



Return to Campus Action Plan

COVID – 19

Updated: May 2021



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ASSESSMENT AND TRAINING

Assessment of Personal Protective Equipment Needs

- Determine and obtain the appropriate supply of personal protective equipment (6+ week lead-time on items such as gloves, masks, etc.)

Assessment of College Covid-19 Mitigation Efforts

- Face covers are required to be worn upon entering BRCC facilities.
- 6 feet of social distancing between individuals is required for outdoor events and activities where masks are not being worn.
- Per Governor John Bel Edwards's latest executive order issued on April 27th, 2021 Crowd sizes shall be limited to no more than 75% capacity as set by the State Fire marshal for people in any single indoor space at the same time. Notwithstanding this limitation, if an establishment requires patrons to wear face coverings throughout the event, the establishment may increase its occupancy to 100% of the total occupancy, as determined by the State Fire Marshall. Face coverings are required to enter all BRCC facilities, therefore all BRCC facilities can operate at 100% of total capacity.
 - For the Summer 21 term the College will continue to offer the greater majority of its courses via hybrid or online. For the Fall 21 term that College is offering courses with optimism that the worst part of the COVID-19 Pandemic will be over and that a gradual but cautious return to campus is possible. The College will provide further updates regarding the Fall 21 return to Campus as we approach the start of the semester. The College will continue to adhere to capacity guidelines that has been established by the CDC, Louisiana Department of Health, and the Louisiana Office of the State Fire Marshal for all classes and events that are held on its campuses.

Assessment of Personnel

- Identification of “vulnerable employees”, as identified by the CDC. Vulnerable Employees are those who are:
 - 65 or older
 - Of all ages who have underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions

- People who are immunocompromised (Many conditions can cause a person to be immunocompromised, including, cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications;
 - People with severe obesity (Body Mass Index [BMI] of 40 or higher
 - People with diabetes
 - People with kidney disease undergoing dialysis
 - People with liver disease
 - People with cancer.
 - People with Sickle cell disease
 - People with asthma
 - People with cerebrovascular disease
 - People with hypertension or high blood pressure
 - People who are pregnant
- Establish a monitoring program that identifies indicative symptoms and establishes a protocol that does not allow symptomatic people to return to work until cleared by a medical provider.
 - Symptoms identified by the CDC include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Identification of “fully vaccinated individuals”, as identified by the CDC.
 - People are considered fully vaccinated:
 - Two (2) weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
 - Two (2) weeks after a single-dose vaccine, such as the Johnson & Johnson’s Janssen vaccine.
 - If it has been less than two (2) weeks since your 1-dose shot, or if you still need to get your second dose of a 2-dose vaccine, you are not fully protected.

- A person has been fully vaccinated:
 - Can gather indoors with fully vaccinated people without wearing a mask.
 - Can gather indoors with unvaccinated people from one (1) other household (i.e. visiting with relatives who all live together without masks, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
 - Continue to take steps to protect yourself and others in many situations, like wearing a mask, staying at least six (6) feet apart from others, and avoiding crowds and poorly ventilated spaces. Take these precautions whenever you are:
 - In public;
 - Gathering with unvaccinated people from more than one (1) other household;
 - Visiting with an unvaccinated person who is at increased risk of severe illness or death from COVID-19 or who lives with a person at risk;
 - Still avoid medium or large-sized gatherings.
 - Still delay domestic and international travel. If you do travel, you will still need to follow CDC requirements and recommendations.

On March 22, 2021 The Division of Administration lifted the State's Travel restriction and agencies are no longer required to request approval from the Commissioner of Administration for out of state travel. The College will approve Out of State Travel on a limited case-by-case basis until further notice. Staff and faculty, should route out of state travel requests to their supervisor and Vice Chancellor with the appropriate justification.

