



COLUMBIA  
COLLEGE

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# COVID-19 Reopening Care & Policies

AUGUST 2020

# ADDENDUM to Reopening Care & Policies of July 2020

*August 14, 2020*

Effective immediately, the following policies are either new or modified. The first policy about guests on campus is revised from the June policies. The second policy about temperature testing when students move in is new. The third policy on quarantine is a minor modification of the original policy found on pages 8-9 of the Reopening Care & Policies of July 2020. The fourth policy about isolation is a modification of the original policy on pages 9-10 in the Reopening Care & Policies of July 2020.

## COLUMBIA COLLEGE GUEST ON CAMPUS & EVENTS AND MEETINGS POLICIES

Our priority is to protect the health and safety of our students, faculty, and staff at Columbia College. The virus that causes COVID-19 is easily transmitted, especially in group settings. To safeguard our campus and limit the spread of COVID-19, the Guest on Campus and Events and Meetings policies will be implemented. The policies will change as conditions improve. While enacting these policies, we remain courteous and respectful of all people so as not to stigmatize or discriminate against any groups.

### **Guest on Campus**

Until further notice, visitors are not allowed on campus or at campus owned properties such as athletic fields. Visitors are defined as any individual who is not a current student or faculty, staff member, or Board of Trustees member. The only exceptions are guests who are critical to the fulfillment of the Columbia College mission, such as Admissions visitors, routine vendors who go through CCPD, and special approved guests. During Check-In for the fall semester, guests may assist students with move in according to the guidelines and timeframe parameters set by the Office of Residence Life & Housing.

Throughout the academic year, guests who need to drop off or pick up a Columbia student or faculty/staff member must remain in their vehicle. Please limit waiting time on campus to no more than 10 minutes.

### **Meetings & Events**

Where feasible, internal meetings and events should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, GoToMeeting, Microsoft Teams,

telephone, etc.). If an in person meeting or event is necessary, the group size should not exceed the room capacity for social distancing. The host should also ensure all attendees wear a mask/ face covering, wash/sanitize their hands when they enter the room, sanitize the tables/chairs (if needed and applicable), and practice social distancing. Serving food at meetings and events is highly discouraged. Consult with Rosalyn Scott [rscott@columbiasc.edu](mailto:rscott@columbiasc.edu) or Jeff Hamman [jhamman@columbiasc.edu](mailto:jhamman@columbiasc.edu) if food is necessary for your event/meeting.

# COVID-19 Screening Check Point Information Sheet

## TEMPERATURE TAKING AT MOVE IN

All students and their guests will have their temperature taken. CDC & SCDHEC recommend temperature testing as one way to detect the potential of COVID-19. To ensure a safe and healthy environment Columbia College has established the following protocols.

1. If you (student, guest, parent) arrive on campus with a temperature of 100.4 F or greater, which is considered a fever, you cannot enter the residence hall or any other building on campus. For accuracy, we ask you to return in 20 minutes so we can take another temperature reading.
2. On the second reading, if the temperature of a guest or parent is still 100.4 F or greater that person must return to their vehicle and remain there until their student has completed the move in process. If the student's temperature is still 100.4 F or greater, the student must return home. Upon returning home, the student will attend classes remotely for the next 10 days until the student is cleared by a medical provider to return to campus. For assistance with accessing classes remotely, the student should contact Kristin Brooks at 803-786-3713 or email at [kbrooks@columbiasc.edu](mailto:kbrooks@columbiasc.edu).
3. Students living 3 hours or more from campus may choose not to return home. In this case, the student is restricted from entering their residence hall and all campus buildings. The College will arrange for the student to remain in quarantine in Hudson Residence Hall for the next 10- days until they are cleared to return to the classroom. In the event that the student tests positive for COVID-19 while in quarantine, the College's Isolation Policy will go into effect.
4. All students (residential and commuter) should take their temperature every day. If they have a temperature above 100.4 F, they should stay in their residence hall room or at home. Students with elevated temperatures should email their faculty to arrange ways to address the missed class or classes.

