



Northern Wyoming Community College District Response to COVID-19 Pandemic and Path Forward

June 2020

Northern Wyoming Community College District

Response to COVID-19 Pandemic and Path Forward

EXECUTIVE SUMMARY

NWCCD Crisis Management Team

Communication to the NWCCD District regarding the spread of a novel coronavirus began in early March 2020. On March 11, 2020, NWCCD President Dr. Walt Tribley called the NWCCD Crisis Management Team (CMT) together, setting up a virtual incident command structure, led by Dr. Tribley. The 26-member team includes broad representation from across functional and geographical areas. The CMT has and will continue to meet regularly to help guide the District's response to this emergency.

Our Commitment

The safety of our students, employees, and communities are at the forefront of our decision-making. Our core mission is education, and our commitment to providing quality learning opportunities for all is central to our path forward.

Path Forward

We are taking steps to protect our employees and those we serve and are reopening our campuses in a phased approach. Throughout our planning, we will have contingencies and alternatives in place, knowing the situation is fluid and can change rapidly. NWCCD will remain in compliance with Wyoming Public Health and Safety Ordinances, and will continue to consult local health officers regularly.

Phase I

May 18, 2020

- Employees welcome back to campus, not open to public
- Strict safety protocols in place
- Preparation for academic programming, altered by COVID-19

Phase II

June 10, 2020

- Public welcome to campus in limited capacity
- Additional safety protocols in place
- Limited exceptions and variances approved (on-going)

Phase III

July 20,
2020

- Students unable to previously complete Spring 2020 course requirements invited back to campus to finish
- Limited resident students, alternative food services available
- Preparation for alternate fall and spring schedules continues

Phase IV

Aug. 24,
2020

- Fall courses begin
- Safety protocols and adjustments fully implemented
- Surveillance and monitoring plans in place

Situation

Communication to the NWCCD District regarding the spread of a novel coronavirus began in early March 2020. On March 11, 2020, NWCCD President Dr. Walt Tribley called the NWCCD Crisis Management Team (CMT) together, setting up a virtual incident command structure, led by Dr. Tribley. On March 12, 2020, the decision was made and communicated to extend the District's regularly scheduled spring break by two weeks. The additional break gave all NWCCD instructors time to prepare alternate modes of delivery for their courses and keep students home and with their support units should they develop symptoms. On April 6, 2020, the majority of the District's courses started again, utilizing alternate delivery strategies. The official end of the semester was adjusted to May 22, 2020.

Adult Education, Certified Nursing Assistant, Culinary Arts, Diesel Technology, Dental Hygiene, and Welding are all programs with in-person requirements in order for students to complete their Spring 2020 courses. In order for these students to properly plan, July 20 – Aug. 14 was set aside as a time for these students to return to campus for the purpose of completing.

Introduction

The Colleges of NWCCD will reopen our campuses using a phased approach.

The safety of our students, employees, and communities are at the forefront of our decision-making. Our core mission is education, and our commitment to providing quality learning opportunities for all is central to our path forward.

This plan outlines the general steps we will take as we move through various phases of reopening all of our NWCCD facilities. Each step is contingent upon a number of factors including, but not limited to, current county and state regulations and orders, local case numbers and spread of the COVID-19 virus, and availability of necessary cleaning supplies.

We must remain flexible throughout the execution of this plan.

Communication

Communications regarding NWCCD's response and path forward come from the President's Office. Messages are coordinated for all regions of the service area by the Public Information Officer. This strategy is consistent with incident command-style best practices.

Both an external website and an internal portal site were created and will continue to evolve and provide an important location for accurate, current information.

Path Forward

- Phase I – Begins May 18, 2020
- Phase II – Begins June 10, 2020
- Phase III – Begins July 20, 2020
- Phase IV – Begins August 24, 2020

Exceptions and Variances

With permission from local and state health officers, specific exceptions can be approved. The Colleges of NWCCD will use the process outlined by the Governor's Office when and where the activity requested is considered critical.

