

**2020-2021 CAMPUS GUIDELINES,  
EXPECTATIONS & PROCEDURES  
COVID-19 PANDEMIC (PART 1 & PART 2)**

**Safety & Healthy Workplace Environments**

1. The greater number of interactions and the longer the interaction, the higher the risk of COVID-19 spread. Personal prevention practices are important. Employees and students are expected to abide by the following practices while on campus and/or when representing the College off campus until such time when recommendations change. During the 2020-2021 academic year, students, employees, and visitors must be flexible and prepared for adjustments to expected guidelines and procedures upon short notice due to College action. Such sudden action taken by the College would occur in the best interest of the health and safety of students, employees, and others. PCC off campus sites should also follow the COVID-19 guidelines of their host site.
  - a. **Hand Hygiene and Respiratory Etiquette** – Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer that contains at least 60% alcohol if soap and water are not available. Cover coughs and sneezes with a tissue or use of the inside of your elbow.
  - b. **Staying Home or Self-Isolating when Appropriate** – The College is asking employees, students, and visitors to conduct a daily self-assessment before visiting a campus facility or arriving on campus. If you have a fever, cough or other symptoms, stay home or in your residence hall room. Do not congregate with others until you have no symptoms. No Person with a fever of 100 degrees Fahrenheit or greater or with symptoms of COVID-19 may be in any college facility or vehicle. All faculty, staff and students will be required to stay home or in their respective residence hall room if they are sick. Call, email, or text the College Health Nurse for further guidance.
  - c. **Cleaning and disinfection** – Routine cleaning with soap and water. Frequent disinfection of surfaces and objects in high-touch areas. Employee desks should be cleared and cleaned daily. Maintenance staff do not clean personal desks, tables, or other hard surfaces within individual offices. High touch surfaces will receive additional sanitizing throughout the day. Employees should use the Custodial/Maintenance Form located in Etrieve to request PPE, cleaning and sanitizing supplies, and plexiglass barrier.
  - d. **Physical/social distancing** – Physical/social distancing requires that individuals remain spaced at least 6 feet apart.
  - e. **Supplies** – To support healthy behaviors, cleaning and disinfecting supplies will be provided by the College and can be requested by submitting the “Custodial/Maintenance Request Form” available in Retrieve. Hand sanitizers, disinfectant and other cleaning items will be placed throughout the campus.
  - f. **Signage & Facilities** – Spacing decals and indicators, as well as social distancing posters will be displayed throughout campus. Modifications in physical and furniture arrangement have been made to support physical/social distancing.
  - g. **Notification & Disclosure** – If an employee, student, or visitor becomes aware of a COVID-19 case on campus, they should immediately contact College officials. College officials will confer with the Pratt County Health Department immediately. Where there is a confirmed COVID-19 case on campus, it is critical to maintain confidentiality of the employee or student as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as appropriate.

- h. **Drinking Fountains** – All drinking fountains will be disabled and/or taped off. The water bottle filling stations will remain available.
  - i. **Liability of Risk:** All persons that elect to use Pratt Community College facilities recognize the risk in using Pratt Community College facilities and interacting with others. You acknowledge that Pratt Community College is not liable for the spread or transfer of any virus or illness as a result of being on the campus of Pratt Community College.
2. Employees and students will be required to complete a “COVID-19 Educational Training” exercise which may include an educational document, CDC video, online tutorial, and/or memo of understanding. All students will sign a “COVID-19 Student Code of Conduct and Assumption of Risk form which states they understand the risks involved in the environment and with contracting COVID-19.
  3. Visitors should complete the “COVID-19 Visitor Questionnaire” upon arrival on campus. The hosting department point-of-contact will facilitate and review the questionnaire responses and determine if the visitor is allowed to remain on campus. Completed questionnaires should be submitted to the division administrative assistant to maintain a contact tracing list if needed. When possible, the hosting party should:
    - Communicate and recommend use of virtual meetings when appropriate instead of onsite appointments or meetings; minimize face-to-face meetings whenever possible
    - Use scheduling software for appointments
    - Log visitors to each office area on a daily basis to utilize for contact tracing if needed
  4. Educational guidelines will be developed by College Health and made available to all employees and students to encourage management of their own health during the COVID-19 pandemic.
  5. Signage will be placed throughout campus to promote COVID-19 healthy habits. TV’s in the Commons and Learning Resource Center should be used for additional education and communication.
  6. Plexiglass will be installed in areas where employees are highly exposed or upon request of the respective employee.
  7. Hand sanitizing stations will be placed throughout campus.
  8. Furniture in Commons areas and all public gathering spaces will be re-arranged to exercise social distancing. Employees are expected to monitor this area to ensure social distancing is practiced.
  9. Personal protection equipment (PPE) will be provided to employees working in higher risk areas.

<b>Wearing of Face Covering</b>
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1. Face covering is required to be worn by students, employees, and visitors in all PCC public spaces and other designated private areas where physical/social distancing cannot be practiced (offices, classrooms, labs, locker rooms, meeting rooms, vehicles, etc. as determined by the department supervisor and/or division VP/AD.) Public spaces include the commons, facility lobbies, restrooms, hallways, switchboard/mailroom, cafeteria, Beaver Bites, Dennis Lesh Sports Arena Circle, Learning Resource Center, bookstore, entry ways, and common gathering areas. Face coverings must also be worn outdoors on campus if safe physical/social distancing is not possible.

