

*COVID-19*

# Summer 2021 Semester Safe Operating Protocols



May 12, 2021

# COVID-19 Summer 2021 Semester Safe Operating Protocols

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This plan outlines the approved protocols for Western Nebraska Community College for the Summer 2021 semester. The protocols outlined in this plan apply to credit and non-credit classes, and will take effect **May 13, 2021** for all locations. The plan is designed to ensure academic and service excellence and safety for students, faculty, staff, and community members as we continue to minimize the risk of exposure to the coronavirus. Items outlined in this plan are subject to change based on updated recommendations or guidelines from the following:

Centers for Disease Control (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Panhandle Public Health District (PPHD)

<http://www.pphd.org/>

University of Nebraska Medical Center

[https://www.unmc.edu/healthsecurity/\\_documents/Higher-Education-Pandemic-Recovery-Guide-Step-I-III-5-12-2020-v1.35.pdf](https://www.unmc.edu/healthsecurity/_documents/Higher-Education-Pandemic-Recovery-Guide-Step-I-III-5-12-2020-v1.35.pdf)

Nebraska Department of Health & Human Services

<http://dhhs.ne.gov/Pages/Coronavirus.aspx>

Tuscany Strategy Consulting, Johns Hopkins Center for Health Security, Council for Higher Education Accreditation

<https://www.opensmartedu.org/>

Disaster Resilient Universities (DRU) Network

<https://safety.uoregon.edu/disaster-resilient-universities-network>

## Health & Safety

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. It is the virus responsible for the current global pandemic and is a highly contagious and potentially lethal virus. Its spread continues in many areas of the world and the United States, including Nebraska.

WNCC continues to closely monitor COVID-19 and is engaged in numerous efforts to prevent, mitigate, and respond to the pandemic. Efforts include the implementation of mask-wearing protocols, social distancing measures, increased cleaning, and other recommended mitigation strategies. Despite the College's best efforts, it is impossible to eliminate the risk of positive cases or an outbreak on our campuses. We cannot guarantee that people present at college locations will not be exposed to and become infected with COVID-19. The risk of exposure and possible infection is real and present in any community environment where large numbers of people are regularly interacting, particularly when they do not adhere to the established protocol that includes wearing masks when in public and frequent hand washing.

Recent information from the CDC indicates that COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes or talks. The College continues to follow the guidance of the CDC, PPHD, county health departments and medical experts. While the College will strive to reduce the risk and mitigate the effects of this virus, we need for every member of our community to cooperate with these ongoing efforts.

WNCC employees and students should understand that this pandemic is a fluid situation with circumstances ever-changing, and the protocols within this document are subject to change at any time. WNCC's COVID-19 Response Team will continue to assess the contents of this plan throughout the summer semester.

## Communication Methods

WNCC has identified multiple modes of communicating COVID-19 updates, so please pay attention to the following sources for information:

- WNCC email
- [WNCC.edu COVID-19 information page](https://www.wncc.edu/COVID-19)
- WNCC social media
- Local media sources

## #HealthyAtWNCC

- WNCC has ensured that all protocols and settings in the workplace meet the current criteria of the State of Nebraska's Directed Health Measures.
- WNCC continues to utilize physical barriers (plexiglass, or "sneeze guards") with high levels of traffic and contact
- Appropriate social distances are marked on floors in high traffic areas.
- WNCC mask covering guidelines and COVID-19 safety informational posters have been placed throughout all buildings.
- WNCC still has access to Personal Protective Equipment (PPE), hand hygiene products, and cleaning materials to support the college population for this semester. WNCC employees should reach out to Administrative Services for those supplies.

## Before Coming to Campus

As recommended by PPHD, employees and students should continue to monitor themselves for symptoms related to COVID-19 throughout the summer, and should NOT come to campus if sick or have had exposure to an individual testing positive for COVID-19 that has self-quarantined for less than 14 days.


Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- *Fever or chills*
- *Cough*
- *Shortness of breath or difficulty breathing*
- *Fatigue*
- *Muscle or body aches*
- *Headache*
- *New loss of taste or smell*
- *Sore throat*
- *Congestion or runny nose*
- *Nausea or vomiting*
- *Diarrhea*

### Rave Guardian App

To assist employees and students in pre-screening themselves for symptoms of COVID-19 before reporting to campus, download the mobile app **RAVE Guardian**, designed by RAVE, WNCC's emergency notification service provider. The app can be found in the Google Play and Apple stores. Once downloaded, **daily wellness checks** will be sent to help screen for COVID-19 related symptoms.

