

**Sauk Valley Community College  
July 27, 2020**

**Agenda Item 3.1.3**

**Topic:** Update to Sauk's COVID-19 Response

**Mission:** Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.

**Presented By:** Dr. David Hellmich

**Presentation:**

Updated overviews of Sauk's pandemic response with a focus on the attached *Sauk Valley Community College Fall 2020 Return to Campus Plan* will be discussed in depth.





**Sauk Valley Community College  
Fall 2020 COVID-19 Plan**





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## Introduction

The COVID-19 pandemic has challenged Sauk Valley Community College in historic ways. Since early March, the President's Cabinet has met regularly in collaboration with Leadership Council, faculty, staff, health experts, and lawmakers to thoughtfully, ethically, and safely respond to this crisis. Faculty and staff have heroically and creatively adapted to the situation by using new methods to provide SVCC's crucial services to the Sauk Valley area. While College leadership will continue to monitor and adapt to this unprecedented situation, this document provides a cohesive snapshot of the College's plans and directions based on the best available information.

### Guiding Principles

#### Commitment to our Shared Ethical Values

*Sauk Valley Community College respects the worth and dignity of all people; stands for integrity and fairness; and encourages responsibility, accountability, and persistence in a caring, supportive environment.*

Sauk Valley Community College will move toward reopening in a way that

- respects every person's worth and dignity,
- is transparent with stakeholders and community members,
- ensures that all involved are taking appropriate precautions to protect others, and
- is understanding and caring for those who are experiencing challenges.

#### Commitment to our Mission and Vision

***Mission:** Sauk Valley Community College is dedicated to teaching and scholarship while engaging the community in lifelong learning, public service, and economic development.*

***Vision:** Sauk Valley Community College will be a leader in student achievement while expanding access to higher education across the Sauk Valley region.*

While this pandemic has required a dramatic shift in the way services are provided, Sauk Valley Community College will not be swayed from the mission to provide high quality instruction and support students and community members seeking to achieve their educational goals.

In addition, the College's vision to increase both access and achievement will not be swayed. The College will find ways to ensure that faculty, staff, and students have access to the appropriate technology and resources necessary to be successful whether instruction is delivered in-person or remotely.

#### Commitment to Follow Regulations

Sauk Valley Community College is committed to following all relevant regulations and guidance including the Centers for Disease Control and Prevention (CDC), Illinois Department of Public Health (IDPH), Lee County Health Department (LCHD), county health departments within the SVCC district, Illinois Community College Board (ICCB), and Illinois Board of Higher Education (IBHE). The College will consider guidance from as many different sources as are applicable but will always

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defer to the most local authority, which in most cases will be LCHD since the physical campus is located in Lee County.

Specifically, this plan recognizes the following guidance and regulations:

- [Guidelines for Opening Up America Again](#) (White House)
- [Restore Illinois: A Public Health Approach To Safely Reopen Our State](#) (Restore Illinois)
- [Restore Illinois: Actions to Combat a Resurgence of COVID-19](#) (Restore IL Resurgence)
- [Department of Commerce & Economic Opportunity industry-specific guidance for Restore Illinois](#) (DCEO), including the following relevant guidelines:
  - Checklist for Wellness Screenings (DCEO Screening P3/P4)
  - Day Camps (DCEO Camps P3/P4)
  - Golf (DCEO Golf P4)
  - Health and Fitness Centers (DCEO Fitness P3/P4)
  - Indoor and Outdoor Dining (DCEO Dining P3/P4)
  - Indoor and Outdoor Recreation (DCEO Recreation P3/P4)
  - Meetings and Social Events (DCEO Meetings P4)
  - Offices (DCEO Offices P3/P4)
  - Outdoor Seated Spectator Events (DCEO Spectator P4)
  - Service Counters (DCEO Counters P3/P4)
  - Tennis (DCEO Tennis P4)
  - Theaters and Performing Arts (DCEO Performance P4)
  - Youth and Recreational Sports (DCEO Youth P3/P4)

*NOTE: Guidelines that are repeated throughout many of the industry-specific guidelines are cited simply as "DCEO."*

- [Higher Education in Illinois: Safely Launching Academic Year 2020](#) (IBHE)
- [Guidance for the Return to Campus for Illinois Community Colleges in Response to the COVID-19 Pandemic](#) (ICCB)
- [Allied Golf Organizations Back2Golf Guidelines for Opening Up Golf](#) (Allied Golf)

### **Commitment to Public Health and Safety**

Sauk Valley Community College is committed to following science-based decisions to protect the health and safety of our faculty, staff, students, and community.

