AUGUST 2020 | DR. KEVIN BOYS, PRESIDENT

Resuming Campus Operations

Campus operations resumed under the Ohio Health Department's Operating Guidance for General Office Environments on July 6. Between July 6 and August 14, campus services were once again offered on all campuses with an adjusted schedule. Employees are to conduct a self-health assessment prior to reporting to campus and must wear face coverings, except when working alone in an office. To minimize employees' exposure, where possible, employees rotate between remote and on-campus work hours while providing direct services to students. The maintenance department has been hard at work installing plexiglass barriers at "front facing" work stations and in the lecture hall at Central Campus. Signage reminding students, staff, and visitors of important health safety precautions is visible. Campuses are scheduled to resume normal business hours, 8:00 AM to 5:00 PM Monday through Thursday on August 17.

CARES Act Institutional Relief Funds

As of July 28, I had approved $417,512 in expenditures for a variety of purposes directly related to the COVID-19 pandemic. Major expenditures funded through this Federal grant include:
- Verizon/AT&T Hotspots and parking lot wireless appliances for students without Internet access
- Chat Bot licenses and additional VPN devices to enable staff to access their college computing capabilities while working remotely
- Zoom licenses, storage increase, flat-panel interactive TVs, TV stands, webcams for broadcast rooms and live streamer webcams so that instructors can teach both a face to face class, while others "tune in" remotely from home
- Laptops
- Temperature kiosks, hand sanitizer, thermometer covers, gloves, paper masks, cloth SSCC branded masks for students, signage, additional sanitizing supplies/equipment
- Jenzabar service, CANVAS annual renewal and training module stipends
- Chemistry lab kits
- Instructional Design support and course evaluation tool/kit

- Stipends for training, on-line course development

Cares Act State of Ohio Distribution to Higher Education

In addition to the $659,789 direct CARES Act funding that the College received, Ohio's Controlling Board released $309,212 in additional funds to Southern State as a portion of the CARES Act distributed to the states. This was allocated among the institutions of higher education in the state by a formula developed by the Ohio Department of Higher Education. These funds further support our efforts to safely conduct classes during the upcoming semester. Unused funds from this particular source must be returned on December 18, 2020.

COVID-19 Coordinator, Susan Morris

Just last week, we onboarded Susan Morris to the CARES Act-funded position of COVID-19 Coordinator for the College. It became apparent that the issues surrounding the preparations for restarting in-person classes, the likelihood of positive COVID cases or exposures, infection control planning and execution, COVID testing procedures, and the ongoing communication with local health officials necessitated a person dedicated to these tasks. The position reports directly to the president. Susan has a long and distinguished career in the local health field and has most recently worked part-time at the College in our nursing program and advising our local PTK. We welcome Susan to this vital role.

Faculty Emeritus Recommendation for Julia Basham

The SSCC Faculty Senate has recommended that Faculty Emeritus status be conferred upon retired professor Julia Basham. A letter of nomination from colleague Josh Montgomery is included in your packet. I wholeheartedly concur with the Senate's recommendation and it is included on the Board's agenda.

Enclosures

Included in your packet are several enclosures for your information.

President's Activities and Involvement

Since my last report, I have been involved in the following meetings, calls and events:

- AACC and ACCT Boards' Joint Conference Calls
- Hillsboro Rotary Club Meetings (via Zoom and in person)
- Conference Call with Secretary Betsy DeVos
- Webinar Demonstration with VR Patients (Virtual Reality for Nursing)
- Highland County Chamber of Commerce Board Meetings (via Zoom)
- OACC Governing Board Meeting (via Zoom)
- OACC Presidents Meeting Weekly Meetings (via Zoom)
- Conference Call with Community Colleges of Appalachia (CCA) Representatives
- Conference Call re: Teachers and Allied Professionals in Rural Ohio
- Conference Call with Highland County Health Department re: Local School Planning
- AACC Advocacy Action Conference Call
- SSCC All-College Meeting (via Zoom)
- Conference Call with CCA Representatives re: DOL Grant Overview
- Leadership Clinton Graduation Ceremony
- Meeting with Great Oaks Career Campuses President
- Community/Technical Colleges Breakout Session of Senator Brown's College President's Conference (via Webex)

Upcoming Events

Campus events have been cancelled through the remainder of the summer.

ACADEMIC AFFAIRS

Preparing for Fall 2020

It is true that "Preparations for Fall 2020" will likely land on someone's dissertation title. This suggests that there is much to say about the topic. This cliff notes version offers only the highlights.

Course Delivery

In June, academic leaders started working extensively with faculty to determine how best to serve students in this ever-changing environment. It appeared promising that the College would be permitted to host some face-to-face courses yet, it was widely acknowledged this could change instantly. In response, the schedule of courses was diversified to offer as many courses as possible in hybrid or online formats while also offering some options for the highly sought after face-to-face (F2F) modality. In the end, roughly 1/3 of courses are offered in a hybrid format (part F2F/part virtual), 1/3 online, and 1/3 in the traditional format. These options have been possible through significant investments in technology and technology training. Overall, the key priority guiding all planning has been to develop course offerings that will provide students a quality experience, accomplish stated student learning outcomes, and be able to pivot on a dime. Indeed, much is being asked of the academic team and results are being delivered.

