

# COVID-19 Pandemic Guidelines

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ALLEN COMMUNITY COLLEGE

AS OF 8/14/2020

## Table of Contents

<b>Objectives</b> .....	3
<b>Calendar/Hours</b> .....	3
<b>Open to the Public</b> .....	3
<b>Public Health Practices</b> .....	3
<b>Employees and Students Who Become Ill or Test Positive for COVID-19</b> .....	4
<b>Employee Coverage</b> .....	4
<b>Academic Instructional Guidelines</b> .....	4
• <b>Concurrent Courses</b> .....	4
• <b>Online Courses</b> .....	4
• <b>Onsite Courses</b> .....	4
<b>Academic Support Guidelines</b> .....	5
<b>Moving from Onsite to Online Learning</b> .....	6
• <b>Student Initiated</b> .....	6
• <b>College Initiated</b> .....	6
<b>Sanitation</b> .....	6
• <b>Classrooms</b> .....	6
• <b>Office Areas</b> .....	6
• <b>Athletic Facilities (Iola campus)</b> .....	6
• <b>Dining Room (Iola campus)</b> .....	6
<b>Financial Aid Guidelines for COVID-19</b> .....	6
<b>Guidelines for Students Living on the Iola Campus</b> .....	7
• <b>COVID-19 Testing</b> .....	7
• <b>Quarantine</b> .....	7
• <b>Isolation</b> .....	8
<b>Food Service Guidelines for the Iola Campus</b> .....	8
<b>Athletics on the Iola Campus</b> .....	8
<b>College Vehicle Use</b> .....	9
<b>COVID-19 Definitions</b> .....	9

Allen Community College is committed to providing students a quality education in a caring atmosphere while we navigate the challenges of the COVID-19 pandemic. To this end, the College has developed guidelines for students and employees to insure the safety of our educational community.

## Objectives

- Protect the health and safety of Allen students, employees, and the communities we serve
- Provide quality education and services to all students
- Resume onsite instruction, services, and activities

## Calendar/Hours

The College will observe the academic calendar as published on the Allen website. The fall semester will begin on August 17<sup>th</sup> and end on December 11<sup>th</sup>. The full [academic calendar](#) can be found on the Allen website.

## Open to the Public

The College will maintain regular hours of 8:00 am – 5:00 pm on the Burlingame and Lola campuses. Our campuses will be open to the public, except for these locations on the Lola campus:

- The gymnasium and fitness center will remain closed unless a coach or fitness center director is present. These locations are not open to the public.
- The dining hall will be open for students beginning August 3<sup>rd</sup> and for faculty and staff on August 17<sup>th</sup>. The dining hall will not be open to the public.
- Public use of conference rooms and other facilities will be limited as many of our larger spaces will be used as classrooms. No groups larger than 45 or where social distancing of 6' cannot be maintained will be allowed.

## Public Health Practices

We are observing good public health practices during the pandemic – wearing face masks or coverings, practicing social distancing of 6' or more, practicing frequent handwashing and hand sanitizing, and utilizing disinfectant on surfaces.

- All employees, students, and visitors are expected to wear face masks while on campus – while moving between offices and classrooms, common areas or restrooms. Once in a classroom the instructor and students may remove their face masks if a social distance of at least 6' is maintained. Individuals may remove face masks in offices if a social distance of at least 6' is maintained or a sneeze guard is present. In public areas and where social distancing cannot be maintained a face mask must be worn. Individuals must provide their own face mask or face covering.
- Students and employees are encouraged to bring and use their own hand sanitizer; however, the College will also have hand sanitizer available at numerous locations on the Burlingame and Lola campuses.

- All community members are encouraged to take their temperature daily. If an individual is running a fever (100° or more) they should stay at home (or in their residence hall room) and not come to campus. Students should email their instructors if they are not attending class because of illness or fever.

## Employees and Students Who Become Ill or Test Positive for COVID-19

Individuals who test positive or have COVID-19 symptoms should not come to campus. Symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headaches
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

Employees with symptoms should notify their supervisor and students should email their instructors if they are not coming to campus or participating in online class because of illness. Employees or students who are ill with possible COVID-19 symptoms should contact their physician and follow their guidelines.

