

Guidelines for All PCC Personnel (students, faculty and staff) Returning to Campus - Spring 2021

1. If students are currently in isolation or quarantine, please have them remain where they are until they have completed their 10-14 days. (They should not travel while in isolation or quarantine!)
2. If students are having any cold or flu-like symptoms they should stay away from campus until those symptoms have been resolved for at least 2-3 days.
3. If students know they have been exposed to a positive case of Covid-19, they should quarantine at home for at least 10 days. If symptoms develop during the 10 days they should test for Covid-19, where they are.
4. **Please strongly encourage your students to get a flu shot BEFORE returning to campus.** This can greatly reduce the chances of spreading the flu virus, and help us to determine if they are having flu or Covid-19 symptoms. This could help keep your entire team/group from going down due to the flu.
5. **Strongly** encouraging students to **mask and distance 2 weeks prior** to their return to campus will greatly reduce the spread of illness to your team/group. This includes avoiding large gatherings.
6. Returning groups/teams could be asked to complete the *Advanced Covid-19 screening* form either with a coach, athletic trainer, activity sponsor or college health staff. This will be in addition to the general screening/questionnaire they complete on move-in day. The Advanced screening form should be completed within 1-2 days following their move in day. This form will determine if they are to be tested in the following days, or added to a surveillance testing list for future testing. These forms are returned to College Health for evaluation.

If you have questions concerning the above information, contact the College Health office at 620-450-2150, or by email at leighann@prattcc.edu.

Return to Campus Task Force - Responses & Summary of Employee Feedback for Spring 2021

1. **Screening process for students upon arrival and/or return for spring semester. How/what/when communication to students?**

Spring 2021 Semester Start: Students arriving on campus for Spring 2021 Semester who have traveled to the locations referenced in the Kansas Department of Health & Environment (KDHE) travel restrictions will be required to quarantine, per the KDHE guidelines, upon arrival. Student will also be expected to adhere to the College's procedures for quarantine/isolation as directed by the College Health Nurse. International students will not automatically quarantine unless the KDHE travel restrictions apply.

Student athletes returning early for the semester will complete "Advanced COVID-19 Screening/Return to Campus" form (see page 7) administered by the athletic department to minimize the risk of COVID

19 exposure. All athletes will continue to be screened daily as part of the practice/competition protocol. An athlete completing a COVID 19 quarantine/isolation period will be required to complete the "COVID 19 Return to Play Form" (see page 8) prior to them being allowed to return to competition play in their sporting activity.

General Quarantine/Isolation: At any time from arrival throughout the academic year, any student testing positive for COVID 19 or being exposed to a person(s) with known or suspected COVID 19 or received notification from public health officials that they are a close contact of a confirmed case of COVID 19 will be required to quarantine/isolate as determined by the Pratt County Health Department, the College Health Nurse, and/or the College's procedures.

Sanctions for Violating COVID 19 Quarantine/Isolation: Any student violating a quarantine/isolation directive by not following expectations outlined by the College Health Nurse or a College Official will be immediately dismissed from campus and from the residence hall (if appropriate) for the remainder of the Spring 2021 semester. Class attendance will transition immediately to alternative/distance learning for the remainder of the semester. The student will not be allowed on campus through the remainder of the academic year without authorization from a member of the administration for business purposes only. Violations include leaving a quarantine/isolation room without permission of a college official and/or residence hall room/hall visitation.

2. Consistent plan for quarantine/isolation when an employee tests positive and protocol for officemates, office function.

An employee testing positive for COVID 19 or a close contact of someone testing positive should contact the College Health Nurse to confirm the appropriate protocol for quarantine/isolation. Based on the employee's situation and in consultation with the Pratt County Health Department, the College Health Nurse will outline the expectations for the employee.

3. Dates for early return athletes?

January 3: Men's and Women's Basketball, Volleyball Wrestling, & Cheer/Dance

January 10: Track, Baseball, & Softball

The remainder of athletes will return with other students; residence halls open January 19, classes start January 20.

4. Competition dates for spring athletics?

As of December 21, the first competition date for each sport is listed below. For updates and a complete schedule visit <https://gobeaversports.com/landing/index>.

