



Revisions as of June 8, 2020 and accepted by the ACCS Office, highlighted in yellow

Revisions as of July 2, 2020, noted in red

Revisions as of July 8, 2020, noted in red

COVID-19 RESPONSE
MODIFIED INSTRUCTIONAL AND SERVICE DELIVERY PLAN
(REVISED MARCH 25, 2020, JUNE 8, 2020, July 2, 2020, July 8, 2020, July 10, 2020)

Upon the directive of the Governor of the State of Alabama and the Chancellor of the Alabama Community College System, all normal instruction and services at the College have been modified effective **March 16 and will last until further notice**. Instruction and services will be delivered via online and/or remote platforms, with only essential staff reporting to campus for duty. For the purpose of this plan, essential staff as noted in blue will serve as the **COVID-19 Response Team**. All other staff identified are deemed essential to the effective operation of the College but are not members of the Response Team. **All members identified are expected to return to work on campus, effective Monday, May 11, 2020.**

PLAN REVISED JUNE 8, 2020		PLAN REVISED JULY 2, 2020 (NOTED IN RED)
Name	Position	NO CHANGE
Ms. Jackie Screws	President	
Dr. Chantae Calhoun	Dean of Instruction	
Dr. Tim Harrison	Dean of Students and Administrative Services	
Mr. Dexter Jackson	Dean of Financial Affairs	
Dr. Joree Jones	Dean of Institutional Effectiveness and Advancement	
Dr. Shirley Armstrong	Associate Dean of Workforce and Career Technical Education	
Ms. Vickie Williams	Associate Dean of Student Development and Success	
Ms. Christer Sanks	Business Manager	



Dr. Bridgett Jackson	Director of Health Sciences	
Ms. Myya Robinson	Coordinator of Marketing and Public Relations	
Mr. Jody Noles	Director of Information Systems	
*Mr. Johan Wells, Director of Maintenance and supporting staff		
*Ms. Sanquita Alexander, Director of Admissions and all admission staff		
*Ms. Susan Bryant, Director of Financial Aid and all financial aid staff		
*Mr. Keith Manuel, Security Chief and security staff		
*Business Office staff		
*College Switchboard Operator		
*LRC staff		
*Evening Coordinator (with alternate assigned duties)		
*Dual Enrollment Coordinator		
*Workforce Development Staff		
*Tutoring Center Coordinator		
*Health Sciences Coordinator		
*Instructional Affairs Administrative Assistant		
*Information Technology Staff		
*Recruiter		
*Student Development and Success Staff (Testing and Advising)		
*Institutional Effectiveness and Advancement Staff		
*Human Resources		
*Athletics Staff		
*Critical staff but not members of the COVID-19 Response Team		
<p>In accordance with the directions provided by the Chancellor upon the expiration of the Governor's Stay-at-Home Order on April 30, 2020, many activities cannot be conducted in an online or remote environment; therefore, critical staff were required to return to campus to work in their individual offices to handle emergencies</p>		



and other critical day-to-day issues that cannot be addressed remotely. Instructors will continue to work remotely until further notice or unless otherwise noted in this plan.

While staff are in the office, the College will adhere to directives regarding social distancing as well as meeting attendee sizes and will make every effort to protect the safety and security of staff.

Hours of operation for essential staff during this modified period is Monday through Thursday, 9:00 a.m. to 2:00 p.m. and Friday, 9:00 a.m. to 12:00 noon.

The following measures have been devised to address the instructional and service delivery modification:

COMMUNICATION

The President has established a **COVID-19 Response Team** to develop and implement plans to address the Coronavirus outbreak and its impact on CVCC. This team will meet as needed to modify the plan and ensure that it is appropriately communicated. All communications relative to COVID-19, will be disseminated through the President and the Public Information Officer (PIO) with approval of the President. The dissemination plan will address both external and internal stakeholders:

External

- The PIO will contact all local media outlets as necessary (radio, print, television) with the most current updated information relating to the College's response to COVID-19 as mandated by the Alabama Community College System, State, and federal agencies.
- The College Web site will be updated as needed to share current information on the College's response to COVID-19.
- Social media (Facebook, Instagram, etc.) will be utilized to share information with all stakeholders.

NO CHANGE



- A Frequently Asked Questions document will be developed and provided to the College Switchboard to address questions.

Internal

- The President and PIO will use email to address students, faculty, and staff on current updates relating to COVID-19. Messaging will be adapted for each stakeholder group (Students, faculty, and staff) as appropriate.
- Schoolcast and Blackboard will be used to contact students with relevant information.
- Campus signage will be posted to inform the public and direct employees and visitors regarding College services.
- Meetings with the COVID-19 Response Team and departmental meetings will be held as needed to inform employees of relevant details and to answer any questions or concerns.

CVCC FACILITIES, VEHICLES, AND CUSTODIAL SERVICES

During the modification period, the CVCC Facilities Department will provide a deeper level of cleaning than the normal daily and weekly routine schedules that are currently in place. This plan includes but is not limited to the following:

- Facilities Leadership participating in a free webinar that focuses on cleaning and disinfecting for the Coronavirus.
- Cleaning and dusting building air and return vents/ducts
- Changing out or cleaning building entry floor mats as needed
- Pressure washing building entrances and exits
- Removing all build-up wax on floors and applying new coats
- Deep cleaning carpets by appropriate method (steam clean)
- Deep cleaning restrooms with appropriate cleaning solutions

The College will post signage regarding hand hygiene, campus closure, and appropriate social distancing signage around campus. Additionally, frequent emails are sent to staff reminding them of their responsibility to wear face masks, wash their hands, and social distance and to remind students they interact with to do the same.



- Cleaning and disinfecting each vehicle and bus used by the College. An outside source will be employed to do detailed cleaning where necessary. Instructions will be placed in each vehicle regarding sanitation steps moving forward.

BUSINESS AFFAIRS

During the modification period, the business office staff will report to the campus to ensure continuity of service regarding payroll, accounts payable, accounts receivable and other college services.

Situations that may require students to visit the business office will be handled on a case-by-case basis. To safeguard the staff and students from potential exposure, plexiglass barriers have been installed on all cashier stations. Appointments will be required for any visits.

