

Summer 2020 Procedures in Response to COVID-19 Effective May 13, 2020

Overview

Northwest Iowa Community College (NCC) has implemented a “Return to Work on Campus” procedure, effective May 13, 2020 for all NCC Staff. NCC has worked closely with community health officials and has considered the guidance of the Center for Disease Control (CDC) and the Iowa Department of Public Health (IDPH) in the creation of this procedure. This procedure is relevant only to the Summer 2020 term and will be updated, as needed, for the Fall 2020 semester.

This procedure contains information that is relevant to both employees and students and overviews the following topics:

- Timelines for employees returning to work on campus
- Summer 2020 campus hours of operation
- Campus-wide social distancing guidelines
- Campus-wide cleaning and disinfecting procedures
- COVID-19 protocols for both students and employees
- Individual department, facility, and academic program guidelines

Timeline for Employees Returning to Campus

Prior to returning to campus, all employees will be required to complete an online Health Questionnaire, which will assess whether they have been in contact with an individual who has tested positive for COVID-19 in the last 14 days or if they have personally experienced any symptoms for the virus within the last 48 hours. Once the questionnaire has been completed and routed to the HR Office for approval, employees will return to work on campus. If it is determined that an employee fails the health questionnaire, they will be contacted by the Human Resources office for next steps.

All NCC Employees will follow the timeline listed below for returning to work on campus:

- May 13, 2020 – All Staff will return to work on campus.
- May 18, 2020 – Summer Faculty Instructors who are teaching face-to-face will return to campus for the Summer 2020 term.

- August 17, 2020 – All Faculty will return to campus for Fall 2020 semester.

Beginning the week of May 18, 2020, the campus will be closing down to all employees at 12:00 p.m. every Friday through July 31, 2020, with the exception of the week of Summer Graduation (7/13-7/17), which tentatively is being treated as a normal Monday through Friday work week. However, if changes should take place, those would be announced at a later date. The intent behind implementing a shortened work week is to allow for additional time for disinfecting procedures to take place prior to all employees returning to campus each Monday.

With supervisor approval, full-time staff may choose to:

- Work 10-hour shifts Monday through Thursday throughout the summer to fulfill their full 40-hours; OR
- Work 9-hour shifts Monday through Thursday and 4-hours before 12:00 p.m. on Friday mornings; OR
- Work 8-hour shifts Monday through Thursday and fulfill their remaining hours through the use of personal or vacation leave balances.

Employees that choose to work on Friday mornings are expected to limit their exposure to areas other than their office space.

Social Distancing Guidelines

All individuals, including employees and students, must pass through a single checkpoint that will be located in front of Building A and H, before entering any of the buildings on campus each morning. This will occur every weekday between the hours of 6:45 a.m. and 8:15 a.m. Contractors and vendors must check in with the Facilities Director at Building E before being allowed on campus. There will be an additional checkpoint outside of Building D for students whose classes are in Building D.

In order to pass through the checkpoint, individuals must answer “no” to the following questions:

- Is someone within your household currently being tested for COVID-19 or has recently been diagnosed with COVID-19?
- Have you come within 6 feet of someone who has a laboratory-confirmed COVID-19 diagnosis within the past 14 days?
- Do you have a fever greater than 100.4 Degrees or symptoms of lower respiratory illness such as cough, shortness of breath, difficulty breathing, or sore throat?

Employees and students may also have their temperature taken at the checkpoint and will only be granted access to campus buildings if their temperature is 100.4 degrees or below.

If an employee or student arrives to campus after 8:15 a.m. and the temperature checkpoint has shut down for the day, they must, at the very minimum, answer “no” to

the screening questions posted on the exterior doors to campus before entering any building.

NCC will continue to be closed to the public until further notice. Only students, employees, and vendors or contractors with pre-scheduled appointments will be allowed on campus at this time.

NCC will continue to follow the guidance of local health officials and the CDC and, therefore, will highly encourage but not require employees to wear face masks and gloves while working on campus. NCC will provide 2 masks for each employee and student on campus and will expect all employees and students to clean and disinfect their own masks daily. These masks will be distributed to all employees on Wednesday, May 13, 2020, and students on Wednesday, May 20, 2020. If an employee or student is unable to retrieve their masks at that time, they may pick up their mask at the Front Desk in Building A.

