



Reopening Plan for Academic & Student Affairs

REOPENING PLAN FOR ACADEMIC AND STUDENT AFFAIRS

From the outset of the COVID-19 pandemic, the priority of Pensacola State College has been to care for the PSC community, to ensure the health and safety of students, faculty, and staff. This commitment continues and guides the plans for teaching, learning, and providing student services for the remainder of the summer 2020 term and during the fall 2020 term. Because the College's knowledge of the COVID-19 virus and the best practices to respond to the pandemic continue to evolve, all measures set forth by PSC related to the pandemic are subject to change. The College will continue to monitor the public health of the local area and follow the advice and directives of local, state, and federal government officials and public health authorities. With patience and flexibility, reopening plans will be implemented, and campus operations will be restored.

The health and well-being of all Pensacola State College students and employees depend upon each individual taking personal responsibility and engaging in safe behaviors to help avoid the spread of COVID-19 in the PSC community, to include staying home when ill and following all health and safety measures set forth by the College. Ultimately, PSC's return to campus plans will be impacted by the actions of every individual who comes to a PSC physical location.

SCOPE

- This document applies to all PSC campuses, centers, and sites.
- This document applies to all PSC students, full-time and part-time faculty, and staff members in Academic and Student Affairs.

ACADEMIC CALENDAR

- There are no changes planned for the 2020-2021 academic calendar.
- Convocation, Thursday, August 13, 2020, through Friday, August 14, 2020, will be hosted virtually.
- Decisions regarding the Fall commencement ceremony and other events will be made at a later date.

GENERAL PROCEDURES

Face Masks/Coverings

- All faculty, staff, and students are required to wear face masks/coverings while in any common area (public area) of any building on any PSC campus, center, or site. Common areas include but are not limited to hallways, stairwells, landings, conference rooms, classrooms, student lounges, waiting areas, department offices, and restrooms. Face masks/coverings are also required outdoors where a 6-foot separation between individuals cannot be maintained.
- Students are required to wear face masks/coverings during class. A student's face mask/covering may be removed only when manufactured equipment, such as a welding mask or PPE, is required to be worn to meet a course requirement. See "Note" at the end of this section.
- A face mask/covering is not required, but is encouraged, when an employee is in his or her separate workspace and social distancing can be ensured.
- Face masks/coverings will be provided to College employees.
- Students and visitors are expected to supply their own face masks/coverings except in some specialized classroom settings.
- Face masks/coverings must be worn as directed to cover the nose and mouth.

Note: Students who wish to request an accommodation to the face mask/covering requirement based upon a legally protected status should contact the Student Resource Center for ADA Services by emailing adaservices@pensacolastate.edu or calling 850-484-1637. In limited circumstances, the College may allow exceptions to the policy on a case-by-case basis.

Social Distancing

- Social distancing procedures are in place and shall be followed.
- Signage will be utilized to indicate where students may stand or sit in order to ensure social distancing occurs.
- Where possible, entrance and exit doors will be designated in each building and each classroom.
- Doorstops should be utilized to decrease touching of common surfaces, such as door handles.
- Where possible, directions (up and down) will be designated in stairwells in each building as well as in some lecture halls.
- When moving through hallways, the right side of the hallway should be utilized.
- Signage will be utilized to indicate requirements for use of elevators.

Note: The administrator overseeing each academic area and student services area is responsible for ensuring that all social/physical distancing concerns have been addressed and are implemented. Department heads may request signs by contacting Sheila Nichols at snichols@pensacolastate.edu at 850-484-1428.

Hand Sanitizing

- Hands should be washed frequently.
- Sanitizing stations will be provided in buildings.

Sanitation

- Sanitizing wipes will be available in each classroom. Because many academic spaces have equipment that is used by multiple people throughout the day, faculty, staff, and students are encouraged to assist in minimizing the presence of COVID-19 by wiping down the desks, tables, chairs, keyboards, screens, markers, or erasers they use with a sanitizing wipe before and/or after use. Departments may distribute markers and erasers to individual faculty to minimize shared equipment.
- Classrooms will be sanitized several times a day by the custodial staff.

