OVERVIEW

Northwest Iowa Community College (NCC) has implemented a set of procedures for the Fall 2020 semester, which will be effective August 1, 2020, for all NCC Employees.

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 effective August 1, 2020, until further notice and is subject to change, especially in the event of community spread of the virus or additional guidance from the CDC and IDPH.
Guidelines for Accessing Campus Buildings

The College intends to fulfill its mission by opening campus to employees, students, and prospective students and their families throughout the fall semester. All other external visitors are welcome on an appointment-only basis. NCC will highly encourage visitors to wear face masks while on campus and may provide disposable masks to visitors upon arrival to campus.

NCC will not enforce temperature checks for employees and students upon arrival to campus every day for the fall 2020 semester. However, in order to enter any campus building, individuals must self-monitor and be able to answer “no” to the following questions:

- Have you been in close contact (within 6 feet for longer than 15 minutes) with someone who has a laboratory-confirmed COVID-19 diagnosis within the last 14 days?
- Do you currently have any of the following symptoms that appear to be abnormal to you?
  - 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

Facial Covering Guidelines

Until further notice, NCC will require employees and students to wear face masks or face shields when they are within 6 feet of other individuals while on campus. This facial covering requirement extends to all classrooms, labs, shops, hallways, public areas, and outdoor areas, anywhere and everywhere that students and employees are within 6 feet of another person. One exception to this mask requirement applies to residence hall students who are in their apartments with their own roommates.

Faculty, staff and administrators are all required to enforce this facial covering requirement for students by asking students who are closer than 6 feet to another person without a mask or shield either to put on a facial covering or to distance themselves. Instructors and staff should work with the appropriate Academic Dean if issues with student enforcement arise. Administration and instructors will communicate this facial covering requirement to all students at the start of the fall semester.
NCC will provide all employees that were not on campus during the summer 2020 term with two face masks, which can be acquired from the Human Resources Department. NCC will not be providing students with facial coverings when they come to campus in the fall. All students will be asked to provide their own face mask or face shield. Facial coverings will be available for purchase in the College store while supplies last.

A limited number of face shields will be made available at the start of the fall 2020 semester to employees who wish to wear one instead of a face mask. Face shields can be retrieved in the Human Resources Office, beginning August 1, 2020. Two important reminders for face shields:

1. CDC and IDPH guidelines state that the use of face masks or face shields does not stop the tracing of viral contact; therefore, six feet social distancing should be maintained whenever possible.
2. CDC and IDPH guidelines state that face masks are demonstrably more effective in mitigating the spread of the virus than face shields.

Employees and students are responsible for cleaning and disinfecting their own facial coverings on a regular basis.

NCC understands that encouraging the use of face masks and face shields, as well as the implementation of screening questions upon arrival to campus, 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.

Social Distancing Guidelines

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

- Meetings are expected to be held in a virtual format, such as Zoom or Conference Calls, until further notice.
- All employees are encouraged to maintain a distance of at least 6 feet from other individuals.
- Employees are expected to wear facial coverings when they are within 6 feet of other individuals.
- 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 has implemented the following changes to facilities:
Signage is posted on exterior doors to indicate that all individuals must be able to answer “no” to all screening questions before entering any of the campus buildings.

Markings are 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 are 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, and the College Store.

Hand-sanitizing stations are accessible in several areas throughout campus.

Common seating areas are limited to enforce social distancing.

Signage is posted in common areas on campus to remind employees and students of proper social distancing and sanitizing precautions.

Cleaning and Disinfecting Procedures

NCC custodial staff has increased the amount of hand sanitizing stations on campus. The primary locations are high traffic public areas. If you would like an additional dispenser, please contact the Director of Physical Facilities, Doug Rodger. The custodial staff will continue to check the dispensers daily for content. If you should need a dispenser refilled, please contact the front desk or maintenance and it will be refilled.

College custodial staff will clean and disinfect high touch surfaces at least once daily in areas used each day by instructors, students, and public areas used by employees following industry best practices. This may include, but is not limited to:

- Classrooms
- Instructional labs
- Public areas
- Printer/copier areas
- Break areas
- Restrooms
- Private offices

This will be accomplished by the use of disinfectants and paper towels/wipes or the use of a fogger. Some of these areas will be supplied with disinfectant and paper towels/towels for the occupants to perform their own additional disinfection. If you need some in your areas, please contact the Director of Physical Facilities, Doug Rodger.

