



Salt Lake Community College

Plan to Re-open

Contents

Salt Lake Community College's Principles and Governing Structure	2
Guiding Principles	2
SLCC's Guiding Principles:	2
Purpose Statement for Reopening.....	2
Governing Structure.....	3
SLCC COVID-19 Task Force.....	3
Elements of the Plan	4
Repopulating Campus	4
Preparation Phase	4
Students Return to Campus	5
Implementation of State Guidelines in Institutional Settings	5
Monitoring for Incidences.....	6
Preparation Phase	6
Testing	6
Contact Tracing	7
Containing Potential Outbreaks.....	7
Preparation Phase	7
Quarantine/Isolation	8
Temporarily Closing (if Necessary)	9
Transition Management Preparation	9
Conclusion	9
Appendix A: Phased Guidelines	10
Appendix B: Situational Characteristics Matrix (Planning Tool).....	19

With partnership from:



Salt Lake Community College's Principles and Governing Structure

Guiding Principles

SLCC's Guiding Principles:

The safety and health of our campus community are top priorities for SLCC. We will operate in a manner that keeps SLCC students, faculty and staff safe, and we are prepared to adjust operations in response to changing conditions. We are also committed to protecting the health and well-being of vulnerable populations, including those who are older or who have pre-existing health conditions. Related to this, we are also committed to tracking conditions at the college that might have an impact on the health of the community and be prepared to respond accordingly.

As an institution, we are also committed to follow the counsel and direction of local and state officials when implementing operations. With 12 locations throughout the Salt Lake Valley, we are acutely aware that operational directives may not apply universally across all of our sites, and we anticipate the need for institutional flexibility as we may not be able to conduct campus business in a uniform way.

In addition, SLCC is prepared to help Utahns who may have experienced employment displacement as a result of COVID-19 retool their skills, if necessary, so they can quickly return to the workforce. We believe this principle as critical to Utah's economic recovery and absolutely essential for those who may be experiencing economic hardship due to the pandemic.

Purpose Statement for Reopening

SLCC believes education is an essential element for people to be able to achieve personal success and helps ensure economic vitality for the community. Reopening our sites allows SLCC to provide more students with the top-quality education and training they need to achieve their individual goals and that enables Utah to quickly rebuild its strong economy.

Governing Structure

SLCC COVID-19 Task Force

The COVID-19 task force was assembled in March 2020 and meets bi-weekly to coordinate response efforts and plan for future operations of the College as related to the coronavirus. The task force, in coordination with USHE, will monitor state guidelines and update the institutional plan accordingly. The President's Cabinet is briefed regularly by the taskforce and makes policy decisions. The [SLCCSAFE/Coronavirus Updates](#) page will address most questions. Further inquiries can be sent to COVID-19@slcc.edu and a task force member will respond promptly.

Chair	Shannon McWilliams Director, Campus & Site Services, South Region Interim Assistant Vice President, Student Services
Academics	Jason Pickavance Associate Provost, Academic Affairs Justice Morath Associate Professor, Psychology
Communication	Erika Shubin Director, Strategic Communication and PR
Employees	Sara Reed Associate Vice President, People and Workplace Culture
Events	Candida Darling Senior Director, Planning and Implementation
Facilities	Jessica Davenport Director, Planning and Design
Health and Safety	Shane Crabtree Executive Director, Public Safety Lisa Schwartz Emergency Manager Ken Stonebrook Dean of Students and Assistant Vice President Terri Mehlhoff Clinic Manager, Center for Health and Counseling
Risk Management	Mikel Birch Director, Risk Management
Students	Ken Stonebrook Dean of Students and Assistant Vice President, Student Life Emily Hernandez-Alzamora Student Association President
Technology	Bill Zoumadakis Chief Information and Security Officer

Elements of the Plan

Repopulating Campus

Preparation Phase

To ensure that SLCC is fully prepared to safely repopulate its campus, SLCC leadership will consult with state and local public health experts to confirm that it is safe to resume and continue campus operations. The potential for a virus to spread by repopulating is not limited to the students themselves- it extends to faculty, staff, and the surrounding community. State and local health authorities will define and articulate the metrics of prevalence to guide institutions in implementing needed mitigation. To fully prepare for students to safely return back to campus, SLCC will do the following:

- Ask all employees, students and campus visitors to self-monitor for symptoms and to stay home when sick.
- Encourage individuals to take personal responsibility to be informed and take actions based on their common sense and wise judgment that will protect health and support the safe operation of the college's programs, services and facilities.
- Require face coverings in classrooms plus offices and other spaces where six feet of physical distancing can't be maintained.
- Increase cleaning and sanitizing of all buildings in accordance with CDC guidelines.
- Provide cleaning kits for work areas and place sanitizer and paper towels in each classroom.
- Re-open buildings at all locations in a phased plan, prioritized by essential functions (libraries, computer labs, lab instruction).
- Use CARES Act funding to purchase additional internet hot spots and laptops for student checkout to increase accessibility to remote learning.
- Prepare courses to transition to remote learning after Thanksgiving break, or sooner, if needed.
- Design all courses with a Canvas shell in order to easily transition to remote learning.
- Prepare so that work can continue remotely should certain sites be closed.
- Engage faculty in additional professional development for online, blended, and remote teaching.
- Use CARES Act funding to purchase lecture-capture technology (both fixed units for specific rooms and mobile lecture-capture).
- Post signage about protocols including physical distancing, face coverings, and hygiene.
- Manage events and group sizes in accordance with state/local guidelines.
- Publish enhanced guidelines and provide training for event scheduling.
- Continue to enhance on-line student services to decrease the number of people on campus.
- Continue with telecommuting and online /remote learning in support of high-risk populations to decrease rate of infection for those who have or may become ill.
- Provide clear messaging to students and the community (direct communication in addition to signage on campus).
- Reduce classroom capacities and modify furniture layout to support physical distancing.

