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Introduction

The priority for Snead State Community College is to continue to serve Marshall County and the surrounding areas by providing first-class educational opportunities and community engagement with a priority placed on the health and safety of our faculty, staff, students, and stakeholders. The following plan has been developed under the direction of the Chancellor’s Memorandum #2020-EXE-059 regarding plans for Fall 2020 reopening. The initial specifics of this plan are centered on the phased opening category of YELLOW representing modified access but is designed to be flexible in the event changes are necessary to the level of access based on environmental and health conditions.
General Health and Safety Measures

The most important element of the full re-opening plan is accurately communicating the details of the plan to all members of the SCCC community (faculty, staff, students, stakeholders). In addition to communicating the plan, emphasis will be placed on education regarding the specific elements within the plan. Upon approval of the plan, SCCC will:

- Distribute the approved plan electronically to all members of the SCCC community.
- Implement specific training at each department level to review the plan and ensure understanding and compliance is met from all individuals within each department. These training sessions will be created in a virtual and electronic format and tracked to ensure all SCCC community members have been reached.
- Post the approved plan under the COVID-19 information page on the SCCC website.

Signage

Signage has already been placed on the building exteriors of those specific buildings now open to the public using recommended language and graphics from the CDC website. This signage will be expanded to those additional buildings opening for the return of students for the Fall 2020 semester. Additional signage will be placed throughout the building interiors focusing on generally high-traffic areas and student gathering areas. Signage will also be placed in each classroom and lab that is to be used in face-to-face instruction. Additional signage focusing on CDC hygiene recommendations will be placed in all restrooms.

Increased Disinfectant Measures

SSCC has acquired several disinfectant “fogging” machines utilizing EPA approved disinfectants against COVID-19 and has created a second shift of custodians that fog each building twice per week in the evenings. These measures will increase as building activity
increases with returning students and face-to-face labs beginning in the fall. Building activity will be tracked to ensure the fogging is covering all buildings and the frequency matches the traffic of each building. Regular custodian duties have been modified to include additional wiping of all doors, hand rails, and other “high-touch” areas using appropriate EPA approved disinfectants. Restroom cleaning frequency has also been increased. Custodians assigned to buildings that are not accessible to the public are being reassigned to high traffic areas needing additional disinfectant treatments. Custodial assignments will be closely monitored and flexible to match any changes in building traffic.

Hand sanitizer stations will be in place at all building entrances and in all laboratory classrooms. Hand sanitizers will also be located at or near all classrooms utilizing in-person course delivery. Liability waivers and health questionnaires are required from students and any other visitors to campus as part of the building entrance requirements.

**Campus Gatherings**

All campus gathering have been postponed until at least August 1, 2020, when it will be re-evaluated based on current CDC recommendations and ADPH guidelines. We are anticipating this cancellation policy will be extended through at least September 30, 2020. When the decision is made that on-campus events may be permitted, the maximum capacity of each of our facilities will be reduced to 50%, and social distancing measures will be strictly enforced. Each venue will be set up in advance based on the expected attendance and type of event to ensure social distancing compliance is met. Signage will be placed in each venue, and floors will be marked distinguishing proper 6-foot distancing requirements. We are awaiting further guidance from ACCC regarding the reopening of athletics and will follow appropriate guidelines for any athletic events held on campus at that time.
**General Guidelines**

Masks and/or face coverings will be required for all individuals on campus in public areas. Masks may be removed in office areas and private work spaces while maintaining social distancing guidelines and keeping them available for face-to-face meetings or when going through public areas. Masks will be provided for all faculty and staff. Students will be asked to provide their own masks, but masks will available to students who may not have them.

Building security as it pertains to tracking and monitoring traffic has been assigned to the office of the Campus Events Coordinator. This office will be responsible for identifying campus personnel to rotate the responsibilities of restricting access to each building open to public traffic. These individuals will log visitors, perform temperature checks, document health screening questionnaires, and collect health liability waivers. Buildings will be limited to only one entrance and one separate exit to control traffic flow as much as possible. Some buildings may remain locked to external traffic with only admittance by appointment.

**Events of Verified COVID-19 Cases**

SSCC continues to follow the directions provided in MEMO 2020-EXE-048 regarding the reporting of all positive cases and the contact tracing of possible exposures. These guidelines will remain in place along with those directives of returning to campus following confirmed infection. Work areas of confirmed infections and possible exposures receive highest priority for enhanced disinfectant cleaning by custodial staff and nightly disinfectant fogging.

**Instructional Services**

Snead State Community College instructional services are designed to limit in-person on-campus instruction to those courses whose outcomes cannot be measured or achieved remotely yet remain flexible in order to adjust to any changes in the phased access protocols as directed by
the System Office. These proposed plans allow the greatest level of safety for faculty, staff, and students, while still providing high quality instruction and student support.

**Modified Instructional Schedule**

The fall 2020 semester begins on Monday, Aug. 17.

All face-to-face labs, clinicals and hands-on exercises will be completed by Friday, Nov. 20. No students will be on campus after the Thanksgiving Break (Nov. 23-27). The final week of class (Nov. 30-Dec. 4) will be conducted virtually, and final exams will be administered Dec. 7-11.

**Delivery Methods of Instructional Courses**

All fall 2020 instruction will be completed in one of the following formats:

**Online.** Asynchronous where students log into Blackboard and complete assignments and exams on their own time. One assignment/exam will be proctored.

**Virtual.** Synchronous where students will log into Blackboard at specific class times each week for instruction. Assignments and exams will be completed and submitted through Blackboard.

**Hybrid.** Theory and lecture material will be available online; labs, clinicals and hands-on exercises will meet face-to-face. These face-to-face meetings will follow the College’s COVID-19 procedures of social distancing (at least 6 feet between students), wearing of a mask, and completion of the student waiver form.

All full-time faculty will conduct their virtual/hybrid classes on campus in their office or in a classroom. Faculty must work at least 16 hours of on-campus hours per week (this includes the virtual/hybrid class time). The remaining office hours (19 hours) will be completed virtually. All faculty must work a total of 35 hours per week. Full-time instructors who choose to teach an
online class as an overload will be expected to work 3 additional “virtual” office hours per week outside of regular office hours.

Adjunct faculty teaching day/evening classes may conduct their virtual classes from home IF they have the equipment to do so effectively (reliable Wi-Fi and internet, a computer and webcam). Adjunct faculty will be encouraged to test and make sure their equipment and Wi-Fi work properly before the first day of class. Any adjunct faculty may come to campus (or use the Arab Center) to conduct their virtual classes and must let their division director know by the first day of class if they plan to be on campus or use the Arab Center.

The Associate Dean for Online Learning has created an Online Learning Workshop in Blackboard that provides all faculty, including adjuncts, videos and documents on topics like Communication Tools, Quick Start Guides, Training Course and General Resources. One set of videos under the Collaborate link provides directions on how to use Collaborate and shares information and tips on how faculty can engage students in Collaborate.

All virtual and online courses will continue as scheduled and are flexible to adjust to any access changes as described in the color-coded access phases as directed by the System Office. Hybrid classes will transition to online and complete any remaining labs, clinicals, and hands-on exercises through simulation exercises or resume face-to-face meetings when able to do so.