## SELF - QUARANTINE

Columbia College students and employees who are considering self-quarantine due to exposure, but are asymptomatic will follow these procedures:

*Currently the first bulleted point on page 8 of the Reopening Care & Policies of July 2020 reads:*

- Students living on campus must notify the Director of Residence Life and Housing. It will then be determined if self-quarantine is necessary given the circumstances (during non-business hours, please call CCPD 786-3333 and you will be connected with the Student Affairs Administrator on-call).

*This has been changed to the following:*

- Notify Mimi Meriwether, COVID-19 Coordinator at 803-786-3603 during regular business hours. During non-business hours, please call CCPD at 803-786-3333, and CCPD will contact the Student Affairs Administrator On-Call.

**NOTE:** *This one modification is the only change in the Self-Quarantine. All other parts remain the same.*

## MANDATED ISOLATION POLICY

**NOTE:** *Initially, the College Columbia College had contracted with a regional home health care agency to provide a Certified Nursing Assistant who will assist students by managing tasks such as bathing, grooming, oral care, dressing, toileting activities, and recording vital signs; managing daily housekeeping tasks, such as feeding, meal preparation, linen changes, and light housekeeping; and providing transportation as needed to doctor appointments.*

*Unfortunately, the agency cancelled the contract. We contacted several other home health agencies, nursing service providers, and individual contractors to provide the services outlined above. Despite our best efforts, we were unable to secure a provider. Consequently, we will NOT be able to provide any on campus isolation services. The revised policy follows, replacing pages 9-10 in Reopening Care & Policies of July 2020.*

When a student or employee tests positive for COVID-19, protocols for Mandated Isolation take effect.

### *Isolation Protocols*

- Students living on campus who test positive for COVID-19 must notify Mimi Meriwether, our COVID-19 Coordinator, at 803-786-3603 during regular business hours. During non-business hours, the student must call the Columbia College Police Department (CCPD) at 803-786-3333, and CCPD will contact the Student Affairs Administrator On-Call. The

Administrator On-Call will work with the student to assist in contacting the student's family to arrange transportation from campus. The student must leave campus immediately. Students who live over three hours from campus will be allowed to stay in the isolation house at 1406 Columbia College Drive or the third floor of Hudson Residence Hall for up to 48 hours.

- Commuter students should stay home and notify Mimi Meriwether, our COVID-19 Coordinator at 803-786-3603. Students in mandated isolation must contact Kristin Brooks [kbrooks@columbiasc.edu](mailto:kbrooks@columbiasc.edu) in the Office of Student Success within 24 hours to discuss academic continuity.
- Students must be medically cleared by a medical practitioner to return to campus.
- Employees who test positive for COVID-19 must notify their supervisor and Human Resources of their absence and shall not return to the campus for any reason until medically cleared by a physician. Employees may not send their family members or friends who they may have exposed to the virus to campus to retrieve any belongings. The employee may reach out to their supervisor to arrange pick-up of possessions by a non-exposed third-party.

### *Resources*

Definitions: [Self-Quarantine and Mandated-Isolation](#)



KOALA SAFE, KOALA STRONG.

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# Personal Protective Measures & Policies

## PERSONAL SANITATION AND RESPIRATORY ETIQUETTE

- Wear your face coverings.
- Avoid touching your eyes, nose, or mouth.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- The College will provide hand sanitizer in common areas and at all building entrances. Bottles of soap and paper towels are in all bathrooms at handwashing areas.
- Practice good respiratory etiquette, including coughing and sneezing into your elbow or a tissue and turning away from others when coughing or sneezing.
- Don't use other individual's phones, desks, books, computers, and equipment, when possible. When it is not possible, all borrowed equipment should be disinfected before and after each use.
- The College has provided hand sanitizer inside the classrooms and across campus in shared common areas. Every student should disinfect their hands when entering and leaving these shared common areas.