- Expand teaching modalities to accommodate physical distancing.
- Modify process for food pantries.
- Coordinate with state/local health departments to ensure adequate testing capacity for students who may become ill.
- Provide support to state and local health departments in contact tracing efforts.

Students Return to Campus

In order to orient students and employees to new on-campus safety protocols, SLCC will do the following:

- Hold *Returning to Campus* and *Event Planning* trainings for staff, faculty and students in preparation for returning to campus.
- Include COVID-19 safety training in new student orientations and make training content available online.
- Communicate regularly to students and employees via SLCC Today, social media, email and text messages.
- Provide updates on www.slcc.edu.
- Place signage on campuses at building entrances and other prominent locations.
- Add safety and sanitation information to “welcome” tables at the beginning of Fall semester.
- Provide reusable cloth masks to students and employees. Additional single-use masks will also be available, as needed.

In order to manage the influx of students and faculty coming back to campus, SLCC will do the following:

- Continue with enhanced online student support services.
- Re-open in-person student support services in a phased approach throughout the Summer.
- Encourage and support staff rotation, flexible work schedules, telecommuting and other remote modes of work that still allow for high-level student support.
- Provide specific support for high-risk students and employees.
- Place signage with instructions at building entrances and other high-traffic areas on campus.
- Offer a mix of course formats to meet student demand that allow students to flexibly move between physical and remote learning engagement.
- Prioritize career-technical, ESL, developmental, and 1000-level courses for on-campus delivery.

Implementation of State Guidelines in Institutional Settings

SLCC will adopt the state of Utah’s public health guidelines, including wearing face coverings, physical distancing, and density restrictions for residence halls, dining facilities, and classrooms. SLCC will leverage the Utah Phased Health Guidelines to develop their own

guidelines for relevant institutional functions that occur on campus. SLCC's guidelines for varying institutional functions on campus can be found in [Appendix A: Phased Guidelines](#).

Monitoring for Incidences

Preparation Phase

To ensure that SLCC is prepared to safely monitor for incidences on its campuses, SLCC leadership will work with the State of Utah and local health departments to prioritize necessary testing capacity to our College community members. Such aggressive testing is critical to successfully implement necessary quarantining, contact tracing, and other subsequent steps in mitigating an outbreak.

SLCC will also work with the state to ensure there are adequate resources and capacity for contact tracing. SLCC has designated the College's Emergency Manager, reporting to the Executive Director for Public Safety, as the first point of contact for testing and contact tracing. The manager works in collaboration with the director of Employee Relations and the Dean of Students to manage the internal notification process through the SLCC COVID Response Team.

Testing

To fully prepare to monitor incidences on campus, SLCC will work with local health departments as follows:

- Community-based testing sites are better equipped to handle large-scale COVID-19 testing and are often offered at no cost to those seeking testing. The Center for Health and Counseling (CHC) clinic will monitor the status of community-based testing locations available for members of the College community. Where possible, the local health department will provide mobile testing near or on campus.
- SLCC's Center for Health and Counseling serves as many students' primary care provider and may be the only access point for regular/ongoing medical treatment/diagnosis. With this in mind, the CHC does not intend to become the primary provider of COVID-19 testing for the College community at the expense of those seeking non-COVID related treatment. Rather, the Center for Health and Counseling will be responsive to on-campus situations that may require emergency COVID-19 testing for a student/employee who has been referred based on removal from a classroom or office due to display of COVID-19 related symptoms.
- Should limited testing on campus be necessary, Terri Mehlhoff, SLCC Center for Health and Counseling Clinic Manager, will coordinate on-campus COVID-19 testing processes with the state and local health departments.
- SLCC's Center for Health and Counseling will work with Quest Diagnostics to procure COVID-19 tests, as needed, to meet the emergency testing demands of the College.

Contact Tracing

To fully prepare to monitor incidences on campus, SLCC will do the following for contact tracing:

- An internal COVID Response Team will serve as the main point of contact for all SLCC COVID-19 contact tracing efforts:
 - Lisa Schwartz, Emergency Manager
 - John Robinson, Director of Employee Relations
 - Jill Tew, FML/ADA Coordinator
 - Terri Mehlhoff, CHC Clinic Manager
 - Ken Stonebrook, Dean of Students & Assistant Vice President
 - Additional staff to be hired as COVID Response Specialists
- SLCC created a COVID-19 Self Reporting Form that is available online for both students and employees to fill out. The College uses these self-reports to assist in contact tracing efforts as well as cleaning of certain College classrooms and/or departments.
- Additionally, SLCC will work closely with state and local health departments to be responsive to any confirmed COVID-19 cases involving SLCC students/employees. These efforts to assist with contact tracing on-campus will include utilization of College course schedules, classroom rosters, employee/department rosters, etc.

Containing Potential Outbreaks

Preparation Phase

To ensure that SLCC is prepared to contain a potential outbreak on its campus, SLCC leadership will confirm that the State will ensure that adequate supplies of personal protective equipment (PPE), face coverings, and other supplies will be available for use.

All members of the SLCC community are asked to self-report in the event of a positive COVID-19 test. The following definitions serve as a guide:

In the event of a positive COVID-19 case the following steps will be taken:

- Once a student or employee is confirmed as having a positive case of COVID-19, the COVID Response team will work alongside public health contact tracers to identify the space the student or employee has been in and anyone with whom the employee or student has been in contact with on campus.
- The identified space(s) will be closed for cleaning and sanitizing as soon as possible and upon notification of a pending or positive COVID-19 test.
- Anyone who had close contact with the person (including during the 3-day period prior to developing symptoms) must remain at home and self-quarantine for 14 days.

