



NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

HEALTH AND SAFETY RETURN PLAN

FALL 2020

KEEP THE **US** IN
Campus
MASK UP | WASH UP | BACK UP **RANGER UP**

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COVID-19 Health & Safety Measures

IN CLASSROOMS AND LABS

- In-person and online classes
- Face coverings required
- Social distancing to the extent possible
- Special Cleaning Provisions

IN HOUSING

- Special Cleaning Protocols
- Limited Contact Check-in
- No Visitation
- Face Coverings in common areas

IN THE CAFETERIA

- Expanded student dining areas in the cafeteria
- Social distancing between tables and chairs
- Expanded Grab and Go items
- Contactless Service

PROMOTING HEALTH AND SAFETY

- Student Health Center opening in the fall, tele-health services available at centers
- Hand Sanitizer stations located throughout campus
- Safety protocols in place

STUDENT AND PUBLIC EVENTS

- Social distancing required
- Face Coverings required
- Moving events outdoor encouraged



**MORE HYGIENE
LESS QUARANTINE**



**NO MASK
NO CLASS**



**STAY SIX
SO WE CAN MIX**

KEEP THE **US** IN
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Health & Safety

Northwest Mississippi Community College plans to return to in-person instruction and resume full or modified campus operations in August 2020. To do so, the College will mandate or promote new ways of operating that mitigate risks of COVID-19 infection and spread among our students and employees. At this stage of the pandemic, it is vital we take personal responsibility for our own health AND understanding how our actions affect the health of our community. This publication summarizes many of our initiatives, with more detailed information available. The details of our plans for screening, testing, and contact tracing are outlined here. Please note that due to ever-changing nature of the pandemic, these plans may change and modifications to these plans may take place periodically.

Face Coverings

Subject to change in guidance from the Mississippi Department of Health, all faculty, staff, students, and visitors are required to wear face coverings. Acceptable face coverings include surgical masks, N95 masks, cloth masks, or face shields and are required inside campus buildings. Face coverings must be worn in classrooms, labs, and shared office spaces regardless of physical distancing. Face coverings must also be worn in enclosed office spaces when two or more people are present. Instructions for special programs (Band, Choir, Athletic, and CTE) will be distributed to individuals in those programs.

Face coverings are not required in individual residence hall rooms, public outdoor settings (unless specified) enclosed office spaces with a single person present, and dining facilities while eating.

Reasonable accommodations will be provided for persons who cannot wear a face covering due to medical conditions. Students should request these accommodations via Disability Support Services. Employees should request these accommodations via Human Resources.

Screening

Screenings are non-intrusive health checks on a regular, consistent basis. Screenings will include temperature checks.

Employees

- All employees will be required to conduct a self-screening daily prior to coming to work. This should include an at-home temperature check and a review of potential symptoms of COVID-19 including cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, and a new loss of taste or smell.
- If an employee has any of these symptoms or a fever of greater than 100.4 degrees, the employee should stay at home and consult their supervisor.

Students

- All students in campus housing will be required to complete a temperature screening every 24 hours.
- All commuter students are strongly encouraged to complete a daily temperature screening before coming to campus.

Testing

Students and employees interested in being tested for COVID-19 must visit their doctor, a medical clinic, the Student Health Center (if supplied with testing materials), or other testing facility

Contact Tracing/Exposure Notification

Employees

- The last day that the employee suffering from COVID-19 symptoms was last at work should be

identified. Contacts over the previous two days should be identified. While awaiting the employee's test results, those in contact should be notified and monitor their temperature regularly. If the employee tests positive, the employees in contact should quarantine for 14 days.

Students

- Students in classes in which there may have been an exposure will be notified by instructors of any possible exposure. Students who are in campus housing will be notified of possible exposures.

NWCC EMPLOYEE GUIDANCE ON COVID-19

TAKE YOUR TEMPERATURE EACH MORNING BEFORE COMING TO CAMPUS!