## MASK AND FACE COVERING GUIDELINES

### **When Am I Required to Wear a Face Mask?**

During the COVID-19 health crisis and until further notice, **ALL** individuals on the Columbia College campus—employee, student, and visitor—shall use face coverings which must cover, at a minimum, nose and mouth.

This face covering shall be worn when moving throughout the campus, in hallways, breakrooms, restrooms, classrooms, or common areas when social distancing of at least six feet apart is not possible. Students shall also wear face coverings at all times during classes held on campus.

The CDC and SCDHEC recommend wearing cloth face coverings in public settings where other social distancing measures of less than 6 feet are difficult to maintain. The purposes of the cloth face coverings are to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Wash and fully dry fabric masks, as needed, but at least once per week.

### **Where Can I Get a Mask?**

**It is the student's responsibility to have their face covering at all times.** If individuals on campus forget their face covering, Columbia College will provide surgical-style masks at no cost. The College will provide one cloth masks and additional cloth masks can be purchased for \$5.00. If you are in need of a mask, please go to CCPD or call 803-786-3333 for office directions.

### **When Can I Remove My Mask?**

Students may remove their face coverings while on campus if all of the following three conditions are met:

1. You are within your enclosed private room in the residence hall
2. You are consistently at least six feet from others
3. You are not interacting with others

The Columbia College mask policy was created to ensure the health and safety of the entire campus community. Therefore, mask exemptions will not be made for any reason. Students with documented respiratory conditions or other underlying conditions that prevent them from wearing masks will need to contact Kristin Brooks, Director of Student Success at [kbrooks@columbiasc.edu](mailto:kbrooks@columbiasc.edu) to discuss reasonable accommodations for the fall semester.

## QUARANTINE AND ISOLATION CARE POLICY

### Self-Quarantine

Self-Quarantine involves remaining in your home or residence hall with limited public contact due to confirmed exposure to COVID-19, international travel, or travel to an area with a high occurrence of COVID-19. The confirmed exposure is usually determined by the SCDHEC through a COVID-19 tracer investigation and surveillance of current active COVID-19 cases. Such self-quarantine involves no less than 14 days of confinement.

### *When to Self-Quarantine*

If an individual has active cold or flu-like symptoms, including fever, cough, sneezing, vomiting, intestinal issues, or shortness of breath, they should choose to quarantine themselves until such symptoms are no longer present for a minimum of 48 hours. In this circumstance, the individual should do their best to keep six feet of distance with any others in their home environment, limit contact to as few individuals as possible (as few as 1-2), and use antibacterial disinfectant after each restroom use, especially for shared restrooms.

If an individual has recently traveled internationally or to a region with a high occurrence of COVID-19 cases, but shows no symptoms of illness, they should choose to quarantine themselves for no less than 14 days. In the instance of self-quarantine on campus, the individuals shall receive meals delivered to their door, and a twice-daily check-ins with the Student Affairs Administrator on-call.

### *Quarantine Protocols*

*Columbia College faculty, staff, and students who are considering self-quarantine due to exposure but are asymptomatic will follow these procedures:*

- Students living on campus must notify the Director of Residence Life and Housing. It will then be determined if self-quarantine is necessary given the circumstances (during non-business hours, please call CCPD 786-3333 and you will be connected with the Student Affairs Administrator on-call).
- Students for whom self-quarantine is deemed beneficial will be connected with Director of Residence Life and Housing to discuss housing and their transition to the quarantine area on Hudson third floor.

- Students can arrange for meal delivery on an as-needed basis.
- Students in self-quarantine will have twice-daily check-ins with the Student Affairs Administrator on-call.
- Students in self-quarantine must contact the Office of Student Success within 24 hours to discuss academic continuity.
- Employees who require self-quarantine and mandated isolation, who will miss work or will need to arrange to work from home, must notify their supervisor and Human Resources of their absence.

## **Mandated Isolation**

Mandated Isolation involves remaining on campus property or at home with zero public contact due to a positive COVID-19 test, with or without active symptoms. Isolation housing on campus is maintained for international students or those living three hours away or more. In this circumstance, the individual shall receive meals delivered to their door, cleaning supplies for their restroom and living space, and twice-daily check-ins from the Student Affairs Administrator on call. The amount of time spent in isolation will be dependent on the length of illness, presence of symptoms, and the medical provider's guidance.