Reporting Requirements

- Faculty and staff who have been exposed to COVID-19, who have tested positive for COVID-19, who are exhibiting symptoms of COVID-19, or who have questions regarding the need to quarantine or self-isolate must contact Mr. Tom Gilliam, Vice President of Administrative Services and General Counsel at tgilliam@pensacolastate.edu or 850-484-1500.
- Any student who has been exposed to COVID-19, who has tested positive for COVID-19, who is exhibiting symptoms of COVID-19, or who has questions regarding the need to quarantine or self-isolate should contact Mr. Tom Gilliam at administrativeservices@pensacolastate.edu or 850-484-1608.

INSTRUCTIONAL DELIVERY

To facilitate successful teaching and learning environments, during the fall semester, classes will be offered in a variety of delivery methods:

- Asynchronous online classes. In this delivery mode, the class is conducted via Canvas without real time interaction being necessary.
- Broadcast classes. Broadcast classes have an instructor and some students in a classroom on one campus with the class being broadcast to students in classrooms on other campuses. Utilizing the broadcast classes will increase PSC's ability to offer on-campus, face-to-face instruction while maintaining social distancing in classrooms.
- Face-to-face classes.
- Hybrid classes. Hybrid classes incorporate both online learning, which may be synchronous or asynchronous, and in-class learning. Some classes scheduled in the fall as hybrid classes require hands-on or skills activities that are conducted during class times with additional or supplemental activities and information offered via the Learning Management System, Canvas. The hybrid format allows students to be rotated through the on-campus activities in small groups.
- Live Online classes or synchronous online classes. In this delivery mode, the instructor and the students log into Canvas and utilize the Zoom conferencing feature during scheduled class time(s).

Note: A faculty member must conduct a class in the delivery method advertised in the schedule and may not change that delivery method.

CLASSROOM PROCEDURES

Face-to-Face Classes

- Classes have been scheduled in the largest classrooms available to support physical distancing.
- Class capacity has been adjusted to ensure that social/physical distancing can occur.
- When possible, classes are not scheduled back-to-back in a classroom, thus providing time for sanitizing between classes.
- Students must wear face masks/coverings at all times.
- When lecturing, a faculty member may wear a face shield rather than a face mask. Face shields will be provided to faculty members and may be requested through the department head.
- Faculty are advised to release students row by row or in small groups to reduce traffic flow and promote physical distancing as students exit the classroom.

Hybrid Classes Incorporating a Hands-On or Skills Portion That Will Be Completed on Campus

- Students will be rotated through in small groups to complete the hands-on or skills portion of classes.
- Face masks/coverings are required.
- The College's Learning Management System (LMS), Canvas, will be utilized to supplement in-class learning.
- In any area where social distancing is not possible, gloves and other equipment may be required, depending upon the class and type of skills or hands-on activities occurring.

ACADEMIC GUIDELINES for ON CAMPUS CLASSES

- Faculty are expected to be flexible in their interpretation and management of class attendance so that students who are ill can stay home and continue in the course as appropriate. Faculty should consult with the appropriate department head for guidance.
- Faculty are expected to monitor and record attendance to facilitate contact tracing if necessary.
- Small group work in any face-to-face class is discouraged because of the difficulties ensuring physical distancing. Instead, instructors are encouraged to incorporate virtual groupwork.
- Faculty are encouraged to go paperless to the fullest extent possible.
- Any faculty member who is required to self-isolate or quarantine should work with his or her department head to prepare a plan for maintaining academic continuity in assigned classes.

ACADEMIC SUPPORT

Note: More detailed information is available to students in the FAQs on the College's website.

Libraries

- Face masks/coverings are required in all common areas of the libraries.
- Virtual librarian services are available.
- Signage will be used as necessary to indicate where students should stand or sit.
- Plexiglass barriers will be utilized at service desks.
- Book stacks are closed to students; however, students may request books for checkout by placing a hold either through the library website or in person. The book(s) will be available at the front desk for pick-up.
- Library materials will be quarantined for at least 36 hours before returning to shelves. Book drops are available outside of the libraries.
- Appropriate sanitation will occur.

Test Proctoring for Classes

- Remote testing proctoring will be available via the College's proctoring service. The College is currently reviewing Proctorio for a testing service. Details will be shared once final.
- PSC Testing Centers will also be available to assist with remote and in person proctoring on a limited basis.
- The Student Resource Center for ADA Services will provide accommodations to students registered in that program, to include test proctoring.