*High-Touch points include, but are not limited to:*

**Classrooms and Labs**

- Door handles
- Light switches
- Desks or Tables
- Push Plates
- Phones
- Keyboards at teaching stations
- Phones

**Shared Areas**
- Door handles
- Light switches
- Phones
- Sinks
- Food Prep Area

**Restrooms**
- Door handles
- Stools
- Urinals
- Sinks
- Counters
- Stall door hardware

**Cleaning Frequencies**
Custodial Services is cleaning all main touchpoints a minimum of once per day as of August 1, 2020.

NCC has increased the accessibility and availability of cleaning supplies throughout campus in an effort to encourage all employees to disinfect 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 disinfect 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 or student tests positive for COVID-19.

Per CDC Guidelines, if an employee is experiencing fever or any of the symptoms that are detailed in the screening questions:
They are expected to share this information with their direct supervisor and the HR Department as soon as possible.

They will be directed to leave the facility and contact their healthcare provider.

They will stay home and quarantine themselves from other people for the amount of time designated by their healthcare provider. NCC may request that employees get tested for COVID-19 if they are experiencing certain symptoms and report their results to the Human Resources office.

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 immediately reach out to the individual to complete contact tracing, which will help determine who may have been exposed to the virus on NCC’s campus. This would include anyone that was:
   a. within 6 feet of the individual who tested positive AND
   b. for at least 15 minutes AND
   c. while the individual who tested positive was in their contagious period (48 hours before symptoms start up to 10 days after symptoms start).
3. NCC will direct all determined contacts to self-quarantine and may request that they get tested for COVID-19. The number of days in which the individual will be directed to self-quarantine will be consistent with public health official’s direction at the time.
4. NCC will reach out to the individual who tested positive to determine which areas of campus they went to during their contagious period.
5. NCC Facilities Team will thoroughly clean and disinfect the surfaces in which the individual who tested positive may have touched during their contagious period.

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

1. In most cases, assuming the permissibility of the health and home condition of the student, it will be the expectation that the student will isolate at his or her permanent (off-campus) residence, maintaining social distancing while in transit. If the student cannot isolate at his or her permanent residence, then the student will work with the College to isolate in the residence halls or elsewhere.
2. NCC will immediately reach out to the individual to complete contact tracing, which will help determine who may have been exposed to the virus on NCC’s campus. This would include anyone that was:
   a. within 6 feet of the individual who tested positive AND
   b. for at least 15 minutes AND
   c. while the individual who tested positive was in their contagious period (48 hours before symptoms start up to 10 days after symptoms start).
3. NCC will direct all determined contacts who do not live in the residence halls to self-quarantine and will recommend that they get tested for COVID-19. 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.

4. NCC will direct all determined contacts who live in the residence halls to self-quarantine in their residence hall rooms or immediately return to his or her permanent (off-campus) residence, maintaining social distancing while in transit. The number of days in which the individual will be directed to self-quarantine will be consistent with public health official’s direction at the time.

5. NCC will thoroughly disinfect the affected areas after the quarantine period, if the individuals are quarantining in the residence halls.

6. The delivery of food will be assessed as needed.

Should any students living in the residence halls violate the request to self-quarantine, they will be immediately removed from the residence halls indefinitely.

The above protocols are subject to change, based on any change in direction from the IDPH and CDC.

Travel Guidelines

Work-related travel may be approved for the fall 2020 semester in limited circumstances. Any travel that is student-oriented and directly ties to NCC’s mission, such as prospective student recruiting, may be approved for the fall 2020 semester. All travel for conferences and training seminars will continue to be restricted until further notice.

These guidelines are subject to change, based on any change in direction from the IDPH and CDC.

Exceptions for Returning to Work

All attendance and leave policies prior to the COVID-19 Pandemic have been re-administered for employees, and the Telecommuting Procedure is no longer 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 related 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 August 1, 2020, for any reason other than those listed above, should consult directly with the Human Resources office for further guidance.