- Still watch out for symptoms of COVID-19, especially if you have been around someone who is sick. If you have symptoms of COVID-19, you should get tested and stay home and away from others.
 - Still follow guidelines at your workplace.
- As of April, 28th employees are no longer required to maintain 6 feet of social distance inside BRCC's facilities as long as face coverings are being worn. All students, faculty, staff, and visitors will be required to wear coverings upon entering BRCC's facilities.

- Establish a Flexible Telecommuting Policy for employees (Policy Pending).

Assessment of Academic and Workforce Course offerings and Student Services

- The College is offering diverse instructional models including hands – on – training, hybrid, and online learning for the summer and fall 2021 semesters. The established cleaning, disinfecting, and sanitation practices in conjunction with proactive administrative controls (i.e. logistical management of class and course placement and attendance) and stringent use of personal protective equipment (PPE) by all to provide the most learning opportunity for the student population.
 - Determine technology needs of the diverse hands – on – training, hybrid, and high-flex online learning environment being fostered and provide for the continued expansion of the current offerings.
 - Determine the needs of the facilities department to ensure the buildings and grounds are prepared for the influx of people returning to the sites
 - Determine plan to purchase and distribute equipment
- Determine course progress for students engaged in classes requiring hands-on training for hybrid and classroom based courses.
 - Examine and revise current policies to reflect the most recent changes to the current models and course offerings in the high-flex environment being fostered at the college.
- Monitor Board of Regents for any changes to policy.
- Continue to update the Virtual Student Center to offer student services remotely and by appointment.
- Identify existing and new technological support to offer processes and services virtually.
- Determine class capacity based on room size, building occupancy, scheduling and other logistical factors . Face coverings will be required to be worn by students upon entering College buildings and classrooms. At the time of this update (May 5, 2021), there are no capacity limitations.

Assessment of Communication and Signage Needs

- Determine and create site-specific signage
- Draft College approved communication plans

Training

- Establish training requirements
 - Employees ensuring building occupants are practicing correct use of personal protective equipment, and adhering to established gathering guidelines.
 - Faculty/Staff/Students returning to sites will engage in “Preventing COVID – 19 Spread” training through Canvas.

RETURN PROTOCOLS

Site Entry Protocol

- All those who will be entering any building must comply with the following:
 - Building entrants are required to self-screen prior to entry
 - Building entrants are required to wear personal protective equipment (masks) upon entry to any BRCC site. Face masks issued to those without a mask.

Facilities Protocols

- According to the CDC, when there are no confirmed or suspected cases of COVID-19 cleaning once a day is usually enough to sufficiently remove virus that maybe on surfaces to help maintain healthy facilities. The College's facilities services department will continue to complete its normal day-to-day cleanings of College facilities.
- The College may clean it's facilities more frequently or chose to disinfect (in addition to cleaning) in share spaces if the following conditions apply that can increase the risk of infection from touching services:
 - High transmission of COVID-19 in our community,
 - Low number of people wearing masks,
 - Infrequent hand hygiene
 - The space is occupied by certain populations, such as people at increased risk for severe illness from COVID-19.
- If there has been a sick person or someone who tested positive for COVID-19 in BRCC facilities then the College will engage in cleaning and disinfecting the space within 24 hours.
- Clorox wipes will be provided to faculty and staff to use for normal cleaning.
- Sites are provided with medical grade cleaning spray bottles for sanitation of equipment between uses.
- Signage hung on doors, instructional spaces, and in hallways.
- Entry and Exit points are designated and staffed.
- Common areas (hallways, lobbies, breakrooms, etc.) will remain closed.
- Biohazard bags provided for disposal of PPE.
- Additional attention to hand sanitizer stations in the common areas and classrooms.



Risk Management Protocols

- All vulnerable individuals shall communicate with the Human Resources Department.
- Employees who have vulnerable residents as members of their households should take precautions to isolate from their vulnerable residents.
- Monitor CDC, LDH, LOSFM – Open Safely, and other governing bodies to determine the operating capacity for classrooms. At this time in Louisiana there are no capacity limitations as long as all patrons wear face coverings.