NCC understands that implementing temperature checkpoints and encouraging the use of face masks will not altogether eliminate the possibility of COVID-19 from entering the campus. However, these initiatives have been implemented to limit the spread of the virus, as well as promote the health and safety of NCC's employees and students.

In cooperation with CDC Guidelines, NCC expects employees to adhere to the following social distancing guidelines while on campus:

- Meetings are to be held in a virtual format, such as Zoom or Conference Calls, until further notice.
- All employees are expected to maintain a distance of at least 6 feet from other individuals.
- There should be gatherings of no more than 10 people in a given space.
- Employees are expected to wash their hands frequently with soap and water.
- Employees are expected to stay home when they are feeling ill and consult with their medical provider if they are experiencing symptoms related to COVID-19.

In order to promote a positive social distancing environment, NCC will implement the following changes to facilities:

- Signage will be posted on all exterior doors to indicate that all individuals must pass through the centralized checkpoint in order to gain access to the campus buildings and that campus will be closed to the public until further notice.
- Markings will be placed on the floor in highly trafficked areas to guide the flow of foot traffic, as well as locations where lines are commonly formed to indicate 6 feet of distance between each person in line.
- Barriers such as Plexiglas will be installed in areas in which employees are restricted to close conversations, including but not limited to areas such as the Front Desk, Business Office window, LLRC, Lyon Residence Hall for dorm move-in, and the College Store.
- Hand-sanitizing stations will be accessible in many areas throughout campus.

- Common seating areas will be inaccessible or re-designed to adhere to social distancing guidelines.
- Doors will be propped open within the buildings on campus to minimize the contact of door handles.
- Signage will be posted in common areas on campus to remind employees and students of proper social distancing and sanitizing precautions.

Per CDC Guidelines, if an employee is experiencing fever or respiratory symptoms:

- They are expected to share this information with their direct supervisor or the HR Department as soon as possible.
- They will be directed to leave the facility and contact their healthcare provider.
- They will be encouraged to stay home and isolate themselves from other people until they:
 - Have had no fever and have not used medicines that reduce fever for at least 72 hours AND
 - Other symptoms have improved AND
 - At least 7 days have passed since your symptoms first appeared.

Cleaning and Disinfecting Procedures

NCC has increased the accessibility and availability of cleaning supplies throughout campus in an effort to encourage all employees to sanitize their work spaces and the areas that they touch throughout the work day. While the custodial crew will continue in their deep-cleaning routines to maintain cleanliness in highly trafficked areas throughout campus every day, all employees are expected to support the overall cleanliness of the campus buildings.

Employees are expected to clean and sanitize commonly-used equipment after using it, such as copier machines and printers.

All NCC employees are expected to do their part in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and staying home when you are feeling ill.

Protocol for COVID-19 Related Circumstances

NCC has partnered with local health officials to develop several protocols for responding to situations in which an employee tests positive for COVID-19, a student tests positive for COVID-19, or if an actual outbreak were to occur at NCC.

Should an employee or a student test positive for COVID-19, the College will take the following steps:

1. NCC will ensure that the individual has followed the guidance of their medical provider and local health officials for self-isolation protocols.
2. NCC will contact local public health officials who will aid the college in conducting contact tracing, which will help determine who may have been exposed to the virus. Contact tracing includes:
 - a. Household Contacts
 - b. Rideshare Partners
 - c. Co-workers or other students with prolonged contact (within 6 feet of the individual for at least 30 minutes)
3. NCC will direct all determined contacts to stay home and self-quarantine. The number of days in which the individual will be directed to self-quarantine will be consistent with the public health official's direction at the time.

Should a student test positive for COVID-19 in the residence halls, the College will take the following steps:

1. Contact local health officials.
2. Isolate the student in the residence halls.
3. Require all other students who reside on the same floor of the infected individual to remain in self-quarantine until they are tested for COVID-19 and the test results are known OR if local health department does not have the means to test each individual, then students must self-quarantine, The number of days in which the individual will be directed to self-quarantine will be consistent the with public health official's direction at the time.
4. Test all employees that have worked in the residence hall and may be exposed, as well.
5. Conduct contact tracing to alert anyone who may have been in close contact to the individual in the last several days.
6. Thoroughly deep clean the affected areas after the quarantine period.
7. Provide food delivery and other services, as needed, to those who are quarantined every day.

