

**Fall Semester 2020  
Resumption of Operations Plan**

*for*

**Correctional Education  
within the  
Alabama Department of Corrections**

**Calhoun Community College  
Coastal Alabama Community College  
Gadsden State Community College  
Ingram State Technical College  
Wallace Community College –Dothan**

## Overview

Fall semester will begin during the week of August 17, 2020 for all of the community colleges serving the Alabama Department of Correctional facilities with a three-phased plan. Normal operational hours will be followed for administration, faculty, and staff. Phase I will be restricted operations with distance learning while students are quarantined inside each correctional facility. In Phase II, students will be learning in a hybrid model of distance learning and face-to-face instruction across each correctional facility perimeter fence. Phase III will be a return to normal operations.

Calhoun Community College (CCC) instructional site will provide Career Technical Education and Adult Education at:

- Limestone Correctional Facility

Coastal Alabama Community College (CACC) instructional site will provide Career Technical Education and Adult Education at:

- Fountain Correctional Facility

Gadsden State Community College (GSCC) instructional site will provide Career Technical Education and Adult Education at:

- St. Clair Correctional Facility

Ingram State Technical College (ISTC) instructional sites will provide General Academic Education, Adult Education, Career Technical Education programs, Special Education Services and Student Services at:

- Main Campus
  - Frank Lee Community Based Facility/ Community Work Center and Elmore Correctional Facility
- Draper Instructional Service Center
  - Frank Lee Community Based Facility/Community Work Center and Staton Correctional Facility
- Tutwiler Instructional Service Center
  - Tutwiler Prison for Women
- Bibb Instructional Service Center
  - Bibb Correctional Facility
- Donaldson Instructional Service Center
  - Donaldson Correctional Facility
- ATEF Instructional Site
  - Alabama Therapeutic Education Facility
- Kilby Services Site
  - Kilby Correctional facility

- Red Eagle Instructional Center
  - Red Eagle Community Work Center
- Wallace Community College- Dothan (WCC-D) instructional sites will provide Career Technical Education and Adult Education at:
  - Easterling Correctional Facility
  - Ventress Correctional Facility

### **Protective Measures Taken to Ensure Safety of Students and Employees During Daily Operations**

All sites will enforce mandatory mask usage as well as physical/social distancing measures as prescribed by CDC and ADPH guidelines. Specifically, colleges will implement the following measures at all of the instructional sites:

- students, employees and visitors will be health screened by designated college personnel prior to entering the college facility or mode of transportation,
- health screens will include a thermal temperature scan performed by college personnel on every individual that enters any facility or mode of transportation (no entrance allowed if temperature is 100.4 degrees or higher),
- students, employees and visitors will be required to wear face masks at all times (ADOC will provide face masks for students),
- split classes/labs into multiple sections to ensure appropriate social distancing,
- utilize assigned seating and seating charts in classrooms for theory, and strategically spaced seating to respect physical distancing requirements,
- depending on correctional facilities, class schedules or staggering arrival and departure times to promote social distancing,
- depending on correctional facilities, limit classroom capacity and adjust class schedules,
- base on phase of operations, provide revised syllabi and work materials,
- disinfect the lab areas (by instructors), including any equipment, desks, and/or tables after each session,
- follow all safety guidelines expected of students and model safe behavior; signs will be posted at all campuses for social distancing, CDC guidelines, and COVID-19 symptom checks,
- clean and disinfect accessible areas daily; entrance/exit doors will be sanitized at least twice a day by staff, students and/or instructional aides,
- if approved by ADOC, students shall sign waivers (sample attached) indemnifying the college of any legal action as a result of participating in in-person instruction, students who voluntarily decide not to participate in in-person instruction during this public health emergency shall not face any disciplinary action under the normal procedures the college; however, students will be governed by the college's policies and procedures regarding make-up work, course completion, and resolution of Incomplete ("I") grades.

## Health Screenings

Each person entering any college facility should report to the designated intake station. Individuals will be asked the following:

*Since your last day of work, or last visit here, have you had any of these symptoms that are not attributable to another condition?*

- *Cough*
- *Shortness of breath or difficulty breathing*
- *Or at least two of these symptoms*

*Fever                      Chills                      Repeated shaking with chills*

*Muscle pain      Headache                      Sore throat*

*New loss of taste or smell*

Each person will also have his/her temperature taken via a contactless infrared thermometer. Temperatures will not be recorded UNLESS a person consecutively presents at a temperature of 100.4° or higher.