# General Provisions

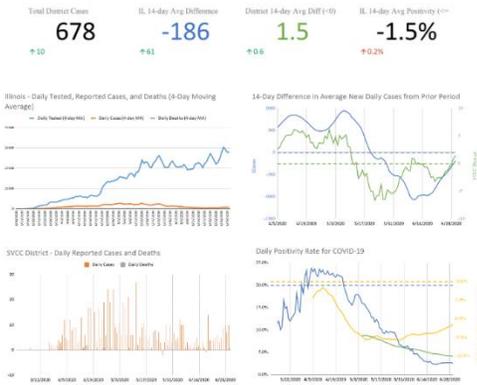
## Reopening Phases

The SVCC district includes at least a portion of the following counties: Bureau, Carroll, Henry, Lee, Ogle, and Whiteside (District Counties). For purposes of the Restore Illinois plan, the district spans the North (Region 1) and North-Central (Region 2) EMS regions (*Restore IL Resurgence, 2*), and is located within the “North-Central” Restore Illinois Health Region. (*Restore Illinois, 5*)

In addition to the Restore Illinois metrics, SVCC has adopted a set of specific metrics for our district based on the guidance from the CDC (*White House, 3*) and IDPH (*Restore Illinois, 6-9*). These metrics are updated at least weekly in Phases 3 and 4 and daily in Phases 1 and 2. A current summary of the metrics is available in the [SVCC COVID-19 Daily Key Statistics](#) document, which also links to the full source data for the metrics.



### SVCC COVID-19 Daily Key Statistics



[View source data at COVID-19 SVCC Data](#)

Figure 2: The SVCC COVID-19 Daily Key Statistics dashboard as of 6/30/2020. Source: SVCC graphs of IDPH data, from <http://www.dph.illinois.gov/covid19>

The College is tracking the number of new daily cases for our District Counties on a 28-day rolling average. The average of the prior 14-day period is subtracted from the most recent 14 days to determine the “District 14-Day Average Difference.” A positive number indicates that cases are rising compared with the prior period, and a negative number indicates they are decreasing. If cases are increasing for a sustained period of time, the College may begin to implement additional mitigation strategies.

Figure 1: SVCC District (light black overlay) and Restore Illinois Health Regions. Image source: Restore Illinois plan, retrieved 6/30/2020 from <https://coronavirus.illinois.gov/s/restore-illinois-regional-dashboard>.

The base assumption of this document is that Illinois and the College will be in Phase 4 at the beginning of, and for the duration of, the Fall 2020 semester.

However, this plan has been developed with the understanding and expectation that a reversion to Phase 3 or even Phase 2 during the fall semester is very possible. Wherever practical, Phase 3 precautions will be followed even during Phase 4 for the most public health protection and to allow a smoother transition to prior phases.

## Campus Health and Safety Procedures

### Screening

Entry to the campus building will be limited to the West Mall entrance. Everyone who enters the SVCC building will be asked—either in person or via an electronic form—screening questions regarding symptoms, close contact with COVID-19, and travel to hotspot areas. Everyone will also have her or his body temperature screened using a no-touch thermometer or thermal camera.

#### Self-Screening Procedure

1. Employees and students will log in to the screening form with their Sauk Login using a smartphone or other portable device. The login will be time stamped to expire within four hours. Upon completing the screening form, a QR code (barcode) will be displayed on the screen.
2. When proceeding through the screening area, the individual will present the QR code to an automated screening device. While scanning the barcode, a thermal camera will be screening the person's body temperature.
3. In any of the following situations, the person being screened will be asked to come over to the Campus Safety & Security desk for an in-person screening:
  - the person does not have a portable device or has not performed the self-screening,
  - the thermal camera indicates an elevated body temperature, and/or
  - any of the answers to screening questions indicate a possible COVID-19 infection.
4. A face covering will be required to enter the building. If an individual does not pass the screening or refuses to wear a face covering, he or she must immediately leave campus. (*DCEO Screening P3, 1-2; DCEO Screening P4, 1-2; IBHE, 5; ICCB, 6*)

