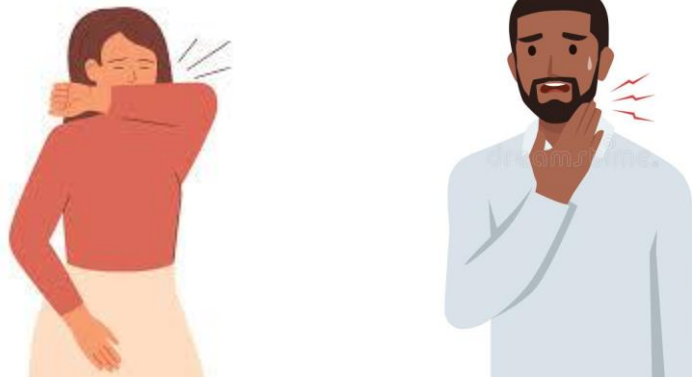




# **Daily Operations and Instructional Plan for Preventing the Spread of Respiratory Viruses Fall 2024-25**



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**Daily Operations and Instructional Plan for  
Preventing the Spread of Respiratory Viruses  
Fall 2024-25**

**Overview**

Since we now have safe and effective vaccines, ample testing infrastructure, and most people have some level of immunity due to vaccination or infection, the Federal Public Health Emergency (PHE) Declaration for COVID-19 expired effective May 11, 2023.

As we move forward into the Fall 2024 semester and further into the cold and flu season, we must be mindful that although COVID-19 cases and associated hospitalizations have decreased in recent months, COVID 19 remains an ongoing public health challenge. It is the “**New Normal**”. CDC has released updated recommendations for how people can protect themselves and their community from a range of respiratory viruses, including COVID-19, flu, and Respiratory Syncytial Virus Infection (RSV), which can cause significant health impacts and strain on hospitals and health care workers. **CDC personnel recommend that individuals use commonsense solutions that we now know work to protect ourselves and others from serious illness from respiratory viruses. This includes vaccination, treatment, and staying at home when we get sick.**

To combat the spread of the viruses, the emphasis on all ATC campus sites is update and/or adjust daily operation and instructional plans in accordance with Centers for Disease Control and Prevention (CDC) and Federal Public Health Emergency (PHE) post COVID 19 pandemic emergency recommendations to protect the health and safety of our students, faculty, staff, and visitors while providing quality technical education and customer service in a learning environment that promotes intellectual and social growth.

The Campus Safety Committee will stay abreast of new information on the COVID-19 pandemic, flu, RSV, and will follow public health guidance from the Technical College System of Georgia, Department of Public Health and Centers for Disease Control and Prevention. Updates and reminders will be forwarded to faculty, staff, students, and visitors referencing the COVID-19, flu, RSV situations as needed.

Research has shown that when campuses use multiple prevention strategies, the chances of the virus spreading are lowered. Adherence to these health and safety protocols has served our campus community well and has provided a positive outlook for the Fall Semester.

In the coming weeks and months, the plan is to adhere to the Federal Public Health’s (PHE) post COVID 19 emergency declaration measures and recommendations to prevent the spread of the respiratory viruses and follow the college’s mandated Contingency Plan Option listed below.

## **Daily Operations Plan**

### **Employee Health and Safety Protocols**

The success of our return-to-work action plan relies on how well faculty, staff, students, and visitors follow suggested social distancing and health and safety protocols daily. As such, the following protocols have been implemented to ensure your health and safety.

#### **General Employee Health and Hygiene**

Practicing good hygiene is essential to preventing the spread of COVID-19 and other respiratory viruses. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose, and mouth.

To help faculty, staff, students, and visitors remain healthy, the college has installed hand sanitizer dispensers and have disinfecting wipes, sprays, and gloves available throughout the offices and buildings. Signage is posted throughout the campus buildings suggesting that faculty, staff, students, and visitors wash their hands more frequently than normal.

Building maintenance personnel disinfect key areas such as faucets, door handles, touchless water fountains, automatic door openers, and other common areas daily. Employees are strongly encouraged to disinfect office space, classrooms, labs, and equipment daily.