ENROLLMENT SERVICES

Messages have been placed on the Web site under specific departments (i.e. admission, financial aid, advising, counseling and ADA, etc.) informing students and prospective students of modified instructional and service delivery plans. Prospective students will be contacted regularly by email with updates on college services, enrollment opportunities and the cancellation or schedule for upcoming events planned for them. The following plans have been developed, communicated to students, and included on the College Web site for reference:

Modified Admissions Plan: Instructions for Submitting an Online Application for Admissions to CVCC

Students needing to apply to the College should submit an online Application for Admissions by visiting the College's Web site at www.cv.edu. Prospective and readmitted students should click on Apply for Admissions and complete the following steps:

- Click on "Start a New Application".

CHANGES TO ACCUPLACER TESTING ARE NOTED BELOW.



- When the “Applicant’s ID” form comes up, enter your personal information and create your “User ID” and “Password”.
- Click on “Start Your Application”.
- Follow the prompts to complete the application.
- Complete the entire application and submit.
- You will receive an automatic reply email which has embedded links that contain the required in-state residency form, transcript request form, and ACCUPLACER (placement test) link. **ACCUPLACER testing is temporarily suspended but required forms must be submitted.**

- The Admissions Office is working remotely and forms cannot be delivered in person. Students must print and complete required documents and either scan them or take a digital photo and submit them via email at admissions@cv.edu. Additionally, you must submit a copy of your state or government issued ID (drivers’ license, military ID, non-drivers’ ID, Passport, etc.). **Please ensure that your name and student ID number are included in the email.**

- Have official high school/GED and college transcript(s) sent to the Admissions Office. High schools and/or colleges that have memberships through electronic vendors such as eSript, Parchment, National Student Clearinghouse, and Scribonline will send transcripts electronically. Schools that do not have memberships with electronic vendors must mail official transcripts to:
Chattahoochee Valley Community College
Attn: Admissions Office
2602 College Drive
Phenix City, AL 36869

Beginning June 29, 2020, ACCUPLACER Testing resumed by appointment only. See the testing section for health protocols and guidelines.

The Admissions Office is currently working on campus; however, students are required to submit forms and documents online. If issues arise regarding the admissions process where students may be required to come to campus, they are advised to contact the Admissions Office to schedule an appointment. On-campus visits will be handled in such a way that student traffic will be limited. In situations where students are required to visit campus, social distancing requirements will be observed. Plexiglass shields have been installed on counter areas in the Admissions Office to ensure that a safety barrier exists.



Where possible, the College will work with students who experience difficulty in getting transcripts sent as needed.

MODIFIED PLACEMENT TESTING

The College will resume guidelines prescribed by ACCS procedure for placement, effective June 29, 2020.

CVCC Testing Center – Guidelines for Reopening

I. Proposed Dates for Each Test:

- a. Accuplacer – placement tests for students – June 29, 2020; propose adjustable schedule using Mondays, Fridays; also Tuesdays or Wednesdays as schedule permits
- b. PearsonVue testing – includes GED, NREMT, other – July 9, 2020; schedule on Thursdays; an additional day of the week will be added to meet testing needs
- c. WorkKeys – includes BAT for law enforcement and ParaPro for education (non-student) – June 30, 2020; test on Tuesdays
- d. Scantron – certification tests (non-student) – July 1, 2020; additional dates will be added if necessary
- e. MSSC – postsecondary (CV students); industry (non-student, military) – will provide space as needed

II. General Testing Policies:

- a. All testing will be by appointment only; examinees will be specifically informed to arrive at their scheduled time

NO CHANGE TO PLACEMENT TESTING GUIDELINES.



- b. Testing staff will wear face mask when examinees are present, use hand sanitizer after assisting each candidate, wash hands as frequently as possible
- c. The College will require all examinees to complete the **Health and Safety Questionnaire** and be scanned for temperature (temperature must be below 100.4) prior to entering the testing room and to wear face masks while in the Testing Center (staff will follow national testing guidelines to visually inspect face masks)
- d. A plexiglass barrier has been placed in the reception area
- e. The College will make hand sanitizer and tissues available throughout the Testing Center
- f. Only one type of test during each testing session will be allowed; this will be accomplished by testing in blocks and only allowing one type of test in each block or on a specific day
- g. Only 6-10 individuals will be tested at one time, depending on the type of test. Examinees will be limited for each test session by scheduling appointments. Due to limited space in the reception area, examinees will wait outside the Testing Center in order to maintain proper distancing (wait time will be limited as much as possible)
- h. All examinees will spaced at least 6 feet apart (we have adequate space and computer stations to accomplish this); enforcing social distancing at all times
- i. In the event of technical or other issues during testing, candidate will raise their hand for assistance, step away from the computer station to allow testing staff to resolve issues (all testing



- stations will be sanitized before troubleshooting and before examinees resumes testing)
- j. After testing is completed, examinees will remain seated at their computer station until the testing staff gives instructions (to limit contact while receiving score reports and exiting Testing Center)
 - k. Before exiting, candidates will place disposable masks and gloves in trash can or allow staff to inspect if non-disposable (required by national testing guidelines)
 - l. All testing stations, work areas, and computers (including keyboard and mouse) will be sanitized after each use; doors, pencils, calculators, and any other items used by examinees will be sanitized after each use; bins will be provided for scratch paper which will be shredded at the end of each workday
 - m. Lockers will be disinfected after each use
 - n. Paper forms and clip boards will be limited whenever possible (examinees will use electronic signing instead of paper/pen sign in);
 - o. Staff will post signage of Testing Center Policies outside the Testing Center, on scheduling sites, and will be included in emails sent by the Testing Center staff
 - p. Other than noted above, all other Testing Center Policies and the policies of individual exam sponsors will be adhered to; including identification requirements and unallowable items
- III. Specific Exam Policies (in addition to previously stated policies):
- a. Accuplacer:
 - i. Appointments will be available on RegisterBlast, but will be restricted to



students who have completed all admission requirements

- ii. priority will be granted to dual enrollment students and first-time examinees for Accuplacer testing (retesting will be provided as available)

b. **PearsonVue:**

- i. The College will identify days, times, and number of seats available through the PearsonVue scheduling site
- ii. Examinees will be admitted individually because of the admission requirements for PearsonVue testing
- iii. Examinees will be required to sign in and sign candidate agreements; Bins/boxes will be available for pens, clipboards, and signed forms in order to limit contact
- iv. Examinees will be required to provide digital signature; signature pad and pen will be sanitized after each candidate is admitted
- v. A photo will be taken of each examinee; the camera will be repositioned to limit contact

c. **WorkKeys:**

- i. Appointments will be available on RegisterBlast, but will be restricted to candidates who have been referred directly to the Testing Center by the employer

d. **Scantron:**

- i. Specific days, times, and seats will be identified through the Scantron site scheduler



