



NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

# STAYING HEALTHY AT NORTHWEST

A COVID-19 Guide for Students and Parents

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
- 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

- Hand Sanitizer stations located throughout campus
- Safety protocols in place
- Daily CampusPass Screening

## 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 is committed to mitigating the risks of COVID-19 infection and spread among all members of our College community. 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. Our commitment to maintaining the health and safety of our students is particularly important. This guide is designed to inform you about how to protect yourself and others throughout your educational experience at Northwest. Please note that due to ever-changing nature of the pandemic, these plans may change and modifications to these plans may take place periodically.

## COVID-19 Definitions

**Isolation** – Isolation refers to the time period that an infected person with COVID-19 must spend alone, away from others, to prevent the transmission of disease. The period of isolation is ten days from the onset of symptoms (or the date of testing for those who are asymptomatic at the time of diagnosis). Students may return to classes after ten days of isolation if they meet the following criteria:

- It has been ten days past the onset of symptoms (or date of test if they were asymptomatic);
- Have been fever free for at least 24 hours;
- Have improvement of other symptoms.

**Quarantine** – Quarantine is a 14-day period that those exposed to an infectious COVID-19 patient must spend alone, away from others, to prevent the transmission of COVID-19 should the person become infectious. This 14-day period is required because exposed individuals can become contagious up to 14 days after exposure and not realize it. A negative test for COVID-19 does not remove the necessity of quarantining. Students should contact their instructors as necessary to make arrangements to continue their studies. The Mississippi Department of Health advises that activities such as dining out, shopping and social events are not permitted during quarantine.

**Exposure** – A high risk exposure (or close contact to an infected person) is specified as spending 15 minutes within six feet or less of someone infectious with COVID-19, with or without a face covering. The 15-minute timeframe is not required to be continuous, it is cumulative throughout one day.

**Close Contact** – An individual who has a high-risk exposure.

**Group Exposure** – A group exposure is identified if three or more individuals within a group are diagnosed with COVID-19 within a 14-day period. A group exposure can happen with a collection of individuals in regular contact or proximity when social distancing of six feet or greater has not been strictly maintained. Special protocols will be used to deal with group outbreaks.

**Infectious Period** – The infectious period is two days (48 hours) prior to symptom onset (or a positive test if no symptoms are apparent at the time of diagnosis) and then an additional ten days from symptom onset or test positivity.

## 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 cloth masks combined with 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 required in outdoor settings when social distancing – remaining at least six feet apart – is not possible. This means when students are gathered in groups talking and visiting, or walking across campus together, you must wear a face covering.

Face coverings are not required in individual residence hall rooms, but are required in common areas such as hallways and lobbies. Face coverings are also not required in enclosed office spaces with a single person present, and dining facilities while eating (when in the food court, or walking around in the cafeteria, you must wear a face covering).

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.

## Screening

Screenings are non-intrusive health checks on a regular, consistent basis. The college uses the CampusPass system to screen all those coming to campus on a daily basis.

- CampusPass is a self-reporting tool that will send a questionnaire that you are required to complete before leaving home or your residence hall every day.
- A notification/reminder to complete the questionnaire will be sent daily via email and/or to your mobile device through the Appian app.
- We strongly encourage that the app be downloaded to your smart phone. However, if you do not have a smart phone, you may complete the questionnaire and print off the pass on a computer from home or by using a Northwest lab when you first come to campus.
- When completing the questionnaire, you will be given a pass that you are cleared to come on campus, or you will receive specific instructions on who to contact based on your responses to the questionnaire.
- This pass can be shown to anyone on campus as verification that you have been cleared to come to campus. You must show this pass when you come to class or lab.

If you are a student taking just elearning classes, you are not required to complete the questionnaire UNLESS you are coming to campus to take a test, use learning resources, or attend meetings or training sessions.

Instructions with step by step screenshots on how to download the Appian App are at the end of this guide. You will login to Appian using the same login and password used for accessing your email on campus.

