

Return-to-Work Operational Plan

for CWI Employees



Updated July 25, 2020

CWI PHASE 1: Through June 12 (State Reopening Stages 1-3)

COMPLETED

Please refer to [Return-to-Work SOP](#) for more info.

Employees

- Continue remote work operations unless onsite work required
 - Those onsite must follow social distancing, sanitizing, and other precautionary steps while onsite.
 - Approval to be onsite is provided by the Executive Operations Team (EOT) member for a single, one-time visit or by review of EOT for a service or program.
 - Operating hours are set by the business unit to address business need.
 - Equipment will be provided for remote workstations per the Telecommuting policy.
- All meetings conducted online.
 - Face-to-face interactions, when required, are to occur only within a space which can accommodate 6-foot physical distancing.
- CWI sponsored events such as team potlucks, picnics, or other gatherings (onsite or offsite) should be canceled during this phase.
- Masks required to be worn by employee's onsite per standard operating procedure.

Students

- Select students/programs may return to campus to complete spring requirements.
 - Standard Operating Procedures (SOP's) have been developed unique to each area.
 - These areas are:
 - Welding
 - Autotech
 - Drafting
 - Machine Tool
 - CSIT
 - Professional Nursing (to begin June 1 and continuing into Phase Two)
 - Law Enforcement
 - Workforce Development (WD) Phlebotomy (and continuing into Phase Two)
 - WD EMT (and continuing into Phase Two)
 - WD Nursing Assistant Skills and Testing (and continuing into Phase Two)
- Select student-facing services may return to campus.
 - SOP's have been developed unique to each area.
 - These areas will all continue into Phase Two and include:
 - NCAB and HORT Outdoor Garden Spaces (including work-study students and student employees)

- Computer Labs
- Assessment and Testing Center
- One Stop offices in NMEC, CYNC, and ALYN

Travel

- Non-essential travel restricted.

Visitors

- Visitors will be limited to those required to provide essential college business.
 - Non-essential visitors are allowed onsite only outside on NCAB college grounds.
 - Members of the CWI Community can also remain in their vehicles on campus to access CWI Wi-Fi.

Tracking

- More specific tracking of individuals and activities taking place on campus will be maintained.

Employees

- On-campus essential employees who are primarily forward-facing in service of students for the Fall 2020 semester and/or critical to maintain college business functions will be asked to work on campus. Other employees able to work remotely will continue to work remotely unless EOT/President's Cabinet (PC) has decided otherwise.
- Additional employees to support fall student needs (instruction and services), who cannot work remotely, may return to campus.
- All other employees who cannot reasonably conduct all work remotely may be allowed to return to campus locations with physical distancing and sanitation protocols as established.
- Return to on-campus operations decisions will be made by EOT/PC members in coordination with area managers.
- Managers with employees returning on-campus will take into consideration use of a phased approach, taking into consideration the use of staggered shifts.
- Building space occupancy restrictions necessary to maintain appropriate physical distancing in place.
- CWI sponsored events such as team potlucks, picnics, or other gatherings (onsite or offsite) of up to 50 people, where appropriate physical distancing and precautionary measures are observed, can occur.
- Meetings are encouraged to be conducted online when possible.
- Face-to-face interactions, when required, are to occur only within a space which can accommodate 6-foot physical distancing.
- Masks are required to be worn by employees on campus per standard operating procedure.

Students

- Classes and college services will be offered both face-to-face and virtual.
 - If deemed necessary a migration to virtual format will be implemented..
 - Instruction is developing "virus-ready" plans to address potential COVID-related disruptions.
 - Masks or other face covering will be required to be on campus.
- Additional services to open at this time:

Travel

- Non-essential travel restricted.

Visitors

- Public access to CWI buildings will be limited to visitors conducting CWI specific business or for those who have an educational need. In order to meet our safety protocols and serve our campus community, public access is prohibited.

Employees

- On-campus essential employees who are primarily forward-facing in service of students for the Fall 2020 semester and/or critical to maintain college business functions will be asked to work on campus. Other employees able to work remotely will continue to work remotely unless EOT/President's Cabinet (PC) has decided otherwise.
- Access to physical locations can resume but physical distancing and sanitation protocols must continue as outlined in earlier stages.
- Face-to-face meetings of 50 or fewer people may occur with social distancing and sanitation protocols.

Students

- Classes and college services will be offered both face-to-face and virtual.
 - If deemed necessary a migration to virtual format will be prepared.
 - Instruction is developing "virus-ready" plans to address potential COVID-related disruptions.

Travel

- Travel approved on a case-by-case basis by employees speaking with their EOT member.

CWI PHASE 4 TBD - The time beyond which a vaccination has been created and has been widely distributed.

- Resume unrestricted onsite staffing as appropriate.
- Resume unrestricted site access to employees, students, and public as appropriate.

******All CWI Phase timeframes will be dependent on State and Federal requirements and in line with the recommendations of the Centers for Disease Control and Central District Health.******