### *Isolation Protocols*

*Columbia College faculty, staff, and students diagnosed with COVID-19 who require mandated isolation will follow these procedures:*

- Students living on campus who test positive for COVID-19 must notify the Director of Residence Life and Housing during regular business hours. During non-business hours, please call CCPD 786-3333 and CCPD will contact the Student Affairs Administrator on-call. The Administrator on-call will work with the student to identify a temporary housing assignment at either 1406 Columbia College Drive or Hudson third floor.
- Students in mandated isolation must contact the Office of Student Success within 24 hours to discuss academic continuity.
- Students in mandated isolation will have twice-daily check-ins with the Student Affairs Administrator on-call. They may have more daily check-ins if deemed medically necessary and they also may be referred to a medical provider and/or hospital.
- Employees who have tested positive for COVID-19 must notify their supervisor and Human Resources of their absence and shall not return to the campus for any reason until medically cleared by a physician. Employees may not send their family members or friends who they may have exposed to the virus to campus to retrieve any belongings. The employee may reach out to their supervisor to arrange pick-up of possessions by a non-exposed third-party.
- Students living on campus should obtain documentation from the identifying hospital

or physician indicating the need for mandated isolation. The college will initiate temporary on-site housing arrangements at 1406 Columbia College Drive or Hudson third floor for the student.

- Meal delivery can be arranged on an as-needed basis, and Facilities Management will reach out to provide cleaning supplies.
- Employees who are mandated to quarantine and will miss work or will need to arrange to work from home, must notify their supervisor and Human Resources of their absence.

## MEDICAL MONITORING OF STUDENTS, FACULTY AND STAFF

Columbia College will retain a roster of students, faculty, and staff who are in quarantine and isolation, for students this includes their room/campus location, cell phone number, and their emergency contacts. If and when emergency response is required for those students, responding Columbia College staff will wear face coverings and maintain social distancing of 6 feet. Whenever CCPD, or staff are aware of an emergency response by external first responders to such a student, those Columbia College staff will inform the external first responders of the student's status in quarantine or isolation.

Columbia College will provide twice-daily check-ins of all students who are in quarantine or isolation on campus. Individuals will be given a medical kit that will include a thermometer and over-the-counter prescriptions that can help with mild symptoms. Individuals will be asked to take their temperature and record their symptoms twice daily and it will be reviewed with the Student Affairs Administrator on-call.

Columbia College has contracted with a regional home health care agency. They will provide a Certified Nursing Assistant who will assist students by managing tasks such as bathing, grooming, oral care, dressing, toileting activities, and recording vital signs; managing daily housekeeping tasks, such as feeding, meal preparation, linen changes, and light housekeeping; and provide transportation as needed to doctor appointments.

### *Resources*

Definitions: [Self-Quarantine and Mandated-Isolation](#)

# Health & Safety Policies at Campus Facilities

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## GENERAL CLEANING AND DISINFECTING

Health and Safety at Columbia College is an integrated part of the Environmental Services mission to improve quality of life. The Environmental Services staff are trained and will provide routine cleaning and disinfecting services, following guidelines and public health recommendations to prevent and reduce community spread of the COVID-19 virus. Enhanced cleaning and disinfection protocols include:

- Cleaning and disinfecting high touch surfaces in classrooms, residence hall communal spaces, and public restrooms
- Increase the frequency of disinfecting frequently touched surfaces in common spaces
- Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19

### Cleaning for Prevention

General guidance is to increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as residence hall communal rooms, public restrooms, George's Gym, library tables, elevator buttons, handrails, tables, faucets, doorknobs, and shared keyboards.

Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.



