recommendations of medical providers thoroughly before requesting reentry to our facilities to limit any negative impact on the campus community.

In the event of a COVID positive exposure notification from the Shelby County Health Department, TCAT Memphis will communicate relevant information to concerned parties utilizing the Communications Form located in Appendix C of this Plan. The information distributed with this form will be limited to those allowed by current guidance from the CDC, OSHA, and HIPAA. Records retention complies with all relevant regulations.

(references: <https://www.cdc.gov/> & <https://www.who.int/risk-communication/guidance/en/>)

II. Campus Access

The Back to Campus process is scheduled to commence on Thursday, July 9, to Monday, August 26, 2020. The schedule is subject to change.

Protocols for All Persons Desiring Campus Access

Safety is a top priority as we navigate this new normal that is COVID-19. We will not take chances with student or employee safety. All persons must undergo a wellness screening before gaining access to TCAT Memphis locations. To expedite the screening process, everyone will be asked to self-screen by completing a questionnaire before coming to campus and screened upon arrival to campus. This questionnaire is mandatory for anyone who will be on campus. All persons will be required to have their temperature screened upon arrival to campus and will not be allowed to enter the campus should their temperature register above 100.4 degrees Fahrenheit. The screening questionnaire will include the following questions and must be utilized for each campus visit:

- Do you currently feel ill or sick now?
- Do you currently have, or had in the past 14 days, any of the following symptoms: cough, fever, chills, headaches, muscle aches, sore throat, shortness of breath, gastrointestinal symptoms such as diarrhea, nausea, vomiting or change in the sense of smell or taste?
- Have you been around anyone having any of those symptoms or diagnosed with COVID-19 in the last 14 days?
- Have you traveled out of the country in the past 14 days?

If the answer is “yes” to any of the survey questions, The College will respond: “Please go home now and contact your health care provider to discuss your symptoms/situation and follow their instructions. If you do not have a health care provider, please contact the Shelby County Health Department.” The Shelby County Health Department currently recommends you self-isolate at home for 14 days following exposure regardless of symptoms.

In the interest of public health, no one has automatic access to campus. The following guidance will determine whether any person may have access to, remain on, or return to campus:

- Any person who feels ill, regardless of symptoms, will not be allowed on campus.
- Any person experiencing symptoms consistent with COVID 19 (cough, fever, chills, malaise, headache, chest pain, shortness of breath) will be required to leave campus for 14 days and asked to seek COVID-19 testing.
- Any person who has tested positive for COVID 19 will be required to be off campus 14 days and provide medical clearance upon return.
- Any person who has had a medium or high-risk exposure to COVID19 in a healthcare, community setting, or during a clinical experience shall be required to remain off campus for 14 days after the last exposure or provide medical clearance attained no less than 7 days after the last exposure.
- Any person experiencing no symptoms for seven days and presenting a medical clearance attained no less the 7 days after the initial quarantine may be permitted to return to campus.

This guidance is subject to change as our knowledge base regarding COVID19 evolves.

Please refer to this public health guideline online:

<https://publichealthmdc.com/coronavirus/what-to-do-if-you-are-sick-or-possibly-exposed#symptoms>

Accessible Locations

While in the reopening phase, the following locations may be accessible:

- TCAT Memphis Main Campus
- TCAT Memphis Extension Campus (Aviation)
- TCAT Memphis Instructional Service Center

Only the identified buildings will be open during the reopening. **All other locations (cafeteria, break rooms, water fountains, and vending areas) will remain closed.** Students and employees will be allowed to bring bottled beverages (Bottle must be labeled with name and recapped after each use). Support staff from Physical Plant and Public Safety will have access to their work areas.

Students, faculty, staff, and vendors will have access to restrooms in the buildings in which they will occupy.

Common Areas

All common areas where people are likely to congregate and interact will remain closed. Therefore, cafeterias and break rooms will remain closed. Faculty and staff will be encouraged to bring their own food.

Shipping and Receiving

Mail and package delivery will run on a normal schedule for open buildings.