The following exceptions apply: students in their residence hall room or with their room/suitemate(s), residence hall suite restroom, while participating in activities in which a face covering cannot be worn or

would prohibit respiratory function (eating, drinking, playing sports), individuals with a recognized disability who have approved accommodations with the Student Success Center.

Signage when entering an office and/or advance notification when coordinating a meeting or event is required to communicate the expectations of wearing face covering. The College will make available face covering for employees, students, and visitors. A complimentary face covering is available at the following campus locations: Switchboard, College Health Office, Finance & Operations Division Office, and the Athletic Training Office. Employees may also provide their own face covering and are encouraged to do so to minimize the cost to the College.

## **Travel Guidelines**

1. Employees are responsible for monitoring the latest CDC, KDHE, and PCHD COVID-19 related travel restrictions when conducting personal travel to determine, with their supervisor, if working remotely is needed upon return.
2. If individuals have symptoms, they should not travel for College related business.
3. It is required that employees wear face covering on a College bus or van unless physical/social distancing can occur by alternating seats.
4. As part of the vehicle check-out process, additional sanitizing expectations will be outlined. Hand sanitizer will be provided in each vehicle.
5. When outside a vehicle, social distancing and other COVID-19 precautions are expected to be followed as a representative of PCC and in alignment with CDC, KDHE, Pratt County Health Department guidelines.
6. Seats should be left open in a bus or van whenever possible.
7. As passengers enter/exit the bus or van, passengers are asked to maintain physical distancing.
8. Vehicles will be sanitized prior to departure on all trips. Key bags and keys will be sanitized between each trip.
9. Athletic travel (see defined travel guidelines)

### Student/PCC Trip Travel Guidelines

1. Students, employees, bus drivers will be required to wear facial coverings in college vehicles; if you do not have a facial covering, contact your trip sponsor, coach, etc. prior to leaving.
2. Students will have temperature taken before they get in the college vehicle.
3. Hand sanitizer will be provided in each travel vehicle.
4. Vehicles will be sanitized prior to departure on all road trips.
5. Students are advised not to share food and/or beverages on road trips. This includes sack lunches and any other food purchased or brought along on trip.
6. When outside a vehicle, social distancing and other COVID-19 precautions are expected to be followed as a representative of PCC and in alignment with CDC, KDHE, Pratt County Health Department guidelines.

## **Athletics**

### Practice Guidelines

1. Student-athletes are strongly encouraged to wash their hands before and immediately following practice.
2. Temperature will be taken before each practice. Any athlete that registers a temperature of 100.4F or above will be subject to additional testing and evaluation.

3. Hand sanitizer will be provided at each practice.
4. Student-athletes may bring their own water bottle to practice. Those who bring their own will be responsible for cleaning and sanitizing them on a regular basis. Student-athletes should not share water bottles at any time.
5. Water bottles provided by PCC will remain in possession of the athletic team. These water bottles will be cleaned and sanitized following each practice session.
6. A water bottle refers to a container which may contain water or another liquid; sport drink, etc.
7. Sports equipment used for each particular sport will be cleaned and sanitized following each practice.
8. Facial coverings will be provided and available if a student-athlete chooses to wear one.

#### Travel Guidelines

9. Student-athletes, coaches, and bus driver, will be required to wear facial coverings on the bus or van. Facial coverings will be available.
10. Student athletes will have temperature taken before they get on bus or van.
11. Hand sanitizer will be provided in each travel vehicle.
12. Vehicles will be sanitized prior to departure on all road trips.
13. When student-athletes are not participating in their contest, they are expected to maintain social distancing practices.
14. If athletes are in area where they are unable to social distance, they will be required to wear facial coverings.
15. Student-athletes are advised not to share food and/or beverages on road trips. This includes sack lunches and any other food purchased or brought along on trip.

#### Hosting Home Events

16. Posters/signs will be placed in each visitor locker room to remind the opposing team of expectations. This includes washing hands, using hand sanitizer, and social distancing.

<b>Enforcement &amp; Accountability</b>
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1. Supervisors will be responsible for enforcement of stated guidelines and accountability of employees to follow expectations and/or the necessary corrective action. The supervisor should confer with their respective VP/AD if administrative intervention is required.
2. Enforcement with students and their accountability of following expected practices is the responsibility of a designated employee (coach, program coordinator, activity or club sponsor, residential supervisor) relative to the student's involvement. Outside of these organizations, students will be held accountable by faculty, staff, and administration as appropriate. Initially, enforcement should be handled at the lowest level of authority with administrative intervention as required.

