



**BROWARD<sup>SM</sup>  
COLLEGE**

# COVID-19

## RESPONSE PLAN AND GUIDELINES SUMMARY

The complete COVID-19 Response Plan  
can be found at [broward.edu/coronavirus](https://broward.edu/coronavirus)

August 25, 2020

Broward College continues  
to work closely with public  
health officials at all levels to  
support the health and safety  
of the campus community.

# ACTION PLAN ONE (AP1)

MARCH 16, 2020 - AUGUST 14, 2020

The Broward College [Coronavirus website](#) is the primary source for information regarding the College's plans and will be updated continuously until **Action Plan 3.**

Important updates may be disseminated via email, social media, or BC Alert as necessary.

## REMOTE WORK AND LEARNING WITH ONLY ESSENTIAL EMPLOYEES ON CAMPUS



- Essential personnel (as established by each individual department) will report to work and adhere to CDC, college and local safety guidelines.
- Social Distancing is required. Maintain separation of greater than 6 feet wherever possible.
- It is recommended to hold all meetings/gatherings, including one-on-one meetings, online or over the phone wherever possible.
- Face coverings/masks shall be properly worn while on campus. Refer to [CDC guidelines](#) for approved face coverings. Accommodations may be requested with [Broward College's ADA Coordinator](#).
- Students, faculty, and staff should not report to school or work if they are sick. Notify your professor and/or supervisor if you are sick and contact a medical provider (if necessary).
- Individuals who fall under the health officials' guidelines of vulnerable population that need an alternative working arrangement associated with COVID-19 should speak with their supervisor or contact Talent and Culture.
- Should faculty need access to a classroom, they can coordinate that need through their Associate Dean. The Associate Dean will coordinate through the Campus Business Dean who will notify Facilities and Campus Safety and Security.

Live Well at Broward College, the employee wellness program, provides resources and support for managing stressful events and remaining healthy while dealing with multiple changes. **LEARN MORE:** [broward.edu/wellness](http://broward.edu/wellness)



- Eliminate reusable kitchen products and cleaning tools; replace with single use options.
- Replace shared appliances with single use or no touch options (coffee makers, ice/water dispenser) when possible; otherwise, remove.
- Remove high touch items (magazines, shared pens) from common areas.



#### Borrowing Laptops:

- Students: Coordinate with the Student Success team to schedule a day and time for the checkout and return of laptops.
- Employees: Submit a Help Desk ticket. Laptops and other equipment (monitors, keyboards) will be returned when the employee reports back to the campus, then IT will update the Property Pass.

## REPORTING OF POSITIVE COVID-19 CASES:



- Students shall report a positive COVID-19 test using the link found on the [BC coronavirus website](#) and notify their instructor.
- Employees shall report illness or positive COVID-19 test to [employee.covid19@broward.edu](mailto:employee.covid19@broward.edu) and notify their supervisor.
- Vendors shall report illness or positive COVID-19 test to their primary college contact. Primary college contact (those who manage vendors) shall then notify the person designated by your department to manage your vendor COVID matters, or report directly to Risk Management for guidance.



- Full-time and part-time library employees are working remotely. Access to electronic databases, eBooks, Chat with a Librarian, research appointments, and library instruction sessions are available virtually; limited Interlibrary Loan services are available. Drop-off of library materials and all fines/fees for materials due during the college closure have been suspended.
- Cashier's office administrative and student services, Academic Success Center (ASC Tutoring Services) Admissions, Advising, Career Services, CTE Advising, International Student Services, Transfer Services, Financial Aid, Student Services, Seahawk Outreach Services (SOS), Student Achievement Initiatives (SAI), International Education Study Abroad, Student Life, Student Assistance Program, Ombuds Services, and Accessibility Resources personnel and services will be remote/online.
- IPS Testing will be open and be available to students by appointment only starting June 15, 2020. IPS plans to resume agility testing for the first week back, followed by a slow rollout of the Criminal Justice Basic Agility Test (CJBAT) the following week. Testing staff will resume work in person starting June 15, 2020.
- Events on campus have been cancelled until further notice.

