



RESPONSE
to
COVID-19 PANDEMIC
and
PATH FORWARD

NORTHERN WYOMING COMMUNITY COLLEGE DISTRICT

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EXECUTIVE SUMMARY

NWCCD CRISIS MANAGEMENT TEAM

Communication to the Northern Wyoming Community College District (NWCCD) 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, activating the incident command structure, led by Dr. Tribley. The 24-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.

RESOURCES

The specific requirements, guidelines, and recommendations in our plan are determined and informed by local, state, and national health experts and are updated as new information is provided by the following sources:

- The Centers for Disease Control and Prevention (CDC):
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC Interim Guidance for Administrators of U.S. Institutions of Higher Education:
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
- The Wyoming Governor's and Wyoming State Health Officer orders and declarations:
<https://covid19.wyo.gov/governors-orders>
- Local county health departments and Public Health Officers (Sheridan, Johnson, and Campbell Counties)

BACKGROUND

NWCCD HAS AN OPPORTUNITY TO REINVENT HOW WE SERVE STUDENTS AND HOW WE ENGAGE WITH OUR COMMUNITY TO ENSURE THAT STUDENTS, EMPLOYEES, AND COMMUNITY MEMBERS ENJOY A SAFE LEARNING AND WORK ENVIRONMENT

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 while keeping students home 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.

In response to the COVID-19 pandemic, NWCCD transitioned all classes to remote instruction and moved all service operations to virtual delivery in March 2020. Nearly all employees began working remotely, and all district facilities in Sheridan, Campbell, Johnson Counties closed to the public. The NWCCD CMT engaged in frequent meetings to discuss the daunting challenge of identifying the necessary actions critical to protecting the health and safety of our students and employees, while minimally impacting student learning for all spring 2020 courses.

Adult Education, Certified Nursing Assistant, Culinary Arts, Diesel Technology, Dental Hygiene, and Welding are all programs with specific class outcomes which require students to be on-campus either for face-to-face instruction or to utilize specialized equipment in order to complete their Spring 2020 courses. Therefore, July 20 – Aug. 14 was set aside as a time for these students to return to campus to complete their requirements.

Summer 2020 academic offerings transitioned to online only with support services such as tutoring, writing center, library services, and math labs, available remotely.

This transition plan was developed to provide general guidelines for district operations for the three constituent groups served by the district: our students, our employees, and our community members. This plan outlines specific details of the main functional areas of district operations in preparation for returning to on-site instruction.

As NWCCD prepares to resume district activities and services, the pre-COVID-19 routines and practices will not look the same.

While the district cannot eliminate the risk of exposure or transmission of COVID-19, we are committed to implementing practices and behaviors that mitigate the risk of illness. This plan incorporates the best practice guidelines outlined by the CDC for institutions of higher education, and is compliant with all county and state health orders and requirements. As this guidance changes, NWCCD's plan will be flexible and responsive to those changes.

GENERAL INFORMATION

As NWCCD begins the phased reopening/resumption of in-person district services, there are some general guidelines that have been used to develop our plan. NWCCD assumes these guidelines will continue to inform decisions going forward.

The presence of the COVID-19 virus will continue to be a factor until a successful vaccine/treatment is widely available. The risk for exposure, spread of the virus, and illness from contracting the virus will be present for the duration of this plan.

NWCCD must assume that there is a possibility the district will have students, employees and/or visitors who will have contracted or are infected with COVID-19.

Unpredictable and changing local conditions will occur, which will require revisions to this plan. Any revisions will be communicated to district students, staff, and when necessary, the community.

Enhanced cleaning will need to occur regularly throughout the day, paying close attention to approved activities on campus and must follow all guidelines.

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.

PHASE II

Beginning Wednesday, June 8, 2020, the Colleges of NWCCD entered PHASE II of the reopening campus plan. This phase included 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. Proper safety protocols were in place.

PHASE III

Beginning Monday, July 20, 2020, the Colleges of NWCCD will be entering PHASE III of our reopening plan. This phase includes full reopening of our campuses, with class activity limited to students who were unable to complete Spring 2020 class requirements due to the need to be in-person and/or utilize specialized equipment. Where necessary, academic programs may have specific plans detailing safety guidelines based on the unique characteristics of their learning environments.

Other activities will be limited, based on current health orders from the Governor's Office.

PHASE III also includes the opening of: The Center for a Vital Community; The Gillette College Foundation; The Sheridan College Foundation.