**All frequently touched surfaces are cleaned, followed by a disinfecting process:**

- Light switches/pulls
- Door handles/plates
- Elevator controls
- Tables and chairs
- Desks
- Cabinets
- Windowsills
- Telephones
- Faucet/faucet handles
- Railings
- Soap/hand sanitizer dispensers

### **Staff Health Habits**

Facilities Management Staff follow everyday health habits using personal protective equipment to complete the cleaning and disinfecting process and practicing good hand hygiene of washing their hands with soap and water for at least 20 seconds, or the use of alcohol-based hand sanitizer that contains at least 60% alcohol.

## **CLASSROOM AND HIGH TOUCH AREAS**

### **Bathrooms**

- Limit bathroom usage to your room in the residence hall whenever possible.
- Wash hands for 20 seconds using warm water and soap or use the hand sanitizer stations located across the campus.
- Always use a paper towel to open the door.

### **Classrooms**

- Always wear a mask and/or face covering upon entering the classroom, residence hall, library, dining room, bookstore, and ALL other campus buildings.

- A mask and/or face covering must remain on for the entire class period.
- Sanitize your hands with the sanitizer provided inside the classroom.
- Classrooms will be cleaned and disinfected by trained staff or student workers. The class schedule has staggered start and end times to ensure ALL classrooms are cleaned and disinfected between uses.
- All classrooms have been redesigned to ensure 6 feet social distancing between students. Please do not move any furniture in the classrooms. To further protect students and faculty, students will assigned the same seat, desk or table for the entire semester.

## **Elevators**

- While waiting for elevators, please maintain social distancing of at least six feet from other passengers. Observe floor markings to establish proper social distancing.
- Signs are posted regarding healthy elevator use, including a one passenger limit unless otherwise indicated.
- Columbia College has an elevator cleaning process and has updated the cleaning process to ensure ongoing cleaning of high-touch surfaces such as elevator panels/buttons.

## **Kitchens and Laundry Areas**

Students should not gather in the kitchens or laundry areas of the residence halls. Signs are posted indicating the maximum number of people permitted in these areas at one time.

## **Stairs**

Columbia College has designated staircases as upward direction only and other staircases as downward direction only, please look for the up/down signage.

When using the stairs, always remain on the right-hand side.

## **RESIDENCE LIFE AND HOUSING SPACES**

Our goal is to provide you with an enriching experience while implementing operational procedures for the health and safety of the entire residential community. The policy changes for the 2020-2021 academic school year are below:

## Face Coverings/Masks

For your health and safety masks are mandatory in all shared common spaces of the residence halls. Within the privacy of your room, when you do not have visitors, masks do not have to be worn.

## Move In

Students will be assigned a move in time and may have two helpers to assist you. Fill out the move in request form to select your preferred move in date. More information regarding move in day specifics will be provided on **August 1**.

## Visitation

Non-CC guests will not be able to visit the residence halls. Columbia College undergraduate students (residential and commuters) may visit each other according to visitation guidelines. There can only be a maximum of 3 students in a residence hall room at a time. Masks/face coverings are mandatory with visitors.

## Overnight Visitation

There will be no overnight guest visitation. This includes residential students staying overnight in a room they are not assigned within their residence hall or another residence hall.

## Common Spaces

All common spaces (kitchen, laundry room, lounges, etc.) will be held to CDC guidelines. Signage will be placed in these common areas regarding usage guidelines.

- **Laundry Rooms**—Only three persons allowed in Mirse, four in McNair, and two in Hudson and the Cottages.
- **Kitchens**—Only two students in the kitchen at a time. We are excited to inform you that the stoves in Mirse and Wesley will be operational.
- **Lounge areas and common spaces** will be arranged so social distancing—remaining six feet apart—can take place.

## Fitness Center

The McNair Fitness Center will be closed this school year.

## Judicial Process

Conduct meetings will be virtual unless there is a special circumstance.

The severity of impact from COVID-19 and the documented value of the rules and regulations in this “COVID-19 Reopening Care & Policies” statement necessitates that the College take a hard line on enforcement with strict consequences for violating the policies. Consequently, the first violation of these policies for all students (residential and commuting) will result in “Probationary Status.” The second violation will result in suspension from the College for the remainder of the semester. The student judicial process includes an opportunity to appeal the suspension. All non-COVID-19 related conduct meetings will be virtual, unless there is a special circumstance.