- Office areas where an employee may have worked, or a student may have visited may shift to remote work for a minimum of 14 days to accommodate quarantine protocols. The decision to close an area will be made by the Emergency Manager and the President's Cabinet in consultation with the supervisor/s.
- Course(s) in which COVID-19 positive student is enrolled may shift to an online modality for a minimum of 14 days to accommodate quarantine protocols.
- Extended closure of an area can range from an office suite or classroom to an entire building and the decision will be made by Emergency Management and the President's Cabinet.
- Level of closure/containment will be scaled and expanded according to need:
 - Individual classrooms, labs and/or offices
 - Section/floor of building
 - Entire building
 - Entire campus
- Individuals impacted by the closure will be notified by the COVID Response team.

Quarantine/Isolation

To fully prepare to contain a potential outbreak on campus, SLCC will implement the following protocols for quarantine:

- Employees will be asked to do a daily self-assessment to determine if they are healthy enough to come to campus. SLCC reserves the right to conduct a health screening in certain areas, departments, classrooms, and labs.
- Those who contract COVID-19 will be asked to self-isolate at home, avoiding campus during the duration of their isolation. This duration will be defined by contact tracers but will generally be 72 hours after last fever (without fever-reducing medication), 72 hours with improving respiratory symptoms (without cold-type medication), and at least 10 days from the first symptom(s).
- Close contacts (those within 6 feet of a known COVID-19 case for 15 minutes or longer) will be asked to self-quarantine at home, avoiding campus during their quarantine. This duration will be defined by contact tracers but is generally 14 days from their last contact with the known case.
- Students in self-isolation or self-quarantine will be encouraged, if they are well enough, to continue their coursework through access to live capture classroom video and online assignments.
- Faculty and staff in self-isolation or self-quarantine who are well enough to work will do so remotely, coordinating their efforts with their supervisors.

Temporarily Closing (if Necessary)

Transition Management Preparation

SLCC will be flexible and plan for contingencies to allow for teaching, learning and work to continue via remote or hybrid delivery of instruction where necessary. We will also be prepared for full or partial closing of departments, buildings or sites.

To fully prepare to manage a temporary closure of campus, SLCC leadership will do the following:

- Daily monitoring of current data from local, state and federal resources.
- Daily monitoring of college-wide reports of cases.
- The Emergency Manager will make ongoing recommendations to the President and Cabinet about the status of ongoing operations. The President, in consultation with the President's Cabinet, will make the final decision to reclose, if necessary.
- If multiple outbreaks occur in a single department or building or across a specific site within a short range, the Emergency Manager may recommend reverting that department, building or site to remote delivery for at least 7 days after the last date of entry of the affected persons. The building, site or campus will only return to in-person service upon approval of the President.
- In the event of a decision to close a building, site or the entire College, a campus alert to students, faculty, and staff will be sent through the College's emergency notification system, email, and text messaging. The website <http://www.slcc.edu/safe/c19.aspx> will contain current announcements and information.
- Any department with public-facing functions that is closed given an outbreak should have backup personnel to cover during quarantine. Continued service through the office will be coordinated through Emergency Management and the appropriate Cabinet member. Closure information will also be communicated through social media channels, and broader news media, if necessary.
- Essential services will remain open but all other employees in the affected area will convert to remote work.

Conclusion

Salt Lake Community College is committed to continuing operations and meeting the educational needs of our community in a manner that keeps SLCC students, faculty, and staff safe and to making decisions based on local public health guidelines. Working with academic, student, and staff leadership, the re-opening plan includes strategies/guidelines designed to minimize risk to faculty, students, staff and community. We are committed to facing the continuing challenges of COVID-19 by modeling our institutional values of collaboration, community, inclusivity, learning, innovation, integrity and trust.



Appendix A: Phased Guidelines

	High Risk	Moderate Risk	Low Risk
Intensity of Disruption	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div></div>	<div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div></div>	<div><div>1</div><div>2</div><div>3</div><div>4</div></div>
Athletics	Pending NJCAA Guidelines (end of June)	Pending NJCAA Guidelines (end of June)	<p>Student- athletes can be limited capacity. Athletes for each coach. workouts. Groups must fields that respects physical Coaches will ensure proper</p> <p>Locker rooms are not available recently signed athletes</p>
Bookstore	Open very limited hours, on Taylorsville Redwood campus only. Staff fulfill online orders, as well as serving in person customers. All staff and customers wear masks. Clings on the floor for physical distancing. Plexiglass at the cash registers. Increased cleaning of public areas by Bookstore staff.	Open very limited hours, on Taylorsville Redwood campus only. Staff fulfill online orders, as well as serving in person customers. All staff and customers wear masks. Clings on the floor for physical distancing. Plexiglass at the cash registers. Increased cleaning of public areas by Bookstore staff.	Incrementally open at a depending on designated Staff fulfill online orders customers. All staff and Clings on the floor for physical at the cash registers. Plex areas by Bookstore staff
Bursar’s Office (Cashiering/Accounts Receivable)	One window at Taylorsville Redwood remains open on set days for deposits. The rest of the staff telecommuting. Permanent glass barriers at all public facing stations. Clings on the floor for physical distancing. Cleaning kits available for more frequent cleaning by staff. Gloves and masks worn for handling money.	One window at Taylorsville Redwood remains open on set days for deposits. The rest of the staff telecommuting. Permanent glass barriers at all public facing stations. Clings on the floor for physical distancing. Cleaning kits available for more frequent cleaning by staff. Gloves and masks worn for handling money.	Incrementally open serving Permanent glass barriers Clings on the floor for physical kits available for more frequent Gloves and masks worn
Bruin Pantry	Bruin Pantry will coordinate drive up system for distributing food to students in need, on a very limited basis. Premade boxes will be utilized to facilitate safe distribution.	Bruin Pantry will resume in-person contactless distribution, on a limited basis. Premade boxes will be utilized to facilitate safe distribution.	Bruin Pantry will continue distribution, with expanded will be utilized to facilitate
Campus/Building Availability	Building and campus closures will be determined by operational need as recommended by Incident Management and Public Safety and in accordance to the SLCC Emergency Operations Plan (EOP) and Infectious Disease annex with approval from the President or Designee. Departmental Business Continuity Plans will be implemented upon activation of the EOP. Closures will be consistent with following directives from state, county and city government officials, primarily from their health departments.	Assessment of building and campus closures will be conducted, and continued closures will be determined by operational need as recommended by Incident Management and Public Safety with approval from the President or Designee. Departmental Business Continuity Plans will continue to be implemented. Closures will be consistent with following directives from state, county and city government officials, primarily from their health departments.	Assessment of building will be determined by operational recommended by Incident Safety with approval from Departmental Business Continuity Plans will continue to be implemented will be prioritized and planned directives from the state government officials, primarily departments.