**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.**

*Note: Resource: Centers for Disease Control & Pratt Community College's Return to Campus Task Force*

*Approved by President's Cabinet 6.30.20*

**PART 2: 2020-2021 CAMPUS GUIDELINES,  
EXPECTATIONS & PROCEDURES  
COVID-19 PANDEMIC**

**Students**

1. Students will be expected to adhere to all guidelines, procedures, and expectations outlined in the COVID-19 Student Code of Conduct, Understanding, & Assumption of Risk Form (see below). These expectations are in addition to the Student Code of Conduct & Responsibilities outlined in the *Student Handbook* available to students on the College website.
2. Students will be expected to complete fall semester onboarding paperwork in advance of the student's arrival on campus to minimize the one-on-one exposure. Each department is responsible for making available their department's required paperwork to the student through E-Central or email.
3. It is highly recommended that residence hall students bring thermometers and general medication for cold/flu to aid in pro-active self-care measures. Students will be required to wear face coverings on campus and should bring their own face coverings to use where required.
4. An online New Student Information portal for students to be updated and orientated to the campus culture, campus services, policies, procedures, and practices will be available after August 10<sup>th</sup> at [www.prattcc.edu/NSIS](http://www.prattcc.edu/NSIS). Students will be notified of this resource through text alerts, social media, etc. All students are encouraged to seek out this resource to learn more about PCC.
5. Students should be prepared to follow these COVID-19 Classroom Guidelines:
  - Students who are not feeling well or who are running a fever should contact College Health (initial contact should not be in person) and then contact their instructor (not in person). Students may participate in class through alternate delivery mode as per each instructor's directions.
  - Students should use hand sanitizer upon entering and exiting classrooms whenever possible.
  - As space allows, all individuals should maintain a 6-foot distance from others even when wearing face coverings. For example, students should avoid gathering in the hallways, classroom doorways, at each other's desks, the instructor's desk/station, and in other areas of classrooms unless directed to do so by the instructor (ex. lab situation). Students are encouraged to schedule appointments with instructors for additional assistance, etc.
  - Face coverings are required but may be removed at the direction of individual instructors if social distancing is possible. (Reminder: Face coverings are required in public spaces, including hallways, restrooms, etc.).
  - Students not following social distancing and/or face covering guidelines will be asked to leave the class and join remotely. Instructors will document this occurrence and share the information with the PCC administration. Students not following PCC classroom and instructor guidelines may be withdrawn from the course.
  - Neither instructors nor students should put themselves or others at risk in an attempt to enforce PCC or classroom COVID-19 guidelines. Students who need reasonable health-related accommodations regarding COVID-19 guidelines may contact Student Success Center for information.
  - In addition to classroom guidelines, students should be prepared to follow additional instructor guidelines regarding alternate delivery modes should that change become necessary. Due to the ever-changing COVID-19 pandemic, a change in delivery mode could happen with little advance notice. Students should check their PCC email and Canvas accounts daily as well as any other means of

contact as per instructor expectations for information. As with all information related to the COVID-19 pandemic, these guidelines are subject to change.

## COVID-19 Student Code of Conduct, Understanding, & Acknowledgement of Risk Form

Pratt Community College's first priority is the health, safety, and well-being of our entire College community; an important part of that priority involves the College mitigating the risks of COVID-19. The COVID-19 Student Code of Conduct, Understanding & Acknowledgement of Risk Form (Form) identifies shared expectations that keep our community focused on our mission of student learning and high-quality instruction and services. The COVID-19 pandemic is ever-changing, and students must understand they need to be flexible. Students will need to exercise personal responsibility and accountability. Students are responsible to stay informed and read PCC communications that provide updates and specific instructions relative to COVID-19. Students should also realize that being informed includes knowing the expectations of each of their instructors, coaches, advisors, etc. and of each office's staff about social distancing, facial coverings, appointments, etc.

PCC reserves the right to modify its guidelines, codes, policies, and procedures as needed to ensure optimum business continuity and the safety of the College stakeholders during the COVID-19 pandemic. This may require immediate action by students with little notification due to the nature of the situation. All students, whether living on campus or off, are expected to abide by all federal, state, local, and PCC guidelines and regulations implemented to help mitigate the spread of COVID-19. Failure to do so may result in a violation of the PCC Student Code of Conduct outlined in the *Student Handbook* and disciplinary sanctions. The following is an outline of expected behavior of all PCC students and visitors with regard to COVID-19.

1. **Physical/Social Distancing Guidelines:** Whenever possible, all individuals should maintain a 6-foot distance from others, in both indoor facilities and outdoor spaces, including the residence halls and lobby/common area, communal restrooms, and laundry spaces. It is the expectation that all students will be respectful of other people's space and maintain the appropriate amount of distance. Students are expected to follow the guidelines, which may differ in each campus facility, including the residence hall due to the hall's floorplan.
2. **Face Coverings:** Face covering is required to be worn by students, employees, and visitors in all PCC public spaces and other designated private areas where physical/social distancing cannot be practiced (offices, classrooms, labs, locker rooms, meeting rooms, vehicles, etc. as determined by the department supervisor and/or division VP/AD.) Public spaces include the commons, facility lobbies, restrooms, hallways, switchboard/mailroom, cafeteria, Beaver Bites, Dennis Lesh Sports Arena Circle, Learning Resource Center, bookstore, entry ways, and common gathering areas. Face coverings must also be worn outdoors on campus if safe physical/social distancing is not possible. The following exceptions apply: students in their residence hall room or with their room/suitemate(s), residence hall suite restroom, while participating in activities in which a face covering cannot be worn or would prohibit respiratory function (eating, drinking, playing sports), individuals with a recognized disability who have approved accommodations with the Student Success Center.
3. **Health Self-Monitoring/Reporting:** Students are expected to monitor their health for any symptoms associated with illness, including fever, and/or specific symptoms associated with COVID-19 on a daily basis. When asked, students must accurately and honestly report symptoms or risk factors for COVID-19. Students who feel sick or have a fever should not attend class/events/athletic practice or games/activities/or visit offices. Students must also contact College Health at 620-450-2150 to report symptoms associated with COVID-19. Students with a fever of 100 degrees Fahrenheit or greater or with symptoms of COVID-19 must not come to campus, and those living in the residence hall should remain in their room and contact the Assistant Director of Students & Residence Life or the Director of Students & Residence Life. Students should not return to campus, congregate with others, or visit facilities across campus until they are symptom free.