Access points to all campus buildings will not be limited during this phase. Dining facilities will remain closed to the public during this phase.

PHASE IV

PHASE IV will begin on August 24, 2020, with the start of our Fall 2020 semester. This plan is dedicated to the preparations taken to facilitate a smooth and safe start to the academic year.

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. In addition, an internal exception process has been created and is managed by our District Risk Manager. All exceptions and variances must be approved by the President.

Travel remains essential only, and will use a similar exception request process to the variances and exceptions.

GUIDING PRINCIPLES

PRIMARY GOAL

The primary goal for NWCCD's response to the COVID-19 pandemic is to continue the institution's vital mission of education while protecting the health of students, staff, and the public.

Full compliance of these guidelines is required by all students and employees. Further guidance regarding conduct and compliance can be found in the NWCCD Employee Handbook and the NWCCD Student Code of Conduct. Specific events including members of the public may each have their own compliance requirements and will be handled on a case-by-case basis.

While these guidelines were developed using best practices and allowed activity at the time they were written, it is assumed that the guidelines will change over time based on virus activity in the communities in which NWCCD serves. It is likely that local and county health officials will relax the guidance as virus activity subsides and restrict the guidance if and when a resurgence is noted. This overall plan will be updated as feasible. It is possible that guidelines may vary slightly within the three counties served by NWCCD. This is based on local conditions and input from local county health officials. However, guidelines are to be followed by all areas and functions of NWCCD operations within a specific county. This plan is based on the following guiding principles:

DATA DRIVEN, MISSION-FOCUSED

Our plan is designed to ensure compliance with the most current, best practice guidance from national, state, and county health experts, as well as state health orders.

CLEAR, CONCISE COMMUNICATION

Our plan includes details for clear and concise communication to the most important stakeholders - our students, our staff, and our community members.

HEALTH AND SAFETY OF INDIVIDUALS

Our plan takes the health and emotional well-being of our students, staff, and community seriously. The primary purpose of our plan is to minimize risk for exposure, transmission, and resurgence of COVID-19, especially for the most vulnerable populations in our communities.

RESPONSIVE AND ADAPTABLE

Our plan has flexibility built-in to allow for adjustments to ever-changing and unpredictable scenarios. We should be responsive to students and staff, knowing that many are facing difficult and unique situations.

DEFINITIONS

CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)

The CDC is a branch of the federal Department of Health and Human Services, whose mission is to increase the health security of our nation, saving lives, and protecting people from health threats. For more details, visit <https://www.cdc.gov/>.

CONTACT TRACING

Identifying and monitoring people who may have come into contact with an infected person. While NWCCD is committed to assisting local and county public health officials to complete this task, contact tracing is the responsibility of public health officials.

CORONAVIRUS DISEASE 2019 (COVID-19)

COVID-19 is a virus that is spread by respiratory droplets from infected people caused by the SARS-CoV-2 and is an abbreviation for “coronavirus disease 2019” (CDC).

ESSENTIAL SERVICES/FUNCTIONS

Those activities and/or employee duties whose service or function cannot be performed effectively through remote means or is required to ensure ongoing operations that are critical to the district.

MASKS AND FACE-COVERINGS

In a non-medical setting, this document uses “masks” and “face coverings” interchangeably. These refer to any fabric covering of the lower face including the mouth and nose.

QUARANTINE vs. ISOLATION

Quarantine keeps someone who was in close contact with someone who has COVID-19 away from others. Isolation keeps someone who is sick or tested positive for COVID-19 with or without symptoms away from others, even in their own home.

REMOTE INSTRUCTION

The delivery of course instruction via methods that are from a distance and are not in person, nor at the same place, nor, perhaps, at the same time. Remote instruction may include: (also see Moving Online Instruction Guide on the Digital Learning Workgroup portal page)

- Use of audio-video conferencing (Zoom) in place of in-person class sessions.
- Online instruction via the district LMS (Canvas) including learning modules, assessments, and electronic submission of assignments.
- Simulation, or other technology applications to support instruction and communication between faculty and students.

ROLLING CLOSURES

Short-term closures of one or more functional areas of a district facility, or closure of all district on-campus operations, due to the presence of virus activity. Any closure will occur with the input and guidance of local public health officials and does not indicate all services stopping. Services may be offered using alternate delivery methods.