Approximate Number of Persons On-Site at the Main and Aviation Sites

The table below provides estimates for the number of students and faculty who will be on-site during the reopening. This information is subject to change based on enrollment and other factors.

Estimated On-site Student and Faculty			
Department	Students	Faculty	Location
Main Campus	110	40	Downtown Memphis
Extension Campus	35	7	Aviation Complex
Instructional Service Center	5	1	Bartlett
Total	150	48	

III. Building and Safety Protocols

There are four primary departments facilitating the reopening process: Public Safety, Physical Plant, Information Technology Services, and Human Resources. As noted below, each department plays an essential role in its own right. Additionally, cross-departmental coordination is woven into the plan.

Public Safety and Security

Physical Plant and TCAT Security will take the lead on building access and parking. Everyone entering all campuses, including employees and students, will enter and exit at separate locations for all class sessions. Parking procedures will be regularly monitored and strictly enforced.

Physical Plant

A clean campus and safe operating environment is the top priority for Physical Plant. Additionally, PPE availability is central to reopening and is a key focus. Disposable masks and gloves have been ordered in sufficient quantities to allow all on-site personnel to refresh their equipment frequently. Disposal procedures have been developed. PPE checkpoints have been identified, and social distancing markers are being installed in facilities and classrooms.

Custodial staff will return to campus several weeks before the Back to Campus process starts to set up and sanitize classrooms. Employees responsible for shipping and receiving and facilities maintenance will likely return as well to provide the necessary support for Back- to-Campus.

Custodial Services

Classrooms and equipment will be cleaned thoroughly after each class/group meeting by custodial staff, faculty, staff, and students. Class sessions will be scheduled to provide adequate time for thorough sanitation and trash removal between classes.

Custodial Services will implement the following protocols to minimize the risk of infection and viral spread:

Pre-Cleaning

Physical Plant and the custodial vendor will clean and sanitize all TCAT buildings before beginning the reopening. An approved disinfectant will be administered via fumigation to all surfaces.

To minimize the risk of infection, the following protocols will be implemented:

- Interior facility doors will be kept open to prevent touching, when practical.

- Classrooms and equipment will be sanitized after each class session.
- Doors to classroom and restrooms will remain open to minimize/prevent touching in areas where allowed.
- Body temperature assessment checkpoints will be installed at the main entrance (see details below).
- College staff will perform a risk assessment for everyone entering the College, including faculty, staff, and vendors, at check-in that includes screening questions regarding current health symptoms.
- Digital sign-in protocols are being explored to minimize the risk of infection.
- Appropriate instructional and directional signage will be installed at the main entrance, PPE stations, and other strategic locations.
- Exterior facility doors will remain locked.

COVID-19 Outbreak Response Protocol

Should a confirmed case of COVID-19 occur during the Back to Campus process, the areas where the case is confirmed will be closed for intensive cleaning and sanitation according to CDC guidelines. The areas will be unavailable for 48-72 hours or longer, if necessary, to ensure proper sanitation is conducted. Physical Plant will notify the campus when the areas are safe for use again. If the affected area houses classrooms that are being used during reopening, those classes will be relocated to another area when possible. Students, faculty, and staff will follow the TCAT Memphis internal COVID-19 infection reporting process.

Parking

All persons accessing campus will be asked to park in appropriate parking locations and comply with measures taken by Public Safety, which could include placing cones in parking lots to create space when vehicles are entered and exited.

Personal Protective Equipment (PPE)

All persons on campus during reopening are required to wear PPE. If necessary, the College will provide facemasks to all students, faculty, and staff that will be on-site during the reopening. The College will provide gloves for programs identified by faculty.

Additional PPE will be provided for essential personnel in Physical Plant and Public Safety. Physical Plant has ordered disposable gloves, masks, and hand sanitizer. Secured distribution stations are on order. Clear, plastic sneeze guards are being installed as needed in the appropriate areas.

