

## Phase 1(b) Re-Opening

**Name of Institution:** Asnuntuck Community College

**From:** CEO Michelle Coach  
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**Date:** 06/03/2020

**RE:** Performance of the Hands-on Component of the Spring and Summer courses for the following programs:

1. Cosmetology
2. Dental Assisting
3. Electromechanical
4. Emergency Medical Technician (EMT)
5. Esthetics
6. Machine Technology
7. Phlebotomy
8. Registered Medical Assistant (RMA)
9. Sterile Processing
10. Veterinarian Assistant
11. Welding

**Timeframe:**

6/2020: Manufacturing Programs of Electromechanical, Machining, and Welding.

The weekly schedule as of 6/22/2020 would be:

Day	Area	# of Individuals/ Time	Precautions
Mondays	Electromechanical	26 Daytime 7 Evening	Students will wear masks. Machines and tools will be disinfected with 70% isopropyl alcohol applied with a disposal cloth to clean in between use. Students will rotate between stations while maintaining social distancing. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.

<b>Day</b>	<b>Area</b>	<b># of Individuals/ Time</b>	<b>Precautions</b>
Mondays (cont.)	Machining	49 Daytime  48 Evening	Students will always wear masks and safety glasses. Machines, tools, and projects will be disinfected by the student in between use using 70% isopropyl alcohol with a disposable rag. Students will be situated at desks or machines that are at least six feet apart. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
	Welding	28 Daytime	Students will wear welding helmets, welding gloves, safety glasses, and masks. The students will be given their own welding helmet, gloves, and welding jacket. The booths are metal barriers between each student so social distancing is generated naturally. Machines, tools, booths, and projects will be disinfected by the student in between each using 70% isopropyl alcohol. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
Tuesdays	Electromechanical	26 Daytime	Students will wear masks. Machines and tools will be disinfected with 70% isopropyl alcohol applied with a disposal cloth to clean in between use. Students will rotate between stations while maintaining social distancing. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.

<b>Day</b>	<b>Area</b>	<b># of Individuals/ Time</b>	<b>Precautions</b>
Tuesdays (cont.)	Machining	49 Daytime	Students will always wear masks and safety glasses. Machines, tools, and projects will be disinfected by the student in between use using 70% isopropyl alcohol with a disposable rag. Students will be situated at desks or machines that are at least six feet apart. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
	Welding	34 Daytime	Students will wear welding helmets, welding gloves, safety glasses, and masks. The students will be given their own welding helmet, gloves, and welding jacket. The booths are metal barriers between each student so social distancing is generated naturally. Machines, tools, booths, and projects will be disinfected by the student in between each using 70% isopropyl alcohol. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
Wednesdays	Electromechanical	26 Daytime	Students will wear masks. Machines and tools will be disinfected with 70% isopropyl alcohol applied with a disposal cloth to clean in between use. Students will rotate between stations while maintaining social distancing. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.

<b>Day</b>	<b>Area</b>	<b># of Individuals/ Time</b>	<b>Precautions</b>
Wednesdays (cont.)	Machining	49 Daytime  48 Evening	Students will always wear masks and safety glasses. Machines, tools, and projects will be disinfected by the student in between use using 70% isopropyl alcohol with a disposable rag. Students will be situated at desks or machines that are at least six feet apart. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
	Welding	34 Daytime	Students will wear welding helmets, welding gloves, safety glasses, and masks. The students will be given their own welding helmet, gloves and welding jacket. The booths are metal barriers between each student so social distancing is generated naturally. Machines, tools, booths, and projects will be disinfected by the student in between each using 70% isopropyl alcohol. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
Thursdays	Electromechanical	25 Daytime  2 Evening	Students will wear masks. Machines and tools will be disinfected with 70% isopropyl alcohol applied with a disposal cloth to clean in between use. Students will rotate between stations while maintaining social distancing. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.