4. **Cleaning & Disinfection:** Students are responsible for cleaning and disinfecting their residence hall room. To minimize the spread of COVID-19, students are highly encouraged to clean and disinfect all surfaces in their room frequently each day, including doorknobs, light switches, faucets and handles in bathrooms (suites and apartments), and other high-touch surfaces. The College maintenance staff does not clean residence hall rooms when students occupy the room. Residence halls are cleaned and sanitized prior to the arrival of students.
5. **Practice Good Hygiene:** Students are expected to wash hands often with soap and water for at least 20 seconds. If hand washing facilities are not available, students should use hand sanitizer with at least 60% alcohol content. Students should also avoid touching their eyes, nose, or mouth with unwashed hands. Students are expected to cover their mouth/nose with a tissue or sleeve when coughing or sneezing. Sharing personal items like drinking glasses, eating utensils, towels, and other personal items is discouraged.
6. **Residential Life Rules/Policies:** Students living in PCC residence halls must follow all rules, regulations, and procedures put in place to keep the residential life community safe and operating effectively. Specific policies, guidelines, and expectations related to COVID-19 must be followed. If not followed, disciplinary action will be taken which may result in sanctions up to and including dismissal from the residence hall.
7. **Restrictions on Residence Hall Visitation and In-Room Gatherings:** Visitation from individuals not living in the residence hall or employed by PCC will be prohibited unless visitors are accompanied by a PCC official conducting maintenance or for security reasons. Residential students should limit the number of PCC student guests visiting their residence hall room if social distancing cannot be followed. Students not following this guideline do so at their own risk and the risk of others for exposure to COVID-19. If not followed, disciplinary action will be taken which may result in sanctions up to and including dismissal from the residence hall.
8. **Exercise Good Care:** Students have the responsibility to establish good habits and take good care of their health. Students should manage stress, eat healthy, exercise, get enough sleep, and utilize PCC's resources when needed, including College Health, Student Success Center, Learning Resource Center, and Fitness Center.
9. **Education, Training & Staying Informed:** All students attending classes on the Pratt campus will be required to complete a "COVID-19 Educational Training" exercise which may include an educational document, CDC video, online tutorial, and/or memo of understanding. Students are expected to stay informed through regularly reading PCC email, text alerts, social media, and email communication. Students are expected to know the expectations of each of their instructors, coaches, advisors, etc. and of each office's staff about social distancing, facial coverings, appointments, etc. The LiveSafe App also communicates prevention information, and it delivers peer-to-peer and self-service resources. Download "LiveSafe" from Google Play or the App Store; search for and select Pratt Community College.
10. **Computer & Software Requirements:** Listed below (Appendix A) are the basic requirements needed to use the Office 365 suite, zoom application, and Canvas website utilized by Pratt Community College. PCC students are expected to have access to equipment which provides these basic requirements. Please note that some classes may require software with higher requirements than listed in Appendix A.
11. **Quarantine/Isolation:** Students arriving who meet the Kansas Department of Health & Environment (KDHE) travel restrictions will be required to adhere to the College's procedure for quarantine/isolation. At any time 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 expected to quarantine/isolate as determined by the Pratt County Health Department and/or the College's procedures. Students directed to quarantine/isolate are expected to return home unless travel restrictions prohibit this from occurring.
12. **Understand & Follow:** It is expected that all students will follow and understand the guidelines outlined by the Centers for Disease Control and Prevention (CDC), the Kansas Department of Health & Environment (KDHE), Pratt County Health Department, and PCC, including travel restrictions associated with their own states and/or country. This information is available on the PCC website at <http://prattcc.edu/college-health/coronavirus-resources-and-information> and updates for students at <http://www.prattcc.edu/coronavirus>.

During the 2020-2021 academic year, students should be flexible and prepared to transition to distance delivered learning, leave campus and/or move out of the residence hall with short notice, adapt to adjustments with scheduling, or other action taken by the College. Such sudden action taken by the College would occur in the best interest of the health and safety of students, employees, and others.

Finally, all students and their guests are expected to act appropriately and respectfully in all situations while on campus and when representing PCC. Each student is responsible for staying informed through PCC's official communication channels (College email, website, and social media) and for following the direction of College officials.

Each student agrees to follow and be accountable for the above Student Code of Conduct for COVID-19 pandemic expectations and guidelines during enrollment at PCC and understands the liability for risk and exposure associated with attending PCC and being part of the residential life and/or college community.