## Testing

Students interested in being tested for COVID-19 must visit their doctor, a medical clinic, the Student Health Center (after it opens) or other testing facility.

## Contact Tracing/Exposure Notification

When a student indicates that they have tested positive for COVID-19, the following questions will be asked.

1. Have you been in close contact with any member of the college community for 15 minutes or more during one day (with or without a face covering)?
2. Do you live on campus, and if so what hall and who are your roommates?

Names and contact numbers of individuals who meet the above criteria will be contacted by the college.

The positive student will be required to isolate from other individuals for 10 days. Any close contacts of the positive students will be required to quarantine for 14 days as recommended by the Mississippi State Department of Health. Notification of the beginning and the end of the quarantine will be sent to the students' instructors.

## **Ongoing Evaluation by the College**

A COVID-19 Task Force meets regularly and monitors infection data for the College and local communities to enable rapid decision-making in the case of community spread. The College maintains 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. Supplies will be available for students to clean their desks or lab areas.

## **Signage and Education**

Signage providing instructions on enhanced safety and health measures is deployed across campus, and will be refreshed as necessary.

# 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 from the original calendar published in the spring. Standard sessions are traditional classroom settings on all our campuses, and online sessions are

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

 <b>NORTHWEST</b> <small>MISSISSIPPI COMMUNITY COLLEGE</small>	2020 FALL SESSIONS					
	Standard Sessions			Online Sessions		
	FULL TERM	TERM 1	TERM 2	FULL TERM	TERM 1	TERM 2
<b>REGISTRATION</b>	AUG 12 - 14	AUG 17 - 21	OCT 1 - 2	AUG 17 - 21	AUG 17 - 21	OCT 15 - 16
<b>CLASSES BEGIN</b>	AUG 17	AUG 24	OCT 5	AUG 24	AUG 24	OCT 19
<b>DEADLINE TO REGISTER</b>	AUG 18	AUG 25	OCT 6	AUG 25	AUG 25	OCT 20
<b>MIDTERM GRADES SUBMITTED</b>	OCT 5	SEPT 14	OCT 26	OCT 9	SEPT 21	NOV 16
<b>DEADLINE TO WITHDRAW</b>	OCT 23	SEPT 25	NOV 6	NOV 6	OCT 2	NOV 30
<b>FINAL EXAMS</b>	NOV 9 - 13	OCT 1 - 2	NOV 12 - 13	NOV 18-20, NOV 20 - DEC 3	OCT 6 - 9 OCT 14 - 15	DEC 4 - 10
<b>FINAL GRADE SUBMITTED</b>	NOV 13	OCT 2	NOV 13	DEC 4	OCT 16	DEC 11

The College will be holding it's first ever winter session this year. All winter sessions classes will be online. Registration begins on December 3.

 <b>NORTHWEST</b> <small>MISSISSIPPI COMMUNITY COLLEGE</small>	2020-21 WINTER SESSION	
	Online Session	
	4 WEEK TERM	
<b>REGISTRATION</b>	DECEMBER 3-4	
<b>CLASSES BEGIN</b>	DECEMBER 7	
<b>DEADLINE TO REGISTER</b>	DECEMBER 8	
<b>MIDTERM GRADES SUBMITTED</b>	DECEMBER 28	
<b>DEADLINE TO WITHDRAW</b>	JANUARY 4	
<b>FINAL EXAMS</b>	JANUARY 7-8	
<b>FINAL GRADE SUBMITTED</b>	JANUARY 8	

The spring semester has been delayed till late January. Open registration begins on January 20.