Employees and students should also reference the attachment on page 5 "Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools" when pre-screening themselves before determining if it is safe to report to campus for the day.



## Public Health Recommendations for the Screening, Exclusion, and Re-Admittance of Ill Students and Staff for COVID-19 in Schools

The following symptom screening criteria for ill students and staff is based on the most current research. Because people with COVID-19 have reported a wide range of symptoms – ranging from mild symptoms to severe illness – the following criteria has been developed to assist schools in identifying possible COVID-19 cases.

Students with two of the following: fever (measured or subjective), chills, cold/shivering, muscle pain, headache, sore throat, nausea, vomiting, diarrhea  
**OR:**  
At least one of the following: new cough, shortness of breath, difficulty breathing, loss of taste and smell  
**OR:**  
Has at least one symptom and answers yes to: Is there someone in your household who is currently in quarantine or currently positive for COVID-19?

Students and staff who meet criteria should immediately isolate in the designated area and be sent home as soon as possible. Require the symptomatic person to wear a surgical or procedure mask while waiting, if tolerable.

### Re-Admittance to School

Symptomatic staff /student who tests positive:	Symptomatic staff /student not tested:	Symptomatic staff /student who tests negative:
<p><b>Exclude for:</b></p> <ul style="list-style-type: none"> <li>- At least 10 days since symptoms first appeared</li> <li><b>AND:</b></li> <li>- At least 24 hours with no fever without fever reducing medication</li> <li><b>AND:</b></li> <li>- Symptoms have improved</li> </ul>	<p><b>Exclude for:</b></p> <ul style="list-style-type: none"> <li>- At least 10 days since symptoms first appeared</li> <li><b>AND:</b></li> <li>- At least 24 hours with no fever without fever-reducing medication</li> <li><b>AND:</b></li> <li>- Symptoms have improved</li> <li><b>OR</b></li> <li>- May return to school if an alternative diagnosis is established with a health care provider's note.</li> </ul>	<p>Exclude until fever free for 24 hours (or meets the schools' requirements for readmission) <b>AND</b> improved respiratory symptoms</p>

**There is no reason for a student or staff member to get a "negative test" to be cleared for the return to school.** A COVID-19 positive individual does not need a repeat COVID-19 test or a health care provider's note in order to return. Recovery will be determined and communicated to the school by public health.

If a student or staff member tests positive for COVID-19, please call the 24/7 help line at 308-262-5764.

# COVID-19 Reporting

**Employees** that are sick or exhibiting symptoms should report this to their supervisor immediately from home, and in conjunction with their supervisor, implement contingency plans for the department and position.

**Students** that are sick or exhibiting symptoms should report this to their instructors immediately from home, in conjunction with their instructor(s), implement plans to complete coursework.

## COVID-19 Self-Reporting Form

<https://www.wncc.edu/about-wncc/campus-safety/covid-19-self-reporting-form>.

In addition to reporting to your supervisor or your instructor(s) as mentioned in the previous paragraph, WNCC has implemented a self-reporting form. Employees and students who have met the following conditions are asked to report this information to WNCC by completing the online form.

- You have been excluded from campus because of symptoms
  - You have tested positive for COVID-19
  - You have been ordered to quarantine by a public health authority
  - You have had close contact with another person who tested positive for COVID-19
  - You have recovered from COVID-19
- The form should be filled out in its entirety, and should be filled out each time your case progresses. For example, from a quarantine, to testing positive, to recovering from COVID-19. In this example, the report would be filled out three (3) times.
  - Documentation of quarantines, isolations, positive test results, and recoveries (if available), should be emailed to [covid19reporting@wncc.edu](mailto:covid19reporting@wncc.edu).
  - Employees and students are required to fill out the recovery form before returning to campus, no exceptions.
  - Questions or concerns about reporting any of this information should be emailed to [covid19reporting@wncc.edu](mailto:covid19reporting@wncc.edu) and WNCC will respond as soon as possible.