Training

To effectively accomplish the priorities we establish in quality and flexibility, extensive training has been necessary. Coordinated largely by the two-person team of Angel Mootispaw and Cathy Zile representing our Instructional Technology Department, along with support from our IT Department and from volunteers of the Instructional Technology Department, the College has been actively putting forth numerous opportunities for CANVAS (the College's learning management system) and offering extensive one-on-one training. CARES Act funding has provided for additional instructional design support from experienced consultants who work alongside the team in providing guidance and support where needed. The expertise of the College's existing team leveraged with the investments of additional support have allowed Southern State to accelerate its presence in distance learning and do so while maintaining quality and integrity.

Communications

An essential component of a successful fall term launch has been communications to our

students and prospective students. Like everything, this has been a cross-departmental effort with staff members working together to stay on top of operational updates, recruitment, and retention efforts.

The list of communication strategies, while too extensive to be listed here, are highlighted by social media, email, advertising, and one-to-one marketing campaigns. In addition to spreading the word that Southern State is open and ready to welcome students in the fall, the Communications and Admissions team have worked extensively to welcome students back safely. As part of this effort, a branded protection mask is being distributed to students along with a brochure outlining what to expect when returning to campus.

Gratitude

Our College community is reminded almost daily that gratitude should be part of our everyday thought process and reflection. Southern State's faculty and staff are to be commended for the herculean efforts they put forth every day to adapt to an ever-changing environment. There have been true heroes emerge through this work. While it would be impossible to name them all for fear of inadvertently leaving someone out, the fact that Southern State has been able to stay on target with goals for course delivery and open in the fall is a testament to the outstanding work of the Southern State team.

Long-term Investments

Beyond the purchase of Personal Protection Equipment (PPE), the College has been strategic in leveraging the financial resources from the State and Federal CARES Act funding to support long-term investments that advance distance education. Two such investments include the purchase of Kaltura, a video enhancement and captioning tool, as well as Evaluation Kit, a course evaluation system that streamlines the process of capturing student feedback about their courses.

Both of these systems are considered essential to the effective delivery of courses via distance and generally enhance the overall quality of all classes, both traditional and virtual. Absent support from the CARES Act, these would have been investments that would have likely been delayed as funds could be accumulated to make the leap. The Academic team and particularly

the Instructional Technology team members are thankful and appreciative that such a leap forward could be made amidst a challenging time. Both toolsets will increase efficiency for faculty and create better, more sophisticated experiences for students. Special thanks goes to the Instructional Technology Committee and the IT Department for their support and help in launching these two tools.

In the News

Dr. Don Storer Presents at Course Hero National Conference

Dr. Storer, professor of Chemistry, was recently selected to present at the National Course Hero Education Summit, held virtually on July 29. This event included three days of research sharing, presidential panel conversations, campus reopening discussion forums, online teaching demonstrations, learning science workshops, participatory breakout sessions aimed at regrouping, resetting, and reinventing in preparation for a new normal.

Dr. Storer joined an elite panel of guests as he presented, "Experiment from Home: Helping Chemistry Students Turn Living Rooms into Laboratories." Don has been instrumental in leading through unprecedented times with his ingenious innovations and optimism to create learning experiences for students that can withstand distance.

Josh Montgomery Receives Jenco Award from Foundation for Appalachian Ohio

It was recently announced that Computer Science Assistant Professor, Mr. Josh Montgomery was recognized with a Jenco Award from the Jenco Foundation Fund of the Foundation for Appalachian Ohio. The Jenco Foundation Fund supports a tradition of honoring visionary leadership and community service across Appalachian Ohio. Established in honor of Father Lawrence Martin Jenco's legacy, the Jenco Awards have celebrated visionary leaders and volunteers who by direct, person-to-person action have worked to increase the dignity and sense of worth of individuals in Appalachian Ohio. Congratulations, Mr. Montgomery!

STUDENT AFFAIRS
AND ENROLLMENT MANAGEMENT

Admissions/Recruiting ☑

Admissions/College Credit Plus

Applications Processed between Mar. 24 – Aug. 4, 2020
- — Accepted CCP   668
- — Accepted Non-Resident   28
- — Accepted   182
- — Accepted Provisional   38
- — Applied CCP   31
- — Accepted Readmissions   303
-    TOTAL APPLICATIONS   1,250

New Student Orientation (Online Only) Summer/Fall Completion as of August 4:
- — Completed   218
- — Incomplete   59
- — Started   277

College Credit Plus

Information on prerequisite requirements have been extensively shared with accepted students and secondary school counselors. This is being done heavily due to the change in eligibility standards for summer and fall 2020 requiring an overall HS GPA of 3.0. CCP students are under the impression that this makes them eligible for any class they wish to take, which we know is not the case. The efforts to explain this have improved over the last couple weeks.