*NCC’s Procedures in response to COVID-19 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.*
Fall 2020 Procedures in Response to COVID-19
Effective August 1, 2020

APPENDIX

Department, Program, and Facility Guidelines
Academics

- With the realization that students who pay for F2F instruction expect F2F instruction, NCC will make available the “FLEX Option” for fall 2020 in F2F non-hands-on, concept-learning course settings.
- After initially meeting F2F, ideally at least for several weeks, a course may transition to a FLEX delivery option (i.e., synchronous Zoom instruction originating from campus with appropriate online supplemental materials, thereby still allowing for F2F instruction as circumstances permit) if proposed by the instructor in accordance with a completed FLEX Action Plan, recommended by the division dean, and approved by the CAO.
- All student learning outcomes must be met, and student F2F learning expectations should be realized as fully as possible.

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 or by scheduled appointment.

Admissions, Advising, Registration and Counseling

- Masks are required when within 6’ of any other individual and are highly encouraged at all other times.
- 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.
- Meetings with prospective students will be scheduled on an appointment-only basis, with limited exceptions.
- Signage will be posted to remind the public to schedule appointments in advance.
- 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.
- Meetings will be held virtually, by phone, or in an area where social distancing can be maintained.

Alternative High School

- There will be only one chair allowed per table with assigned seating.
- Only two students will be allowed at computer tables.
- Students will be required to wear masks or face shields if not 6’ apart. Instructors will maintain 6’ distance from students and/or wear a facial covering.
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.

**Applied Technology**

**Automotive & Light Duty Diesel.**
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

**Engineering Design / Design Tech**
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

**Diesel Tech**
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

**ICW / Electrical Technology**
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.
Heavy Equipment
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

Industrial Instrumentation & Control
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

Powerline
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

Production Welding
- **Classroom** – Students will be required to wear masks or face shields if not 6’ apart. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Lab** – If students are working in groups of 2 or more, they will be required to wear masks or face shields. Students will disinfect all equipment after they have completed their lab assignments. Instructors will practice social distancing when at all possible. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

Arts & Sciences / Business
- **Classrooms** – Students must wear masks or face shields in the classroom and labs if they are within 6 feet of others. Only if instructors can maintain 6’ distance from students will a facial covering not be required while teaching. Assigned seating is required.
- **Computer Labs** – Students must wash in and wash out. Instructors should remind students of this requirement. After use, instructors and students must disinfect desktops and keyboards with the solution and towels provided in each computer lab. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

- **Science Labs** – When using science labs and Pharm Tech labs, instructors are expected to disinfect and wash frequently touched surfaces and equipment to avoid any cross contamination. Students should wash their hands before and after each lab segment. Instructors should remind students of this requirement. If an instructor needs to instruct an individual student within the 6’ social distance, a face mask will be worn by the instructor and the student.

### Business Office

- Plexiglas has been installed at the Business Office window.
- Access to the Business Office will be limited in order to promote social distancing measures.
- Most communication with students should be facilitated over the phone, Zoom calls, or email.
- Signage will be posted around the business office to limit the amount of visitors.
- All internal meetings are expected to be virtual.
- 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 disinfect 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.
- The fall semester will emphasize grab and go options. Students and employees are encouraged to social distance by eating in alternative locations away from the cafeteria.
- Tables equipped with Plexiglas are available for use.

### College Store

- Fall hours for the College Store will be:
  - Monday through Thursday 7:30 a.m. to 5:00 p.m.
- Fridays 8:00 a.m. to 4:00 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.
  - Department staff will be responsible for sanitizing store surfaces.

**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.

**EMS**

- Students must wear masks or face shields in the EMS classroom and labs if they are within 6 feet of others. If they are required to conduct a skills test where they need to be in closer proximity, they may remove their masks for a time period of 15 minutes or less.
- EMS labs will be disinfected and cleaned regularly to avoid any cross contamination.
- Students will be expected to wash in and wash out when using the EMS labs.

