

## 3R Plan - Stage 3 and Stage 4 FAQs

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### Operations

- 1. What is the process that departments should initiate to identify safety precaution needs - i.e. plexiglass, masks, hand sanitizer, positioning of furniture for physical distancing, PPE?**  
*Managers should first develop a Stage 3 operational plan that attempts to comply with physical distancing requirements and promotes safety. If a physical solution cannot be met, a request should be made through the Senior Leader to Operations to assist in assessment. Standard supplies (gallon hand sanitizer, spray bottles, paper towels) can be obtained through work orders. Operational plans may need to be modified for Stage 4, depending on FCHD Guidelines.*
- 2. What is the cleaning protocol and who are the responsible parties for Student Lounges, Cougar Grille, Fieldhouse, JBK, Conference Center?**  
*All public spaces will be cleaned as normal and sanitized with an electrostatic sprayer and an EPA approved disinfectant on a daily (M-F) basis.*
- 3. Will Operations assess individual offices/suites, conference rooms, and waiting areas to determine usability of 6-foot physical distancing requirement?**  
*For offices/suites, please see answer to #1. For common areas, in Stage 3, common seating areas will not be in use. Capacities for conference rooms have been updated in 25Live to reflect physical distancing.*
- 4. Will Operations update room capacities for all instructional and gathering spaces for 6-foot distancing.**  
*In Stage 3, instructional and conference room space capacities have been updated. Common spaces, like the Cougar Grill, have been modified to maintain physical distancing.*
- 5. Will there be identified meeting spaces for faculty/students to meet if 6-foot distancing can't be achieved in faculty offices? Will shields, screens, or other safety measures be required for such spaces?**  
*Staff and faculty are encouraged to utilize offices, conference rooms, or vacant classrooms when 6-foot social distancing cannot be achieved in an office.*
- 6. How should teams communicate their phased approach for Stage 3 so Operations knows how many people are coming back throughout stage 3 and where they will be?**  
*Stage 3 occupancy should continue to be indicated in the COVID-19 Schedule calendar.*
- 7. With increased students and staff on campus, will cleaning of high-touch surfaces be done more frequently throughout the day?**  
*Building entrance doors and other high-touch surfaces will be disinfected on a daily basis and may be cleaned throughout the day dependent on building occupancy. The CDC currently recommends that high-touch surfaces should be cleaned at least once per day. Their emphasis continues to be on mask wearing, physical distancing, and hand washing.*
- 8. When contractors are working in buildings, can staff be informed of what access they should be granted and if it's OK to leave doors open/unlocked?**  
*Appropriate notification to staff will continue. Contractors are given access to spaces necessary to complete work.*
- 9. Will directional signage in hallways continue to be used?**  
*No, directional indicators will be removed.*
- 10. Will breakroom spaces be cleaned with greater frequency by plant?**

All Public spaces will be cleaned as normal and sanitized with an electrostatic sprayer and an EPA approved disinfectant on a daily (M-F) basis. Sink, soap and towels already provided. Spray bottles with disinfectant will be ~~added~~ placed in breakrooms. Per the CDC "When no people with confirmed or suspected COVID-19 are known to have been in a space, [cleaning once a day is usually enough](#) to sufficiently remove virus that may be on surfaces and help maintain a healthy facility."

**11. Will plastic barriers remain in department areas?**

*Plexiglas can remain in use in Phase 4, if desired.*

**12. Will additional outdoor seating for warmer months be provided?**

*Campus occupancy in Stage 3 is still limited and outdoor seating is sufficient.*

**13. Will additional cleaning staff be hired to manage the increase in staff and students on campus?**

*No, normal staffing is in place. There is not an intent to hire additional staff at this point.*

**14. Will increased security be needed to assist with situations that could arise (i.e. guests who refuse to follow safety protocols)?**

*Students and visitors have been compliant to date. Student conduct policies reflect action steps for non-compliance to wearing a mask. Supervisors can follow College misconduct policies for staff members who fail to comply with mask requirement.*

**15. Will 25Live reflect the new capacities of all instructional and meeting spaces?**

*In Stage 3, Use the [Modified Space](#) document for instructional and meeting spaces. Protocols and documents will be updated in Stage 4, if required.*

**16. What practices constitutes 'high contact' that require glove wearing?**

*This applies to Mail and package delivery only.*

**17. Will staff need to monitor building capacity?**

*No, staff will not be required to monitor building capacity. Capacities are based on rooms not buildings. Refer to 3R plan for physical distancing requirements.*

**18. Will the on-campus calendar need to be used in Stage 3 and 4?**

*The calendar will continue to be used during stage 3 but will not be needed in stage 4 when all staff return to work on a daily basis*

**19. What are the expectations around employees who must share office space where 6-foot distancing is not feasible?**

*In Stage 3, staff sharing office spaces will be required to wear masks until further guidance is provided.*

## **IT**

**1. How will staff and faculty access cameras for desktop computers for continued virtual meetings and events?**

- a. *For adjuncts, program managers may request cameras through the [IT HelpDesk](#).*
- b. *For classrooms, those which are equipped with cameras and microphones will be identified in 25Live. Follow the normal room reservation process.*
- c. *For office spaces, supervisors may request cameras through the [IT HelpDesk](#).*

**2. What resources are available to assist departments in providing phone coverage remotely?**

*The Cisco Jabber phone client is now available for full-time faculty and staff use. The client will be installed on College-owned systems. Documentation and training are available on the IT page of*