	High Risk	Moderate Risk	Low Risk
Center for Health & Counseling	Physically closed. Telehealth appointments available for medical and mental health. Students are also referred to 24/7 crisis support via the SafeUT App .	Limited in-person appointments available after a COVID-19 symptom pre-screen. Telehealth appointments available for medical and mental health. Payment accepted over the phone. Students are also referred to 24/7 crisis support via the SafeUT App .	Regular in-person appointments available after a COVID-19 symptom pre-screen for employees and students. Payment accepted over the phone. Crisis walk-ins welcome. Telehealth appointments available after a COVID-19 symptom pre-screen (additional screening protocols in place). Telehealth appointments available for medical and mental health. Students are also referred to 24/7 crisis support via the SafeUT App .
Child Care Center	Closed	Dependent on state licensing requirements. Significantly limited capacity-- 4 infants, 6 toddlers, 10 and older children. Reduce hours to 8:00 am-5:00 pm. Increased sanitation and cleaning. Daily symptom check of all staff and children. Parents use curbside pickup/drop-off location outside. All classes have zero contact with other classes. Playground sanitized between each class having access.	Dependent on state licensing requirements. Expanded hours--6:45 am-5:00 pm. Increased sanitation and cleaning. Daily check of all staff and children. Reduced capacity of children or less per space. Key pads sanitized after each party. Playground classrooms and sanitized between use.
Classes (moveable/immovable seats or desks, conference rooms, small classrooms, medium classrooms, lecture halls)	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. Classes are online. Rooms that are in use will be cleaned and sanitized frequently by custodial staff throughout the day. Cleaning disinfectant and paper towels will be provided so that departments can also frequently clean their high touch surfaces throughout the day. Face coverings are required in all classrooms.	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. Custodial will clean and sanitize classrooms daily, and highly utilized classrooms twice daily. Cleaning disinfectant and paper towels will be provided to each classroom with the expectation that occupants wipe down surfaces prior to leaving class. Face coverings are required in all classrooms.	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. Custodial will clean and sanitize classrooms daily, and highly utilized classrooms twice daily. Cleaning disinfectant and paper towels will be provided to each classroom with the expectation that occupants wipe down surfaces prior to leaving class. Face coverings are required in all classrooms.
Common Areas (in between classes, lobbies, lounge areas, corridors, stairwells, elevators, seating areas, drinking fountains, main entry doors, service desks, snack areas)	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. Throughout the day, Custodial staff wipes down and sanitizes common area surfaces in spaces as they are vacated such as open seating areas, elevators, entry doors, lounge areas, drinking areas, stair railings, etc. SLCC Facilities provides a cleaning kit to each department, which includes disinfecting spray and refills, spray bottle, paper towels, and hand sanitizer, and face shield so that departments can frequently clean their high touch surfaces throughout the day.	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. Throughout the day, Custodial staff wipes down and sanitizes common area surfaces in spaces as they are vacated such as open seating areas, elevators, entry doors, lounge areas, drinking areas, stair railings, etc. SLCC Facilities provides a cleaning kit to each department, which includes disinfecting spray and refills, spray bottle, paper towels, and hand sanitizer, and face shield so that departments can frequently clean their high touch surfaces throughout the day.	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. Throughout the day, Custodial staff wipes down and sanitizes common area surfaces in spaces as they are vacated such as open seating areas, elevators, entry doors, lounge areas, drinking areas, stair railings, etc. SLCC Facilities provides a cleaning kit to each department, which includes disinfecting spray and refills, spray bottle, paper towels, and hand sanitizer, and face shield so that departments can frequently clean their high touch surfaces throughout the day.