**Financial Aid Department**

- There will be limited access to the Financial Aid Office.
- Student communication is expected to be facilitated virtually, by means of Zoom, email, or telephone.
- Internal meetings are should be held virtually.
- There will be signage posted within the department to limit visitors.
- Social distancing guidelines must be followed.
- If face-to-face meetings are necessary, larger conference rooms should be utilized to ensure that social distancing guidelines may be followed. Where social distancing is not possible, the employee and the student should wear masks.
- Departmental employees are expected to clean and disinfect 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.  
Alternative work locations for employees who meet regularly with students may be identified.

**Human Resources Department**

- All meetings will be facilitated in a virtual setting, via Zoom, email, or over the phone, with limited exceptions.  
- Staff will be expected to clean and disinfect 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 will be facilitated virtually until further notice.

**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 software for others unless it is necessary.  
- There will be limited access to the IT area.  
- Students are expected to communicate with IT through Zoom, email, or phone.  
- All internal meetings will occur virtually.  
- Social distancing guidelines must be followed.  
- Areas that are touched will be cleaned and disinfected by IT staff when the task is completed.

**Learning Center:**

- Fall hours for the Learning Center:
  - Mondays through Thursdays: 8:00 a.m. – 7:00 p.m.  
  - Fridays: 8:00 a.m. – 4:30 p.m.  
- Social distancing guidelines must be maintained within personal offices.  
- If social distancing of 6 feet or more is not possible, all parties must wear a mask or a face shield.  
- 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 three students at a time.  
- 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
- Med Managers and Med Aide
- Online course tests for NCC students
- Make up tests for Face to Face courses

- 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.
- Tutoring and testing
  - A115 will be available for testing or study groups (see the staff for availability and usage).
  - Additional tutoring opportunities may be available via Zoom as need requires.
  - Most tutoring will be completed virtually, with the exception of pre-scheduled one-on-one appointments

- Powerline Study Groups
  - Tuesdays and Thursdays with Steve Pearce from 3:00-4:00 C A116/119, on a first come, first serve basis. Steve will hold more groups if needed in hour increments after sanitizing the tables.
  - Monday and Wednesday with Kim Fara from 3:00-4:00, as needed in A116/119, on a first come, first serve basis.
  - Additional tutoring opportunities may be available via Zoom as need requires.

- Most tutoring will be completed virtually, with the exception of pre-scheduled one-on-one appointments.

**Library**

- Facial coverings will be required when unable to maintain 6' social distancing and are highly encouraged at all other times.
- Fall Hours:
  - Monday through Thursday: 7:30 a.m. to 6 p.m.
  - Fridays: 7:30 a.m. – 4:30 p.m.
- All staff will work at separate work stations that are at least six feet apart.
- Email or phone requests are preferred for individuals that are looking for specific materials.
- All spaces used by visitors must be wiped with disinfectants after use.
- 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 until further notice.
- Staff will still be encouraged to utilize virtual meetings with students when possible.
- Meeting rooms will be limited to one person at a time.
Facility Hours
The On-Campus LLRC will be open to members in the following limited increments throughout the day to allow for cleaning and disinfecting between peak hours. Please note that these are separate periods of open hours. We will be closed before, after, and in between these hours to thoroughly clean and disinfect the facility and equipment. While we are closed, our focus will be on cleaning and disinfecting - if we miss your phone call or email, we promise to return your message as soon as we return to the LLRC front desk.

Hours of operation:
- **Monday through Friday:** 5:30 AM to 10:00 AM; 11:00 AM to 3:00 PM; 4:00 PM to 8:00 PM.
- **Saturdays:** 5:30 AM to 10:00 AM; 11:00 AM to 3:00 PM; 4:00 PM to 6:00 PM.
- **Sundays:** 1:00 PM to 5:00 PM; 6:00 PM to 9:00 PM.