**WNCC continues to rely on local public health entities to work with employees and students to conduct contact tracing for all positive cases. Cooperation by employees and students is highly encouraged.**

## Contact Tracing Definitions:

- **Close contact** – a person that is less than six feet for 15 minutes or more with a person that is positive for COVID-19. People considered as a close contact during contact tracing will be ordered by public health officials to self-quarantine for 14 days and to get tested for COVID-19 if they begin experiencing symptoms.
- **Contact of a contact** – a person that is a contact of a close contact (outlined above). People considered a contact of a contact are not required to self-quarantine but should continue all the important precautions of staying six feet away from others, wearing a mask, monitoring for symptoms, and frequent handwashing or sanitizing.
- **Quarantine** – confirmed as a close contact and must stay home and monitor for symptoms for 14 days since the last exposure to prevent the spread of the virus. If symptoms appear, get tested.
- **Isolate** – confirmed with COVID-19 and must stay home and away from others for at least 10 days from when symptoms first appeared, at least three full days with no fever, and all other symptoms have improved.

**Not abiding by self-quarantine or self-isolation requirements by health officials is enforceable as a misdemeanor offense per the Governor's Directed Health Measure.**

- The WNCC Human Resources department will be as flexible as possible while maintaining a consistent leave administration process for employees.
- If an employee will be absent for three (or more) days, please contact Jenny Keener in Human Resources for Family and Medical Leave Act (FMLA) paperwork.
- The Families First Coronavirus Response Act (FFCRA) has been extended through **September 30, 2021**. If you have questions regarding COVID-19 related sick leave, contact Human Resources for questions.

# COVID-19 Testing Opportunities

## CAPWN

Exclusively for WNCC, Community Action Partnership of Western Nebraska (CAPWN) offers DRIVE-THRU tests on Mondays and Fridays from 10:00 – 11:00 a.m. To schedule a test, call 308-672-9846. If the phone isn't answered, leave a message with your name, date of birth, and call-back number.

CAPWN offers testing for the general public that can also be utilized by WNCC employees and students. This DRIVE-THRU clinic is offered on Tuesdays, Wednesdays, Thursdays from 7:00 – 8:00 a.m. Follow this link to schedule a COVID-19 test on these dates:

<https://tinyurl.com/yydxr5mc>

## Regional West/Test Nebraska

Regional West offers DRIVE-THRU testing at 3912 Avenue B in Scottsbluff on Mondays, Wednesdays, and Fridays from 12:00 – 2:00 p.m. Follow this link to schedule a COVID-19 test: [www.testnebraska.com](http://www.testnebraska.com).

Employees and students from the Sidney and Alliance campuses are welcome to utilize the options listed above. For additional testing options, visit [www.pphd.org](http://www.pphd.org).

# WNCC Face Covering Protocol

**Beginning May 13, 2021, all WNCC employees, students, and community members will be required to wear face coverings in the following areas on campus where multiple people will be gathered:**

- Classrooms
- Conference/Meeting Rooms
- Cougar Palace (Scottsbluff Campus)
- Judy Chaloupka Theater (Scottsbluff Campus)
- Bishop Dining Hall (Scottsbluff Campus)
- Harms Center High and Low Bays (Scottsbluff Campus)

**Facial coverings will not be required in commons spaces, work areas, hallways, restrooms, etc.**

Individuals can continue to wear facial coverings if they choose in non-required spaces, and we ask that everyone be respectful of each other's personal decisions.

## Acceptable Types and Use of Face Coverings

WNCC defines acceptable face coverings as:

- A reusable cloth mask, disposable mask, or face shield.
- Face shields should only be used in conjunction with an acceptable face covering.
- Regardless of type used, the mask should not be designed with an exhalation valve.
- All face coverings must extend from the bridge of the nose to below the chin, at minimum.

## Requests for Accommodations

- Employees should continue to work directly with Human Resources to request reasonable accommodations during the COVID-19 pandemic. Employees can begin the accommodation process by first completing a Employee Request for Accommodation form found on the WNCC Human Resource portal page.
- Students should continue to work with the Executive Dean of Students and Disability Services Officer to request reasonable accommodations during the COVID-19 pandemic.
- Should there be concerns regarding not having a personal supply of masks, employees should contact Human Resources, and students should contact the Executive Dean of Students.