<b>Day</b>	<b>Area</b>	<b># of Individuals/ Time</b>	<b>Precautions</b>
Thursdays (cont.)	Machining	49 Daytime  15 Evening (Metrology)	Students will always wear masks and safety glasses. Machines, tools, and projects will be disinfected by the student in between use using 70% isopropyl alcohol with a disposable rag. Students will be situated at desks or machines that are at least six feet apart. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
	Welding	34 Daytime	Students will wear welding helmets, welding gloves, safety glasses, and masks. The students will be given their own welding helmet, gloves, and welding jacket. The booths are metal barriers between each student so social distancing is generated naturally. Machines, tools, booths, and projects will be disinfected by the student in between each using 70% isopropyl alcohol. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
Fridays	Electromechanical	25 Daytime	Students will wear masks. Machines and tools will be disinfected with 70% isopropyl alcohol applied with a disposal cloth to clean in between use. Students will rotate between stations while maintaining social distancing. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.
	Machining	49 Daytime	Students will always wear masks and safety glasses . Machines, tools, and projects will be disinfected by the student in between use using 70% isopropyl alcohol with a disposable rag. Students will be situated at desks or machines that are at least six feet apart. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.

<b>Day</b>	<b>Area</b>	<b># of Individuals/ Time</b>	<b>Precautions</b>
Fridays (cont.)	Welding	34 Daytime	Students will wear welding helmets, welding gloves, safety glasses, and masks. The students will be given their own welding helmet, gloves, and welding jacket. The booths are metal barriers between each student so social distancing is generated naturally. Machines, tools, booths, and projects will be disinfected by the student in between each using 70% isopropyl alcohol. For classes in computer labs, we will use press and seal over the keyboards that can be wiped down and changed daily.

Attached is also an Excel schedule for the Welding Department. Machining and Electro-Mechanical are developing a schedule for review in this same format. Although the above student numbers are large, especially for the Machining students, we will be devising a schedule that has students in various areas of the AMTC building and the manufacturing areas of the main building following social distancing and PPE protocol. For example, on the Milling and Lathe Machines in the Machine Lab, only 15 students will be allowed at one time (this accommodates for social distancing in a very large space). They will report to the lab every day until they complete that course, then they will move on to another course, such as CNC. At that time, the student groups will swap locations. The CNC students will then move on to the Machine Lab, and vice versa. For the evening students, especially in the Machine Lab, we will be developing a cohort plan for students to complete their work.

At this time, we are checking with students to ensure they are able to come back this summer to complete. If not, we will arrange for them to finish coursework in the fall. The above numbers reflect the highest scenario numbers, and we will plan for the number of students that need to finish, while adhering to safety protocols.

Number of students impacted, which is the reasoning for bringing students back at early date:

<b>Campus Area</b>	<b>Course/ Program</b>	<b># of Students</b>	<b>Hours</b>
Manufacturing; Electronics	MFG 140 Robotics and MFT 6492 Robotics Lab	11	15
Manufacturing; Electronics	MFG 139 Circuit Theory II and MFT 6489 Circuit Theory II Lab	18	14
Manufacturing; Electronics	MFG 142 Electronics Circuits and Devices and MFT 6493 Electronics Circuits & Devices Lab	11	14
Manufacturing; Electronics	MFG 143 Industrial Motor Controls and MFT 6495 Industrial Motor Controls Lab	11	14
Manufacturing; Electronics	MFG 146 Programmable Logic Controllers and MFT 6497 Programmable Logic Controllers Lab	11	14
Manufacturing; Electronics	MFG 147 Micro Processor/Micro Controller and MFT 6496 Microprocessors/ Microcontrollers Lab	10	14
Manufacturing; Electronics	MFG 170 Intro to Automated Manufacturing and MFT 6700 Intro Automated Manufacturing Lab	9	14
Manufacturing; Electronics	MFT 6498 Intro to CNC	8	10
Manufacturing; Electronics	MFT 6499 (NC) Intro to Welding	8	10
Manufacturing; Machining	MFG*120 Metrology	65	17
Manufacturing; Machining	MFG*150 Intro to Machine Technology and MFT 6483 Machine Lab I	57	88
Manufacturing; Machining	MFG*168 CNC I and MFT 6482 CNC I Projects	49	24
Manufacturing; Machining	MFG*160 GD&T and MFT 6706 Metrology with CMM	44	17