### Face Coverings

Face coverings will be required of all individuals entering the building. Accommodations (e.g., face shields) may be made for individuals who have a documented medical condition through Disability Support Services (students) or Human Resources (employees). (*DCEO; IBHE, 4; ICCB, 8*)

The College may, but is not obligated to, provide a face covering for individuals who do not have one. Entry to the College will be denied to anyone who refuses to wear a face covering. Employees may remove their face covering when in their private work area but must wear a face covering in any common areas, hallways, or when social distancing is not possible. (*IBHE, 4*) If an employee chooses to conduct meetings with members of the public, that space is considered a “common area” for purposes of this plan.

### Personal Protective Equipment (PPE)

The College has procured a supply of face masks, latex gloves, face shields, disinfectant wipes, and hand sanitizer. The above PPE will be provided to all employees upon request to Campus Safety & Security, and other PPE requests will be accommodated to the best of the College's ability. (*ICCB, 8*) Service counters will be fitted with clear barriers and/or persons sitting at a service counter will be required to wear a face shield. Hand sanitizer and disinfectant wipes will be placed at service counters and common areas such as copiers and supply rooms.

Face shields will be made available to any instructors who are teaching on campus or meeting with students. Hand sanitizer and disinfectant wipes will be made available in every classroom where classes will be held. Instructors will be responsible to make sure all surfaces are wiped down before and after each class. (*IBHE, 6*)

### Quarantine, Isolation, and Contact Tracing

All students, faculty, and staff who test positive for COVID-19 will not be allowed on campus. Employees and students will be instructed to notify the Dean of Information & Security if they test positive for COVID-19 (or are aware of someone who tests positive). If an individual is confirmed to have tested positive, she or he will be flagged in the check-in system and not permitted past the screening point. *(DCEO; IBHE, 5; ICCB, 6)*

If an individual who has tested positive has been on campus, the Dean of Information & Security will contact the Lee County Health Department and the health department in which that person resides will be contacted. At the health departments' direction, the College will perform any or all of the following:

- close all areas of campus in which the person has come in contact until those areas can be thoroughly cleaned and sanitized,
- contact persons who were in close contact (15 minutes or more) with the person,
- cancel future scheduled in-person activities in which that person had participated, and/or
- any other actions as recommended by health officials. *(IBHE, 5; ICCB, 6)*

### Enhanced Sanitizing Measures

Campus custodial services will ensure that all areas in use are cleaned and sanitized at least daily. High-traffic areas will be cleaned and sanitized at least every two hours. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical. *(DCEO)*

### Service Counters

Service counters will be outfitted with barriers, and hand sanitizer will be available. Electronic forms and information will be used in place of paper forms and brochures whenever possible. Shared computer keyboards will be replaced with washable keyboards whenever possible. All areas (e.g., surfaces, waiting area chairs, and equipment) will be sanitized between people, and signage will be placed indicating where to stand to comply with social distancing.

### Social Distancing Reminders

Floor signage will be placed throughout the building indicating the following *(IBHE, 6; ICCB, 8)*:

- a visual demonstration of 6-foot spacing by showing two red lines with arrows between,



- reminders to practice social distancing,



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- indications of where to stand at a service counter, and



- directional signage for the direction to walk in hallways and aisles where 6-foot social distancing is not possible.



Official College social media accounts will regularly post information promoting social distancing. SVCC will also ensure that the COVID-19 hub on the College website ([svcc.edu/covid19](https://svcc.edu/covid19)) contains links to reputable, relevant COVID-19 health information. These links will include at a minimum the CDC and IDPH COVID-19 websites. (DCEO; IBHE, 5; ICCB, 7)

**Campus Operations and Staffing**

In any phase other than Phase 5, the default assumption will be that employees will work from home whenever possible. (IBHE, 4; ICCB, 7) Campus Safety and Security will be on campus whenever employees and/or students will be on campus and will perform screening. In Phases 3 and 4, selected employees may return upon approval from their supervisor and representative President’s Cabinet member to perform functions that are not possible to perform remotely (in Phase 3) or difficult to perform remotely (in Phase 4). In the event of a reversion to Phase 2, only individuals necessary to maintain basic College operations who cannot perform their duties remotely will be on campus.