Turnitin

- In an effort to both educate students about ethical and properly documented academic writing and prevent plagiarism in the digital age, PSC subscribes to Turnitin.com. All faculty are advised to use this resource to educate students and help ensure academic integrity. See instructional information located in Canvas.

Tutoring Labs

- Face masks/coverings are required in all common areas of the tutoring labs.
- Virtual tutoring will continue to be offered.
- Tutoring hours will be increased to support student success.
- Social distancing will be observed in all physical tutoring labs, when possible. Exceptions include situations when lab tutors need to be closer than 6 feet to students to provide necessary assistance. In these cases, all parties will wear face mask/coverings. However, the tutoring labs should devise a plan to minimize such interaction.
- Lab staff will ensure that appropriate sanitation occurs.

STUDENT SERVICES

Note: More detailed information is available to students in the FAQs on the College's website.

Recruiting

- Recruiters are utilizing virtual formats to hold individual and group information sessions for prospective students interested in attending Pensacola State College this fall.
- No on campus tours are currently being conducted. Plans to offer on campus tours are in development.
- The Recruiting Office will coordinate with the local school districts to plan high school visits in the fall when high school students return to campus. These visits will include a combination of virtual and face-to-face visits. During any on campus visit, safety guidelines established by the school district, the individual high school, and the College will be followed.

Admissions

- All admissions areas throughout the district will continue to offer virtual services through QLess as well as on campus services following safety and social distancing protocols.
- The ability to upload necessary documents in Spyglass to complete the College application has been created and will continue to be promoted as the best practice method to safely submit required documentation.
- Admissions areas, when possible, have established separate entry and exit points to allow for social distancing.
- Social distancing indicators have been clearly marked in each admissions area.
- Staff, students, and visitors are required to wear face masks/coverings.
- Keyboard protectors are in place where students or visitors may use computers.
- Sanitizing protocols have been established and sanitizing occurs throughout the day for staff and visitor safety.

Advising

- The QLess check-in system allows students the option to meet with an advisor via Zoom, email, phone call, or face-to-face.
- Safety measures are in place to allow for social distancing when students are on campus.
- Sanitizing occurs throughout the day for staff and student safety.
- All advising staff have face masks/coverings, sanitizer, and clearly marked workstations to maintain social distancing.

- Staff, students, and visitors are required to wear face masks/coverings.

Testing Centers

- Testing is available virtually or face-to-face.
- Testing is by appointment only.
- Virtual proctoring is in place to support faculty, students, and community members.
- Testing Centers follow the CDC guidelines for social distancing, safety, and sanitation.
- Sanitizing occurs after each testing session.
- Staff, students, and visitors are required to wear face masks/coverings.

Financial Aid

- The QLess check-in system allows students to come into the office at the time of their appointment and not wait in the lobby for an extended time.
- The lobby area has been reconfigured to ensure compliance of CDC social distancing guidelines.
- Students are encouraged to use the financial aid online document upload feature in Spyglass to submit required documents.
- Frequent sanitizing occurs in high traffic areas such as the lobby and staff eating areas.
- Face masks/coverings and antibacterial hand wipes are available for staff and students.
- Staff, students, and visitors are required to wear face masks/coverings.

SCREENING

Certain programs at PSC require physical contact between the student and a community member. These programs may require the community member to complete a screening questionnaire prior to service. All College departments will utilize the standard COVID-19 Screening Process and Questionnaire developed by the COVID-19 Task Force. Faculty should consult with their department head if their program provides on-campus services to the public.

COMPLIANCE

The College requests that all employees help ensure the health and safety of students, faculty, staff, and visitors to PSC campuses and centers by addressing noncompliance regarding the requirement to wear face masks/coverings or to maintain social distancing. During class, faculty should ask any student who is acting in a non-compliant fashion to comply. If the student does not comply, do not escalate the situation; instead, be clear to the student that he or she is in violation of the College's Reopening Plan, and then, if the situation requires a more direct intervention or surpasses the capacity to de-escalate, faculty should contact Campus Security at 850-484-2500. Campus Security staff will come to the site to consult and intervene as necessary. If the noncompliance does not warrant immediate intervention and the student does not comply upon request, faculty should contact the Office of Student Conduct and report the incident.

TRAVEL

- Employee travel is suspended through the fall term, unless approved by the College President.
- Student travel, unrelated to athletics, is suspended through the fall term, unless approved by the Vice President, Academic and Student Affairs or the College President.