Recruitment

Since the launch of the social media "Request More Info" campaign in March 2020, we have received 400 requests for more information. Social media campaigns for individual programs and semester start continue to be rolled out.

Mail and email campaigns continue to be launched by Director of Marketing, Liz Burkard. A second attempt email was sent to students who attended in the spring and did not return for summer semester. This was sent to students' personal emails and SSCC emails. This went to 1,719 students.

OACAC college fairs have been cancelled for the upcoming recruiting season. OACAC has partnered with StriveScan and there will be 2 virtual sessions available that SSCC will participate in. This information will be shared with all secondary schools in the service area.

Highland County College Fair and Clinton County College Fair have both been cancelled in line with OACAC's decision. The SSCC Connect to College & Career Days 2020 have also been cancelled.

Options are being explored for a "virtual" Annual Counselors Luncheon this fall.

Financial Aid ☑

Student CARES Funding Update

The Financial Aid office continues to receive and process emergency grants to students impacted by COVID-19. In May, the College received $659,870 through the CARES Act. To date, 464 students have received funds through the summer semester totaling $419,810. Remaining funds will be available for the fall semester for students who have continued expenses related to the pandemic

Fall Semester Financial Aid

There have been 1,377 FAFSA applications received and processed by the Financial Aid office, as of the end of July. This number reflects a slight increase from last year's number of 1,350, as of the same date. The office continues to assist students with the FAFSA application process both remotely and on campus.

Student Success Center ☑

Advising Center

Advisors returned to campus full-time at the beginning of August in order to provide more avenues for students to enroll. Advisors had been working remotely since March, but many students were waiting for face to face interactions. Advisors have been overwhelmed with the ongoing demand from students since their return. Hopefully we will see positive outcomes from these efforts.

Counseling Services

completed the two of a three-video series for the Career Services website in a series entitled "*Career Counseling to Go: Career Construction Theory and Interview.*" These videos will be available for advisors / local school counselors' use and training. The next installment in this series will be the Life Design Portrait in which the career is more closely identified and illustrated through role-playing techniques.

Tom Payton, Coordinator of Career and Counseling Services, has been connecting with students remotely on Zoom and by phone, covering a variety of topics including career, mental health, relationships, and support needs. Support needs include food, nonfood items (printer paper, printer ink, toiletries, assistance with prescriptions, etc.), transportation problems, and guidance in navigating a "COVID World", where things must be addressed in a remote or virtual world.

Testing Center

The Wilmington campus Testing Center is currently transitioning to Fayette Campus. Once the set up for operation is complete, our license application for the next site can be submitted to continue as a PearsonVue certified testing center.

Onsite testing options recently resumed and have been at capacity; however, remote testing has been available and used by students for the last several months.

Date: April 1, 2020

To: Dr. Nicole Roades

        Vice President of Academic Affairs

FROM: Josh Montgomery, Computer Science Faculty Member

Julia Basham has served Southern State Community College for over 18 years as an adjunct professor, associate professor, distance education coordinator, and workforce development teacher. Professor Basham began her career at Southern State as an adjunct professor in 2001 and was hired full-time in 2003. She taught a wide range of classes in both business and computer science, which assisted the growth of multiple programs. Her leadership and experience were always valued in all her committee work. Professor Basham never strayed away from responsibility and was the first one to raise her hand to take on a new committee role or task. She led a variety of committees, including faculty senate president, curriculum chair, chairing hiring selection committees, applied science division coordinator, distance learning coordinator, and office information program lead.

Professor Basham designed multiple programs, certifications, and gainful employment certificates for 100% online delivery. Over the years, Professor Basham attended many professional development conferences to better herself and the teaching and learning in the classroom.

Furthermore, Professor Basham was known for her in-depth communications and her advocacy for her students. I would be remised not to speak to the tenacity and work ethic that she possesses. No one outworked Professor Basham, and in her career, she held the college to the highest degree of excellence.

