

COVID-19 Pandemic Guidelines

ALLEN COMMUNITY COLLEGE

AS OF 8/20/2021

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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
- Continue 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 23rd and end on December 17th. The spring semester will begin on January 18th and end on May 11th. 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.

Public Health Practices

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

- All employees, students, and visitors are expected to wear face masks while in campus buildings – while moving between offices and classrooms, common areas or restrooms. Once in a classroom the instructor may remove their face masks if a social distance of at least 6' is maintained. Individuals may remove face masks when alone in offices. In public areas a face mask must be worn. Individuals must provide their own face mask or face covering.
- Students and employees are encouraged to bring and used 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.

Generally in Kansas non-vaccinated individuals who are exposed to COVID-19 positive individuals are required to quarantine. Most quarantines for exposure will be for 10 days. For individuals with no symptoms a shortened 7 day period may be possible. These individuals must also follow quarantine directives from the health department. Vaccinated individuals usually are not required to quarantine.

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.

Vaccinations

All students and employees are highly encouraged to be vaccinated for COVID-19. Vaccines are free and available anyone in Kansas. To find a COVID-19 vaccination location please go to [vaccines.gov](https://www.vaccines.gov).

Academic Instructional Guidelines

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 Iola campuses will receive face-to-face instruction. Masks or face shields are required to be worn by all students in class.

Academic Support Guidelines

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

- One tutor at each table and maximum two people at a table (tutor/tutee)
- If Library (Iola) 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 (Iola) 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.
- **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 becomes 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 to all Allen students who are eligible in previous terms. Please refer to the COVID-19 Information section of the Allen website for more information.

Students who have applied for federal aid and whose financial situation has changed due to the pandemic, should contact the Financial Aid Office at 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**
The College is administering test through the Athletic Training Office. Test results are generally available within 24 hours. Students with COVID-19 symptoms are required to quarantine until test results are received. The college will continue to test symptomatic students and will randomly test athletes as long as testing is available.
- **Quarantine**

- **Travel Quarantine** – Kansas requires individuals from specific areas where the virus spread is high to quarantine for 10 days after arriving in the state. Students who need to quarantine will be asked to arrive on campus in time to complete their quarantine by the first day of classes. To attend fall classes on campus, students must be on campus and in quarantine no later than August 13th. For the spring semester students needing to quarantine must arrive by January 8th.
- **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 10 days. For individuals with no symptoms a shortened 7 day period may be possible. Generally vaccinated individuals are not quarantined.

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 athletic offices 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 Iola 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 quarantine.

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

- **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 Iola 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 be open to students, Allen employees, and the public. If the positivity rate becomes too high, dining services to the public may be suspended.

Students who are in quarantine will have their meals delivered or will be directed to pick up their meals to go at specific times. All students in isolation will have their meals delivered to their rooms. During the 2020-21 academic year the dining room capacity was limited so students and employees were

encouraged to take their meals to go. This will not be an option for the 2021-22 school year unless positivity rates increase and dining capacity is once again limited.

Athletics on the Iola 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 Travel and Vehicle Use

Travel on college business or in college vehicles is permitted except to KDHE listed quarantine locations. Groups should consult with their Dean or Vice President before making travel plans for college related activities. Athletics will follow the travel guidelines established in the Athletic Operational Plan for COVID-19.

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.