



Effective immediately, Greenville Technical College has instituted a mandatory mask policy. Masks must be worn indoors by everyone –employees, students, visitors, and vendors, whether vaccinated or unvaccinated. This policy applies to all indoor spaces on our campuses unless someone is working alone in a private office. Masks may be removed for eating or drinking. Masks are not mandatory outside but are strongly encouraged when groups gather. We will evaluate the situation at regular intervals as the semester progresses to determine a safe end date for the mandate.

Vaccines are also strongly encouraged. If you haven't been vaccinated yet, please consider one of the following convenient opportunities:

August 25, 9-4: Benson Campus
September 15, 9-4: Second dose

August 26, 9-4: Barton Campus Welcome Back Block Party
September 16, 9-4: Second dose

August 30, 9-4: Northwest Campus
September 20, 9-4: Second dose

August 31, 9-4: Brashier Campus
September 21, 9-4: Second dose

Classes that are scheduled to take place face-to-face will continue in that format. Where possible, a three-foot distance should be maintained between those occupying a room.

Cleaning of desks in classrooms and high-touch surfaces in offices should continue. If you need cleaning supplies or face coverings, please submit a SchoolDude request.

If you are sick, please do not come to work. Instead, stay home and submit a [COVID Reporting Form](#) so that the COVID Response Team can provide guidance as they have for the past 15 months. The COVID team is making adjustments as needed to college protocols based on advice from health professionals. For the latest information, please visit the [COVID web pages](#).

I am encouraged that the South Carolina Supreme Court has given us the flexibility to make a decision that is the right one for Greenville Technical College at this time. COVID is still with us, and as more contagious variants emerge, we must do everything possible to ensure that teaching and learning continue safely.

Keith Miller, Ph.D.
President

Health and Safety

Health Checklist

It's important to use the daily health checklist consistently before coming to campus. If you are experiencing any symptoms, please do not report to work. Instead, contact your supervisor and submit a COVID reporting form, which immediately alerts Barbara Wilson and Meri Cantrell in Human Resources. Barbara or Meri will follow up with you to discuss your particular situation, providing guidance on next steps.



Greenville Technical College Daily Health Screening Checklist

Please review these questions each day before coming to work.

1. Have you been diagnosed with COVID-19?
2. Have you lived with or been in close contact with someone for 15 minutes or more at a distance of six feet or less who has been quarantined or isolated due to suspicion or diagnosis of COVID-19?
3. Are you experiencing one or more of the following symptoms:
 - Fever
 - Shortness of breath or difficulty breathing
 - Loss of sense of smell or taste
 - New or worsening cough
4. Are you experiencing two or more of the following symptoms:
 - Sore throat
 - Muscle or body aches
 - Chills/shaking
 - Fatigue
 - Headache
 - Congestion or runny nose
 - Diarrhea
 - Nausea or vomiting

If you answered yes to any of the questions above, please do not report to work AND If you are experiencing symptoms or are symptomatic and awaiting test results, you should not come to work on campus. Contact your supervisor and report your situation on the [COVID-19 Reporting Form](#). A member of the COVID-19 Response Team will provide guidance. If you become ill with any of the symptoms mentioned above while at work, immediately remove yourself from the work environment, contact your supervisor, and report your situation using the COVID-19 Reporting Form. If you have questions, please contact Human Resources: Barbara Wilson at (864)236-6655 or Meri Cantrell at (864) 250-8704.

The college continues to act in good faith to fulfill its obligation to protect, to the extent possible, members of the GTC community from COVID-19. The information collected on this form will be used to help the college address your needs and prevent the spread of COVID-19. State and federal law and college policy prohibit discrimination based on age, disability, genetics, race, color, national origin, sex, gender, religion, sexual orientation, protected veteran status, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. If you believe you have been a victim of unlawful discrimination because of information you provided on this form, you may contact Human Resources.

Handwashing

Wash your hands frequently with soap and water for at least 20 seconds (the length of time it takes to sing the happy birthday song twice). According to the CDC, it's especially important to wash before eating or preparing food, before touching your face, after using the restroom, after handling a mask, and after blowing your nose, coughing, or sneezing. When you're unable to wash your hands, use the hand sanitizer provided. Need a refill? Make your request through SchoolDude.

Cleaning and disinfecting

All facilities are undergoing enhanced cleaning, focusing on high frequency touchpoints, vending areas, and common areas. College restrooms are being cleaned more frequently than usual as well. You should supplement these efforts by cleaning your own workstation and high touch areas in your office space.

Prisma doctors have assured us that most transmission of the disease takes place from one set of lungs to another. While airborne transmission through a ducted HVAC system may be possible, the systems and filters we use combine with the strong measures we have put into place to create a safe environment.



Cleaning in the classroom

Each classroom is equipped with a cleaning kit, placed at the instructor station. The kit includes a spray bottle of disinfectant, a cloth, vinyl gloves, and laminated instructions. Please watch a short video on cleaning the classroom, found on the COVID page of the website, before you handle this duty. You will put on disposable gloves, fold the cleaning cloth provided, spray disinfectant on the cloth until it is saturated, and wipe the surface completely. If the rag is used in a limited manner and can be refolded to expose a clean side, it may be used again. If not, it should be discarded. If your classroom requires additional supplies, notify your dean. These kits are being distributed to classrooms and learning areas as requested by academic areas.

Masks

The CDC does not recommend face shields as a substitute for masks since they are not as effective in protecting individuals and those around them from respiratory droplets. Following these recommendations, the decision has been made to require that all Greenville Technical College employees wear masks rather than face shields when they are working and teaching on our campuses. The only exception for employees will be for those who submit medical documentation to HR. Thank you for adhering to this requirement as we work together to mitigate the spread of disease on our campuses.