**In-Person Instruction**

The Industrial Systems Technology, Nursing and Aviation programs will be conducted in a hybrid format where some theory and lecture material will be available online and labs, clinicals and hands-on exercises will meet face-to-face. These face-to-face meetings will follow the College’s COVID-19 procedures of social distancing (at least 6 feet between students),
wearing of a mask, and completing the student waiver form. (See appendix A and appendix B for the method of delivery of all academic and career tech classes for fall 2020)

Academic instructors may meet with students, by appointment only, in a face-to-face capacity ONLY under extenuating circumstances and with prior approval from the division director and Vice President of Academic Affairs. Any approved face-to-face meetings must abide by the College’s established social distancing guidelines including the required wearing of masks and maintaining proper distance between individuals.

Students will follow the College’s social distancing procedures. Students, faculty and staff will be required to wear a mask in common areas. All labs will maintain 6 feet distancing between students. Cleaning supplies will be available for students to wipe down their area (or the computer) once they are finished. Custodial staff will clean each lab at the end of the day as well.

Academic advising will be done virtually using Microsoft Bookings and Microsoft Teams. Faculty will use at least 12 virtual office hours to be available for virtual advising. These hours will be reflected on Microsoft Office calendars. All faculty received directions and guidelines on how this will work and how to set up their calendars so that students can book an advising session. We will continue to promote on social media and provide links directing students to how they can do virtual advising. Faculty will also continue to advise students through e-mail and phone calls.

**Library and Instructional Services**

The library and commons area of the Administration building will be open for students, by appointment only, to use the College Wi-Fi Monday through Thursday from 8:00-4:00. All students will have their temperature taken upon entering the building and they will be asked the
questions on the COVID-19 Active Screening Questionnaire and complete the student waiver form. The College’s social distancing procedures will be followed: social distancing (at least 6 feet between students) and the wearing of masks at all times. Students needing to use one of the computers in the library will call to schedule a time. Library staff will be in charge of the sanitation of the computers between and after student use and will use Clorox wipes to wipe the computers and surfaces between and after student use. The building custodian will sanitize the building and lab every day (Monday through Friday).

Library services will be conducted online. Students have access to library resources through VIRGIL and other online databases such as Academic Search Premier, InfoTrac General OneFile, Britannica Academic Edition, and Gale Virtual Reference Library. If a student needs assistance, there is a “Contact a Librarian” link on the library page that is monitored and responded to by our librarians.

The Academic Success Center will be open for students, by appointment only, from 8:00-4:00 Monday through Thursday to use the computers in the lab. All students will have their temperatures taken upon entering the building, and they will be asked the questions on the COVID-19 Active Screening Questionnaire and fill out the student waiver form. The College’s social distancing procedures will be followed: social distancing (at least 6 feet between students) and the wearing of masks at all times. Students needing to use one of the computers in the Academic Success Center will call to schedule a time. The Director of Academic and Student Success will be in charge of the sanitation of the computers between and after student use and will use Clorox wipes to wipe the computers and surfaces between and after student use. The building custodian will sanitize the building and lab every day (Monday through Friday).
The Arab Center will be open from 5:30-9:30 p.m. Monday through Thursday for students, by appointment only, to use the computers in the lab. All students will have their temperature taken upon entering the building, and they will be asked the questions on the COVID-19 Active Screening Questionnaire and fill out the student waiver form. The College’s social distancing procedures will be followed: social distancing (at least 6 feet between students) and the wearing of masks at all times. Students needing to use one of the computers at the Arab Center will call to schedule a time. Arab personnel will be in charge of the sanitation of the computers between and after student use and will use Clorox wipes to wipe the computers and surfaces between and after student use. The building custodian will sanitize the building and lab every day (Monday through Friday).

**Adult Education Courses**

Adult Education courses at Snead are offered through Northeast Alabama Adult Basic Education. GED classes and TABE testing will continue to be done remotely and virtually. GED testing will be on an appointment basis once our testing center is opened for testing.

**Student Services**

**Guidance/Considerations for Student Services**

All academic and student support services will continue to be offered at Snead State Community College during the Fall 2020 semester. All services will be available virtually/remotely. Examples of alternative methods include the following: email, telephone, secure OneACCS Banner portal, Zoom, or Blackboard Collaborate sessions that require authentication as needed. In rare instances where students may not be able to receive a service remotely, the student may schedule an appointment with the appropriate college employee.
In all cases, safety protocols and procedures are in place which include, at a minimum, the following: signage across campus that educates all employees, students, and visitors about COVID-19 prevention (cover coughs and sneezes, wash hands often, avoid close contact, avoid touching your face, clean and disinfect, and stay home if you are sick); COVID-19 questionnaires; temperature checks with infrared thermometers; utilization of required face masks in shared spaces; clearly marked entry and exit points to all buildings; and floor markers enforcing social distancing between individuals.

**Admissions and Records**

The admissions and records (registrar/registration) operations of the College are available almost exclusively through electronic/virtual methods. Staff respond to students via telephone, email, and other alternative methods such as Zoom. Students can submit an admission application, register for classes, view their grades, and request academic transcripts electronically through the self-service portal within OneACCs Banner. In the rare instance where a student may be unable to receive a service remotely, staff are available by appointment.

The flow of traffic in the building for Admissions and Records is directional. There is one entry point to the building and one exit point. Signs on each of the exterior building doors inform visitors of the entrance and exit points. There are floor markers spaced 6-feet apart in the hallways that reinforce social distancing guidelines.

Prior to being allowed entry in an office area, visitors must respond to the COVID questionnaire and have a temperature check with an infrared thermometer. If elevated temperature is above 100.4, access will not be allowed. All individuals must wear a mask in shared spaces. A log is kept of visitors that entered the office.
The door to the Admissions/Records Office has been modified with a window cutout in it. This allows for a glass partition between the employee and the visitor. There is a small opening at the waist level that allows for items that may need to be passed from one person to the other. The window/door is secured when staff are not present in the office.

**Recruiting**

The future of recruitment is unknown territory as we enter the Fall 2020 semester. Services will be provided remotely/virtually as much as possible. CDC guidelines, including social distancing, will be complied with during all activities. The following are tentatively scheduled:

- Add a virtual contact card to the Snead State website to identify prospective students.
- Add a live-chat feature to various platforms that allow instant communication between prospective students and Snead State recruiters.
- Depending on the outcome and agreements determined with local K12 systems, the recruiters will schedule individual Zoom meetings with service area schools (classrooms) and homeschool groups for high school senior and dual enrollment populations.
- Promote non-traditional Zoom meetings on social media, within the Workforce Development area, and with the local Career Center.
- Develop “College Day” videos that actively promote the quality and excellence of Snead State Community College.
- Actively do social media campaign blitzes.

**Campus Tours**

In order to comply with safety protocols and procedures, the following parameters have been determined for campus tours:
• Offer virtual tours of select buildings online.

• No large groups (such as high school groups) on campus until further notice.

• Advertise tours 9 a.m. and 2 p.m. Tuesdays and Thursdays by appointment only. CDC guidelines will be adhered – social distancing, masks, temperatures taken, questionnaire regarding COVID-19, waiver forms.

