COLLEGE OFFICIALS MAINTAIN SITUATIONAL AWARENESS THAT PLACES THE HEALTH, SAFETY AND SECURITY OF OUR CAMPUSES, AS WELL AS THE COMMUNITIES WE SERVE, AS OUR HIGHEST PRIORITY.


AS THE COVID-19 PANDEMIC EVOLVES, SO TOO WILL THE COLLEGE’S PLANNING PROCESSES. IT IS IMPORTANT TO NOTE THAT THE COLLEGE, IN CONSULTATION WITH THE APPROPRIATE PUBLIC HEALTH AND/OR EMERGENCY PREPAREDNESS OFFICIALS MAY DETERMINE THAT A SEPARATE PLAN, REPORTING REQUIREMENTS, NOTIFICATION REQUIREMENTS, ETC. ARE NO LONGER REQUIRED AND THIS DOCUMENT MAY BE DISCONTINUED IN THE FUTURE.

THE INFORMATION INCLUDED IN THIS DOCUMENT IS ACCURATE AS OF THE PUBLICATION DATE. PLEASE CHECK BACK FREQUENTLY TO REVIEW UPDATED INFORMATION AS NECESSARY.
Hours of Operation

NORMAL HOURS OF OPERATION
The College’s normal hours of operation are observed from August to April of each year. The College is open for services Monday – Friday from 8 a.m. to 5 p.m. College faculty and staff will work their assigned schedule at their assigned location(s) in accordance with College policies, procedures, and/or contractual obligations. Some employees may work different schedules as approved by their supervisor in accordance with College Administrative Procedures Manual, Policy 3.21. Full-time employees must work a 40-hour work week schedule.

INSTRUCTIONAL COURSE MODALITIES AND HOURS
Course offerings may include, but may not be limited to face-to-face, hybrid, hyflex, and/or distance learning modalities. Instructional hours at each of the College’s campus and educational sites may range from 8 a.m. – 10 p.m. Some courses operate on schedules outside of these typical instructional hours. On campus and/or education site courses may be scheduled Sunday – Saturday from 8 a.m. to 10:00 p.m. Some courses operate on schedules outside of these typical instructional hours (i.e. public safety, allied health, information technology, etc.).

College faculty and staff will work their assigned schedule at their assigned location(s) in accordance with College policies, procedures, and/or contractual obligations. Some employees may work different schedules as approved by their supervisor in accordance with College Administrative Procedures Manual, Policy 3.21. Full-time employees must work a 40-hour work week schedule.

SUMMER HOURS FOR STAFF
The College observes an alternate work and operational schedule from May to July (often into the first week of August) each year, commonly known as “Summer Hours or Summer Work Schedule.” The summer work schedule for staff includes most employees working 9.0 hours per day Mondays through Thursdays and 4.0 hours on Fridays, except for weeks in which there is a holiday. Summer working hours are 7:30 a.m.– 5:30 p.m. with a one-hour lunch Mondays through Thursdays; and 8 a.m. – 12 p.m. on Fridays. Some employees may work different schedules as approved by their supervisors in accordance with the College Administrative Procedures Manual, Policy 3.21. Full-time employees must work a 40-hour work week schedule.

SUMMER SERVICE HOURS
Summer service (business) hours are from 8 a.m. – 5 p.m. Mondays through Thursdays; and 8 a.m. – 12 p.m. on Fridays. The College is closed after 12 p.m. (noon) on Fridays when observing summer hours.
SUMMER INSTRUCTIONAL COURSE MODALITIES AND HOURS

Course offerings may include, but may not be limited to face-to-face, hybrid, hyflex, and/or distance learning modalities. On campus and/or education site courses may be scheduled Sunday – Saturday from 8 a.m. to 10:00 p.m. Some courses operate on schedules outside of these typical instructional hours (i.e. public safety, allied health, information technology, etc.).

COURSE SCHEDULE

Courses being offered by the College may be reviewed and enrollment completed by visiting https://www.tncc.edu/classes.

QUESTIONS - CONTACT THE COLLEGE BY TELEPHONE (MONDAYS – FRIDAYS 8 A.M. – 5 P.M.)

- College Call Center - (757) 825-2800
- Historic Triangle Campus in Williamsburg - (757) 253-4300
- Workforce Development - (757) 825-4070

CAN I CONTACT SOMEONE OR LEAVE A MESSAGE AFTER THE COLLEGE IS CLOSED?