Consistent with the College’s Shared Ethical Values, the College is committed to not requiring employees to come to campus who are uncomfortable or concerned for their or their family’s safety. (IBHE, 4; ICCB, 6; ICCB, 9) However, full-time employees working remotely who do not have a full workload will be assigned other duties to ensure institutional equity. Part-time employees will be paid based on actual hours worked, consistent with longtime College policy and practice. The College paid all employees, including student workers, Federal Work Study, full-time, and part-time employees based on their typical schedule through at least the end of May 2020.

**College-Sponsored Travel**

All out-of-district, college-sponsored travel is restricted for the fall semester unless an exception has been approved by the representative Cabinet member.

## Additional Precautions

When there is a localized COVID-19 outbreak or if new COVID-19 cases are increasing in the District Counties and/or in other regions, the College may take additional precautions to protect the SVCC community, including but not limited to the following items. Any precautions will at a minimum be sent to faculty, staff, and student College email and posted prominently on the SVCC COVID-19 page ([svcc.edu/covid19](https://svcc.edu/covid19)).

### Travel Restrictions

When the CDC, IDPH, or other relevant health authorities have identified hotspots of COVID-19 spread, the College may require individuals to (a) not return to the SVCC campus for 14 days after returning or (b) be tested for COVID-19 and receive a negative COVID-19 result after returning.

### Reduced Capacities

When there is evidence of increased spread in the District Counties, the maximum capacity (lesser of 50 people or 50% of room capacity in Phase 4, 10 people in Phase 3) may be reduced to a lower number. For example, in Phase 4, the College may determine that room capacity will be 20 people per room.

### Cancel College Events or Events on Campus

When an event—whether College-sponsored or held on the SVCC campus—is determined to not be consistent with the current guidelines or College precautions, the College may choose to cancel that event. If any rental fees have been paid to the College, they will be refunded if an event is canceled.

### Close Specific Offices

If an outbreak occurs within a specific area or office of the College or if a particular office or activity is deemed too great a risk, the College may close a specific office or area of the College. This action may also be necessary in the event that College facilities need to be used for shelter, inoculation centers, or other emergency measures.

### Restrict Campus Access

The College may restrict who is allowed to come to campus and how long or frequently they are allowed on campus.

### Move to a Prior Phase

If conditions warrant, the College may move entirely or partially to a prior phase of the *Restore Illinois Plan*. However, SVCC will never have a more permissive stance than that of the relevant health authorities.

# Instruction and Student Services

## Instruction

### Instruction in Phase 2

In Phase 2, all instruction is delivered online, either in online format or in a Live Streaming format where a student attends class virtually. If a course is not able to be taught entirely online, accommodations will be made to students due to the disruption of classes (e.g. incomplete grade, extended withdrawal deadlines, or refunds). Faculty and students are allowed on campus only to pick up materials needed for remote learning.



**LIVE STREAMING COURSES -**  
Classes meet off campus during regularly scheduled class times through a virtual meeting platform such as Google Hangouts. Shown as SY on your schedule.

**LIVE STREAM BLENDED COURSES -**  
Classes meet off campus during regularly scheduled class times through a virtual meeting platform such as Google Hangouts and meet on campus to complete any mandatory course work that cannot be completed virtually (i.e. labs/studio/clinical/field experience or work). Shown as SY or HY on your schedule and with LB for on campus labs.

**TRADITIONAL, FACE TO FACE -**  
Classes meet on campus. If deemed necessary, the academic continuity plan may be implemented, and classes will transition to a Live Stream or Live Stream Blended format. These courses are limited to career technical courses such as welding or nursing. Shown as an alphabetic letter on your schedule.

**ONLINE -**  
Classes that are fully online with no on campus or virtual class meetings. Some online courses may require in-person or recorded proctored tests. Shown as OL on your schedule.