# ACTION PLAN TWO (AP2)

AUGUST 14, 2020 UNTIL FURTHER NOTICE

The Broward College [Coronavirus website](#) is the primary source for information regarding the College's plans and will be updated continuously until **Action Plan 3.**

Important updates may be disseminated via email, social media, or BC Alert as necessary.

## REMOTE WORK AND LEARNING EXCEPT WHEN IMPOSSIBLE



- While on campus, students, faculty, and staff must observe state, local, and college guidelines which include social distancing protocols, wearing face covering, and other personal protective equipment as designated by specific programs.
- Follow local guidelines for gathering size limits.
- It is recommended to hold all meetings/gatherings, including one-on-one meetings, online or over the phone wherever possible.
- Students are required to supply their own face covering. Refer to [CDC guidelines](#) for approved face coverings. Accommodations may be requested with [Broward College's ADA Coordinator](#).
- Students, faculty, and staff should not report to school or work if they are sick. Notify your professor and/or supervisor if you are sick and contact a medical provider (if necessary).
- Individuals who fall under the health officials' guidelines of vulnerable population that need an alternative working arrangement associated with COVID-19 should speak with their supervisor or contact Talent and Culture.
- Should faculty need access to a classroom, they can coordinate that need through their Associate Dean. The Associate Dean will coordinate through the Campus Business Dean who will notify Facilities and Campus Safety and Security.

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- Water fountains will be turned off except for bottle fillers.
- Each building will have designated entry and exit points identified with signage to control cross traffic. Facilities Management will be installing signage in classrooms and common areas. For all other areas, individual departments/programs can request signage through Archibus then order through the Print & Graphic Services storefront. A Signage catalog is available.
- Reusable kitchen products and cleaning tools shall be replaced with single use options.
- Replace shared appliances with single use or no touch options (coffee makers, ice/water dispenser) when possible; otherwise, remove.
- Remove high touch items (magazines, shared pens) from common areas.



#### **Borrowing Laptops:**

- Students: Coordinate with the Student Success team to schedule a day and time for the checkout and return of laptops.
- Employees: Submit a Help Desk ticket. Laptops and other equipment (monitors, keyboards) will be returned when the employee reports back to the campus, then IT will update the Property Pass.



- Broward College courses will be offered in a remote learning format except for programs and courses where in-person instruction and hands-on practice is essential. These include specific courses in the Nursing, Health Sciences, Public Safety, Art, Music, Dance, Aviation, Marine, Automotive and Environmental Science.
- Students are encouraged to connect with their Academic Advisor for more information about on-campus courses within their program of study.



- The Academic Success Center will be offering one-on-one tutoring sessions, group study workshops, and paper reviews by an ASC tutor through WOnline.
- Virtual classroom visits and orientations will be available to provide in-class support and share academic resources with students.
- Access to e-books, electronic databases, Chat with a Librarian, research appointments, and library instruction sessions and limited Interlibrary Loan services will be available online. All fines/fees will be suspended for materials due during the College closure. The North Campus and South Campus Regional Libraries will reopen once instructed to do so by the Broward County Public Library.
- IPS Testing in Building 22 is locked and closed to the public; Test-takers must register early for an appointment. Even though most testing functions will be conducted outdoors, test-takers and staff are expected to wash or sanitize hands prior to testing. Test-Takers should bring their own PPE.
- Institutional Accessibility services are being transitioned to a touch less process and this will remain the standard.
- The North Campus and Central Campus testing centers will reopen by appointment only. Testing services will be limited to current and prospective Broward College students.

## REPORTING OF POSITIVE COVID-19 CASES:



- Students shall report a positive COVID-19 test using the link found on the [BC coronavirus website](#) and notify their instructor.
- Employees shall report illness or positive COVID-19 test to [employee.covid19@broward.edu](mailto:employee.covid19@broward.edu) and notify their supervisor.
- Vendors shall report illness or positive COVID-19 test to their primary college contact. Primary college contact (those who manage vendors) shall then notify the person designated by your department to manage your vendor COVID matters, or report directly to Risk Management for guidance.