• No tour traffic inside buildings – only a walking tour around campus outside of the all buildings from the sidewalks.

• The route of the tour follows: Start in the parking lot of the Technology Building, go between Bevill and Academic Success Center through the ball fields up around the Administration Building and back around to the Technology Building parking lot.

• The following will be discussed on the tours: history of Snead, programs offered, offices/classes in buildings, extracurricular activities and engagement, services offered including the enrollment process.

• Recruiters, trained work study employees, and student leaders will provide the tours by appointment.

Financial Aid

The financial aid operations of the College are available almost exclusively through electronic/virtual methods. Staff respond to students via telephone, email, and other alternative methods such as Zoom. Students are able to submit documents electronically, by mail, or by secure fax. Staff assist students with FAFSA completion virtually as needed and/or requested. Veteran Services is also part of the financial aid department at the College and continues to meet the needs of students eligible for services.
In the rare instance where a student may be unable to receive a service remotely, staff are available by appointment.

The flow of traffic in the building is directional. There is one entry point to the building and one exit point. Signs on each of the exterior building doors inform visitors of the entrance and exit points. There are floor markers spaced 6 feet apart in the hallways that reinforce social distancing guidelines.

Prior to being allowed entry in an office area, visitors must respond to the COVID questionnaire and have a temperature check with an infrared thermometer. If elevated temperature is above 100.4, access will not be allowed. All persons must wear a mask in shared spaces. A log is kept of visitors that entered into the office.

The door to the Financial Aid Office has been modified with a window cutout in it. This allows for a glass partition between the employee and the visitor. There is a small opening at the waist level that allows for items that may need to be passed from one person to the other. The window/door is secured when staff are not present in the office.

**Disability Services**

The ADA Coordinator is able to provide remote services to students needing disability services. In the rare event that services cannot be provided remotely, the ADA Coordinator will meet in-person with a student by appointment. The Disability Services Office is located in the Academic Success Building where there is a limited number of staff inside the building. The door to the building remains locked to control entry of the building. A wireless doorbell is available that alerts staff. Prior to being allowed entry, visitors must respond to the COVID questionnaire and have a temperature check with an infrared thermometer. If elevated
temperature is above 100.4, access will not be allowed. All persons must wear a mask in shared spaces. A log is kept of visitors into the building.

- Prospective students have access to essential information via the college website which includes all required documents needed to complete an ADA packet at Snead.
- The ADA Coordinator has a laptop that securely connects into the Snead network via a VPN connection.
- The ADA Coordinator advocates for students, and instructors are readily adjusting to accommodate students.
- The majority of accommodations at Snead State are extended time. Instructors are easily able to comply with these accommodations through alternative instructional methods.
- The ADA Coordinator will contact faculty to intervene if the student reports that their needs are not being met.
- Bi-weekly calls with current students receiving disability services are made. Zoom sessions and/or other alternative forms of meeting remotely are accommodated upon request.

**Advising**

Academic advising is available and will be done virtually during regular business hours.

Social media and the Snead State website will actively encourage students to schedule virtual meetings with an advisor. The platform that Snead State will be using is Microsoft Bookings and Microsoft Teams.

If a student comes to campus for advising, they will do it virtually using computers in the library (located inside the Administration Building). The following procedure will be followed:
1. The student will call the library at 256-840-4173 requesting access to the building.

2. Prior to being allowed entry, visitors must respond to the COVID questionnaire and complete the student waiver from and have a temperature check with an infrared thermometer. If elevated temperature is above 100.4, access will not be allowed. All persons are required to wear masks in shared spaces. A log is kept of visitors into the building.

3. All visitors accompanying the student will be asked to remain outside away from the building entrance (preferably in their vehicle).

4. The flow of traffic in the building is directional. There is one entry point to the building and one exit point. Signs on each of the exterior building doors inform visitors of the entrance and exit points.

5. The designated staff member will lead the student to a distance-friendly computer. Students are provided with a printout of how-to setup virtual scheduling and linking in Blackboard Collaborate for their advising session. The student is also provided with an advising sheet to contact their advisor by phone or email.

6. Students are assisted, if needed, in setting up a virtual time to meet with an advisor in their degree plan. If the student has an appointment with his/her advisor, the designated staff person assists him/her in opening the screen and logging into their session. Each appointment is a 15-minute appointment block.
7. Upon completion of the advising session, the student is escorted to the building exit using social distancing protocols.

Career Services

The Snead State Career Coach is available to assist students with questions related to careers and transfer options. She provides job announcements to students at businesses and industries request. Career Coach services are provided remotely via email or by phone. The Career Coach is also available to meet with students via Zoom or Blackboard Collaborate by appointment. Assistance with STARS Guide, transfer, career guidance, program/major selection, resume reviews, and other assistance related to career services are available.

Tutoring

Tutoring is available to all Snead State students via an agreement with Smarthinking. A link is located within each student’s Blackboard portal. Students are also encouraged to contact their instructor for additional assistance as needed. Tutors are available to virtually meet with students via Zoom or Blackboard Collaborate by appointment.

Community Resources

Faculty and staff continue to provide referral resources to students as they communicate through telephone, email, Blackboard, and other virtual methods. The primary referral source is United Way of Marshall County. United Way’s 2-1-1 service is a bridge to finding local information on services from counseling, food, clothing, shelter, legal, and financial assistance. In addition, crisis hotline numbers are provided to students when appropriate.

Student Engagement

In an effort to keep students engaged and active, the Student Activities Coordinator has created a virtual activity calendar. Examples include the following for the fall semester:
• Welcome Back Week – held virtually during the first week to engage students as they begin the fall semester.

• Club Rush – have all student organizations create virtual videos that highlight their student organizations. Place the videos on the Snead State website and social media platforms. Student organizations to host interactive Zoom sessions.

• Nationals Day – examples include national dog day, ice cream day, best friend day, etc. Have students share photos of themselves participating in the national days via social media.

• Moving Mondays – involve athletes or other students in remotely encouraging creative ways for students/faculty/staff to be active.

• Virtual 5K/Fun Run

• Mountain Lake Behavioral Health/ Family Services of North Alabama – have behavioral health community partners provide virtual workshops for students/community on topics related to safety, mental health, physical health, etc.

• Weekly Check-Ins – virtual meetings facilitated by a college designee that would promote a platform for students to engage with faculty/staff/other students.

Student Development

Snead State Community College has partnered together with the National Society of Leadership and Success (NSLS) to provide leadership development training for its students. The curriculum includes Kouzes and Posner’s leadership model among other reputable theorists. Motivational and leadership workshops are also available for students to view virtually throughout the fall semester. The organization encourages goal accountability through the formation of small groups (known as success networking teams) in the virtual platform.
Recreational/ Common Areas

The building that normally houses indoor recreational areas for students is currently under construction and is unavailable during the 2020-2021 academic year. Other areas where students might gather have been analyzed, and furniture has been repositioned to comply with social distancing guidelines. In addition, signs have been placed around campus that promote the following COVID-19 precautions:

- Cover coughs and sneezes
- Wash hands often
- Avoid close contact
- Avoid touching your face
- Clean and disinfect
- Stay home if you are sick

Testing Center

The Testing Center is located in the Academic Success Center Building where there is a limited number of staff inside the building. The door to the building remains locked to control entry of the building. A wireless doorbell is available that alerts staff. Prior to being allowed entry, visitors must respond to the COVID questionnaire, student waiver form, and have a temperature check with an infrared thermometer. If elevated temperature is above 100.4, access will not be allowed. All persons are required to wear a mask in shared spaces. A log is kept of visitors into the building.