	High Risk	Moderate Risk	Low Risk
Communal Bathrooms (on-campus bathrooms, locker rooms)	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. SLCC Custodial staff has increased the frequency of cleaning in restrooms, classrooms, labs and open areas. Restrooms are cleaned a minimum of twice during daytime hours and once during evening hours.	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. SLCC Custodial staff has increased the frequency of cleaning in restrooms, classrooms, labs and open areas. Restrooms are cleaned a minimum of twice during daytime hours and once during evening hours.	SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. SLCC Custodial staff has increased the frequency of cleaning in restrooms, classrooms, labs and open areas. Restrooms are cleaned a minimum of twice during daytime hours and once during evening hours.
Custodial	<p>SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities.</p> <p>SLCC Custodial staff has increased the frequency of cleaning in restrooms, classrooms, labs and open areas. Restrooms are cleaned a minimum of twice during daytime hours and once during evening hours.</p> <p>Rooms that are in use will be cleaned and sanitized frequently by custodial staff throughout the day. Cleaning disinfectant and paper towels will be provided so that departments can also frequently clean their high touch surfaces throughout the day.</p> <p>Throughout the day, Custodial staff wipes down and sanitizes common area surfaces in spaces as they are vacated such as open seating areas, elevators, entry doors, lounge areas, drinking areas, stair railings, etc.</p> <p>SLCC Facilities provides a cleaning kit to each department, which includes disinfecting spray and refills, spray bottle, paper towels, and hand sanitizer, and face shield so that departments can frequently clean their high touch surfaces throughout the day.</p> <p>The Public Safety Dorms at Miller Campus are single occupancy with individual restrooms. Each dorm room is disinfected once a week as the occupant vacates the space. Custodial uses the Lexi Versa Cleaning Caddy which provides no touch deep cleaning and disinfection.</p> <p>Areas used by a sick person are closed off. Custodial staff waits at least 24 hours before cleaning and disinfecting following CDC protocol.</p>	<p>SLCC continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities. SLCC Custodial staff has increased the frequency of cleaning in restrooms, classrooms, labs and open areas. Restrooms are cleaned a minimum of twice during daytime hours and once during evening hours.</p> <p>Custodial will clean and sanitize classrooms daily, and highly utilized classrooms twice daily. Cleaning disinfectant and paper towels will be provided to each classroom with the expectation that occupants wipe down surfaces prior to leaving class.</p> <p>Throughout the day, Custodial staff wipes down and sanitizes common area surfaces in spaces as they are vacated such as open seating areas, elevators, entry doors, lounge areas, drinking areas, stair railings, etc.</p> <ul style="list-style-type: none">SLCC Facilities provides a cleaning kit to each department, which includes disinfecting spray and refills, spray bottle, paper towels, and hand sanitizer, and face shield so that departments can frequently clean their high touch surfaces throughout the day. Cleaning kit supplies can be replenished using Fix It. <p>The Public Safety Dorms at Miller Campus are single occupancy with individual restrooms. Each dorm room is disinfected once a week as the occupant vacates the space. Custodial uses the Lexi Versa Cleaning Caddy which provides no touch deep cleaning and disinfection.</p>	<p>Salt Lake Community College continues to follow the CDC Guidelines for Cleaning and Disinfection for Community Facilities.</p> <p>SLCC Custodial staff has increased the frequency of cleaning in restrooms, classrooms, labs and open areas. Restrooms are cleaned a minimum of twice during daytime hours and once during evening hours. Custodial will clean and sanitize classrooms daily, and highly utilized classrooms twice daily. Cleaning disinfectant and paper towels will be provided to each classroom with the expectation that occupants wipe down surfaces prior to leaving class.</p> <p>Throughout the day, Custodial staff wipes down and sanitizes common area surfaces in spaces as they are vacated such as open seating areas, elevators, entry doors, lounge areas, drinking areas, stair railings, etc.</p> <p>SLCC Facilities provides a cleaning kit to each department, which includes disinfecting spray and refills, spray bottle, paper towels, and hand sanitizer, and face shield so that departments can frequently clean their high touch surfaces throughout the day. Cleaning kits supplies can be replenished using Fix It.</p> <p>The Public Safety Dorms at Miller Campus are single occupancy with individual restrooms. Each dorm room is disinfected once a week as the occupant vacates the space. Custodial uses the Lexi Versa Cleaning Caddy which provides no touch deep cleaning and disinfection.</p> <p>Areas used by a sick person are closed off. Custodial staff waits at least 24 hours before cleaning and disinfecting following CDC protocol.</p>

	High Risk	Moderate Risk	Low Risk
		Areas used by a sick person are closed off. Custodial staff waits at least 24 hours before cleaning and disinfecting following CDC protocol.	
Employees	<p>Employees work remotely except for those that are on campus mandatory (Facilities, Public Safety, etc.). All staff meetings held via WebEx.</p> <p>Follow Utah state guidelines to support high risk individuals.</p> <p>Emergency pay may be authorized; Work sharing is maximized.</p>	<p>Majority of employees work remotely; occasional campus visits but only mandatory on campus employees are physically on campuses. Offices are closed. All staff meetings held via WebEx.</p> <p>Follow Utah state guidelines to support high-risk individuals.</p> <p>Emergency pay may be authorized; Work sharing is maximized.</p>	<p>Employees may incrementally return to work; working remotely still highly encouraged for high risk employees. All staff meetings held via WebEx.</p> <p>Follow Utah state guidelines to support high-risk individuals.</p> <p>Emergency pay may be authorized in high-risk situations; Work sharing is encouraged.</p>
Event Scheduling/ Conferencing	All events and activities cancelled. All internal staff meetings via WebEx.	Public events limited to 20 participants (or number recommended by the state). Physical distancing guidelines in place, and participants will be required to wear masks. Pre-packaged grab & go food items. Event host is responsible for maintaining a log of attendees for contact tracing purposes. All internal staff meetings held via WebEx.	<p>Public event capacity limited to 50% of the capacity of the space being used. Physical distancing guidelines in place. Participants will be required to wear masks. Pre-packaged grab & go food items only. Event host is responsible for maintaining a log of attendees for contact tracing purposes. Strongly encourage all meetings via WebEx.</p> <p>Event size can exceed 50% if physical distancing can be provided that ensures safety. Event management plan approved by the scheduling office. Event host responsible for the event hosts: verify physical distancing guidelines, establish a physical distancing plan for attendees, maintain signage for physical distancing guidelines, provide contactless payment (if possible), and have dedicated staff for sanitization.</p>
Face Coverings	Required in classrooms, labs, etc. Outside of these areas, SLCC expects individuals to wear a facemask when/where safe physical distancing is not available.	Required in classrooms, labs, etc. Outside of these areas, SLCC expects individuals to wear a facemask when/where safe physical distancing is not available.	Required in classrooms, labs, etc. Outside of these areas, SLCC expects individuals to wear a facemask when/where safe physical distancing is not available.
Food Services/Communal Dining/ C-Stores	<p>Food services closed (café, coffee shop, catering, concessions and micro markets) on all campuses except Miller Campus cafe (only if we have cadets living in the dorms) and Redwood C-store.</p> <p>Miller café will provide takeout and delivery orders only.</p> <p>Face coverings are required for all employees and customers. Dedicated cashier, contactless payments preferred. Sanitize all customer touchpoints between transactions.</p>	<p>Food services open (café, catering, micro markets, C-stores and vending) at Redwood, Miller, South and Jordan for takeout, delivery or grab and go only.</p> <p>Face coverings are required for all employees and customers. Dedicated cashier, contactless payments preferred. Sanitize all customer touchpoints between each transaction. Hand sanitizer installed at entrance to food court.</p>	<p>Food services open (café, catering, micro markets, C-stores and vending) at all campuses that are open.</p> <p>Face coverings are required for all employees and customers. Dedicated cashier, contactless payments preferred. Sanitize all customer touchpoints between each transaction. Hand sanitizer installed at entrance to food court.</p>