<b><u>Campus Area</u></b>	<b><u>Course/ Program</u></b>	<b><u># of Students</u></b>	<b><u>Hours</u></b>
Manufacturing; Machining	MFG*165 Intermediate Machine Technology and MFT 6705 Machine Lab II	55	67
Manufacturing; Machining	MFG*256 CNC II and MFT 6704 CNC II Projects	44	24
Manufacturing; Machining	MFG*110 SolidWorks	30	24
Manufacturing; Welding	MFG 257 Welding II and MFT 6708 Welding Lab II	11	70
Manufacturing; Welding	MFG 149 Intro to Metal Fabrication	11	15
Manufacturing; Welding	MFG 267 Metallurgy	11	18
Manufacturing; Welding	MFG 266 Welding IV	29	152
Manufacturing; Welding	MFG 270 Welding Automation and Processes	29	21
Manufacturing; Welding	MFG 273 Welding Codes, Testing and Certifications	29	21
Manufacturing; Welding	MFT 6707 (NC) Metrology for Welders	11	12
Manufacturing; Welding	MFT 6701 (NC) Intro to SolidWorks	11	9

8/2020: Continuing Education and Academic Affairs Programs

The weekly schedule as of **8/03/2020** would be:

<b>Day</b>	<b>Area</b>	<b># of Indiv/ Time</b>	<b>Precautions</b>
Mondays	Cosmetology	6; 9:00am- 3:30pm; Room 144	Use of 1-2 classrooms with social distancing, gloves and masks worn with equipment and stations disinfected; clear curtains installed to maintain isolation of each individual; plastic barrier used and replaced on chairs used; no public contact
	Esthetics	9; 9:00am- 3:30pm; Room 228	Use of 2 classrooms with social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
		11; 9:00am- 3:30pm; Room 210	
	RMA	14; 12:30am- 2:25pm; Rooms 226 and 230	Using 2 classrooms and 3 instructors, the group will be separated for social distancing; PPE: masks, gowns, and gloves will be worn; all areas will be disinfected between each group's use and performance of clinical activities
	Advanced Esthetics	11; 5:00pm- 8:30pm; Room 228	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	Nail Tech	11; 5:30pm-9:30pm, Room 144	Use 2 classrooms and maintain social distancing, gloves, face shields, and masks worn; tools disinfected between students
	Vet Assisting	4; 6:00pm- 10:00pm Room 230	Group will maintain social distancing; PPE: masks and gloves will be worn; and one student per piece of equipment (with disinfection between use)
	Dental Assisting	8; 6:00pm- 10:00pm; Room 147	Group will maintain social distancing; PPE: masks, face shields, and gloves will be worn; and one student per piece of equipment (with disinfection between use)
EKG	*Approx 6; 6:00pm- 9:00pm; Room 226	Group will maintain social distancing; PPE: masks, face shields, and gloves will be worn; and one student per piece of equipment (with disinfection between use)	

<b>Day</b>	<b>Area</b>	<b># of Indiv/ Time/ Room</b>	<b>Precautions</b>
Mondays (cont.)	Communications	2; 6:30pm- 9:25pm	Using communications lab and classroom and radio station, allow students to complete 20 hours of practical experience; PPE: masks will be worn; all areas will be disinfected between student's use
Tuesdays	Cosmetology	4; 9:00am- 3:30pm; Room 144	Use of 1-2 classrooms with social distancing, gloves and masks worn with equipment and stations disinfected; clear curtains installed to maintain isolation of each individual; plastic barrier used and replaced on chairs used; no public contact
	Esthetics	9; 9:00am- 3:30pm; Room 228  11; 9:00am- 3:30pm; Room 210	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	RMA	6; 9:30am- 11:25pm; Room 226	Using 1 classroom and 2 instructors, the group will have social distancing; PPE: masks, gowns, and gloves will be worn; all areas will be disinfected between student's use and blood draw
	Phlebotomy	12; 10:30am- 1:25pm; Rooms 226 and 230	Using 2 classrooms and 3 instructors, the group will be separated for social distancing; PPE: masks, gloves, and face shields will be worn; all areas will be disinfected between student's use and blood draw
	Advanced Esthetics	11; 5:00pm- 8:30pm; Room 228	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	Vet Assisting	14; 6:00pm- 10:00pm; Room 230	Group will maintain social distancing; PPE: masks and gloves will be worn; and one student per piece of equipment (with disinfection between use)
	Phlebotomy	7; 6:00pm- 8:55pm; Room 226	Using 1 classroom and 2 instructors, the group will have social distancing; PPE: masks, gloves, gowns, and face shields will be worn; all areas will be disinfected between student's use and blood draw