- MBB: January 22 vs Sterling-HOME
- VB: January 23 vs Friends JV-HOME
- Wrestling: January 26 double dual-HOME
- WBB: January 27 vs Bethel JV-HOME
- Softball: February 6 at Clarendon, TX
- Baseball: February 9 vs KWU JV-HOME

- Men's Soccer: March 26 vs Garden City-HOME
- Women's Soccer: March 26 vs Garden City-HOME
- Indoor Track (still working on schedule)

5. Questionnaire screening, office sign-in sheets, protocol and institutional manager of forms.

Campus Visitor, Student & Employee Questionnaire is currently available on the college website <http://prattcc.edu/sites/default/files/pdfs/visitor-student-employee-questionnaire-102020-revised.pdf>. The questionnaire can be managed and maintained by the department lead or turned into the Vice President of Finance & Operations' Office. The purpose of the questionnaire is to allow the screening of visitors by the department lead or employee when hosting a guest, meeting, or special event. Whenever possible, the questionnaire should be provided to the visitor(s) prior to arriving on campus; ensuring visitors are not violating KDHE travel restrictions, or state/county COVID 19 guidelines. Should a member of a particular office area be exposed to COVID 19 and test positive, the office sign-in sheets can be used to notify individuals who were in the office and may be a close contact.

6. Microsoft Bookings, campus-wide use for appointments; promote to students and employees.

Microsoft Bookings is available to all employees by contacting IT. Microsoft Bookings is a scheduling tool and is part of the Microsoft Office family of products. Microsoft Bookings allows employees to schedule and manage appointments and includes a web-based booking calendar and integrates with Outlook. It optimizes the use of the Outlook calendar and allows students or colleagues to book an appointment time that works best for them.

7. Identify employee "point-of-contact" for non-athletes/non-program students placed in quarantines/isolation.

The "point-of-contact" will be the Assistant Director of Residence Life/Student Life Coordinator.

8. Mental-health breaks for students in quarantine/isolation.

The Licensed Professional Counselor will continue to confer with students in quarantine/isolation and provide support and guidance for mental-health wellness during quarantine/isolation. The Assistant Director of Residence Life/Student Life Coordinator will also provide support, assistance, and student life programming as appropriate.

9. More visible communication of sanctions for breaking COVID quarantine/isolation.

Sanctions for Violating COVID 19 Quarantine/Isolation: Any student violating a quarantine/isolation directive by not following expectations outlined by the College Health Nurse or a College Official will be immediately dismissed from campus and from the residence hall (if appropriate) for the remainder of the Spring 2021 semester. Class attendance will transition immediately to alternative/distance learning for the remainder of the semester. The student will not be allowed on campus through the remainder of the academic year without authorization from a member of the administration for business

purposes only. Violations include leaving a quarantine/isolation room without permission of a college official and/or residence hall room/hall visitation. Students in quarantine/isolation will have “No Visitors Allowed” signs posted on their residence hall room door. The College Health Nurse will continue to provide quarantine/isolation students with written directives and expectations at the time they enter quarantine/isolation.

10. Students not checking emails

All students have access to a free Office 365 account, which can be accessed under the login tab at prattcc.edu. Your Outlook account will be your most important link with Pratt Community College as all official school business is communicated through your PrattCC email address. Each student is responsible for responding to their prattcc.edu email in a timely manner and understanding which communication platforms are utilized by college officials, instructors, staff, and service offices.

11. Pro-active communication by advisors for virtual enrollment appointments with students.

Advisors consistently initiate communication to advisees and students regarding enrollment reminders and/or scheduling enrollment appointments. Throughout the enrollment period, classroom announcements and general enrollment reminders are also shared with students through a variety of means.

12. Confirm virtual platform of choice for each faculty for spring semester classes.

To confirm the virtual platform of choice for a class, a student should contact their instructor prior to the first class. Students may contact their instructor by referencing the employee directory <http://prattcc.edu/contact-directory>.

13. Availability of COVID testing for PCC students?

The Spring 2021 COVID 19 Testing Plan

Beginning in the spring semester, 2021, Pratt Community College will begin random testing of all student-athletes for COVID-19.

- A. A 10% random sample of each team will be used each week for testing. If the random sample number comes out as a fraction, that number will be rounded accordingly. i.e. 18 on roster = 1.8 as 10% sample size. Rounding becomes two persons tested. Similarly, if the roster is 22, a 10% sample size = 2.2 which becomes two persons tested after rounding the sample number.
- B. Each student athlete will complete an Advanced COVID Screening/Return to Campus form when they return following the break. Based on information collected on form, an athlete may be asked to test immediately. If a student athlete is selected to be tested based on their information, it will count toward that team 10%.
- C. The Athletic Training office will be responsible for selecting such student-athletes for testing. Each coach is expected to keep his/her roster up to date in Teams folder and that list will be

used to select student-athletes for testing. The Athletic Training staff will notify the coach of that sport which athlete has been selected. Coaches are expected to contact athletes to deliver information on date and location of test.

- D. A person who gets selected to test will be removed from the list of subsequent tests. After an entire team is tested, all names will return to list and a new sample will be selected. This method will continue until end of the respective season.
- E. Athletes who exhibit symptoms of COVID-19 will be subject to testing; not as part of the random sample. If a person tests positive for COVID-19, from the symptoms they exhibited, their name will be removed from the roster sample group and returned once all team members have tested.
- F. Tests will be administered by the Pratt Community College Health Nurse. Tests will be given on dates provided by health nurse and may vary from week to week.
- G. Student-athletes who are selected to test, will remain in quarantine pending test results. Expect test results in 24 hours.
- H. KDHE guidelines and Pratt Community College protocol will be followed if a student-athlete tests positive.

