



Smart Start Playbook

Due to recent Center for Disease Control (CDC) guidance for fully vaccinated people and Governor DeWine's decisions to rescind most of the COVID-19 orders of the Ohio Department of Health and to end the COVID-19 Emergency Declaration for the state, Terra State Community College is incorporating several changes into the Fall 2021 Smart Start Plan.

We recognize that no college, nor any other organization, can guarantee an environment free of COVID-19, and we expect everyone associated with the College to understand that there is a risk of contracting the virus or variants of the virus here or anywhere. Nonetheless, our highest priority is the health, safety and well-being of every member of the Terra community. To address the COVID-19 risk factors, TSCC will rely once again on the unique benefits of our campus and our combined expertise, as well as the experience gained from safely and successfully completing the entire 2021-22 academic year in person.

Every member of our community shares the responsibility for taking all necessary steps to minimize the risk of COVID-19 infection. This means following the measures included in this Smart Start Plan, which are informed by national, state and local health directives, by guidance from similar levels of government and by following other relevant College requirements and practices.

Because guidance from various health organizations and government offices may change as conditions and scientific recommendations change, the TSCC Smart Start Plan is subject to change as well. TSCC will continue to work with the Centers for Disease Control and Prevention (CDC), the Ohio Department of Health (ODH) and regional and local health care partners to comply with the most current directives and recommendations. We will continue to review what we have learned from last year's success and revise our Smart Start Plan with two primary goals in mind: 1) keep students, faculty and staff healthy and safe, and 2) return as much as possible to normal operations for learning, living and working on campus.

DEFINITIONS

COVID-19 Exposure: Individuals who have had close contact (less than six feet) for more than 15 minutes to an individual with COVID-19 symptoms or an individual who has tested positive for COVID-19.

COVID-19 Positive: When an individual's test results are positive for the COVID-19 virus.

COVID-19 Testing:

- **Antigen test** (frequently referred to as a rapid test). **This test detects protein fragments specific to the Coronavirus.** It can be done in a clinic, doctor's office, or hospital. Turnaround time for results is usually very quick and, in some cases, results can be reported within 15 minutes.
- **Molecular PCR:** Molecular tests look for pieces of SARS-CoV-2, the virus that causes COVID-19, in the nose, throat, or other areas in the respiratory tract to determine if the person has an active infection. Molecular tests may be called polymerase chain reaction (PCR), RT-PCR, nucleic acid amplification test (NAAT), or LAMP test. Results will be received in 24 to 72 hours.
- **Antibody:** COVID-19 antibody testing, also known as serology testing, is a blood test that's done to find out if you've had a past infection with SARS-CoV-2, the virus that causes coronavirus disease 2019 (COVID-19). An antibody test can't determine whether you're currently infected with the COVID-19 virus. Results are reported within 15 minutes.

Fully Vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Isolation: Separates sick people with a contagious disease from people who are not sick.

Quarantine: Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Self-health Assessment: A self-health assessment is an evaluation of one's own physical well-being based on the health screen questionnaire taken prior to coming onto campus.

Social Distancing: Keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least six feet (about two arms' length) from other people who are not from your household in both indoor and outdoor spaces.

VACCINATIONS

Approved vaccines are effective in protecting vaccinated people against COVID-19, and the CDC emphasizes the following regarding COVID-19 vaccine efficacy:

- All COVID-19 vaccines currently available in the United States are effective at preventing COVID-19 as seen in clinical trial settings.
- Research provides growing evidence that mRNA COVID-19 vaccines offer similar protection in real-world conditions.
- COVID-19 vaccination is an important tool to help stop the COVID-19 pandemic.
- COVID-19 vaccination helps protect people from getting sick or severely ill with COVID-19 and might also help protect people around them.
- To receive the most protection, people should receive all recommended doses of a COVID-19 vaccine.
- Some people who are fully vaccinated against COVID-19 will still get sick because no vaccine is 100% effective. Experts continue to monitor and evaluate how often this occurs, how severe their illness is, and how likely a vaccinated person is to spread COVID-19 to others.
- CDC recommends you get a COVID-19 vaccine as soon as one is available to you.

Based on these facts, conclusions and insights, Terra State Community College is strongly encouraging Faculty, Staff, and Students (FS&S) to get fully vaccinated. TSCC is encouraging FS&S to share their proof of vaccination with the COVID Coordinator in order to follow the Safety Plan policies permitted for the fully vaccinated. Students can email images of completed vaccine cards to COVID@terra.edu.

