The TTC Pandemic Recovery Plan, prepared by the college’s COVID-19 Task Force, serves as a guide to protect the safety of students and employees as we begin to reopen campuses and sites. The task force used the three phases in the South Carolina Department of Administration Re-entry Plan for State Employees to develop TTC’s six-stage plan. Guidance for when and how to return to workplaces, as well as health and safety measures to implement, are being updated frequently by the DOL, OSHA, CDC, and state agencies such as the Governor’s Office, and SCDHEC. We will follow guidance from these sources and modify our plan as needed to reduce the risk of infection from COVID-19. We must change how we operate, and we will engage in new methods and technology to deliver instruction and student services safely.

Guidelines for All Stages
The College is implementing the following guidelines and procedures, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices. These procedures may change as the college receives new information and guidance.

Training – All employees will be required to complete COVID-19 training prior to returning to work. This training (Safety Short: Coronaviruses and COVID-19) is located in Skillsoft which is accessed through the Portal. This training is required for full and part-time employees including adjunct instructors. Please contact Tanya Baham, TTC Environmental Health & Safety Manager, at tanya.baham@tridenttech.edu for any questions concerning this training.

Social distancing and protective equipment– All employees and students must wear masks while on campus until further notice in accordance with CDC recommendations. The college will provide masks for employees and students or they may wear their own. Visitors will also be asked to wear face coverings and will be offered one if they do not have their own. Signage will be posted concerning wearing face coverings.

Social distancing for students - Academic Affairs and Continuing Education will determine how to adjust class sizes, instructional modes, and schedules to comply with recommended social distancing guidelines. If you work in one of these areas, talk with your supervisor about preparations specific to you and your areas.

Social distancing for employees - Division and department leaders will adapt recommended social distancing guidelines for their own areas that will include telecommuting and rotating schedules. Densely populated workspaces may need additional measures. In person meetings must be scheduled online unless they can be accomplished using recommended social distancing guidelines.

Temperature checks – Temperature checks are not feasible for the college as a whole to implement. However, specific areas of the college may be governed by state and federal laws for operating, such as food service areas and the Wellness Center, and therefore will have to implement temperature checks in those areas in accordance with those laws.
Testing, isolating, and contact tracing – The College must maintain the privacy of employee and student health information. Employees and students are asked to self-identify, self-isolate, and inform their supervisor or instructor if they test positive for COVID-19. The college may provide DHEC with this information.

Monitor workforce for indicative symptoms – Employees who have symptoms (i.e. fever, cough, or shortness of breath) should notify their supervisor and stay home until ten days have passed since their symptoms began and they are free of fever for three days without the use of fever-reducing medicines and their other symptoms have improved. Employees who are well but have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions. Employees who have symptoms upon arrival at work or who become sick during the day should immediately be sent home.

Procedure following an employee testing positive for COVID-19 - If an employee tests positive for COVID-19, that employee should inform his or her supervisor, and the supervisor should notify Associate Vice President for Human Resources of the positive test result. The supervisor should also notify HR of any employees who were in “close contact” with the COVID-19 positive employee. The supervisor should notify “close contact” employees potentially exposed to an infected employee that they must go home for an appropriate quarantine period of 14 days. “Close contact” is defined by the SCDHEC as within 6 feet for at least 10 minutes. Supervisors should request Facilities implement CDC-recommended enhanced environmental cleaning in the work area of the sick employee. The Associate Vice President for Human Resources will notify the Environmental Health and Safety Manager of the employee who tested positive as well the employees who were potential exposed to that employee. The Environmental Health and Safety Manager will notify DHEC of the employee who tested positive and the employees potentially exposed to that employee.

Procedure following a student testing positive for COVID-19 – A student who tests positive for COVID-19 should notify his or her instructor. The Instructor will notify the Vice President for Academic Affairs Office at 843-574-6057 or VPAcademicAffairs@tridenttech.edu. The Office of Academic Affairs will notify all the students in the class of the possible exposure. The Office of Academic Affairs will request facilities clean all classrooms the COVID-19 positive student used. The student should stay home for a 14 day quarantine period. If the instructor can confirm that the COVID-19 positive student was not in “close contact” with the instructor or other students, then the class will be notified but will continue to meet as scheduled. “Close contact” is defined by the SCDHEC as within 6 feet for at least 10 minutes. If the instructor cannot confirm there was no close contact with the COVID-19 positive student, then the class will not meet face-to-face for a 14 day quarantine period. If possible and practical, instruction will continue online during the quarantine period.

Sanitation – Facilities will implement and enforce new sanitation processes in accordance with CDC guidelines.
Use and disinfection of common and high-traffic areas – Common areas will remain closed until further notice. Once they may reopen, Facilities will implement a disinfection plan. High-traffic areas such as restrooms will be disinfected in accordance with CDC guidelines.

Business travel – Travel restrictions are in place and all travel requires supervisor and VP approval.

TTC Re-entry Stages:

Stage 1: Campuses closed to public. Public Safety remains. (May 7)
- Campuses and sites remain closed to the public.
- Essential staff returns to campus work (FMO and IT as needed).
- Staff campus according to building safety and management needs.
- Online instruction.
- Most faculty and staff telecommuting. Limited mail delivery.

Stage 2: Prep for Opening Campuses and Sites (May 18)
- Campuses and sites remain closed to public.
- Custodial and groundskeeping staff return to ready for reopening to the public.
- Extensive cleaning.
- FMO installs plexiglass barriers at front counters and other appropriate spaces.
- FMO and IT coordinate moving keypads and card readers to outside the barriers as necessary.
- Departments prepare computer labs, testing centers, and library to meet mandated social distancing guidelines.
- FMO rearranges common spaces to support mandated social distancing requirements.
- FMO marks floors for 6’ separation where lines normally form.
- Use app that calls patrons to the “window” when it’s their turn.
- Limited vendor and contractor access.
- Receiving Department opens to receive shipments.
- Mail delivery returns to normal.

Stage 3: Employees begin to return to Campuses and sites. (June 8)
- Limited rotating staff returns to campus.
- Telecommuting continues where applicable and feasible.
• Common areas closed.
• Normal vendor access permitted.

Stage 4: Campuses and sites open to the public. (June 10)
• Campuses and sites may open to the public.
• As required, some faculty and staff may return to work on campus on a rotating basis in order to provide social distancing.
• Telecommuting continues whenever possible and feasible with business operations.
• Common areas remain closed.
• Strongly consider accommodations for personnel who are members of a vulnerable population.
• Employees should self-identify as a member of a vulnerable population or a family member of a vulnerable population.
• Accommodations will be determined by HR along with employee’s supervisor and Vice President.

Stage 5: In person instruction resumes. (June 15)
• Certain classes may resume face-to-face instruction with appropriate social distancing guidelines in place.
• The College Center can operate under moderate physical distancing protocols on a case-by-case basis.
• The Wellness Center can open with strict physical distancing and sanitation protocols as determined by Wellness Center Director.
• Essential travel resumes with supervisor approval.

Stage 6: TTC Returns to normal operations. (Date to be determined by the S.C. Department of Administration)
• The Wellness Center can open with strict physical distancing and sanitation protocols as determined by Wellness Center Director.
• Non-essential travel may resume with supervisor approval.