**Accuplacer.** Students have the option to take the Accuplacer through the online Examity proctored site. Students must have a personal computer, webcam, and other specific requirements in order to use this option. The student must pay Examity a $25 proctor fee if
he/she selects this alternative method. This option requires the Testing Coordinator to pre-screen and pre-register the student and issue him/her a voucher code that authorizes the student to take a Snead State Accuplacer through Examity. [Note: only 2 students have utilized this option since it became available in mid-May.]

Snead State Community College proposes to begin offering Accuplacer assessments on campus within the following parameters:

- Mondays and Wednesdays by appointment only.
- There will be morning sessions and afternoon sessions.
- Sanitization and disinfecting of computer terminals will take place before and after each session. The break between the morning and afternoon sessions allows for disinfecting of the testing lab.
- The testing lab is the size of a large classroom. There are 20 testing computers in the lab adequately spaced. However, only 5 will be available for use at one time in accordance with social distancing guidelines. The remaining 15 computers will be covered.
- Students will be required to sign the COVID-19 liability waiver.
- Only the student taking the Accuplacer will be allowed to enter the Testing Center. Those accompanying the student must wait outside away from the building entrance (preferably inside their vehicle).
- Masks will be required to enter the testing lab. Students will be encouraged to bring their own when they make an appointment with the Testing Coordinator.
- Hand sanitizer will be available and strongly encouraged.
• Small golf pencils will be provided to those taking the Accuplacer along with scratch paper. Students must destroy the scratch paper in front of the proctor. They may either dispose of the golf pencil or take it with them.

• Students will be encouraged to leave all personal belongings in their vehicle. In the event that a personal item is brought inside, the student will need to place the item(s) inside a basket underneath the student’s chair. Plastic bags will line the inside of the baskets and will be disposed of after the student exits.

GED Exams. A large number of students who attend Snead State Community College have a GED credential. Unfortunately, the GED exam is unavailable in a virtual format. Thus, the resumption of this assessment is critical for access to enrollment in Alabama community colleges. Snead State Community College proposes to begin offering the GED exam on campus within the following parameters:

• The first Tuesday of each month at 8 a.m. by appointment only.

• The third Tuesday of each month at 1 p.m. by appointment only.

• The testing lab is the size of a large classroom. There are 20 testing computers in the lab adequately spaced. However, only 2 will be available for use at one time in accordance with social distancing guidelines. The remaining 18 computers will be covered.

• Students will be required to sign the COVID-19 liability waiver.

• Only the student taking the GED will be allowed to enter the Testing Center. Those accompanying the student must wait outside away from the building entrance (preferably inside their vehicle).
• Masks will be required to enter the testing lab. Students will be encouraged to bring their own when they make an appointment with the Testing Coordinator.

• Hand sanitizer will be available and strongly encouraged.

• Small golf pencils will be provided to those taking the GED along with scratch paper. Students must destroy the scratch people in front of the proctor. They may either dispose of the golf pencil or take it with them.

• Students will be encouraged to leave all personal belongings in their vehicle. In the event that a personal item is brought inside, the student will need to place the item(s) inside a basket underneath the student's chair. Plastic bags will line the inside of the baskets and will be disposed of after the student exits.

Proctor U. Snead State Community College has one computer available in the Administration Building for students to use to take ProctorU exams. The college is offering this service for students that do not have home internet or whose computers will not support ProctorU testing.

• Exams can only be taken during the following hours: Monday through Thursday from 8 a.m. until 4 p.m.

• One-hour exams should be scheduled to start no later than 2:30 p.m. Two-hour exams should be scheduled to start no later than 1:30 p.m.

• Students will be required to call the front desk of the library at 256-840-4173 to see when the computer is available and schedule their proctoring appointment with ProctorU. The student must then confirm the date and time of the appointment with the Snead State library.
• Prior to being allowed entry, visitors must respond to the COVID questionnaire, complete the liability waiver, and have a temperature check with an infrared thermometer. If elevated temperature is above 100.4, access will not be allowed. All persons are required to wear masks in shared spaces. A log is kept of visitors into the building.

• Sanitization and disinfecting of the computer terminal will take place before and after each session.

**Orientation (Parson Days)**

New Student Orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and prepares students to adequately plan their course schedules while they are students. Parson Days is annually scheduled for two weeks in mid-July and includes approximately twelve sessions that students may attend.

Due to COVID-19 concerns, Parson Days 2020 will be conducted virtually/remotely. Tutorial videos are being created and utilized. Advising will be done remotely via students scheduling appointments via the Booking.com software. All of the videos are self-paced and done at the student’s convenience. There are planned Zoom session meetings that will occur during the days and times that Parson Days was originally scheduled. Faculty, staff, and student leaders will be available remotely during these sessions to engage students and provide Q&A. There will be two virtual parent Q&A sessions. There will be a virtual Parson Peers Student Engagement session that student leaders from various campus organizations will facilitate.

On Saturday, July 25th from 8 a.m. until noon, the campus will host a drive-thru new student welcome celebration. Students that would normally come to Parson Days will be driving through campus to be greeted from afar by faculty and staff across campus. Students and families will be required to remain in their cars at all times. Staff, who will be wearing masks, will hand bags to
the new students that contain Snead goodies – including hand sanitizer with the Snead logo, a lanyard, and a flash drive including pertinent college information. It is a way to engage the new students and make them feel part of the campus. Faculty and staff will be outside their buildings holding encouraging signs and waving as students and their families drive through campus. Social distancing guidelines will be enforced.

Commencement

The Spring 2020 commencement ceremony was tentatively rescheduled for August 1, 2020. Given the growing concerns surrounding COVID-19, the college has made the decision to transition to a virtual celebration/ceremony for the Snead State 2020 graduating class.

Housing and Dining Services

Snead State Community College is recommending the suspension of on-campus housing and food service for the 2020-2021 academic year.

Justification. The procedures necessary to ensure an acceptable level of safety measures would exceed the labor capabilities of SSCC. The dorm was originally configured in such a way that provides for five entrances/exits that would require constant monitoring. Even keeping the doors locked from the outside does not prevent residents from propping them opening or using them to allow visitors. SSCC currently has no other option for quarantining students that may test positive and cannot provide the necessary heath care for those students.

Normal full capacity for our residence hall is 87 beds. Limiting room occupancy to single students and bathroom usage to only single students where possible would reduce our maximum capacity to no more than 24-30 students. The cost to operate the residence hall safely under these restrictions would far outweigh the revenues generated.
The SSCC residence hall is typically occupied approximately 90% by student-athletes. Discussions with the SSCC Athletic Director indicated that coaches have already been preparing for the possibility of no residence hall for the upcoming year and have been directing student-athletes elsewhere for housing. The AD has confirmed that closing the residence hall for the upcoming academic year would not have any extreme negative impact on the athletics program.

