

Arizona Western College

COVID-19 Notification and Mitigation Plans

August 5, 2020

As AWC prepares to welcome students, faculty and staff to the fall semester, we have collaborated with local leadership to develop these plans to keep our populations safe and reduce risk of exposure to COVID-19. At the center of this plan is the understanding that self-responsibility is critical to keeping our populations safe: to monitor symptoms, to wear a mask and practice social distancing, and to self-report a positive test. This plan will be modified as needed.

If you test positive for COVID-19, the college asks for you to follow the following steps:

If a **student** tests positive for COVID-19:

Steps for student:

1. Fill out the form at [COVID-19 Student Self-Notification form](#).
2. Isolate at home.
3. Contact your faculty to initiate alternate plans for your academic work.

Steps for college:

1. Forward Yuma County Health District literature to student (steps for isolation, medical attention, return to campus/work)
2. Facilities assesses need for clean and disinfection (beyond daily CDC recommended sanitation)
3. Triage team assesses risk to campus contacts – follow notification guidelines
 - a. Learning Services will take the lead in notifying faculty and students
4. Consult with Yuma County Health Department for possible Rapid Testing (if class is close cohort)

If a **Residence Life student** (lives on campus) tests positive for COVID-19:

Steps for student:

4. Fill out the form at [COVID-19 Student Self-Notification form](#).
1. Report positive case via email or phone to your hall director
2. Isolate in the designated space.
3. Contact your faculty to initiate alternate plans for your academic work.

Steps for college:

1. Forward Yuma County Health District literature to student (steps for isolation, medical attention, return to campus/work)
2. Facilities assessed need for clean and disinfection (beyond daily CDC recommended sanitation)
3. Assess risk to campus contacts – follow notification guidelines
 - a. Residence Life will take lead in notifying other residents and staff
 - b. Learning Services will take the lead in notifying faculty and students
4. Consult with Yuma County Health Department for possible Rapid Testing

Steps for **faculty or staff** who test positive:

Steps for employee:

1. Report via email or phone to Human Resources (patricia.jimenez@azwestern.edu or humanresources@azwestern.edu)
2. Isolate at home.
3. Communicate with your supervisor.

Steps for college:

1. Inform employee about Families First Act.
2. Assess risk to campus contacts, follow notification guidelines.
3. Assess need for additional sanitation.
4. Consult with Yuma County Health Department for possible Rapid Testing

AWC COVID Notification and Mitigation key issues:

- All faculty, staff and students are asked to follow all guidelines and be **personally responsible** to help mitigate the spread of COVID-19 through distancing, wearing face coverings, and limiting the time spent in close proximity.
- Faculty and staff who test positive for COVID-19 are asked to **self-identify to HR**. Privacy and confidentiality are ensured by Human Resources.
- Residence hall students who test positive for COVID-19 are asked to **self-identify to Hall director**. Privacy and confidentiality are ensured by Campus Life.
- Students who do not live on campus that test positive for COVID-19 or have been exposed to known case of COVID-19 are asked to **complete a form online** so the college can determine risk, notify faculty and classmates, arrange for rapid testing if a cohort has been exposed, notify health department. Privacy and confidentiality ensured by Notification Team.
- Students who do not live on campus are asked to **adopt a car-to-classroom schedule** – don't linger on campus, don't meet friends or study in-person, don't plan to eat on campus (grab & go food service is available).
- The college will partner with Yuma County Health District to bring **rapid results testing to a close cohort class** in case of a student testing positive. A close cohort class would include Career-Tech lab classes, Performing Arts classes, Public Safety classes. Classes that are Remote Real-Time, Online and most Blended Real-Time do not fall within this group.
- The college will partner with Regional Center for Border Health for **on-campus testing several times in the fall semester** (Yuma Campus) for AWC students, faculty and staff.
 - Parker college community members have easy access to Regional Center for Border Health
 - San Luis and Somerton college community members have easy access to Regional Center for Border Health
- The college will partner with Yuma County Health District for **on-campus flu shots** this fall.
- The college will continue to **sanitize and clean all classrooms and common areas** according to CDC guidelines to minimize risks.
- The college will include links to Yuma County COVID numbers and [Resilient Arizona](#), for **free counseling for people impacted by COVID-19**, on its web pages.

- The college will continue to **disclose COVID-19 counts** so employees are aware of the counts.
- The college will continue to **consult with Yuma County Health District** in the case of outbreak or spike in positive cases related to an AWC campus.
- **Campus cleaning plans**, which are developed following CDC guidelines, will follow this schedule: Campus offices – only clean as requested. Customer service stations – daily on the public side, weekly on the employee side. Classrooms – clean and disinfect once daily. Hallways and stairs – clean and disinfect once daily. Common areas – clean and disinfect once daily. Restrooms – clean and disinfect twice daily.

Steps that are already in place

- The college will require masks on all campuses, unless you are alone in an office, or walking across campus alone.
- The college has installed sneeze shields at customer service locations.
- The college will continue to encourage social distancing in all customer service locations
- The college has provided Clean Kits in all classrooms and common areas
- The college will continue to encourage all faculty, staff and students to stay home if you are feeling ill.
- Many college departments will follow a 4-10 plan to reduce staff density in the office and allow teams to work one week from home, one week from campus, where it makes sense for the team and the team's service to the district.
- Employees who cannot continue to report to campus due to COVID-19 issues are directed to AWC Human Resources.
- The college will continue to emphasize personal responsibility in keeping yourself and each other safe.

COVID-19 Notification Triage team

Triage team led by [Christine Rouff](#), Health and Wellness Coordinator

With oversight by [Dr. Nikki Hage](#), Associate Dean of Campus Life & Student Conduct

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COVID-19 Student Notification Flow Chart