Note: Other scholarship award recipient activity students may also be part of the random testing rotation based on their event scheduling and interaction with non-PCC individuals or organizations.

Symptomatic students should continue to contact the College Health Nurse for consultation. These students will continue to be tested by the Pratt County Health Department.

Screening

- Upon arrival to campus student will be asked the general/KDHE screening questions before they are allowed to move into residence halls.
- On move in day, or within next 1-2 days, student will be asked the Advanced Screening Questions by either a coach, athletic trainer, activity sponsor or the college health nurse.
- Dependent upon the answers to those screening questions, student will be scheduled for a testing time, or put on a list for future surveillance testing. This will be evaluated by the college health nurse.
- Any student previously testing positive within the last 3 months will not be tested.
- Any student with symptoms will be evaluated by the nurse and a decision made to test or not.
- PCC athletic department will conduct weekly surveillance testing of 10% or more of each team. This will be in addition to any athlete who is symptomatic.

Scheduling Testing

- College Health will be informed of and given any completed advanced screening forms.
- Covid testing times will be scheduled through College Health with assistance from coaches, athletic trainers, activity sponsors or residence life staff. (the students point of contact)

Testing Process

- Student will be instructed to meet at the designated testing site at a time scheduled by the college health nurse. (either the college health office or another room dedicated to testing.)

- Student will need to bring their ID.
- Student will be informed of the testing procedure prior to testing.
- Information concerning the possibility of any false negative or false positive results will be explained, along with additional Covid-19 information.
- Student will wait while test is being processed and result made available.

Action following test results

- If test result is negative, student is released and given reinforced message of proper masking, distancing and hand washing for prevention. If student is symptomatic, they will be evaluated by College Health staff for possible additional testing (PCR test) and/or asked to isolate due to illness.
- If a positive result occurs – student will be assisted by a coach, or other PCC staff, and taken to gather their belongings for a 10-day period of isolation. Both persons will remain masked and keep at least 6 feet of distance. If not already housed in single room, isolation will either be in Woj. Hall or the Best Western Hotel. Information on the expectations and guidelines for following Covid-19 quarantine and isolation will be given at that time by the person accompanying the student.
- Student will be made aware that the contact tracing process will begin within the same or following day. They should begin to list anyone they have been within 6 ft. of, for longer than 10 minutes, in the past 2 days, or 2 days prior to onset of symptoms, if present.

Additional testing guidelines

- Students who present to College Health with 2 or more cold/flu-like symptoms will complete the *Triage form to Identify persons with suspected Covid-19*. After evaluating those answers and a discussion with student, a decision will be made to test for Covid-19 or monitor and treat symptoms. Student will be asked to quarantine until symptoms resolve, or isolate if they test positive for Covid-19.

14. Students eating in the commons area prolong their eating or use as an excuse for not wear face covering.

All employees are asked to hold students and peers accountable to COVID 19 pre-cautionary practices of wearing a face covering, social distancing, and regular hand washing. If employees witness students or peers not following these expected requirements, they should politely ask these individuals to wear a face covering and/or social distance. Everyone is responsible for enforcement and accountability when they see it happening, regardless of the location.

15. Declare Microsoft Teams Chat as official communication tool used by all employees to communicate with students, promote to students.

All students have access to a free Office365 account, which can be accessed under the login tab at prattcc.edu. Your Outlook account will be your most important link with Pratt Community College as all official school business is communicated through your PrattCC email address. Another important communication alternative when contacting college employees is Microsoft Teams <https://teams.microsoft.com/#/school/?ctx=teamsGrid>.

Microsoft Teams is a team collaboration software that is part of the Office 365 suite of applications and students have free access to it for chat, video meetings, calling, scheduling, and more. Students may

also contact employees directly through email or telephone by accessing the employee directory at <http://prattcc.edu/contact-directory>. Other forms of communication with instructors are outlined in the course syllabus. Each student is responsible for responding to their prattcc.edu email in a timely manner and understanding which communication platforms are utilized by college officials, instructors, staff, and service offices.

16. During work-study sessions, student groups are lax in wearing masks and social distancing in the library and commons area; male students in particular. Accountability and/or enforcement are not occurring.

All employees are asked to hold students and peers accountable to COVID 19 pre-cautionary practices of wearing a face covering, social distancing, and regular hand washing. If employees witness students or peers not following these expected requirements, they should politely ask these individuals to wear a face covering and/or social distance. Everyone is responsible for enforcement and accountability when they see it happening, regardless of the location.