# Campus Physical Distancing & Hygiene Practices

**Beginning May 13, 2021, occupancy limits for gathering spaces will return to their original designated occupancies**  
It is highly important that employees and students continue to maintain awareness of their physical distancing from others while on campus.

## Please follow these practices for the safety of all while at WNCC

- Refrain from physical contact with others when possible (greeting, shaking hands, etc.)
- Follow all floor physical distancing stickers while waiting in line (where applicable).
- Utilize hand hygiene after entering the building by either: washing your hands with soap and water for 20 seconds or utilizing a hand sanitizing product with at least 60% alcohol.
- Sanitize items between use that are shared between persons.
- Use sneeze/cough etiquette even when wearing a face covering.
- Utilize hand hygiene after coughing, sneezing, blowing your nose, etc.
- Avoid touching your face, eyes, nose, and mouth without properly sanitized hands.
- Reusable cloth face coverings should be laundered after each day.

## Meetings & Gatherings

- Employees can schedule meetings in person, or continue to conduct them virtually via Zoom or through other traditional means (i.e. phone, email) if he/she prefers.
- All meetings and gatherings should be in compliance with Summer 2021 protocols.

# Cleaning / Infection Control Protocols

## Routine Cleaning

FBG Services will continue to clean routinely on a daily/nightly bases throughout all WNCC locations utilizing products and practices that are consistent with CDC and PPHD guidelines.

Routine cleaning concerns and requests can continue to be made via the WNCC Requests system via the WNCC Portal by selecting “FBG Custodial Services.”

There are times, however, where it is more practical for staff to clean and disinfect spaces between uses such as: between meeting space use, when sharing items such as computers between use, and occasionally in the classroom.

- Employees and students should continue to utilize cleaning supplies given by WNCC to disinfect their work areas, classrooms, and personal spaces throughout the day.
- Employees can replenish cleaning supplies by contacting the Administrative Services department and requesting more products.
- Employees should check the label of their cleaning product for disinfection procedures to ensure proper disinfection occurs when cleaning.

# Teaching and Learning Environment

## Lecture Courses

- In accordance with WNCC Face Covering protocols, faculty and students will both be required to wear face coverings for the entirety of the class.
- Hand hygiene and sanitation materials should be made available to the students before class.
- Faculty should be as flexible as possible while maintaining a consistent leave administration process for students in the classroom.

- Faculty will have the flexibility to conduct class times outdoors when feasible.
- Should a student begin to exhibit symptoms related to COVID-19 in the learning environment, faculty members should respectfully excuse the student from class.

## Lab Courses

- WNCC understands there are instances when appropriate physical distancing cannot be maintained, but an awareness of close contact should be maintained.
- During lab courses when students and faculty are working together in close proximity, faculty should cohort small groups of students together as much as possible for as long as possible to help further reduce the risk of virus transmission.
- Students can participate in internships and clinicals during the Summer 2021 semester.

# Employee / Business Travel

All employees will continue to reserve vehicles ahead of time through Administrative Services on the Scottsbluff Campus, and with designated individuals on Alliance and Sidney campuses. Supervisor consideration and approval is required before any travel outside of the WNCC service area. The Travel Request Authorization form must also be completed and approved before the vehicle is authorized for use.

More than one employee will be allowed to use the same vehicle for travel as long as the following measures are utilized during travel:

- Use social distancing as much as possible. For example, when two persons are traveling the passenger should utilize the rear passenger seat while the driver maintains their seat.
- All passengers in the vehicle are required to wear face coverings while traveling in the vehicle.
- Seatbelts must always be worn!
- The vehicle’s ventilation system should not be set to recirculation mode, but to allow fresh air into the vehicle for the duration of travel. Fresh air can also be introduced into the vehicle by opening windows frequently, or for the duration of travel.
- Employees who utilize WNCC vehicles for travel will be given supplies at checkout to sanitize the vehicle after use.
- Employees are required to sanitize the vehicle before checking the vehicle back in.

# Student Transport

WNCC has a process for transporting students to and from campus during this pandemic. See below.