<b>Day</b>	<b>Area</b>	<b># of Indiv/ Time</b>	<b>Precautions</b>
Wednes- days	Cosmetology	4; 9:00am- 3:30pm; Room 144	Use of 1-2 classrooms with social distancing, gloves and masks worn with equipment and stations disinfected; clear curtains installed to maintain isolation of each individual; plastic barrier used and replaced on chairs used; no public contact
	Esthetics	9; 9:00am- 3:30pm; Room 228  11; 9:00am- 3:30pm; Room 210	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	RMA	14; 12:30am- 2:25pm; Rooms 226 and 230	Using 2 classrooms and 3 instructors, the group will be separated for social distancing; PPE: masks, gowns, and gloves will be worn; all areas will be disinfected between each group's use and performance of clinical activities
	Advanced Esthetics	11; 5:00pm- 8:30pm; Room 228	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facial recipients will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	Nail Tech	11; 5:30pm- 9:30pm; Room 144	Use 2 classrooms and maintain social distancing, gloves, face shields, and masks worn; tools disinfected between students
	RMA	7; 6:00pm- 9:50pm; Room 226	Using 1 classroom, the group will have social distancing and use 2 instructors; PPE: masks and gloves will be worn; all areas will be disinfected between student's use; 2 meetings remaining
	Dental Assting	8; 6:00pm- 10:00pm; Room 147	Group will maintain social distancing; PPE: masks, face shields, and gloves will be worn; and one student per piece of equipment (with disinfection between use)
	EKG	*Approx 5; 6:00pm- 9:00pm; Room 226	Group will maintain social distancing; PPE: masks, face shields, and gloves will be worn; and one student per piece of equipment (with disinfection between use)

<b>Day</b>	<b>Area</b>	<b># of Indiv/ Time</b>	<b>Precautions</b>
Thursdays	Cosmetology	4; 9:00am- 3:30pm; Room 144	Use of 1-2 classrooms with social distancing, gloves and masks worn with equipment and stations disinfected; clear curtains installed to maintain isolation of each individual; plastic barrier used and replaced on chairs used; no public contact
	Esthetics	9; 9:00am- 3:30pm; Room 228  11; 9:00am- 3:30pm; Room 210	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facials will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	RMA	*Approx 6; 9:00am- 12:30pm; Room 226	Using 1 classroom and 2 instructors, the group will have social distancing; PPE: masks, gowns, and gloves will be worn; all areas will be disinfected between student's use and blood draw
	RMA	6; 9:30am- 11:25pm; Room 226	Using 1 classroom and 2 instructors, the group will have social distancing; PPE: masks, gowns, and gloves will be worn; all areas will be disinfected between student's use and blood draw
	Phlebotomy	12; 10:30am- 1:25pm; Rooms 226 and 230	Using 2 classrooms and 3 instructors, the group will be separated for social distancing; PPE: masks, gloves, and face shields will be worn; all areas will be disinfected between student's use and blood draw
	Advanced Esthetics	11; 5:00pm- 8:30pm; Room 228	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facials will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
	Phlebotomy	7; 6:00pm- 8:55pm; Room 226	Using 1 classroom and 2 instructors, the group will have social distancing; PPE: masks, gloves, gowns, and face shields will be worn; all areas will be disinfected between student's use and blood draw
	Communications	2; 6:30pm- 9:25pm	Using communications lab and classroom and radio station, allow students to complete 20 hours of practical experience; PPE: masks will be worn; all areas will be disinfected between student's use

<b>Day</b>	<b>Area</b>	<b># of Indiv/ Time</b>	<b>Precautions</b>
Fridays	Cosmetology	4; 9:00am- 3:30pm; Room 144	Use of 1-2 classrooms with social distancing, gloves and masks worn with equipment and stations disinfected; clear curtains installed to maintain isolation of each individual; plastic barrier used and replaced on chairs used; no public contact
	Esthetics	9; 9:00am- 3:30pm; Room 228  11; 9:00am- 3:30pm; Room 210	Use of 1-2 classrooms with social distancing, gloves/masks/face shields (facials will not have face coverings), and using multiple rooms as needed; curtain dividers between stations; fresh towels, linens, and materials between experiences. Equipment to be disinfected between uses.
Saturdays	Nail Tech	13; 8:30am- 3:30pm; Room 144	Use 2 classrooms and maintain social distancing, gloves, face shields, and masks worn; tools disinfected between students
	Sterile Processing	16; 9:00am- 2:30pm; Room 220 or Auditorium	Use 2 classrooms and maintain social distancing, gloves and masks worn with tools disinfected between students
TBD due to clinical placement	EMT	11; not on campus	Placements will occur with local EMS; Individual remote learning clinical experience; clinical equipment distributed to each student individually offsite; equipment cleaned prior and after use by student and again by instructor before distributing to the next student.
	Phlebotomy	*Approx 5; TBD	Placements will occur with local hospitals/ physicians/ labs; PPE will be worn as prescribed by the placement
	RMA	*Approx 5; TBD	Placements will occur with local hospitals/ physicians; PPE will be worn as prescribed by the placement