For concerns after hours, please go to the College website, www.tncc.edu, and click the HELP button at the top of the page. All email messages will be answered within 48 business hours.
HEALTH & SAFETY MITIGATION STRATEGIES

The College places the health, safety and wellness of our students, faculty, staff, visitors, and guests at the forefront of our institutional priorities. We also understand everyone has different demands, desires, needs and expectations of our educational services, programs and courses. The College is committed to meeting our community where they are in their lives, and the pursuit of their educational and employment goals. The College works diligently to monitor multiple health and wellness metrics (e.g. local and statewide percent of positivity, state and national vaccination rates, etc.) related to infectious and contiguous diseases, as well as having established collaborations within our communities with many key stakeholders (local emergency preparedness officials, Virginia Department of Health [VDH], Virginia Department of Emergency Management [VDEM], and health system partners), and monitoring Centers for Disease Control and Prevention information and recommendations.

Detailed information related to personal illness, possible or confirmed exposure, positive test results, and/or reporting infectious and/or contagious disease can be found in this framework under the Information for College Students, Faculty and Staff heading.

The following mitigation strategies are in use by the College in an attempt to establish a healthier workplace environment and educational experience for our students, faculty, staff and members of our community:

- **Centers for Disease Control Coronavirus Self-Checker** (required for all students, faculty, staff and before arriving to campus).
- **Understand the signs and symptoms of COVID-19**
- Encouraging persons with pre-existing medical conditions, fragile health status, who are immune compromised, status as unvaccinated, or other condition/rationale to wear an appropriately recommended mask in public spaces.
- Encouraging physical distancing when and where possible.
- Encouraging appropriate hand hygiene and respiratory etiquette (wash your hands frequently/ and cover your cough and/or sneeze).
- Regular cleaning and disinfection of education and business spaces.
- Encouraging socially responsible behaviors (not coming to campus when ill, using hand sanitizer, etc.)
- Strategically placed hand sanitizer dispensers throughout campus facilities.
- Personal Protective Equipment (PPE), as available, necessary and/or appropriate (may include masks and/or sanitizing wipes).
- Encouraging faculty, staff, students, and visitors to obtain vaccinations against infectious/contagious viruses and/or diseases when, were possible, and/or appropriate in consultation with their medical practitioner.
- Consistent monitoring of public health metrics, health, safety and well-being recommendations and/or public health/medical guidance.
PUBLIC HEALTH GUIDANCE

IF YOUR MEDICAL CONDITION AND/OR ILLNESS IS LIFE THREATENING OR YOU DETERMINE IT TO BE AN EMERGENCY, DIAL 9-1-1.

- What to do if you are sick
- Quarantine and Isolation
- Centers for Disease Control and Prevention Mask and Respirator Guidance

PUBLIC HEALTH METRICS

COVID-19 - Virginia Department of Health – COVID-19 Health Metrics by Health District

Influenza - Virginia Department of Health – Influenza Surveillance

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) may include, but not be limited to, hand sanitizer, sanitizing wipes, and masks. Individual departments/units are not permitted to purchase PPE directly from a vendor. To be good stewards of our resources and reduce redundant work orders, all PPE vendor purchases will be made through Facilities.

- All local needs for PPE shall be requested through the appropriate department/unit administration.
- Each department/unit shall designate a representative to receive all requests.
- Each request shall specify the following: what, how many, for whom/where, and the requestor.
  1. What? – detail what is being requested, example: sanitizing wipes
  2. How many? – One (1) canister
  3. For whom? – Name/Room
  4. Requestor – Name
- The designated department/unit representative shall confirm whether the requested PPE is available within the department/unit.
  1. If it is, they can immediately fulfill the request
  2. If the PPE is not available in the department/unit, the designated representative shall enter a SchoolDude (work order) requesting the PPE from Plant Services.

WHAT IF I AM EXPOSED TO AND/OR INFECTED BY COVID-19 AND/OR ANOTHER INFECTIOUS/CONTAGIOUS DISEASE?

The College has an infectious/contagious disease policy, as well as protocols, that follow the recommendations of public health officials to help ensure the health and safety of our students, faculty, staff, visitors and surrounding communities.
INFECTIONOUS/CONTAGIOUS DISEASE POLICY

The following are excerpts from the College’s Contagious Disease Policy. The policy in its entirety is accessible at TNCC APM 6.21.

STUDENTS

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Dean of Student Services. Students should notify their faculty/instructor that they need to leave the class or educational site if symptoms begin to occur in class.

Before returning to the College, students who reported having, or have been diagnosed as having, a contagious disease must be free of all symptoms of the disease for a minimum of 24-hours without the use of fever reducing medications and must be following the appropriate guidance and/or recommendation(s) provided by a healthcare provider, the Virginia Department of Health, Center for Disease Control, other public health official(s), and/or the requirements established by the College.

Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Academic Division Dean if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law. Students who fail to comply with this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.

Students requesting accommodations under the Americans with Disabilities Act should contact the College’s Office of Disability Support Services.

EMPLOYEES (FACULTY/STAFF)

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify their immediate supervisor and Human Resources that they are ill or potentially ill. Employees should leave the workplace if symptoms occur while at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home.