SOCIAL DISTANCING

The practice of staying at least six feet away from others while in public, except for others who share the same household. Because the virus that causes COVID-19 is transmitted through the air and on contaminated surfaces, social distancing (along with frequent cleaning and hand hygiene) is a primary method for preventing the spread of the disease.

HEALTH/WELLNESS SCREENING AND REPORTING GUIDELINES

The wellness screening protocol is a process that includes answering brief questions regarding daily health and potential exposure to those with COVID-19. The screening questions are those recommended by the CDC (and will be revised if/when the CDC guidelines are updated) and alert the district if there is a potential concern of current illness. The screening process is not a guarantee of identifying all individuals who may be ill.

While this process is helpful in identifying potential current illness, it is known that individuals can have an active COVID-19 infection and be transmitting the virus and be completely asymptomatic. All employees are required to initial a daily screening log for each day of work, indicating compliance with this process. These forms will be made available to public health officials upon request.

WELLNESS SCREENING STEPS

EMPLOYEES: Log on to MyNWCCD, and from the main page, click on the President's Portal Page.

Download the Daily Screening Log. Answer the brief questions and record your responses on the Daily Screening Log daily. If you answer "yes" to any portion of the questionnaire, please return home and notify your supervisor of your absence. Have this log available for local county health department officials to inspect upon request.

STUDENTS AND VISITORS to an NWCCD Campus (Sheridan, Sheridan College Johnson County or Gillette): Pause before coming inside a facility (encouraged through signage) to complete a similar wellness screening. If you answer "yes" to any portion of the screening, please return home and contact your healthcare provider.

PARTICIPANTS in specific events and/or activities may also be asked for their name and contact information for contact tracing purposes.

NOTE: Anyone who self-identifies as having symptoms of illness should not come inside a campus building, and if already on campus, will be asked to return home. Guidance on next steps are outlined in the Health Response Plan provided below.

CONTACT TRACING

NWCCD will fully cooperate with Public Health Officials in any contact tracing activity in the event COVID-19 positive individuals are identified to be connected to any NWCCD function. Employees are asked to maintain a list of all persons they come in contact with during work hours, or while performing any work-related activity, if: they were unable to practice social distancing for an extended period of time (currently identified by the CDC as 15 minutes), where a face covering or mask was not used; or if they were exposed to someone who displayed signs of illness. A Contact Tracing Report Form is available to employees on the MyNWCCD portal: <https://mynwccd.sheridan.edu/EmployeeInfo/prespage/Pages/default.aspx>.

SAFETY PROTOCOL COMPLIANCE CHECKLIST

Assigned personnel will complete a weekly compliance check: <https://mynwccd.sheridan.edu/EmployeeInfo/prespage/Interesting%20Reading/Safety%20Protocol%20Compliance%20Checklist%20Approved%206.17.20.pdf> to ensure all necessary safety protocols are being followed. Forms will be completed for each designated area, as assigned by the NWCCD Risk Manager or appropriate Vice President, and turned in to NWCCD Risk Manager Jana Clements, jclements@sheridan.edu every Friday by noon.

HEALTH RESPONSE PLAN

All students, employees, and visitors to any NWCCD facility will be expected to follow these health-related guidelines:

SOCIAL DISTANCING GUIDELINES

1. Employees, students and visitors should not congregate in groups and should adhere to the six-foot spacing. Masks/face coverings shall be worn unless social distancing can be maintained at all times.
2. No indoor group gatherings greater than 50 individuals will be allowed. In larger indoor spaces, 250 individuals may gather (Governor Gordon's 7th Continuation issued for July 1, 2020) as long as social distancing of a minimum of six feet is maintained. If this distance cannot be maintained, individuals must wear face coverings.
3. Seating and/or equipment in NWCCD facilities, including classrooms, will be removed, moved, or clearly labeled to maintain a minimum of six feet between individuals. In scenarios where this is not possible, such as when student capacity is needed in a course section, all students will wear masks if a minimum of six feet is not possible.
4. Any area in NWCCD facilities that may serve as a waiting or staging area must allow for individuals to be able to maintain at least six feet apart.
5. Floor markings should be used where appropriate to mark a six-foot distance and to guide directional flow of traffic. Facilities personnel will provide these to meet the needs of specific areas. If you are in need of any floor markings, you are asked to submit a Facilities work order, specifying your request.
6. Six-foot distance will be maintained in all lines at service counters (mailroom, cashier, bookstore, libraries, Dining Commons, gymnasiums, etc.). Sneeze guard plexi-glass has been installed where six-foot social distancing is not possible.
7. Communication via phone/email/Zoom is encouraged. Short in-person communication should occur from office doorways. Keep doorways open as much as possible and circulate fresh air where possible.
8. Face-to-face conversations should occur by appointment (using the Outlook Calendar function, to assist with Contact Tracing, should it be necessary).