For these reasons, I recommend that Julia Basham be granted emeritus status as a professor in the Department of Computer Science.
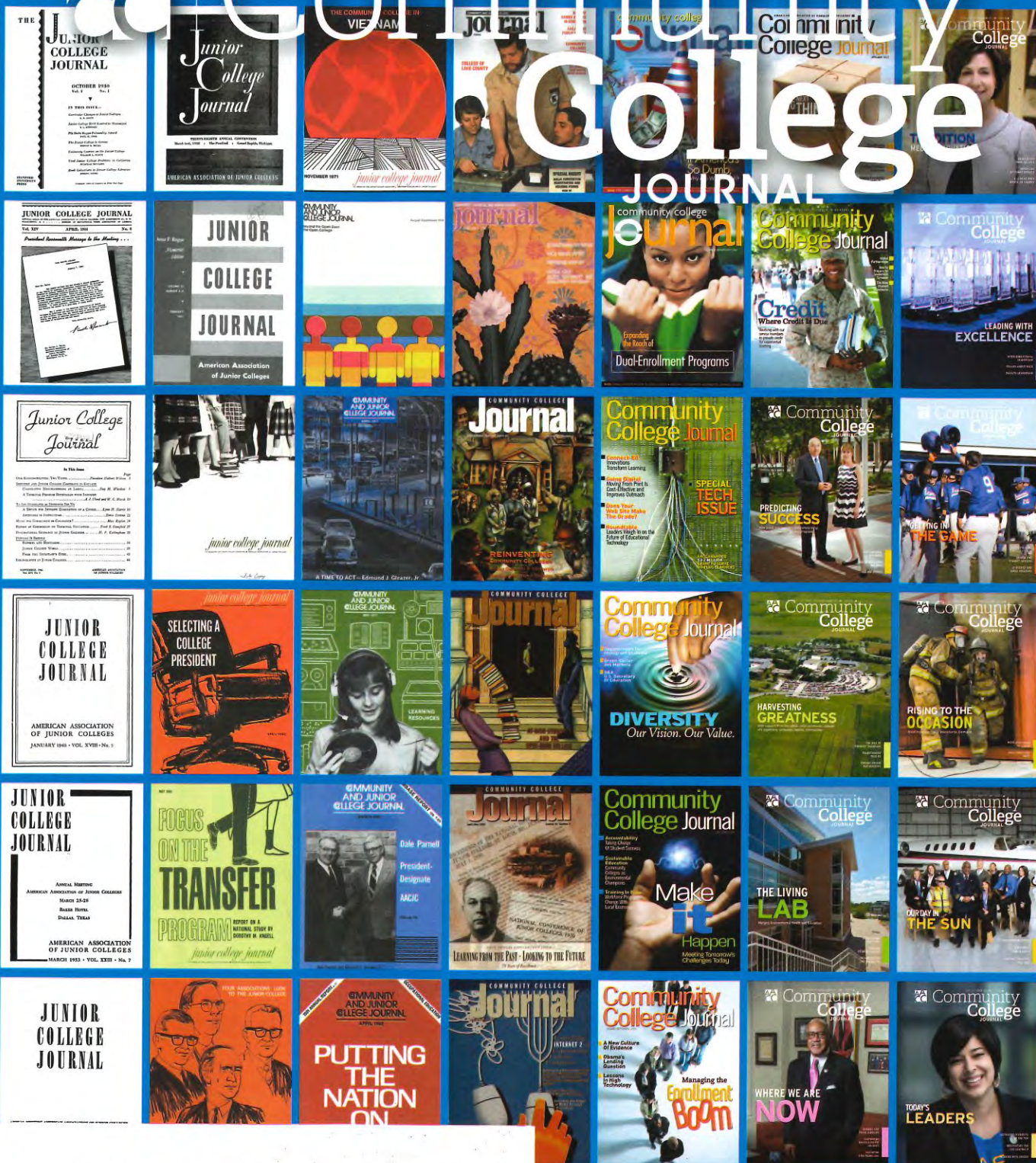

Thank you for your time and attention to this matter.

Community College JOURNAL

100 since **1920**

A CENTURY OF SUCCESS

Flexibility is key to the future of higher ed

What does the future hold for community colleges and higher education? And, more importantly, how can colleges prepare for the future? Members of the American Association of Community Colleges' (AACC) Executive Committee sound off.

"I suspect no one truly has a grasp of the impact that artificial intelligence, 5G, automation and the like will have on our workforce and citizenry in the next decade or two. We brag about our ability to adapt, turn on a dime, and meet the ever-changing workforce needs of our communities. Accelerated, sustained change and continued scarce resources make that an even taller order. As we compete among the 'knowledge producers' of the YouTubes, Courseras and online universities, we face an even greater and more destructive competition: the very idea that a college education is not 'worth it' anymore. Perhaps our most formidable challenge is to ensure that in our communities, that idea is unthinkable. We must leave no doubt that families and communities are stronger when their members can reason, solve problems, create, know how they learn best and how they can adapt what they already know to new situations."

—KEVIN BOYS, *President, Southern State Community College (Ohio)*

"As AACC is celebrating its 100th anniversary, I understand how important it is to recognize such a historic milestone and continue to

look into the future of community colleges. Increasingly, community colleges have been called upon to fulfill their responsibility to prepare students for successful careers, specifically to expand today's and the future's workforce with highly competent and technically skilled individuals. These highly skilled individuals contribute to the vitality of America's economy at the local, regional and national stages. Yet, equitable access, comprehensive wrap-around services, student success, accountability, enrollment and performance-based funding, and mutually beneficial partnerships with businesses and industries continue to be challenges faced by community colleges as they weather the storms along the way. As community colleges move into the next 100 years, they must be more efficient and effective by streamlining their operations to maximize limited resources to achieve sustainability and resilience."