Individuals who test positive must follow the expectations given to them by their health department.

## Employee Coverage

The College has developed a plan to cover each employee's job responsibilities if an employee contracts the COVID-19 virus. The plan covers short term coverage such as when an employee is in quarantine and long term coverage for a protracted illness.

## Academic Instructional Guidelines

Fall classes will be delivered online, concurrently in high schools, and onsite at the Burlingame and Iola campuses. These guidelines have been developed to provide a safe environment for all students. Students who are ill or have a fever and cannot do coursework or attend class should notify their instructors.

- **Concurrent Courses**  
Students taking concurrent courses should follow the pandemic guidelines of their Unified School District.
- **Online Courses**  
Online course for secondary and post-secondary students will not have any changes in instruction.
- **Onsite Courses**

Students taking onsite classes on the Burlingame or Lola campuses will receive instruction in one of these three delivery modes:

**a. Standard Delivery of Instruction**

*1-25 student enrollments; all students attend all class sessions*

- i. Facial masks recommended for both students and instructors - when 6' apart, masks may be removed for speaking
- ii. Practice social distancing in standing and seating – 6' apart
- iii. When possible, request written assignments to be turned in through the LMS.

**b. Flex Delivery of Instruction**

*12-25 student enrollments; ½ of student enrollments attend a class session while the other ½ of student enrollments engage in assignments through the LMS – then, on the subsequent class day, the other ½ of student enrollments attend a class session while the original ½ of student enrollments engage in assignments through the LMS*

- i. Facial masks recommended for both students and instructors - when 6' apart, masks may be removed for speaking
- ii. Practice social distancing in standing and seating – 6' apart
- iii. When possible, request written assignments to be turned in through the LMS.

**c. Science Labs / Fine Arts Studios / Computer Labs**

*1-25 student enrollments; all students attend all class/lab sessions*

- i. Facial masks required for both students and instructors
- ii. When possible, practice social distancing in activities and seating – 3'-6' apart
- iii. When possible, request written assignments to be turned in through the LMS.

## Academic Support Guidelines

Face-to-Face Academic Support at Lola/Burlingame: Maximum 3 students tutors on duty

- One tutor at each table and maximum two people at a table (tutor/tutee)
- If Library (Lola) or ACS (Burlingame) is busy, or if tutee or tutor feel uncomfortable in space available, session can be moved to study room in Student Center or empty table in fishpond (Lola) or commons area (Burlingame), if available.
- Tutee MUST return to log out of computer; tutor MUST return after session to continue shift and help other students. (Abuse of this indirect supervision will result in reprimand or, if repeated, termination).
- Masks are required when tutoring session is taking place. If tutee doesn't have a mask, one will be obtained and worn before consultation occurs.
- Sit at safe distance from tutee (visualize 6 feet). Only 2 chairs at each table.
- No sharing of writing instruments; papers will have to be exchanged, but students should wash hands after consultations.
- Encourage use of white board by math tutors. Math sessions can involve more than one tutee working on the same material, if white board is used and distance maintained.
- Hand sanitizer will be available on each table and log-in computer station.
- Maintenance staff to provide, and coordinator to hand out, disinfectant spray and wipes to each tutor to clean the area they used (table, chairs, etc.) before and after each shift and as often as they wish during shift. If coordinator is gone, supplies will be readily available and MUST be used before and after each shift.
- Zoom tutoring will be promoted, via email/flyers/website/etc., to provide consultations for those students unable to visit tutoring centers or wishing not to do so.