Close contact

Unvaccinated people can become infected by coming into close contact (about six feet or two arm lengths) with a person who has COVID-19 for at least 15 minutes when neither person is wearing a mask. You may also get it by touching a surface that has the virus on it, and then by touching your mouth, nose, or eyes. It is critical to wash hands frequently to avoid this contact transmission. It is also possible for breakthrough infections to occur with vaccinated people.

Quarantining vs. isolation

A quarantine is used to separate people who are close contacts of someone with a contagious

disease, like COVID-19, from others for a period of time to see if they become sick. This is a method to prevent the spread of disease. When someone is quarantining, that person should stay home and avoid contact with other people until the quarantine period is over. For COVID-19, the quarantine period for an unvaccinated person is 14 days from the time of last exposure to the person with COVID-19. If the sick individual is a member of the same household and the close contact cannot avoid repeated exposure, the quarantine period will be the sick individual's quarantine period and yours. If it has been two or more weeks since you were fully vaccinated and you are not experiencing symptoms after a close contact, you may not be required to quarantine; however, each situation is different, so please complete a COVID Reporting Form for complete guidance.

Similar to quarantine, isolation is recommended for those who are sick with symptoms of COVID-19 and have tested positive or are awaiting the results of a test. As with quarantine, they must remain at home or the place they were told to isolate and avoid contact with other people until their isolation period is over. This includes those in their household as much as possible.

Generally, the isolation period for COVID-19 continues until each of these conditions is met: Respiratory symptoms (such as cough and shortness of breath) are better - AND –

- At least 10 days have passed since the illness onset – AND –
- No fever for at least 24 hours without use of fever-reducing medication during that time.

Outside Groups/Events/Activities

Outside groups are free to use GTC facilities. These groups will be asked to alert the college if anyone attending reports infection.

When COVID occurs on campus

Incident reporting

If you have tested positive or are experiencing COVID-19 symptoms, you have been in close contact with someone who tested positive or is symptomatic, or you have been around someone who experienced symptoms two or more days later, please submit a COVID-19 reporting form. The COVID Response Team monitors form submissions Monday through Friday, responding to weekend submissions on Monday morning.

When a form is submitted, an investigator follows up to determine what the situation entails and whether anyone else may be affected. From there, DHEC may be notified, the classroom or work area may be relocated, cleaning and disinfection may take place, surrounding individuals may be notified, and supervisors and vice presidents may be briefed, as circumstances dictate. Employee cases are handled by Human Resources, student cases are handled by Learning and Workforce Development and Student Services, and Child Development Center cases are handled by the CDC director. All information is confidential.

If your situation requires immediate attention (such as a student or staff member showing up to class or work with obvious symptoms), please complete the COVID Reporting Form or call 250-8000 and the Customer Care team will put you in touch with a member of the COVID Response Team right away for help with how to proceed.



Classroom and office disinfection

Electrostatic sprayers are used to disinfect spaces when a COVID-19 investigation reveals that an infected person has been in an office, classroom, or area. Per DHEC guidelines, the room is kept vacant for a minimum of 24 hours to allow virus particles to settle. Then the electrostatic

sprayers work by charging the liquid disinfectant as it passes through the sprayer nozzle. This generates charged droplets that repel one another and actively seek out surfaces, which they stick to and even wrap around to coat all sides. While the room is out of commission, a sign is placed on the door indicating that the room should not be used.

Visitors

Masks are required for vaccinated and unvaccinated visitors. Visitors are asked to monitor their health each morning, to practice good hand washing hygiene, and to take other common-sense precautions. Outside entities that maintain offices on our campuses are also asked to ensure that those they invite to campus follow the same guidelines to ensure the health and well-being of everyone who spends time in our facilities.

Thresholds

The COVID Response Team continues to actively monitor virus levels and will recommend appropriate steps if needed. DHEC has advised us that an outbreak would consist of 10 percent or more of the total student enrollment/employee base being absent or sent home on a given day for COVID-19 reasons OR 20 percent of the student enrollment/employee base being absent or sent home on a given day for COVID-19 reasons from a specific classroom, lab, or department.

The COVID Response Team works within the scope needed to contain the virus. If a specific classroom, office, or area is affected, the space is closed and disinfected. If a specific building were affected, the building would be closed for disinfection, and there may be no need to close an entire campus.

Academics

Credit and EDCT classes

The college is offering all course delivery options to allow students to choose whatever option is most convenient and comfortable while they work to meet their personal academic goals. The mix of classes is face-to-face, online, and blended/hybrid classes that combine face-to-face with online learning.

Instructors will wipe down each desk and computer used in between classes or before leaving the classroom. In addition, faculty members will ensure that all tools used or shared by students are wiped down after each individual usage.

Questions and Concerns

Human Resources

Human Resources is ready to assist if you have questions and concerns about returning to work. First, take a look at many common questions and answers on the COVID web page. You'll find

information there on when to return to work, health monitoring and safeguards, workplace modifications, and benefits. All of this information is updated regularly to ensure you have the latest facts at your fingertips.

If you don't see what you're looking for on the COVID page, please contact Human Resources. Each person's situation is different, and HR wants to hear from you so that they can help. If your question relates to benefits, please contact Meri Cantrell or Barbara Wilson. If you have a hiring question, Shannon Griffin is ready to help.

Campus Police

For emergency assistance, dial or text 9-1-1. For non-emergency assistance, dial 250-8001.