If an employee, student or visitor present with symptoms and/or a temperature above 100.4°, he/she will be asked to leave and be instructed to be tested for COVID-19. Students that report symptoms or present with a temperature of 100.4 or higher will be removed from the college facility or area and returned to the ADOC facility with notification to appropriate ADOC officials regarding the symptoms presented.

## Personal Protection Equipment (PPE)

Employees and students are required to wear face masks while in the presence of other employees and students. Employees are encouraged to provide their own masks, even though disposable face masks will be made available. ADOC will provide students with face masks.

Instructors will be given see-through face coverings to wear during group instruction. Protective gowns are provided for additional protection.

In addition to masks, hand sanitizer will be available throughout all college facilities.

## Cleaning/Disinfecting

All employees are expected to participate in cleaning/disinfecting of their areas (unless cleared by immediate supervisor) on a daily basis. Cleaning/Disinfecting supplies will be made available at all college instructional sites. Each employee should clean and disinfect commonly touched areas throughout the day and at the end of the work day. An additional team of cleaning specialists will be periodically sent into all work areas to utilize fogging or misting disinfectant equipment, specifically in CTE lab areas.

## **Procedure for Cleaning/Disinfecting**

1. Wash hands.
2. Put on PPE (disposable gloves, gown and goggles) as necessary.
3. Remove or protect ALL packaging, exposed food items, utensils and equipment from area/surfaces being cleaned and disinfected.
4. Cleaning step: Remove visible debris from all surfaces using soap and water, or applying a cleaning detergent, prior to disinfection activities. Ensure chemical detergent is applied according to the manufacturer's instructions.
5. Disinfection step: Apply EPA-registered disinfectants to cleaned high-touch surfaces according to manufacturer's recommendations for concentration, contact time, solution temperature, drying, etc. as required.
6. Discard trash in designated waste receptacle.
7. Clean and sanitize cleaning equipment per its SSOP (safety standard operating procedure) prior to storage.
8. Store all chemicals and tools in proper location and away from students.
9. Discard PPE.
10. Wash hands immediately.
11. Document all cleaning and disinfection tasks performed.

## **Physical Distancing**

Physical distancing includes ways to stop or slow the spread of infectious diseases. All physical distancing CDC and ADPH guidelines will be followed at each college campus or instructional site.

Physical distancing is important because coronavirus (COVID-19) is most likely to spread from person-to-person through:

- direct close contact with a person while they are infectious or in the 24 hours before their symptoms appeared
- close contact with a person with a confirmed infection who coughs or sneezes, or
- touching objects or surfaces (such as door handles or tables) contaminated from a cough or sneeze from a person with a confirmed infection, and then touching your mouth or face.

To reduce the spread of germs in the workplace:

- maintain a six-foot distance among others when possible
- stay at home if you are sick
- stop handshaking as a greeting
- hold meetings via video conferencing or phone call
- defer large meetings
- hold essential meetings outside in the open air if possible
- promote good hand and sneeze/cough hygiene and provide hand sanitizers for all staff and workers

- take lunch at your desk or outside rather than in the lunch room
- clean and disinfect high-touch surfaces regularly
- consider opening windows and adjusting air conditioning for more ventilation
- limit food handling and sharing of food in the workplace
- classroom tables and desks will be marked for social distancing spaces
- excess furniture will be removed

### **Restricted Travel**

Unnecessary travel is not approved at this time. The Administration team will determine what travel is necessary. When feasible, Microsoft Teams/Zoom meetings are encouraged.

### **No Waiting Policy**

Employees and students may not congregate or wait outside offices. Drop boxes will be used to request appointments.