Masks/face coverings shall be worn at all times, unless social distancing can be maintained.

IF YOU ARE SICK - CAMPUS PROCEDURE

Any individual who self-identifies as having symptoms of illness, or who develops COVID-19 symptoms while on campus, will notify their supervisor (if an employee) or if a student, notify the Vice President for Student Affairs, who will assist the student with next steps, including but not limited to contacting the local health department.

- The employee or student work area will be closed and the protocol for cleaning and disinfecting areas if someone is sick will be followed.
- If a student residing in on-campus housing becomes sick, they will be asked to quarantine at home if their permanent residence is within 4.5 hours of the campus. If this is not possible and they display symptoms of COVID-19, they will be moved to a single occupancy room, with a private bathroom, to avoid contact with others while awaiting confirmation of COVID-19 status. Meals and other essential items will be brought to the student. NWCCD has designated isolation rooms for students who are required to quarantine.
- If any student or employee is confirmed COVID-19 positive, the public health department will be notified and will perform contact tracing of others who may be at risk of exposure.

RETURNING TO WORK/CAMPUS AFTER BEING SICK

- Employees must stay off campus until they are able to discuss their return to work with Human Resources (HR), pending healthcare provider or public health officer work release or documentation of a pre-existing health condition that may account for a “YES” response outside of any new COVID-19 symptoms. If symptoms are new and COVID-19 related, a healthcare provider or public health officer release will be required to return to on-site work. If a COVID-19 test is recommended, the results of testing must be shared with HR. If it is positive, the employee will be referred to the CDC guidelines for isolation and work with HR before returning to on-site work.
- Students must contact a healthcare provider or public health officer and keep the Vice President of Student Affairs updated on any guidance. If a COVID-19 test was recommended, the results of the testing must be shared with the Vice President of Student Affairs to confirm COVID-19 status before returning to campus.
 - > If the individual is confirmed as negative for COVID-19 they may return to campus.
 - > If the individual is confirmed as positive, they will follow the CDC guidelines for isolation before returning to campus, which are outlined below.
 - > If the individual is an on-campus resident, see item above.

The CDC has established both symptoms-based and test-based criteria. While the test-based criteria is preferred, access to testing may not be available in all cases. Per the CDC criteria, persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- If testing is available, the following criteria must be met to end isolation:
 - > Cleared test results;
 - > Note from a physician.
- In either case, a student or employee must see a healthcare provider and provide a note to HR or the Vice President for Student Affairs to confirm COVID-19 status before release to return to campus.

CLEANING AND HYGIENE GUIDELINES

In an effort to decrease transmission of the COVID-19 virus, all areas should adhere to the following guidelines for the duration of this plan:

CLEANING PROCEDURE

- Custodial staff will follow the CDC's guidelines for routine cleaning of facilities and spaces used by community members. This guidance identifies the surfaces and items that should be cleaned and how often cleaning is recommended. In addition, it provides specific details on how to disinfect spaces that have been used by an individual who tests (+) or is assumed to be (+) for COVID-19.
- Frequently touched surfaces and objects like tables, light switches, doorknobs, counter-tops, desks, handles, toilets, faucets, sinks, phones, computer keyboards and mouse, will need to be cleaned and disinfected to further reduce the risk of germs. Frequently used spaces, such as classrooms and labs, will need high touch surfaces to be cleaned more frequently than the routine cleaning provided by the custodial staff.
- Faculty, students, and staff will participate in cleaning high-touch surfaces after each class session or space use. It is everyone's responsibility to assist facilities staff with cleaning. If your area requires additional cleaning supplies, faculty and/or staff may submit a facilities work order.

CLEANING AND HYGIENE IF SOMEONE IS SICK

- Quarantine the sick person's workspace as soon as possible (closing operation is not necessary if the space can be closed off).
- Open outside doors and windows to the space if, possible.
- Facilities staff will follow published CDC recommended guidelines to clean the infected area. This includes all areas used by the person who is sick, such as offices, bathroom, common areas, vehicles, and other spaces identified per contact tracing efforts. In addition, all shared electronic equipment such as tablets, touch screens, keyboards, remote controls, copy machines will also be cleaned and disinfected.
- Once the space has been cleaned and disinfected, it can be open for use.