Are you experiencing COVID-19 symptoms? They include:

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Fever (over 100.4°F or 38°C)
<i>(Without having taken any fever-reducing medications, such as acetaminophen or ibuprofen.)</i>• Loss of smell or taste | <ul style="list-style-type: none">• Cough• Muscle aches• Sore throat• Shortness of breath | <ul style="list-style-type: none">• Chills• New or unusual headache• Nausea, vomiting, diarrhea, or loss of appetite |
|---|--|--|

YES, I HAVE SYMPTOMS

FOLLOW CDC GUIDELINES

[cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

1. Stay at home.
2. Separate yourself from others.
3. Call your doctor AND notify your supervisor.
4. Complete the self-report form.
5. Contact supervisor before returning to work

NO SYMPTOMS

Have you (or anyone in your household) been in contact with someone who has been diagnosed with or tested positive for COVID-19?

YES

NO

Yes, direct physical contact or close contact
(within 6 feet for 15 or more minutes, one or both individuals not wearing a face covering)

Watch for symptoms AND follow instructions from supervisor.

Yes, non-close contact
(outside 6 feet or within 6 feet for brief period of time or both wore a face covering)

Practice social distancing and good hygiene AND watch for symptoms.

Practice social distancing and good hygiene.

NWCC STUDENT GUIDANCE ON COVID-19

TAKE YOUR TEMPERATURE EACH MORNING BEFORE COMING TO CAMPUS!

Are you experiencing COVID-19 symptoms? They include:

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Fever (over 100.4°F or 38°C)
<i>(Without having taken any fever-reducing medications, such as acetaminophen or ibuprofen.)</i>• Loss of smell or taste | <ul style="list-style-type: none">• Cough• Muscle aches• Sore throat• Shortness of breath | <ul style="list-style-type: none">• Chills• New or unusual headache• Nausea, vomiting, diarrhea, or loss of appetite |
|---|--|--|

YES, I HAVE SYMPTOMS

FOLLOW CDC GUIDELINES

[cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

1. Stay at home.
2. Separate yourself from others.
3. Call your doctor AND notify the designated counselor on your campus who will assist

NO SYMPTOMS

Have you (or anyone in your household) been in contact with someone who has been diagnosed with or tested positive for COVID-19?

YES

NO

Yes, direct physical contact or close contact
(within 6 feet for 15 or more minutes, one or both individuals not wearing a face covering)

Watch for symptoms AND follow instructions and guidelines from staff or faculty.

Yes, non-close contact
(outside 6 feet or within 6 feet for brief period of time or both wore a face covering)

Practice social distancing and good hygiene AND watch for symptoms.

Practice social distancing and good hygiene.

Protocol Based upon Testing, Reported Symptoms, and/or Exposure

Employees

Symptomatic Confirmed Positive	Immediate self-isolation for a minimum of 10 days since COVID-19 symptom onset AND symptom free for at least the last 24 hours of the isolation without use of fever reducing medications. Contact COVID-19 Reporting Center for assistance.
Symptomatic Confirmed Negative	Immediate isolation while awaiting test results. May return to normal activities when fever free for at least 24 hours (if fever was present) and improvement of symptoms.
Asymptomatic Confirmed Positive	Immediate 10-day self-isolation from day of test and compliance with local public health quarantine orders. Self-monitor for symptom development, check temperature twice daily, and keep a log of the results. May discontinue self-isolation 10 days after positive test.
Asymptomatic Close Contacts of COVID-19 Positive Cases	Immediate 14-day self-quarantine. Self-quarantine is defined as wearing face coverings unless alone in an office, avoidance of gatherings with other individuals, self-monitor for symptom development, check temperature twice daily, and keep a log of the results. Testing is strongly encouraged.