Credit Student Reporting of COVID – 19

1. Credit Student reports COVID – 19 Presumptive Positive Test Results to Faculty
 - a. Faculty/Staff will immediately enter a report in Maxient (Request for Assistance Form) and send an informational email to their respective Dean. The form is accessed at <https://www.mybrcc.edu/brcccares/>

[Request for Assistance](#)

Students
Faculty
Staff

This form should be utilized for students who have a concern or charge of dissatisfaction with a person, service or process that requires clarification, investigation, and/or resolution.

This form should also be utilized for Students, Faculty and Staff who wish to report medical concerns related to illnesses that may impact the College community.

- b. Maxient and the Dean of Students will notify the Vice Chancellor of Academic and Student Affairs and the respective Dean.
- c. The Dean of Students in conjunction with the Academic Dean will determine the respective classes/students/faculty/locations in direct contact with the “presumptive positive” student and forward employee information to the BRCC Office of Human Resources and the class/location information to the Vice Chancellor of Academic and Student Affairs.
- d. Vice Chancellor of Academic of Academic and Student Affairs will immediately notify the Chancellor, Vice Chancellor of Finance and Administration, Chief Human Resources Officer, and the Environmental Health and Safety Director of the presumptive positive COVID – 19 students location(s) and when the student was last present at any BRCC location.
- e. The Chief Human Resources Officer will take actions as defined in the Faculty/Staff Reporting of COVID – 19 section of this document.

- f. The Environmental Health and Safety Director will work directly with the aforementioned parties, the BRCC Facility Services Department and any identified contractors to ensure appropriate sanitation and disinfection (fogging, wipe down, etc. by a third party contractor) is performed in areas where the student was present leading up to the presumptive positive test results.
 - g. The Dean of Students will then notify students, who share classes with the presumptive positive student, via e-mail of the potential exposure.
 - h. The BRCC Chancellor will determine, based on the collective recommendations submitted by the Vice Chancellor of Academic and Student Affairs, Vice Chancellor of Administration and Finance, Facility Services Director, Environmental Health and Safety Director, and Chief Human Resources Officer, if class cancellation and/or site/campus closure is in the best interest of the BRCC community. All such decisions are at the sole discretion of the BRCC Chancellor and shall be communicated via the BRCC Public Relations Department.
2. Credit Student reports they have been exposed to COVID – 19 to Faculty/Staff
- a. Faculty/Staff shall immediately enter a report into Maxient (<https://www.mybrcc.edu/brcccares/>) if they receive a report that a student has been exposed to someone who has tested presumptive positive to COVID – 19 at home or outside of BRCC.
 - b. The student will be advised to return home and await further instruction from the Dean of Students.
 - c. The Dean of Students shall inform the Academic Dean and the Vice Chancellor of Academic Affairs and send the student an e-mail with further instructions to include the following:
 - i. Student is exhibiting signs and/or symptoms (as identified by the CDC)
 - 1. Self-Quarantine for 14 days or until they have been sign/symptom free for at least 72 hours and have a negative COVID – 19 test.
 - ii. Student is not exhibiting signs and/or symptoms (as identified by the CDC)
 - 1. Self-Quarantine for 14 days or have a negative COVID – 19 test.
 - d. The Vice Chancellor of Academic and Student Affairs shall provide a situational report to the Chancellor, Vice Chancellor for Finance and

Administration, Chief Human Resources Officer, Executive Facilities Director, and the Environmental Health and Safety Director.