Before returning to the College, employees who reported having, or have been diagnosed as having, a contagious disease must be free of all symptoms of the disease and following the appropriate guidance and/or recommendation(s) provided by a healthcare provider, the Virginia Department of Health, Center for Disease Control, other public health official(s), and/or the requirements established by the College.
Employees have a responsibility to stay in contact with their immediate supervisor regarding their absence and should contact Human Resources if they have any difficulties or concerns. Employees must comply with all policies and procedures related to sick leave and supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

Failure to follow a supervisor’s directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management’s (DHRM) Standards of Conduct or faculty human resource policy.

Employees who fail to comply with all applicable College, Virginia Community College System, and Virginia Department of Human Resource Management policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

Employees requesting workplace accommodations under the Americans with Disabilities Act should contact Human Resources.

REPORTING INFECTIOUS/CONTAGIOUS DISEASE IN THE CLASSROOM (COVID-19@TNCC.EDU)

Faculty and/or staff who suspect a student and/or other faculty/staff is exhibiting the signs and/or symptoms of an infectious/contagious disease shall report what they have observed to COVID-19@tncc.edu, but may not take any other direct measures with respect to the student. The Dean of Student Services may send students home, and an employee’s immediate supervisor or other appropriate College official including, but not limited to representatives of Human Resources may send employees home if they exhibit or report experiencing symptoms of the contagious disease. Students who fail to follow the Dean of Student Services instructions will be considered a violation of the Student Code of Conduct and may result in disciplinary action. Employees who fail to comply with all applicable College, Virginia Community College System, and Virginia Department of Human Resource Management policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

STUDENTS, FACULTY AND STAFF REQUESTING EDUCATION/WORKPLACE ACCOMMODATIONS

The College is committed to creating an accessible environment for students, faculty, staff and visitors to our campuses and educational sites, while allowing an opportunity for success, growth, and empowerment. The College complies with the requirements of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to its employees and those persons receiving services from the College who are entitled to such accommodations by law.

Students, faculty and staff receiving accommodations from the College are responsible for informing the appropriate college personnel of their disabilities that require such accommodations.
STUDENTS

Students with and/or seeking accommodation(s) are encouraged to review the Instructions for Requesting Accommodation and/or contact the College’s Office of Disability Support Services at (757) 825-2827 or (757) 825-2833 to schedule an appointment with the Disability Support Services counselor. Historic Triangle campus students may call (757) 253-4331 to schedule an appointment with the Disability Support Services counselor. TDD users may call (757) 825-2853, to use the Virginia Relay service.

EMPLOYEES

Employees requesting workplace accommodations under the Americans with Disabilities Act should contact Human Resources at (757) 825-2728 or via email at hr@tncc.edu.

HEALTHY LIVING INFORMATION AND RESOURCES – IN AN EMERGENCY DIAL 9-1-1

Excelling in your education or the workplace is more than getting good grades or showing up every day, on time and doing your job. It is also about your ability to develop a school/work-life balance, your ability to maintain your mental and physical health, as well as your ability to have access to healthy living resources.

Health Services – There is no medical clinic on either of our campuses; however, emergency medical services are available and provided by each of the localities on the Peninsula, as well as through a number of community health clinics, urgent care centers and hospitals near each of our campuses. If you need emergency medical assistance, dial 9-1-1.

Oral Health and Hygiene – The College’s Dental Clinic, located on the second floor of the Historic Triangle campus at 4601 Opportunity Way, Williamsburg, offers dentist-supervised student-provided oral hygiene care to the public. The clinic is open for dental services by appointment. Call the clinic at (757) 258-6604 to schedule an appointment.

Wellness – To improve and maintain your health and wellness, consider enrolling in one of our health, nutrition, first-aid and CPR, physical education or fitness courses.

Counseling – The College has limited emergency counseling services available to faculty, staff and students. Students should contact the Office of Disability Support Services during normal business hours (previously listed in this plan); Hampton campus students may call (757) 825-2827 or (757) 825-2833. Historic Triangle campus students may call (757) 253-4331. TDD users may call (757) 825-2853, to use the Virginia Relay service; or dial 9-1-1 after hours to access your local emergency services.

Full-time faculty and staff may also contact the Human Resources Department to access the Employee Assistance Program (EAP). Students, faculty and staff may also have access to wellness resources and 24/7 assistance through their healthcare provider or health insurance, if applicable. If the situation is potentially life-threatening, get immediate emergency assistance by calling 9-1-1, available 24 hours a day.
National Suicide Prevention Lifeline, 1-800-273-TALK (8255) or Live Online Chat - If you or someone you know is suicidal or in emotional distress, contact the National Suicide Prevention Lifeline. Trained crisis workers are available to talk 24-hours a day, seven days a week. Your confidential and toll-free call goes to the nearest crisis center in the Lifeline national network. These centers provide crisis counseling and mental health referrals.