Students

Symptomatic Confirmed Positive	Immediate self-isolation for a minimum of 10 days since COVID-19 symptom onset AND symptom free for at least the last 24 hours of the isolation without use of fever reducing medications. Contact COVID-19 Reporting Center for assistance.
Symptomatic Confirmed Negative	Immediate self-isolation while awaiting test results. May return to normal activities when fever free for at least 24 hours (if fever was present) and improvement of symptoms.
Asymptomatic Confirmed Positive	Immediate 10-day self-isolation from day of test and compliance with local public health quarantine orders. Self-monitor for symptom development, check temperature twice daily, and keep a log of the results. May discontinue self-isolation 10 days after positive test. Contact COVID-19 Reporting Center for assistance.
Asymptomatic Close Contacts of COVID-19 Positive Cases	Immediate 14-day self-quarantine. Self-quarantine is defined as wearing face coverings unless alone in a room, avoidance of gatherings with other individuals, self-monitor for symptom development, check temperature twice daily, and keep a log of the results. Testing is strongly encouraged. Students in academic classes will be given the option to continue instruction in an online environment. Students in health care and career technical programs should consult their instructor. Responses will vary according to program conditions.

Ongoing Evaluation by the College

The College will regularly monitor infection data for the College and local communities to enable rapid decision-making in the case of community spread of COVID-19. The College will maintain direct lines of communication with health care providers, the Mississippi State Department of Health, and local emergency management agencies as needed.

Cleaning and Sanitization

All campus custodial staff have been trained on enhanced cleaning and sanitization procedures. All classroom facilities will be deep cleaned daily. High-touch areas will be cleaned frequently throughout the day. When positive cases arise, additional cleaning and disinfecting will occur as needed.

Employees should clean and sanitize their personal workspace. Sanitizing spray and/or wipes have been made available to each department. Students are welcome to clean their individual desk or lab areas, but must provide their own supplies.

Signage and Education

Signage providing instructions on enhanced safety and health measures will be deployed across campus.

Teaching and Learning

The college will use a combination of physical distancing, face coverings, and special cleaning procedures to facilitate the safest environment possible for faculty and students for in-person classes.

Changes to the Educational Calendar

The Fall 2020 campus calendar has been modified. Regular classes will begin Monday, August 17. Final exams for those classes will begin November 9. Virtual courses will begin August 24 and conclude December 3 (Full Term) or December 10 (Mini Term 2)

This change in the academic calendar will reduce the likelihood of the virus being brought back to campus after Thanksgiving.

Guidance for Face-to-Face Instruction

The College recognizes that face-to-face instruction is a vitally important element for many students. Students wishing to have face-to-face instruction will be given that opportunity to the extent possible under health guidelines. Our intent is that every student has the majority of their courses with some face-to-face elements. To accomplish this goal, Northwest is enacting procedures to ensure the health of our students and faculty. Steps include facial coverings for all students and faculty in classrooms and teaching labs, physical distancing in all teaching spaces, and signage throughout all spaces reinforcing all policies and safety measures. Students will be allowed remote options when possible if they are experiencing COVID-19-related symptoms.

Classroom Density

In terms of classroom density, ideally, no more than 50% of room capacity will be used for in-person instruction.

Continuous Learning

Plans have been developed for a mixture of in-person, hybrid, and remote instruction. In-person, hybrid, flipped, and online determinations are made to best meet educational needs safely.

Student Life

Housing

Students must reserve a time slot to check-in to their room. Sign up for check-in times on August 5-7. Students are allowed to bring one additional person to assist with move-in. The Housing Office will require face coverings in all common spaces when physical distancing cannot be achieved. Signage will be displayed in the interior and exterior of buildings describing COVID-19 protocols and expected standards of behavior. Visitors to residence halls are not permitted. Residents who have COVID-19 or are suspected to have COVID-19 will be sent home or temporarily isolated in a separate location pending a return home.