Physical Plant will distribute PPE to the appropriate classrooms and offices. PPE will be disposed of in open-top drums that are designed for easy disposal and hazardous waste collection. The following are the protocols for PPE usage and disposal:

- Gloves should be changed and disposed of at frequent intervals
- Glove dispensers will be located at entrance points, where necessary
- Masks will be available at designated entrance points
- Disposal receptacles will be located at designated exit points, outside occupied classrooms, and main entrances at each open building
- Hand sanitizer stations will be located at designated entrance points, outside restroom areas, near elevators, and inside each occupied classroom and lab
- Hand sanitizer stations will be available for staff work areas

Body Temperature Screening

Body temperature assessments will be performed as follow:

- Everyone entering the campus (students, faculty, staff, and vendor) will undergo a body temperature screening.
- Individuals will flow to a particular temperature check area where a trained, qualified individual will take their temperature.
- Temperature screens will include a quick survey.
- A touchless forehead, infrared or temporal thermometer will be used to administer a test.
- If a person leaves the facility and returns, they will be rescreened before reentry.
- The maximum temperature reading will be 100.4 degrees Fahrenheit. If someone has a temperature above 100.4 degrees Fahrenheit, they will be asked to stand to the side, practicing social distancing, for five minutes and then their temperature will be rechecked. If the temperature remains above 100.4 degrees Fahrenheit on the second temperature check, they will be asked to leave campus by a separate route and seek medical attention, including testing for COVID-19.

Entrance and Exit

All buildings will have a separate entrance and exit. One-way entrance and exit points will be identified at each campus where students will attend classes. The entrances and exits will be identified in collaboration with the Physical Plant staff. All entry and exit points will have a hand sanitizing or handwashing station and a receptacle to safely discard PPE materials. All buildings will have signage to facilitate ease of entrance and exit.

Information Technology Services (ITS)

To promote social distancing, ITS will provide recommendations to structure workstations in classrooms based on CDC guidelines. ITS will provide remote assistance to faculty and staff when necessary.

Use of Appliances

Appliances returned to use during reopening will be provided PPE following CDC guidance. This may consist of sanitizing wipes, gloves, and paper towels. As a precautionary measure, it is advisable to wipe down contact surfaces after each use with a suitable disinfectant. Practice social distancing at all times. This section applies to all persons accessing appliances of any kind.

COVID-19 Infection Control Strategies

All members of the TCAT Memphis community should focus on the following infection control strategies:

- Cover your nose and mouth with tissues when you cough or sneeze and throw the tissue in the trash after use.
- Wash hands often with soap and water for 20 seconds or more, especially after coughing or sneezing. Alcohol-based hand sanitizers (65% or higher) are also effective.
- Avoid touching your face, especially your eyes, nose, and mouth to avoid spreading germs.
- Improve your immune system by getting enough rest (eight hours is ideal), exercising regularly, and eating healthy.
- Stay home if you are sick and avoid close contact with sick people. Employees with flu-like illnesses must stay away from work and classes and limit interactions with other people (called "self-isolation"). You should stay away from others during this period. Promptly seek medical attention if you have a medical condition that puts you at an increased risk of severe illness from flu, are concerned about your illness, or develop severe symptoms such as increased fever, shortness of breath, chest pain or pressure, or rapid breathing.

For more COVID-19 recommendations, see the [CDC Website for Coronavirus \(COVID-19\) or TCAT Memphis' COVID-19 Webpage.](#)

IV. Faculty and Students

Executive Summary for Academic Affairs Re-entry/Access Plan

The Back to Campus Plan allows face-to-face instruction and assessment to resume for students to complete lab-based career and technical courses started during the Summer 2020 and Fall 2020 Trimesters. TCAT Memphis will continue to offer online or remote learning as much as possible for theory-based competency. However, this plan allows practical lab competencies to be performed, which are essential to TCAT's model of education for workforce development. Faculty may direct questions to his or her respective supervisor.

Career and Technical Education Course Delivery Options

During the initial transition back to campus, students will continue to engage in remote learning in conjunction with coming to campus for face-to-face practical instruction sessions and practical assessments. For vulnerable students unable to attend face-to-face instruction, the student, instructor, and a Student Services representative will develop a written reasonable accommodation plan to complete practical assignments. Appropriate documentation will be required for accommodation plan consideration. If no alternative method is identified, the student will be withdrawn and allowed to reenroll at a later date.