- Employees who request a vehicle for student transport will be given a WNCC SUV for transport. All vehicles will be stocked with appropriate PPE for transport (masks, hand sanitizer, facial tissues, etc.)
- Both the employee and student should use proper hand hygiene before entering the vehicle.
- The vehicle’s ventilation system should not be set to recirculation mode, but to allow fresh air into the vehicle for the duration of travel. Fresh air can also be introduced into the vehicle by opening windows frequently, or for the duration of travel.
- Employees should transport no more than two (2) students at one time. Students should be seated as follows to allow for social distancing as much as possible:
  - » One student in the second-row passenger side
  - » One student in the third-row drivers side seat
  - » The student’s luggage and belongings should sit next to them in their seating row. Do not combine all luggage in the cargo space.
- All WNCC transport vehicles will be sanitized between use by FBG before it is authorized to be used again.
- If more than six students require transport at approximately the same time, arrangements should be made with Administrative Services to schedule transport via bus/shuttle.

## Travel Requiring Charter Bus / Shuttle

- All travel arrangements that require the WNCC charter bus or shuttle will continue to be scheduled through the WNCC Information Coordinator.
- Persons traveling via charter bus or shuttle are required to wear face coverings for the entirety of bus travel.
- Arrangements will be made by the Information Coordinator and requester to allow for maximum physical distancing (i.e. multiple vehicles may be used to transport persons).
- Bus/shuttle drivers should refrain from physical contact with travelers and their belongings during the trip.
- The event coordinator will be responsible for maintaining physical distancing during travel and for disinfection of the vehicles during and after use.
- Should any person traveling become ill, or begin to exhibit symptoms of illness during travel, the event coordinator should be responsible for obtaining assistance from their department to activate the Summer 2021 semester student transport process. Persons who become ill during travel should not continue to travel with the rest of the group to further ensure transmission of the virus is limited or non-existent.

## Residence Life

### Health and Safety Responsibilities

- Facial coverings are required in designated areas of Residence Halls when gatherings or classes are taking place.
- Residents are not required to wear face coverings in commons spaces, hallways, restrooms, etc. and in his/her own housing space.
- All residential students are prohibited from creating a health or safety hazard within College Housing.
- Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by WNCC or WNCC Residence Life as it relates to public health crises, including COVID-19.
- Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including but not limited to, bedrooms, bathrooms, lounges, computer rooms, and all common spaces.

### Quarantining/Isolation/Separation

- WNCC Residence Life has designated appropriate housing space for self-quarantine or self-isolation of students living on campus as not all residential rooms or halls are appropriate for self-quarantine or self-isolation.
- In those situations where a resident is required to self-quarantine or self-isolate, they may not be permitted to continue residing in their residential space for the quarantine or isolation period and may be provided alternative housing arrangements in the designated housing space as needed.
- At any time, WNCC may request or require a resident to leave college housing when that resident's continued presence in the housing community poses a health or safety risk for community members.

### Distancing and De-Densifying Efforts

Residential students are required to comply with any de-densifying efforts needed on campus due to COVID-19 or other public health emergency.

### Consolidation

Residential students are required to comply with any consolidation efforts needed on campus due to COVID-19 or other public health emergency, including, but not limited to, the relocation of all or some residential students to alternative housing in order to better use our staff/ building resources.

## Dining

- Facial coverings are required in the dining hall unless seated and eating.
- Dining Services will provide meal deliveries to residents who are required to self-quarantine or self-isolate in Scottsbluff college housing.

## Cleaning

- Residence Life will educate and inform residential students on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.
- Residence Life will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergency in the interest of minimizing the spread of disease.

## Visitation

- Off-campus visitors are not allowed in college housing until further notice.
- Residents visiting other students in college housing are required to follow all college housing check-in and visitation procedures.

## Resources and Services

### WNCC COVID-19 Web Page

Visit <https://www.wncc.edu/about-wncc/campus-safety/covid-19> to view all information regarding COVID-19 resources at WNCC.

### Visitors

All community members, contractors, and vendors are subject to follow the procedures within the following sections of the following protocols:

- Before Coming to Campus
- WNCC Face Covering Protocol
- Campus Physical Distancing & Hygiene Practices
- Cleaning / Infection Control Practices
- Residence Life

## COVID-19 Concerns or Questions?

Please report **COVID-19** concerns or protocol violations by emailing [covid19@wncc.edu](mailto:covid19@wncc.edu). WNCC will follow up on **ALL** concerns or violations reported.