CURRENT CDC GUIDANCE

On July 27, 2021, CDC announced updated Guidance for COVID-19 Prevention Strategies. Among strategies to prevent COVID-19, CDC recommends all unvaccinated people wear Face Coverings in public indoor settings. Based on emerging evidence of the B.1.617.2 (Delta) variant, CDC also recommends that fully vaccinated people wear Face Coverings in public indoor settings in areas of substantial or high transmission. **Terra State Community College will follow the recommendation of the CDC based upon the Transmission Level for Sandusky County.** To see the level of community transmission in our county, visit [COVID Data Tracker](#).

Indicator - If the two indicators suggest different transmission levels, the higher level is selected	Low Transmission Blue	Moderate Transmission Yellow	Substantial Transmission Orange	High Transmission Red
Total new cases per 100,000 persons in the past 7 days	0-9.99	10-49.99	50-99.99	≥ 100
Percentage of NAATs ¹ that are positive during the past 7 days	0-4.99%	5-7.99%	8-9.99%	≥ 10.0%

- High Level Transmission: Face Coverings required indoors by everyone regardless of vaccination status. Face Coverings required in crowded outdoor setting or during activities that involve sustained close contact with other people who are not fully vaccinated.
- Substantial Level Transmission: Face Coverings required indoors by everyone regardless of vaccination status. Face Coverings required in crowded outdoor setting or during activities that involve sustained close contact with other people who are not fully vaccinated.
- Moderate Level Transmission: Face Coverings required indoors by unvaccinated persons. Face Coverings optional for vaccinated persons.
- Low Level Transmission: Face Coverings required indoors by unvaccinated persons. Face Coverings optional for vaccinated persons.

Please visit the CDC COVID-19 Data Tracker for daily updated case information: <https://covid.cdc.gov/covid-data-tracker/#county-view>

RESPECTING CHOICES AND BEING A KIND AND CARING COMMUNITY

The College recognizes that not everyone in our community may be vaccinated. Please respect individual choices and be sensitive to students and colleagues on campus who are wearing a face covering or practicing other forms of health protection regardless of their vaccination status.

A summary of campus safety measures that will be in place for fall semester is as follows:

If Sandusky County is Listed in High or Substantial Transmission Level, Then:

- Face Coverings WILL BE REQUIRED indoors for all students, faculty, staff, and visitors regardless of vaccination status. Face Coverings required in crowded outdoor setting or during activities that involve sustained close contact with other people who are not fully vaccinated.
- Practice Physical distancing.
- May be required to quarantine if exposed to an individual who tests positive for COVID-19.

If Sandusky County is Listed in Low or Moderate Transmission Level, Then Fully Vaccinated Students, Faculty and Staff:

- Are not required to wear face coverings indoors or outdoors.
- Are exempt from distancing guidelines.
- Are not required to quarantine if exposed to an individual who tests positive for COVID-19.

If Sandusky County is Listed in Low or Moderate Transmission Level, Then Unvaccinated Students, Faculty and Staff:

- Are required to wear face coverings and maintain distancing (six feet) at all times indoors, except when with roommates or suite mates in residence halls and apartments, alone in an office, or in a cubicle six feet from others. Distancing is not required in classrooms and laboratories where seating may be less than six feet apart.
 - Residential students are expected to isolate if they test positive for COVID-19, unless there are extenuating circumstances.
 - Residential students are expected to quarantine if they are contact traced (exposed to an individual who tests positive for COVID-19), unless there are extenuating circumstances.
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IF SANDUSKY COUNTY IS LISTED IN LOW OR MODERATE TRANSMISSION LEVEL

Face Coverings

FS&S, guests, visitors, vendors and contractors who are fully vaccinated are not required to wear face coverings.

FS&S, guests, visitors, vendors and contractors who are unvaccinated are required to wear face coverings indoors at all times. Face coverings will be available (at no cost) at every entrance to each building on campus. The following exceptions for face coverings for unvaccinated persons apply:

- Employees in a cubicle six feet from others or working alone in their offices.
- Students in their residence hall room when alone or with roommates or suite mates only.
- While participating in activities in which a face covering cannot be worn or would prohibit respiratory function (like eating, drinking, playing a musical instrument or singing, strenuous exercising, playing sports).
- Individuals with a federally recognized disability and an accommodation that prevents them from wearing a face covering or exceptions from state government or other federal guidelines. Students should contact Disability Services for more information. Employees should contact Human Resources for more information.

In general, **unvaccinated** FS&S do not need to wear face coverings when indoors and outdoors. However, if there is substantial to high transmission of COVID-19 in our region, TSCC may follow the CDC recommendation that people wear face coverings in crowded indoor and outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated.

Face coverings are available for free at the entrances of every Building entrance on campus.

Distancing

FS&S, guests, visitors, vendors and contractors who are **fully vaccinated** are not required to social distance indoors in campus buildings and in outdoor settings.