Areas and Services Open and Available
All workout space and equipment will be available on a first-come, first-served basis. We will not be taking reservations for any equipment or areas other than our Basketball Courts in accordance with the LLRC’s Basketball Court Usage procedures (see a staff member for details). All LLRC members under the age of 18 must be accompanied by their parent or legal guardian. No exceptions will be made. Six feet of social distancing practices will be enforced in these areas in addition to capacity limitations. Access to the LLRC will continue to only be granted to members, including punch card users, NCC student members, monthly community members, and annual community members. Guest passes are not yet available. The indoor track will be accessible, and walkers will maintain six feet social distancing practices. Locker rooms and showers will re-open. Towel service will begin again. Water-bottle filling stations will be accessible; however, drinking fountains will be closed. We encourage LLRC members to bring their own water bottles when coming to exercise. The following areas and services of the LLRC will be open and available but with limited capacity:
- **Aerobics Room** - 20 or fewer individuals
- **North Court (reserved for court use)** - 24 or fewer individuals
- **South Court (reserved for court use)** - 24 or fewer individuals
- **Track** - 10 or fewer individuals
- **Weight Room** - 24 or fewer individuals
- **East Fitness** - 10 or fewer individuals
- **North Fitness** - 10 or fewer individuals
- **Lobby** - 10 or fewer individuals

Basketball Court Usage
- All of our courts will be available for individual workouts/practice or immediate family use only. Immediate family includes family members that reside in the same household - for example, they are on a Family Membership together.
- Reservations can be made in 30-minute increments for one hoop. Individuals and immediate family groups may reserve court space and time through our registration website at [https://llrc.activityreg.com/ClientPage_t2.wcs](https://llrc.activityreg.com/ClientPage_t2.wcs).
Reservations can be made for basketball, tennis, volleyball, pickleball, and soccer use.

Again, all LLRC members under the age of 18 must be accompanied by their parent or legal guardian. No exceptions will be made.

No pick-up games will be allowed. If this occurs, individuals will be asked to disperse and their reservation will be null and void. If violations persist, no future admittance for the remainder of the summer will be allowed and no refund will be given.

**Group Fitness and Personal Training**

- We have begun phasing in small group fitness classes and one-on-one personal training sessions. Current schedules for Group Fitness classes can be found on our website at nwicc.edu/lrcllrcl-classes.
- Six foot social distancing practices will be strictly enforced, pre-registration for classes and training appointments will be required, and group fitness classes will have limited capacities.
- Personal training clients can schedule appointments by calling the LLRC at (712) 324-2493.
- Registration for Group Fitness class can be completed online at https://llrc.activityreg.com/ClientPage_t2.wcs. Directions for pre-registering for Group Fitness classes have been attached to this message.

**What can I expect when I come to the LLRC?**

- Our LLRC employees and patrons must answer “no” to a series of screening questions to enter. Signage will be posted on exterior doors to notify LLRC members regarding the screening questions. These questions are also available nwicc.edu/covid19update.
- Temperature checks have been discontinued across the NCC campus as of July 17, 2020, but no one with a fever or with any of the COVID-19 symptoms will be allowed access to the facility. Please self-diagnose.
- All LLRC members will be expected to continue following six foot social distancing practices. Any LLRC staff member within 6-feet of a co-worker or patron will be required to wear a face mask or face shield. LLRC members are welcome to wear their own face masks or face shields if they feel comfortable doing so when visiting the LLRC, but it is not required.
- Every 30 minutes, LLRC staff will announce social distance and cleaning protocol reminders on our PA system.
- All LLRC members under the age of 18 must be accompanied by their parent or legal guardian. No exceptions will be made.
- We will only have one employee stationed at the LLRC front desk at a time during our open hours. Please be patient, because that staff person may be multitasking during our open hours. Additional employees will be circulating throughout the facility to clean and disinfect between equipment uses, but they will maintain social distancing guidelines.
- Plexiglas has been installed at the front desk for member and staff safety. Signage is posted around the facility to promote social distancing guidelines.
o Tape has been placed along the floor to indicate traffic flow and to encourage social distancing in areas where lines and groups may form.
o Hand sanitizer is readily available for employees and LLRC members and located throughout our facility. A station is located near the front entrance, and staff and members are encouraged to use hand sanitizer as they enter and exit the building.
o LLRC members have always been asked and will still be expected to wipe down their equipment before using and after using it. As always, we have disinfectant wipes stations spaced out throughout the facility.
o Commonly-touched surfaces throughout the entire facility such as door handles, bathrooms, equipment, etc., will be cleaned and disinfected at least once every hour by LLRC employees. Most of our shared, hand-held, and smaller equipment will continue to be located behind the LLRC front desk to be checked out for use. This will allow us to disinfect thoroughly between users.
o Members are strongly encouraged to exercise individually, rather than in larger groups (6 or less arriving together at one time). Alternating pieces of cardio equipment may be unavailable for use to support social distancing practices. Some equipment has been moved around in the weight room to allow for safe, distanced use. There will continue to be no “working in” on equipment and circuits are discouraged. LLRC members must finish sets and wipe off equipment.
o Patrons must follow all procedures and directives from LLRC staff. The LLRC will operate with a zero-tolerance policy. The LLRC reserves the right to refuse service/access to any patron who does not comply. Failure to follow the above guidelines and policies will result in being asked to leave. Continued lack of compliance may result in a patron not being granted any future admittance for the calendar year without a refund.