The National Human Trafficking Hotline, 1-888-373-7888 - Hearing and speech-impaired individuals can contact the Trafficking Hotline by dialing 7-1-1, the free national access number that connects to Telecommunications Relay Services (TRS). The National Human Trafficking Hotline is a national, toll-free hotline available to answer calls from anywhere in the country, 24 hours a day, seven days a week, every day of the year. The hotline is not a law enforcement or immigration authority and is operated by a nongovernmental organization funded by the federal government. Human trafficking is a crime involving the exploitation of someone for the purposes of compelled labor or a commercial sex act through the use of force, fraud, or coercion. When a person younger than 18 is induced to perform a commercial sex act, it is a crime regardless of whether there is any force, fraud, or coercion. Victims can be anyone from around the world or right next door: women and men, adults and children, citizens and noncitizens alike.

FINANCIAL RESOURCES FOR STUDENTS, FACULTY AND STAFF

The Financial Aid & Veteran Affairs offices are committed to working with students and parents to provide financial support that will help cover the cost of tuition, fees, and other education-related expenses. Please complete the 2021-2022 FAFSA application before the fall semester begins (www.studentaid.gov) and/or submit a Certification Request for Veterans Affairs Education Benefits to VA@TNCC.EDU. Our scholarships, grants, loans, work-study, Veterans Affairs benefit opportunities can make your college education more affordable than you ever thought possible.

SCHOLARSHIPS

The College’s Education Foundation may be able to assist you to pay for your education. Scholarships may be used for tuition and fees, books and supplies, or other educationally-related expenses.

- All students must complete the FAFSA to be eligible for scholarships.
- Full-time students are encouraged to enroll in 15 credit hours per semester.
- High school students: Applications will be reviewed beginning May 1; don’t delay as priority goes to early submissions.

For additional information and a list of available scholarship opportunities, visit www.tncc.edu/admissions/scholarships.
EMPLOYEE EDUCATIONAL FUNDING RESOURCES

College faculty and staff who are also continuing their education may be eligible for tuition assistance and/or continuing education assistance. Interested employees are encouraged to contact their supervisor or Human Resources for additional information.

Information about Payment Plans and how to pay for tuition is available at Tuition Payment Plan | Thomas Nelson Community College (tncc.edu)

COMMUNITY OF CARE – RESOURCES FOR STUDENTS, FACULTY AND STAFF IN NEED

The College offers a wide variety of services to help students, faculty, and staff who run into challenges outside the classroom. Individuals may have or develop challenges with food or housing insecurity, health care issues, domestic violence, as well as many other types of concerns. The College assists in meeting challenges through emergency funds, local community resources, or federal resource support. The College also offers Single Stop services, whereby people may complete a brief screening and learn if they are eligible for ongoing federal support for food, housing, healthcare, and legal services. All these identified resources are found on our website at https://www.tncc.edu/services/community-resources.

REPORT AN INCIDENT- SEE SOMETHING, SAY SOMETHING

The College provides faculty, staff and students a way to share their concerns about events and behaviors that may affect our college community. This reporting system serves as an early intervention program and helps facilitate a See Something, Say Something culture at the College. At the bottom of each of our webpages, the “Report an Incident” button is found. If anyone needs to report a general concern, academic concern, human resource issue, Title IX, care concern, or racial bias or discrimination concern, they can do so by means of this link. By clicking on the button, one can quickly and easily complete the form.


Incidents and/or events requiring emergency assistance should be reported by dialing 9-1-1 immediately.
Visitor and Community Resources

WHO DO I CONTACT TO REQUEST/RENT SPACE AT THE COLLEGE?

Community members interested in renting College facilities (non-Workforce Development Center Areas) should contact the Office of Institutional Advancement (757) 825-2725.

Student organizations wishing to reserve college facilities should contact the Dean of Student Services, Dr. Betsy Harrison, at harrisonb@tncc.edu.

Requests to reserve College classroom or laboratories (outside of normal academic scheduling) should be directed to the Office of Academic Affairs, specifically, Ms. Julie Lambert, at lambertj@tncc.edu.

Anatomy and Physiology and Allied Health faculty requesting reservations for the use of the Anatomage Laboratories (Hampton or Historic Triangle should contact email PSAHHS@tncc.edu, requests will be accommodated on a first come-first reservation basis.

Requests to reserve or rent space in the Peninsula Workforce Development Center or other Workforce Development Educational Site should be directed to Marketing Coordinator, Mr. Brent Holliday, at hollidayBr@tncc.edu or via telephone at (757) 345-2806.