MENTAL AND EMOTIONAL WELLBEING

The College understands that these unprecedented times are causing anxiety and uncertainty. Please know that PSC is committed to supporting the health and wellbeing of all students, faculty, and staff. Remember to access the SPD webpage regularly for information regarding workshops, training sessions, and other resources, such as best practices on managing stress and enhancing resilience. More information can be found at <https://www.pensacolastate.edu/spd/>.

ADDITIONAL FACULTY INFORMATION

- Faculty who are more likely than others to become severely ill, requiring hospitalization, intensive care, or use of a ventilator if they acquire COVID-19, may be eligible for approval to work remotely during the fall term. The College will use guidance from the US Centers for Disease Control in determining individuals with increased risk for severe illness. A request to work remotely may be submitted by emailing Tammy Henderson in the Human Resources Office at thenderson@pensacolastate.edu with a subject line of Request to Work Remotely. Documentation may need to be provided for consideration.
- Faculty may, if desired, provide the appropriate supervisor the preferred method(s) of delivery of instruction for the fall term: asynchronous online, broadcast, face-to face, hybrid, and/or Live Online. When possible, the College will attempt to assign sections as requested.
- Faculty may request to schedule virtual office hours and virtual OPA hours via email to the appropriate supervisor. Virtual office hours will be conducted via Zoom in Canvas or as approved by the appropriate supervisor. Personal or sick leave must be taken when a faculty member does not work the hours scheduled on the door schedule.
- The College anticipates assigning all sections comprising a faculty member's normal load for fall 2020 term as soon as possible.
- Faculty are encouraged to access the Canvas course *Online Teaching and Learning Basics* for best practice information and other teaching resources.
- Student evaluations of all courses and faculty will be administered during the fall 2020 and spring 2021 terms.
- For faculty advisors of clubs and other student groups, student activities, unless approved by the College President, will take place virtually during the fall term.

Note: All faculty approved to teach classes remotely and all faculty approved for virtual office hours must have access to the required technologies and the necessary Internet access and bandwidth for audio and video capabilities.

FUTURE GUIDANCE

As the College moves forward with the reopening of campuses, centers, and classrooms to students, additional guidance will be provided through updates to this plan. Additionally, more detailed plans specific to an area or discipline may be drafted.

QUESTIONS FROM PSC FACULTY ASSOCIATION WITH COLLEGE RESPONSES

These questions are presented as submitted and have not been edited.

- In a face-to-face (F2F) class, should a student come to class with COVID-19:
 - Will the entire class be required to self-isolate?

No. Only those who have been exposed will need to quarantine for 14 days. “Exposed” is defined by the CDC as being less than 6 feet away from an infected person for 15 minutes or more. If social distancing is practiced at all times in the classroom, no one would have been exposed.

- Do all persons associated with anyone in that class self-isolate?

No. If a person is exposed to a confirmed case of COVID-19 and quarantine is necessary (an exposed person), then a person who has contact with the exposed person is not considered exposed and no quarantine is required. Dr. Lanza with FDOH expresses it this way: “An exposure to an exposure is not an exposure for quarantine purposes.”

- Does self-isolation apply to people in every building the infected student has visited?

No, isolation is only required for every person who has been less than 6 feet away from the infected person for 15 minutes or more. Thus, if social distancing is maintained, there would be no one exposed and no quarantine would be necessary.

- Will self-isolation be according to CDC Guidelines?

Yes. An exposed person should go home to self-isolate and not have contact with other people for 14 days.

- Who is responsible for paying for the COVID-19 testing?

Most testing in the community is free.

- Will there be COVID-19 testing available on campus?

No, but there are multiple locations for testing in the community.

- Will faculty be penalized/forced to use their sick leave while awaiting the test results for a COVID-19 test?

As stated under Academic Guidelines for On Campus Classes, any faculty member who is required to self-isolate or quarantine should work with his or her department head to develop a plan for maintaining academic continuity in classes.

If a faculty member is ill with COVID-19 and cannot work, that faculty member will be required to take sick leave.

- In the event a substitute is needed, will the department obtain a substitute?

- If not, should a faculty member be unable to obtain a substitute, will there be any repercussions from the college?

The process for obtaining a substitute has not changed.