TCAT Memphis will follow the Centers for Disease Control (CDC) guidelines regarding group size, social distancing, and hygiene protocols for all face-to-face activities.

Timeline

- All TCAT courses resume with limited face-to-face instruction beginning July 13, 2020.
- If possible, incomplete Spring 2020 courses will complete their face-to-face instruction by August 26, 2020.
- Summer 2020 courses will resume face-to-face interaction July 13 and end Aug. 26.
- Fall 2020 courses will begin September 1 and end December 16 as scheduled at this time. (Subject to change)

Room/Area Assignment and Group Size

All face-to-face instruction under this protocol will occur at designated campus locations. Physical Plant will coordinate scheduling among various programs to ensure small group separation at all times while on campus.

At no time shall groups be larger than 10 people, including students and faculty. Multiple groups of 10 or less will be allowed in designated buildings but will be sectioned off within the building

to avoid interaction between or among groups. Faculty and Physical Plant will coordinate approved work areas based upon instructional needs and available space.

Start and End Times

Start and end times will be coordinated among faculty and physical Plant to accommodate instructional needs. Attempts to stagger start and end times will be made to avoid multiple sections arriving at the building at the same time. All faculty will be required to adhere to assigned times strictly.

Any requests for changes must be made at least 24 hours before the scheduled day and sent to the Physical Plant and the immediate supervisor.

V. Employees

Human Resources

The safety and wellbeing of TCAT Memphis students, faculty, staff, and vendors are top priorities. The Human Resources Department has updated College policies and procedures to reflect the Back to Campus Plan operations and guidelines.

As the situation continues to evolve, employees will be updated with the most current and helpful information. For example, College policies and practices may need to be suspended or adjusted to account for changing circumstances. These adjustments will be determined by TBR and the President's leadership team.

For specific questions not covered by the following policies and procedures, faculty and staff are encouraged to contact his or her supervisor or a member of the Human Resources team. Employee questions also may be submitted to shavon.hill@tcatmemphis.edu.

Human Resources Policies and Procedures are:

- **Employee Assignments/Work Conditions**
 - The College will develop a survey to determine vulnerable employees. Once employees are identified as vulnerable, they will be allowed to continue working from home.
 - The College will identify and notify those employees who will need to return to campus to work. Most employees will continue to telecommute using equipment and systems provided during the transition Back to Campus.
 - In departments or operations that will not need 100 percent of the workforce to work on campus, the department will develop a hybrid and/or rotation schedule that is applied as follows:
 - Implement a hybrid work schedule to split time between being physically present at the campus and working remotely.
 - Introduce a small percentage of employees without direct student interactions during the initial phase of returning to the campus as needed by the College.
 - Set up a weekly schedule to rotate employees into the campus.
 - Use different days of the week to have a new group of employees return to the campus.
 - Full-time employees will be used first, depending upon skills needed for the on-site work.

- Part-time, temporary employees will be used to fill any gaps not filled by full-time employees.
 - If there is, more or less work that can be completed by the full-time or part-time employees, the department head will develop a rotating schedule that is fairly administered, consistent, and equitable among the available employees.
 - Consider offering vulnerable employees duties that minimize their contact with students and other employees (e.g., restocking shelves rather than working as a cashier), if agreed to by the employee.

- **Recording Work Time**

Procedures are being developed for recording time for non-exempt employees reporting to campus during the reopening. However, all requests for time off will continue to be entered into Banner.