The absence of any residence hall students would then also eliminate the need for providing campus dining services. Currently the dining service at SSCC is operated by a third-party vendor. Most of the food service provided is designated to residence hall students leaving only minimal service to other customers. The contract between SSCC and the third-party food vendor expired after the spring 2020 term. The food service contract service was re-bid with only the current vendor responding, and contract negations were underway when our shutdown occurred in March 2020. No new contract was signed and the vendor has been put on notice that SSCC may withdraw the bid and discontinue service for the upcoming year.

**Financial Impact.** SSCC does not anticipate any negative financial impact from the discontinuing of residence halls and dining services. The increasing cost of providing dining service to students has outpaced the increase in price passed on to the students in recent years. The ACCS Board of Trustees recently approved a plan to increase the cost to students, but even this increase did not fully cover the increase in provider cost. Because of this cost gap, the auxiliary revenues generated by housing have been subsidizing the excess expense of providing meal plans meaning the elimination of both services at the same time would have close to a net zero financial impact.

There will also be additional cost savings with the decrease in private security coverage currently used to cover residence hall activities. These costs have also risen in the past months.
and would not be necessary with a residence hall closure. SCC will also experience savings from reassigning the custodial staff from the residence hall to other areas and from a reduction in the utilities dedicated to the residence hall. Re-establishing these services for the fall of 2021 will also allow for price and cost adjustments necessary to prevent operating either auxiliary unit with a negative net revenue position.

**Workforce Development and Adult Education**

**Delivery and Proctoring of Assessments**

Students will make appointments for in-person testing and will be given a date/time to arrive. Students will then receive an email with specific directions on where to enter/exit the building. Testing guidelines will be provided to students in advance including required notifications and waivers which must be returned prior to arrival. Students will be required to bring their own writing instruments and wear face masks when in common areas.

Designated staff will be responsible for greeting the students, completing the health questionnaire/visitor log and taking the student’s temperature. If the student’s temperature is over 100.4, students will not be allowed to enter and will be asked to reschedule. Before entering the testing area, students will be asked to use hand sanitizer. Students will be assigned a testing station aligned with social distancing guidelines of 6-feet apart. Staff will clean the workstation, including the table/desk top, keyboard and mouse after each use.

**Adult Education Delivery**

Adult Education at Snead State is administered and serviced by Northeast Alabama Community College. If a student contacts us, we give them the locations of the classes in our area to assist with locating a class close to their home, including the phone numbers for the location where they are interested. We also provide them the phone number for NACC’s adult ed
program and publish the information on our website at
http://snead.edu/future_students/testing/ged.aspx.

Workforce Development Training Delivery

Online delivery of courses will be offered whenever possible.

For on-campus course delivery, students will receive an email with directions on where to
enter/exit the building. Students will receive social distancing guidelines and waiver through
email to be returned to the staff prior to arrival and be advised to provide their own supplies and
facemask requirements.

Designated staff will be responsible for greeting the students, completing the health
questionnaire/visitor log, completing the student waiver from, and taking the student’s
temperature. If temperature is over 100.4, students will not be allowed to enter and will be asked
to reschedule. Upon entry into the classroom, students will be asked to use hand sanitizer.
Students will be assigned a seat in the classroom aligned with social distancing guidelines of 6
feet apart.

Staff will clean the workspace, including the table/desk top, keyboard and mouse, at the
end of class each day and additional disinfectant fogging will be scheduled in all buildings based
on traffic count.

For off-campus locations, Snead will request to review the host company’s guidelines
and compare to the college’s established plan and mitigate strategies as needed to make sure the
most stringent policies and plans are followed. Students will receive social distancing guidelines
and waiver through email to be returned to the staff prior to arrival. Instructor will always be
required to maintain a 6-foot distance from students. Clinicals and Externships will be
performed only as allowed by our partner Marshall Medical Centers or online with NHA.
The Workforce Development Staff is on campus and maintaining office hours when the college is open so we are available by phone and/or email. The contact information is included in all marketing material, on our website, and email signatures. Communications with business and industry and students have been continuing during the pandemic and are still ongoing.

An addendum will be added to the Enrollment Forms as follows:

- In the event Snead State Community College should experience the need for all in-person classes to transition to remote instruction due to the pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details pertaining to the program’s remote instructional plan to complete the necessary theory, lab and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact the Workforce Development Division, Teresa Walker, 256.840.4211 or Cherri Barnard, 256.840.4152.

An Addendum will be added to our Contract for Training as follows:

- In the event Snead State is unable to fulfill the obligations to complete training for a business, where possible, the course will transition to remote instruction, or the company will be contacted to reschedule to a time when all students and instructors can return to the classroom safely. If the training can’t be rescheduled the company will also be given the option of refunding the tuition for the unfinished portion or the course.

- Impossibility of Performance: Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy,
flood, store, strides or statutory regulations, rule or action of any federal, state or local
government, or any agency thereof.

Athletics

Student-athletes are not allowed to return to campus before classes resume. Health and
safety protocols regarding practices, meetings, games, travel, and study halls will adhere strictly
to recommendations and restrictions established by the ACCC and the NJCAA. Internal
planning for all athletic teams includes schedule reduction, no out-of-state games, no overnight
travel, and no scheduled contests between Thanksgiving and the end of the calendar year.
Appendix A

Career/Technical Course Delivery

Online – asynchronous where students log into Blackboard and complete assignments and exams on their own time. One assignment/exam will be completed using ProctorU.

Virtual – synchronous – students will log into Blackboard at specific class times each week for instruction. Assignments and exams will be completed and submitted through Blackboard.

Hybrid – theory and lecture material will be available online; labs, clinicals and hands-on exercises will meet face-to-face. These face-to-face meetings will follow the College’s COVID 19 procedures – social distancing (at least 6 feet between students) and wearing of a mask will be required during these meetings.

HEALTH SCIENCES

CLASSES, SKILLS LABS, AND SIMULATION LABS

1. On the first day of class, all students will be provided with the Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 form online to sign and submit to the nursing instructor in order to participate in course functions (Class/labs/clinical).

2. Prior to entering the Health Sciences Building, each student’s temperature will be taken by an assigned faculty or staff member. If a student has a temperature of 100.4°F, the temperature will be retaken. If the second attempt determines that the student has a temperature of 100.4°F, then the student will not be permitted to enter the building.

3. Prior to entering the Health Sciences Building, students will be required to answer the following questions and only be permitted to attend class if they answer “No” to the following questions:
   - Are exhibiting any symptoms of the coronavirus: mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC.
   - Have been in contact with someone with COVID-19 in the last 14 days.

   Students who answer “Yes” or refuse to answer the questions will not be permitted to attend class or labs.

4. Hand sanitizer will be provided in each lab and in hallway dispensers.

5. All syllabi will contain the following statement: In the event Snead State Community College should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program’s remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment For further
information concerning this, please contact your course instructor at (Instructor’s contact name and information as applicable).

Nursing Courses

NUR 112
NUR 112 will be taught as a HYBRID course. Lecture and course content will be provided online. Labs will be attended on campus. Clinical will be taught at our affiliate facilities, if possible.

