



Return to Campus Action Plan

COVID – 19

Updated: July 2021



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ASSESSMENT AND TRAINING

Assessment of College Covid-19 Mitigation Efforts - Updated August 3, 2021

- BRCC highly encourages all students, faculty, and staff to slow the spread of COVID-19, by getting vaccinated.
- All students, employees, visitors, and vendors are required to wear a mask or face covering over the nose and mouth while on BRCC campuses and in BRCC facilities.
- All students, employees, visitors, and vendors are required to complete the COVID-19 Self Screen Checking form upon entering BRCC facilities. QR codes will be available online for forms to be completed prior to arrival at campus/building/site to prevent bottlenecks and restrictions of flow.
- Social distancing of at least six feet is strongly encouraged. Mask or face coverings should be worn at all times when six feet of social distance cannot be maintained.
- Enhanced hygiene practices, including frequent hand washing and use of hand sanitizer before entering and upon exiting classrooms, laboratories, offices, etc
- All students and employees are required to complete the Preventing COVID-19 training module and submit their completed training certificate prior to the start of the semester
- Additional PPE, including disposable masks, disinfectant wipes, hand sanitizer, gloves, etc. is available for dispersal to the sites as demand requires
- Facility Services will perform daily sanitizing of all public spaces including classrooms, restrooms, hallways, and other passageways.
- Additional hydration stations in all workforce labs to ensure sufficient water supply for the increased students, faculty, and staff working those areas.

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.
 - Fully vaccinated people are required to wear masks inside BRCC Facilities.

- Fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID – 19 to be tested 3 – 5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

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.

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 hand hygiene practices.
 - 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 area available to those without a mask.

Facilities Protocols

- BRCC's facilities department will perform daily disinfectant cleanings over high traffic areas such as hallways, classrooms and restrooms to prevent the spread of 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 accesses 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 Staff/Faculty reports they have been exposed to COVID – 19 to Human Resources
 - a. Faculty/Staff shall immediately notify human resources hrdirector@mybrcc.edu
 - 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 July 30, 2021 as the state experienced an increase in COVID – 19 (DELTA) variant illnesses and the CDC revised its guidance regarding vaccinated persons.

