

# COVID-19 PHASE 2 PLAN



## ENTRY REQUIREMENTS

Prior to entering Phase 2 of the recovery process, BPCC has established the following:

1. Supply of personal protective equipment
  - a. Personnel Numbers per HR as of May 1, 2020:
    - FT staff 181
    - FT faculty 126 (this includes FT CTP Adult Ed instructors)
    - PT faculty 71 (only adjunct and 1 FT faculty working)
    - PT temporary staff 147 (student workers, WF instructors, tutors, testing center)
  - b. Part-time and temporary staff PPE will be coordinated through HR as those personnel are hired/scheduled to come to campus. All departments should work with HR to limit employees coming to campus without the necessary PPE.
2. Buildings to be partially re-opened with entry in Phase 2 will use two entrances to campus for screening before proceeding to work area. The assigned entrances and corresponding buildings are as follows:
  - a. BUILDING F: use the main entrance facing the parking lot for Buildings F, B, E, G, and H
  - b. BUILDING D: use the south entrance facing I-20 for Buildings D, A, C, I, J, and L
  - c. Employees will be stationed to track entrance and exit of building occupants.
  - d. Campus check-in stations in Buildings F and D will be open from 8:00 AM until 2:00 PM Monday through Friday. A person can be on campus past 2:00 PM, but they must go through the checkpoint before 2:00 PM. Entering campus outside of those hours will require special permission and accommodation.
  - e. During this Phase, groups of no more than 10 people can gather and must maintain social distancing measures.
3. Essential services will be identified and re-established at identified buildings:
  - a. Department supervisors will present a plan to the appropriate Vice Chancellor that identifies support staff and administrators that are necessary to provide essential services on campus by **Friday, June 5**. Required information for each departmental plan is included at the end of this document via the **Phase 2 checklist**.
  - b. Vice Chancellors will approve these plans and will strive to limit access to essential personnel.
  - c. After the plan receives Vice Chancellor approval, it will be forwarded to the Go Back Team for cross-campus coordination of personnel and services. The Go Back Team will present a final list and schedule of essential services to the Chancellor for final approval.
  - d. Administration will work with health care professionals to ensure that all re-opened locations must have assigned personnel to perform the following:
    - i. Minimum of one employee per building to check the temperature of persons requesting access to BPCC buildings and restrict building access if that person is deemed to be ill.
    - ii. Minimum of one employee per building to sanitize and disinfect.
    - iii. Department Supervisors or his or her designee will be responsible for ensuring that guidelines are followed to include: social distancing, proper use of personal protective equipment, and gathering restrictions by building occupants.
4. Identification of “vulnerable employees”, as identified by the CDC. Each department supervisor will supply a list to the appropriate Vice Chancellor and the HR Department of vulnerable employees. List will include a plan for those persons to continue to perform job duties and how the performance of those duties will be monitored.

- a. Vulnerable Employees are those who are:
  - i. 65 or older
  - ii. Of all ages who have underlying medical conditions, particularly if not well controlled, including:
    1. People with chronic lung disease or moderate to severe asthma
    2. People who have serious heart conditions
    3. People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including, cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
    - iii. People with severe obesity (Body Mass Index [BMI] of 40 or higher)
    - iv. People with diabetes
    - v. People with kidney disease undergoing dialysis
    - vi. People with liver disease
    - vii. People with high blood pressure
5. Administration will work with health care professionals to establish a protocol that identifies indicative symptoms of COVID-19 and provides a process that does not allow symptomatic people to return to work. Health care professionals will provide a list of employees who are denied entry to campus to Human Resources. Human Resources will follow policy to determine when employees are allowed to return to work.
6. Per each Departmental Plan developed under 3(a), each Departmental Supervisor will establish a working procedure and staffing for each re-opened location to ensure adequate social distancing, personal protective equipment use, temperature checks, sanitation, and frequent disinfection of common and high traffic areas:
  - a. Supervisors will identify employees specifically trained and assigned to ensure adequate social distancing, personal protective equipment, temperature checks, and compliance with federal, state and local gathering capacities (maintaining social distance of 6 ft. between individuals and current public gatherings of more than 10 persons).
  - b. Supervisors will coordinate with the Facilities Department to provide sanitation and disinfection services to re-opened locations
    - i. Supervisors will ensure that each employee sanitizes and disinfects their personal area throughout the day.
7. Supervisors will work with the College and health care professionals to follow training requirements (i.e. for employees who will be performing duties related to COVID-19 re-opening)
  - a. Employees performing building access and tracking:
    - i. Building Access will be handled by Campus Police
      1. Name, purpose, and department/location within building to be visited by person requesting access
      2. Identification Requirements
  - b. Employees performing sanitation and disinfection of personal area per guidelines
    - i. Use sanitation and disinfection products (i.e. based on CDC recommendations).
    - ii. Proper use of Personal Protective Equipment
    - iii. Identifying frequently touched items (e.g. counters, windows, door knobs)
    - iv. Personal hygiene requirement (i.e. hand washing, do not touch your face, etc.)
  - c. Employees ensuring building occupants are practicing social distancing, correct use of personal protective equipment, and adhering to established gathering guidelines.
    - i. Social Distancing training will be provided in accordance CDC established recommendations (6 ft. minimum distance between persons, as per the CDC)
    - ii. Gathering guideline training will be communicated as needed (at this time all gatherings are restricted, by order of the Governor of the State of Louisiana, to 10 or fewer persons)
    - iii. Personal Protective Equipment Training is based on the equipment requirements (examples include, gloves, masks, gowns, etc.). While masks are required, gloves, gowns and other equipment may be required for specific individuals as determined by Supervisors.
8. Implement engineering controls to prevent or reduce employee exposure:
  - a. Work with Facilities Department to create barriers (i.e. installing Plexiglas or other solid screen

