



## CVCC COVID-19 RECOVERY PLAN

Revised September 12, 2022

With careful consideration of guidance provided by the Centers for Disease Control (CDC), Alabama Public Health officials, and the Alabama Community College System, Chattahoochee Valley Community College has resumed normal operations. CVCC provides students and employees information and updates about COVID-19 along with necessary health and safety precautions on the College website. Students and employees are encouraged to obtain information from health care providers, state health authorities, and the CDC website. The College follows the guidance of the Centers for Disease Control, Alabama Department of Public Health, and the Alabama Community College System. Information about COVID-19 and a link to the CDC website may be found at [www.cv.edu](http://www.cv.edu).

The information that follows provides detailed measures that have been considered relating instructional and service delivery.

### COMMUNICATION

The College has a COVID-19 Response Team who develops, implements and communicates plans to address activities associated with the virus and its impact on CVCC. This team is comprised of the Administrative Cabinet, and the Marketing and Public Relations Coordinator, who serves as the Public Information Officer (PIO) for the College. This response team meets as needed to modify the COVID-19 Recovery Plan and associated college actions, and ensure that pertinent information is appropriately communicated. All internal and external communications relative to COVID-19, are disseminated through the President, the Dean of Students and Campus Services, and the Public Information Officer (PIO), with approval of the President. The dissemination plan is targeted to both external and internal stakeholders as appropriate.

#### External

- When needed, the PIO will contact all local media outlets (radio, print, television) with the most current updated information relative to the College's status and response to COVID-19.
- The College website is updated as needed to share current information on the College's response to COVID-19.
- Social media (Facebook, Instagram, YouTube, etc.) is utilized to share information with all stakeholders.
- A *Frequently Asked Questions* document has been developed and provided on the website to address questions that may be of interest to stakeholders.

#### Internal

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

### SAFETY PROTOCOLS

**Facemasks on Campus.** During the COVID-19 Recovery period, **the College has converted to "Facemasks Strongly Encouraged"** status until further notice. In accordance with guidance from the CDC, the College recommends layered prevention strategies, including staying up to date on vaccines and wearing masks, which can help prevent severe illness and reduce the potential for strain on the healthcare system. Students, employees, and visitors are encouraged to wear a mask with the best fit, protection, and comfort. COVID-19 Community Levels also help individuals and communities decide which prevention actions to take based on the latest information and may be found at [www.cdc.gov](http://www.cdc.gov).



The College also recognizes that our environment consists of individuals with varying medical conditions and people who have chosen not to take advantage of the vaccine; therefore, appropriate signs are posted on campus to remind individuals of the facemask status. A limited supply of facemasks will be available at strategic locations on campus.

**Social Distancing.** With the aforementioned information in mind, social distancing guidelines for classrooms are relaxed. Room set-ups will be arranged with as much space as possible between seats; however, a six-foot social distancing protocol is not currently being utilized. Students who have weakened immune systems or underlying health conditions that are documented may work out arrangements with their instructors to use the online option, where possible. Certain classes where in-person instruction is required may not be suitable for the online option.

**Vaccinations.** CVCC will continue to strongly encourage faculty, staff, and students to get the COVID-19 vaccine and boosters of their choice but will not require the vaccination or boosters of any of the aforementioned groups.

**Safety Guidelines and Instructions.** The Dean of Students and Campus Services will be integral in providing information and instructions to campus stakeholders regarding safety guidelines and protocols. This information will include but not be limited to campus communication efforts via email; assistance with the calculation of isolation and return to campus days; precautions for those individuals who test positive for COVID-19; and assistive referrals for testing and vaccinations.

### **CVCC FACILITIES, VEHICLES, AND CUSTODIAL SERVICES**

The CVCC Facilities and Maintenance Department will provide a deeper level of cleaning than the normal daily and weekly routine schedules. This plan will include but will not be limited to the following:

- Facilities staff participating in training that focuses on cleaning and disinfecting for the Coronavirus.
- Cleaning and dusting building air and return vents/ducts
- Upgrading HVAC systems
- 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
- 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.