Should more than 10% of NCC employees report COVID-19 symptoms, the College will report this information to local public health officials in order to aid the community in preventing the spread of COVID-19.

Should there be an actual outbreak of COVID-19 at NCC, the College will report this information immediately to local health officials and will follow specific protocol, in cooperation with the public health department, to ensure the health and safety of its employees and students.

If there are any changes or updates to CDC or IDPH protocol regarding COVID-19 in the workplace, these protocols may be adjusted. Any changes to the protocols listed above will be communicated to employees and students.

Exceptions for Returning to Work

As of May 13, 2020, all attendance and leave policies prior to the COVID-19 Pandemic will be re-administered for employees and the Telecommuting Procedure will no longer be in effect. Any employee that believes they should not return to work on campus or cannot return to work on campus due to any of the following concerns, should consult directly with the Human Resources Department for further guidance:

- Employee is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis
- Employee has been advised by a health-care provider to self-quarantine for reasons to COVID-19
- Employee has tested positive for COVID-19
- Employee is caring for an individual that is experiencing symptoms of COVID-19 and is currently seeking a medical diagnosis or has tested positive for COVID-19
- Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reason
- Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services

Any employee who believes that they should not return to work on campus, effective May 13, 2020, for any reason other than those listed above, should consult directly with the Human Resources office for further guidance.

NCC's Procedure for Returning to Work on Campus is subject to change, based on any updates in communication from local health officials, the Iowa Department of Public Health, and the Center for Disease Control.

Department, Program, and Facility Guidelines

Accommodations

- An email will be sent out to all students from Leah Murphy, notifying them that if they submit an accommodation request, they will be required to meet to talk about specific accommodations via Zoom.

Alternative High School – Sheldon

- There will be only one chair allowed per table.
- Only two students will be allowed at computer tables.
- Staff will not congregate in personal offices if social distancing cannot be maintained.
- Employee meetings must be facilitated over phone calls, Zoom meetings, and email until further notice.
- Meeting face-to-face with students will be completed by appointment only.
- No more than 6 students total will be allowed in the Alternative High School at one time.
- There will be a container located outside the entrance of the college for students to drop off work.
- The scanner will no longer be available for student use until further notice.
- There will be a container located outside the entrance of the college for students to drop off work.

Admissions, Advising, Registration and Counseling

- Masks and gloves are highly encouraged.
- Plexiglas will be installed by the Student Services window.
- The door that we use to enter Student Services will be locked. Staff will use the side door to enter.
- Students will be told that advising will be done by phone only.
- Some staff will be asked to work in a different location to ensure social distancing.
- Counseling sessions will be completed by Zoom.
- There will be no walk in appointments.

- Signage will be posted to inform the public we are not taking walk-in appointments.
- The printers and copier machines should be used minimally. If an employee has to use them, then they will need to clean in and clean out.
- Social distancing guidelines must be followed at all time.
- No one meets with anyone in their office.

Automotive & Light Duty Diesel

- AUT703 Automotive H/AC (19 Students)
 - May 20 – June 17
 - Students will be in the Auto lab with one student per tool box which allows for 6' social distancing, however, there will be more than 10 students in the lab at the same time, due to the abundance of open space in the lab.
 - Tools will be cleaned daily and students will have the option of using masks & gloves.
 - Instructors will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.
- AUT503 Automotive Brake Systems (19 Students)
 - June 18 – July 17
 - Students will be in the Auto lab with one student per tool box which allows for 6' social distancing, however, there will be more than 10 students in the lab at the same time, due the abundance of open space in the lab.
 - Tools will be cleaned daily and students will have the option of using masks & gloves.
 - Instructors will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.
- AUT868 Diesel Systems Diagnosis & Repairs (9 Students)
 - May 20 – July 17
 - Students will be in the Auto lab with one student per tool box which allows for 6' social distancing, however, there will be more than 10 students in the lab at the same time, due to the abundance of open space in the lab.
 - Tools will be cleaned daily and students will have the option of using masks & gloves.
 - Instructors will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.