—PATRICIA HSIEH, *Superintendent/ President, Hartnell Community College District (California)*

"Due in large part to the work of the American Association of Community Colleges, the Aspen Institute, Achieving the Dream and others, community colleges are already responding to the opportunities and challenges of this Age of Acceleration known as the Fourth Industrial Revolution. Our colleges have been aggressively developing modular and stackable credentialing, apprenticeships and other earn-and-learn programs, which provide students not only with foundational education but also with the

hands-on, real-world experience they need to be most successful in a changing workplace. Our close connection to business and industry partners and programs like these will continue to be important as automation, IoT and emerging technologies drive the future of work. The jobs of today will not look the same tomorrow. As a result, we must devote new energy to revolutionizing lifelong learning. Employers will demand and employees will require continuous upskill training beyond degree or credential completion to remain relevant and competitive. Mainstreaming this concept will require a new paradigm in higher education, which takes into account the need for affordability and accessibility that are hallmarks of the service our public institutions provide."

—VICKI KAROLEWICS, *President, Wallace State Community College (Alabama)*

"Transformational leadership is key to the success of the 21st-century community college. Every day, we face enrollment declines, funding compression, legislative intrusions, demands for accountability and a level of political divisiveness that lends oxygen to a climate of hate, fear and confusion. Our task is not just to press a reset button, but to engage in the hard leadership work of re-inspiring, re-tooling and re-inventing the sector that serves 12 million Americans each year. Simply put: to serve 21st-century students, our charge is to achieve nothing less than 21st-century cutting-edge currency in everything we do—curriculum, facilities, equipment, institutional systems and faculty and staff expertise.

We must confront these complex issues while recognizing how much we have to celebrate. We are, and will continue to be, the single most important gateway to opportunity for many; the most powerful accelerator towards college and career completion for low-income

and minority students; the sector best equipped to strengthen the middle class; and the only sector of higher education that can make a significant dent in the cost of college and the size of student debt.

We are the practical cats of higher education, the most resilient and the most flexible. And just like Larry the Cable guy, we 'Get 'er done!'"

—SANDRA KURTINITIS, *President, Community College of Baltimore County (Maryland)*

"America's community colleges will be vital threads in a continuously evolving education tapestry. As vibrant gateways to economic mobility, health and the well-being of individuals, families and communities for increasingly global populations, our sector will provide welcoming and nurturing learning spaces accessible to all. Liberal education foundations will help develop the character, curiosity and creativity that converge with technological education demanded by Industry 4.0 and a world dominated by the Internet of Things. Buttressed by advanced AI and big data analytics, students will benefit from the expertise of caring and collaborative instructional and support teams alongside automation fulfilling complex functions. Constant employee upskilling will require more sophisticated and convenient learning resources that rely less on outmoded physical structures. We will operate enterprise opportunities that generate new revenue sources to sustain and grow our impact. Our sustaining value will be certain."

—BELINDA MILES, *President, Westchester Community College (New York)*

"Community Colleges are quickly becoming the North Star of Higher Education. That star will grow even brighter in the next 20 years through innovation and collaboration resulting in the transformation of our communities, states and the nation, as long as we rise to the challenges.

Because we are flexible and responsive to the needs of our students and communities, we continue to demonstrate that we are the dynamic institutions of change.

We must continue our commitment to access, excellence and completion to overcome the political, economic and social challenges facing higher education over the next two decades. Collaboration with our K-12 partners will continue to grow through early college high schools, career academies and P-Techs in order to reach under-served populations and provide hope to generations to come. Our partnerships with universities will continue to grow and provide more transparent pathways through co-enrollment programs and courageous articulation agreements. Our partnerships with business and industry will continue to grow in importance through paid internships/apprenticeships, career scholarship programs and responsive programmatic pathways leading to high-skill, high-paying jobs.

However, through the innovation and collaboration, we must remain vigilant in our commitment to equity and inclusion for the North Star to shine on all."

—RICHARD RHODES, *President/CEO, Austin Community College (Texas)*

"While community colleges have been the most nimble sector of higher education, the next 10-20 years will require even more innovation and flexibility. Our students will more and more see higher education as the surest pathway to the middle class and thus an expansion in workforce programs via career technical education will be merited.

Despite overwhelming data, questioning of the value of higher education will continue to be put forth. This challenge, coupled with the rising cost of higher education, will elevate the importance of the nation's community colleges.

Finally, the expansion of dual credit programs will continue to serve as the primary growth sector within higher education as whole and community colleges specifically. This will require that our colleges provide dual credit students with structured pathways to ensure dual credit with a purpose."

—WILLIAM SERRATA, *President, El Paso Community College (Texas)* ∎

Our Responsibility To
STUDENTS AND STAFF

- Provide as safe an environment as we can on campus and in classrooms.

- Provide an outstanding education for students to get their degree or certification, and be better prepared to begin their career or continue their higher education goals.

- Continue our low tuition, financial aid, and payment plans, to help students now and into the future. Additional financial support through the CARES Act will be available for application after September 8.

Your Responsibility To
EACH OTHER

- During these difficult times, please understand that people are nervous. Respect their space.

- Make appointments to see staff or professors- doing so makes it easier and safer for everyone.

- Please do not make derogatory comments to others. Be kind.

- Stop the spread by wearing your facemask that has been provided to you in this mailing.

- Always social distance in classrooms and common areas.