- **Employee Illness**
 - Employees with symptoms (fever, cough, or shortness of breath) at work should be isolated immediately from other employees and sent home.
 - Follow the normal, established procedures for safely transporting anyone sick to their home or a healthcare facility.
 - Notify local health officials, staff, students, and vendors (if possible) immediately of a potential case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA). Other information on civil rights protections for workers related to COVID-19 is available from the Human Resources Office or the Equity and Compliance Officer.
 - Close off areas used by the sick person until after cleaning and disinfection. Wait 24 hours to clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible before cleaning and disinfecting. Ensure the safe and correct application of disinfectants and keep disinfectant products away from children. Inform those who have had close contact with a person with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

- **Time Off and Leaves (Including Families First Coronavirus Response Act (FFCRA))**
 - Time off policies will be liberally applied to allow staff to stay home when they are ill or to care for a sick family member. A doctor's note will not be required for most employees to confirm illness or recovery (depending on your past leave usage, you may be required to provide documentation to support your absence).
 - Employees can use sick leave if they are absent due to an illness ([Time Off and Leave](#)).
 - Employees can use sick leave if they are absent due to the care of other eligible individuals who need care ([Time Off and Leave](#)).

- Employees who are not ill or taking care of ill eligible individuals can request paid Annual Leave through normal methods. Special consideration will be provided to those who have serious underlying health conditions, care of underage children, individuals caring for dependents who need specialized care, etc. Employees with insufficient leave balances can request unpaid time off through standard methods.
- Employees should advise their supervisors who will notify the Human Resources Office when an employee is absent due to the confirmed COVID-19 virus.
- Normal FMLA requests and paperwork are not required for short-term illness absences of 3 days or less unless it involves a serious health condition as defined under the FMLA regulations. In cases where FMLA is requested, normal FMLA policies apply. ([FMLA](#))
- Emergency Family and Medical Leave is available to any employee who has been on the payroll 30 calendar days and is unable to work or telework due to care for a minor if the child's school or child care is closed due to Covid-19.
- Emergency Paid Sick Leave is available for all employees with no length of employment condition for up to 80 hours if the employee is unable to telework or work on campus because:
 - They are subject to a government quarantine or isolation,
 - They have been advised by a healthcare provider to self-quarantine and are seeking a diagnosis,
 - They are caring for an individual subject to or advised to quarantine, and
 - They are caring for a child whose school or daycare is closed due to Covid-19.

TBR Human Resources have issued more detailed guidance on these two forms of emergency leave.

- An employee may, with permission, use accrued annual leave. Regular FMLA leave should also be considered and evaluated upon request. Working from home could be a possible accommodation under the ADA.
- An employee who does not qualify for Emergency Family and Medical Leave, Emergency Paid Sick Leave, regular sick leave/ FMLA, or annual leave and who cannot work from home can be required to come to work at the campus. Failure to report to work under such circumstances could be grounds for discipline.

- **Pay, Paychecks and Pay Days**

- Employees will receive paychecks through the normal methods on the scheduled pay dates.

- **Benefits and Other Resources**

Doctor's offices are extremely busy and may not be able to provide immediate care and/or absentee documentation promptly. We encourage employees who are covered in a TCAT Memphis group health plan to enroll in the Telehealth Service Program (MDLIVE for Cigna members and PhysicianNow for BCBS members) for virtual medical consults:

Cigna Members • Log into [MyCigna.com](https://mycigna.com)

- Look for MDLive
- Or, call 888.726.3171 for MDLive

BlueCross BlueShield Members

- Log into BlueAccess at bcbst.com
- Look for and select talk with a Doctor Now
- Or, call 888.283.6691

- All employees and their dependents who are eligible for TCAT Memphis group health care benefits (do not have to be enrolled) have access to psychological counseling and crisis debriefing through the Employee Assistance Plan (EAP), which is Here4TN. Some services employees may want counseling for could include loss of loved ones, health issues related to the disease, or financial hardship.
- Employees who are enrolled in TCAT Memphis' group benefits should make sure you have a copy of your insurance cards and provider contact information for quick reference and use in case of provider visits or hospital admissions. ([Group Benefit Quick Reference](#))

- **EMPLOYEE RESOURCES**

- **TENNESSEE COLLEGE OF APPLIED TECHNOLOGY MEMPHIS POLICIES AND PROCEDURES**
- **Attendance Policy:** <https://tcatmemphis.edu/sites/default/files/Handbook%202019-2020%20Final.pdf>
- **Time Off and Leave:** <https://www.tbr.edu/hr/time-and-leave>
- **Telecommuting:** <https://policies.tbr.edu/policies/alternate-work-arrangements>

VI. Third-Party Vendors and Visitors

Vendors coming to campus to perform indoor work on campus while the College is reopening will be required to follow the protocols of the institution that are detailed in the General Guidelines and Precautions and Campus Access section of this plan.