- ii. Examinees will be admitted individually per Scantron admission requirements

IV. Supplies:

- a. Disinfecting wipes: provided by the College
- b. Disinfecting spray: provided by the College
- c. Gloves: provided by the College
- d. Tissue: provided by the College
- e. Hand Sanitizer: provided by the College
- f. Signage: provided by the College
- g. Mask: examinee responsible for providing individual mask. Examinees without a facemask will not be admitted.

MODIFIED ACADEMIC ADVISEMENT AND ADVANCE REGISTRATION

The following Academic Advising and Advance Summer Registration plan has been developed and posted to the College Web site:

The faculty and staff at Chattahoochee Valley Community College will continue to support students' academic success during the COVID-19 pandemic. It is important that you check your College email regularly for updated information concerning classes, advisement, and summer registration.

Advisement week will be conducted virtually **April 6-10** and will continue on an as needed basis until summer classes begin on **May 21**. Virtual advising involves conducting advising sessions

MODIFIED ACADEMIC ADVISEMENT AND ADVANCE REGISTRATION (FALL 2020)

The following Academic Advising and Advance Summer Registration plan has been developed and posted to the College Web site:

The faculty and staff at Chattahoochee Valley Community College will continue to support students' academic success during the COVID-19 pandemic. It is important that you check your College email regularly for updated information concerning classes, advisement, and summer registration.

Advisement week will be conducted virtually **July 6-10** and will continue on an as needed basis until **fall** classes begin on **August 19**. Virtual advising involves conducting advising



using email, telephone, or online meeting apps. This style of advising gives both students and advisors the opportunity to discuss and plan classes for completing graduation requirements. The following registration procedures should be followed:

- **Dual enrollment** students will be advised and registered for summer classes by the Dual Enrollment Coordinator and high school counselor. These staff members will contact students directly and will coordinate all activities.
- **Transient students**, once you are admitted to the College, the Admissions Office will provide you with a student identification (ID) number and instructions on how to register for the approved transient class or classes in Pirate Web via email.

- **Advising Appointments for Current Students**

Since faculty members are working remotely, students should email their faculty advisor to schedule an advisement appointment. If you do not know your advisor's name, it is located on your degree plan which may be retrieved from Pirate Web.

After your request for advising is received, your advisor will email you detailed steps on how to schedule an appointment based on your preference (email, phone, or online meeting). If you cannot make your scheduled advisement appointment, contact your advisor immediately to reschedule.

- **Advising Appointments for New Students**

sessions using email, telephone, or online meeting apps. This style of advising gives both students and advisors the opportunity to discuss and plan classes for completing graduation requirements. The following registration procedures should be followed:

- **Dual enrollment** students will be advised and registered for summer classes by the Dual Enrollment Coordinator and high school counselor. These staff members will contact students directly and will coordinate all activities.
- **Transient students**, once you are admitted to the College, the Admissions Office will provide you with a student identification (ID) number and instructions on how to register for the approved transient class or classes in Pirate Web via email.

- **Advising Appointments for Current Students**

Since faculty members are working remotely, students should email their faculty advisor to schedule an advisement appointment. If you do not know your advisor's name, it is located on your degree plan which may be retrieved from Pirate Web.

After your request for advising is received, your advisor will email you detailed steps on how to schedule an appointment based on your preference (email, phone, or online meeting). If you cannot make your scheduled advisement appointment, contact your advisor immediately to reschedule.

- **Advising Appointments for New Students**



Any new students who have submitted an Application for Admissions will be notified by the Office of Student Development and Success to schedule an appointment for advising. Schedules will be developed during the appointments. Please refer to the financial aid link for directions on financial aid awards.

<http://www.cv.edu/wpcontent/uploads/2020/03/CVCC-Financial-Aid.pdf>.

- **Virtual Advisement Tips**

It is important to be prepared for your advisement appointment. Prior to your appointment, review your degree plan, prepare a list of classes that you are interested in taking, and write down any questions you may have about classes or graduation requirements. Course schedules may be accessed on the Web site as follows <http://www.cv.edu/course-schedule/>. To adhere to the Family Educational Rights and Privacy Act (FERPA), your virtual advising appointment should be done in private to ensure personal academic information is not divulged.

- **Registering for Classes**

At the end of your advisement session, students will have the classes needed for the semester and you will be web authorized to register online. Students will register for your classes through Pirate Web. Training videos on registering using Pirate Web are provided in the *Blackboard Student Success Class for Online Learning* in the *Advising and Registration* tab. Students with problems registering, should contact their advisor. Additionally, tech support is available at ithelp@piratemail.cv.edu.

Any new students who have submitted an Application for Admissions will be notified by the Office of Student Development and Success to schedule an appointment for advising. Schedules will be developed during the appointments. Please refer to the financial aid link for directions on financial aid awards.

<http://www.cv.edu/wpcontent/uploads/2020/03/CVCC-Financial-Aid.pdf>.

Additionally, CVCC implemented a virtual New Student Experience (NSE), covering key information critical to the success of this audience. The dates of the NSE are June 25 and July 23.

- **Virtual Advisement Tips**

It is important to be prepared for your advisement appointment. Prior to your appointment, review your degree plan, prepare a list of classes that you are interested in taking, and write down any questions you may have about classes or graduation requirements. Course schedules may be accessed on the Web site as follows <http://www.cv.edu/course-schedule/>. To adhere to the Family Educational Rights and Privacy Act (FERPA), your virtual advising appointment should be done in private to ensure personal academic information is not divulged.