Business Office

- There will be Plexiglas installed at the Business Office window.

- Access to the Business Office will be limited in order to promote social distancing measures.
- Facemasks will be encouraged of all employees and students in the Business Office area.
- All communication with students should be facilitated over the phone, Zoom calls, or email until further notice.
- Signage will be posted around the business office to limit the amount of visitors.
- All internal meetings are expected to be virtual.
- Social distancing guidelines must be followed.
- Outside travel will be restricted through the end of the Summer term.
- If face-to-face meetings are necessary, they must take place in a larger space in which social distancing guidelines can be followed.
- There will be tape on the floor to indicate the flow of traffic and to remind employees of social distancing guidelines, as necessary.
- Departmental employees will be expected to clean and sanitize surfaces after they use them.
- If anyone needs to communicate with the Director of the Business Office, they are expected to communicate electronically or to enter through the HR Assistant's entrance way.
- There will be no loitering or waiting in the HR Assistant's Office.

Cafeteria

- The cafeteria will remain open with limited food options available and social distancing measures put into place.

College Store

- Summer hours for the College Store will be:
 - Mondays through Thursdays 7:30 a.m. to 4:00 p.m.
 - Fridays 8:00 a.m. to 12:00 p.m.
- Plexiglas will be installed at the front counter.
- Floor markings will be added to indicate the flow of traffic and promote 6-feet of distance between customers in line.
- There will be no more than seven customers in the store at one time.
- All internal meetings will occur virtually.
- Social distancing guidelines will be enforced among all individuals within the store.
- There will be no external travel through the end of the Summer term.
- Department staff will be responsible for sanitizing store surfaces.

Company Vehicles

- The use of company vehicles will be limited in order to minimize the spread of the virus.

- Any work-related travel has been restricted at this time.

Computer Labs

- All computer classrooms (B204, B221, D427, & H514) will remain locked when not in use.
- Faculty will be required to open the room prior to class and lock room when finished.
- Students are expected to “wash in and wash out.”
- Computer classrooms will need to be reserved on the Outlook calendar.
- Custodial or Maintenance intends to disinfect the classroom after each use if is on the calendar.
- If student need warrants and if the College is able, additional lab space will be made available.

Diesel Tech

- DSL881 Diesel Internship (12 Students)
 - May 20 – June 25 Off campus
- DSL710 Heating, AC & Refrigeration (12 Students)
 - June 29 – July 17
 - Lecture
 - Students will be using the ATB where a seating chart will allow for 6’ social distancing in between students.
 - Students will be dismissed by row allowing for the 6’ social distancing.
 - Lab
 - Students will be working in pairs and will be required to wear masks and gloves.
 - Students will clean and sanitize all equipment daily after they have completed their lab assignments.
 - Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6’ social distance, a face mask will be worn by the instructor.
- DSL813 Advanced Hydraulics (10 Students)
 - May 20 – July 17
 - Students will be in the classroom at Rock Valley where a seating chart will allow for the 6’ social distancing in between students.
 - Students will be dismissed by row allowing for the 6’ social distancing.
- DSL824 Truck and Diesel Lab III (10 Students)
 - May 20 – July 17)
 - Students will be in the Diesel lab in Rock Valley where projects will be spaced to allow for 6’ social distancing.
 - Students will be using their personal tool boxes and will be encouraged to clean their tools daily.

- Students will have the option of using masks and gloves.
- The Instructor will practice social distancing when at all possible. If the instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.

Electrical Technology

- ELT738 Instrumentation Process Control (7 Students)
 - May 20 – July 17
 - Students will be in the IIC Lab with one student per work station which should allow for 6' social distancing, however, students could be in close proximity to each other at times.
 - Tools & equipment will be cleaned daily and students will have the option of using masks and gloves.
 - The Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.

Engineering Design

- ATR102 Introduction to Robotics (17 Students)
 - May 20 – July 17
 - Lecture
 - Students will be using the IDEA LAB where a seating chart will allow for 6' social distancing in between students.
 - Students will be dismissed by row allowing for the 6' social distancing.
 - Lab
 - Students will be working in pairs and will be required to wear masks and gloves.
 - Students will clean and sanitize all equipment daily after they have completed their lab assignments.
 - Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.
- Spring Make-up Lab
 - June 15 – July 2
 - Students will be working individually.
 - Students will clean and sanitize all equipment daily after they have completed their lab assignments.

- Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.

Financial Aid Department

- There will be limited access to the Financial Aid Office.
- The use of face masks by all employees and students will be encouraged.
- Student communication is expected to be facilitated virtually, by means of Zoom, email, or telephone.
- All internal meetings must be held virtually.
- There will be signage posted within the department to limit visitors.
- Social distancing guidelines must be followed.
- Outside travel is restricted through the remainder of the Summer term.
- If face-to-face meetings are necessary, larger conference rooms must be utilized to ensure that social distancing guidelines may be followed.
- Departmental employees are expected to clean and sanitize their areas, as needed.
- Students will be directed to drop off forms at a designated location.
- Students will be directed to a common seating area while they wait for Financial Aid staff to process their paperwork.

Human Resources Department

- All meetings will be facilitated in a virtual setting, via Zoom, email, or over the phone.
- Face masks will be highly encouraged.
- Staff will be expected to clean and sanitize community-operated equipment after using, such as the printer and copier machine.
- Signage will be posted outside of the Human Resources office, reminding visitors that meetings must be done virtually until further notice.

Industrial Commercial Wiring

- ELE270 Coop Internship for IC Wiring (23 Students)
 - May 20 – July 17 Off Campus

Industrial Instrumentation & Control

- SDV135 Job Seeking Skills (9 Students)
 - May 20 – July 17
 - Students will be using classroom C348 where a seating chart will allow for 6' social distancing in between students.
 - Students will be dismissed by row allowing for the 6' social distancing.
- ELE186 Relay Logic (9 Students)
 - May 20 – June 17
 - Students will be in their own lab station using the same computer and equipment throughout the term.
 - The Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.
 - Students and instructor will clean daily as needed.
- ELT225 Introduction to PLCs (9 Students)
 - June 18 – July 17
 - Students will be in their own lab station using the same computer and equipment throughout the term.
 - The Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.
 - Students and instructor will clean daily as needed.

IT Department

- Remote assistance software will be used when possible. If not possible, staff will not touch equipment and desk area when they are troubleshooting issues and installing things for others unless it is necessary.
- There will be limited access to the IT area.
- Face masks will be strongly encouraged in the IT Department.
- Students are expected to communicate with IT through Zoom, email, or phone.
- All internal meetings will occur virtually.
- Social distancing guidelines must be followed.
- Outside travel will be restricted through the end of the Summer term.
- Areas that are touched will be cleaned and sanitized by IT staff when the task is completed.

Learning Center:

- Summer hours for the Learning Center:
 - Mondays through Thursdays: 8:00 a.m. – 5:30 p.m.
 - Fridays: CLOSED

- There will only be one chair per table.
- Every other chair at the computer tables and in lab will be removed.
- Social distancing guidelines must be maintained within personal offices.
- Employee meetings must be facilitated over phone calls, Zoom meetings, and email until further notice.
- Staff must host meetings virtually with students when possible.
- The testing center lab will be limited to two students at a time.
- Lockers for student use will not be available. Students will be allowed car keys but everything else should be in their car or placed on an empty table that will be cleaned and sanitized before and after use.
- Appointments are required for testing. Testing will be for NCC-supported training, such as:
 - CNA for NCC students
 - HiSET
 - CLEP for NCC students
 - HESI
 - Accommodation testing for students who qualify
- Students who are in need of an accommodation are expected to talk to the accommodations coordinator to set it up.
- Walk-ins will be allowed for study space with social distancing. There is a maximum occupancy of seven people in the Learning Center.
- Powerline tutoring will be in shifts:
 - Mondays and Wednesdays with Steve Pearce from 3:00-4:00 group of 10 in the Alternative High School room, on a first come, first serve basis.
 - Steve will hold more groups if needed in hour increments after sanitizing the tables.
 - Zoom sessions will be hosted in the evenings by Leah, as needed.
 - Tuesdays and Thursdays with Kim, as needed.
- All tutoring will be completed virtually, with the exception of pre-scheduled one-on-one appointments.