- Make good choices when not on campus. You are much more likely to be exposed in places where these guidelines are not practiced.

- Practice good hygiene - wash your hands frequently with soap and water. When you can't, use hand sanitizer.

- DO NOT come to campus if you are not feeling well.

Southern State Community College

has developed these protocols to meet the standards and best practices issued by the Ohio Department of Health's Responsible Restart Ohio guidance for Institutions of Higher Learning.

As we have come to understand, this is a constantly evolving scenario. Please make sure your contact information is up to date, and check it regularly for any important updates.

Have questions? Please contact
Susan Morris, COVID-19 Coordinator for SSCC
800.628.7722 **x2710**
COVID19@SSCC.EDU

Southern State Community College does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies: James Bland, Vice President of Student Affairs & Enrollment Management | Title IX Lead Coordinator 100 Hobart Drive, Hillsboro, OH 45133 | jbland@sscc.edu | 800.628.7722, x. 2510 or Mindy Markey-Grabill, Executive Director of Human Resources | Title IX Coordinator 100 Hobart Drive, Hillsboro, OH 45133 | mmarkey@sscc.edu | 800.628.7722, x. 2550.

WHAT TO EXPECT
When Returning To Campus This Fall

SOUTHERN STATE
COMMUNITY COLLEGE

Whether you are a **"Spring 2020 Survivor,"** or a first-time student to Southern State, **we welcome you** and are eager to deliver quality education experiences this fall.

Recognizing the continued uncertainty of our environment, we are offering a blend of online and hybrid courses. Unsure what "hybrid" means?

Visit **https://www.sscc.edu/general-information-about-classes.shtml** to learn more.

In those areas where virtual learning is nearly impossible, we are hosting some face-to-face courses, socially distanced of course. Classrooms are being reconfigured to accommodate social distancing. Face coverings are mandatory. We have included a mask with this mailing that you can wear if you do come to campus. Please keep this mask to reuse as needed. Care instructions for cloth masks, such as this one, can be found at www.cdc.gov. We thank you in advance for your cooperation.

Despite our best efforts to make learning as accessible and convenient as possible for all types of learners, we cannot stress enough the need to bring an attitude of **flexibility** and **self-responsibility** with you this fall. In fact, without your help and support, our best efforts will fail. While some may argue this phrase is now over-used, we are **"STILL in this together."** Always know – our priority is safety and success for our students and staff. Will campus life be different? YES. But we can gain control of our futures. We can be prepared as educated, skilled leaders in our communities.

We can do this...TOGETHER.

For more details on safety protocols, visit **SSCC.EDU**

Before you leave home, do this quick self-assessment. Do you have:

- Fever or chills? Tempurature above 100?
- Cough?
- Shortness of breath?
- Fatigue?
- Muscle or body aches?
- New loss of smell or taste?
- Sore throat?
- Congestion or runny nose?
- Nausea or vomiting?
- Diarrhea?

STAY HOME WHEN SICK, except to get medical care.

General Guidelines for Safety on Campus

- Wash your hands frequently with soap and water for at least 20 seconds.

- Use the hand sanitizer frequently, found throughout each building on campus.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands. If no tissue, cough into your elbow.

- Handshaking, hugs and fist bumps are discouraged.

- Avoid touching any other student's personal belongings, laptops, phones, etc.

Protocols to keep our **Students**, **Faculty**, and **Staff** Safe

Face masks are required in all buildings on campus

Enrollment/ Advising

- Advisors are available to answer questions and help students with registration and financial aid.

- In-person appointments may be made in advance through NAVIGATE or by emailing **studentsuccess@sscc.edu.**

Classes

- Classrooms have been rearranged for social distancing, and will be deep-cleaned daily.

- Hand sanitizer stations and tempurature kiosks are installed throughout all campus buildings.

- Classes are offered in-person, online and hybrid.

Student Success Center

- Free tutoring will be available remotely – by Zoom, phone or email. Please email **tutoring@sscc.edu**.

- Appointments must be made in advance for in-person tutoring. Facemasks must be worn.

SOUTHERN STATE
COMMUNITY COLLEGE

MIKE DeWINE
GOVERNOR OF OHIO

Ohio | Department of Health

#IN THIS TOGETHER
Ohio

#RESPONSIBLE RESTART
Ohio

Responsible RestartOhio

General Office Environments

	Mandatory	**Recommended Best Practices**

Employees & Guests	• **Ensure minimum 6 feet between people, if not possible, install barriers**
	• Personnel should work from home when possible and feasible with business operations
	• Limit travel as much as possible
	• Stagger arrival of all employees and guests
	• Businesses must require all employees to wear facial coverings, except for one of the following reasons:
	  • Facial coverings in the work setting are prohibited by law or regulation
	  • Facial coverings are in violation of documented industry standards
	  • Facial coverings are not advisable for health reasons
	  • Facial coverings are in violation of the business's documented safety policies
	  • Facial coverings are not required when the employee works alone in an assigned work area
	  • There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.
	(Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)
	• Employees must perform daily symptom assessment*
	• Require employees to stay home if symptomatic
	• Require regular handwashing by employees
	• Place hand sanitizers in high-contact locations
		• **Ensure seating distance of minimum of 6 feet or more**
		• Consider having customers wear face coverings at all times
		• Enable natural workplace ventilation
		• Health questionnaire for symptoms at entry
		• Temperature taking protocol