## Moving from Onsite to Online Learning

- **Student Initiated**  
Students not comfortable in the onsite learning environment should move to online learning by the deadline for adding classes (August 23<sup>rd</sup> for the fall semester). The College will honor athletic and activity scholarships for students who choose to move to online learning for the fall semester.
- **College Initiated**  
Based on the following criteria, the College may decide to move to online learning if the pandemic threat becomes too great for the safety of the college community. The College has a plan in place for each course should this move from onsite to online learning become necessary. A plan is also in place for students in campus housing who cannot return home. The following criteria will be considered in making a decision to move from onsite to online learning:
  - Level of community spread in Allen County, Osage County, or surrounding counties.
  - Level of spread on the Iola or Burlingame campus.
  - Isolation/Quarantine Capacity (Iola campus).
  - Recommendation of the Southeast Kansas Multi-County Health Department, the Osage County Health Department, the Kansas Department of Health and Environment, or the Kansas Board of Regents.

## Sanitation

Cleaning procedures are an important part of prevention. Following proper cleaning and disinfecting guidelines can help reduce the amount of risk COVID-19 can be transmitted in public spaces. The Allen maintenance department has developed protocols with daily sanitation efforts for all high traffic areas. Private areas will be cleaned with the following protocols.

- **Classrooms** – Instructors will clean classrooms with sanitation products provided after each class meets. Sanitation products will be sprayed on desks/tables and chairs. Sanitation products should not be sprayed on computer keyboards, but sprayed onto the wipes provided and then wiped over the keyboards. Maintenance staff will work with specialized classrooms to develop specific cleaning protocols for their areas. Custodial staff will also clean each classroom daily.
- **Office Areas** – Cleaning products will be available in office areas for individuals to use in their offices. Hand sanitizer and disposable masks will also be available. Custodial staff will also clean office areas daily.
- **Athletic Facilities** (Iola campus) – Please refer to the Athletic Operational Plan for COVID-19 for specific sanitation measures for athletic areas.
- **Dining Room** (Iola campus) – The college and food service personnel will follow the sanitation protocols provided by Great Western Dining. These protocols are available through the Allen Food Service Director.

## Financial Aid Guidelines

Allen Community College received CARES Act funds and checks were issued on May 13, 2020 to all Allen students who are eligible. Please refer to the Coronavirus Aid, Relief, and Economic Security Act Emergency Funds section for more information.

Students who have applied for federal aid and whose financial situation has changed, should contact the Financial Aid Office at [finaid@allenc.edu](mailto:finaid@allenc.edu).

If at any time during the academic year it becomes necessary to move onsite instruction to online instruction, student employment positions may be terminated for the safety of our students. Work-study positions are not eligible for unemployment benefits through the state or federal government.

## Guidelines for Students Living on the Iola Campus

Because of the close proximity of students who live on campus, specific guidelines have been developed for student housing.

- **COVID-19 Testing**

Allen Community College is working with the Community Health Center of Southeast Kansas to provide testing for COVID-19 for students and employees on the Iola campus. Athletes and students living on campus will be required to be tested for COVID-19 on

- August 3<sup>rd</sup> for students from areas where Kansas requires quarantine for 14 days
- August 6<sup>th</sup> for early athletes (Cross Country team) and Iola employees
- August 12<sup>th</sup> for all other residential students or athletes

Employees and commuting students are also encouraged to be tested. Test results will be available within 48 hours of testing. Students must quarantine until test results are received.

- **Quarantine**

- **Travel Quarantine** – Kansas requires individuals from specific areas where the virus spread is high to quarantine for 14 days after arriving in the state. Students who need to quarantine will be asked to arrive on campus August 3<sup>rd</sup> to complete their quarantine by the first day of classes on August 17<sup>th</sup>. To attend fall classes on campus, students must be on campus and in quarantine no later than August 9<sup>th</sup>.
- **Exposure Quarantine** – Students may also be quarantined if a roommate or suitemate tests positive or has symptoms of COVID-19. These students must also follow quarantine guidelines or directives from the health department. Most quarantines for exposure will be for 14 days.

The only Allen facilities quarantined students will be allowed to enter are their residence hall/apartment, the dining hall in the Student Center to pick up meals, and the gym for testing. Students will be given any mail received when picking up meals. To contact other areas in the college students in quarantine will need to call or email them.