	High Risk	Moderate Risk	Low Risk
	<p>each transaction. Hand sanitizer installed at entrance to food court.</p> <p>Communal dining area closed to avoid people congregating.</p> <p>Management will closely monitor food service staff. Food service employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for restaurants and employers for level red.</p> <p>The C-store will be open in the bookstore at Redwood Campus and employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for C-stores and employers for level red.</p> <p>The C-store at South Campus food court will be closed.</p> <p>Micro markets at Redwood library, Westpointe, Airport Center and Jordan will be closed.</p> <p>Additionally, all self-serve soda fountains, coffee and condiment stations will be closed at the café, micro markets and C-stores.</p> <p>Beverage and snack vending will be available/replenished at all occupied buildings with safety protocols in place; COVID-19 handwashing/sanitizing signage will be placed on or near each machine. Hand sanitizer will be installed near each machine. Custodial will need to sanitize the touch points on each machine frequently.</p>	<p>Communal dining area closed to avoid people congregating.</p> <p>If there is not enough business to justify staying open, the cafes may reduce operating hours or close entirely until more people return to campus.</p> <p>Management will closely monitor food service staff. Food service employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for restaurants and employers for level orange.</p> <p>The C-stores will be open in the bookstore at Redwood and at South Campus food court and employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for C-stores and employers for level orange.</p> <p>Micro markets at Redwood library, Westpointe, Airport Center and Jordan will be open if the buildings are occupied with COVID-19 safety protocols in place: handwashing/sanitizing signage will be in place, hand sanitizer will be available and custodial will need to sanitize customer touch points frequently.</p> <p>Additionally, all self-serve soda fountains, coffee and condiment stations will be closed at the cafes, micro markets and C-stores.</p> <p>Beverage and snack vending will be available/replenished at all occupied buildings with safety protocols in place; COVID-19 handwashing/sanitizing signage will be placed on or near each machine. Hand sanitizer will be installed near each machine. Custodial will need to sanitize the touch points on each machine frequently.</p>	<p>Communal dining area open if there is appropriate distancing. Dedicated staff member sanitizes tables and chairs.</p> <p>Management will closely monitor food service staff. Food service employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for restaurants and employers for level yellow.</p> <p>What's Bruin coffee shop will be open at Redwood Campus and employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for restaurants and employers for level yellow.</p> <p>The C-stores will be open in the bookstore at Redwood and at South Campus food court and employees will strictly follow all Utah state and Salt Lake County Health Department COVID-19 safety and sanitation guidelines and best practices for C-stores and employers for level yellow.</p> <p>Micro markets at Redwood library, Westpointe, Airport Center and Jordan will be open if the buildings are occupied with COVID-19 safety protocols in place: handwashing/sanitizing signage will be in place, hand sanitizer will be available and custodial will need to sanitize customer touch points frequently.</p> <p>Additionally, all self-serve soda fountains, coffee and condiment stations will be closed at the cafes, micro markets and C-stores with a dedicated staff member sanitizing tables and chairs frequently.</p> <p>Beverage and snack vending will be available/replenished at all occupied buildings with safety protocols in place; COVID-19 handwashing/sanitizing signage will be placed on or near each machine. Hand sanitizer will be installed near each machine. Custodial will need to sanitize the touch points on each machine frequently.</p>