Physical Spaces / Workstations	• Frequent disinfection of desks, workstations, and high-contact surfaces • Daily disinfection of common areas • Cancel/postpone in person events when social distancing guidelines cannot be met • No buffet in cafeteria • Utilize disposable tableware and other materials • Establish maximum capacity • Reduce sharing of work materials • Post signage on health safety guidelines in common areas	• **Redesign/space workstations for 6 feet or more of distance** • Close cafeteria and gathering spaces if possible, or conduct regular cleanings • Limit congregation in office spaces • Divide essential staff into groups and establishing rotating shift • Availability of at least 3 weeks of cleaning supplies
Confirmed Cases	• Immediately isolate and seek medical care for any individual who develops symptoms while at work • Contact the local health district about suspected cases or exposures • Shutdown shop/floor for deep sanitation if possible	• Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications • Once testing is readily available, test all suspected infections or exposures • Following testing, contact local health department to initiate appropriate care and tracing

Per the CDC, symptoms include cough, shortness of breath, difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat, and new loss of taste or smell.   *Revised 7/27*

Responsible RestartOhio

Institutions of Higher Education

The objective of this document is to summarize the minimum operating standards to which Ohio's colleges, universities, and technical centers will adhere as they begin to transition back to in-person, on-campus operations. Higher education plays a critical role with respect to the economic resurgence that lies ahead. Ohio's campuses are the economic engine of towns and communities across the state; producers of talent to fuel essential workforce pipelines; and beacons of opportunity drawing individuals to our great state in search of the opportunity that accompanies a post-secondary credential.

As our campuses seek to re-engage in more normal operations, the health and safety of students, faculty, staff, and campus visitors must always be the number one priority. Our institutions will move cautiously and carefully to ensure that the standards and best practices contained in this document, which are highly informed by the latest guidelines from the Ohio Department of Health, local health departments, and the U.S. Centers for Disease Control and Prevention (CDC), can be faithfully executed. As public health experts learn more about the best ways to combat the COVID-19 virus, these standards may be revised and updated accordingly.

	Minimum Operating Standard	Recommended Best Practices
Phasing	• Campus re-population should occur in thoughtful and strategic phases.	• Stratify and organize phasing based on necessity and risk. • Consider structuring the phasing process into a sequence that includes early return, main return, and later return, with an opportunity for campus administrators to review lessons learned at each interval and adapt accordingly.
Facilities/ Sanitation	• Campuses must comply with all relevant state and CDC guidelines.*	• Regular hand washing will be required of all employees. • Hand sanitizer and surface sanitizing supplies will be placed in all high-contact locations. • Disinfection of high-contact areas, including communal restrooms and shared shower facilities, will occur at regular intervals throughout the day. • Faculty, staff, and students should clean and sanitize surfaces and equipment in their own work space, classroom, or lab, as appropriate, throughout the day. • Shared tools and equipment will be sanitized after each use. • Campus and building access points will be modified to best allow for six-foot physical distancing. One-way entrance/exit and clearly marked foot traffic patterns will be utilized. • Clear signage emphasizing the use of facial coverings and reminding all to perform daily symptom assessments will be installed at appropriate building entry points and other areas throughout campus.

	Minimum Operating Standard	Recommended Best Practices
Facilities/ Sanitation (cont.)		• Keep certain non-essential buildings, facilities, and common areas closed to focus cleaning staff efforts on the areas most heavily utilized by faculty, staff, and students. • In areas outside of classrooms where close interaction between individuals may occur, campuses should consider the use of shielding (such as plexiglass) to protect faculty, staff, and students. • Campuses should stagger class start and end times to allow enough time for cleaning between classes, and limit foot traffic in hallways and elevators at any given time. • Protocols will be established for deep cleaning should someone in the campus community test positive for COVID-19.
Point of Contact	• Campuses must designate a point of contact for communication about COVID-19 procedures with relevant state and local departments and agencies.	