While in the reopening phase of the plan, Vendors coming on campus simply to deliver goods (package delivery companies, equipment being delivered for construction projects, etc.) will be required to wear PPE (face shields and gloves). Vendors performing external work (lawn care, external repairs, etc.) will be required to wear PPE if they enter any College buildings.

General visitors to the campus are not allowed during the initial implementation of the Back to Campus Plan, including visits by prospective students.

VII. Plan Updates

Future updates and messages will be made through various TCAT Memphis communication channels, including email, website, and Schoolcast.

For more information and additional guidance, please refer to the links below to the Tennessee College of Applied Technology Memphis homepage: <https://tcatmemphis.edu/about/current-campus-status>

Appendix A

STUDENT FREQUENTLY ASKED QUESTIONS

1. WHAT IF I HAVE CONCERNS ABOUT THE CORONAVIRUS?

A good way to manage any worries about COVID-19 is to stay as informed as possible. The Centers for Disease Control and Prevention (CDC) has posted great information about how to protect yourself from respiratory illnesses, like COVID-19 at:

https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fprevention.html.

2. IF SOME CLASSES ARE RETURNING TO CAMPUS, WILL I BE ABLE TO VISIT ADMINISTRATIVE OFFICES ON CAMPUS?

During the Tennessee College of Applied Technology Memphis Back to Campus phase, administrative offices, such as Admissions, Financial Aid, Advising, and Cashiers will continue to provide services to students remotely. You can still schedule appointments, submit documents, meet with your advisor, get tutoring, and more through virtual formats. Visit the Student Services Online page at <https://tcatmemphis.edu/current-students/student-services> for more information about how to access these critical support services.

3. WHAT PRECAUTIONS ARE TCAT MEMPHIS TAKING WHILE STUDENTS RETURN TO CAMPUS?

Please see the “Building and Safety Protocols” section of this report on page 12. There you will find a comprehensive description of the precautions TCAT Memphis is taking to promote health and safety.

4. I AM NEW TO ONLINE LEARNING. WHAT DO I DO?

This increased level of online learning or remote instruction is new for everyone at TCAT Memphis. The shift to remote instruction has meant that both faculty and students have had to make significant adjustments. However, there are significant technical solutions and support available. Your instructors will likely use a combination of Microsoft Teams, email, and other web-based tools to offer remote instruction.

5. WHAT SHOULD I DO IF I AM UNABLE TO COMPLETE MY PROGRAM OF STUDY?

Work closely with your instructor and Student Services counselor as soon as possible before your program departure to complete all requirements possible and determine what reentry requirements may exist. This can minimize the impact on your GPA, financial aid, scholarships, or graduation requirements.

6. WHAT IS HAPPENING TO STUDENT SUPPORT SERVICES, SUCH AS THE STUDENT DISABILITY CENTER, CAREER SERVICES, ACADEMIC ADVISING, ETC.?

Student support services are available remotely using Zoom, Microsoft Teams, email, phone, etc. For more information and to stay abreast of any changes or developments, check the webpage of the office you are interested in at www.tcatmemphis.edu.

7. ARE COUNSELING AND SOCIAL SERVICES STILL AVAILABLE THROUGH THE OFFICE OF STUDENT SERVICES?

Yes. Student services counselors are available to support students struggling with challenges and crisis-related issues that interfere with their academic and student life success. If you are experiencing financial hardships or barriers, some emergency funds may be available through the CARES ACT for eligible students. For more information please visit <https://tcatmemphis.edu/current-students/student-services>

8. WHAT DO I DO IF I QUALIFY FOR ACADEMIC ACCOMMODATIONS AND HAVE CONCERNS ABOUT THE IMPACT THAT REMOTE INSTRUCTION MAY HAVE ON ME?