- **Registering for Classes**

At the end of your advisement session, students will have the classes needed for the semester and you will be web authorized to register online. Students will register for classes through Pirate Web. **Training videos on registering using Pirate Web will be updated to reflect the conversion to Banner.** These will be provided in the *Blackboard Student Success Class for Online Learning* in



Summer Registration Schedule

Priority advance registration:

- Monday, April 13, 2020 – Summer 2020 Graduating Students
- Tuesday, April 14, 2020 – Veterans, Veteran Dependents, and Students with Disabilities
- Wednesday, April 15, 2020 – Scholarship Students and Athletes
- Thursday, April 16, 2020 – Current General Studies, Liberal Arts, & Career Technical Students
- Friday, April 17 - Friday, May 1, 2020 – Advance Registration Continues

General summer registration is Tuesday, May 19 and Wednesday, May 20. Summer classes begin Thursday, May 21.

Term II Summer Registration

- May 21 – June 29, 2020 Registration for Term II Summer
- June 25, July 23 Virtual New Student Experience
- June 29 – June 30, 2020 Add/Drop and Late Registration

Fall Registration Schedule

To Be Determined.

the *Advising and Registration* tab. Students with problems registering, should contact their advisor. Additionally, tech support is available at ithelp@piratemail.cv.edu.

Fall Registration Schedule (Regular and Term I)

Priority advance registration:

- Monday, **July 13, 2020** – **Graduating Students**
- Tuesday, **July 14, 2020** – Veterans, Veteran Dependents, and Students with Disabilities
- Wednesday, **July 15, 2020** – Scholarship Students and Athletes
- Thursday, **July 16, 2020** – Current General Studies, Liberal Arts, & Career Technical Students
- Friday, **July 17 – August 14, 2020** – Advance Registration Continues

General fall registration is August 17-18, 2020. Fall classes begin August 19.

Term II Fall Registration

- **August 17 – October 9, 2020** Registration for Term II Summer
- **October 12-13, 2020** Add/Drop and Late Registration



MODIFIED FINANCIAL AID PLAN

The following plan for financial aid has been developed and placed on the College Web site for student use:

For information regarding financial aid status, students should contact the financial aid office at (334)291-4914 or via email at financial.aid@cv.edu. If calls are not answered immediately, please leave a message and a staff member will get back with you. Additional information may be obtained as follows:

Prospective or New Students. Complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. When completing the FAFSA, using the IRS Data Retrieval is highly recommended. Students will need to create a Federal Student Aid ID online at www.studentaid.gov during the application process. CVCC's school code for the FAFSA is **012182**. If you are planning to attend summer 2020, you will need to complete the 2019-2020 FAFSA. Fall semester requires the 2020-2021 FAFSA. Once the FAFSA is received, the financial aid office will contact you via email regarding your status.

Returning Students. To check your financial aid status, go to Pirate Web. Use your student number and password to access your information at CVCC. You can see what documents are required, financial aid charges, and posted grades (when available). If you have any concerns, you may contact the financial aid office.

Contacting Staff and Sending Financial Aid Office Documents. The Financial Aid staff is primarily working remotely so students cannot deliver documents in person. To acquire forms, visit the web page at

MODIFIED FINANCIAL AID PLAN

Due to the Banner conversion, students are advised to use their new "A" number to access their financial aid awards in the Banner system in their Pirate Web account.



<https://www.cv.edu/student-forms/>. Print the forms, complete them and either scan or take a digital photo of the form(s) and submit via email at financial.aid@cv.edu. Forms may also be mailed to:

Chattahoochee Valley Community College
Attn: Financial Aid Office
2602 College Drive
Phenix City, AL 36869

For questions, you may contact the Financial Aid Office at 334-291-4914 or via email at financial.aid@cv.edu.

Refunds and Disbursements. To check on disbursement, students should go to Pirate Web > Financial > View Payments to Me. Loan disbursement information, disbursement dates, etc. may be found on the student disclosure statement. To access the disclosure statement, students will log on to <https://studentaid.gov/> using their FSA ID. Click on their account, and select "View Your Documents." Select "My Correspondence," and they will be able to choose "Disclosure Statement." The Disclosure Statement will list the dates on the first page. Generally, students should receive funds within 2-3 business days from the date listed. If funds are not received, students should contact the financial aid office at 334-291-4914 or via email at financial.aid@cv.edu.

Federal Title IV disbursements will be processed as noted on the Institutional Calendar on the Web site.

The financial aid staff are working in the office; however, students are still required to submit documents electronically. Any issues requiring students to visit campus will be handled on a case-by-basis and appointments will be required.

Plexiglass barriers have been installed in the financial aid office in the open reception area. Other staff working in offices are required to social distance when interacting with students where practicable and masks are required.



MODIFIED COUNSELING AND DISABILITY SERVICES

The following Plan has been developed and posted to the College Web site for the convenience of our students:

Personal and academic counseling are ongoing processes at Chattahoochee Valley Community College. It is our intent that no student will be negatively impacted as a result of the College's transition to a modified instructional and service delivery process. However, if you experience difficulty and require assistance with achieving academic or personal goals, remote counseling services are available. For assistance, please contact Ms. Vickie Williams, Associate Dean of Student Development and Success at vickie.williams@cv.edu.

If students have a documented disability and have not requested reasonable accommodations prior to the transition of traditional classes to online/remote services, it is not too late to do so. Students are encouraged to request assistance by accessing <http://www.cv.edu/ada/> for required forms and documentation and reaching out to Ms. Williams at vickie.williams@cv.edu for assistance and guidance. Any student who has previously requested accommodations for a documented disability who requires assistance, may also email the College at the aforementioned email address.

MODIFIED COUNSELING AND DISABILITY SERVICES

Students requiring assistance with counseling or disability support services will be handled on a case-by-case basis and appointments will be required. Appropriate protocols regarding social distancing will be observed.



STUDENT ACTIVITIES

All common areas on campus will be rearranged in a manner that will enable social distancing. The Student Center on campus will be closed for student use.

Any student activities that are coordinated will be conducted remotely, utilizing social media platforms.