**Mask mandates have been reinstated in healthcare systems across several states as cases of respiratory illnesses including Covid, the flu and RSV continue to increase.** Face coverings in accordance with CDC may be worn in public and when physical distancing of 6 feet or more cannot be guaranteed, when entering and exiting the building and when using common areas such as bathrooms, classrooms, labs, offices, breakrooms, lobby, and conference rooms.

Faculty, staff, students, and visitors may provide their own face covering. The college will maintain an inventory of disposable masks, gloves, and other PPE items to have on hand for usage.

Get tested if you are sick. Employees who are feeling sick are asked to stay home from the office or campus. Employees who have symptoms of acute respiratory illness should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms may be required to work remotely or take PTO.

Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify HR.

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### **Employee Mental Health Considerations**

The college understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. The college administration is aware of mental health considerations during this transition.

Employees with concerns regarding their mental health should request additional resources from their manager, supervisor, or HR.

### **Cleaning and Disinfecting Protocol**

All employees should do their part to help keep the office, workspace, classrooms, and labs as clean as possible by cleaning and disinfecting daily. Employees should also avoid using others' workstations, tools, and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the college.

Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface. The college has requested that building maintenance clean common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

### **Daily Instructional Plans**

Classes for Fall 2024 semester are offered in face-to-face, hybrid, web-enhanced and/or online formats. Hybrid and online classes may be synchronous or asynchronous. We will continue to encourage all faculty, staff, and students to self-monitor for any symptoms of COVID-19 or respiratory viruses and self-report direct exposure and/or positive COVID-19 cases to Human Resource Office and/or Exposure Control Coordinator. However, the College community must remain in a state of "readiness" to pivot to social distancing—with a mix of instructional formats of in-person, hybrid, web-enhanced and online modes of instruction—if the situation warrants such a change. This plan describes the maximum extent of in-person instruction for fall semester.

Instructors who are designated to provide in-person instructions should be mindful of the possible need to revert to remote instruction and should develop an alternative instructional plan that minimizes the impact on students and academic achievement.

While this information is encouraging news and potentially helpful for our efforts to return to more normal campus operations, uncertainty remains regarding adequate trends in infection rates within our region and adequate trends in the number of citizens being fully vaccinated by the start of fall semester.

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## **Contingency Plan Fall 2024**

- Continued pre-COVID instructional delivery model (in-person) with established limits to classroom capacity.

### **Pre-screening temperature checks**

**Mandatory pre-screening temperature checks have been discontinued.**

Precautionary Measures Face/Mask protection inside buildings and classrooms are highly encouraged; but not required.

Social distancing is highly encouraged (at least 6 feet).

Classroom desk partitions are available.

Students, faculty, and staff should stay home if they exhibit COVID-19 symptoms or any serious respiratory viruses. Report direct COVID-19 exposure to your immediate supervisor.

Report positive COVID-19 case(s) to Exposure Control Coordinator and Human Resource Department.

### **Classroom and Lab Capacity**

Targeting 60-63% of all courses for in-person instruction, with varying enrollment densities.

- For classes with enrollments or classroom capacity above 40 students, the maximum allowable density will be 50% of room capacity.
- For classes with enrollments or classroom capacity between 30 and 40 students, the maximum allowable density will be 65% of room capacity.
- For classes with enrollments or classroom capacity between 21 and 30 students, the maximum allowable density will be 80% of room capacity.
- For classes with enrollments or classroom capacity 20 and below students, normal density (full room capacity) will be allowed.

Progressively higher densities for smaller classes reflects the reduced risk associated with having fewer people sharing an indoor space, as well as the significant benefit to students of participating in high quality in-person experiences in labs, learning communities, and other intimate settings. This information assumes that high vaccination rates and declining infection rates will lead to new public

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health guidelines that will support these classroom densities and/or further relaxations. If not, we will revisit our strategies for in-person instructions and adjust accordingly.