NUR 112 Class
Due to the large number of students and difficulty in social distancing, lecture and course content will be provided online. The faculty will utilize Collaborate, Discussion Boards, BlackBoard messaging and teleconferencing to interact with students. Exams will be given using a remote proctoring company. All coursework will be completed by the Thanksgiving holiday. The only things that will be concluded after Thanksgiving are one unit exam, one final exam and the HESI exam which will be given online.

NUR 112 Lab
Each lab consists of no more than 16 students. Students will be instructed to watch their skills videos and take their lab quizzes prior to coming to campus. Each lab will be divided into Group A and Group B with no more than 8 students in each group. Group A will attend the first half of the skills lab and Part B will attend the second half. Students will wear mask and social distance at least 6 feet during Lab time. Each student will be responsible for sanitizing the lab area that he/she used by wiping down their area with sanitizing wipes or using sanitizing spray for any area that cannot be wiped down. The Lab Instructor will supervise the sanitizing process. Each day after lab use, housekeeping will thoroughly sanitize the labs. All skill labs will be concluded before the Thanksgiving holiday.

NUR 112 Clinical
NUR 112 has 45 hours of clinical that is usually conducted in Long-term care facilities. If these facilities are not allowing nursing students into their facilities, alternative places such as acute care facilities will be utilized. If students are denied access to acute care facilities, then high fidelity simulations will be utilized. In the event that campus must close, the Nursing Department will purchase V-Sim to allow students to fulfil their clinical time. All students must wear masks the entire time that they are at clinical. Students temperatures will be checked upon arrival. If their temp is 100.4°F or higher, the student’s temperature will be retaken. If it remains at 100.4°F or higher, the student will not be allowed to attend clinical. Clinical requirements will be completed by the Thanksgiving holiday.

NUR 221
NUR 221 will be taught as a HYBRID course. Lecture and course content will be provided online. Clinical will be taught at our affiliate facilities, if possible.
NUR 211 Class
Lecture and course content will be provided online. The faculty will utilize Collaborate, Discussion Boards, BlackBoard messaging and teleconferencing to interact with students. Exams will be given using a remote proctoring company. All coursework will be completed by the Thanksgiving holiday. The only things that will be concluded after Thanksgiving are one unit exam, one final exam and the HESI exam which will be given online.

NUR 211 Clinical
NUR 211 has 135 hours of clinical that is divided between Medical/Surgical and Critical Care. If students are denied access to any area of the hospital, then other areas/facilities will be sought. If there are no acute care facilities that will allow students for clinical, then high fidelity simulations will be utilized. In the event that campus must close, the Nursing Department will purchase V-Sim to allow students to fulfill their clinical time. All students must wear masks the entire time that they are at clinical. Students temperatures will be checked upon arrival. If their temp is 100.4°F or higher, the student's temperature will be retaken. If it remains at 100.4°F or higher, the student will not be allowed to attend clinical. Clinical requirements will be completed by the Thanksgiving holiday.

Nursing Assistant Courses
NAS Classes are taught as HYBRID courses. Lecture and course content are provided online through BlackBoard. The instructor will utilize Collaborate, Discussion Board, recorded lectures, and teleconferencing to enhance student engagement. All coursework will be concluded before the Thanksgiving with the exception of a unit exam and the Final Exam.

NAS Lab
Each lab will consist of no more than 16 students. Students will be instructed to watch their skills videos and take their lab quizzes prior to attending lab. Each lab will be divided into Group A and Group B with no more than 8 students in each group. Group A will attend the first half of the skills lab and Part B will attend the second half. Students will wear mask and social distance at least 6 feet during Lab time. Each student will be responsible for sanitizing the lab area that he/she used by wiping down the area with sanitizing wipes or using sanitizing spray for any area that cannot be wiped down. The Lab Instructor will supervise the sanitizing process. Each day after lab use, housekeeping will thoroughly sanitize the labs. All labs will be concluded before the Thanksgiving holiday.

AVIATION
The following aviation courses will be taught fall 2020: AMT 100, AMT 101, AMT 102, AMT 113, AMT 114 and AMT 115. These courses will be done in a HYBRID format where some theory material will be online and the hands-on lab components will be completed in person. These courses have varying amounts of required hours by the Federal Aviation Agency.

Jovina Lowery and the instructor will conduct the daily screening (temperature checks and questionnaire completion) for students at the Aviation center. Students will also sign the COVID-19 Warning and Waiver form. This screening will be conducted at the front door and there will be
signs posted directing students to this as the only entrance and students will receive this information via phone calls, texts, and emails. The outside door leads to an enclosed entryway and then a second door into the building. The screenings will be conducted in the entry way before entering the building. If a student or employee has a temperature of 100.4 or higher they will be given a second temp check. Any student or employee that has a temperature of 100.4 or higher after two temperature checks will be sent home. Since the screenings will be conducted in a covered entry way, if there is inclement weather, students will be asked to remain in their cars and will be called when the screener is ready for the next student.

The Aviation Program is housed in a completely separate 15,000 square foot facility located at the Albertville Regional Airport. Thus, the students are not required to come to the main campus in Boaz at all. The labs will be completed in three large separate rooms with widely spaced work stations. The different labs will be in three separate very large hanger-style rooms with extremely high thirty-foot ceilings and significant square footage. The lab equipment students will utilize has been repositioned to assure maximum physical separation well in excess of the recommended six feet. Each student has an individual set of tools that he/she uses and tools will not be shared between students. Students will sanitize the tools and work area at the conclusion of each session.

Social distancing between students will be monitored by the instructors.

Jovina Lowery will be in charge of the sanitation of the entrance and exits twice a day. Faculty will be in charge of the sanitation of the lab equipment between and after student use and will use Clorox wipes or a bleach/water solution and cloth to wipe all tools and surfaces between and after student use. The building custodian will sanitize the building and lab every day (Monday through Friday).

Students and faculty will be required to wear masks. Students are being instructed to bring their own masks. However, if a student shows up without a mask, the College will provide one. Employees have been provided with K-99 masks purchased from Premier Medical Supplies.

**INDUSTRIAL SYSTEMS TECHNOLOGY**

All Industrial Systems Technology courses that require lab will meet in person on-campus in a **HYBRID** format. Instructional content will be posted online with the use of Blackboard.

1. Laboratory assignments will be delivered in person on-campus during the semester.

2. Virtual laboratory learning will be used as a backup in the event a second wave causes a cessation of on campus courses.

3. The Industrial Systems Technology program will use a flipped classroom approach in a hybrid learning format to ensure required laboratory learning is completed prior to the Thanksgiving Holiday.
4. In the flipped classroom approach, students will be tasked with completing the lab assignments at the beginning of each week. The foundational concepts of the laboratory exercises will be delivered in an online lecture format to enforce the practical skills learned in the laboratory. This method will ensure all required practical assignments will be completed prior to the Thanksgiving holiday.

5. Any laboratory assignments that are not completed prior to Thanksgiving will continue in virtual format with the utilization of Famic Technologies Automation Studio™. Automation Studio provides a robust virtual learning laboratory environment for assessing practical skill competencies. In conjunction, the Amatrol Learning Management System supports virtual learning exercises related to the field of Industrial Systems.