- e. The BRCC Chancellor will determine, based on the collective recommendations submitted by the Vice Chancellor of Academic and Student Affairs, Vice Chancellor of Administration and Finance, Facility Services Director, Environmental Health and Safety Director, and Chief Human Resources Officer, if class cancellation and/or site/campus closure is in the best interest of the BRCC community. All such decisions are at the sole discretion of the BRCC Chancellor and shall be communicated via the BRCC Public Relations Department.
3. Credit Student reports to faculty they are experiencing signs/symptoms of COVID – 19
 - a. The student will be advised to return home and await further instruction from the Dean of Students.
 - b. If a student reports they are experiencing signs/symptoms the faculty shall immediately enter a report in Maxient (<https://www.mybrcc.edu/brcccares/>) and notify the respective Dean and the Vice Chancellor of Academic and Student Affairs of the situation.
 - c. The Dean of Students shall inform the Vice Chancellor of Academic Affairs and send the student an e-mail with further instructions to include the following:
 - i. Student is exhibiting signs and/or symptoms (as identified by the CDC)
 1. Self-Quarantine for 14 days or until they have been sign/symptom free for at least 72 hours and have a negative COVID – 19 test.
 - d. The Vice Chancellor of Academic and Student Affairs shall provide a situational report to the Chancellor, Vice Chancellor for Finance and Administration, Chief Human Resources Officer, Executive Facilities Director, and the Environmental Health and Safety Director.
 - e. The BRCC Chancellor will determine, based on the collective recommendations submitted by the Vice Chancellor of Academic and Student Affairs, Vice Chancellor of Administration and Finance, Facility Services Director, Environmental Health and Safety Director, and Chief Human Resources Officer, if class cancellation and/or site/campus closure is in the best interest of the BRCC community. All such decisions are at the sole discretion of the BRCC Chancellor and shall be communicated via the BRCC Public Relations Department.

Workforce Student Report of COVID – 19

1. Workforce Student reports COVID – 19 Presumptive Positive Test Results to Faculty
 - a. Faculty/Staff will immediately notify the Executive Management Officer for Workforce Solutions at workforcesolutions@mybrcc.edu or 225-216-8239.
 - b. The Executive Management Officer for Workforce Solutions will determine the respective classes/students/faculty/locations in direct contact with the “presumptive positive” student and forward employee information to the BRCC Office of Human Resources and the Vice Chancellor of Workforce Solutions.
 - c. Vice Chancellor of Workforce Solutions immediately notifies the Chancellor, Vice Chancellor of Finance and Administration, Chief Human Resources Officer, and the Environmental Health and Safety Director of the presumptive positive COVID – 19 students location(s) and when the student was last present at any BRCC location.
 - d. The Chief Human Resources Officer will take actions as defined in the Faculty/Staff Reporting of COVID – 19 section of this document.
 - e. The Environmental Health and Safety Director will work directly with the aforementioned parties, the BRCC Facility Services Department and any identified contractors to ensure appropriate sanitation and disinfection (fogging, wipe down, etc. by a third party contractor) is performed in areas where the student was present leading up to the presumptive positive test results.
 - f. The Executive Management Officer for Workforce Solutions will then notify students, who share classes with the presumptive positive student, via e-mail of the potential exposure.
 - g. The BRCC Chancellor will determine, based on the collective recommendations submitted by the Vice Chancellor of Workforce Solutions, Vice Chancellor of Administration and Finance, Facility Services Director, Environmental Health and Safety Director, and Chief Human Resources Officer, if class cancellation and/or site/campus closure is in the best interest of the BRCC community. All such decisions are at the sole discretion of the BRCC Chancellor and shall be communicated via the BRCC Public Relations Department.