## **CTE/General Academic Education/Adult Education Instructional Specific Protective Measures & Operational Procedures**

### **General Preparation**

- All instructors will assess their respective instructional areas and evaluate the need for modifying classroom/lab layouts to ensure conformance to social distancing and risk reduction of viral spread; this may include installation of temporary barriers, blocking/taping off areas students should avoid and ensure appropriate distancing.
- The maximum lab/classroom occupancy size will be restricted to a level that ensures proper social distancing with visual notification posted at each site. Multiple student cohorts will be created and assigned to specific lab times to minimize room occupancy when necessary. Instructors will be responsible for monitoring student presence in buildings.
- Occupational programs will utilize both classroom and lab space in any combination to ensure social distancing in theory and lab instruction.
- Instructors will review the requirements that each student needs to complete lab work and theory.
- Instructors will focus on students completing lab work along with shop safety protocols as well as CDC and ADPH guidelines.
- Instructors will utilize Zip-grade software for touchless grading of tests and papers.
- Fogging or misting disinfectant equipment will be utilized in all lab/shop areas.

## **General Academic Education Classes**

- Students will have access to all course content on the first day of in-person on-campus instruction. Instructors will schedule instructional sessions to assist students with the completion of all coursework.

## **Career and Technical Education Programs**

- Students will complete the required laboratory skills as quickly as possible and then proceed on to the required theory. Instructors will provide assigned readings and assignments that may be completed in the correctional facility.

## **Program-Specific Requirements**

- CDL Truck Driving Class – Only two students will be allowed at the CDL facility at a time. Range driving will take place with one person in the truck at a time. Student driving time will be scheduled so that highway driving will occur with only the student driver and the instructor in the truck at any given time. Both the instructor and student will wear a mask at all times and the truck will be sanitized by the instructor after each student completes his driving.

## **Adult Education Classes**

The Adult Education program is prepared to resume instructional operations with the following changes to delivery of instruction, during Phase III:

- Staton, Elmore, Tutwiler, Draper, Donaldson, Bibb and Main classes will operate Monday – Tuesday (am and pm), Wednesday- Thursday (am and pm). Fridays will be for all missed classes, those who need additional time in class, and career pathways. AM classes will meet 7:30 - 10:30 am and PM classes will meet 11:30 - 2:30.
- Red Eagle will continue the night program.
- ATEF classes will be scheduled according to treatment schedules of residents.
- Face-to-face delivery of GED assessments will be done in the Pearson-vue approved testing lab adhering to social distancing guidelines.
- Ready-to-Work classes will continue at night at Frank Lee Work Release Center and Julia Tutwiler Prison for Women.
- All Classroom tables, desks and computers will be cleaned after each a.m. and p.m. session and at the end of each day.
- Easterling and Ventress classes will operate Monday –Thursday from 7:30 a.m. to 3:30 p.m. and Fridays from 7:30 a.m. until 12 noon.

## **Plan for Continuity of Learning**

In the case of absenteeism or temporary school closures, support continued access to quality education includes the following:

- Assign reading and exercises for correctional facility study.
- Phase I restricted activities as much as feasible considering the current issues/circumstances causing the closure or absenteeism.
- As ADOC approves, facilities may move to each phase as circumstances deem appropriate.
- If needed, administrative, faculty and staff will be quarantined as required by CDC and ADPH guidelines. If faculty are quarantined, the college will provide staff, as much as reasonable, to substitute so that courses are not missed due to faculty absences.
- If needed, students will be quarantined based on ADOC guidelines and recommendations.

### **Student Services Specific Protective Measures & Operational Procedures**

*“We will continue to provide excellent customer service to our students.”*

- Limited in-person meetings;
- Appointment-only office visits;
- Doors to remain open at all times;
- Students will follow signage entering and exiting buildings;
- Student/Employee masks are required at all times, in addition to employee face shields and gloves during testing;
- Group sessions must operate with limited capacity in compliance with social distancing guidelines;
- Cleaning and disinfecting after each session (i.e. workshops, seminars, counseling and testing)
- Posters and signs for social distancing reminders;
- No waiting policy - Student will utilize drop boxes in designated areas to request appointments with Student Services personnel (i.e. admission clerks, counselors, advisors etc.);
- Testing and workshop areas will undergo continued configuration to promote social distancing;
- Students’ general information and updates will be communicated via hallway televisions, bulletin boards and bi-monthly newsletters;
- Hand sanitizing stations will be installed in testing and heavy traffic areas.