Health Monitoring/ Facial Coverings/PPE Requirements	• Campuses must comply with all relevant state and CDC guidelines.
	• Require all campus employees to wear a facial covering, except for one of the following reasons:
	  • Facial coverings in the campus setting are prohibited by law or regulation;
	  • Facial coverings are in violation of documented industry standards;
	  • Facial coverings are not advisable for health reasons;
	  • Facial coverings are in violation of the campus' documented safety policies;
	  • Facial coverings are not required when working alone in an assigned work area;
	  • Facial coverings are not required when the student is alone in a residential setting;
	  • There is a functional (practical) reason not to wear a facial covering on campus.
	(Campuses must provide written justification, upon request, explaining why a facial covering is not required on campus. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.)
	• If facial coverings are an impediment to academic content delivery, consider the use of clear facial shields or other physical barriers (such as plexiglass).
	• Require all campus employees to conduct daily health assessments, which should include taking their temperature with a thermometer and monitoring for fever, coughing, or trouble breathing.
		• Recommend all students wear a facial covering, except for one of the following reasons:
		  • Facial coverings in the campus setting are prohibited by law or regulation;
		  • Facial coverings are in violation of documented industry standards;
		  • Facial coverings are not advisable for health reasons;
		  • Facial coverings are in violation of the campus' documented safety policies;
		  • Facial coverings are not required when working alone in an assigned work area;
		  • Facial coverings are not required when the student is alone in a residential setting;
		  • There is a functional (practical) reason not to wear a facial covering on campus.
		• Establish a dedicated HR team to monitor infection reporting and assess/evaluate special accommodation requests.
		• Consider strategic utilization of campus mass communication systems (i.e. text and email alerts) to promote healthy prevention measures, notify stakeholders of heightened risk factors, update facility or classroom closure information, etc.

Residence Halls	• Campuses must comply with all relevant state and CDC guidelines.	• Where practicable, campuses should de-densify living arrangements to the greatest extent feasible. • Campus mental health and substance abuse strategies should be strengthened and re-focused to address specific issues of isolation and loneliness associated with de-densified living arrangements. • Develop a plan for an appropriately sized campus quarantine space/isolation area in the event it is needed. • Consider a staggered or phased move-in process to minimize gathering sizes and reduce risk.

	Minimum Operating Standard	Recommended Best Practices
Course Scheduling/ Academic Programming	• Course scheduling and academic programming alternatives should be considered.	• Utilize remote learning opportunities where practicable. • Consider utilization of staggered course/term start dates and non-traditional term lengths where appropriate. • Flexible course scheduling and a range of course delivery options should be made available, with a particular focus on equity concerns.
Classrooms	• Campuses must comply with all relevant state and CDC guidelines.	• Establish maximum occupancy rates for each classroom to ensure minimum six-foot physical distancing capacity in all directions. • Minimum six-foot physical distancing guidelines will be clearly marked and communicated in classrooms and common areas. In areas where this may not be easily achievable (i.e. labs), consider the utilization of dividers or other physical barriers, or divide labs into multiple sessions to ensure that distancing occurs. • Work stations should be wiped down with surface sanitizing supplies after each class. • Consider the use of non-traditional spaces (gyms, theaters, auditoriums, etc.) for classes if needed to achieve six-foot physical distancing capability. • Consider developing procedures for classroom ingress and egress, along with the use of staggered class times, to minimize the presence of large crowds. • Allow sufficient time between classes to allow safe egress, entry, and cleaning.
Dining Facilities	• Campuses must comply with all relevant state and CDC guidelines.	• Use disposable utensils to the greatest extent feasible. • Increase the frequency of surface cleaning. • Provide take-out meals instead of dining room services.
Retail Operations	• Campuses must comply with all relevant state and CDC guidelines.	• Consider no cash and minimize touch for transactions. • Consider delivery and pick-up services if feasible.
General Office Environments	• Campuses must comply with all relevant state and CDC guidelines.	• For employees, working from home will remain the preferred option for all who can effectively carry out their duties from home. • As employees return to campus, consider rotating work schedules and staggering hours of operation to decrease concurrent on-campus presence. • Adopt a policy to address non-compliance with facial coverings and other relevant PPE requirements. • In general office environments where minimum six-foot physical distancing is challenged, consider the utilization of dividers or other physical barriers.
Student Activities and General Campus Events	• **Minimum six-foot physical distancing must be preserved to the greatest extent feasible.**	• Consider virtual rather than in-person student activities and general campus events where practicable.

	Minimum Operating Standard	**Recommended Best Practices**
Campus Visitors	• Campuses must comply with all relevant state and CDC guidelines. Minimum six-foot physical distancing should be preserved to the greatest extent feasible.	• Campus visitors should wear a facial covering. • Visitors to residence halls should be limited.
Testing	• Campuses must employ the most updated and evidence-based approaches to provide a safe environment for faculty, staff, and students. As appropriate, campuses must be prepared to utilize public health interventions, contact tracing and COVID-19 testing consistent with federal, state, and local public health guidelines.	• Any COVID-19 testing should be conducted based on the availability, safety, prioritization, and effectiveness of each testing strategy.
Study Abroad and International Travel	• Campuses must comply with all relevant state, CDC and State Department guidelines.	
Gyms/ Recreational Facilities	• Campuses must comply with all relevant state and CDC guidelines.	
Athletics	• Campuses must comply with NCAA, NAIA, and NJCAA guidance and state guidelines for opening.	• Minimum six-foot physical distancing should be observed at all times to the greatest extent feasible. Reconfigure locker rooms and other shared facility spaces if necessary. • Sprays and wipes should be provided and every piece of equipment cleaned before and after each use. • Campuses should consider a staggered return of athletes to campus. • Campuses should encourage activities to be conducted outside where feasible. • A risk analysis for athletic travel should be completed before all trips.