2. Workforce Student reports they have been exposed to COVID – 19 to Faculty/Staff
 - a. Faculty/Staff shall immediately notify the Executive Management Officer for Workforce Solutions at workforcesolutions@mybrcc.edu or 225-216-8239.
 - b. The student will be advised to return home and await further instruction from the Executive Management Officer for Workforce Solutions.
 - c. The Executive Management Officer for Workforce shall inform the Vice Chancellor of Workforce Solutions and send the student an e-mail with further instructions to include the following:
 - i. Student is exhibiting signs and/or symptoms (as identified by the CDC)
 1. Self-Quarantine for 14 days or until they have been sign/symptom free for at least 72 hours and have a negative COVID – 19 test.
 - ii. Student is not exhibiting signs and/or symptoms (as identified by the CDC)
 1. Self-Quarantine for 14 days or have a negative COVID – 19 test.
 - d. The Vice Chancellor of Workforce Solutions shall provide a situational report to the Chancellor, Vice Chancellor for Finance and Administration, Chief Human Resources Officer, Executive Facilities Director, and the Environmental Health and Safety Director.
 - e. The BRCC Chancellor will determine, based on the collective recommendations submitted by the Vice Chancellor of Workforce Solutions, Vice Chancellor of Administration and Finance, Facility Services Director, Environmental Health and Safety Director, and Chief Human Resources Officer, if class cancellation and/or site/campus closure is in the best interest of the BRCC community. All such decisions are at the sole discretion of the BRCC Chancellor and shall be communicated via the BRCC Public Relations Department.
3. Workforce Student reports to faculty they are experiencing signs/symptoms of COVID – 19
 - a. The student will be advised to return home and await further instruction from the Executive Management Officer for Workforce Solutions at workforcesolutions@mybrcc.edu or 225-216-8239.

- b. The Executive Management Officer for Workforce Solutions shall inform the Vice Chancellor of Workforce Solutions and send the student an e-mail with further instructions to include the following:
 - i. Student is exhibiting signs and/or symptoms (as identified by the CDC)
 - 1. Self-Quarantine for 14 days or until they have been sign/symptom free for at least 72 hours and have a negative COVID – 19 test.
- c. The Vice Chancellor of Workforce Solutions shall provide a situational report to the Chancellor, Vice Chancellor for Finance and Administration, Chief Human Resources Officer, Executive Facilities Director, and the Environmental Health and Safety Director.
- d. The BRCC Chancellor will determine, based on the collective recommendations submitted by the Vice Chancellor of Academic and Student Affairs, Vice Chancellor of Administration and Finance, Facility Services Director, Environmental Health and Safety Director, and Chief Human Resources Officer, if class cancellation and/or site/campus closure is in the best interest of the BRCC community. All such decisions are at the sole discretion of the BRCC Chancellor and shall be communicated via the BRCC Public Relations Department.

Employee Reporting of COVID – 19

- 1. Employee reports presumptive positive COVID – 19 test results to Supervisor
 - a. Supervisor should immediately send the employee home if on campus and direct him/her to email hrdirector@mybrcc.edu with the following information:
 - i. Date of exposure (if known)
 - ii. Copy of test results
 - iii. Sick/not sick (i.e., symptomatic or asymptomatic)
 - iv. Areas of BRCC sites s/he has visited in the last 14 days
 - v. Last date employee visited any BRCC site
 - vi. Names of employees to whom s/he has been in close physical proximity in the last 14 days
 - vii. Names of any students to whom s/he has been in close physical proximity in the last 14 days
 - viii. Any other relevant information
 - b. If necessary, Supervisor may report the above information to the Chief Human Resources Officer instead of the employee. Supervisor should

NOT discuss the employee's medical status with anyone outside of Human Resources unless specifically instructed to do so by the Chief Human Resources Officer.