INSTRUCTIONAL AFFAIRS

During the modified instructional and service delivery period, all faculty will be available to students through email. Faculty will follow the response time to emails as outlined in their course syllabus. The Online Learning Coordinator has provided training sessions, training videos, and online teaching resources to faculty who do not teach online or hybrid classes on a normal basis. All accreditation agencies have been notified of the College's modified instructional plan. The following modified instructional steps have been implemented:

- **Hybrid classes** have transitioned to fully online instruction using instructional videos and online assignments.
- **Traditional (face-to-face) classes and theory classes:** have transitioned to online instruction. Instructors are posting assignments (readings, quizzes, research, etc.) online and utilizing Office 365 Apps (Whiteboard, Teams, and Video) to engage students.
- **Clinical/Preceptorship:**
 - **Nursing** will use Assessment Technology Institute (ATI) virtual resources for clinical replacement. Students enrolled during the spring 2020 semester who have completed more than 50% of the required clinical/preceptorship will be considered to have completed the clinical/preceptorship requirements.

The COVID-19 situation is a fluid situation therefore, the College will follow the modified campus access guidelines provided by ACCS to reopen fall 2020. The following disclaimers will be added to all syllabi: 1) students must wear a face mask while on campus, 2) statement addressing sudden college closure due to the pandemic, 3) all office visits will be by appointment, virtual office hours will be listed on the course syllabus, posted in Blackboard and Banner, 4) response time to student emails and virtual office hours provided. Faculty will be on campus for instructional purposes only. Faculty will conduct as much of their work load remotely. The following instructional steps will be implemented fall 2020:

- Classes originally scheduled as hybrid or online will remain in this instructional mode.
- **Traditional (face-to-face) classes and theory classes** will be transitioned to either an online or hybrid instructional mode. Any campus class meetings will be limited to one day a week adhering to the social distancing guidelines.
- **Science laboratories** will be completed online utilizing virtual lab resources provided by the publisher and other virtual labs/apps as identified by the science department because of the difficulty to maintain social distancing.



- Additionally, **MAT and EMT** students enrolled during the spring 2020 semester who have completed more than 50% of the required clinical/preceptorship will be considered to have completed the clinical/preceptorship requirements.
- If less than 50% of the required clinical/preceptorship hours have been completed, faculty will identify deficiencies and determine competencies needed and make the necessary adjustments (simulation and/or standardized clinical) to complete the clinical/preceptorship requirements. If clinical/preceptorship cannot be completed by the end of the semester, a grade of "I" will be given to allow students to complete the needed clinical/preceptorship competencies.
- The same plans will be used during the summer 2020 term, if needed.
- **Science Laboratories** have utilized virtual lab resources provided by the publisher and other virtual labs/apps as identified by the science department.
- **Career and Technical Education: For the spring 2020 semester, Applied Technology Lab Courses and Co-op** will implement the following online tools to assess student competencies:
 - Amatrol curriculum and MSSC: Quality Control Practices, Basic Safety, and Maintenance Awareness curriculum.
 - For Co-op students, the College will utilize the Miller Welds Curriculum for distance learning.
- **Dual Enrollment (DE)** students will follow the same modified instructional plan as general students. If the dual enrollment course is taught at high school, the DE instructor will transition the course to an online format
 - All hybrid and lab classes will complete instruction by the Thanksgiving holidays and required hours will be complete. Additional instruction and final exams will be completed online as outlined in the Academic Calendar.
 - **Dual Enrollment (DE) classes:** students registered for classes on campus will follow the instructional mode of the class they are enrolled in (online or hybrid). All academic dual enrollment courses taught at a high school will be offered online following the guidelines outlined by the department chair.

No CTE dual enrollment courses will be taught at area high schools. CTE dual enrollment students will be given the option to take the classes offered in a hybrid format to ensure that safety measures are adhered to or delay their enrollment until the spring semester 2021. The College will continue to maintain open lines of communication with all high schools in our service area.

Books for dual enrollment students will be disseminated through a drive through system that will be scheduled and implemented by the Dual Enrollment Coordinator with assistance from the LRC staff. During this process, students will drive through campus, receive the required books and leave campus. At no point will they leave their vehicle or be allowed to stay on campus to congregate or socialize. Students and staff will be required to wear masks.

- **Adult Education (AE):** Orientation and registration for adult education classes will be conducted online. AE enrollment documents will include a disclaimer that classes may need to be transitioned to remote instruction. Instruction will be delivered in an online and hybrid format. Instructors will use Zoom to provide instruction at least one day per week. Students will complete class



following the guidelines outlined by department chair.

Books for dual enrollment students will be disseminated through a drive through system that will be scheduled and implemented by the Dual Enrollment Coordinator with assistance from other College staff. During this process, students will drive through campus, receive the required books and leave campus. At no point will they leave their vehicle or be allowed to stay on campus to congregate or socialize. Students and staff will be required to wear facemasks.

- **Adult and Continuing Education** have created online classes using Google classroom to provide continued instruction. Learning packets have been created for adult education students based on their plan of instruction to document instructional contact hours. Testing for Adult Education students will resume as describe in the testing section and will occur effective June 29, 2020.
- **Modified Final Course Assessment.** With the recommendation of the department chair and approval of the Dean of Instruction, faculty may use the following instructional options for final course assessment:
 - a) Accelerate course delivery to meet the student learning outcomes and competencies of the course.
 - b) Offer students alternative ways to demonstrate the course competencies and meet student learning outcomes.
 - c) For courses that student learning outcomes or course competencies cannot be met by the end of the term, a grade of “incomplete (I)” will be given.

Administered exams will be proctored using Proctorio to maintain the integrity of the course. (Effective June 8, 2020).

assignments through IXL, Google Classroom, WorkKeys Curriculum, and Khan Academy. Instruction in the local jails is suspended until conditions improve.

AE students who do not have access to the Internet will complete learning packets. Learning packets will be provided either by campus pick up on or by mail. Instructors will communicate with these students via telephone calls.

All AE hybrid classes taught at an off-site facility will follow the same safety measures as campus classes. Instructors and students must wear masks and maintain social distancing (6 feet) during instructional time.

AE students who do not have adequate technology to complete remote testing, will be able to complete GED Ready and TABE testing on campus at the Testing Center by appointment only.

AE students who need to complete a WorkKeys Test will test on campus at the Testing Center by appointment only.

All contact information for AE staff is provided on the College website on the AE webpage.

- **Workforce Development/Continuing Education (CE):** All contact information for Workforce Development staff is provided on the College website on the Workforce webpage as well as in information shared with customers.

