OVERVIEW

Northwest Iowa Community College (NCC) has implemented a set of procedures for the spring and summer 2021 semesters, which will be effective January 1, 2021 through July 31, 2021, for all NCC employees and students.

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 January 1, 2021, 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 Reporting situations related to COVID-19 on campus:

All employees and students on NCC’s campus must report any situations related to COVID-19 to the Human Resources department during the spring and summer 2021 semesters. You can contact the Human Resources Department at:

- covid19@nwicc.edu, or
- 712-324-5066, ext. 113 from 8:00 a.m. – 4:30 p.m. Monday through Friday, or
- 712-344-2971 outside of normal business hours.

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 spring and summer 2021 semesters. NCC will require visitors to wear face masks in all public spaces while on campus or in classroom, lab, and personal office space settings where social distancing cannot be maintained. Disposable masks will be available for visitors at the front desk in Building A upon arrival to campus.

NCC will not enforce temperature checks for employees, students, and visitors upon arrival to campus every day; however, in order to enter any campus building, individuals must self-monitor their symptoms and be able to answer “no” to the following questions:

- Have you been in close contact (within 6 feet for longer than 15 minutes without the use of face masks) with someone who has a laboratory-confirmed COVID-19 diagnosis within the last 14 days?
- Do you currently have any of the following symptoms?
  - 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

External groups will be approved to use campus facilities on a case-by-case basis. All external groups will be required to follow NCC’s COVID-19 procedures.
Facial Covering Guidelines

Until further notice, NCC will require employees, students, and visitors to wear face masks **at all times in all public areas and common spaces of campus**, including hallways, common seating areas, the Library, the Learning Center, the College Store, and the Cafeteria. In classrooms, labs, personal office spaces, and outdoors, face coverings are not required unless social distancing (6 feet of distance between individuals) cannot be maintained. One exception to this mask requirement applies to residence hall students who are in their apartments with their own roommates.

Face shields will be made available as an accommodation to students, employees, and visitors that are able to provide written proof from their medical provider that they are not able to wearing a face mask. Students that require a face shield as an accommodation need to contact Leah Murphy, Accommodations Coordinator, for further guidance. Employees that require a face shield as an accommodation need to contact Renee Carlson, Director of Human Resources, for further guidance.

Faculty are required to enforce the facial covering requirement for students in classrooms and labs by asking students who are closer than 6 feet to another person without a face mask 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 and will follow the disciplinary processes outlined in the Student Conduct Code, which can be found in the NCC Student Catalog ([https://nwicc.edu/catalog/student-discipline-student-conduct-code/](https://nwicc.edu/catalog/student-discipline-student-conduct-code/)). All employees are required to enforce this facial covering requirement for students in public areas, such as hallways and common seating areas.

Facial coverings will be available for purchase in the College store while supplies last.

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

NCC understands that requiring the use of face masks, 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 required to wear a face covering in all public areas of campus.
- 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. 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.

**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.

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 public 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 a 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. either not wearing a face covering and/or the person who tested positive was not wearing a face covering AND
   d. 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. either not wearing a face covering and/or the person who tested positive was not wearing a face covering AND
   d. 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 spring and summer 2021 semesters 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 spring and summer 2021 semesters. 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 January 1, 2021, 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.
Spring and Summer 2021 Procedures in Response to COVID-19
Effective January 1, 2021 through July 31, 2021

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 the spring and summer 2021 semesters 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, if possible. Other areas that may be used include A116/A119 or the Cafeteria.
- 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 spring and summer semesters 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.

CNA

- Face masks or face shields will be required when within 6 feet of any other individual and are highly encouraged at all other times.
- Appointments with students will be facilitated by phone or email if possible, otherwise scheduled appointment.
- There will be no walk-in appointments allowed.
- Social distancing measures will be enforced at all times.
- Meetings are to be held by Zoom or over the phone when possible
- Students must wear face masks or face shields during CNA testing, CNA classes, and Med Aide classes, when 6 feet of distance cannot be maintained. Face masks or face shields are encouraged at all other times.

**College Store**

- Spring 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.
- There will be signage posted within the department to limit visitors.
- Social distancing guidelines must be followed.
- If face-to-face meetings are necessary, a designated office or larger conference rooms should be utilized to ensure that social distancing guidelines may be followed. 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:

- Spring 2021 hours for the Learning Center:
  - Mondays through Thursdays: 8:00 a.m. – 7:00 p.m.
Summer 2021 hours for the Learning Center:
- Mondays through Thursdays: 8:00 a.m. – 7:00 p.m.
- Fridays: 8:00 a.m. – 12:00 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 Farra 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
- Spring hours:
  - Monday through Thursday: 7:30 a.m.–6 p.m.
  - Fridays: 7:30 a.m.–4:30 p.m.
- Summer hours:
o Monday through Thursday: 7:30 a.m.–6 p.m.
o Friday: 7:30 a.m.–12:00 p.m.

- Masks are required.
- 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.

LLRC

- Current protocols and guidelines for the Lifelong Learning and Recreation Center can be found [here](#).

Maintenance and Custodial Department

- Custodial and Maintenance staff are expected to:
  - 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.
  - Will be required to wear gloves when cleaning at all times.
  - Will wash their hands at every glove change.
  - 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.
- All custodial and maintenance staff will follow current facial covering guidelines. If in an area where facial coverings are not required and they find themselves unable to socially distance, they will be required to wear a facial covering.
- 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 with optional additional face shield 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 with optional additional 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 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**

- Spring 2021 hours:
  - Monday through Friday: 7:30 a.m. – 4:00 p.m.
- Summer 2021 hours:
  - Monday through Thursday: 8:00 a.m. – 3:30 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.
- When available, 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.