## 2021 SPRING SESSIONS

	Standard Sessions			Online Sessions		
	FULL TERM	TERM 1	TERM 2	FULL TERM	TERM 1	TERM 2
<b>REGISTRATION</b>	JAN 20 - 22	JAN 28 - 29	MAR 25 - 26	JAN 11 - 15	JAN 11 - 15	MAR 11 - 12
<b>CLASSES BEGIN</b>	JAN 25	FEB 1	MAR 29	JAN 19	JAN 19	MAR 15
<b>DEADLINE TO REGISTER</b>	JAN 26	FEB 2	MAR 30	JAN 20	JAN 20	MAR 16
<b>MIDTERM GRADES SUBMITTED</b>	MAR 8	FEB 22	APR 19	MAR 8	FEB 15	APR 12
<b>DEADLINE TO WITHDRAW</b>	APR 16	FEB 26	APR 23	APR 5	FEB 26	APR 23
<b>FINAL EXAMS</b>	MAY 3 - 7	MAR 11 - 12	MAY 6 - 7	APR 21 - 29	MAR 8 - 11	MAY 3 - 6
<b>FINAL GRADE SUBMITTED</b>	MAY 7	MAR 12	MAY 7	MAY 3	MAR 12	MAY 7

### 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.

### Class Absences

#### For Academic Classes:

Students in most classes (with a few exceptions for art classes and labs) have three attendance periods per week. One in-person attendance and two online periods. Students will be marked absent if they do not attend class in person for that meeting and do not participate in designated online assignments for those two periods. Students will be directed to an alternate online assignment in place of the in-person meeting at the direction of the instructor (for isolation or quarantine purposes). Participation in the alternate assignment takes the place of the in-person meeting in those instances. Students who are too sick to attend in person or participate online will be counted absent (regardless of type of illness or other reason for non-attendance). Students who have been out due to legitimate illness and have thus missed too many classes should follow the absence appeal procedure if they wish to be reinstated into the class. For students with extended absences due to illness or similar emergency, an incomplete grade may be assigned or a course withdrawal may be made.

#### For Health Science classes:

Each Health Science Program has a specific absentee policy detailed in the program student handbook. Licensure requirements mandate that students complete a designated number of classroom, laboratory, and clinical hours. Therefore, the number of absences in a health science program may vary from those in the NWCC absentee policy. A student who is quarantined related to the COVID-19 policy will be provide the option of online assessments and/or classroom experience. If the student completes the required online assignments and/or classroom experience the student will be counted present. If the student is too ill to participate, the



student will be counted absent. A student may follow the absentee appeal policy located in the NWCC handbook if they wish to appeal the absence. For students with extended absences due to illness or similar emergency, an incomplete grade may be assigned or a course withdrawal may be made.

**For Career and Technical classes:**

Class attendance will follow the standard class attendance policy with flexibility for legitimate illnesses where allowed. All program accreditation standards will be met. Students will be marked absent if they do not attend class in person for that meeting and do not participate in designated online assignments for that period. Students may be directed to an alternate online assignment in place of the in-person meeting at the direction of the instructor (for isolation or quarantine purposes). Participation in the alternate assignment takes the place of the in-person meeting in those instances. Students who are too sick to attend in person or participate online are to be counted absent (regardless of type of illness or other reason for non-attendance). Students who have been out due to legitimate illness and have thus missed too many classes should follow the absence appeal procedure to be reinstated into class. For students with extended absences due to illness or similar emergency, an incomplete grade may be assigned or a course withdrawal may be made.

## **Classroom Density**

In terms of classroom density, ideally, no more than 50% of room capacity will be used for in-person instruction. Students will sit in assigned seats in classrooms to assist with any needed contact tracing.

## **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

Housing requires face coverings in all common spaces when social distancing cannot be achieved. Signage displays 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. 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 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. Reservations need to be made through the Student activities page on the College's web site. Reservations can be made in 45 minute increments.

## Athletics

The MACCC has decided that the football season will commence on October 1 and consist of six conference-only games. Stadium capacity will be limited. All other sports are delayed until Spring 2021. 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 face coverings in campus buildings are required.