Library

- All staff will work at separate work stations that are at least six feet apart.
- There will be a maximum capacity of ten people in the library at a given time.
- Email or phone requests are preferred for individuals that are looking for certain material.
- All spaces used by visitors must be wiped with disinfectants before and after use.
- Users and staff are expected to maintain at least six feet distance at all times.
- Patrons' requests should be fulfilled by email or phone.
- All materials will be delivered curbside by library staff after they are wiped with disinfectant wipes and placed in a clean bag.
- All tables will only have one chair.
- Every other chair at the computer tables will be removed to promote social distancing.
- Staff will not meet with others in personal offices if social distancing cannot be maintained.

- Meetings must be hosted via phone calls, Zoom meetings, and email only until further notice.
- Staff will still be encouraged to utilize virtual meetings with students when possible.
- Inter Library Loan will be unavailable through May and will be reevaluated at a later date.
- Meeting rooms are going to be limited to one person at a time.

LLRC

- The LLRC is tentatively expected to re-open on May 18, 2020. It will be open to members in the following limited increments throughout the day in order to allow for cleaning and disinfecting between peak hours:
 - Monday through Friday
 - 5:30 a.m. to 8:00 a.m.
 - 11:00 a.m. to 1:00 p.m.
 - 4:00 p.m. to 7:00 p.m.
- Clean 7:00 PM to 10:00 PM
- The following areas of the LLRC will be limited to a maximum of 10 people:
 - Aerobics Room
 - North Court
 - South Court
 - Track
 - Weight Room
 - East Fitness
 - North Fitness
 - Lobby
- Patrons will be screened prior to being granted access to the facility. In the screening process, they must answer a series of questions. Additionally, their temperature may be taken. They must have a body temperature less than 100.4 degrees to be granted access to the facility.
- Signage will be posted on exterior doors to notify patrons that no one with a fever or symptoms of COVID-19 will be allowed access to the facility.
- Guest Passes will not be provided until further notice. Access to the LLRC will only be granted to members, including punch card users, monthly members, and annual members.
- The following social distancing guidelines will be implemented:
 - Every other piece of cardio equipment will be unavailable for use.
 - Certain equipment may be moved to the gym floor to allow for safe, distanced use.
 - Certain hand-held and smaller equipment will available for individual check-out behind the front desk. It will be cleaned and sanitized by LLRC staff in between uses.

- Signage will be posted around the facility to promote social distancing guidelines.
- Tape will be placed along the floor to indicate traffic flow and to encourage social distancing in areas where lines and groups may form.
- The indoor track will be accessible, but walkers will be asked to maintain social distancing practices.
- Basketball courts will not be available for use.
- Only one employee will be allowed at the LLRC front desk at a time.
- Additional employees will be scheduled to clean and sanitize throughout the facility.
- There will be no group fitness classes and no personal training sessions until further notice.
- Members will be encouraged to exercise individually, rather than in larger groups.
- Hygiene Measures
 - Employees with direct customer contact will be required to wear face masks and gloves. They will be provided with two cloth face masks that they will be expected to routinely clean, as well as disposable gloves to wear when interacting directly with members.
 - Employees will be screened upon arrival to work. They must answer no to a series of screening questions and maintain a body temperature of 100.4 degrees or lower to enter.
 - Plexiglas will be installed at the front desk.
 - Hand sanitizer and sanitizing products will be readily available for employees and customers.
 - LLRC Members have always been asked and will still be expected to wipe down their equipment before using and after using it. We currently have six hard wipes stations spaced out throughout the facility.
 - Commonly-touched surfaces throughout the entire facility such as door handles, bathrooms, equipment, etc., will be cleaned and sanitized at least once every hour.
 - The restrooms on the south end of the building will be the only restrooms available until further notice.
 - Water bottle filling stations will be accessible; however, drinking fountains will be closed until further notice.
- Other Measures
 - Every 30 minutes, staff will announce social distance and cleaning protocol reminders on our PA system.
- Policy Violations
 - The LLRC reserves the right to refuse service/access to any patron.
 - The LLRC will operate with a zero tolerance policy through the remainder of the summer. Failure to follow the above guidelines and policies will result in being asked to leave, no future admittance for the remainder of the summer, and no refund.
- Consideration for LLRC Employees
 - Reminders for hand washing