	High Risk	Moderate Risk	Low Risk
Grand Theatre	All events cancelled or postponed.	Maintain physical distancing guidelines in compliance with state guidelines for cultural events. Ticketholders are logged to help with contact tracing. Verbal symptom checks at the door, with additional signage. No concessions allowed. Capacity significantly impacted (down to 200 tickets). The lobby will be closed, and physical distancing markers will be placed on the floor. Face masks are encouraged while in the theater. Event management template from the state will be kept on file for review by local health officers.	Maintain physical distancing guidelines in compliance with state guidelines for cultural events. Ticketholders are logged to help with contact tracing. Participants in their symptoms checked at the door, with additional signage. No concessions allowed. Capacity significantly impacted (down to 200 tickets). The lobby will be closed, and physical distancing markers will be placed on the floor. Face masks are encouraged while in the theater. Event management template from the state will be kept on file for review by local health officers.
Instruction/Academic Affairs	All instruction will be in either a remote-broadcast or online mode. All tutoring services will also be online.	All instruction will be in either a remote-broadcast or online mode. All tutoring services will also be online.	On–campus instruction will be in either a remote-broadcast or online mode. All tutoring services will also be online. Physical distancing and face masks by faculty and students. Hybrid instruction to all courses and between classes.
Laboratories and Research Spaces (On Campus)	All laboratory instruction will be suspended until a return to moderate risk status.	Students will be able to schedule lab spaces as individual or in small, physically distanced groups with rigorous cleaning protocols in place.	Lab classes will be scheduled with reduced caps to accommodate physical distancing and the required wearing of face masks by students. Cleaning protocols in place.
Library (private study rooms, study carrels, open seating, collaborative/communal workspaces, technology rentals, IT assistance)	Close most locations in consultation with Cabinet. Taylorsville Redwood location open for computer lab access. Limited hours. Plexiglass installed at main desks. Masks required for staff and students. Services limited to those that can be safely navigated with physical distancing guidelines. Returned items are quarantined for three days. Staff wear gloves when handling materials. Parts of the building closed, and staff size reduced (telecommuting). In addition to cleaning by facilities, library staff regularly clean counters, keyboards, mice, etc. Signage indicates physical distancing guidelines. Curbside services available-especially to high risk individuals. The first hour is designated for high-risk individuals. Concessions terminated.	Incrementally open other locations, like South City Campus, in consultation with Cabinet. Taylorsville Redwood location open for computer lab access. Plexiglass installed at main desks. Masks required for staff and students. Services limited to those that can be safely navigated with physical distancing guidelines. Returned items are quarantined for three days. Staff wear gloves when handling materials. Parts of the building closed, and staff size reduced (Taylorsville Redwood). In addition to cleaning by facilities, library staff clean counters, keyboards, mice, etc. regularly. Signage indicates physical distancing guidelines. Curbside services available-especially to high risk individuals. The first hour is designated for high-risk individuals. Furniture and computers removed to accommodate state physical distancing guidelines.	Library open at all locations. Main desks. Masks required. Services limited to those that can be safely navigated with physical distancing guidelines. Returned items are quarantined for three days. Staff wear gloves when handling materials. Parts of the building closed, and staff size reduced (Taylorsville Redwood). In addition to cleaning by facilities, library staff regularly clean counters, keyboards, mice, etc. regularly. Signage indicates physical distancing guidelines. Curbside services available-especially to high risk individuals. The first hour is designated for high-risk individuals. Concessions with pre-paids available. Furniture and computers removed to accommodate state physical distancing guidelines.
Lifetime Activity Center/ Recreation Centers	Closed	Limited hours, limited access. Open to staff and faculty only, by online reservation. Machines blocked off for physical distancing. 45-minute sessions, and 15 minutes of cleaning between.	Increase capacity of equipment. Limited hours remain. Reservations required. Open to both students and faculty. Machines open, and more machines added. 15 minutes of cleaning between sessions. Groups of 2 per coach.

	High Risk	Moderate Risk	Low Risk
		Taylorsville Redwood open, South City closed. All employees wear masks. Symptom check of all patrons.	wear masks. Symptom check of all patrons entering space.
New Student Orientation	All new student orientations online.	All new student orientations online.	Face to face orientation available to accommodate physical distancing. Participants required to wear masks. Social distancing required. Seating available for distribution of materials. Students will pre-register for orientation. Social distancing will be maintained for contact tracing. Students will be allowed to attend with their families. Seating will be provided.
OIT/Student Computer Labs	Limited computer labs available for student use on Taylorsville Redwood and South City campuses. Keyboards removed from every other computer for physical distancing. Computer labs clean computers in between usage. Masks required for lab staff and students. Students can remotely access lab computers from AllAccess environment. Help Desk available remotely. Individual appointments can be scheduled as needed, with physical distancing. Majority of OIT Staff telecommuting, depending on function.	Limited computer labs available for student use on Taylorsville Redwood and South City campuses. Keyboards removed from every other computer for physical distancing. Computer labs clean computers in between usage. Masks required for lab staff and students. Students can remotely access lab computers from AllAccess environment. Help Desk available remotely. Individual appointments can be scheduled as needed, with physical distancing. Majority of OIT Staff telecommuting, depending on function.	Incrementally open computer labs. Building schedules are available. Keyboards removed from every other computer. Computer lab staff clean computers in between usage. Masks required for lab staff and students. Students can remotely access lab computers from AllAccess environment. Help Desk resumes walk-in service. Individual appointments available remotely. Individual appointments scheduled as needed, with physical distancing. Some OIT Staff telecommuting, depending on working on campus dependencies.
People & Workplace Culture	Employee-focused functions are exclusively done remotely, including hiring, onboarding, employee relations, benefits, wellness, and other employee-centered functions. Functions remain open but are accessed remotely. The two main offices (Professional Development Center and HR Suite are closed.)	The majority of employee-focused functions remain remote and offices remain closed. Employees and supervisors can still access all People & Workplace Culture functions via remote channels (benefits, employment, compensation, employee relations, wellness, onboarding, faculty development & staff development) (Professional Development Center and HR Suite are closed.)	The majority of employee-focused functions remain remote. Employees and supervisors can still access all People & Workplace Culture functions via remote channels (Benefits, Employment, Compensation, Employee Relations, Wellness, Onboarding, Faculty Development & Staff Development) On-boarding in person? (Professional Development Center and HR Suite are open for limited functions)
Professional Development	Professional development will be offered only via remote platforms.	Professional development offered primarily via remote platforms	Professional development offered via multiple modalities, including synchronous and asynchronous online formats.
Public Safety	Remain operational 24/7 Hours of Open Offices: Parking Services: M-F 8:00 a.m. -4:30 p.m.	Remain operational 24/7 Hours of Open Offices: Parking Services: M-F 8:00 a.m. -4:30 p.m.	Remain operational 24/7 Hours of Open Offices: Parking Services: M-F 8:00 a.m. -4:30 p.m.