## EDENS LIBRARY

### Fall Operations

- Open to only CC students, faculty, and staff
- Will not allow food or drink because masks must be worn at all times
- Will quarantine items that are returned from check-out or used in-house for 36 hours before being put on shelves
- Will have no physical items on reserve
- Will pull items for students, faculty, or staff who do not feel safe going into stacks
- Will only unlock study rooms when students request one; we will vary the rooms used and students will be reminded to have only one person per room.
- Will not have items for students such as pens, pencils, staplers, and will not lend headphones or flash drives
- Will keep the doors into the glass room on the top floor locked
- Will temporarily move Jesika Brooks’ office to 203

### *Proposed Hours:*

Monday–Thursday:	8:00 a.m.–8:00 p.m.
Friday:	8:00 a.m.–5:00 p.m.
Saturday:	Virtual services only
Sunday:	3:00 p.m.–8:00 p.m.

## **Other Measures**

- The set of front doors closest to the interior will be kept open using door stops.
- Elevator signs are in place limiting riders to one at a time.
- Students at the photocopier will be offered gloves.

### *Main and Top Floors*

- Furniture and study carrels have been moved at least six feet apart.
- Signs will be put up about maintaining social distancing when in the stacks.

### *Overton Media Center*

- Tables are at least six feet apart and there is one computer at each table.

### *Room 121*

- The eight tables are at least six feet apart and there is one chair at each table.

### *Overton Classroom*

- The room capacity is eight. The extra chairs will be stored.
- The laptop computers will have to be moved as many are currently on loan.

### *Bathrooms*

- Keep the doors open using door stops
- Check often on the supply of soap and paper towels

## **DINING HALL PROCEDURES AND TRAFFIC PATTERNS**

### **Welcome Area and Instruction Signs**

The welcome center will display instructions for the floor traffic pattern, a menu format at each station, and any other safety and service expectations required.

Staff will offer a friendly greeting standing behind a plexiglass barrier and equipped with appropriate PPE at the checker stand.

Guests can expect augmented signage—at eye level—that includes floor decals to reinforce traffic patterns and social distancing.

Guests will scan their own ID card system at the cashier station.

Enhanced sanitation procedures will be posted and available in the entryway, including hand sanitizing stations.

## **Moving through the Server Area**

Floor decals and consistent signage will reinforce traffic patterns and social distancing.

A clockwise travel pattern will allow guests to efficiently move from the welcome station to their selected stations.

We will not have self-serve stations.

Stations will be attended by uniformed staff who are wearing and using appropriate PPE.

Staff will frequently sanitize serving stations to ensure safety and instill confidence.

Stations will be designed to ensure quality selection and service with optimal sanitation standards.

Entrees, sides, and condiments will be portioned by the attendant.

Reusable dishware and utensils will be stored behind the service area and distributed by the attendant in a sanitary fashion.

Guests can expect visible, constant sanitation and cleaning by uniformed staff.

## **Seating, To-Go Options, and Personal Containers**

Tables will be cleaned and disinfected after each use and free of any items like salt/pepper shakers or napkin dispensers

Adjustments in seating availability will be made in accordance with local government regulations and set capacity of the space.

To-go box option will be available with cutlery kits, napkin, and portioned condiments, if there is no seating available.

No personal refillable containers to be utilized in the dining room to ensure safety for our staff and guests.

Traffic patterns will lead from the seating area to the exit with designated instructions along the way for returning dishes or disposing of packaging or waste into marked receptacles.

**To ensure all students are familiar with the “new normal” for dining service, we require all students, faculty, and staff to review the Sodexo website:**

<https://columbiasc.sodexomyway.com/>

## USE OF ATHLETICS FACILITIES

In accordance with the College's response to COVID-19, we have closed all recreation facilities to include George's gym, Porter gymnasium, Greer Natatorium, and all athletic fields until further notice. Our priority is the health, and safety of Columbia College's students, faculty, and staff.

