

## Plan for Fall 2020

Cloud County Community College (CCCC) strives to provide a safe and secure environment for students, faculty, staff, and the community. We must be flexible in our approach to minimize a public health issue created by the COVID-19 pandemic that will change how we return to work and the classroom.

The following plan is provided as a guide of best practices as determined by local and state guidelines. CCCC is implementing protocols to encourage the health and well-being of our entire college community as well as access to quality education. **This plan will begin Monday, August 10, and is subject to change without notice.**

### College Operations

**Facilities:** Physical modifications have been made across facilities to address social distancing guidelines. This includes clear barriers, distancing floor stickers, signage, frequent cleaning, sanitation stations, and electrostatic sprayers used daily.

**Entrances:** All faculty, staff and students will be required to use entrance 2 and entrance 3 at Concordia to be screened prior to entering the facility. At GCC, the administration building, entrance A, will be the screening location prior to entering the facility. Students will also be screened at the off campus wind energy classrooms, the nursing classrooms, and the Ag facility.

**Screening:** Employees must continue to self-screen before coming to campus. In addition, faculty, staff, and students will be temperature screened each day when they first arrive whether at the CON or GCC campus, prior to entering the facility. Individuals with a temperature above 100.4°F will not be permitted to enter and will be provided instructions to contact the local hospital for possible COVID-19 testing.

**Face Masks:** Employees, students, visitors, and vendors are required to wear a face covering that covers the nose and mouth while in buildings owned and/or operated by the college. Face coverings must also be worn outdoors on campus where safe social distancing is not possible. The following in-building exceptions apply:

- Employees working alone in their office
- Students in their residence hall room
- While participating in activities in which a face covering cannot be worn or would prohibit respiratory function (eating, drinking, singing/playing a musical instrument, playing sports)
- Individuals with a recognized disability who have an approved CCCC accommodation that prevents the wearing of a face covering.

Note: If face shields are worn, you still must wear a masks or face covering with the face shield. Only exception: A face shield worn by an instructor that maintains a distance of 10 feet and is teaching in the classroom. Otherwise, a face shield must be worn with a masks/face covering.

**Faculty/Staff Training:** All faculty and staff will be required to complete on-line safe colleges training for COVID-19 provided through human resources.

**Prevention Hygiene:** Practice regular handwashing and use hand sanitizing stations when soap and water are not available. Avoid touching your face, eyes, or nose. Cough and sneeze into your elbow to help protect others.

**Health Contacts:** At GCC, anyone experiencing COVID-19 symptoms should call their primary healthcare provider or contact the Geary Community Hospital Screening Hotline at 785-210-4825 or Konza Prairie Community Health Center at 785-238-4711.

At Concordia, anyone experiencing COVID-19 symptoms should call their primary healthcare provider or contact the Cloud County Health Center at 785-243-1234.

## Academics

**Classes:** All classes will begin as planned on August 19, 2020. Courses have been adjusted for social distancing and include the following modalities:

- In-person Format: Face-to-Face Hybrid with sessions also streamed via zoom from the classroom;
- Remote Format: Instruction by a remote teacher both synchronously\* via Zoom, YouTube Channel, or other modality, and asynchronously;
- Online Format: Instruction delivered asynchronously in pre-recorded format, with the possibility of some synchronous activities too.

\*Synchronous learning is online or distance education that happens in real time, whereas asynchronous learning occurs through online channels without real-time interaction.

**Transition after Thanksgiving:** All face-to-face and hybrid courses will move online after Thanksgiving. The week of November 30<sup>th</sup> these courses will transition to live remote instruction hosted via Zoom at the normal scheduled, in-person class times.

**Final Exams:** Final Exams will be remote during the week of December 7<sup>th</sup> and the final exam schedule will be communicated to students accordingly.