- College Readiness and Recruitment administrative and student services staff will maintain working remotely during fall 2020. Recruiters will visit the high schools when they re-open. All recruiters will follow the established College and BCPS safety protocols, including the use of face masks.
- Admissions Offices staff will maintain working remotely during fall 2020. Students will have access to all services remotely.
- International Student Services will provide new international student onboarding virtually. All services to current and new students will be provided remotely. If emergencies occur, accommodations will be made to assist the students.
- International education study abroad information sessions and appointments will remain remotely.
- Advising staff will provide services remotely. Registration lab, advising and registration sessions will be provided virtually.
- CTE Advising will be provided remotely. Classroom visits will resume when courses return to campus. Face-to-face onboarding for Institute of Public Safety students will resume.
- Career Services will provide mock interview and internship orientation face-to-face.
- Financial Aid will provide FAFSA completion and Dynamic Form assistance face-to-face.
- Cashier staff will continue working remote.
- The Bookstores will be open Monday through Friday from 10 A.M. - 4 P.M. For more information, please visit [students.broward.edu/resources/bookstore](https://students.broward.edu/resources/bookstore).
- Student Life will issue student IDs face-to-face on an as-needed basis (i.e., Nursing clinicals students).
- Student Assistance Program will provide services remotely.
- Tigertail Lake Recreational Center is currently closed. We are still evaluating a decision to open based on current conditions. Once opened, it will be by reservation only.
- Events on campus have been canceled until further notice.

# ACTION PLAN THREE (AP3)

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Important updates may be disseminated via email, social media, or BC Alert as necessary.

## **RESUME FACE-TO-FACE OPERATIONS AT OR NEAR 100%, WHILE CONTINUING SOME OF THE NEWLY ESTABLISHED GUIDELINES AS REQUIRED**



- Maintain limited physical distancing, permitting additional personal space between people wherever possible.
- Although there are no limits to the number of people in a group or venue, avoid overcrowding.
- The use of face coverings is voluntary.
- Face-to-face operations at the 100% reopening period will resume adhering to the current county, state, CDC, and college guidelines for health and safety.
- Academic Success Center (ASC) tutoring services will be offered face-to-face and virtually through WOnline.



- Libraries will resume the use of group study rooms and computer labs, adhering to current county, state, CDC, and college guidelines for health safety.
- Advising will resume face-to-face operations. Services will be offered 80-90% virtually and 10-20% face-to-face.
- International education study abroad information sessions and appointments will resume face-to-face.
- Student Life will issue student IDs face-to-face on an as-needed basis (i.e., Nursing clinicals students).
- Student Assistance Program will transition staff back to campus.

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# PRECAUTIONS

The College has identified health and safety protocols based on the current recommendations from the Centers for Disease Control (CDC), as well as state and local health authorities. To lower the risk of possible transmission to students and team members, you can expect some changes as you return to campus, which are outlined below.

1

The College has on hand for use disinfecting and cleaning supplies, and hand sanitizers, which are now available on all campuses.

4

All students, staff, faculty and visitors will need to report positive COVID-19 cases per the recommended guidelines. The College will be identifying anyone with symptoms and will immediately send them home.

2

Buildings and face-to-face service departments have been reconfigured to promote social distancing. This includes changes to classrooms and other campus spaces; large gathering spaces will be closed or subject to capacity limits.

5

Facilities is posting COVID-19 related signage in reception areas, common areas and elevators. In addition, we are also placing one-way labels in the hallways, so everyone will enter and exit each building in an organized fashion.

3

All staff, faculty, students and visitors are required to wear a CDC-approved face covering while indoors or when physical distancing measures cannot be maintained. It should cover your nose and mouth at all times.

6

Each campus will undergo enhanced cleaning and sanitizing processes. Highly touched areas will be cleaned frequently.



**BROWARD HEALTH**

We thank key leaders at Broward Health for reviewing processes related to infection control in a constantly changing environment.

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