\*Courses have “approx.” because incoming summer courses have not completed enrollment cycle

## **Campus Signs and Messages:**

In each building, the plan will include posting of signs. They will be placed:

1. On the outside doors to alert students, faculty and staff to not enter the campus if they are experiencing symptoms as per the daily health check recommendations.
2. On the outside doors to remind faculty, staff, and students to wear a facemask or cloth face covering that covers the nose and mouth.
3. To designate the direction to walk. On every corner of the campus building, a sign will be placed on the floor and on the wall to show clear instructions. Each major hallway will have traffic flow forwards in the right side (as if driving in lanes).
4. To state the need of social distancing. Signage will be placed at three locations on the wall going down each hallway.
5. Signs will be placed on each office door to knock (or ring if a doorbell is present) and not congregate in the hallways.
6. Handwashing protocols will be available and posted in every bathroom.
7. The back of each bathroom exit door will contain a log of the cleaning that has occurred.

## **Campus Modifications:**

In order to limit the individuals on campus, a temporary desk will be placed at each entrance to allow for identification monitoring of all individuals. Two entrances will be utilized for the main campus: tower lobby and by the manufacturing building. In the manufacturing building, classes will enter through the main doors or shop floor door and be monitored by the faculty teaching. Doors will be propped open during the times when students enter and exit to avoid congestion and easy viewing.

Students and employees will be required to present their identification for check-in. If masks and identification are not present, the individual will be asked leave the facility. Class and employee lists will be maintained at the desk daily.

Each teaching area will be outfitted with a plexiglass barrier at the front of the classroom for extra protection of the instructor. The designated and approved socially distanced student spaces will be labeled for clear identification, and students will remain at the same seat for all class times.

## **Cleaning Regime:**

The cleaning regime will include:

1. A morning, noon, and evening cleaning of the bathrooms by custodial personnel with approved disinfectants per the CDC.
2. A morning, noon, and evening cleaning of all touch surfaces and door knobs by custodial personnel with approved disinfectants per the CDC.

3. Classrooms will be cleaned by an outside vendor 10:00pm- 2:00am using approved CDC protocols. A contract is being generated with the vendor at this time.
4. Wipes (or spray disinfectant) will be available in all classrooms for cleaning of desks and equipment between students, and hand sanitizer will be utilized upon entering and prior to exiting all rooms.

### **Health Monitoring:**

The monitoring of those on campus will mainly include self-monitoring. As per the Reopen CT plan, if employees or students experience coughing, shortness of breath, and two of these symptoms: fever, chills, shaking, muscle pain, headache, sore throat, and loss of taste or smell, the individual should not enter the campus. If the employee was on campus, they need to contact their immediate supervisor upon arrival at home. If the student was on campus, they need to contact their professor via email upon arrival at home.

### **Containment of Spread:**

Student illness: Faculty will maintain record of student attendance on each day of class in order to provide contact tracing if an individual becomes ill. Student email and phone numbers will be updated on the first day of the return to campus. Upon notification of a COVID-19 infection, management will be notified, and those that came in contact with the individual will be asked to quarantine for 14 days.

Employee illness: If an employee becomes ill, he or she needs to contact his or her immediate supervisor as soon as possible. That supervisor will notify all individuals that were in contact with the ill employee. Offices will have a log of the employees that work each day and travel in and out of the offices. Each office will be locked and will only be accessible by knocking or having the doorbell rung.

### **Shutdown Plan:**

The campus will be prepared to shutdown at any time. All employees will be told to assume that they may not return the next day if an outbreak occurs. Each individual should have preparations in place to have a shutdown occur at a moment's notice.