- Instruction on appropriate use for masks and gloves
- Instruction on taking temperatures
- Reminding them to sanitize cleaning equipment and other “shared equipment” to keep each other safe

Maintenance and Custodial Department

- Custodial and Maintenance staff are expected to:
 - Follow the protocol for temperature checks and employee screenings upon arrival to work each day.
 - Wash their hands upon arrival and before leaving for the day.
 - Wash their hands often with soap and water and avoid touching their eyes, nose or mouth with unwashed hands.
 - Cover their mouth/nose with a tissue or sleeve when coughing or sneezing and should refrain from shaking hands.
 - Maintain at least 6-feet of distance from others on all projects and at break time.
- Maintenance staff are encouraged to stay home if they are feeling ill.
- There will be only one person per vehicle.
- Employees are encouraged to report any safety and health concerns to their supervisor.
- Correct PPE will be worn and the use of face masks is encouraged.
- All internal meetings will occur in a virtual setting.
- Outside travel will be restricted to only essential services and materials.
- All outside vendors will be asked to check in at Building E.
- Custodial will play an important role of cleaning highly touched surfaces.

Parts Room

- Plexiglas will be installed on the window that opens into the auto lab.
- Students will not be allowed into the parts room.
- Karri will clean specialty tools, and all other tools, as they are returned to the parts room.
- There will be a parts drop-box outside the Southeast door of the auto lab so that parts vendors can drop off any ordered parts without having to communicate directly with an employee.

Powerline Fall Start

- PWL186 Transmission & Distribution (35 Students)
 - May 20 – July 17 Online Course

- PWL182 Underground (35 Students)
 - May 20 – July 17 Online Course
- PWL178 Field Training V (35 Students)
 - May 20 – July 17
 - Students will not be allowed to use the student locker room during the summer term.
 - Students will be walking out to the field, only driving equipment as needed for the job sheets for the day.
 - Students will be required to wear a mask or face shield and gloves when working in pairs on the utility poles.
 - When students are not working on the utility pole, social distancing guidelines will be enforced.
 - The Instructors will practice social distancing when at all possible. If an instructor needs to instruct individual student or groups of students within the 6' social distance, a face mask will be worn by the instructor.
 - Students and instructor will clean daily as needed including equipment and vehicles.

Powerline Summer Start

- PWL168 DC Theory (34 Students)
 - May 20 – July 17
 - Students will be using the C328 where a seating chart will allow for 6' social distancing in between students.
 - Students will be dismissed by row allowing for the 6' social distancing.
- PWL189 Powerline Trade Fundamentals I (34 Students)
 - May 20 – July 17
 - Students will be using the C328 where a seating chart will allow for 6' social distancing in between students.
 - Students will be dismissed by row allowing for the 6' social distancing.
- PWL170 Field Training I (34 Students)
 - May 20 – July 17
 - Students will not be allowed to use the student locker room during the summer term.
 - Students will be walking out to the field, only driving equipment as needed for the job sheets for the day.
 - Students will be required to wear a mask or face shield and gloves when working in groups, including digging and setting utility poles.
 - When students are not in groups, social distancing guidelines will be enforced.
 - The instructors will practice social distancing when at all possible. If an instructor needs to instruct individual student or groups of students within the 6' social distance, a face mask will be worn by the instructor.
 - Students and instructor will clean daily as needed including equipment and vehicles.

Production Welding

- ATR102 Introduction to Robotics (17 Students)
 - May 20 – July 17
 - Lecture
 - Students will be using the IDEA LAB where a seating chart will allow for 6' social distancing in between students.
 - Students will be dismissed by row allowing for the 6' social distancing.
 - Lab
 - Students will be working in pairs and will be required to wear masks and gloves.
 - Students will clean and sanitize all equipment daily after they have completed their lab assignments.
 - Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor
- Open Lab
 - May 20 – July 17
 - Students will be working individually, spaced every other welding booth.
 - Students will clean and sanitize all equipment daily after they have completed their lab assignments.
 - Instructor will practice social distancing when at all possible. If an instructor needs to instruct individual student within the 6' social distance, a face mask will be worn by the instructor.