**Faculty:** All faculty will be provided with additional training to plan and prepare for remote instruction.

**Student Support:** All academic support services will continue in-person or remotely for the entire semester.

## COVID-19 Testing and Exposure

In Kansas, a person who may have been exposed to an infectious or contagious disease by being within close proximity of an infected person is known as a contact. For COVID-19 contacts, Kansas law (L. 2020 Special Session, Ch. 1, Section 16 (h)) allows Cloud County Community College to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, the use of and presence at our facilities as students, faculty and staff is your consent to release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form available through the following offices: Employees contact Chris Wilson at [cwilson@cloud.edu](mailto:cwilson@cloud.edu). Students in Concordia contact Kris Farmer at [kfarmer@cloud.edu](mailto:kfarmer@cloud.edu). Students at GCC contact Jennifer Zabokrtsky at [jzabokrtsky@cloud.edu](mailto:jzabokrtsky@cloud.edu).

- At Concordia, all students that have tested positive should contact Susan Dudley, Coordinator of Residence Life, at [sdudley@cloud.edu](mailto:sdudley@cloud.edu) or at 785-243-1435, extension 268.
- At GCC, all students that have tested positive should contact Jennifer Zabokrtsky, Director of GCC at [jzabokrtsky@cloud.edu](mailto:jzabokrtsky@cloud.edu) or at 785-243-1435, extension 723.
- All Employees that have tested positive must contact Chris Wilson, Director of Human Resources, at [cwilson@cloud.edu](mailto:cwilson@cloud.edu) or at 785-243-1435, extension 251.
- All students that require an accommodation must contact Kris Farmer, Director of Advisement and Retention, at [kfarmer@cloud.edu](mailto:kfarmer@cloud.edu) or at 785-243-1435, extension 345. All faculty and staff that require an accommodation must contact Chris Wilson at [cwilson@cloud.edu](mailto:cwilson@cloud.edu) or at 785-243-1435, extension 251.
- If an Employee enters quarantine for either a positive case or potential exposure to COVID-19, the employee will utilize their sick leave for the portions of their work that they cannot complete remotely (if an employee can work their normal work week remotely, they are not required to input leave).
- If a student enters quarantine for either a positive case or potential exposure to COVID-19, the student will need to work with each instructor to determine an appropriate academic accommodation during this quarantine period.

## Classroom Etiquette

**Masks are required in all classrooms** and students will be asked to leave if they do not adhere to these guidelines. In order to help mitigate the potential spread of COVID-19, all seats in classrooms have been designed with 6 feet of social distance space. This is done in an effort to help control potential exposure and ensure safety.

- Maximum occupancies for all rooms have been determined and signs are posted indicating the maximum number of people permitted in each room. Due to the size of some rooms, they will not be utilized.
- Physical/social distancing must be maintained to the best of the students' ability in classrooms and hallways.
- Sanitizing wipes and hand sanitizer are available in each classroom. Students are asked to clean desks and seats before sitting down to begin class. Students are responsible for their own health and safety.
- Bathrooms in buildings will be cleaned and sanitized daily, as well as doorknobs, handles and railings. Additionally, each evening an electro-static cleaner will be used throughout each building in order to clean the air and surfaces.
- If a student develops symptoms, the student must:
  - Stay home
  - A student may return to campus only after being symptom free (Without any medication) for at least 72 hours, or produce a negative COVID-19 test.
  - The Vice-President of Academic Affairs will work with faculty to ensure academic needs are being met during this time.

### Protocols for Disruptions

- At the start of class, students will be reminded that masks are required.
- Students that refuse to wear the masks will be asked to join remotely.
- If a student still refuses to put on a masks and the student will not leave, the instructor will ask the student to stay after class to provide them options to stay in the class.
- The instructor needs to document and email Kris Farmer if a student accommodation is needed. This will be handled individually with the student and Academic Affairs.
- If the instructor has a disruption that cannot be handled, please contact security at 785-243-6646 for the Concordia campus and at 785-223-7024 for the GCC campus.

