

**Southern Crescent Technical College
Coronavirus (COVID-19) Plan Update
(Internal Document)
March 13, 2020**

College-Wide

In light of the current health issues and concerns resulting from the coronavirus (COVID-19), Southern Crescent Technical College (SCTC) has made the decision to suspend classes and activities for the week of March 16, 2020 with the exception of allied health clinical rotations. Clinical rotations will continue as scheduled at the discretion of the clinical coordinator and the facility.

All campus locations will be closed to students and guests during this time. Signage will be posted on external doors. Messaging will be/has been sent out to all students and employees. A webpage on the College website has been created (www.sctech.edu/COVID-19/) to provide continuous updates.

All Testing Center Activities including placement and GED testing are suspended.

Admissions, financial aid and business office services will be available via phone and email.

Culinary Arts study abroad trip to Kendell College in England is canceled.

Timeline for Closure

All classes and activities for the week of March 16-20, 2020 will be suspended with the exception of allied health clinical rotations which will continue as scheduled.

Updates regarding future closure and operations will be provided to all stakeholders on a weekly basis.

SCTC's goal is to provide our customers with the highest level of service, therefore the College will maintain customer service hours via phone and email.

The Pandemic Plan Committee will meet weekly and provide updates about future closing and business continuity. Updates will be published on Fridays.

Student Success

Online library and tutoring services will continue.

The SCTC Career and Academic Planning Center will continue academic advisement for students electronically via telephone and email.

The Registrar, Academic Affairs, and the Career Academic Planning Center will continue graduation advisement electronically.

Instruction

During the week of March 16-20, 2020, Academic Affairs will conduct an assessment of online capabilities. The goal is to update current web enhanced and hybrid classes to a fully online format thus maximizing the number of online classes available.

Beginning March 23, 2020, the College will offer academic affairs, adult education, and economic development /continuing education classes online or via other distance learning modalities.

Clinical rotations will continue as deemed safe and appropriate by the clinical instructor and facility. Any required practical lab hours will be made up on campus after we reopen.

CDL is a shorter program. It is under review to determine strategies for completion.

Adult Education classes will continue via WebEx.

Dual Enrollment

Our secondary partners have closed as noted below. We will work with them to provide online classes and make up classes as needed when we reopen.

Butts – closed Monday, Tuesday, and Wednesday; re-evaluating early in the week

Fayette – closed next week

Henry – closed for the next two weeks starting Monday

Jasper – closed today and Monday

Pike – closed next week; re-evaluating next week

Lamar - closed next week; re-evaluating next week

Spalding – closed next week; re-evaluating weekly

Upton – closed Monday and Tuesday

Employees

To the greatest extent possible, employees will telework. Academic Affairs and Distance Education staff will work next week to convert additional classes for online instruction.

Facilities and Operations Department will work next week to conduct a deep cleaning of all spaces. Campus Safety and Security will continue with limited operations to ensure the safety and security of the campus.

Employees should monitor the College webpage for the latest information on COVID-19 and updates on campus activities. Messaging will continue via email.

Community

College events are cancelled through April 14 at this time. Events include:

- March 16, 2020 – Prepare Don't Panic Workshop Henry Center 12:00 pm
- March 17, 2020 – Self-Empowerment Expo – Griffin Campus -1 – 3:00 pm
- March 18, 2020 – Prepare Don't Panic Workshop – Griffin Campus 12:00 pm
- March 19, 2020 - Prepare Don't Panic Workshop –Flint River 12:00 pm
- March 19, 2020 - Secondary Partners Breakfast
- March 19, 2020 - Open House-Henry
- March 23, 2020 - Advisory Committee Meeting/Dinner
- March 25, 2020 - Career Fair
- March 26, 2020 - Work Ethics Ceremony
- March 30, 2020 – Winners' Circle Reception – Griffin Campus Event Center 3-5 pm
- March 31, 2020 – Student Parent Event – Event Center from 4:00 pm
- April 2, 2020 – SCTC Foundation Wine and Food Pairing Event
- April 2, 2020 – SGA Meeting Event Center – Griffin Campus 12:00 pm
- April 14, 2020 - RN Lab Open House on the Flint River Campus

Academic Calendar

Consideration will be given to changing the no show deadline, last date for withdrawal, and end of semester dates.

Any necessary SACSCOC notifications will be determined and submitted.

This plan will be updated weekly during the closure.