#### **Guidelines for Student Services**

##### **Recruitment**

1. Space configuration and creative scheduling will be implemented to reduce large gatherings.
2. In Phase I, college staff, where approved, or Ambassadors, Innovators and Instructional Aides will be trained from across the perimeter fence and provided recruitment materials to recruit inside each facility.
3. In Phase II and III, recruitment sessions will consist of Student Services personnel for a three-day period for each service institution adhering to social distancing guidelines.

4. Student Services staff will wear masks and gloves when participating in recruitment events inside correctional facilities. Disinfectant cleaning will be performed prior to session and after each session.
5. When applicable, recruitment dates and program information will be included in correctional facility newsletters.

### **Admission/Registration**

In Phase I, admission and registration will be based on student application and requests. Faculty will register all students. In Phase II and III admission/registration sessions will be held in small groups according to students' career and technical trade requests for one week at each institution.

### **Testing/Exit Assessments**

1. To facilitate staggered scheduling and small group testing sessions, Student Services will certify additional (admission clerks) employees to conduct admission testing.
2. Exit assessments will be administered utilizing small group sessions adhering to social distancing guidelines.
3. Testing Administrators will wear face shields, masks and gloves when administering computerized tests and handling student paperwork.

### **Student Activities**

Special events (i.e. Honor's Day, Phi Theta Kappa, Ambassador and Innovator inductions) will be limited to video presentations, displays, recognition via newsletter or bulletin boards.

### **Academic Advising and Academic Coaching**

Advising and coaching services will continue via appointment-only visits or by hand mail from faculty to students. In Phase II and Phase III, small group workshops will be conducted observing all social distancing requirements.

### **Financial Aid – ISTC Only**

1. Phase I: In-person meetings are by appointment only using student drop box requests.
2. Phase II and III: Information and application sessions will be held in small groups by CTE program.

### **Student Support/E-Learning Center – Phase II and Phase III**

1. Student Support/E-Learning Center services will be offered to students in small groups. Service areas will be sanitized after each group is dismissed, books will be collected in a designated area and shelved six to eight hours later. Hand sanitizing stations will be installed at the entrance of each center.
2. Tutoring sessions will be held in small groups utilizing SMART Board technology or tablets.
3. Workshops/Seminars will be held in small group presentations of six to 10 students.

## **Job Placement/Re-Entry Services**

1. All employees will wear masks or maintain a minimum of six feet distance from other employees, prospective employers, and students at all times.
2. Travel will be limited to what is deemed essential by administration. When travel is necessary, employees will wear masks or maintain six feet distance from anyone they meet.
3. Meetings will be conducted remotely when possible. In-person meetings will require participants to wear masks and to maintain social distancing.
4. Cleaning protocols will be implemented as mandated by the college COVID-19 Safety Plan.

## **Special Services Instructional Operations ISTC - Draper, Donaldson, and Kilby Campuses**

ISTC requires mandatory social distancing and masks, with health and safety protocols, at all times.

### **Prior To Students' Arrival:**

- Classrooms to be thoroughly disinfected daily between classes.
- Highly visible signage placed in each classroom emphasizing social distancing practices, hand washing, sanitizing etc.
- Necessary Personal Protective Equipment (PPE) provided to instructors such as face masks, gloves, hand sanitizer, disinfectant spray etc.
- Student temperature will be taken. Temperature protocols will be followed.
- ADOC to provide masks to students.
- Special Services intake testing will continue at the Draper Campus until ADOC clears the process to begin at Kilby Correctional Facility.

### **Post Students' Arrival**

- Student groups of no more than 10 students in any one location.
- Practice social distancing (six feet between individuals) and meet safety policy recommendations.
- Provide students with their own personal box of school supplies such as pens, pencils, paper etc.
- Instructors will utilize Zip-grade software for touchless grading of papers.
- All areas to be disinfected twice a day.
- Students in segregation will receive academic packets of instruction, as normal.
- Special Services student population does not comingle with other populations within the college, as normal.

