

Barton Phase-in-Plan

(Barton Campus & 1025 Main Facility)

This is a complex, challenging, and fluid situation, which continues to evolve. All information provided within this plan is subject to change as deemed necessary, in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

Academic Plan:

Summer:

- Fuzion Classes – synchronous course with scheduled meeting time; students meeting both in-person and via zoom.
- LiveOnline – synchronous course with scheduled meeting time; all students participating via zoom.
- In-Person – students meeting within the same physical space.
- Online – fully asynchronous class.

Fall:

- Diverse selection of course offerings, delivery methods and times.
- Flexibility.
- Offerings similar to options available over the summer.
- TBD based on the limitations, requirements, and regulations in place this fall.
- Revised end date for the GB campus Fall semester of November 24th.

Employees return to campus:

Employee type –

- Employees with Telecommuting Agreements in place prior to COVID.
 - These employees may continue telecommuting as long as they have an approved Telecommuting Agreement on file in Human Resources.

- Those employees that cannot work from home and who are currently taking leave.
 - If the employee qualifies for the Federal Emergency Sick Leave or Emergency FMLA Leave, they will be asked to return to work when their Federal benefit period runs out.
 - For those employees that do not qualify for the Federal Emergency Sick Leave or Emergency FMLA Leave, they will be required to return to work May 26th (unless they choose to use accrued vacation/personal leave with their supervisors' approval). Sick leave will no longer be allowed to be used unless the employee is actually sick.

- Those employees that are temporarily working from home with college-provided equipment.
 - These employees are required to return the college-provided equipment and return to work May 26th. In the event these employees can continue working from home, and their supervisor approves, the employee must secure the necessary equipment to allow them to work from home as well as complete a Telecommuting Agreement.

Employee & Student travel restrictions:

- Until June 1st, on a case-by-case basis, travel determined as necessary must be approved by one of the three Vice Presidents and must follow KDHE/CDC travel guidelines for high-risk areas.
- Travel may resume June 1, however all travel must follow KDHE and the CDC travel and quarantine guidelines for travel to high-risk areas.
 - Kathy Brock will be monitoring the list of high-risk areas as they change frequently. Kathy will be providing these locations to employees.
- **Personal Travel - The College highly encourages all employees and students to follow the KDHE and the CDC travel and quarantine guidelines for travel to high-risk areas when traveling.**

Dorms:

- Summer:
 - Some special accommodations have been made to allow for students (primarily international) to remain in the dorms due to still not being able to travel home.
- Fall:
 - Planning for full/standard occupancy with no plans to exceed standard occupancy (“triple”) if applicant numbers exceed capacity.
 - Ongoing communications will be pushed to expected fall 2020 residents related to early arrival for anyone coming from any state or foreign country indicated at the time on

the KDHE's and CDC's lists regarding travel restrictions and mandatory quarantine upon entering the state of Kansas.

- Early arrival dates have been determined to be July 20-22nd.
- If necessary, Camp Aldrich will be used as quarantine location for any student arriving from an area noted on the KDHE or CDC lists until residents can satisfy quarantine requirements and be moved into student housing facilities.
- Suspension of the housing requirement for students from outside Barton and border counties with less than 24 hours to reside in the dorms.
- Discussions beginning regarding staggering move-in sessions to accommodate for less crowding and for health screening upon arrival.
- Meal times will be expanded to spread out the number of people eating over a longer timeframe (COVID capacity & Social Distancing requirements). In addition, assuming that social distancing requirement continue to be in place, meals will be restricted to students. Employees will need to make other arrangements. This restriction may change if we determine we can move additional individuals through the space once the semester starts.

Enrollment related processes:

- On campus (BC/GB campus) placement testing has begun, with limited capacity the week of May 4th.
- Discussions occurring related to testing at partner high schools yet in May, possibly into June.

- Planning for on campus (BC/GB campus) Enrollment Days to begin in June/July, with limited capacity initially.

Safety measures:

- Social Distancing
 - Classrooms will be reconfigured to allow for social distancing.
- PPE – Masks – All employees, students, and **visitors** are **strongly encouraged** to wear masks while on campus.
 - When employees are within their own offices and can maintain social distancing they would not need to wear their masks.
 - While there will be some disposable masks available to employees and students, it is highly recommended that both employees and students secure their own cloth mask.
- Disinfection of work areas, common areas, service counters, classrooms, etc.
 - Hand sanitizers and disinfectant will be distributed to all classrooms, service counters, and common office areas.
 - Employees in these areas will be asked to keep their area sanitized as student/employee interaction occurs.
 - Facility Management will be sanitizing all buildings daily, common areas and restrooms multiple times per day.
- Signage
 - Social distancing classroom capacities will be posted on each classroom.
 - Additional signage will be posted campus wide encouraging social distancing as well as other safety protocols.
- Camp Aldrich will be used for a quarantine location/lodging in the event that we have a need for a quarantine location.

- Meals will need to be provided to these students.
- Alternative delivery methods will be in place to ensure student access to their classes.
- Testing/monitoring – Testing and monitoring for students/staff will be determined at the recommendation of KDHE and the local health department.

Major Campus Events:

- Throughout the summer and fall semesters, Barton will adhere to the Governor's phase in plan as far as the number of individuals that may attend large events.
- Social Distancing will be encouraged to be maintained at these events and facility capacities will be enforced.
- All major campus events will adhere to the regulations in place at the time of the event. This includes:
 - Sporting events
 - Music and Theater events
 - Public events
 - Events hosted by outside agencies.

Barton Cares Initiative 2020 – (05.26.20)

Presented to the Board 05-12-20

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