### **COVID-19 Assumption of Risk Acknowledgement**

**WHEREAS**, the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and as a result, social distancing is recommended;

**WHEREAS**, PRATT COMMUNITY COLLEGE will make every effort to protect the health and safety of students, employees, visitors, and other stakeholders by following the local health department, state, and Centers for Disease Control guidance for reducing exposure and setting stringent safety standards in all its buildings and property;

**WHEREAS**, PRATT COMMUNITY COLLEGE will make all decisions in collaboration with local health officials and other State authorities who can help assess the current level of mitigation needed based on community transmission levels;

**WHEREAS**, PRATT COMMUNITY COLLEGE will follow local, state, and CDC guidance and has put in place reasonable preventative measures to reduce the spread of COVID-19 in all its property and buildings;

**WHEREAS**, even though such standards will be followed, and reasonable measures put into place, PRATT COMMUNITY COLLEGE cannot guarantee that students, employees, visitors, and other stakeholders will not become infected with COVID-19; and

**WHEREAS**, as school and work activities reopen, attendance could increase your risk and your student's (s') risk of contracting COVID-19.

#### **NOW THEREFORE:**

By signing this agreement, I acknowledge the contagious nature of COVID-19 and that for myself and/or my student(s) that I or my student(s) may be exposed to or infected by COVID-19 by participating in my school, and/or employment, and activities and that such exposure or infection may result in personal injury, illness, permanent disability, and/or death.

I understand that the risk of becoming exposed to or infected by COVID-19 at PRATT COMMUNITY COLLEGE may result from the actions, omissions, negligence of myself and others, including, but not limited to, Board of Trustees, college employees, volunteers, partnerships, students, and their families.

I agree to follow the local health department COVID prevention guidelines. including but not limited to:

- ✓ Washing hands often with soap and water for at least 20 seconds.
- ✓ Maintaining social distancing.



- ✓ Covering cough or sneeze with a tissue and throwing the tissue in the trash.
- ✓ Avoiding touching my eyes, nose, and mouth with unwashed hands.
- ✓ Cleaning and disinfecting frequently touched objects and surfaces.
- ✓ Staying at home if I or my student is not feeling well or has a temperature.

I further agree on behalf of myself, my student, and my spouse, our heirs, successors, and assigns, to release, indemnify, and hold harmless, PRATT COMMUNITY COLLEGE, the Board of Trustees, administration, employees, agents and representatives from any and all acts or failure to act arising from or in connection with any acts or omissions in relation to the COVID-19 virus and my health or the health of my student(s) including prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE THAT I AM AGREEING TO DEFEND, INDEMNIFY AND HOLD HARMLESS PRATT COMMUNITY COLLEGE FROM ANY AND ALL CLAIMS IN REGARD TO ANY NEGLIGENT ACTION AND/OR INACTION IN REGARD TO PROTECTION AGAINST THE COVID-19 VIRUS.

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Signature of Student Date

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Print Name of Student Date

Parent/Legal Guardian Signature if Student is Under the Age of 18

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Signature of Parent/Legal Guardian Date

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Print Name of Parent/Legal Guardian Date

<b>Appendix A</b>
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Listed below are the basic requirements needed to use the Office 365 suite, Zoom application, and Canvas website utilized by Pratt Community College. As an enrolled student, you will be expected to have access to equipment which provides these basic requirements. Please note that some classes may require software with higher requirements than listed here. Examples being the Adobe Creative Cloud apps (Photoshop, Flash, Dreamweaver).

**Computer and processor**

- **Windows OS:** 1.6 GHz or faster, 2-core. 2 GHz or greater recommended for Skype for Business
- **macOS:** Intel processor

**Memory**

- **Windows OS:** 4 GB RAM; 2 GB RAM (32-bit)
- **macOS:** 4 GB RAM

**Hard disk**

- **Windows OS:** 4 GB of available disk space
- **macOS:** 10 GB of available disk space; HFS+ hard disk format (also known as macOS Extended) or APFS Updates may require additional storage over time.

### Display

- **Windows OS:** 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher)
- **macOS:** 1280 x 800 screen resolution

### Network

- **Windows OS:** Network card capable of LAN cable connectivity and/or 802.11ac Wi-Fi wireless networking
- **macOS:** Capable of 802.11ac Wi-Fi wireless networking

### Graphics

- **Windows OS:** Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32-bits-per-pixel-capable format.
- **macOS:** No graphics requirements.

### Operating system

- **Windows OS:** Windows 10, Windows 8.1
- **macOS:** One of the three most recent versions of macOS. When a new version of macOS is released, the macOS requirement becomes one of the then-current three most recent versions: the new version of macOS and the previous two versions.

### Browser

- The current updated versions of Microsoft Edge, Safari, Chrome, or Firefox.
- **.NET version**
- **Windows OS:** Some features may require .NET 3.5 or 4.6 and higher to also be installed. Microsoft Teams requires 4.6 or higher.