OTHER PHYSICAL PLANT PREPARATIONS

- Rearrange furniture to promote social distancing where feasible.
- Ensure hand sanitizer, soap and water supplies are readily available.
- Signage, cones, floor markers, stanchions, and/or barriers will be used to guide traffic flow and encourage distancing in areas where individuals congregate or wait for services.
- Polycarbonate windows (plexiglass) will be installed at service counters (cashier, the Grind/concessions, mailroom, bookstore, library, etc.).
- Doorstops will be used to hold open interior doors, where feasible, to limit need for using door handles.

DEPARTMENT-SPECIFIC ACCOMMODATIONS

BUSINESS OFFICE

- Documents to be processed will be dropped off in designated drop boxes in business office.

FITNESS CENTERS

Fitness Centers will comply with current county and state health orders focused on requirements for gymnasiums. This plan will be updated as needed:

- Student and staff use of the NWCCD fitness center will be limited to the capacity possible while maintaining social distance.

- Equipment will be rearranged to be at least 8 feet apart.
- Hand sanitizer and/or hand washing stations will be available; use will be encouraged by patrons and staff.
- Group workout classes are permitted providing that social distancing can be maintained at all times, class size is limited based on current health orders. Close contact group activities are prohibited; personal training is permitted. Overall number of patrons in the facility must not exceed one person per 120 square feet. The locker rooms will be open based on the district's ability to comply with the current health orders in place at the time.
- Open gym and the walking track will be available following social distancing and cleaning protocols during posted scheduled times.
- Details on other outdoor campus recreation spaces, such soccer fields, etc. will be provided at a later date.

FOOD SERVICES

All food services, including those provided by the NWCCD Dining Commons, and Concessions will comply with current county and state health orders focused on requirements for restaurants. This plan will be updated as needed:

- Distancing must be maintained, with helpful signage and floor markings.
- Entrance and exit areas will be marked, where applicable, to discourage congregating of people.
- Hand sanitizer will be placed at the entrance and exit, and throughout the food service areas.
- No self-service, such as salad bar or buffets until such time as restrictions are lifted.
- Chartwells Food Service employees will wear gloves and face coverings. Employees will sanitize hands between handling payment options and food containers/items.
- Chartwells will place an emphasis on to-go orders, offer a limited menu to provide and encourage a "get in and get out" traffic pattern.
- Tables will be properly spaced with limited seating at each table.
- Increased cleaning/disinfecting will occur of all counters, tables, and high touch items.
- Contactless transactions will be encouraged - self-swiping of cards, discouraging payment with cash.
- If catering resumes, meals may be provided in pre-made to-go boxes and portable hand sanitizing stations will be placed in the location of the event.

INFORMATION TECHNOLOGY

The IT plan is designed to be flexible and responsive to the needs of students and staff, which will certainly vary based on the nature of how the educational services are provided in response to virus activity. Fundamentally, the NWCCD IT department is a support department to the district's academic mission and administrative support units. Technology is likely a part of many other areas of the reopening plan, and the department stands ready to assist and support whatever ways requested.

MAILROOMS

- Gloves should be worn by employees when handling/sorting the mail.
- Masks must be worn if six feet distance cannot be maintained.
- Employees get mail from boxes; discourage transfer of mail by hand.
- Increased cleaning of spaces, especially where mail is sorted/stacked.
- Hand sanitizer at window.

RODEO ATHLETES

- Rodeo athletes will be treated as family units/members of the same household as they cohabitate and have consistent physical contact in practice and competitions.
- Athletes will be housed in residence halls with standard room occupancy.

STUDENT HOUSING

1. All housing residents will receive education about cleaning protocols and safe behaviors and will be provided cleaning supplies.
2. All residents will be housed one student per room.
3. All NWCCD students are to be checked for symptoms (questionnaire) prior to move in and every day following the move in date.
4. Details on the location of the wellness screening station for housing students will be communicated at a later date.
5. In addition to posted instructions for residents to clean bathrooms and common areas after each use, they will be thoroughly cleaned and disinfected at least once per day by the custodial staff.
6. No guests will be permitted in student housing.
7. Rooms, with private bathrooms, will be reserved in the event a student needs to quarantine or be in isolation.
8. Students will be assigned times to check in to housing to prevent crowds.
9. Resident Assistants will be charged with enforcing COVID safety precautions as well as the other housing regulations.