Rad Tech

- The following guidelines will be followed for the Rad Tech summer lab and computer lab:
 - Classes will be limited to 10 people including the instructor.
 - All social distancing guidelines must be followed in the classroom.
 - The computer lab will be limited to 10 people including the instructor, with everyone expected to sit 6-feet apart.
 - Computer labs will be sanitized and cleaned regularly to avoid any cross contamination.
 - Students will be expected to wash in and wash out when using the Rad Tech lab and the computer lab.

Student Housing

- Move-In Day
 - All students will be required to move in to the residence halls on May 19, 2020. Students will be expected to check in at designated times to stagger groups.
 - Screening questions will be sent out to these students prior to move-in day. They will be asked to read through these questions the morning of

May 19th and will be requested to stay home and refrain from coming to campus and reach out to Jena Schouten if they are unable to answer “no” to all screening questions.

- All students and their guests assisting them with move-in will be required to answer the same screening questions and pass a temperature checkpoint before entering the residence halls on May 19th.
- Plexiglas and markings on the floor will be located by the check-in table to encourage social distancing protocol.
- Two students have been assigned to each suite.
- All paperwork, rules and regulations, mailbox keys, etc. will be placed in an envelope for students to pick up upon arrival.
- Social distancing measures will be highly encouraged inside the suites and residence halls.
- All group activities will be cancelled for new students at this time.
- Effective May 20, 2020, no guests will be allowed in the residence halls. Any violators will be immediately evicted for the remainder of the summer with no refund.
- A designated “quarantine” room has been determined if a student were to test positive for COVID-19 and would be required to self-isolate.

Transitions

- The Transitions entrance doors are expected to remain shut to limit people from coming into the office area.
- Appointments with students will be facilitated by phone only.
- There will be no walk-in appointments allowed.
- Signage will be posted to tell people at the door that we are not taking appointments at this time.
- Face masks and gloves will be highly encouraged.
- The usage of printer and copier machines is expected to be minimal. If an employee has to use it, then they will need to clean in and clean out.
- Social distancing measures will be enforced at all times.
- Face-to-face meetings are not permitted at this time.
- Meetings are to be held by zoom or over the phone.
- CNA testing, Med Aide class and ESL classes will begin May 20 face-to-face with group sizes less than 10.
- HS staff will continue visiting with partners remotely.
- Summer camps are still on. If Sheldon Rec cancels programming then we will move our camps virtually.

TRIO

- All tables will have one chair.
- Only two students will be permitted at the computer tables at the same time.
- Staff will not meet with others in personal offices if social distancing cannot be maintained.

- Meeting must be hosted via phone calls, Zoom meetings, and email only until further notice.
- Advising, study groups and tutoring will be completed through ZOOM until further notice.
- Face-to-face meetings with students will be completed by appointment only.
- There will be a maximum of six students allowed in the TRIO Department at one time until further notice.

Workforce & Economic Development

- Zoom and other online instructional options will be used whenever possible for class delivery.
- When Face-to-Face experience is required:
 - NCC's procedure and CDC guidelines will be enforced.
 - The following social distancing guidelines and cleaning procedures will be enforced:
 - 6-foot distance will be enforced between all individuals
 - Class sizes limited to 10 or fewer participants (including instructor/s)
 - Training participants must go through NCC's checkpoint prior to entering buildings for training events if the checkpoint is available. If there is no checkpoint available during the time of the event, all participants must answer screening questions before being granted access.
 - Face masks and gloves will be highly encouraged for classroom settings.
 - Face masks will be **required** for lab portions of classes due to nature of learning environment. Masks will be worn by both class participants and instructors.
 - Tools, equipment and surfaces will be wiped down after training event. This duty will be shared by trainees and trainers. Everyone will be expected to clean up after themselves and prepare for the next class.
 - Access to common areas of campus buildings will be limited until further notice.
 - Participants will be expected to use provided hand sanitizer before entering/leaving room.
 - Trainees will be expected to provide their own snacks/drink.



Covid-19 Carrier



**Contagion Probability
%70**



Covid-19 Carrier



**Contagion Probability
%5**



Covid-19 Carrier



**Contagion Probability
%1.5**

WEAR IT