*Approved by President's Cabinet 7/7/2020  
Revised per KASB Attorney 7/17/2020*

## 2020 Residence Hall Move-In Information

1. Residence hall Move-In will be conducted on Saturday, August 15 & Sunday, August 16 between 9 am and 5 pm.
2. All students must follow the Move-In schedule outlined below to ensure social distancing, and other COVID-19 safety precautions are conducted.
  - Saturday, August 15 from 9 am to 1 pm = Last names beginning with A – F
  - Saturday, August 15 from 1 to 5 pm = Last names beginning with G – K
  - Sunday, August 16 from 9 am to 1 pm = Last names beginning with L – P
  - Sunday, August 16 from 1 to 5 pm = Last names beginning with Q – Z

Move-in ***begins in the south parking lot on the west side of the Benson Education Center.*** As students arrive on campus they should enter through the south parking lot entrance on the west side of campus.

- Students will drive up to one of the four check-in stations, two on either side of the south parking lot.
  - All passengers in the vehicle will be provided with a Campus Visitor, Student & Employee Questionnaire to complete and return to their check-in person.
  - At the check-in stations, students who ***have received financial authorization from the Business Office*** to check-in will be directed to continue through the north parking lot. They will access their dorm through the north drive.
  - Students who have ***incomplete financials*** will be directed to pull to the north parking lot to park and proceed inside Benson (parking in the north parking lot will prevent congestion of the drive through lanes). Once inside, they will check-in at the "decision table" and be directed to either the Financial Aid Office or the Business Office.
  - Each car will be provided a Parent Bag and each student will have a "Welcome Residence Hall Move-In Packet" waiting in their residence hall room.
  - ***Students required to quarantine upon arrival due to KDHE travel restrictions, International travel, or questionnaire screening responses will be given special directions for Move-In procedures by the Director of Students & Residence Life or the Assistant Director.***
3. Students and their guests are expected to adhere to the "COVID-19 Campus Guidelines, Expectations & Procedures".
  4. Cohort groups such as athletic teams, performing arts, eSports team are expected to follow the above timeline schedule for Move-In procedures and should not gather their entire team in the Commons or elsewhere during the Move-In processing period.
  5. All employees participating in Residence Hall Move-In, including Resident Assistants, will be expected to wear a face covering and practice social distancing while providing service to students.
  6. One adult guest can accompany the student through the official Move-In process conducted in the Benson Education Center Commons.
  7. No more than three guests can accompany the student into the assigned residence hall to assist with unloading of the student's personal items.
  8. Faculty and staff will not be expected to assist students with the unloading of personal items.
  9. Identification Cards issued to students will not have the student's photo on the card. ID cards will be pre-made and distributed to the students in the "Welcome Residence Hall Move-In packet." Students will be expected to have a valid driver's license or other photo ID to provide to College officials when asked.

10. Paperwork or business generally conducted in the Commons during the Move-In process will be shifted to an online transaction where possible. The online transaction should be completed by the students prior to arriving on campus. Students should not be advised or directed to “wait until they arrive on campus” to complete transactions.
11. Prior to arriving on campus for residence hall Move-In, students will be required to complete the following documents accessible through their E-Central account:
  - COVID-19 Campus Visitor, Student & Employee Questionnaire
  - COVID-19 Student Code of Conduct, Understanding, & Acknowledgement of Risk Form
12. The guest accompanying the student into Benson Education Center for official Move-In will be required to complete a “COVID-19 Campus Visitor, Student & Employee Questionnaire” upon arrival.
13. For information and planning:
  - The residence halls will close for Fall Semester on Tuesday, November 24, at 5 pm for all students except those required to stay on campus due to a college class/activity.
  - Students required to stay will be notified of this requirement in advance of November 24.
  - Upon completion of the required class/activity or no later than Friday, December 11, students will be expected to leave campus for the semester break.
  - Students are expected to make travel arrangements accordingly.
  - The residence halls will re-open on January 19, 2021.
14. Dates are subject to change. During the 2020-2021 academic year, students should be flexible and prepared to leave campus and/or move out of the residence hall upon short notice due to the unforeseen action taken because of the COVID-19 pandemic. Such sudden action taken by the college would occur in the best interest of the health and safety of our students and stakeholders.

## College Health

1. College Health services will be accessible during designated office hours which are posted on the College Health office door and on their webpage <http://prattcc.edu/department/college-health>. It is preferred that students schedule an appointment prior to visiting College Health. Students may contact College Health by calling, texting, or through Teams Chat (see website for contact information). The College Health Nurse (CHN) will utilize personal protection equipment (PPE). Students visiting College Health will be required to wear a face covering.
2. The use of scheduling software or telemedicine will be used whenever possible to minimize walk-ins and having sick students walking throughout the hallways and exposing others.
3. Upon arrival to College Health, the CHN will utilize a screening questionnaire to assess each student’s symptoms and health status. Students will also be asked to complete a Health Release Form.
4. The CHN will be available during Fall Semester onboarding events (enrollment, registration, in-service week) to address COVID-19 related questions from students and employees. The CHN will make available to students, parents, and employees, educational information about COVID-19 safety precautions, prevention, and decision points for action.
5. The CHN will conduct educational meetings and/or make available online references throughout the academic year as needed.
6. Employees should refrain from using College Health so CHN can focus on student needs.