Continuing education classes and WorkKeys courses will be offered online using Blackboard. Continuing education pre-registration forms will include a disclaimer stating that



**REVISED CTE, HEALTH SCIENCES CLINICAL AND LAB
INSTRUCTIONAL PLAN FOR
TERM II SUMMER 2020 – FALL OPENING**

In accordance with the directive of the Governor of the State of Alabama and the Chancellor of the Alabama Community College System, Health Science and CTE laboratory and clinical experiences will resume on campus or at a health care facility, effective Term II (June 29, 2020). All other classes will continue in an online or remote environment. All applicable students will be emailed an **Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 form** (see attachment) for completion prior to returning to campus for instruction. Forms will be collected from students upon arrival to campus for the first clinical or lab assignment. The following outlines how instruction will be conducted on campus and at the health care facility(ies) with the guidelines of the public health department, CDC, and the health care facilities in mind.

APPLIED TECHNOLOGY

- The only Applied Technology students required to report to campus for lab will be welding technology students.
- No more than six students will be allowed in the lab area at any time. Students will be provided a schedule (day and time) to report to campus for instruction. Upon entering the Industrial Maintenance Building, students will be required to complete the **Health Safety Questionnaire** daily in room #100 and submit the **Assumption of Risk and Waiver of Liability Relating of Coronavirus/COVI-19 form.**
- Each student will be scanned for potential fever. Once cleared, students will be allowed to enter the building.

classes may need to be transitioned to remote instruction. All licensure exams will be administered on campus at the Testing Center by appointment only. All examinees will follow the guidelines provided to them by the Testing Center staff. **CVCC currently does not have off campus training locations with business and industry. In the event off campus training is established, CVCC Workforce Development staff use the established safety policies and procedures of the business and industry to develop a comprehensive safety plan to ensure the safety of all individuals being trained. Additionally, a statement will be added to all contract proposals that in the event of that training cannot transition to online and has be terminated, a prorated amount of fees paid will be refunded if training fees have been paid in full.**

- **Career and Technical Education:** Because of the close contact in CTE labs and health care facilities, all students enrolled in Applied Technology, EMS, Medical Assisting, and Nursing classes will complete an **Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19 form** (see attachment) on the first day of class.

Upon entering the lab or sim lab classroom, students will be required to complete the **Health Safety Questionnaire** daily.

Each student will be scanned for potential fever. Once cleared, students will be allowed to enter the classroom.

If any of the questions on the Questionnaire are answered yes or if fever is >100.4 degrees, student(s) will be asked to return home until administration can make further recommendations.



- If any of the questions on the Questionnaire are answered yes or if fever is >100.4 degrees, student(s) will be asked to return home until administration can make further recommendations.
- Students will be separated in the lab at a minimum distance of six feet. Students and instructor will be required to wear masks in addition to any other program personal protective equipment (PPE) during class. For example, welding students will be required to wear face masks as well as welding hoods, and other equipment.
- Any communication between the instructor and students will be done at a distance of six feet.
- All areas used during the instructional process will be sanitized after each class meeting.

Note: Faculty reporting to campus and interacting with students will also be required to complete the **Health Safety Questionnaire and** undergo the temperature scanning process.

EMERGENCY MEDICAL TECHNICIAN (EMS)

On campus instruction:

- No more than eight (8) students will be allowed in the classroom. Students will be provided a schedule (day and time) instructing them when to come on campus for lab.
- Upon entering Key Hall, students will be required to complete the **Health Safety Questionnaire** in the hallway and submit the **Assumption of Risk and Waiver of Liability Relating of Coronavirus/COVI-19 form**.
- Upon completion of the Health Safety Questionnaire, each student will be scanned for potential fever. Once cleared, student(s) will be allowed to enter the classroom.
- If any of the questions on the Questionnaire are answered yes or if fever is >100.4 degrees, student(s) will be asked

Students will be separated in the lab at a minimum distance of six feet. Students and instructor will be required to wear masks in addition to any other program personal protective equipment (PPE) during class. For example, welding students will be required to wear face masks as well as welding hoods, and other equipment.

Any communication between the instructor and students will be done at a distance of six feet.

All areas used during the instructional process will be sanitized after each class meeting.

Note: Faculty reporting to campus and interacting with students will also be required to complete the **Health Safety Questionnaire and** undergo the temperature scanning process.

- **Applied Technology:** theory classes will transition to an online instructional mode. All lab hours will be done in a hybrid format. Students will be scheduled in small groups adhering to the social distancing guidelines to complete lab hours. Labs will be cleaned following each class session.
- **Emergency Medical Technician (EMS):** the theory portion of the class will be completed online. All lab hours will be done in a hybrid format. Students will be scheduled in small groups adhering to the social distancing guidelines to complete lab hours. Labs will be cleaned following each class session.
- **Nursing and Medical Assisting:** will be provided in a hybrid instructional mode. Skills labs will be hybrid. Students will be scheduled in small groups adhering to



to return home until administration can make further recommendations.

- Students will be separated in the lab at a minimum distance of six feet. Students and instructor will be required to wear masks and gloves throughout the lab experience. Any communication between the instructor and students will be done at a distance of six feet.
- The lab area will be sanitized after each lab experience.

Clinical experiences at Healthcare Facilities:

- Students will be prohibited from caring for any COVID-19 or TB patients (facility requirement)
- Students will be provided their own disposable personal PPE (masks) by the College for which they must sign for signifying it was received.
- Students must take their own disposable PPE (mask) and must wear it at all times during their clinical experience.
- Students cannot wear fabric masks to clinical sites (masks must be disposable).
- Students must submit to the clinical facility's screening tables and use entrances and exits as identified by the clinical facility.

Clinical Rotation on Ambulances:

- Students will be issued a disposable N95 mask. Gloves will also be provided for each patient contact while on the ambulance.
- Students will be required to care for known or suspected COVID-19 patients.

Note: Faculty reporting to campus and interacting with students will also be required to complete the **Health Safety Questionnaire** and undergo the temperature scanning process.

NURSING AND MEDICAL ASSISTING

On Campus Instruction:

the social distancing guidelines to complete lab hours. Labs will be cleaned following each class session.