- The instructor will follow up with Kris Farmer if a student refuses to wear a mask and does not have an approved accommodation. This will be documented as a Student Code of Conduct violation. Possible sanctions can found in the Student Code of Conduct. <https://www.cloud.edu/students/code-of-conduct/>

### **Code of Conduct: Disruptive Behavior**

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes upon the rights and/or safety of themselves or other students or staff. Any obstruction or disruption of an educational process, administrative process, or other campus function is prohibited. **This includes the refusal to wear a masks/face covering in the classroom and the failure to communicate a positive COVID-19 tests. (See code of conduct policy, E1, for possible sanctions).**

### **Social and Physical Distancing**

While on campus, all employees, students and guests must maintain 6-feet of social distancing from others as much as possible. Workspaces, student classroom spaces, and shared employee offices should be adjusted to maintain 6-feet of distance.

Plexi-glass barriers have been provided to front-line staff whose primary functions are the greeting of students and guests. In addition, signage and directional information is posted in areas to encourage social distancing guidelines. Certain offices, with limited space, will be required to limit the number of individuals in the office area. (Bookstore, Business office, Financial Aid, Admissions/Records, Athletics, Technology).

Social Distancing guidelines can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>.

### **Facilities Cleaning**

Enhanced cleanings of all common areas and classrooms will be performed daily, including regular disinfecting of frequently touched surfaces (door handles, hard surfaces, tables, chairs, etc.). All restrooms will be cleaned and disinfected daily. High touch surfaces will receive additional sanitizing throughout the day. An electrostatic sprayer will be used to disinfect classrooms, hallways, lounges, locker rooms and in the Cafeteria daily.

Drinking fountains at all locations have been taped off and disabled. The water bottle filling capability at these stations will remain available. Individuals are encouraged to fill personal water bottles and/or bring their own personal beverage.

Hard surfaces such as desktops, tables, etc. in private offices are not cleaned by facilities services. Employees should clean and disinfect tabletops, desktops, cabinets, etc. regularly within their own office space. Cleaning supplies will be made available in each office area.

## Residence Life

To help residents practice social distancing, the common areas in Residence Life will be rearranged at Thunder Heights and in T-bird Village to account for social distancing of 6 feet. Residence Life is restricting access to residential buildings to residents and essential staff only **(no visitors or guests)**. Parents or guardians will be allowed to visit but everyone must follow the safety guidelines.

Staff should avoid entering residents' rooms or living quarters unless it is necessary. Staff should use virtual communications and check-ins (phone or video chat), as appropriate.

Residents will be expected to:

- Keep their apartments and rooms cleaned to prevent the spread of COVID-19. The RAs will conduct bi-weekly health and safety checks to ensure that apartments/rooms are cleaned properly. A cleaning guide will be distributed to all residents.
- Practice social distancing by staying at least 6 feet apart from others who do not live in the same apartment.
- Wear a mask or cloth face covering in any shared spaces, not including your room.
- Do not share dishes, drinking glasses, cups, or eating utensils. Non-disposable food service items used should be handled with gloves and washed with dish soap and hot water or in a dishwasher.

Students who are sick, their roommates, and those who have higher risk of severe illness from COVID-19 should contact Susan Dudley, Coordinator of Residence Life. Students who are sick will be self-isolated in the designated campus location at Hillside or Building 8 to protect all residents in student housing.

Guidelines for living in shared spaces will be followed and applied as necessary:  
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/>

## **Cafeteria**

- Floors will be marked with social distancing stickers
- Plexi-glass shields on all serving lines and face to face areas
- Tables and chairs have been arranged to enforce social distancing and limit the number of people (50 max) in the cafeteria.
- Tables and chairs **MUST NOT** be moved.
- Students will have 20 minutes to eat their meal.
- Self-service stations (salad bar and ice cream machine) have been eliminated and food will be served from the service-line only.