STUDENT LIFE

Student activities will be conducted either socially distanced or virtually; activity sponsors will comply with all current health requirements.

STUDENT SERVICES

- Student Services will be provided either via distance over the phone, via Zoom, socially distanced, or with participants wearing masks.
- All staff will be trained on proper safety precautions and signage posted in both public and staff areas.
- No student meetings will happen in staff offices unless at least 6 feet can be maintained or all parties wear masks; the default will be for staff to use alternative meeting spaces where the distance can be easily achieved. This includes advising, tutoring, counseling, and other services.
- Campus tours will be provided to single family units at a time, and masks will be provided.
- Workshops and training will be held in spaces large enough to maintain social distancing. Staff meetings will be held via Zoom.
- For work trips, staff members will travel individually or attend virtually.
- Spaces that are shared such as offices housing multiple student employees will be cleaned before and after each occupancy.
- Student orientation will be conducted through a combination of virtual elements and socially-distanced small group sessions.
- Rodeo athletes will travel as teams following social distancing and mask protocols; other student travel will not be permitted unless approved through the travel exception process and he or she is driving alone in their own vehicle with the exception of collecting international students from the airport, in which case both the driver and student will wear masks.
- Community education activities will be conducted either socially distanced or virtually, following current health orders.

ACADEMIC PLAN

IN GENERAL, ACADEMICS MUST PREPARE FOR MANY UNKNOWNNS AND PLAN ACCORDINGLY WITH BUILT-IN FLEXIBILITY

Faculty should prepare for potential short-term rolling closures of spaces and/or facilities that may impact instruction for a few days to a few weeks if virus activity is discovered. These closures may impact all district areas/ functions or may only impact specific areas. Decisions on closures will be made by the President.

Course schedules should be as flexible as possible and will more than likely change at some point in the semester.

All classes must adhere to the social distancing guidelines as described in this document. In addition, faculty need to determine how they will accommodate and support students who may be affected by requirements for quarantine or isolation during the semester, to ensure they can continue to make progress on their academic goals.

FALL 2020

- Fall 2020 semester will begin one week early on Monday, August 24.
- All onsite course requirements will be scheduled so that they are completed before the Thanksgiving Break, November 25, 2020.
- All courses will transition to remote instruction beginning the first day of classes following the Thanksgiving Break, Monday November 30, 2020 and continue in this modality through the end of the fall semester, December 10, 2020.
- Instructors will work with students prior to Thanksgiving Break to familiarize them with online tools and make clear expectations to complete any remaining class requirements remotely.
- Specific face-to-face courses may be eligible for exceptions, through the variance and exception process.

FACE-TO-FACE COURSES

- All courses will be set up for face-to-face instruction with a remote learning format in the case there are rolling closures.
- All courses should begin the semester with some remote learning components to ease any necessary transitions to remote learning if there are rolling closures.
- If there is a rolling closure, face-to-face instruction will transition to remote instruction for the duration of the closure.

COURSES THAT REQUIRE SPECIALIZED SPACES, HANDS-ON LEARNING, LABS, INTERNSHIPS/ CLINICAL ROTATIONS

- All courses will be set up for face-to-face instruction and remote learning where possible.
- All courses should begin the semester with some remote learning components to ease any necessary transitions to remote learning if there are rolling closures. Science labs will be set up for possible virtual instruction where possible.
- Health Science programs (Nursing, Medical Assistant, Dental Hygiene, etc.) should plan on using simulation/alternative learning activities in the event internships and clinical rotations are not allowed in community healthcare facilities.

- Courses that cannot move to remote instruction and/or simulation activities will plan on making adjustments to continue on-site instruction, which may include adding course sections to decrease class sizes for social distancing, adding lab hours, enhanced sanitation of spaces, etc.
- Courses with lab components that cannot be delivered by remote instruction may need to extend lab hours to evenings and/or weekends to accommodate rolling closures.