In Phase 2, a very limited number of students who are preparing to be essential workers may, when absolutely necessary, be allowed on campus to complete training. (*IBHE, 6; ICCB, 9*) In these cases, social distancing requirements for Phase 3 will be followed at a minimum.

### Instruction in Phase 3

In Phase 3, Traditional Face-to-Face and Live-Stream Blended instruction may resume for Career and Technical Education (CTE) classes that are not able to be taught remotely. (*IBHE, 6*) Scheduling priority will be given to students who were unable to finish prior semester work due to COVID-19 disruption and/or who need to finish the course for graduation. (*IBHE, 6; ICCB, 10*) Face-to-face instruction must follow social distancing protocol.

- A maximum of 10 people (including instructor) are allowed in an instructional area.
- A minimum of 6 feet must be maintained between individuals.
- Face coverings and hand hygiene are required.
- All equipment and workspaces must be sanitized before and after use.

### Instruction in Phase 4

Instruction in Phase 4 will be very similar to Phase 3, with the exception that additional Traditional Face-to-Face or Live -Stream Blended courses will be offered and the maximum number of people allowed in an instructional area will be 50 people, 50% of the room's capacity, or the maximum number of people in a room to allow for 6-foot social distancing, whichever is smallest. (*DCEO*)

In the event that a student has an on-campus lab immediately following a Live Stream class, that student may be permitted to attend the class on campus either in person (if the instructor is already live streaming the class from a campus classroom or lab) or live streaming from on campus.

### Accommodations

Consistent with the College's Shared Ethical Values, the College is committed to make alternate accommodations whenever possible for students who are uncomfortable or concerned for their or their family's safety. Students who contract COVID-19 or are quarantined because of COVID-19 will

be held harmless to the greatest extent practical. (*IBHE, 4; ICCB, 6*)

## Student Services

### **Admissions and Records, Advising, Financial Aid**

Admissions, Records, Advising, and Financial Aid services will be provided mostly remotely. In Phase 4, a limited number of on-campus or walk-in appointments may be held, however, students should meet with the appropriate employee in a place other than the employee's office. Separate meeting rooms have been designated and designed to allow for social distancing while maintaining necessary confidentiality requirements. Social distancing and PPE protocols will be followed. Any areas used will be sanitized before and after a meeting.

### **Business Office Payments**

Payments to the Business Office may be made electronically at [svcc.edu/pay](http://svcc.edu/pay), by sending a check in the mail, or by phone at 815-835-6295.

### **Counseling**

The College recognizes that this pandemic leaves many of the Sauk family anxious, depressed, or stressed. Confidential, qualified, compassionate mental health services are available remotely during Phase 3 and 4, and a limited number of in-person counseling services may be offered on campus during Phase 4.

### **Computer Lab and Printing**

A limited number of computers will be available in the first floor mall areas. . Tables for a limited number of students may also be available for students to bring their own device to access Live Stream classes, printing, etc. Tables will be placed at least 6 feet apart, and students should sit one person per table and wipe the computer and work area with sanitizing wipes before and after each use.

### **Follett Bookstore**

The Follett Bookstore is open for in-person textbook shopping, pickup, and return during the hours of 9am and 2pm Monday through Thursday during Phases 3 and 4. Curbside service is available, and online shopping and returns are also available.

### **Learning Commons Library**

The Library will be open for curbside checkout only during Phase 4. Students wishing to check out books or equipment should call 815-835-6247 or email [library@svcc.edu](mailto:library@svcc.edu) to reserve items for checkout. Any reservations received by noon will be available for pick up the next business day (Monday-Thursday 9am-2pm). Reservations received after noon will be available for pick up the day after (e.g., a reservation received Monday at 2pm will be available Wednesday at 9am).

### **Learning Commons Tutoring**

The Learning Commons Tutoring will continue to offer tutoring to our students, particularly remotely, which has been successful in these challenging times. The Learning Commons Tutoring staff will be offering tutoring services through Go Board and Google Meets sessions. On-campus tutoring will also be available by appointment or open on a limited basis. In-person tutoring will take place in open areas on campus (for example, the Dillon Mall or Cafeteria), and social distancing and PPE protocols will be followed.