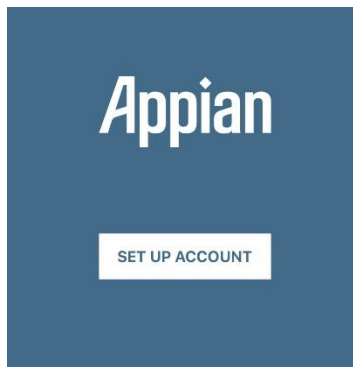
# Appendix

## Installing the Appian CampusPass App For Apple and Android Devices

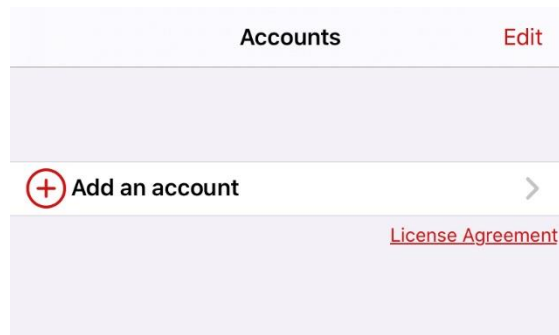
1. Go to the App store on your mobile device. Search for Appian Corporation application. **GET** or **INSTALL** the application on your mobile device.



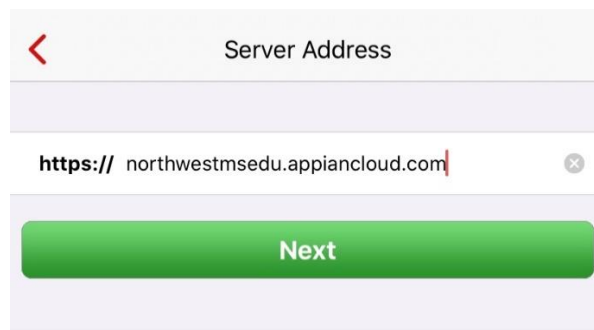
2. Open the application and click Set Up Account



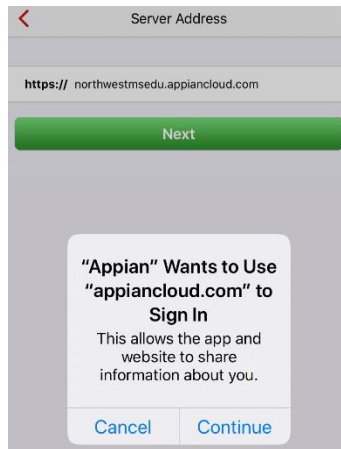
3. Click **Add An Account**



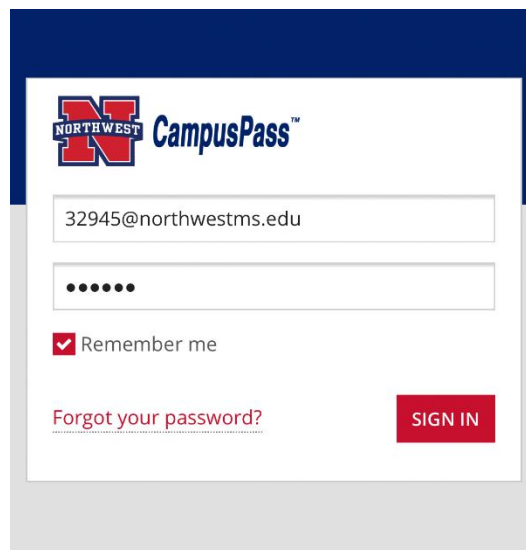
4. Enter **northwestmsedu.appiancloud.com** and click **Next**.



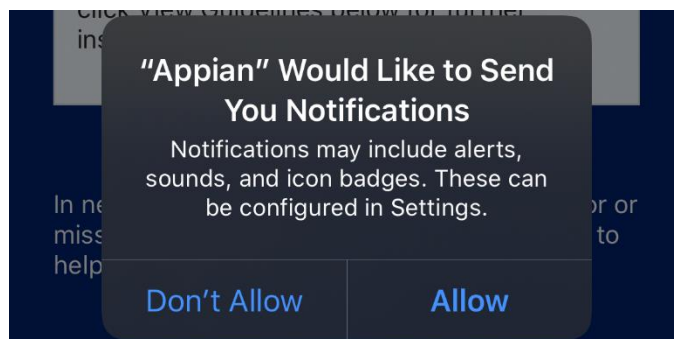
5. You will be prompted to allow appiancloud.com to sign in. Click **Continue**.