The College will use resources made possible through CRRSAA and American Rescue Plan (ARP) funds to acquire additional custodial staff to assist in the performance of the aforementioned facility maintenance activities and will incorporate the following additional facility enhancements:

- Touchless fixtures, sensors, and components will be installed throughout campus. These include but are not limited to:
  - Water Dispensers
  - Exit and entry door systems
  - Bathroom commodes and sinks
  - Light fixtures

**Note:** The College will make every effort to implement these enhancements; however, delays may be experienced due to an increased demand for the items noted.

### **BUSINESS AFFAIRS**

The business office functions have resumed their regular operations to ensure availability of service regarding payroll, accounts payable, accounts receivable and other college operations.



## ENROLLMENT SERVICES

All enrollment services offices have resumed normal operations and have incorporated virtual services for students and prospective students.

**Admissions.** New or readmitted students may submit an online Application for Admissions by visiting the College website at <http://www.cv.edu/apply-for-admissions/>. The directions to students are as follows:

Click on “Online Application” and complete the following steps:

- Click on “Admissions & Financial Aid” tab.
- Click on “Apply.”
- Under “Submit an Application”, click on “Online Application.”
- When you click on the link, you will be directed to create an account with a user name and password.
- Upload a copy of your state issued photo ID to the application before submitting it or take a screenshot of your photo ID and email it to [admissions@cv.edu](mailto:admissions@cv.edu) or you may deliver the photo ID to the Admissions Office in person or by mail to the address below:

**Chattahoochee Valley Community College**  
**Attn: Admissions Office**  
**2602 College Drive**  
**Phenix City, Alabama 36869**

- Students with questions may visit the office located in Wallace Hall, Room 201A or email the staff at [admissions@cv.edu](mailto:admissions@cv.edu). **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 at your request. Schools that do not have memberships with electronic vendors may mail official transcripts to:
 

**Chattahoochee Valley Community College**  
**Attn: Admissions Office**  
**2602 College Drive**  
**Phenix City, AL 36869**
- **Advising.** You may email your advisor to schedule an appointment for a one-on-one advising session. You may also come to Wallace Hall Room 101 during any of our **Fast Friday** events for assistance. Students may also receive assistance from the SENSE Program, located in Wallace Hall or in the Office of Student Development and Success located in Owen Hall. Additionally, tech support is available at [ithelp@piratemail.cv.edu](mailto:ithelp@piratemail.cv.edu).
- **Registering for Classes.** You will register for classes through the Student Pirate Web. Training videos on registering using Student Pirate Web are provided in the *Blackboard Student Success Class for Online Learning* in the *Advising and Registration* tab. You may also contact your advisor or receive assistance from the SENSE Program staff, located in Wallace Hall, or in the Office of Student Development and Success located in Owen Hall. Staff will also be available in Wallace Hall Room 101 for assistance during designated registration periods.
- **Enrollment/Registration Assistance.** Students may come to Wallace Hall Room 101 for centralized assistance with enrollment and registration during designated registration periods; or receive assistance from the SENSE Program, located in Wallace Hall; or from the Office of Student Development and Success, located in Owen Hall.

The following information will be shared with students regarding financial aid.



**Financial Aid.** 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](mailto:financial.aid@cv.edu). If calls are not answered immediately, please email the office directly at [financial.aid@cv.edu](mailto:financial.aid@cv.edu) for assistance. Please allow 24-48 business hours for a response. Financial Aid information is available at students' fingertips 24/7 through Pirate Web. Students may also visit the campus to obtain assistance. 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](http://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 (FSA ID) online at [www.studentaid.gov](http://www.studentaid.gov) during the application process.
  - CVCC's school code for the FAFSA is **012182**.
  - If you are planning to attend fall semester, the 2022-2023 FAFSA should be completed. Once the FAFSA is received, the Financial Aid Office will contact you via email regarding your status.
  - If you are having issues completing your FAFSA or need help with your FSA ID, please contact the FAFSA Hotline at 1-800-433-3243.
  