Clinical experiences at Healthcare Facilities:

- Students will be prohibited from caring for any COVID-19 or TB patients (facility requirement)
- Students will be provided their own disposable personal PPE (masks) by the College for which they must sign for signifying it was received.
- Students must take their own disposable PPE (mask) and must wear it at all times during their clinical experience.
- Students cannot wear fabric masks to clinical sites (masks must be disposable).
- Students must submit to the clinical facility's screening tables and use entrances and exits as identified by the clinical facility.

Clinical Rotation on Ambulances:

- Students will be issued a disposable N95 mask. Gloves will also be provided for each patient contact while on the ambulance. Students will not be required to care for known or suspected COVID-19 patients

Note: Health Protocols implemented during the summer 2020 term will still be adhered to during fall 2020. See items noted in yellow.



- No more than eight (8) students will be allowed in the lab (skills, MAT & SIM) area. Students will be provided a schedule (day and time) advising them to come on campus for instruction.
- Upon entering the Instructional and Performance Arts (IPAC) Building, students will be required to complete the **Health Safety Questionnaire** daily (see attached) in the IPAC atrium.
- Upon completion of the Health Safety Questionnaire and submission of the **Assumption of Risk and Waiver of Liability Relating of Coronavirus/COVI-19 form**, each student will be scanned for potential fever. Once cleared, student(s) will be allowed to enter the building.
- If any of the questions on the Questionnaire are answered yes or if fever is >100.4 degrees, student(s) will be asked to return home until administration can make further recommendations.

Students will be separated in the lab (skills, MAT & SIM)) at a minimum distance of six feet. The student and the instructors will be required to wear masks and gloves throughout the lab

ADDITIONAL INSTRUCTIONAL AND STUDENT SUPPORT RESOURCES

The College will make every effort to assist students and faculty in the implementation of this modified Instructional and Service Delivery Plan. The following are resources available to students and faculty:

- **Tutoring:** The Tutoring Center will provide assistance with math, writing (English), and history. Students must use their student email to contact the Tutoring Center. For tutoring, use the following email addresses:
 - Math: mathhelp@piratemail.cv.edu
 - Writing: englishhelp@piratemail.cv.edu
 - History: historyhelp@piratemail.cv.edu

- **Tutoring:** The Tutoring Center will provide assistance with math, writing (English), and history. Students must use their student email to contact the Tutoring Center. Students will be able to schedule in person tutoring by appointment. No more than 15 students will be allowed in the tutoring center at one time. The tutoring center staff will use social distancing guidelines by spacing tables 6 feet apart. Tutors and students will be required to wear



- **Tech Support:** The CVCC PIT Crew will provide virtual IT assistance for students through email at ithelp@piratemail.cv.edu
- The **online learning** department has provided information via email to all students with instructions regarding online learning.
- **Tutorial videos** as well as training have been provided for faculty to ensure success in online instruction.
- **Possible assistance with Internet access:**

Some Internet providers have developed plans to assist customers with access to Internet service. Please visit the sites below for details.

- <https://www.montgomeryadvertiser.com/story/news/2020/03/15/coronavirus-alabama-internet-providers-offer-free-broadband-students-school-closures/5053493002/>
 - [AT&T](#)
 - [Charter/Spectrum](#) ○ [CTV Beam](#)
 - [Comcast](#) ○ [Xfinity](#)
- **Learning Resources Center.** The Learning Resource Center will be accessible online providing Lib guides, eBooks, electronic databases and access to the Alabama Virtual Library (AVL) for instruction. LRC staff will also be available via the phone to assist students and the general public where necessary. Students may utilize the LRC Chat with Librarian Web link: <http://www.cv.edu/learning-resource-center-lrc/> or text questions to 334-230-5184. Other LRC resources are as follows:

mask at all times. After each tutoring session, all surfaces will be sanitized. Students can also schedule Zoom tutoring sessions as well as email questions to the following email addresses for assistance:

- **Math:** mathhelp@piratemail.cv.edu
- **Writing:** englishhelp@piratemail.cv.edu
- **History:** historyhelp@piratemail.cv.edu

- The **online learning** department will continue to provide information via email to all students with instructions regarding online learning and opportunities for training. One-on-one faculty training will be done through Teams, WebEx, or Blackboard Collaborate. The Faculty Training course in Blackboard will be used as a repository of training videos for faculty training on student engagement. Additionally, virtual professional development opportunities i.e. Blackboard World Conference and ASU Remote Faculty Summit will be provided to faculty.
- **Tutorial videos** are continuously being developed to assist faculty and students to ensure success in online/remote instruction.
- **Learning Resources Center (LRC):** The Learning Resource Center will re-open with limited access. The LRC will be limited to students, faculty, and staff during the modified campus access period. Plexiglass has been installed at the circulation desk as an additional safeguard for students and LRC staff. All furniture and computer carousels will be rearranged to adhere to the social distancing guidelines. Computers will be sanitized after each student use.



- AVL databases: [access to Alabama Virtual Library \(AVL\)](#) ○ AVL registration: Alabama Virtual Library Registration (AVL)
- [CVCC Learning Resource LibGuide Link](#)
- [CVCC's Online Catalog](#) ○ [CVCC's books](#)
 - User ID:LRCEBOOKS
 - Password:lrc@cvcc2019 (*expires June 2020*)
- The following tutorials regarding online processes are available for **student** use:
 - Logging into Pirate Web:
<https://www.screencast.com/t/CINyrLQq8Mci> ○ View your degree plan on Pirate Web:
<https://www.screencast.com/t/gnXZkKpEA4> ○ Registering for classes on Pirate Web:
<https://www.screencast.com/t/RWVaOwzK6qhD>
- The following links are available for **faculty** use:
 - Microsoft Apps:
<https://www.screencast.com/t/PCQvbjHTW>
 - Online Meetings:
<https://www.screencast.com/t/Y2hOQs01bd>
 - OneDrive:
<https://www.screencast.com/t/lnXUuEMu>

Students needing help with research materials must ask a staff member to retrieve print materials to limit students gathering in the stacks.

Students needing help with online research may ask for assistance at the Access Services desk. The students will be assisted using the social distancing guidelines.