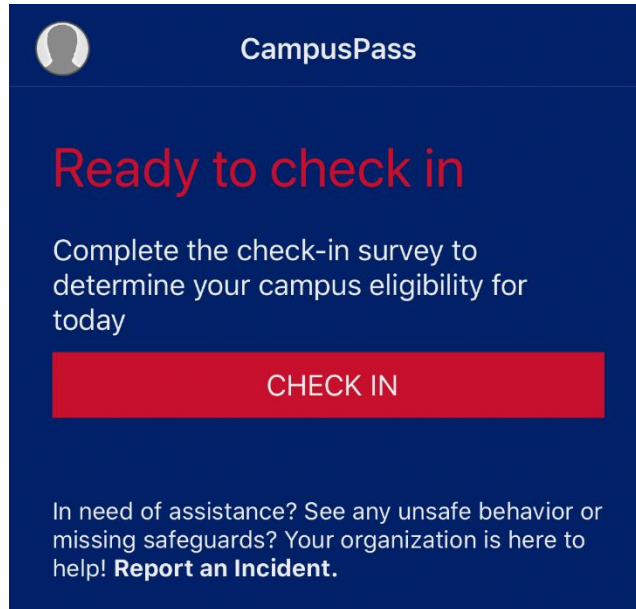
6. The Northwest CampusPass logon page will display. Enter your ID number@northwestms.edu and email password as shown below and click **Sign In**.



7. Appian would like to send you notifications. Click **Allow**. If you have disallowed notifications or would like to double check notification settings for the Appian CampusPass app, go to your iPhone Settings>Notifications>Appian>Allow Notifications and enable.

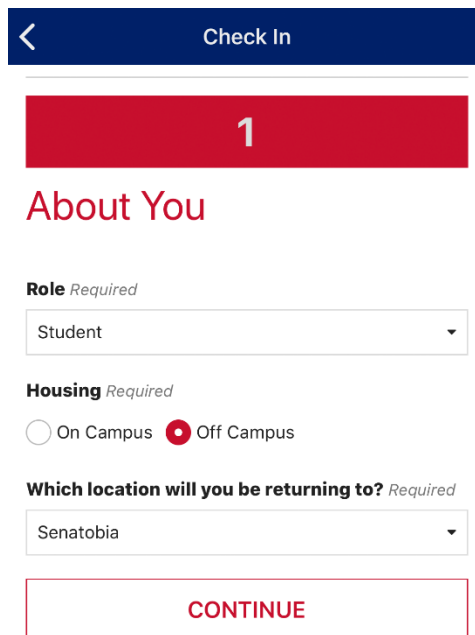


8. The main Check In page will display. Click **Check In** to begin.

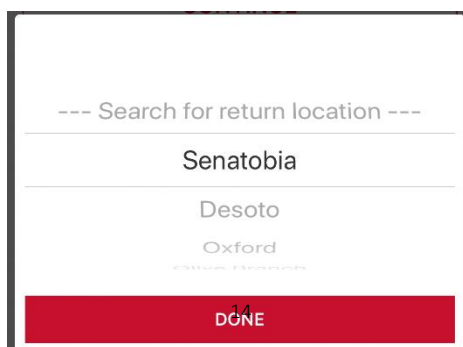


The image shows the main CampusPass Check In screen. At the top left is a profile icon. The title "CampusPass" is at the top right. Below the title, the text "Ready to check in" is displayed in red. Underneath, it says "Complete the check-in survey to determine your campus eligibility for today". A large red button labeled "CHECK IN" is centered. At the bottom, there is a link: "In need of assistance? See any unsafe behavior or missing safeguards? Your organization is here to help! **Report an Incident.**"

9. You will answer a few questions before you complete your first check in. You will only do this one time but you will have the opportunity to change your answers should your situation change. Choose **Student** as your Role, then if you will be living **On Campus** or **Off Campus**. Choose your location by scrolling to the campus option that is appropriate, click **Done**, then click **Continue**.