- **Returning Students.** To receive an award, all students must check their financial aid status by accessing their Pirate Web account.
  - To access your Pirate Web account, your username will be your student email address and your password will be **!CVCCMMDDYY**. If you have issues accessing your account, please call 334-291-4923 or email [information.systems@cv.edu](mailto:information.systems@cv.edu).
  - The MMDDYY will be the student's birthday.
  - In Pirate Web, you can see documents are required, view 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 available on campus during normal office hours, so students may deliver documents in person. To acquire forms, visit <https://www.cv.edu/student-forms/>.
  - Print the forms, complete them, and deliver or mail them to the Financial Aid Office or scan or take a digital photo of the form(s) and submit them via email at [financial.aid@cv.edu](mailto:financial.aid@cv.edu).
  - For questions, you may contact the Financial Aid Office at 334-291-4914, via fax at 334-214-4839, or via email at [financial.aid@cv.edu](mailto:financial.aid@cv.edu).
  - Please ensure that your name and student ID is clearly noted on each form.
  
- **Refunds and Disbursements.** To check on disbursement, students should go to Pirate Web > Student Tab > Student Landing Page > Financial Aid Dashboard > Award Year (Select current award year from drop down menu) > Award Offer Tab.
  - If you are awaiting a loan disbursement, you can find your disbursement dates on your disclosure statement.
  - To access your disclosure statement, you will log on to <https://studentaid.gov/> using your FSA ID. Click on your account, and select "View Your Documents." Select "My Correspondence," and you will be able to choose "Disclosure Statement." Your Disclosure Statement will list the dates on the first page. Generally, you should receive your funds within 2-3 business days from the date listed. If you do not receive your funds, contact the financial aid office at 334-291-4914 or via email at [financial.aid@cv.edu](mailto:financial.aid@cv.edu).



## COUNSELING AND DISABILITY SERVICES

**Counseling and Disability Services.** Personal and academic counseling are ongoing processes at Chattahoochee Valley Community College. If you experience difficulty and require assistance with achieving academic or personal goals, counseling services are available. For assistance, please contact Ms. Vickie Williams, Associate Dean of Student Development and Success (ADA Coordinator) at [vickie.williams@cv.edu](mailto:vickie.williams@cv.edu) or (334)214-4803.

If you have a documented disability and have not requested reasonable accommodations, please feel free 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](mailto:vickie.williams@cv.edu) for assistance and guidance. If you are a student who has previously requested accommodations for a documented disability and you require assistance, you may also email the College at the aforementioned email address.

## ATHLETICS

All athletic activities (practice and play) have been restored, with appropriate required protocols. As we enter into the season of play for each sport, we will provide updated guidance regarding additional guidelines if needed.

## INSTRUCTIONAL AFFAIRS

All faculty are available to students during their office hours and through email. The following instructional options will remain in effect:

- **Hybrid classes** will return to a normal mode of delivery, with instructors using instructional videos and online assignments as well as in class activities. Hybrid classes require students to attend class one day per week and log in at your leisure for the second day.
- **Virtual Hybrid classes** require students to attend face-to-face on campus one day per week and log in at the same time on the next scheduled class day.
- **Traditional (face-to-face) classes and theory classes:** have returned to a normal mode; however, students may have the option to transition to an online delivery, with the approval and assistance of the instructor. Classrooms across campus have been equipped with assistive technology to enable students to participate at a distance if needed.
- **Clinical/Preceptorship:**
  - **Nursing** has returned to normal modes of delivery. Face-to-face clinicals are required unless the student has a need for an accommodation due to concerns associated with COVID-19. In this case, the student must work with the clinical instructor to receive an appropriate adjustment.
  - Additionally, **MAT and EMT** class delivery will return to normal. The same accommodations noted for nursing students will apply to this category of students as well.