**Student Government and Student Activities**

Student Government Association (SGA) elections were held online for the first time in SVCC history last spring, and SGA and Student Activities will be hard at work developing engaging student activities that can be held safely. Please watch the SVCC website for events.

**Testing Center**

The Testing Center will be open for limited services (for example, placement testing) during Phase 3 and 4. Remotely proctored placement tests will also be available. A limited number will be allowed in the Testing Center at any time, and reservations will be required.

## Extra-Curricular Activities

### Cafeteria

In Phase 4, the cafeteria would offer a limited menu of pre-packaged, “grab and go” meals. Service counters will be outfitted with barriers and hand sanitizer will be available. All areas (surfaces, waiting area chairs, equipment) will be sanitized between people, and signage will be placed indicating where to stand to comply with social distancing. In the dining area, tables will be removed and spread apart to allow for at least 6 feet between patrons at all times. Face coverings may only be removed to

In Phase 2 or 3, the Cafeteria would be closed.

### Events and Meetings

Events held on campus—whether a College-sponsored event or external event—may be held as long as they meet the appropriate Phase 3 or 4 requirements regarding social distancing, face coverings, and screening. (*DCEO Meetings P4, 3*)

- In Phase 2, all events will be canceled.
- In Phase 3, a maximum of 10 people are allowed if 6 feet of space between participants is observed.
- In Phase 4, the maximum room capacity will be 50 people, 50% of the room’s capacity, or the maximum number of people in a room to allow for 6-foot social distancing, whichever is smallest. (*Restore Illinois, 7-9*)

#### Presenter Protocol

For events where a presenter or performer with an audience, the presenter may remove their face covering when at a podium, however the following precautions should be considered:

- consider wearing a face shield or placing a clear barrier between the presenter and audience,
- especially where the presenter is elevated from the audience or if the presenter will be singing or enunciating in a way that could cause droplets to travel further, allow additional space between the presenter and audience,
- have sanitizing wipes ready to wipe down podium between presenters if more than one (*DCEO Performance P4, 4-5*), and
- consider placing a HEPA air filter on stage.

#### Food Service Protocol

In Phase 4, limited food service may be allowed. All meals should be individually packaged (e.g. box lunch), and participants must wear face coverings at all times other than when seated, socially distant, at a table eating their meal. (*DCEO Spectator P4, 4*)

## Fall Athletics

Fall athletics at SVCC comprise men's and women's basketball, women's volleyball, men's and women's tennis, men's and women's cross-country, and men's and women's golf. Baseball and softball typically conduct practices and some pre-season games in the fall.

### Travel Protocol

Teams will travel in groups of approximately 6-7 and in one 25-passenger vehicle with social distancing in place and masks required. Occupants should sit near the windows and distance themselves from one another with just one person per row and alternating sides. When appropriate, windows should be open to allow additional airflow. (*DCEO Day Camps, 8*) Teams will not arrive prior to 30 minutes before the competition start time to limit interaction with other

### Disallowed Sports

Consistent with DCEO Restore Illinois guidelines, indoor spectator sports (in this case, basketball and volleyball) are not permitted and will not be held at SVCC during the Fall 2020 semester. (*DCEO Spectator P4, 1*)

### Practices and Conditioning

When allowed under NJCAA rules, athletic teams may participate in drills, skill-building exercises, and conditioning. They must abide by all Phase 4 guidelines and best practices including but not limited to the following:

- Activities and stations should be designed to allow for 6 feet between participants.
- Hand sanitizer and/or hand washing stations should be made available to participants
- Sanitize equipment regularly during use, for example between drills.
- Individual stations should be sanitized before and after participant use. (*DCEO Recreation P3, 3*)
- Locker rooms will remain closed. (*DCEO Recreation P4, 5*)
- Activities should be held outdoors, and contact sports or exercises are not allowed. (*DCEO Fitness P3, 5*)

### Allowed Sports

Sports for which specific guidance is available in the DCEO Restore Illinois guidelines—namely Tennis and Golf—may compete during the fall semester as long as both the College and the North-Central Region remain in Phase 4 and social distancing practices are followed. Sport-specific guidelines are listed below. All players will be screened prior to each practice and competition, and the above travel protocol must be followed.