The image shows the "Check In" survey screen. At the top is a blue header with a back arrow and the text "Check In". Below the header is a red bar with the number "1". The title "About You" is in red. The first question is "Role Required" with a dropdown menu showing "Student". The second question is "Housing Required" with two radio buttons: "On Campus" (unselected) and "Off Campus" (selected). The third question is "Which location will you be returning to? Required" with a dropdown menu showing "Senatobia". A red button labeled "CONTINUE" is at the bottom.



The image shows the return location selection screen. At the top is a search bar with the text "--- Search for return location ---". Below the search bar is a list of locations: "Senatobia", "Desoto", and "Oxford". At the bottom is a red button labeled "DONE".

10. Complete the questionnaire by choosing the appropriate answers.

 Check In

## Health and Community

Are you planning to be on campus today?

☒ YES

☐ NO

Have you been in close contact with a confirmed case of COVID-19 in the past 14 days? (Close contact is defined as individuals being closer than six feet, for greater than 15 minutes, without the use of face coverings by both individuals).

☐ YES

☒ NO

Are you experiencing a cough (sudden onset of a persistent, dry cough), shortness of breath, or sore throat (unrelated to seasonal allergies or sinus issues)?

☐ YES

☒ NO

11. Once the questionnaire is completed, check the box to certify your answers and click Submit.

3

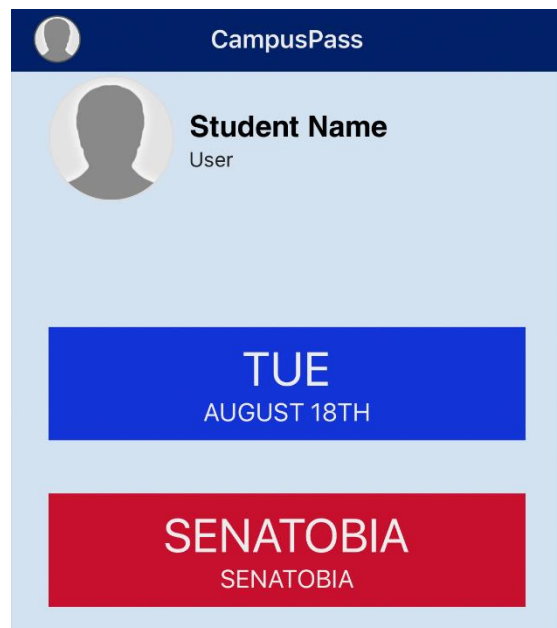
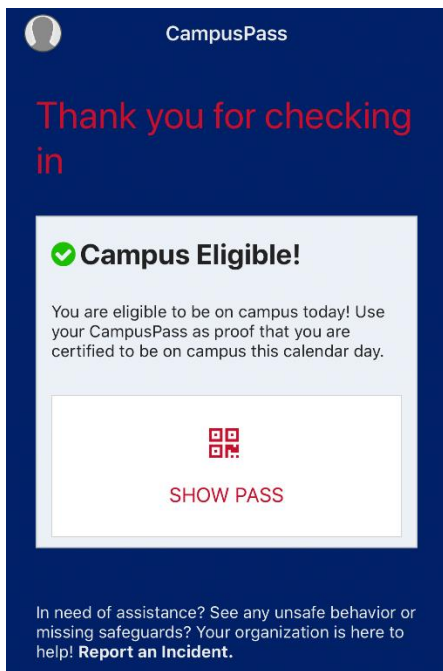
## Submit

☒ I attest that my answers are true and accurate to the best of my knowledge.

PREVIOUS

SUBMIT

12. If you are eligible to come to campus you will get the notification below with the ability to Show Pass to anyone requiring it. You will also receive an email in your Northwest email account containing your pass for the day.



13. If you are not Campus Eligible, you will get the notification to Stay Home. You can click View Guidelines to view further instructions.