FS&S, guests, visitors, vendors and contractors who are **unvaccinated** should continue to practice physical distancing at all times indoors, except when with roommates or suite mates in residence halls and apartments, or in classrooms and laboratories where seating may be less than six feet apart.

HYGIENE

Hand Hygiene:

- Frequent hand washing with soap and water for at least 20 seconds.
- Cover coughs and sneezes with a tissue or use the inside of an elbow.
- Use hand sanitizer that contains at least 60% alcohol.

CLEANING AND DISINFECTION

- Place hand sanitizer in high contact areas of all buildings, classrooms, dining areas and work stations.
- Place surface cleaning products in all bathrooms, classrooms and other shared facilities (e.g. copy machines, coffee stations, etc.) for wiping down surfaces touched before and after every use.

PLASMA AIR NEEDLEPOINT BIPOLAR IONIZATION TECHNOLOGY

Plasma Air Bipolar Ionization (also called needlepoint bipolar ionization) technology installed in all Terra Campus Buildings to generate positively and negatively charged particles. This technology helps in removing viruses, including SARS-2-CoV, the virus that causes COVID-19, from the air, to facilitate surface disinfection of surfaces within a treated area. The research indicated a 99% air and 80% surface disinfection rate within 10 minutes. Plasma Air is safe for humans, produces no ozone and is virtually maintenance free.

OZONE GENERATORS

Ozone generators simulate a process found in nature that takes O₂ Oxygen Molecules and converts them to O₃ Ozone Molecules. This extra Oxygen Atom acts as a powerful oxidizer with an unsurpassed ability to kill mold, bacteria, and viruses. This process is natural, safe, and has been used in hospitals and buildings for decades.

COVID-19 TESTING

Terra State will offer COVID-19 Testing free for all Faculty, Staff and Students. Testing will be available on Tuesdays from 9:00 to 10:30 AM and 3:30 to 5:00 PM. Please email COVID19Testing@terra.edu to schedule an appointment, questions regarding testing, or to set up an alternative testing time.

Symptomatic Testing Protocol

Testing is available on campus for any FS&S who develops COVID-19 symptoms.

Students who are symptomatic and request testing should contact COVID19Testing@terra.edu for guidance. Terra State Community College will conduct the rapid testing and communicate the test results.

For persons who test positive, Terra will ask the person to submit to a PCR test to receive a laboratory confirmation by either ProMedica or The Bellevue Hospital. Terra will collect and log the appropriate information through contact tracing protocols. This information will be shared with the COVID Coordinator and the COVID Coordinator will provide further instruction based upon the responses received from the positive person.

QUARANTINING AND ISOLATING

FS&S who have COVID-19 symptoms or have tested positive for COVID-19 will follow the College's requirements to self-isolate or isolate. **Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected.** Unvaccinated residential students are permitted to isolate off campus if they test positive for COVID-19, unless there are extenuating circumstances preventing them from moving off campus to isolate.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Fully vaccinated FS&S are not required to quarantine if exposed to an individual who tests positive for COVID-19. Unvaccinated residential students are permitted to quarantine off campus if they are contact traced (exposed to an individual who tests positive for COVID-19), unless there are extenuating circumstances preventing them from moving off campus to quarantine.

FS&S who are required to isolate or quarantine will do the following:

- FS&S should not go to class, work, lab or participate in campus activities.
- FS&S should work or study remotely from home or campus location.
- Avoid non-essential travel on or off campus.
- Do not share cups, utensils or other similar items.
- Avoid personal contact with others (shaking hands, hugging, kissing) and maintain physical distance of six feet or more. Students in isolation or quarantine for several class days will coordinate electronically with their professors and academic dean's office for assistance with remote learning. This might involve recorded lectures, the use of synchronous video calls into the classroom, and/or individual interaction with the faculty member via email, a phone call or video discussion. Academic and student support services will continue to be offered.

In accordance with applicable federal, state and local laws and regulations, TSCC will notify local health officials, faculty, staff and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), Family Education Rights and Privacy Act (FERPA) and other applicable laws and regulations.

CONTACT TRACING

FS&S with a positive COVID-19 test will be interviewed about the persons they encountered for the three days prior to the positive test or the three days prior to experiencing signs of COVID-19, using whichever date is earliest. Anyone encountered who is unvaccinated, if they can be identified and located, will:

- Quarantine if recommended by local public health officials.
- Follow campus health and safety measures.
- Complete COVID-19 testing if requested.

SAFE CLASSROOMS AND LABS

- Seating in classrooms will return to normal arrangements that may not permit six feet of social distancing between students.
- Unvaccinated students are recommended to wear face coverings in the campus classrooms and labs. Also, some academic programs may require unvaccinated students to follow additional health and safety protocols in laboratory, clinical, or internship situations.
- Cleaning supplies will be available in each classroom and laboratory.