- c. Chief Human Resources Officer will respond to the employee via email with instructions to remain off-campus until the employee has been cleared by a medical professional in writing..
 - d. Chief Human Resources Officer will notify the Director of Environmental Health & Safety and the Vice Chancellor/Executive Team Member over the employee's division of the situation to ascertain which locations were impacted and which employees and students need to be notified, if any.
 - e. Employee will not be allowed to return to work on campus until s/he provides written medical clearance documents to the Chief Human Resources Officer. Supervisor will be notified by Human Resources of the employee's return-to-work date once known.
2. Employee reports they have been exposed to presumptive positive COVID – 19
- a. Supervisor should immediately send the employee home if on campus and direct him/her to email hrdirector@mybrcc.edu with the following information:
 - i. Date of exposure (if known)
 - ii. Relationship to presumptive positive individual and whether that individual resides with the employee
 - iii. If employee is testing, date of test & expected date of results
 - iv. Areas of BRCC sites employee has visited since exposure
 - v. Last date employee visited any BRCC site
 - vi. Names of employees to whom employee has been in close physical proximity since exposure
 - vii. Names of any students to whom employee has been in close physical proximity since exposure
 - viii. Vaccination status (i.e., fully vaccinated, 2nd dose not received, no vaccination)
 - ix. Any other relevant information
 - b. If necessary, Supervisor may report the above information to the Chief Human Resources Officer instead of the employee. Supervisor should NOT discuss the employee's medical status with anyone outside of Human Resources unless specifically instructed to do so by the Chief Human Resources Officer.
 - c. Chief Human Resources Officer will respond to the employee via email with instructions to remain off campus and to self-quarantine for 14

calendar days OR to provide evidence of being fully vaccinated, which eliminates the need for quarantine and testing.. Employee should still self-monitor for any signs/symptoms of COVID-19 for 14 days following exposure. If symptoms develop, quarantine should begin immediately (see #3 of this section).

- d. Chief Human Resources Officer will notify the Director of Environmental Health & Safety and the Vice Chancellor/Executive Team Member over the employee's division of the situation to ascertain which locations were impacted and which employees and students need to be notified, if any.
 - e. Employee will not be allowed to return to work on campus until either the 14-day quarantine period has passed or until evidence of full vaccination is received by the Chief Human Resources Officer. Supervisor will be notified by Human Resources of the employee's return-to-work date once known.
3. Employee reports they are experiencing signs/symptoms of COVID - 19
- a. Supervisor should immediately send the employee home if on campus and direct him/her to email hrdirector@mybrcc.edu with the following information:
 - i. Signs/symptoms
 - ii. Date of first signs/symptoms
 - iii. Areas of BRCC sites s/he has visited in the last 14 days
 - iv. Last date employee visited any BRCC site
 - v. Names of employees to whom s/he has been in close physical proximity in the last 14 days
 - vi. Names of any students to whom s/he has been in close physical proximity in the last 14 days
 - vii. Vaccination status (i.e., fully vaccinated, 2nd dose not received, no vaccination)
 - viii. Any other relevant information
 - b. If necessary, Supervisor may report the above information to the Chief Human Resources Officer instead of the employee. Supervisor should NOT discuss the employee's medical status with anyone outside of Human Resources unless specifically instructed to do so by the Chief Human Resources Officer.
 - c. Chief Human Resources Officer will respond to the employee via email with instructions to remain off-campus until the employee has been cleared by a medical professional in writing. Regardless of whether the

- employee is fully vaccinated, if s/he experience symptoms consistent with COVID-19, s/he should quarantine and assessed by a medical professional.
- d. Chief Human Resources Officer will notify the Director of Environmental Health & Safety and the Vice Chancellor/Executive Team Member over the employee's division of the situation to ascertain which locations were impacted and which employees and students need to be notified, if any.
 - e. Employee will not be allowed to return to work on campus until s/he provides written medical clearance documents to the Chief Human Resources Officer. Supervisor will be notified by Human Resources of the employee's return-to-work date once known.