We encourage the Koala community to Stay Active by using outdoor spaces to exercise on your own.

We will continue to work closely with the College to determine how Campus Recreation will be operational moving forward. We will share updates regarding future openings and resources as they are available.

Student-athletes will be advised to follow protocol and procedures that will be outlined in the Student-Athlete Handbook.

# Student Support Services

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## COUNSELING SERVICES

The Counseling Center staff wants to let you know we are here to help and support you during these uncertain times. In response to COVID-19, our concern is your emotional well-being, health, and safety. All counseling appointments are being moved to a telehealth platform, except in emergency or crisis situations.

### Online Counseling Sessions

We're offering online counseling sessions, telehealth support groups, consultations on accessing mental health care in your area, and referrals for medication management. Counseling services may differ depending on whether you're on-campus or an online student residing out-of-state.

### How to begin telehealth counseling services (online counseling):

Go to <https://calendly.com/mmeriwether> and schedule your appointment.

Download the Doxy.Me App.

You'll receive a confirmation and electronic paperwork to complete prior to your counseling appointment.

Create a Doxy.Me account and log in at your scheduled appointment time.



If you have questions, please call (803-786-3603) or email ([mmeriwether@columbiasc.edu](mailto:mmeriwether@columbiasc.edu)) and we'll help you with services. If you do not have access to the internet or access to a webcam, a counselor is available for telephone consultation.

## **Online Group Counseling Services**

Our group counseling sessions are drop-in support groups and registration isn't necessary. Groups will begin in late August. Reach us at 803-786-3603 or email [mmeriwether@columbiasc.edu](mailto:mmeriwether@columbiasc.edu) for more information on meeting dates and times.

**“Let’s Talk”** is our weekly 40-minute support group for students. Offered as a weekly touchpoint to decrease feelings of isolation during a socially distant time. The group is not intended as a substitute for individual counseling.

**“Cope and Connect”** is our weekly peer-led support group—a place where students can exchange ideas about coping skills and engage in brainstorming activities to reduce stress.

## **Office Location and Hours**

For immediate assistance call **803-786-3603**

Counseling Center: **Room 209 Harrelson Building**

Business Hours: 8:30 a.m.-5:00 p.m. Monday-Friday, evening appointments also available

After hour emergencies call CCPD at **803-786-3333**

## **ACADEMIC SUPPORT SERVICES AND ACCOMMODATING STUDENTS WITH SPECIAL REQUIREMENTS**

### **Academic Support Services**

Academic Support Services are still available to students during the fall semester but operating in limited capacity. Students will need to utilize Navigate to make appointments for academic services such as tutoring and academic coaching. Once appointments are made, students will receive instructions on how to prepare for the appointment.

### **Accommodating Students with Special Requirements**

The Office of Student Success seeks to provide reasonable accommodations for students with documented medical conditions as it pertains to COVID-19. All reasonable accommodations are individualized and confidential based on the nature of the medical condition.

If you are seeking accommodations due to a documented medical condition, please reach out to Kristin Brooks, Director of Student Success at [kbrooks@columbiasc.edu](mailto:kbrooks@columbiasc.edu) or 803-786-3713.

## INTERNATIONAL STUDENTS AND SCHOLARS DURING COVID-19

International students may continue in-person classes this fall, with a mixture of online courses as needed, to complete their semester plan for study. All returning students will receive a new Form I-20 reflecting changes in program enrollment and student information by August 4, 2020.

### **International Students Unable to Return**

In the event a returning international student is not ready or unable to return to campus for in-person instruction, they should contact their P/DSO to discuss arrangements, including terminating status to allow for fully online instruction from their home country. Newly admitted international students who are unable or not ready to join us for in-person classes will have the opportunity to defer enrollment and should contact their Admissions Counselor to discuss details; the P/DSO will only need to be contacted in the event the student has already been admitted and Form I-20 has been requested or received.