PATH FORWARD

All employees are expected follow safety procedures and executive orders concerning limitations and restrictions at all of our facilities. Employees will lead by example for students, visitors, and each other.

PHASE I

Beginning Monday, May 18, 2020, the campus closure directive was partially lifted for the first time since it was put in place at the close of business Friday, March 13, 2020. Following specific guidelines, employees resumed working from campus.

Employees

Employees only, not open to the public.

- Exclusions apply (health and child-care related) until June 8, 2020.
- Exclusions beyond June 8 must be arranged through HR.

Safety precautions must be followed, including:

- **Personal Protective Measures**
 - Employees must self-screen each day, prior to coming to campus. A log of the screening must be kept on-campus and made available upon request.
 - Handwashing before and after visiting any common areas and/or touching common surfaces, and in-between personal interactions is required.
 - Using proper cough etiquette (covering mouth) is required.
 - Use of face coverings (covers mouth and nose) anytime you are within six feet of others for more than ten minutes is required. The use of face coverings while social distancing is an individual decision.
- **Social Distancing**
 - Maintaining physical distance of at least six feet between persons is required whenever possible.
 - No more than 25 people can congregate in any one room at a time, and social distancing guidelines must be followed.
- **Environmental Changes**
 - All Employees are asked to wipe down equipment and shared workspaces after use, using the College provided sanitizing and cleaning agents.
 - Limit sharing of any office supplies (pens, staplers, etc.).
 - Recommended cleaning of your work area daily (Facilities personnel are wiping down high-touch surfaces twice daily).
 - Leave the door to your office open as much as possible.
 - Employees must also maintain a record of the people they come within six feet of for more than ten minutes.

College-sponsored travel is restricted to essential travel only.

PHASE II

Beginning Wednesday, June 10, 2020, the Colleges of NWCCD will be entering PHASE II of the reopening campus plan. This phase includes not only employees back to work on campus, but also an invitation for members of the public to come to campus for fall registration purposes.

Visitors

Access points to campus buildings will be limited during this phase, and marked with signage.

Appointments are recommended. Walk-ins are welcome.

Safety protocol will be in place, including:

- Signage and floor markings will be used to help guide visitors.
- Family groups must maintain six-foot social distancing from others.
- Meetings with enrollment professionals will maintain the recommended six-foot social distancing space.
- Face coverings are optional.
- Spaces will be cleaned between visitors.

Employees

Employees are expected to be back to work at their respective campus location (exclusions beyond June 8 must be arranged through HR).

Safety precautions must be followed, **including all outlined in PHASE I.**

Additional measures and/or updates include:

- Use of face coverings (covers mouth and nose) anytime you are within six feet of others for more than **fifteen** minutes is required (required time guidelines was updated by the Centers for Disease Control and Prevention). The use of face coverings while social distancing is an individual decision.
- Contact Tracing
 - NWCCD employees are required to maintain a log with the names and affiliations of any individuals with whom they come into contact with during work hours, or while performing any work-related activity.
 - A **Contact Tracing Log** is available on the President's Page in the MyNWCCD portal. Names should only be included if individuals are within the six-foot social distancing requirement for more than 15 minutes.
- Compliance
 - Assigned personnel will complete weekly compliance checks to ensure all necessary safety protocols are being followed. Forms will be completed for each designated area, as assigned by the appropriate Vice President, and will be maintained by Jana Clements, District Risk Manager.

PHASE III

Beginning on July 20, 2020, all students who were unable to complete their class requirements to finish Spring 2020 classes will be invited back to our campuses to finish.

In addition, specific offices will open to the public, including:

The Center for a Vital Community

The Gillette College Foundation

The Sheridan College Foundation

Employees

Safety precautions must be followed, including all outlined in PHASES I and II.

Others for faculty?

Visitors

Students