7. College Health encourages students, employees, and parents to visit <https://www.safecolleges.com/?s=covid> for additional educational resource information. Students may also access information on the LiveSafe App. The LiveSafe App also communicates prevention information and it delivers peer-to-peer and self-service resources. Download “LiveSafe” from Google Play or the App Store; search for and select Pratt Community College.

### Health Release Form

I, \_\_\_\_\_, give consent for communication to occur among Pratt County Health Department officials and/or Pratt Community College officials regarding my health status and care.

#### INFORMATION TO BE DISCLOSED (check applicable information)

- Notice of illness
- Care and treatment required
- Medication required

\_\_\_\_\_  
Student Signature & ID#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pratt CC Representative’s Signature

\_\_\_\_\_  
Date

*Note: Additional information will continue to be made available from the College Health Nurse on the College Health webpage and through other means of communication. It is recommended you bookmark this webpage: <http://prattcc.edu/department/college-health>*

<b>WHAT TO DO IF YOU ARE SICK</b>
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The following information is guidance from the Centers for Disease Control and Prevention. If you have a fever, cough or other symptoms, you might have COVID-19. Most people have a mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact the College Health Nurse, Athletic Trainer, Residential Supervisor, Athletic Coach, Program Advisor, Activity Sponsor, or the Director of Students & Residence Life.

- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

## Student Quarantine Protocol Upon Arrival to Campus

Students arriving or returning to campus from the travel restricted states/locations designated by the Kansas Department of Health & Environment and those traveling Internationally will be required to quarantine for 14 days upon arrival in Kansas. Students should refer to the KDHE website

<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran> for the most up-to-date information and plan accordingly prior to arriving on campus.

During the quarantine period, students will be expected to attend classes through distance learning (Zoom, Teams, Canvas, Video Conferencing) and should contact their instructors to confirm the distance learning delivery mode and other expectations. If an illness or health condition prevents them from participating in classes, students should notify their instructor or the office of the Vice President of Instruction.

Students will not be allowed to return to campus and/or leave their campus directed quarantine location until their quarantine/isolation period is complete and they are released from the College Health Nurse. Guests arriving with students from the KDHE travel restricted states/locations will not be allowed on campus.

Students approved to live in the residence hall will be housed at a designated location during the 14-day quarantine period and are not allowed to visit any location where people are present, nor can there be any interaction with other people, even at a physical distance. This applies to both Kansas residents and non-Kansas residents. During the quarantine period, a PCC Response Team will provide support to residence hall students, including the delivery of pre-packaged meals. Failure to follow the specified requirements for the quarantine period will result in a violation of the PCC Student Code of Conduct outlined in the *Student Handbook* and disciplinary sanctions.

1. Designated states
2. International travelers
3. Cruise ship or river cruise passengers

## COVID-19 Quarantine & Isolation & Response Team Protocol for Residence Hall Students

**Quarantine is used to keep someone who might have been exposed to COVID-19 away from others.**

**Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. Source: CDC.gov. The following protocol will be exercised for students in quarantine and/or isolation.**

All employees are responsible for being diligent in observing symptoms of student illness and discussing with students the proper procedures for communicating with the appropriate health care professionals.

If a student is symptomatic, including fever, shortness of breath, cough, body aches, chills, sore throat, loss of taste/smell, the student should call, text, or email one of the following College officials immediately:

- College Health Nurse
- Athletic Trainer
- Assistant Director of Students & Residence Life

- Director of Students & Residence Life
- Residential Supervisor
- Assistant Athletic Director
- Athletic Coach
- Academic or Technical Program Advisor
- Activity Sponsor

The College official will confer with the College Health Nurse to determine the next course of action. The College will work in conjunction with the Pratt County Health Department when appropriate and follow its guidance for reporting, contact tracing, and notification to individuals and/or the public.

### Positive Test

If a student tests positive for COVID-19, ***the student will be asked to return home to self-isolate***. If the student is unable to return home due to travel restrictions, the student will self-isolate in a designated residence hall or hotel property secured by the College.

- Students are not allowed to visit any location where people are present, nor can there be any interaction with other people, even at a physical distance during this period of time.
- Students must be symptom free for 72 hours with no use of medicine and more than 10 days have passed since symptoms started (per CDC guidelines)
- Students will not be able to leave quarantine/isolation until the College Health Nurse has released the student.

### Exposed to Virus

Those who have been exposed to individuals testing positive for COVID-19 may also need to monitor symptoms, quarantine, or self-isolate. The College Health Nurse or Athletic Trainer will determine the next course of action.

Members of a cohort group who become symptomatic, test positive, or are exposed together may self-isolate or quarantine together in the designated residence hall or hotel property secured by the College.

Any employee should assist a student in contacting College Health or the Pratt County Health Department to discuss symptoms and the need for testing.

- Regardless of who is helping a student contact a health care provider, the College Health Nurse should be notified (at whatever point in the process) in order to properly log information, dates and the student's health status. When at all possible, employees should encourage students to contact College Health first.

HIPPA and FERPA guidelines must be observed at all times when working with individuals not-employed by the College. A health care release form (see form at the end of this section) will be required of any student seeking assistance from College Health, the Pratt County Health Department, or other health providers.

In-person attendance in class, offices, and other College facilities and vehicles should be recorded for contact tracing purposes.