The following general guidelines should be communicated and observed in any classes requiring face-to-face instruction:

- Faculty will enforce safety guidelines in their classroom and throughout all learning experiences tied to each class or program. Depending upon the nature of the learning environment, requirements may look slightly different area by area. For example, health science clinicals, technical courses, and field trips, may all have additional safety guidelines. Some spaces are large and well ventilated and may be split in half to maximize space while practicing social distancing.
- Students will be required to wash their hands prior to class/lab and after completion of class/lab, using soap and water for a minimum of twenty (20) seconds.
- Students must recognize the outlines of social distancing measures whether in class or on breaks. Students are expected to acknowledge the six (6)-foot rule.
- Students who cough or sneeze must use a tissue or into an elbow or clothing; avoid coughing and sneezing into the hands and avoid touching the face.
- Students must have all required PPE, and sharing of PPE will not be allowed.
- If required to wear gloves, when finished, students will dispose of gloves in the garbage exiting class/lab spaces.
- Wear safety glasses whenever in the building if the class requires them.
- Students and faculty will wash/wipe down tools and equipment they use.
- Students/faculty are not to congregate in large groups before or after class/lab time.
- Instructors will wear a face covering unless they are able to maintain a 6 ft distance from students while providing a lecture. This will allow one-on-one instruction while reducing the possibility of spreading illness. Students are required to wear face coverings also, if unable to maintain 6 ft social distancing guidelines.
- Any employees, faculty or students exhibiting signs of illness (fever, repetitive coughing, shortness of breath), will refrain from attending classes/labs and complete them at a later date. NWCCD will work with students to accommodate the makeup of material missed due to illness. Students should let the instructor know if they are going to be absent.
- If students do not follow any of the guidelines herein, they will be removed from the class/lab and evaluated whether they may continue within their classes.

STUDENT ILLNESS

- Students who are instructed to quarantine or isolate may or may not feel well enough to continue course requirements via remote instruction. Faculty will work with ill students, so they stay successful in classes. For specifics, please see Health Response Plan above.

ONLINE COURSES

- All courses are set up for online learning via Canvas (see Moving Online Instruction Guide on the Digital Learning Workgroup Portal Page).
- No adjustments should be needed for any rolling closure.

PROCTORED TESTING

- Courses that require in-person, proctored testing should also prepare to use remote proctoring options if rolling closures occur.

CLEANING OF INSTRUCTIONAL SPACES

- Faculty will ensure all classrooms, learning spaces, and any equipment are cleaned after each use/class session, and that students use hand sanitizer before and after class activities. Physical plant will provide the cleaning materials and sanitizer.

LIBRARIES, TUTORING CENTERS, AND ACADEMIC SUPPORTS

- Library services, Tutoring Centers, and Academic Supports such as Math Labs, etc. will be delivered following all the general guidelines identified for all district services.
- Library and Academic Support staff on both campuses will ensure all study spaces and any equipment will be cleaned after each use, and that students and all library patrons use hand sanitizer when entering and exiting the library, as well as prior to handling any books and reference materials.
- Library computers will be cleaned as outlined in the Cleaning and Hygiene section of this plan after each use. Reservation or scheduling of library computers may be needed. The NWCCD libraries have developed a safety plan based on industry safety standards specific to libraries.

OPEN COMPUTER LABS

- Open computer labs are available for walk-in user traffic when scheduled to be open and will have safety signage or college staff present to observe compliance with COVID-19 mitigation measures.
- Users will wipe down keyboard/mouse/work area upon starting and stopping use.
- Computer stations in open labs will be spaced apart to meet COVID-19 mitigation - if there are too many computers in one lab for adequate spacing, some computers will be disabled by the IT staff. IT staff is ready to launch an online computer reservation system if needed to reserve computer equipment in open labs

SCHEDULED CLASSES IN COMPUTER LABS

- Classes scheduled in computer labs will follow the COVID-19 mitigation requirements listed above for classrooms including cleaning/sanitation before and after use, and spacing of computers to comply with social distancing. Students enrolled in these classes do not need to reserve/schedule class time. These classroom computer labs will be locked when no class is scheduled and are unavailable for use except during scheduled class times.

HOME INTERNET

- As CARES funding is available, NWCCD will pay ongoing subscription charges for student internet connectivity at home where available.
- As CARES funding is available, NWCCD will reimburse (partial) ongoing subscription charges for employee internet connectivity that enables an employee to work from home, only when necessary.
- As CARES funding is available, and supply can be found, NWCCD will purchase and pay ongoing subscription charges for student mobile hotspots where adequate cell service exists but not other internet connectivity.

WiFi

- Currently, NWCCD provides WiFi access everywhere on the campuses.

STUDENT LAPTOPS

- NWCCD provides student laptops for check out at both the Sheridan and Gillette College libraries.