Curbside service will be offered for book check-out and check-in. Students will access the online catalog and submit material requests via email, telephone, or online form. A time for the students to pick up and return materials will be established. All materials returned will be sanitized.

The LRC will also be accessible online providing Lib guides, eBooks, electronic databases and access to the Alabama Virtual Library (AVL) for instruction. LRC staff will also be available via the phone to assist students and the general public as necessary. Students may utilize the LRC Chat with Librarian Web link: <http://www.cv.edu/learning-resource-center-lrc/> or text questions to 334-230-5184.

- **Career Center TABE Testing Procedures:**
 - The Adult Education staff will email the AE public enrollment link to the Phenix City Career Center staff for use.
 - Career Center staff will ask students to complete the electronic enrollment form using the AE public enrollment link.
 - After the enrollment form has been received by AE staff, a TABE locator test ticket will be created for the student and forwarded to Career Center staff.



- Career Center students may take the TABE locator test in the Phenix City Career Center or at home using a laptop or desktop computer.
- After the TABE results are received by the AE staff, they will be forwarded to the Career Center staff.
- If a student does not meet the minimum TABE locator test requirements for their desired program, they are expected to enroll in one of the AE distance learning classes.



MODIFIED PLAN FOR GRADUATION AND PINNING CEREMONIES

MODIFIED PLAN FOR GRADUATION AND PINNING CEREMONIES

The College has reached out to a focus group of student leaders and with their input, has determined that the graduation ceremony normally conducted in May of each year will postponed until early fall 2020, if current conditions permit. All students who are scheduled to graduate will be notified in advance and provided the new date and details. If a student elects not to participate in the delayed graduation ceremony, he/she will be reimbursed the cost of the cap and gown (\$40). Fees associated with the purchase of diplomas and administrative costs (postage and printing) will be retained by the College.

Pinning ceremonies for the Health Sciences programs will be held in conjunction with the delayed graduation ceremony.

MODIFIED PLAN FOR GRADUATION AND PINNING CEREMONIES

The College has continued to monitor the status of COVID-19 cases in the state to determine the feasibility of conducting an in-person graduation ceremony. Since the number of cases in the state continue to rise at an alarming rate, the College has decided to conduct a **virtual graduation ceremony** at the close of the summer term.

All impacted students have been notified of this decision through a letter. All students who paid the graduation participation fee will be reimbursed the cost of their cap and gown in the amount of \$40. Fees associated with the purchase of diplomas and administrative costs (postage and printing) will be retained by the College.

Diplomas will be mailed to students, along with an alumni t-shirt and a souvenir program in mid-August.

Pinning Ceremonies for the spring 2020 graduates will not be conducted at this time. A virtual recognition of these students was developed by the division.



EVENTS

Out of an abundance of caution, all meetings and events involving ten (10) or more people have been cancelled or postponed until further notice. The following is a list of events that are impacted:

- On-Campus Advisement Week (Students, faculty, and staff have been directed to the Web site for details <https://www.cv.edu/modified-admissions-and-registration-plan/>)
- On-Campus FAFSA Prep (Postponed until further notice)
- Ambassador Interviews (Postponed until further notice)
- Foundation Board Meeting (to be conducted remotely)
- Advanced Registration (Students, faculty, and staff have been directed to the Web site for details <https://www.cv.edu/modified-admissions-and-registration-plan/>)
- Academic Awards Ceremony (Canceled. Certificates to be mailed to students.)
- Spring Concert (Canceled)
- Athletic Awards (Canceled. Certificates to be mailed to students.)
- Health Fair (Canceled)
- Nursing Pinning Ceremonies (Combined with postponed graduation ceremony)
- Committee meetings, advisory meetings, and division meetings (To be conducted remotely)
- Graduation (Postponed until late summer/early fall)

Future events will be considered carefully by the College and will be conducted in accordance with ADPH guidelines.

Out of an abundance of caution, all external events and public meetings generally held on campus have been suspended until further notice.

Any internal meetings will comply with ADPH and social distancing guidelines.

The College has planned a **Drive Through Campus Tour** as a means of recruiting for the fall 2020 semester. All social distancing guidelines have been incorporated and participants will not be allowed to leave their vehicles.

Professional Development during the fall will be conducted virtually on August 13, 2020. **During fall professional, faculty will be provided online training through Magna Online Seminars addressing student engagement and online teaching.**



Travel

The College will continue to monitor travel of staff. All travel at the College is limited to that which is essential. All Deans requesting travel of their staff will be required to submit a justification explain the need for the travel and an assurance that travel activities cannot be completed through virtual means.

Revised: **March 25, 2020**

June 8, 2020

July 2, 2020

July 8, 2020



Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. **COVID-19 is extremely contagious** and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Chattahoochee Valley Community College (“the College”) has put in place preventative measures to reduce the spread of COVID-19; however, the College **cannot guarantee** that you will not become infected with COVID-19. Further, **attending the College, participating in College lead classes, trainings or labs could increase** your risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by attending the College and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the College may result from the actions, omissions, or negligence of myself and others, including, but not limited to, College employees, other students, vendors or affiliates and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with my attendance at the College or participation in College activities (“Claims”). On my behalf, I hereby release, covenant not to sue, discharge, and hold harmless the College, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the College, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any College services.

Signature of Student

Date

Print Name of Student

Signature of Parent/Guardian

Date



Health Safety Questionnaire

Please answer YES or NO to the following questions:

Note: For the purpose of this questionnaire, close contact means: you were, without personal protective equipment, within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the infected person is isolated.

1. Have you and/or the patient been in close contact with anyone who has traveled outside of the states of Alabama and Georgia in the last 14 days?

YES NO

2. Have you attended any events or gatherings with more than 100 people?

YES NO

3. Have you been in close contact with a person known to have the 2019 Novel Coronavirus without personal protective equipment?

YES NO

4. Do you work or have been in a high-risk area to be possibly exposed to 2019 Novel Coronavirus?

YES NO

4. Do you currently have fever or lower respiratory symptoms such as a cough or shortness of breath?

YES NO

5. Do you have a new onset of cold symptoms such as a cough and runny nose?

YES NO

I attest that the above information is factual to the best of my knowledge.

Student Signature _____ Date _____

Print Name _____

Body Temperature Recording _____ By _____