**Note:** Many clinical facilities require students to be vaccinated in order to enter the facilities. This requirement will be communicated to students. Any health sciences students who elect not to be vaccinated will be instructed that they will not be able to participate in clinicals. Such students will be granted an "I" in the class and will be required to satisfy the requirements at a later date. This may delay student completion of the program.

- **Science Laboratories** have returned to normal modes of delivery, unless otherwise noted.
- **Career and Technical Education** training has returned to a normal mode of delivery, unless otherwise noted.
- **Dual Enrollment** students will follow the same instructional plan as general students. If the dual enrollment course is taught at a high school, the dual enrollment instructor will follow the guidelines outlined by the department chair/director.
- **Adult Education** will provide continued instruction through face-to-face delivery. Adjustments may be made in extenuating circumstances. Students needing adjustments may contact the Adult Education Department to discuss appropriate arrangements.



- **Continuing Education and Workforce Development** will provide face-to-face and virtual instruction. Additional information regarding workforce development training may be obtained by contacting [workforcedevelopment@cv.edu](mailto:workforcedevelopment@cv.edu).

### **ADDITIONAL INSTRUCTIONAL AND STUDENT SUPPORT RESOURCES**

The College will continue to make every effort to assist students and faculty in the implementation of this Recovery Plan. The following are resources available to students and faculty:

- **Tutoring:** The Tutoring Center will provide tutoring in English, math and science. Tutoring services are available through email, virtually through Microsoft Teams, and in person. Students may walk in for in person tutoring or schedule an in person tutoring session at <https://cv.libguides.com/tutoring/home>. The virtual tutoring sessions are available at <https://cv.libguides.com/tutoring/home>. For tutoring through email, use the following email addresses:
  - Math: [mathhelp@piratemail.cv.edu](mailto:mathhelp@piratemail.cv.edu)
  - English: [englishhelp@piratemail.cv.edu](mailto:englishhelp@piratemail.cv.edu)
  - Science: [sciencehelp@piratemail.cv.edu](mailto:sciencehelp@piratemail.cv.edu)

Students **must** use their student email when scheduling tutoring sessions or emailing tutoring. Additionally, Tutor.com is available in all Blackboard classes 24 hours, seven days a week, for tutoring sessions outside the Tutoring Centers' operational hours.

- **Tech Support:** The CVCC Pirate IT Crew provides virtual IT assistance for students through email at [ithelp@piratemail.cv.edu](mailto:ithelp@piratemail.cv.edu). Students may also visit the Pirate IT Crew office located in the IPAC, Room 205.
- The **online learning** department has provided information pertinent to online instruction via the online learning web page at <https://www.cv.edu/onlinelearning/>.
- **Tutorial videos** as well as training have been provided for faculty to ensure success in online instruction.
- **Learning Resources Center.** The Learning Resource Center is open for normal operations and is also accessible online providing Lib guides, eBooks, electronic databases and access to the Alabama Virtual Library (AVL) for instruction. LRC Chat with Librarian Web link: <http://www.cv.edu/learning-resource-center-lrc/> or text questions to 334-230-5184. Other resources are as follows:
  - 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 ebooks](#)
    - User ID:LRCEBOOKS
    - Password:lrc@cvcc2023 (*expires May 2023*)
- 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/lnXUuEAqMu>

### **EVENTS**

Out of an abundance of caution, the College will review internal and external requests to use College facilities to ensure that appropriate safety protocols can be realized before approval is granted.



### **FURTHER GUIDANCE**

While Chattahoochee Valley Community College is making every effort to recover from the impact of the COVID-19 pandemic, the safety and security of our students, faculty, and staff is of primary concern. In the event that conditions change regarding the pandemic, the College will adjust operations accordingly. We will notify the College community of any necessary changes to the information included in this plan.