### **Live Work Instructions**

Live work in Barbering, Cosmetology, Culinary Arts and Early Childhood will be permitted. Post COVID-19 precautions and suggestions have been established and all participants adhere to these recommendations for these Live Work areas/sites.

### **Travel**

Faculty and staff travel requests will be evaluated on a case-by-case basis. However, if virtual options are available faculty and staff may pursue those options as needed.

### **Student Accommodations**

Requests from students for accommodation due to COVID-19 will be handled through the Special Needs Director's (SND) Office existing accommodations process. SNC professional staff will work directly with students to assess their individual needs and develop appropriate plans for accommodation and services, as needed.

### **Resources**

For the past three years, the college has invested in resources to support instructional services and combat the spread of the COVID-19 and other respiratory viruses. We will continue to seek and invest in strategies that are designed to enhance the work and learning environment for faculty, staff, and students. Resources and investments thus far include, but not limited to:

- **WebEx Classroom-** is an online platform where students and instructors can connect to talk and collaborate. Faculty can teach/lecture their students in an online virtual environment using WebEx through Blackboard or use their WebEx app to set up a virtual classroom session.
- **Desk partitions-** Over 500 3-sided desk partitions were purchased for classroom and computer lab areas to provide an additional layer of protection for faculty and students.
- **Plexiglass desk shields-barrier** placed between individuals to control spread of germs.
- **PPE supplies-** Clorox wipes, gloves, hand sanitizer, face/mask protection, face shields, hand-held temperature checkers, touchless door entry, touchless water fountain, signage, etc.
- **TutorMe-** is an online platform where students can connect on-demand with thousands of verified tutors who are highly qualified to provide one-on-one support in hundreds of subjects.
- **PC Sticks-** 100 PC sticks were purchased to support students with limited or no access to necessary software for instructional purposes.

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- **Lending Library**- A limited number of computer laptops are available for students to borrow as needed.
- **Body Temperature checkers**- (3) Walk-through body temperature checkers were purchased to pre-screen faculty, staff, students, and visitors for possible high-grade body temperatures. **(Not in use)**
- **Renovations**-Work areas on campus updated and redesigned to practice social distancing and provide a safe work environment.

**Academic Support Services**

- Library services will return to normal work hours and days of operation; however, will operate at 75% room capacity.
- Academic Achievement Center will return to normal operating hours at 75% area capacity.
- Help Desk will return to normal operating hours in Prosperity Hall in room #109 at 80% room capacity.
- Academic Advisement Center will return to normal operating hours at 80% area capacity.

## **Preventing Spread of Respiratory Viruses When You're Sick: From the CDC (03.01.2024):**

When you may have a respiratory viral illness, including COVID-19, Flu, and RSV:

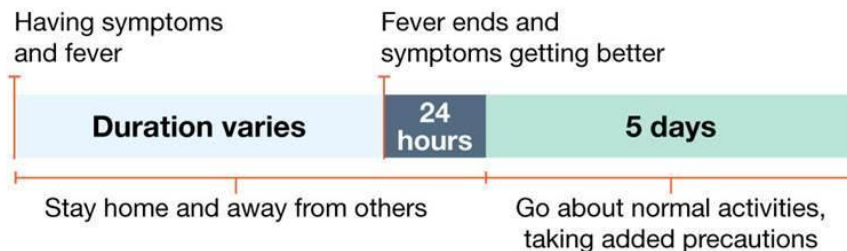
Stay home and away from others (including people you live with who are not sick) if you have respiratory virus symptoms that aren't better explained by another cause. These symptoms can include fever, chills, fatigue, cough, runny nose, and headache, among others.

These “**core strategies**” are provided:

- You can go back to your normal activities when, for at least 24 hours, both are true:
  - Your symptoms are getting better overall, and
  - You have not had a fever (and are not using fever-reducing medication).
- When you go back to your normal activities, take added precautions over the next 5 days, such as taking additional steps for cleaner air, hygiene, masks, physical distancing, and/or testing when you will be around other people indoors.
- Keep in mind that you may still be able to spread the virus that made you sick, even if you are feeling better. You are likely to be less contagious at this time, depending on factors like how long you were sick or how sick you were.
- If you develop a fever or you start to feel worse after you have gone back to normal activities, stay home and away from others again until, for at least 24 hours, both are true: your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication). Then take added precautions for the next 5 days.