ENGAGING CAMPUS LIFE

Residence Hall and Apartments

- Unvaccinated students are not expected to wear a face covering or social distance in their residence hall room.
- Social distancing and face coverings are recommended for unvaccinated students in all other public areas of the residence hall and apartment—hallways, common spaces, etc.
- Registered guests are permitted. Sunday-Thursday from 10:00 AM to 11:00 PM and Friday- Saturday from 10:00 AM- 12:00 AM (overnight guests are permitted on Friday and Saturday ONLY).

CAMPUS DINING

Campus Dining will offer a full scope of dining services in accordance to CDC standards for COVID-19.

STUDENT ORGANIZATIONS

Students participating in events and organization activities are expected to follow general safety guidelines regarding face coverings and distancing. The planners of these activities should anticipate that some students will be unvaccinated, which will require these students when indoors to wear facial coverings and to maintain social distance.

ATHLETICS

Athletic teams will develop safety policies that are based on OCCA guidelines for Fall 2021 which are forthcoming.

GUIDANCE COMPLIANCE

We will monitor and evaluate our safeguards and measures, continuously updating them to ensure that they are following current guidance from federal and state governments and the local health department.

IMPLEMENTATION

- COVID Point of Contact - Jennifer Kin, Campus Safety Manager and COVID Coordinator, will serve in this role and respond to general COVID-19 concerns from the campus community and guests. She can be reached at **COVID@terra.edu** or **jkin01@terra.ed**.
- For specific questions about the COVID-19 safeguards and measures being implemented, please connect with the following campus areas:

Academic Advisors: AcademicAdvisors@terra.edu

Accounts Payable: ap@terra.edu • 419.559.2170

Admissions: admissions@terra.edu • 419.559.2349

Athletics: Athletics@terra.edu • 419.559.2302

Bookstore: tsc@bkstr.com • 419.559.2336

Business Services: FinSvcs@terra.edu • 419.559.2370

Campus Safety: Security@terra.edu • 419.559.2253

Cashier's Officer: cashier@terra.edu • 419.559.2329

Community Education (Kern Center): kern@terra.edu • 419.559.2464

Counseling: counseling@terra.edu • 419.559.2367

Disability Services: disabilityservices@terra.edu • 419.559.2200

Event Services: neeleycenter@terra.edu • 419.559.2115

Facilities: Plant_Operations@terra.edu • 419.559.2393

Financial Aid: FinancialAid@terra.edu • 419.559.2344

Housing: housing@terra.edu • 419.559.2160

Human Resources: HR@terra.edu • 419.559.2180

Lifelong Learning & Life Scholars: learn@terra.edu • 419.559.2255

Marketing & Public Relations: marketing@terra.edu • 419.559.2109

Student Affairs: StudentAffairs@terra.edu • 419.559.2360

Student Records: recordsdept@terra.edu • 419.559.2405

Student Success/Academic Service Center: academicservicecenter@terra.edu • 419.559.2139

Terra College Foundation: foundation@terra.edu • 419.559.2161

Treetops Café: Treetops@terra.edu • 419.559.2323

EMERGENCY RESPONSE AND COVID PLANNING CORE TEAM

- Monitor and implement the Health and Safety Plan.
- Develop a FS&S education and training program for resuming in-person education in response to COVID-19.
- Training
- Update and alert FS&S on changes to the safety plan, practices and measures.

President: Ronald Schumacher

Executive Director of Terra Foundation: Cory Stine

Vice President for Academic Affairs: William Taylor

Vice President for Financial Affairs: Jacque Foos

Vice President for Student Affairs and Enrollment Services: Garien Hudson

Interim Executive Assistant to the President: Lisa Shuey

Campus Safety Manager and COVID Coordinator: Jennifer Kin

Facilities and Plant Operations Manager: Duane Kimmet

Facilities Coordinator: Tina Taylor

Custodian Supervisor: Della Smith

Dean for Liberal Arts and Business: Ann Sergent

Dean of Technology: Andrew Shella

Administrative Assistant: Amy Schwartz

Associate Professor: Nina Schyllander

Instructor: Constance Davis

Associate Dean of Students: Todd Long

Director of Housing Operations at the Landings: Justin Rader

Information Technology Manager: Wayne Yerdon

Marketing Manger: Michael Metzger

Director of Conference and Event Services: Emily Riehle

Coordinator of Community Education: Holly Hoffman

Athletic Director: Gregory Hedden

PARTNERS

- Sandusky County Health Department (SCHD)
- Ohio Department of Health (ODH)
- ProMedica Hospital (PMH)
- The Bellevue Hospital