



Addendum to Summer 2020

COVID-19 Modified Instructional and Service Delivery Plan

(Addendum Effective **July 16, 2020** and Until Further Notice)

Workplace Health and Safety Protocols

In accordance with Governor Ivey's Amended Safer-at-Home Order, employees and students are reminded of the following safety protocols:

- All employees reporting to campus are **required to wear a face mask**; except when working alone in their primary office space. Refusal to do so may result in disciplinary action and may be construed as insubordination.
- All students reporting to campus for clinicals, labs, or for appointments to receive services are **required to wear a face mask**. Refusal to do so may result in denial of service.
- All employees and students reporting to campus are encouraged to maintain physical distance from others of at least six (6) feet to the extent practicable. When not practicable, individuals **must wear face masks**.
- Individuals must furnish their own facemasks. Facemasks may be disposable or cloth.

Note: Please refer to [Amended Safer at Home Order](#) for detailed exceptions to the face mask requirement. Individuals with applicable exceptions must bring those to the attention of College administration and a waiver must be approved.

- All unnecessary gatherings are prohibited. Meetings that may be required to facilitate work activities must be kept to not more than 10 people in any area, the participants must be at least six (6) feet apart, and they must wear a facemask.
- Employees who are sick should stay at home and take appropriate leave, especially if they have a cough, fever, or other symptoms associated with COVID-19. If sick, please notify your immediate supervisor.
- Students who are sick should stay at home as well and if attending clinicals or labs, should notify the appropriate instructor(s).
- Employees or students who exhibit COVID-19 symptoms must be tested for the virus. All positive tests must be reported to the System Office. Confidentiality will be observed where possible; however, the College must take measures to notify other staff or students who may have come in contact with the individual.
- Individuals should wash hands regularly with soap and water. When soap is not available, use hand sanitizer.
- Avoid touching the nose, mouth, or eyes.
- Cover coughs and sneezes with the elbow.
- All employees should wipe down their work space daily. Disinfectant wipes will be provided by the maintenance department.
- All instructional areas used will be cleaned daily or as noted in the comprehensive Modified Instructional and Service Delivery Plan.
- Employees and students are reminded not to share work tools (keyboards, telephones, writing instruments, etc.)

Signage notating face mask requirements and other health protocols will be placed appropriately on campus. Refer to the comprehensive **Modified Instructional and Service Delivery Plan** for additional details.