



**Spring 2022 Procedures in Response to COVID-19**  
*Effective January 6, 2022*

## **OVERVIEW**

Northwest Iowa Community College (NCC) has implemented a set of procedures for the spring 2022 semester, which will be effective January 6, 2022 for all NCC employees, students, and external visitors.

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 subject to change, especially in the event of community spread of the virus or additional guidance from the CDC or IDPH.

## **Guidelines for Reporting Situations Related to COVID-19 on Campus:**

All employees and students on NCC's campus should report any COVID-19 cases or exposures to the Human Resources department during the spring 2022 semester.

You can contact the Human Resources department at:

- [covid19@nwicc.edu](mailto:covid19@nwicc.edu), or
- 712-324-5066, ext. 113 from 7:30 a.m. – 4:00 p.m. Monday through Friday, or
- 712-344-2971 outside of normal business hours.

## **Guidelines for Accessing Campus Buildings**

The College campus will be open to employees, students, and external visitors for the spring 2022 semester.

Notices will be posted on all exterior doors to campus, reminding students, employees, and others within the college community to contact [covid19@nwicc.edu](mailto:covid19@nwicc.edu) with any questions, concerns, or reports related to COVID-19.

Students and employees are still advised to stay home if they are ill and to follow the guidance of their healthcare provider regarding returning to campus.

## **Facial Covering Guidelines**

Facial coverings are currently not required on NCC's campus. Although NCC is not tracking the vaccination status of employees and students at this time, the CDC encourages individuals to wear facial coverings when in public spaces, especially indoors and in crowded spaces. Those individuals who choose to wear facial coverings may request a facial covering from the Human Resources office which currently makes them available to students and employees who need and request them.

Some employees may request that those who meet with them in their office spaces wear facial coverings. These individuals should use the approved signage found at the end of this document on the doors or entries of their personal office spaces to remind others to wear facial coverings when entering. Employees, students, and external visitors must comply with the approved signage when entering these office spaces. If individuals fail to comply with these signs, complaints may be reported to the Human Resources office.

## **Social Distancing Guidelines**

Social distancing guidelines are not being enforced at this time. However, if office spaces, conference rooms, classes, and labs are spacious enough to allow for social distancing, it continues to be recommended.

Although not required, Zoom meetings may continue to take place as appropriate in place of face-to-face meetings. If an individual feels uncomfortable attending a face-to-face meeting due to the size of the meeting room or the amount of people in attendance, Zoom options should be made available.

## COVID-19 Vaccination Information

NCC is not tracking the COVID-19 vaccination status of employees and students at this time. However, at times, NCC may provide educational materials about the COVID-19 vaccine in an effort to educate and inform the campus community. The COVID-19 vaccine may also be available during wellness clinics on NCC's campus, dependent upon availability.

If NCC employees and students would like more information about the COVID-19 vaccine, including where they can get the vaccine, they can contact the Human Resources department or visit the [corona virus vaccine CDC website](#).

## Responding to COVID-19 on Campus

At this time, NCC is not tracking the vaccination status of students or employees on NCC's campus.

Employees or students that are experiencing symptoms consistent with COVID-19, regardless of their vaccination status, should follow the guidance of their healthcare provider to determine whether they need to be tested for COVID-19.

Employees or students that have been directly exposed to someone that has tested positive for COVID-19, are currently awaiting COVID-19 test results, or have tested positive for COVID-19 should report this information to the Human Resources department for tracking purposes. For quarantine and isolation guidance, employees and students should follow the guidance of their medical provider and/or [CDC guidance for quarantining or isolating due to COVID-19](#).

Employees who are advised by their medical provider to quarantine or isolate due to COVID-19 may use sick leave or other paid time off balances during their absence.

Students who are advised by their medical provider to quarantine or isolate due to COVID-19 should work directly with their on-campus instructor(s) to determine how they may make up for their missed course work per the attendance policy in their specific program or course. Students may be asked to provide written documentation from their healthcare provider.

Students living in the Residence Halls who have been advised by their medical provider to quarantine or isolate are required to return to their permanent residence for the quarantine or isolation period. In the event of extreme circumstances, College Administration may grant an exception to allow students to quarantine or isolate in the Residence Halls. If an exception is granted, students are required to follow all quarantine and isolation protocols as communicated by Student Services. Any deviation from such protocols will result in disciplinary actions up-to and including eviction from the Residence Halls for the duration of the semester with no refund of rent paid.

Employees and students that test positive for COVID-19 should follow the CDC guidelines for contact tracing to notify any individuals who would be considered "close contacts" to them on campus during their contagious period. Visit the [CDC's website for a definition for "close contact"](#).. If an employee or student needs support while contact tracing individuals on NCC's campus, they may contact the Human Resource department.

**FACIAL COVERING**

**REQUIRED**

**TO ENTER THIS  
OFFICE.**