17. Verification that facilities have been cleaned/disinfected after students uses them.

All facilities are cleaned on a daily basis. Following the Thanksgiving holiday, the maintenance staff began deep cleaning all classrooms on campus, including carpets. Faculty and faculty secretaries are assisting with fogging classrooms around mid-day. The residence life staff is assisting with fogging their respective residence halls and areas as needed. The activity bus is disinfected before and after every trip. The coaches are fogging their own areas, cheer, wrestling, and so forth. Ken Kepley has been fogging the Fitness Center and Cardio Room equipment. The maintenance staff also keeps clean towels and bottles of sanitizer available for use at all times.

18. Accountability and diligent use of face coverings, social distancing by employees; employees in switchboard not wearing face coverings appropriately, employees walking in hallways, leaving restrooms, entering offices, etc.

All employees are asked to hold students and peers accountable to COVID 19 pre-cautionary practices of wearing a face covering, social distancing, and regular hand washing. If employees witness students or peers not following these expected requirements, they should politely ask these individuals to wear a face covering and/or social distance. Everyone is responsible for enforcement and accountability when they see it happening, regardless of the location.

19. Provide GWD daily/weekly menu to students in quarantine/isolation to select preferred entre per meal.

The Assistant Director of Residence Life/Student Life Coordinator is working with the Great Western Dining Director and the Assistant Athletic Director to design a menu/meal option form. The purpose of the form is to allow students in quarantine/isolation to select which lunch and/or dinner meal entre they prefer. The implementation of this form is pending based on feedback and action from the GWD Director.

Pratt Community College

Advanced COVID-19 Screening/Return to Campus

Name _____ Activity/Sport _____ Date _____

Contact info-Phone _____ Email _____

*Do you currently have, or have you had in the past 3 days, any of the following symptoms?

- Fever 100. 4 F or higher; Current Temp. _____
- Unexplained shortness of breath or difficulty breathing
- New cough
- Sore throat
- Headache
- Body aches
- Chills and shaking
- New loss of taste or smell
- Nausea, vomiting or diarrhea

*Have you tested positive for Covid-19 in the last 3 months? **Yes/No** (if **No**- continue to next *)

If yes, do you still have symptoms? _____ **If no symptoms – Released.**

If still having symptoms, see College Health staff for evaluation, wear your mask and distance from others.

*In the last 10 days have you been at a gathering with more than 10 people? **Yes/No**

If yes, did you consistently wear a mask? **Yes/No**

Did you distance at least 6ft during the gathering? **Yes/No**

*Have you been close to anyone who tested positive for COVID-19 during the past 2 weeks? **Yes/No**

If yes – Date of exposure? _____

PCC Staff _____ Title _____ Date _____

**All completed forms are to be returned to the PCC College Health office.

College Health action:

Schedule for immediate Covid-19 testing? Yes/No

Add to surveillance testing list? Yes/No

Evaluate symptoms for additional testing or possible quarantine.

PRATT COMMUNITY COLLEGE
COVID-19 RETURN TO PLAY FORM

Athlete's Name _____ DOB _____ Date of Positive Test _____

THIS RETURN TO PLAY IS BASED ON TODAY'S EVALUATION

Date of Evaluation _____

Criteria to return (initial blank next to item)

_____ 10 days have passed since onset of symptoms, or date of positive COVID test (whichever came last)

_____ Symptoms have resolved (No fever (>100.4F) for 24 hours without fever reducing medication, improvement of symptoms (cough, shortness of breath)

_____ Athlete was not hospitalized due to COVID-19 infection

_____ Athlete HAS satisfied the above criteria and IS cleared to return to activity.

_____ Athlete HAS NOT satisfied the above criteria and IS NOT cleared to return to activity.

Evaluator Name _____ Office Phone _____

Evaluator Address _____

Evaluator Signature _____

Return to Play Recommendations

Each athlete must be evaluated by the Athletic Training staff before beginning activity. If athlete suffers any symptoms which may be regarded as dangerous for return, the Athletic Training staff will make appropriate recommendations to the coach and Athletic Director. These recommendations may include evaluation by a MD, DO, PAC or ARNP. In addition, a cardiac screen test may be recommended. Coaches must use discretion when an athlete returns following a positive COVID test.

Cleared for Full Participation by School Personnel (AD or Assistant AD)

Signature _____ Date _____

NOTE: The above guidelines, expectations, and procedures outlined throughout this document may be adjusted during the 2020-2021 academic year as the College manages the risk of COVID-19 exposure. Employees, students, and visitors should be prepared to adapt accordingly with little notification. Such sudden action taken by the College would occur in the best interest of the health and safety of our students, employees, and others we serve.

Approved by Cabinet, December 20, 2020