VIRTUAL LABS

- NWCCD has made available Virtual Lab experiences for students. Faculty coordinate access with IT to have specific software available on a scheduled basis.

REMOTE ACCESS FOR STAFF

- As needed VPN access is made available to staff through an IT work order and with supervisor approval.

TRAINING

- The NWCCD IT department offers training on demand and by request. Currently training is available on implemented services such as Zoom video conferencing, phone systems.
- Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.
- Special circumstances will abound. Work closely with your supervisor and stay in touch with her/him for any questions you have. Patience is not only a virtue but a necessity on everyone's part as we continue to navigate these uncharted waters.
- The Centers for Teaching and Learning, in partnership with the Digital Learning Workgroup, and Faculty Development will be offering coordinated faculty trainings throughout the academic year.

ADDITIONAL RECOMMENDATIONS

- Wash hands frequently. Use hand sanitizer when washing is not possible.
- If possible, consider locking your office or office suite to control entry when you are away.
- Frequently sanitize items that are touched by multiple people, where practical or do not share items as a common practice.
- Avoid meeting with others in the same space; continue to hold meetings via Zoom when possible. IT is working to add Zoom classrooms.
- Instead of dropping by others' workspaces, make appointments or call ahead.
- Sanitizing spray and paper towels will be widely available. If a commonly used area is running low, please put a work order in for facilities staff to replenish.
- Designated employees will monitor all safety compliance and report weekly to the District Risk Manager. Where there are safety concerns, lack of compliance, they will be addressed.

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.

SIGNAGE

Signage has been and will be provided by Marketing and/or Risk Management for all NWCCD facilities for posting at each public entrance, Fitness Center entrance, and at the entrance for all public events, to inform all students, employees, and visitors that they should:

- Avoid entering if they have any symptoms consistent with COVID-19 including fever (above 100.3 F), cough, muscle aches/pains, sudden changes in taste/smell, sore throat, shortness of breath, changes in skin/new rash, or generally feeling unwell.
- Maintain a minimum of six-foot distance between themselves and others. Wear mask/face coverings when in common areas or when social distancing is not feasible.
- Practice good hygiene, such as frequent and thorough hand washing and using hand sanitizer; cover sneezes and coughs with tissues or clothing; and do not share commonly used items.

COVID-19 UPDATES FOR EMPLOYEES

Updates and information for all employees can be found on the President's Portal Page, <https://mynwccd.sheridan.edu/EmployeeInfo/prespage/Pages/default.aspx>. This will be updated as information becomes available. Please communicate with your supervisor if you have additional questions.

COVID-19 UPDATES FOR STUDENTS

Updates and information for all students will be shared via many ways:

- The external website: <https://www.sheridan.edu/updates/>
- MyNWCCD Portal (login required): <https://mynwccd.sheridan.edu/student/Pages/default.aspx>
- Email Updates
- Text Updates
- Through faculty and student leaders, including Resident Assistants (for resident students)



RESPONSE

to

COVID-19 PANDEMIC

and

PATH FORWARD

MISSION

NWCCD welcomes all learners, empowers student success, encourages and strengthens community development.

VISION

NWCCD will be the premier higher education institution in the region; we will provide all students with a diverse range of experiences to prepare for a dynamic future.

VALUES

- Respect: Embrace diversity of people, ideas, and experiences. Treat everyone with dignity.
- Integrity: Be honest, fair, and trustworthy. Communicate responsibly. Honor commitments.
- Excellence: Maintain high standards and clear expectations. Provide quality learning services and experiences. Innovate and create.
- Learning: Learn and grow as employees and as an organization.

NWCCD STRATEGIC GOALS

STUDENT SUCCESS STRATEGY GOALS:

- GOAL ONE: Improve student retention by reducing obstacles to completion
- GOAL TWO: Support retention and completion through student out-of-the-classroom engagement
- GOAL THREE: Align programs, capacity, and enrollment strategies with statewide and regional demands

ORGANIZATIONAL HEALTH STRATEGY GOALS:

- GOAL ONE: Promote an environment where employees feel valued and supported as contributors
- GOAL TWO: Develop leadership capacity across the organization
- GOAL THREE: Strengthen Continuous Quality Improvement (CQI) and the intentional use of data

Equal Opportunity: Non-Discrimination Clause

Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, gender identity, or any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Assistant Vice President for Human Resources, Jennifer McArthur, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Griffith Memorial Building, Room 141D, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.