Live spectators will not be permitted for any sports. (*DCEO Spectator, 1*)

#### Golf

- Participants will be screened prior to participating, including checking their temperature.
- Face coverings should be worn except when playing.
- Players should arrive at the course with all their required equipment and supplies (balls, tees, ball markers, water, etc.) and not use locker rooms.
- Hand sanitizer and sanitizing wipes will be made available to players on the course and players will carry their own sanitizer.
- Players should maintain 6 feet of social distance and refrain from handshakes, congregating before or after matches, and sharing equipment. (*DCEO Golf P4, 2*)

## Extra-Curricular Activities

- No rakes will be in bunkers; “foot rake” and place for all tournaments. (*Allied Golf, 6*)
- Continuous putting will be used instead of taking turns to minimize contact.

### Tennis

- Participants will be screened prior to participating, including checking their temperature.
- Face coverings should be worn except when playing.
- Players should arrive at the court with all their required equipment and supplies (balls, racquet, water, etc.) and not use locker rooms.
- Hand sanitizer and sanitizing wipes will be made available to players or they will be required to bring their own.
- Players should maintain 6 feet of social distance and refrain from handshakes, congregating before or after matches, and sharing equipment. (*DCEO Tennis P4, 3*)
- Spectators are allowed for matches at SVCC, but they must stay in their vehicles.
- During matches, each player will have two tennis balls with their name on them. They will only serve using those balls and balls will be returned to them without picking them up.

Consistent with the College’s Shared Ethical Values, SVCC is committed that student athletes will not lose waivers as a result of any sport being canceled due to COVID-19. Student athletes will not be required to play if they are not comfortable. Where permitted by NJCAA Region 4 guidelines, the College will seek to make accommodations for student athletes due to missing a season due to COVID-19 (e.g. extending eligibility).

## Fitness Center

The Fitness Center will be closed to the public for the Fall 2020 semester. In Phase 3, it will be closed to all participants. (*DCEO Fitness P3*) While in Phase 4, however, student athletes may be permitted to use the Fitness Center during assigned times and in smaller groups. To further enhance safety precautions, participants will:

- be subject to screening as they enter the building,
- need to wear a mask as they enter and leave the Fitness Center,
- follow a standard, timed rotation,
- sanitize all equipment before and after they use it, and
- maintain 6 feet of distance at all times.

In addition, locker rooms will remain closed, and the Fitness Center will be thoroughly cleaned and disinfected after each group of student athletes leaves. (*DCEO Fitness P4*)

Super Circuit Fitness will continue to be offered remotely in Fall 2020.

## Campus Office Operations

In general, campus offices will be providing services remotely wherever possible. Some areas may have a limited number of employees on campus for limited times to provide services that need to be provided in-person. Anyone coming on campus for longer than 30 minutes will need approval from their President's Cabinet member. Exceptions to this procedure are listed below.

### Board of Trustees Meetings

Governor Pritzker's executive orders allow for Board of Trustees (BOT) meetings to be held remotely throughout the state of emergency. Board materials will continue to be made available on the SVCC website at [www.svcc.edu/board-of-trustees](http://www.svcc.edu/board-of-trustees) along with all information required for members of the public to attend the meetings remotely. During Phase 4, the College may elect to have a limited number of in-person attendees on campus, however members of the public will attend remotely.

### Campus Safety & Security

Campus Safety & Security will be on campus to administer the screening procedure, ensure that public health guidelines are being followed, and monitor the campus for safety & security.

#### College Resource Officer

The College Resource Officer (CRO) will be on campus a normal number of hours during Phase 4 and limited hours during Phase 3. Even when the CRO is not on campus, the College enjoys an excellent partnership with the Lee County Sheriff's Office.

### Facilities

Facilities personnel will be on campus to provide maintenance services, work on campus facility improvement projects, and perform enhanced cleaning and sanitizing services.

### Information Technology Services

A limited number of Information Technology Services employees may be on campus during Phases 2, 3, and 4 to provide assistance to faculty, staff, and students on technology equipment and services (when not able to be delivered remotely). Laptops and other equipment essential for remote learning and work may be available for checkout to staff and students.