Visitor/Contractor Reporting of COVID – 19

1. Visitor/Contractor reports presumptive positive COVID – 19 test results to Campus contact (Facilities Director, Faculty, Staff, Etc.)
 - a. Campus Contact should immediately send the employee home (if on campus) and direct him/her to provide the following information:
 - i. Date of exposure (if known)
 - ii. Copy of test results
 - iii. Sick/not sick (i.e., symptomatic or asymptomatic)
 - iv. Areas of BRCC sites s/he has visited in the last 14 days
 - v. Last date employee visited any BRCC site
 - vi. Names of employees to whom s/he has been in close physical proximity in the last 14 days
 - vii. Names of any students to whom s/he has been in close physical proximity in the last 14 days
 - viii. Any other relevant information
 - a. Campus Contact will notify the Director of Environmental Health & Safety and the Vice Chancellor/Executive Team Member over the employee's division of the situation to ascertain which locations were impacted and which employees and students need to be notified, if any.
 - b. Visitor/Contractor will not be allowed to return to work on campus until s/he provides medical clearance documents. These documents may include a negative test result and/or written clearance from the employee's medical provider. Supervisor will be notified by COVID – 19 Taskforce of the ability to return-to-work.
- Class Resumption Protocol

- Once evidence that the appropriate time (see above protocol) has passed or once the appropriate evidence of health status has been submitted, the Vice Chancellor of Academic and Student Affairs and/or the Vice Chancellor of Workforce Solutions, the Chief Human Resources Officer, Vice Chancellor of Finance and Administration, and the Director of Environmental Health and Safety will meet to resume classes and ensure that the space has been sanitized and is ready for instruction.
- Classes are able to resume once all impacted individuals are cleared by the appropriate offices (Dean of Students, Executive Management Officer for Workforce Solutions, and/or Human Resources).
- The respective Vice Chancellor will contact their teams to restart the class.
- A communication to credit students will be sent from the Registrar's office.
- A communication to workforce students will be sent from the Executive Management Officer for Workforce Solutions.

Enforcement Protocols

In an effort to slow the spread of COVID-19, we ask that everyone take personal responsibility to protect the health and safety of our faculty, staff, students, and visitors of the College.

Students:

- Reminder of State Requirements and College Guidelines at BRCC Locations.
- Instructor should reinforce voluntary compliance with a reminder to properly utilize required PPE.
- If non-compliance continues, the student will be escorted off Campus by Public Safety
- The Officer will instruct the student not to return (banning the student, until cleared by Dean of Students) to any BRCC Location and notify Dean of Students to address the violation.
- When cleared, Dean of Students will notify Campus Police when the student is allowed to return to campus.
- If the student fails to adhere to the Dean of Students and returns to campus without proper clearance as instructed, criminal sanctions may be enforced for violating LRS 14:63- Criminal Trespassing.

Employees:

- Reminder of State Requirements and College Guidelines at BRCC Locations.
- Supervisor/Public Safety/Employee should reinforce voluntary compliance with a reminder to properly utilize required PPE.
- If non-compliance continues, the employee will be escorted off Campus by Public Safety; The Officer will instruct the employee not to return (banning the employee, until cleared by Human Resources) to any BRCC Location and notify Human Resources to address the violation.
- When cleared, Human Resources will notify Campus Police when the employee is allowed to return to campus.
- If the employee fails to adhere to Human Resources and returns to campus without proper clearance as instructed, criminal sanctions may be enforced for violating LRS 14:63- Criminal Trespassing.

Visitors:

- Reminder of State Requirements and College Guidelines at BRCC Locations.
- Employee/Observer should reinforce voluntary compliance with a reminder to properly utilize required PPE.
- If non-compliance continues, the visitor (contractor, vendor, etc.) will be escorted off Campus by Public Safety; The Officer will instruct the individual not to return to any BRCC Location (Banning the individual) and notify Department Director of noncompliance overseeing the project(s).
- If cleared, the Department Director will notify Campus Police when the visitor is allowed to return to campus.
- If the Visitor returns to campus without proper clearance as instructed, criminal sanctions may be enforced for violating LRS 14:63- Criminal Trespassing.

Updates to this Return to Campus Action Plan were made on May 5th, 2021 as the state moved into Phase 3 on April 28th, 2021.