If a faculty member is ill with COVID-19 and cannot work, that faculty member will be required to take sick leave.

- Does the college have an adequate substitute list?

In most areas the substitute list is more than adequate.

- For faculty members that are responsible for caring for a child and/or children:
 - In the event of a private school closure, what is the plan for the faculty member that has been tasked with teaching F2F to carry out their family responsibilities along with their teaching responsibilities?
 - In the event of a change in a child's and/or children's school schedule (split day), what is the plan for the faculty member that has been tasked with teaching F2F to carry out their family responsibilities along with their teaching responsibilities?
 - Will that faculty member be required to use their sick leave?
 - Will that faculty member suffer any repercussions from the college?
 - Will the same policies/procedures/protocols be applied to issues/questions above should a faculty member be part of a shared household?
 - Will the same policies/procedures/protocols be applied to issues/questions above should it should be a household family that is not a child and/or children?

Regarding all questions above, if there is a change in state guidelines and schools close, the College will address the issue at that time.

- What are the tracking/tracing protocols?

Any employee or student who has COVID-19 symptoms, has tested positive for COVID-19, or has been exposed to COVID-19 should report his or her condition to the College's COVID-19 Response Administrator, Mr. Tom Gilliam. He will contact the affected person and determine where they have been on campus and to whom they have been closer than 6 feet for 15 minutes or more. If an exposure has occurred, Mr. Gilliam will either contact the exposed person directly to discuss quarantine, or in the case of multiple exposures he will contact an appropriate manager, department head, or classroom instructor for multiple quarantines, if appropriate. The confidentiality of the exposed or sick person will be maintained, but in some cases it will be necessary to reveal the person's identity to people who need to know, such as when requesting an excused absence for a student placed in mandatory quarantine.

- What are the procedure/protocols to verify truthfulness in adhering to proper face mask protocol?

It is not clear what is meant by a protocol to "verify truthfulness in adhering to proper face mask protocol."

This document addresses compliance with the face mask/covering requirement by students. If an employee is not adhering to the face mask/covering requirement, that will be addressed by the supervisor.

- Who will be responsible in ensuring that students remain on the designated side of the hallways, entrances, exits, etc?
 - Should it involve a physical presence in the hallways, entrances, exits, etc. how will the responsible person be protected in such close proximity?

A person is protected by avoiding exposure closer than 6 feet from a sick person for 15 minutes or more. Passing in a hallway is not an exposure of 15 minutes or more. Face masks are also required, and when worn they serve as added protection when passing in close proximity is unavoidable.

No one will be responsible for monitoring hallway traffic. People are expected to follow guidelines. If an issue is reported, the department head will address it.

- What is the plan/procedures/protocol for faculty restrooms to be able to accommodate multiple faculty within the time allotted between classes?
 - What is the plan/procedure/protocol for faculty restrooms to be able to accommodate faculty if the restroom is in use for a longer than anticipated time (camping out), thereby preventing other faculty access?
 - What is the plan/procedure/protocol for faculty restroom access for faculty members with conditions that require frequent?
 - What is the plan/procedure/protocol for faculty restrooms with narrow entrance access/hallways?

There will be fewer people teaching on campus than usual and, therefore, restrooms should be more accessible than usual. Everyone is expected to behave as a professional adult and not “camp out” in restrooms. Though some restrooms have narrow entrance access/hallways, there should be no reason that this would cause anyone to be within 6 feet of each other for 15 minutes or more.

- From what location are faculty who are teaching asynchronous and synchronous online classes expected to teach their classes?

Though there is no provision in the CBA allowing for a fully remote schedule, the College is working to ensure that some faculty be approved to work remotely for the fall term.

Faculty who are approved to work remotely may teach their asynchronous and synchronous online classes from a remote location. Faculty not approved to work remotely may request to teach asynchronous and synchronous classes from a remote location by contacting the appropriate department head. Faculty may also teach asynchronous or synchronous classes from their College offices. Additionally, faculty have been teaching and may continue to teach synchronous online classes from classrooms if they desire to do so.

As stated in Additional Faculty Information, faculty may request to schedule virtual office hours and virtual OPA hours via email to the appropriate supervisor. Virtual office hours will be conducted via Zoom in Canvas or as approved by the appropriate supervisor. Personal leave or

sick leave must be taken when a faculty member does not work the hours scheduled on the door schedule.