*Communication Central. In Stage 3, employees can continue to provide support when off site as they have done to date.*

**3. What is the schedule of faculty training for technology/flex training?**

*Training schedule and content is actively being developed. The schedule will be posted on Communication Central.*

**4. Where can we find a list of classrooms equipped with flex capabilities?**

*Classrooms which are equipped with cameras and microphones will be identified in 25Live.*

**5. How should teams communicate their phased approach for Stage 3 so IT knows how many people are coming back throughout stage 3 and where they will be?**

*Teams should communicate with their supervisor or senior leader. The CIO will be in contact with all senior leaders with regards to their Stage 3 plans.*

**6. When will IT need to know which classrooms will be used for fall in order to perform maintenance, testing, and possible installation of camera and microphone equipment as well as to train faculty?**

*In order to equip classrooms for the fall semester, please inform IT, through your Academic Office Manager, Administrative Associate, or Office manager as soon as possible.*

**7. What is the lead time IT needs to procure and install any software required by any classroom used in the fall?**

*In order to install software for classrooms for the fall semester, please inform IT now through your Office/Program Manager.*

**8. Is Jabber available for all departments to use?**

*Jabber is available for all full-time employees.*

**9. What is the process for installing touchless terminals for credit card transactions?**

*There are currently no plans to install touchless terminals.*

**10. Will campus computer access for students be expanded in Stage 3?**

*Access to student computers will be available throughout Stage 3. The emergency computer lab will be available by [request](#) until the Bess and Frank Gladhill Learning Commons opens with limited hours for enrolled students. For more information on specifics regarding Learning Commons availability, visit [Library Services](#).*

**11. Will the College issue technology for remote work support?**

*Technology needs should be communicated to your supervisor.*

## **Bookstore**

**1. What options are available for students to have purchase pick up outside of posted business hours?**

*The Bookstore offers shipping to a home address and the Monroe Center. In extenuating circumstances, pickup can be coordinated via the security desk.*

## **HR**

**1. What is the College's stance on requiring vaccinations for employees?**

*FCC is not requiring vaccinations for faculty, staff, or students. Employees working in clinical facilities may be required to be vaccinated by the clinical facility.*

- 2. Will employees who are dealing with illness/immunocompromised be allowed to tele-commute?**

*All employees are required to return to the College in Stage 4. All College policies, procedures, and terms and conditions of employment remain in place.*

- 3. Can fully vaccinated employees be allowed to meet or work in an office without masks?**

*In Stage 3, employees who are working alone in a private office may remove their mask. Protocols and documents will be updated in Stage 4, if required.*

- 4. What resources can staff access to work through anxiety about returning to campus?**

*Employees are encouraged to contact the Employee Assistance Program (EAP) for resources related to anxiety.*

- 5. What happens if staff members or teams get COVID-19 or are exposed? Will teams be required to isolate? How will this impact services of an office in Stage 4?**

*Please see the Employee Guidelines for COVID-19 that have been in place during the pandemic. [These guidelines are updated regularly.](#)*

## **Learning Support**

- 1. Will the process for reporting COVID-19 cases continue to be required for students? Will there be any updates to the tracking process for students?**

*The College will continue to require students to notify the Den of Students (DOS) regarding positive COVID-19 tests or exposure. Here is the [link to guidelines](#) as to what students need to follow to report if they have been exposed or tested positive for COVID-19. Notifications should be made to Jerry Haynes with a copy to Lisa Hildebrand.*

## **AACEWD**

- 1. Will students be required to be vaccinated in order to return to campus?**

*FCC is not requiring vaccinations for students. Students who are enrolled in a clinical or internship experiences may be required by an external site to be vaccinated.*

- 2. Will there be access to remote proctoring tools to reduce classroom use of testing?**

*The College is currently conducting remote proctoring for students with accommodations through Zoom by testing center staff. Other remote proctoring strategies are being explored to increase capacity.*

- 3. Can faculty resume field trips in Stage 3 and 4?**

*Field trips can resume in Stage 3 with EVP/Provost approval. Field trips will resume in Stage 4.*

- 4. Will faculty be able to access College transportation resources? What are the physical distancing guidelines for using College buses?**

*Transportation service requests are currently being accepted. Physical distancing protocols of the 3R plan will be followed. Faculty/Staff should make a request [using the regular process](#).*

- 5. Have the Space Use Guidelines been updated for Stage 3 and 4?**

*Updated Space Use Guidelines can be found [here](#).*

- 6. What faculty training is available for technology and flex training that addresses pedagogy and practice?**

*The Center for Teaching and Learning is working to curate resources and develop training for the summer. Planning is currently targeting offerings in July and August and future training*

opportunities will be posted on the [Employee Development Calendar](#), shared via email with faculty, and included as part of Professional Development Week.

**7. Can faculty meet with students face to face?**

Face to face meetings can take place in offices and other spaces following current physical distancing guidelines. Current College guidelines can be found [here](#).

**8. Will faculty be required to have on-campus office hours?**

In Stage 3, Office Hours can be conducted in a face to face or virtual format to meet student needs. In Stage 4, faculty should conduct office hours from their campus office, meeting with students face to face or virtually as appropriate for the student.

**9. How should students assemble outside of instructional spaces prior to the start of class? Do they need to wait in a designated area and keep physical distancing?**

Students should follow the physical distancing guidelines stated in the 3R plan.