## Phased Operations Plan

**As ADOC approves, facilities can progress to each phase as deemed appropriate.**

Phase I	Phase II	Phase III
<p>Current Covid-19 Restricted Operations (following CDC &amp; APHD guidelines)</p>	<p>Hybrid Operations (following CDC &amp; APHD guidelines)</p>	<p>Normal Operations (following all CDC &amp; APHD guidelines)</p>
<p><b>Student Services Division Operations</b></p> <p><b>Returning Students Registration Process</b></p> <p>Instructors/SS will register returning students in “Banner” August 3-7 and 12-18, 2020</p> <p><b>Recruitment Process for New Students</b></p> <p>“Curbside Recruitment” with a major focus on training Ambassadors, Innovators, and Aides</p> <p>Recruitment training will consist of instructions on how to complete a modified application. Modified applications will be completed via face-to-face contact by faculty &amp; staff.</p> <p>Training process will take place at each institution during the weeks of August 3-7 and August 10-14, 2020</p> <p>With ADOC’s approval, the training location will take place at the adjoining correctional facility perimeter “fence” or in designated visitation rooms.</p> <p>Once training is completed (upon ADOC’s approval), college staff or Ambassadors, Innovators and Aides will return inside the respective institutions to assist in completing modified applications on all potential students in a designated area.</p> <p>Designated areas will be set up with CTE Instructor Notebooks, posters displayed throughout the correctional facility, and information provided through weekly newsletters to assist potential students to select a CTE program.</p>	<p style="text-align: center;"><b>Includes all aspects of Phase I and the following: Student Services Division Operations</b></p> <p><b>Returning Students Registration Process</b></p> <p>Instructors/SS will register returning students in “Banner” – August 3-7 and 12-18, 2020.</p> <p><b>Recruitment Process for New Students</b></p> <p>“Curbside Recruitment” with a major focus on training Ambassadors, Innovators, and Aides</p> <p>Recruitment training will consist of instructions on how to complete a modified application. Modified applications will be completed via face-to-face contact by faculty &amp; staff.</p> <p>Training process will take place at each institution during the weeks of August 3-7 and August 10-14, 2020.</p> <p>With ADOC’s approval, training locations will take place at the adjoining correctional facility perimeter “fence” or in designated visitation rooms.</p> <p>Once training is completed (upon ADOC’s approval), college staff or Ambassadors, Innovators and Aides will return inside their respective institutions to assist in completing modified applications on potential students in a designated area. Designated areas will be set up with CTE Instructor Notebooks, posters displayed throughout the correctional facility, and information provided through weekly newsletters to assist potential students to select a CTE program.</p>	<p style="text-align: center;"><b>Includes all aspects of Phase I and II as needed, and the following:</b></p> <p style="text-align: center;"><b>Student Services Division Operations</b></p> <p>Return to full face-to-face student services at/on all instructional sites adhering to CDC and APHD requirements and suggestions</p>

<b>Phase I</b>	<b>Phase II</b>	<b>Phase III</b>
<p><b>Admission Process</b></p> <p>Application packets will be delivered and collected by the Student Services recruitment team or college staff, with one person being designated for each facility.</p> <p><b>Assessment Process</b></p> <p>Students with no verification of High School Diploma or GED will be registered under conditional status.</p> <p>Students with verification of High School Diploma or GED will be registered under unconditional status.</p> <p><b>Financial Aid/Pell Process</b></p> <p>Student will qualify for “Pell” awards utilizing packets and corresponding via hand-mail with recorded dates of receipt.</p>	<p><b>Admission Process</b></p> <p>Application packets will be delivered and collected by the Student Services recruitment team or college staff, with one person being designated for each facility.</p> <p><b>Assessment Process</b></p> <p>Students with no verification of High School Diploma or GED will be registered under conditional status.</p> <p>Students with verification of High School Diploma or GED will be registered under unconditional status.</p> <p><b>Financial Aid/Pell Process</b></p> <p>Student will qualify for “Pell” awards utilizing packets inside the facility with face-to-face instructions.</p>	
<p><b>Instructional Division Operations</b></p> <p>Deliver curricular materials to the correctional facilities for students to complete and then pick up for grading on a weekly basis. Assignments must be completed each week.</p> <p>Identify CTE program student aides to tutor in the facilities and collect any daily questions for instructors.</p> <p>Schedule multiple Q &amp; A sessions at correctional facility perimeter fence or visitation rooms with CTE instructors, students, and aides at different</p>	<p><b>Instructional Division Operations</b></p> <p>CTE and Academic Instructors are allowed on a limited basis to enter and deliver face-to-face instruction inside correctional facilities at designated sites within those facilities.</p> <p>Instructors and aides will utilize both laptops and portable SMART Boards to enhance the instruction to be delivered inside the correctional facility to replicate a vocational/ academic classroom as much as possible. Instructors will incorporate any ADOC-approved technology in one assigned area in each of the</p>	<p><b>Instructional Division Operations</b></p> <p>Return to full face-to-face instructional services at/on all instructional sites adhering to all CDC and APHD requirements and suggestions.</p> <p>To achieve the necessary instructional time and to practice social distancing student breaks will be eliminated.</p>