Note: All faculty approved to teach classes remotely and all faculty approved for virtual office hours must have access to the required technologies and the necessary Internet access and bandwidth for audio and video capabilities.

- Should a faculty member qualify to do so, may they request to transition to remote work after the beginning of the semester?

Faculty have been given the opportunity to request to work remotely prior to the beginning of the semester in order to minimize the disruption of any class during the semester. Requests during the semester will be reviewed on a case-by-case basis.

- Are students responsible for providing their own face masks? (per pg 1 second bullet from bottom; per pg 6 second bullet from the top)

Yes.

- Should a student forget their mask, will any disposable masks be available?

Yes, face masks/coverings will be provided to department heads for distribution as needed, but students are expected to provide their own face masks/coverings.

- What accommodations are provided for faculty in the event a student that qualifies for an exemption to the face mask rule is in their class?

The definition of exposure (closer than 6 feet for 15 minutes or more) applies equally whether wearing a mask or not wearing a mask. CDC guidance for masks is that they be worn for added protection where social distancing is not always possible. If an instructor maintains a distance of 6 feet or more from a student without a mask, then the instructor will not be exposed.

- What procedures/protocols are in place for sanitizing areas in the event there is an absence and/or shortage of custodians?
 - Please define "when necessary." (pg 2 Sanitation second bullet)

The custodial company is expected to provide sufficient numbers of custodians to fulfill their contract.

The statement has been edited to remove "when necessary."

- What are the contract tracing procedures and protection for students and faculty when sanitizing between classes is not possible? (pg 3 Face-to-Face Classes second bullet)

According to the CDC, the transmission of COVID-19 occurs primarily via respiratory droplets and not surfaces. However, in an abundance of caution, anti-bacterial wipes will be available so that students can wipe down their desks or workstations.

- What are the procedures for a student exiting the classroom before the class is dismissed? (pg 3 Face-to-Face Classes sixth bullet)

Faculty are expected to manage the classroom as usual. If a student needs to leave to go to the restroom or for some other reason, he or she will not be within 6 feet of anyone for 15 minutes or more.

- How frequently will faculty face shields be replaced?

Face shields are reusable, but the College has sufficient numbers on hand so that faculty can request replacements through the department head.

- Will different densities of face shields be provided per specific labs?

Not unless a department requests specialized equipment. Requests can be made through the department head.

- Will the PSC attendance policy be modified? (pg 3 Academic Guidelines for on Campus Classes first bullet)
 - How is student illnesses to be verified?
 - Is documentation required?
 - Is there a maximum amount of absences permitted for consistency purposes across the departments?

While faculty may withdraw students for excessive absences, there is no requirement to do so. The College is asking faculty to be somewhat flexible in their attendance policies for students who have issues related to COVID-19.

If a student needs to self-isolate because of exposure to COVID-19 or illness from COVID-19, the student should contact Mr. Tom Gilliam via email at administrativeservices@pensacolastate.edu or via phone at 850-484-1608. Mr. Gilliam will ensure that appropriate notifications occur for on campus classes, including the date the student may return to class.

There is no one identified maximum number of absences.

- What are the basic parameters of preparing a plan for maintaining academic continuity in cases of absence? (pg 3 Academic Guidelines for on Campus Classes fifth bullet)

The parameters will depend upon the class and will be approved by chain-of-command. Some plans may include utilizing substitute instructors for a time, for example.

- It isn't in the CBA that faculty are responsible for enforcement of other faculty in matters of compliance and/or noncompliance. (pg 6 Compliance)

The section on Compliance on page 6 is clearly related to student compliance.

- Also, will you please address this question that I've been asked repeatedly: What is the purpose of bringing people onto campus, if we have the ability to work/teach remotely?

Last Revised August 5, 2020

The College has been working to ensure that there is not a considerable decrease in enrollment for the fall term. Therefore, the schedule of courses includes a variety of delivery methods to meet student demand. Students have requested and have enrolled in face-to-face classes. Some students do not have access to computers or reliable internet at home and some students do not think that online courses are the best learning environment for them.

Additionally, there are courses that cannot be offered remotely in such a way that the learning objectives of the course are met. Therefore, the College has scheduled face-to-face and hybrid classes while at the same time developing a plan to help everyone stay as safe as possible.