These **four examples** may also be useful:

Example 1: Person with fever and symptoms.

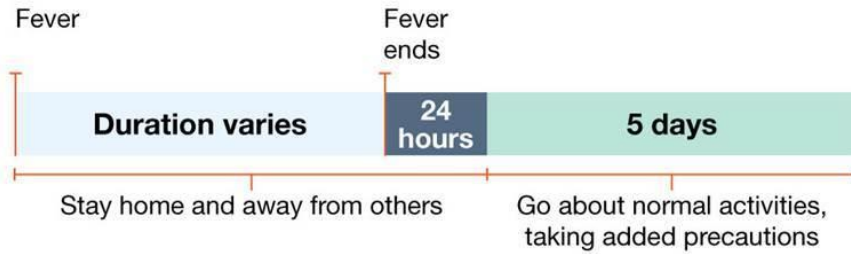




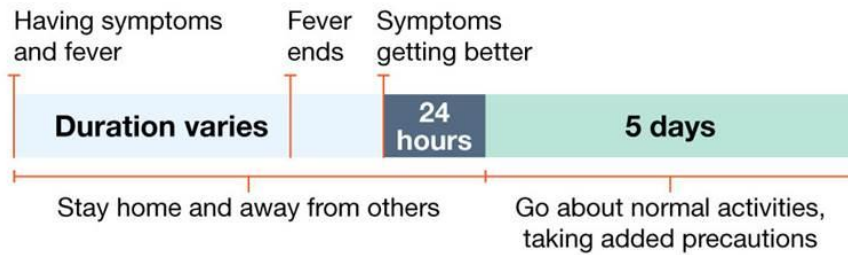
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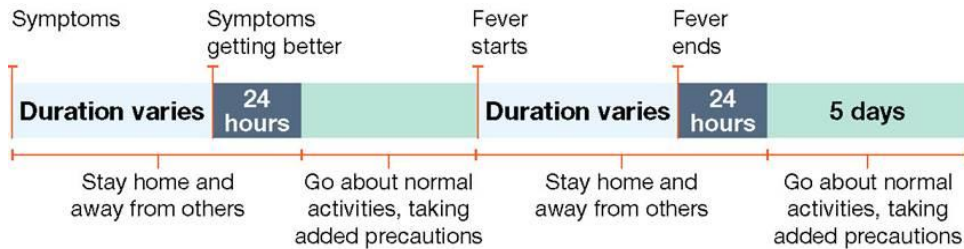
Example 2: Person with fever but no other symptoms.



Example 3: Person with fever and other symptoms, fever ends but other symptoms take longer to improve.



Example 4: Person gets better and then gets a fever.



## **Preventing Spread of Respiratory Viruses When You're Sick**

CDC link: <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html#print>

## **Additional Strategies to further protect yourself and others**

<https://www.cdc.gov/respiratory-viruses/prevention/index.html>

### **Prevention**

<https://www.cdc.gov/respiratory-viruses/prevention/hygiene.html>

### **Immunization**

<https://www.cdc.gov/respiratory-viruses/prevention/immunizations.html>

### **Air-Quality**

<https://www.cdc.gov/respiratory-viruses/prevention/air-quality.html>

### **Masks**

<https://www.cdc.gov/respiratory-viruses/prevention/masks.html>

### **Physical Distancing**

<https://www.cdc.gov/respiratory-viruses/prevention/physical-distancing.html>

### **Communications**

The College will continue to use ATC's main web page, social media outlets, local media, ATC SAFE mass communication system and college email accounts to keep faculty, staff, students, and the public abreast of changes in campus operation. The College will maintain bi-lateral communication with local and state officials regarding public health and safety concerns within the region.