Phase I	Phase II	Phase III
<p data-bbox="99 264 555 300"><b>Instructional Division Operations</b></p> <p data-bbox="99 352 555 495">times on different days of the week. This will allow students to ask questions and receive feedback multiple times each week.</p> <p data-bbox="99 533 555 825">Send recorded CTE instructors' lab demonstrations on a flash drive by approved person entering correctional facilities who will show those recorded demonstrations to the students. Equipment will be provided by the college to ADOC.</p> <p data-bbox="99 863 555 1008">Establish a college closed toll-free number for students to call to reach an instructor with designated times for each program and/or instructor.</p>	<p data-bbox="610 264 1066 300"><b>Instructional Division Operations</b></p> <p data-bbox="586 352 1052 388">correctional facilities for instruction.</p> <p data-bbox="586 426 1081 640">College personnel approved by ADOC will enter facilities with laptop and portable hotspot with a secure closed internet site to facilitate Zoom instruction with CTE instructors live from their classrooms.</p>	<p data-bbox="1156 264 1456 338"><b>Instructional Division Operations</b></p>
<p data-bbox="217 1100 436 1136"><b>Special Services</b></p> <p data-bbox="99 1176 545 1390">Deliver academic instruction materials to the correctional facilities. Academic materials will reflect each student's IEP. The materials will be delivered and collected weekly.</p> <p data-bbox="99 1430 532 1575">Selective ambassadors and instructional aides will assist with Special Services students in the correctional facilities.</p> <p data-bbox="99 1612 506 1719">Questions and answers will be addressed daily by hand mail or through instructional aides.</p>	<p data-bbox="732 1100 951 1136"><b>Special Services</b></p> <p data-bbox="586 1176 1084 1352">Students will receive face-to-face instruction inside the correctional facilities. Instruction will consist of an alternative schedule of academic courses.</p> <p data-bbox="586 1392 1062 1499">Students will receive academic materials weekly to supplement face-to-face instruction.</p>	<p data-bbox="1195 1100 1414 1136"><b>Special Services</b></p> <p data-bbox="1122 1176 1468 1390">Return to full face-to-face instructional services at all instructional sites adhering to all CDC and ADPH requirements and suggestions.</p>

Phase I	Phase II	Phase III
<p style="text-align: center;"><b>ABE</b></p> <p>TABE testing not available due to the absence of face-to-face instruction and lack of internet capabilities</p>	<p style="text-align: center;"><b>ABE</b></p> <p>TABE Testing will be administered by classroom instructors and career coach</p> <p>Limit number of students to be tested to a maximum of 10 at a time with social distancing being incorporated</p> <p>Adult Education has open enrollment; therefore, TABE testing will be performed at intake on an “as needed” basis.</p>	<p style="text-align: center;"><b>ABE</b></p> <p>Resume normal testing procedures.</p> <p>Resume normal teaching schedules.</p>
<p style="text-align: center;"><b>ISTC BUSES</b></p> <p>ISTC buses will be modified to protect the bus drivers and students from virus exposure.</p> <p>A divider between the bus driver and passenger compartments will be installed with a rigid framework supporting plexi-glass as a cough and sneeze barrier.</p>	<p style="text-align: center;"><b>ISTC BUSES</b></p> <p>Before students enter buses, their temperatures will be taken.</p> <p>Students must wear face masks.</p> <p>Students will enter and exit through the rear of the bus.</p> <p>There will be two open seats between each student and driver.</p> <p>Buses’ interior will be sanitized after each trip</p>	<p style="text-align: center;"><b>ISTC BUSES</b></p> <p>Resume to normal entry, exit, and seating.</p>

**Note:** At ISTC, the weekly **Student Newsletter** will continue to provide on-going communication from ISTC to the students throughout Phase II.