Maintenance and Custodial Department

➢ Custodial and Maintenance staff are expected to:
o Wash their hands upon arrival and before leaving for the day.
o Wash their hands often with soap and water and avoid touching their eyes, nose or mouth with unwashed hands.
o Will be required to wear gloves when cleaning at all times.
o Will wash their hands at every glove change.
o Cover their mouth/nose with a tissue or sleeve when coughing or sneezing and should refrain from shaking hands.
o 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.
➢ All custodial and maintenance staff will wear facial coverings when they are unable to social distance.
➢ Internal meetings are encouraged to be held virtually.
- All outside vendors will be asked to make an appointment prior to coming to campus.
- Custodial will play an important role of cleaning highly touched surfaces.

**Nursing**

- Students must wear masks or face shields in the classroom and labs if they are within 6 feet of others. If they are required to conduct a skills test where they need to be in closer proximity, they may remove their masks for a time period of 15 minutes or less.
- If an instructor needs to instruct individual students within the 6’ social distance, a face mask or face shield will be worn by the instructor.
- Nursing/simulation/computer labs will be disinfected and cleaned regularly to avoid any cross contamination.
- Students will be expected to wash in and wash out when using the nursing/simulation/computer labs.

**Rad Tech**

- Students must wear masks or face shields in the classroom and labs if they are within 6 feet of others. Assigned seating is required. If they are required to conduct a skills test where they need to be in closer proximity, they may remove their masks for a time period of 15 minutes or less.
- Computer labs will be disinfected 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.
- Rad Tech instructors will be expected to use their own cars to visit students in clinicals so they do not need the fleet vehicles.

**Transitions**

- Face masks or face shields will be required when within 6 feet of any other individual and are highly encouraged at all other times.
- 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.
- 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.
Students must wear face masks or face shields during CNA testing and Med Aide classes when 6 feet of distance cannot be maintained. Face masks or face shields are encouraged at all other times.

Students must wear face masks or face shields in HSED and ESL classes when 6 feet of distance cannot be maintained. Face masks or face shields are encouraged at all other times.

CASAS and HiSET testing is available by appointment only.

HS staff will continue visiting with partners remotely and will make high schools visits if eventually permitted by the various facilities' updated procedures.

**TRIO**

- Fall Hours: Monday through Friday: 7:30 a.m. to 4:00 p.m.
- Social distancing guidelines must be maintained within the TRIO Department, including personal offices.
- Facial coverings will be required when unable to maintain 6 feet of social distancing.
- Staff must host meetings virtually with students when possible (advising, study groups, tutoring, etc.).
- Walk-ins will be allowed when study space permits social distancing.
- All tutoring will be completed virtually, with the exception of pre-scheduled one-on-one appointments.
- A117 / A118 will be designated for overflow of students to allow them a space to study or receive additional tutoring. Social distancing and use of a mask or a face shield will be required if unable to maintain social distance in these rooms.
  - Room A118: will be used for quiet space.
  - Room A117: will be used for study groups and/or TRIO Activities (this space will also be used by the Academic Center).
- Areas will be wiped down on a regular basis.

**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-feet distance will be enforced between all individuals.
    - All participants must answer the self-screening questions before being granted access into campus buildings.
    - Face masks or face shields will be highly encouraged for classroom settings, and will be required in those classroom settings wherein 6’ distancing cannot be maintained.
    - 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.
• Participants will be expected to use provided hand sanitizer before entering/leaving classroom or lab.
• Utilization of common areas of campus buildings will be limited until further notice.
• Trainees will be expected to provide their own snacks/drink.