Please contact the Student Disability Services office <http://www.tcatmemphis.edu/current-students/disability-services> for any questions or concerns related to requests for accommodation, approval of services, or equitable access to educational programs.

9. WHAT ABOUT TUTORING AND SUPPLEMENTAL INSTRUCTION?

All academic support will happen remotely through online classes, workshops and individual tutoring. For information on academic support services, students should contact their instructor.

10. CAN I PURCHASE AND RETURN TEXTBOOKS ON CAMPUS?

The on-campus bookstores will remain closed until further notice during reopening. The Follett Bookstore, is open online 24 hours a day, 7 days a week. You may purchase, rent, return and sell back books via <https://www.bkstr.com/tennesseetechstore> anytime.

11. WHAT IS THE STATUS OF COMMENCEMENT?

In response to the coronavirus pandemic, orders from the state government and recommendations from global, state and local public health organizations, Tennessee College of Applied Technology Memphis will hold its fall 2020 commencement ceremony via livestream October 16. (subject to change)

12. HOW CAN I COMPLETE GRADUATION REQUIREMENTS FOR FALL 2020 GRADUATION?

For Fall 2020 graduates:

All instructional program requirements for TCAT Memphis have to be completed by the end of the Fall 2020 Trimester.

13. WHAT IS THE STATUS OF THE CARES ACT EMERGENCY ASSISTANCE?

Tennessee College of Applied Technology Memphis expects to begin distributing federal emergency financial assistance to students in June. The payments are provided under the CARES Act approved by Congress. The U.S. Department of Education states the funds are intended to help students cover expenses related to the disruption of campus operations due to the coronavirus pandemic, including such cost-of-attendance eligible expenses as course materials, technology, health care and child care. Eligible TCAT Memphis students are those who are degree-seeking and were enrolled full- or part-time on or after March 13 for the Spring 2020 semester.

The following students are NOT eligible for CARES Act funding:

- Students who are not eligible to participate in such Title IV federal aid programs as Pell Grant, federal student loans and other federal financial aid programs;
- Students who initially enrolled exclusively in distance education courses,
- High school dual-enrollment students,
- Non-degree-seeking students, and
- Students who enrolled in special-industry training programs through their employer.

Appendix B

EMPLOYEE FREQUENTLY ASKED QUESTIONS

1. SHOULD ALL EMPLOYEES BE REQUIRED TO RETURN TO WORK AT THE CAMPUS IMMEDIATELY?

The College may require employees to work at the campus as necessary to fulfill the mission of the College. It will be important for the College to determine whether a specific job function must be carried out on campus before requiring an employee to return. If an employee can continue to fully perform their job duties at home, it would be advisable to continue that arrangement or to design a phased-in return on a case-by-case basis.

2. WHAT PRECAUTIONS SHOULD BE TAKEN FOR EMPLOYEES AND STUDENTS RETURNING TO CAMPUS?

Please refer to section I entitled “General Guidelines and Precautions” on page 8 for an overview of the precautions the College is taking during the reopening. In addition, refer to the “Campus Access” section on page 9 for information on the campus access safety protocols in place.

3. CAN THE COLLEGE LEGALLY CONDUCT TEMPERATURE CHECKS?

Yes, the Equal Employment Opportunity Commission (EEOC) has issued the following guidelines:

- The EEOC enforces workplace anti-discrimination laws including the Americans with Disabilities Act (ADA) and the Rehabilitation Act, including the requirement for reasonable accommodation and rules about medical examinations and inquiries.
- The ADA and Rehabilitation Act rules continue to apply, but they do not interfere with or prevent employers from following the guidelines and suggestions made by the CDC about steps employers should take regarding the Coronavirus.
- The EEOC has provided guidance, consistent with these workplace protections and rules, that can help employers implement strategies to navigate the impact of Coronavirus in the workplace.