### **Study Away and Other Travel Study Programs**

Columbia College sponsored Study Travel Programs and Partnerships are suspended for the fall 2020 semester and tentatively for spring 2021. Study Away Programs encourages those interested in studying abroad to continue their pursuit with an adapted timeline guided by the Department of State's Travel Advisories. Study Away Programs will provide opportunities for current students to share past travel experiences and to participate in intercultural exchanges with study travel providers in preparation for future travel—whether as a student or post degree completion.

## DIVERSITY, EQUITY, AND INCLUSION CONSIDERATIONS FOR COVID-19

### **General Diversity and Inclusion**

- When developing COVID-19 policies and procedures, the College was and will continue to be proactive in inclusive practices and considerations for students who are at-risk, high risk, and those who may lack access to necessary materials and services to be successful under temporary pandemic methods.
- The College will offer ongoing efforts to create greater awareness of accessibility services and promote ease of access so all students feel safe returning to the campus/classroom.

- Students at higher risk for COVID-19, or whose situation merits potential accommodations, may request reasonable accommodations, which may include online and hybrid class options. Students seeking accommodations should contact Kristin Brooks, Director of Student Success at [kbrooks@columbiasc.edu](mailto:kbrooks@columbiasc.edu).
- The Office of Student Success will extend Q&A sessions for returning students to address additional concerns and questions.
- Per our commitment to social justice, the Courage Campaign will be extended to the entire campus in an effort to promote a stronger sense of community and civic-mindedness.
- A weekly campus-wide message will be shared to promote ongoing civility and accountability exercises, racial equity discussions, as well as a facilitation guide for hosting DiversiTea Dialogues on the weekly topic within one's personal network or a small residential community cohort.
- Students who require academic accommodations should continue to request assistance from our Office of Student Success and collaborate with your instructors. Those who need housing accommodations should follow protocol provided with the latest residential updates or by contacting the Director of Residence Life & Housing.

### **Working with Students Requiring Extra Precautions**

The information that follows is based upon suggested practices utilizing a qualitative synthesis of existing data regarding marginalized and minoritized groups. Not all members of the listed marginalized or minoritized groups may feel extra precautions are necessary; likewise, the extra precautions listed are not exhaustive, meaning members of the marginalized and minoritized groups may require additional precautions.

### **Black, Indigenous, People of Color (BIPOC) Community Members**

In order to best assist BIPOC community members during the COVID-19 pandemic, we recognize the long-standing social inequities regarding systemic health concerns for racial and ethnic minority groups placing the BIPOC community at higher risk for COVID-19. Additional and extra precautions are in place to assist our BIPOC community members. Support from the College includes:

- Transparency surrounding the statistics of higher risks associated with racial or ethnic minority groups.
- Culturally responsive services, including but not limited to counseling services and culturally-responsive support services for students on social inequities and injustices experienced by marginalized and minoritized groups, including BIPOC community members.

- Cultural and social support groups; such as race/ethnicity/spirituality-based student organizations.

## **High-Risk Community Members**

Community members who fall under the CDC's higher risk for contracting the COVID-19 virus will not be placed in a position where they have to decide whether to continue their school at the expense of their health. The safest option for individuals in this category is to minimize potential risk of exposure by staying home. And when not able to stay home they, and all around them, should follow distancing and face covering guidelines. Columbia College can best meet the needs of these individuals by:

- Offering a virtual option for remote class with flexible scheduling, allowing telecommuting and online classes until COVID has been drastically reduced.
- Where possible, the College will assist individuals at high risk who choose to return to campus so as not to necessitate unnecessary exposure.
- Provide assurance that any reasonable accommodations made for someone based on health reasons shall be documented per health guidelines and will not be kept with their scholastic record where accessible by others who do not require such information.

## **Chronically and Terminally Ill or Disabled Community Members**

Not all chronically or terminally ill and disabled community members may fall into the higher risk categories, but the College is prepared for the potential request of reasonable accommodations by individuals in this group.



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POLICIES CURRENT AS OF AUGUST 14, 2020