	High Risk	Moderate Risk	Low Risk
	<p>UHP Office at GFSB: M-F 8:00 a.m. -5:00p.m., Dispatch Services 24/7</p> <p>Emergency Management: M-F 9:00 a.m. - 6:00 p.m.</p>	<p>UHP Office at GFSB: M-F 8:00 a.m. -5:00p.m., Dispatch Services 24/7</p> <p>Emergency Management: M-F 9:00 a.m. - 6:00 p.m.</p>	<p>UHP Office at GFSB: M-F 8:00 a.m. -5:00p.m., Dispatch Services 24/7</p> <p>Emergency Management: M-F 9:00 a.m. - 6:00 p.m.</p>
STEM Learning Resources	Group tutoring services offered fully online. Individual tutoring not available. Still offering virtual drop-in appointments. Tutors working remotely from Taylorsville Redwood, South City, and Jordan campuses, but students are remote. Test preparation and concept-based workshops offered virtually. For tutors--ensuring adequate space for physical distancing, individual headphones for tutors with cleaning protocols for each workstation. SME Symposium cancelled.	Group tutoring services offered fully online. Individual tutoring not available. Still offering virtual drop-in appointments. Tutors working remotely from Taylorsville Redwood, South City, and Jordan campuses, but students are remote. Test preparation and concept-based workshops offered virtually. For tutors--ensuring adequate space for physical distancing, individual headphones for tutors with cleaning protocols for each workstation.	Offering a hybrid of live and virtual tutoring for DRC students. Still offering virtual drop-in tutoring sessions for all students, ensuring adequate space for physical distancing, individual headphones for tutors with cleaning protocols for each workstation.
Student Affairs Departments	Majority of departments will provide services to students remotely, and staff will telecommute. All student services will be available remotely. Student Center Operations staff will be available when the building is open (one staff member only, on a rotating basis).	Information Desks at Taylorsville Redwood, Jordan, and South City Campuses will be open with limited staff. Admissions, Financial Aid, Office of the Registrar, and Academic Advising will be open with limited staffing to serve students in person. Student Center Operations staff will be available when the building is open (one staff member only, on a rotating basis). All other staff telecommute, and all student services are provided remotely.	Student facing departments will be open with all services being available remotely. Some departments are high risk, live with some staff in person, but not able to return to campus. Student Center Contact Center, Concurrent Enrollment Center, and Scheduling & Academic Advising will work remotely.
Student Writing & Reading Center	All services provided online through synchronous and asynchronous methods. Physical locations closed.	All services provided online through synchronous and asynchronous methods. Physical locations closed.	Online services continue. Physical locations are closed. Incrementally return to in-person tutoring for fall. Face coverings required for students and tutors. Physical distancing will be enforced by limiting the number of people in the center. All tutoring sessions are by appointment only to help limit contact. Physical distancing and potential contact tracing will be monitored. Number of people will be limited to ensure physical distancing guidelines are followed. Workstations cleaned by tutors after each session.
Testing Services	All physical locations closed. Guided Self-Placement, TABE Locator, TEAS, Certiport, ESL Accuplacer tests offered remotely. No academic testing offered. No certification tests offered.	Open at Taylorsville Redwood and South City campuses only. ESL Accuplacer, CLEP, GED, SAT Exams offered in person. Guided Self-Placement, TABE, TEAS, Certiport tests offered remotely. No academic testing offered. Students seated 6 feet apart, with designated seats. Appointments by reservation, with max capacity of 10 students.	Open at Taylorsville Redwood, Jordan, and West Valley campuses. All testing offered remotely. Some academic testing offered in person. Students seated 6 feet apart, with designated seats. Appointments by reservation, with max capacity of 10 students. Certification tests require masks and social distancing for employees.
Travel (College-Supported)	College supported travel is suspended.	College supported travel is suspended.	All College supported travel is suspended. Decision will be revisited as conditions change.

	High Risk	Moderate Risk	Low Risk
			semester or should we not wide. Exceptions require

Appendix B: Situational Characteristics Matrix (Planning Tool)

When establishing guidelines for institutional functions, consider the situational characteristics matrix to determine how you can best mitigate risk or viral spread.

Situational Characteristics

The framework consists of seven “situational characteristics,” which describe elements of environments or situations and categorize them as more or less risky: movement, duration, proximity, respiratory output, group size, touch, and congestion.

Situational Characteristic	Lower Risk Characteristic		Higher Risk Characteristic	
Movement How do people move around in the space?	Directed	Movement is restrained or highly controlled, people are confined to a specific area, little intermingling.	Undirected	Movement is unrestrained or uncontrolled, people can wander in the space, frequent intermingling.
Duration How long are people in this space?	Less than 15 minutes	Less than 15 minutes is typically spent in the space.	Greater than 15 minutes	More than 15 minutes is typically spent in the place.
Proximity How close are people in this space?	Greater than 6 feet	It is possible, either naturally or with minimal interventions, to maintain a 6-foot distance.	Less than 6 feet	It is not possible to maintain a 6-foot distance; the activity cannot be done if distance is maintained.
Group Size How many people are in the space?	Less than recommended limit	A small group of people, mostly part of the same social circle.	Greater than recommended limit	A large group of people from different households and social circles.
Respiratory Output How are people breathing in the space?	Normal	People are breathing normally, low respiratory output.	Increased	People are breathing heavily, from exercising, laughing, cheering, singing, etc.
Touch How do people engage with objects or fixtures in the space?	Low	People do not interact much with each other or with objects in the space.	High	People frequently interact with each other or touch objects in the space.
Congestion Are there points of high congestion?	Low	The design of the space and activity do not result in congregations of people (e.g. entry points, lines, security, etc.)	High	Because of the design of the space or the nature of the activity, people must gather closely together at times.

These situational characteristics help categorize the “risk” level of a space and can be used as a prompt to think through what mitigation strategies can be employed to offset risk.