

Blackburn College Work Program COVID-19 Plan

Work Program

Students who are enrolled full time for the fall semester will be eligible to participate in the Work Program, either on campus or virtually. The following guidelines are set forth for participation in the program:

- Enrolled full time (at least 12 credit hours)
- 145 tuition hours for the fall semester, the tuition credit will remain \$2500 per semester
- Students who choose to move to remote learning will be able to complete tuition hours through two avenues:
 1. If the work of their current positions will transition well to remote work. This is determined through a conversation between the work supervisor and the Dean of Work.
 2. If the work does not transition to remote work, students will complete modules as established by the Dean of Work. **Any student using the modules to complete the work hours for tuition credit will be sent an invitation to Google Classroom where modules will be delivered.

**Students may move from in-person to module work if they move, or are removed, from campus. Additionally, students struggling to complete tuition hours *before* November 24th may be provided the opportunity to complete hours via modules. The Dean of Work will discuss this option with students.

- Failure to complete 145 hours before close of business on November 24th will result in the remaining hours being charged to the student's account.
- As employees of the college, any student working on campus will be expected to strictly adhere to the community safety standards established by the college. For purposes of the Work Program, a student will be given a verbal warning with the first case of non-compliance, written warnings will be issued with each subsequent violation. Upon the THIRD written warning for community safety violations, the student will be asked to move off campus and continue remote learning. Note: Violations of the safety standards can result in a termination quicker than typical Work Program standards; this is a clear and specific indication of the importance of adherence to community safety.
- Written warnings for non-compliance of safety standards will count toward the standard work warning violation policy outlined in the B-Book.
- Departmental-specific safety standards will be in the department guidelines and reminders will be posted around the clock-in stations and shop or work areas.
- Entry to the Work Office for the fall semester will be by appointment only, there will not be an open door. Face masks must be worn upon entry to the office and throughout all meetings. Members of scheduled meetings are expected to wipe down the office space at the conclusion of the meeting.