Cafeteria

All dining facilities will allow for to-go and pre-packaged options. Disposable goods will be used and there will be no buffets or self-service permitted in any dining facility. Frequent sanitization of dining facilities will occur. The student dining area has been expanded into a former meeting room. Density of dining halls and campus eateries will follow social distancing guidelines and state public health guidance.

Counseling Services

We recognize the difficulty the COVID-19 crisis may place on the mental and emotional well-being of our students. Students can access free, confidential counseling services. In-person services are provided at the Student Development Centers, Monday through Friday from 8:00 a.m. to 4:30 p.m. with a lunch break at noon.

Student Organizations & Campus Events

In-person meetings and activities are permitted based upon appropriate capacity guidance. In-person meetings and activities are permitted based upon appropriate capacity guidance. Currently, capacities are limited to 50% of available seating occupancy for conference spaces and 50% of available seating occupancy for auditoriums. Adherence to physical distancing requirements and use of face coverings in campus buildings are required. The availability of indoor spaces for campus events will be limited due to the use of space to reduce classroom density. Student organizations are required to register all events through usual channels, and attendance tracking at all events and meetings is required. Student organizations are encouraged to consider outdoor events and/or virtual programming as alternatives.

College Recreation

Fitness Centers will be open with reduced capacity. Enhanced cleaning and disinfecting protocols are in place along with physical distancing of patrons. Intramurals will not occur in the fall of 2020.

Athletics

The MACC has decided that the football season will commence on October 1 and consist of six conference-only games. Further decisions regarding how athletic events will be managed is forthcoming and will be in keeping with guidance from the Mississippi Department of Health, the National Junior College Athletic Association and the Mississippi Association of Community Colleges.

Events/Meetings

In-person meetings and activities are permitted based in accordance with capacity guidance. Currently, capacities are limited to 50% of available seating occupancy for conference spaces and theaters and 25% of arenas. Adherence to physical distancing requirements and use of face coverings in campus buildings are required.

Human Resources and Business Operations

Employees in High-Risk Categories

Employees at high-risk due to COVID-19 should contact Human Resources to discuss any possible accommodations. For a list of those individuals that the CDC considers at higher risk, please see the following website: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>. Other medical conditions may also be declared high-risk by an employee's physician.

Available Leave Categories

Employees may take accrued personal and/or medical leave following the usual college policies and procedures. Additionally, two new categories of leave are available for all employees to use before December 31, 2020. All employees will be entitled to two 2 weeks of Emergency Paid Sick Leave (EPSL) to use for specified COVID-19 related reasons including personal illness, to care for those with specified conditions, or required quarantine. Employees unable to work because the employee must care for a child whose school is closed or whose childcare provider is unavailable due to COVID-19 are entitled to use up to 10 weeks of Expanded Family Medical Leave (EFML). This gives employees a total of 12 available weeks of leave time that can be taken to care for children if their childcare provider is currently unavailable due to COVID-19.

Detailed information about this leave is available on our website. Some categories of the COVID-19-related leave are only paid at 2/3 of an employee's rate of pay. Employees will be allowed to supplement this 2/3 with accrued personal leave and/or medical leave, depending on the leave type used. Supervisors are responsible for ensuring that this leave is recorded and paid correctly.

With the rise of cases of COVID-19 in our state, and in an effort to keep all of our employees, students and communities safe, please know that it will not be permissible for employees to bring their children and/or grandchildren to work to administer the distance learning option being offered by many area K-12 schools or allow them to wait in employee offices after school. Guardians are encouraged to make appropriate accommodations should this need arise.

Travel

Vice presidents must approve essential domestic travel. Keep in mind that travel for the duration of the pandemic comes with financial risks associated with unexpected, last-minute cancellation or restrictions. Travel will not be allowed where shelter-in-place orders are in place. The traveler's budget is responsible for any unexpected expenses.

Ongoing Construction Projects

All college contractors involved with ongoing construction projects are responsible for the safety protocols associated with COVID-19.