4. I HAVE AN UNDERLYING HEALTH CONDITION. CAN MY EMPLOYER FORCE ME TO RETURN TO WORK?

The White House guidelines call for a three-phase return to work, with special accommodations for vulnerable individuals until the third phase, at which time the policy

envisioning a return to “unrestricted staffing of worksites.” Under the guidelines, vulnerable people are the elderly and those “with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised, such as by chemotherapy for cancer and other conditions requiring such therapy.”

5. WHAT IF I AM PREGNANT?

Pregnant women are not identified as vulnerable workers in the White House guidelines.

6. WHAT SHOULD I DO IF MY EMPLOYER IS NOT FOLLOWING CENTERS FOR DISEASE CONTROL AND PREVENTION GUIDELINES FOR A CORONAVIRUS-SAFE WORKPLACE?

Discuss your concerns with your manager. If nothing changes, contact Human Resources.

7. MY EMPLOYER FOLLOWS SAFETY GUIDELINES, BUT I WORRY ABOUT EXPOSURE. WHAT ARE MY OPTIONS?

If you can work from home, ask to do so. If you are considered a vulnerable individual or have an ADA-qualifying disability, you may qualify for an accommodation. Otherwise, you could be required to come to work. If working from home is not an option, you may be able to take paid leave if available.

8. IF I GET COVID-19 BECAUSE OF MY JOB, AM I ELIGIBLE FOR WORKERS’ COMPENSATION?

The rules on this are tricky and evolving. Generally speaking, having an infectious disease such as the flu hasn’t entitled workers to compensation because it is nearly impossible to determine where someone contracted the illness.

9. AM I ENTITLED TO HAZARD PAY IF MY JOB PUTS ME AT RISK OF EXPOSURE TO THE VIRUS?

No, not under current law.

10. CAN MY EMPLOYER TAKE MY TEMPERATURE AT WORK?

Under normal circumstances, temperature screening would be considered a medical exam and would violate the ADA. But the U.S. Equal Employment Opportunity Commission has determined that, given the risks associated with Covid-19, temperature screenings are permissible.

11. DO I HAVE TO REPORT ANY CORONAVIRUS SYMPTOMS TO MY EMPLOYER?

Yes. If an employer asks you if you are symptomatic, which it should, they can require that you report that as a workplace-safety matter, but only under pandemic conditions. It is

recommended that employers require a simple daily health questionnaire, and that workers proactively report any symptoms. The information should be protected as confidential under the ADA.

12. CAN MY EMPLOYER SEND ME HOME IF I AM SHOWING SYMPTOMS?

Yes. Your employer has a duty to protect all employees. If you are sick or not feeling well stay at home or go home if you have already reported for work.

13. IF A COVID-19 VACCINE IS DEVELOPED, CAN MY EMPLOYER REQUIRE I GET IT?

During a pandemic, employers can require vaccinations, the EEOC says. An employee may be entitled to an exemption if the vaccine would interfere with a medical condition or violate that person's religious beliefs.

14. WHAT WILL BE DONE IF AN EMPLOYEE REFUSES TO WEAR PROPER PPE OR REFUSES TO STAY 6 FEET APART?

The employee refusing to wear a cloth facemask or other proper PPE or refusing to stay 6 feet apart will be sent home until they consent. Days absent as a result can be recorded on attendance charts for students and failure to report to work for employees. For an employee, disciplinary action can be considered after more than one refusal.

Appendix C

COMMUNICATIONS FORM

If you are either diagnosed with Coronavirus or experiencing Coronavirus symptoms, please provide us with your contact information. Please list the people who you regularly contact or have been in contact with during the last 14-day period. If you have been in other public or crowded locations during this period, please specify those also.

First Name: _____ Last Name: _____

Email: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please select the option that applies to your situation:

Diagnosed with Coronavirus Show Coronavirus symptoms

Do you have a job?

Yes No

Have you recently been in another public and/or crowded location?

Yes No

We will not, in any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations or individuals, except when applicable by law.



**TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY**
MEMPHIS

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901-543-6180 · FAX: 901-543-6183

Instructional Service Center

5688 Woodlawn Street · Bartlett, TN 38134
901-543-6100 · FAX: 901-543-2461

www.tcatmemphis.edu

**Back to
Campus Plan**