6. To practice safe learning, the following procedures will be adopted for the fall 2020 school year:
   - Prior to beginning the Industrial Systems Technology courses, each student will be asked to sign a COVID-19 Warning and Waiver form.
   - Daily- All students and faculty will be required to wear a face mask upon entering the building and throughout the duration of the scheduled laboratory time. Masks must remain on until the student has left the building Gloves are optional.
   - Daily- Upon entering the Technical Building, each student will have their temperature taken and asked two questions regarding their current health.
   - Daily- Students will then be asked to sign a COVID-19 Tracing sheet to be used a documentation for those entering the building.
   - If a faculty/staff or student arrives to campus/work exhibiting signs/symptoms of COVID-19 (e.g. fever, cough, and shortness of breath), the College will ask the person to leave campus and consult a healthcare provider before returning to campus/work.
   - When delivering the lecture portion of the course, each student will sit six feet apart to conform with social distancing guidelines. If the six-foot distance cannot be maintained due to the number of students, the instructor will stagger class meeting times.
   - The laboratory training equipment will be distanced approximately 10-feet apart, with no more than two students at each station.
   - Each training station will be supplied with a plastic partition and sanitizing supplies.
   - Each equipment station will be supplied with a six foot by four-foot divider plastic partition physically separating the two students.
   - There will be no more than two students per station.
• Students will be monitored by the faculty member during the assigned lab times to ensure social distancing guidelines.
• At the mid-point of the lab exercise, each student will sanitize their area of the laboratory equipment, which includes mouse, keyboard, and control devices.
• Students will then swap positions at the assigned station in order to gain the complete concept of the required task.
• At the end of the lab, the faculty member will sanitize the classroom tables and equipment in preparation for the next meeting.

COMPUTER INFORMATION SYSTEMS

The following CIS courses will be completed in an ONLINE format: CIS 117, CIS 146, CIS 157, CIS 161, CIS 260, CIS 268, CIS 280, CIS 284 and CIS 287.

CIS 251 – C++ Programing will be completed in a VIRTUAL format where students will log into Blackboard Collaborate at a specific time for class. All assignments and exercises will be completed through Blackboard.

CHILD DEVELOPMENT

Snead State’s Child Development program is an online program. All courses in this program are completed in an ONLINE format.
Appendix B

Academic Course Delivery

**Online** — asynchronous where students log into Blackboard and complete assignments and exams on their own time. One assignment/exam will be completed using ProctorU.

**Virtual** — synchronous – students will log into Blackboard at specific class times each week for instruction. Assignments and exams will be completed and submitted through Blackboard.

**Hybrid** — theory and lecture material will be available online; labs, clinicals and hands-on exercises will meet face-to-face. These face-to-face meetings will follow the College’s COVID 19 procedures – social distancing (at least 6 feet between students) and wearing of a mask will be required during these meetings.

**ENGLISH/LANGUAGE DIVISION**

**SPA-101 and SPA-102** — These classes are only taught in an **ONLINE** format with one ProctorU assignment.

**ENR 098** – There will be sections of this course offered **ONLINE** with one ProctorU assignment. There will be sections offered as **VIRTUAL** where students will meet in Blackboard using Collaborate during a specific class time and the instructor will teach.

**ENG 099** - These courses will be offered **ONLINE** as support for co-requisite ENG 101 section. The co-requisite ENG 101 section will have ProctorU requirement.

**ENG 101** - There will be sections of this course offered **ONLINE** with one ProctorU assignment. There will be sections offered as **VIRTUAL** where students will meet in Blackboard using Collaborate during a specific class time and the instructor will teach. **ENG 102** - There will be some sections offered **ONLINE** with one ProctorU assignment. There will be sections offered as **VIRTUAL** where students will meet in Blackboard using Collaborate during a specific class time and the instructor will teach.

**ENG 261 and ENG 262** - These courses are only taught in an **ONLINE** with one ProctorU assignment.

**ENG 251 and ENG 252** - These courses will be offered **ONLINE** with one ProctorU assignment.

**ENG 271 and ENG 272** - These courses will be offered as an independent study with portfolio of work submitted to the instructor at the completion of semester.

**For Dual Enrollment English Classes**
For dual enrollment English classes taught at a high school, the guidelines instituted by the high school will be followed for the Snead State class.

**BUSINESS/OFFICE ADMINISTRATION DIVISION**

**BUS 241, BUS 242, BUS 271, BUS 272, BUS 263, OAD 110, OAD 125, and OAD 138**

These classes will be conducted as **VIRTUAL** with instructors using Collaborate in Blackboard to meet with their classes on a specific day and time. All assignments and tests will be completed in Blackboard.

**ACT 249, HIT 230, OAD 103, OAD 215, OAD 218, OAD 230, HIT 230, BUS 147, BUS 175, BUS 178, BUS 186, BUS 215, BUS 241, BUS 246, BUS 263, BUS 271, BUS 275, BUS 285, and BUS 296**

These classes will be conducted **ONLINE** where students will be able to access course materials on their own at any time of the day. Instructors in these classes may use Collaborate or other virtual meeting tools at their discretion.

**MATH DIVISION**

**MTH 110, MTH 116, MTH 231 and MTH 265** will only be offered in an **ONLINE** format.

**MTH 227** will only be offered in a **VIRTUAL** format.

The following math classes will be offered in an **ONLINE** format and a **VIRTUAL** format:

**MTH 098; MTH 100; MTH 112; MTH 113; MTH 125.**

**Below are guidelines for the virtual sections:**

Students will watch lecture and homework videos via Blackboard links. If a student has questions about lecture or homework content, then questions may be submitted through Blackboard Messages to the instructor of the class. Students can message the instructor anytime 24/7. Questions will generally be answered within 24-48 hours.

Test review videos links will be provided via Blackboard for students. If a student has questions about review content, then the instructor will be available via Blackboard Collaborate to discuss any content questions. An announcement will be posted on Blackboard concerning day/time of the Collaborate review session: date to be determined by each instructor and will occur during regularly scheduled class time. If a student does not have access to a computer with a webcam/microphone and cannot engage via Blackboard Collaborate, then that student may submit any content questions through Blackboard Messages to the instructor of the class. Students can message the instructor anytime 24/7. Questions will generally be answered within 24-48 hours.

If the instructor has any graded assignments, then a scanned document or picture of the completed review/graded assignment will be sent to the instructor through Blackboard messages OR the instructor can provide a link in Blackboard for the student to submit the assignment.
Tests will be taken and submitted online through Blackboard with date/time due to be determined by each instructor.

**For Dual Enrollment Math Classes**

For dual enrollment math classes taught at a high school, the guidelines instituted by the high school will be followed for the Snead State class.

**NATURAL SCIENCES**

**CHM 221** - This class will meet as a HYBRID course where the class session will be done as VIRTUAL during the class time. Instructor will teach using Collaborate in Blackboard during the specific class time. One exam will be proctored.