Quarantined students may not go into other students' rooms/apartments or have non-quarantined students in their living area. Quarantined students are encouraged to go outside to exercise daily but this must be done individually, not with other students. Quarantined students must wear a mask if they go outside their room/apartment.

As to the lola community, quarantined students are not allowed to enter local businesses. These students may use drive-throughs or have items delivered. Students cannot travel during their 14-day quarantine.

Even if a student's COVID-19 test is negative for the virus, s/he is required to quarantine for the full 14 days.

- **Isolation**

Students who test positive must follow the expectations given to them by the Southeast Kansas Multi-County Health Department. Student will be isolated on campus or at home if it is within driving distance. Student in isolation must have no contact with others. Meals will be delivered to students in isolation on campus. Students who have COVID-19 symptoms should contact their physician immediately. Please refer to the section Employees or Students Who Become Ill or Have COVID-19 Symptoms.

## Food Service Guidelines for the lola Campus

Great Western Dining, Allen's food service provider, has set protocols for providing a safe environment for employees and students. The dining room will only be open to students and Allen employees but will be closed to the public.

All food will be served using disposable containers, plates, and silverware. Employees and students should take care to dispose of these in appropriate waste containers.

- **Dining Services Before the Fall Semester Begins**

From August 3-16, lunch and dinner will be provided to students. Non-quarantined students can pick up lunch at 11:00-11:30 am and dinner at 5:00-5:30 pm. Quarantined students can pick up lunch at 11:45 am – 12:15 pm and dinner at 5:45 pm – 6:15 pm. Students must enter through the north door directly into the dining room.

If directed by the health department, some students in quarantine may have their meals delivered to their room/apartment. Students in isolation will have their meals delivered. The dining room will not be available for in person eating.

- **Dining Services During the Fall Semester**

The food services will be open for regular hours of operation during the fall semester. Students and employees will be given the option of eating in the dining room or taking their meals to go. The seating capacity for the dining room is 45 people so individuals will be encourage to take their meals do go, especially at lunch time.

## Athletics on the lola Campus

Athletics will follow the COVID-19 guidelines developed by the KJCCC and NJCAA. Please refer to the Athletic Operational Plan for COVID-19 for specific information.



## College Vehicle Use

Nonessential travel may resume, but none to KDHE listed quarantine locations. When using college vehicles employees must wear masks when more than one person is in the vehicle. The number of individuals in a vehicle should be limited to provide some social distancing. It is recommended to use a car for 1-2 individuals, a minivan for 3-4 individuals, and a van for 5-6 individuals. Larger groups should use one of the buses or more than one vehicle.

## COVID-19 Definitions

- **Asymptomatic**-A person who does not show any signs of symptoms of a disease. People with asymptomatic infection feel well. Because they feel well, they do not know they are infected, and they often continue their regular activities, which can easily transmit the virus to others.
- **Case**-A person having a particular disease, disorder, or condition. A Variety of criteria may be used to identify cases – for example, a physician diagnosis or a diagnostic test.
- **Suspected Case**-A person that is thought to potentially have this particular disease. If they have signs/symptoms and/or if they have been exposed to someone with the disease.
- **Cleaning**- The removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore reduces risk of spreading infection.
- **Confidentiality**-The obligation not to disclose information; the right of a person to withhold information from others. Information in medical records is generally confidential.
- **Contact**-A well person has been exposed to a case or a case's environment such that they had an opportunity to acquire the infection.
- **Disinfecting**- The use of chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.
- **Exposure**-Individual who has had close contact (less than 6 ft) with a confirmed positive case for 15 or more min.
- **Household**- One or more people who live in the same dwelling and share meals. This would include roommates or people that live in the same space as one another.
- **Incubation period**- The interval between the time of invasion by an infection agent and appearance of the first sign or symptom of the disease in question. For SARS-CoV-2, the incubation period is on average 4-5 days but may be as long as 14 days.
- **Infectious period**- Period of time during which a case is able to transmit a disease to others. The infectious period starts 2 days before someone develops symptoms.
- **Isolation**- Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent or limit the transmission of an infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.
- **Quarantine**- Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period.