- **Students will attend lab on campus at the scheduled lab time.**
  - a. They will be monitored on entering the building. Students will enter at the front door, 2nd floor, and will have temperature taken and tracking information with signed COVID-19 Waiver and Warning form.
  - b. Social distancing and mask will be required at all times.
  - c. Lab stations will be cleaned upon entering and leaving the lab to ensure that stations are clean.
  - d. Each student will have an individual lab set up and not work in groups of students. These will be the only students using the lab this fall. Labs will be completed before the Thanksgiving break.
  - e. Students will go to third floor by the stairs by restrooms.
  - f. Students will leave the lab in the same direction and exit the front doors.
  - g. Sitting in the hallway or gathering as a group will not be allowed.
  - h. Hand sanitizer will be available on entering the building, in the lab room, and in leaving the building.
  - i. Tape guidelines for standing at lab tables in the Chemistry Lab will be in place.
  - j. Footprints into the classrooms need to mark direction and distance.
  - k. Restrooms need signs stating only one student in restroom at one time.

**AGR 152** - Class will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored.

**BIO 103** - Classes will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

**BIO 104** - Classes will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

**BIO 120** – This class will be offered in an ONLINE format.
BIO 201 - Classes will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

BIO 202 - Classes will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

BIO 220 - Classes will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

CHM 104 - Class will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

CHM 105 – This class will be offered in an ONLINE format.

CHM 111 - Classes will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

CHM 112 – This class will be offered in an ONLINE format.

PHS 111 - Class will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

PHY 201 - Class will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

PHY 202 – This class will be offered in an ONLINE format.

PHY 213 - Class will meet as a VIRTUAL session during class / lab time. Instructor will teach by using Collaborate in Blackboard during the specific class time. One exam will be proctored. This course will also be offered in an ONLINE format.

GEO 100 – This class is only taught in an ONLINE format.

GEO 101 – This class is only taught in an ONLINE format.

HEC 140 – This class is only taught in an ONLINE format.

HED 224 - This class is only taught in an ONLINE format.
HED 231 - This class is only taught in an ONLINE format.

PED 100, 103, 104, 105, 200, 248 and 258 – These classes are only taught in an ONLINE format.

For Dual Enrollment Science Classes

For dual enrollment science classes taught at a high school, the guidelines instituted by the high school will be followed for the Snead State class.

SOCIAL SCIENCES DIVISION

CRJ 100
Class will be taught as VIRTUAL. Class sessions will be conducted via Collaborate at the regularly scheduled class times. Course will be enhanced by additional course content, assignments, projects, and/or tests via Blackboard.

ECO 232 and ECO 231
These classes will be taught ONLINE and VIRTUAL. Class sessions taught virtual will be conducted via Collaborate at the regularly scheduled class times. Course will be enhanced by additional course content, assignments, projects, and/or tests via Blackboard.

HIS 101, HIS 102, HIS 201, HIS 202
History classes will be taught ONLINE and VIRTUAL. Class sessions taught virtual will be conducted via Collaborate at the regularly scheduled class times. Course will be enhanced by additional course content, assignments, projects, and/or tests via Blackboard.

POL 211
Class will be taught as VIRTUAL. Class sessions will be conducted via Collaborate at the regularly scheduled class times. Course will be enhanced by additional course content, assignments, projects, and/or tests via Blackboard.

PSY 200, PSY 210
Psychology classes will be taught ONLINE and VIRTUAL. Class sessions taught virtual will be conducted via Collaborate at the regularly scheduled class times. Course will be enhanced by additional course content, assignments, projects, and/or tests via Blackboard.
FINE ARTS/HUMANITIES/COMMUNICATION

Instrumental Instruction:

MUP 101, 102, 121, 122, 133, 141, 143, 145, 161, 163, 171, 181, 182, 201, 202, 233, 245, 261 and 281 - all private instrumental lessons will be conducted VIRTUALLY.

The Jazz Band class sessions will be conducted in a combination of virtual class sessions and possible live sessions. The VIRTUAL sessions will meet with instructor using Collaborate in Blackboard to meet on a specific day and time. Live rehearsals, when needed, will occur either outdoors when weather permits, or in the Snead gymnasium or the Boaz Recreation Center. All students will have their temperature taken upon entering the building and they will be asked the questions on the COVID-19 Active Screening Questionnaire. The College’s social distancing procedures will be followed: social distancing of at least 6-feet between students and the wearing of masks when not practicing and around other people.

Choral and Vocal Instruction:

MUP 111 and 211 - all private voice lessons will be conducted VIRTUALLY. Students will use their own personal audio equipment and devices to join Zoom sessions with Dr. Hudson. If scheduling and internet/Wi-Fi issues allow, all students who will be studying private voice will be encouraged to join their weekly Zoom sessions from their home rather than from somewhere on campus.

MUL 170, 172, 173, 180, 184, 270, 280 – all ensemble rehearsals will be conducted in a VIRTUAL format. The College Street Singers and the Concert Choir will be conducted mostly online via Zoom rehearsals this fall. If any live rehearsals are needed, these will be conducted outdoors or in a large venue such as Fielder or Bevill. All students will have their temperature taken upon entering the building and they will be asked the questions on the COVID-19 Active Screening Questionnaire. The College’s social distancing procedures will be followed: social distancing of at least 6-feet between students and the wearing of masks when not practicing and around other people.

The Community Choir will be rehearsed and conducted completely online this fall through weekly virtual sessions via Zoom.

No public performances are being scheduled for the fall semester at this time. All three choirs will be preparing virtual performances this fall as their primary performing outlet. Any live singing that might occur during the semester will be conducted outside, either somewhere on campus or in a large venue in the community such as Old Mill Park in Boaz.

ART 113, and ART 121 will be taught as a HYBRID class as some instruction will be conducted via Collaborate in Blackboard and some sessions will require students to come to campus to the Art Building. The design of the classroom allows for at least 6-feet distancing between students work stations. All students will have their temperature taken upon entering the building and they will be asked the questions on the COVID-19 Active Screening Questionnaire.
ART 100 - Classes will meet as a **VIRTUAL** session during class time. Instructor will teach by using Collaborate in Blackboard during the specific class time. This course will also be taught in an **ONLINE** format.

**ART 180 and 204**— These courses are only taught in an **ONLINE** format

**HUM 101** — This course is only taught in an **ONLINE** format

**MCM 100** — This course is only taught in an **ONLINE** format

**PHL 106** — This course will be taught in a **VIRTUAL** format. Class sessions taught virtual will be conducted via Collaborate at the regularly scheduled class times. Course will be enhanced by additional course content, assignments, projects, and/or tests via Blackboard.

**PHL 206** — This course is only taught in an **ONLINE** format

**REL 100** — This course is only taught in an **ONLINE** format

**SPH 106 and SPH 107** — Some sections of this course will be taught in an **ONLINE** format and some sections will be taught in a **HYBRID** format. Those sections taught as a hybrid, the instruction for the course will be done virtually where students will log in at a specific day and time. Speeches will be presented on campus in small groups of no more than 5 in each group. All students will have their temperature taken upon entering the building and they will be asked the questions on the COVID-19 Active Screening Questionnaire. The College's social distancing procedures will be followed: social distancing of at least 6-feet between students and the wearing of masks when in the classroom and common areas.

**THR 120** — This course is only taught in an **ONLINE** format