- The Assistant Athletic Director is responsible for logs regarding athletic practice attendance (or non-attendance), travel on athletic teams, etc. Coaches will play a role in this as well.
- Instructors will track attendance and note if attendance is present by Zoom or other alternative delivery modes.
- Offices should keep a record of student visits as well.

A shared spreadsheet will be available to track details of any student who has been diagnosed with COVID-19 and/or is in isolation/quarantine and will need support. Members of the Response Team will have access to the spreadsheet and note their actions, including well-being check-ins, meal delivery, etc. This will allow the Response Team to know that student’s needs have been met and substitute others if a Response Team member is not available.

<b>Quarantine &amp; Isolation Response Team Members &amp; Protocol for Residence Hall Students</b>
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**Response Team Members**

- College Health Nurse
- Director of Students & Residence Life
- Athletic Trainer
- Assistant Athletic Director, Meal Coordination for Athletes
- Assistant Director of Students & Residence Life, Meal Coordination for Non-Athletes
- Professional Licensed Counselor
- Academic Advisor (Faculty or Student Success Center)
- Maintenance Staff Member
- Two Designated Points-of-Contact per each (see list below) Athletic Team, Activity Group, & Technical/Academic Program

• Baseball
• Basketball (Men)
• Basketball (Women)
• Cheer
• Cross Country
• Soccer (Men)
• Soccer (Women)
• Softball
• Track
• Volleyball
• Wrestling
• eSports
• Performing Arts
• Rodeo
• Agriculture
• Ag Power Technology
• Automotive



<ul style="list-style-type: none"> <li>• Electrical Power Technology</li> </ul>
<ul style="list-style-type: none"> <li>• Information Networking Technology</li> </ul>
<ul style="list-style-type: none"> <li>• Modern Sales Distribution &amp; Management</li> </ul>
<ul style="list-style-type: none"> <li>• Nursing</li> </ul>
<ul style="list-style-type: none"> <li>• Wildlife Outfitting &amp; Operations</li> </ul>
<ul style="list-style-type: none"> <li>• Allied Health</li> </ul>

## Response Team Roles & Protocol

1. Two designated individuals per **athletic team, technical program, activity group will be identified** within their program to serve as the point-of-contact for their respective group. These individuals will be responsible for daily check-in with the student to oversee the student's general well-being. These individuals will be responsible for ensuring the student(s) remain in quarantine/isolation until released by the College Health Nurse.
2. The **College Health Nurse** will monitor the health of the student through phone calls, video conferencing (Zoom/Teams) meetings, email, etc. as needed. The **Athletic Trainer** will also provide support.
3. The **Assistant Athletic Director** will coordinate with Great Western Dining and be responsible for the delivery of all meals (delivery will be no-contact) to student athletes living in the residence hall during quarantine or isolation.
4. The **Assistant Director of Students & Residence Life** will coordinate with Great Western Dining and be responsible for the delivery of meals (delivery will be no-contact) to non-athletic students living in the residence hall during quarantine or isolation.
5. The **Professional Licensed Counselor** will monitor the mental health and well-being of the student through phone calls, video conferencing (Zoom/Teams) meetings, email, text, etc. as needed.
6. **A Student Success Specialist and the student's Academic Faculty Advisor** will coordinate the educational needs of the student through phone calls, video conferencing (Zoom/Teams) meetings, email, text, etc. as needed.
7. A **member of the maintenance staff** will monitor the student's trash facility needs and trash removal. Trash will be left outside the student's door for pick-up as needed.
8. The **Director of Students & Residence Life** will ensure that effective communication and tracking of student information occurs throughout the quarantine/isolation period. The director will manage a spreadsheet tracking document for all team members to access. Response Team members will be responsible for reporting updates throughout a student's quarantine/isolation period.

Transportation - If a student who is symptomatic, needs to seek medical assistance outside of campus and does not have a vehicle, the student will be transported by one of the following in a College vehicle: coach, activity sponsor, the Assistant Athletic Director, the Residence Life Assistant, or the Assistant Director of Students & Residence Life. The student should not utilize a friend for transportation. Personal protection equipment will be required to be used by the employee and will be provided by the College.

## COVID-19 Quarantine & Isolation & Response Team Protocol for Off-Campus Students

The following support services will be available to off-campus students having to quarantine/isolate during their enrollment period. In order to activate these services, the off-campus student is responsible for contacting the College Health Nurse to report their initial quarantine/isolation status.

1. Each **athletic team, technical program, activity group will identify two individuals** within their program to serve as the point-of-contact for their respective group. These individuals will be responsible for regular check-in with the student to oversee the student's well-being. These individuals will be responsible for ensuring the student(s) remain in quarantine/isolation until released by the College Health Nurse.
2. The **College Health Nurse** will monitor the health of the student through phone calls, video conferencing (Zoom/Teams) meetings, email, etc. as needed.
3. The **Professional Licensed Counselor** will monitor the mental health and well-being of the student through phone calls, video conferencing (Zoom/Teams) meetings, email, etc. as needed.
4. **A Student Success Specialist and the student's Academic Faculty Advisor** will coordinate the educational needs of the student through phone calls, video conferencing (Zoom/Teams) meetings, email, etc. as needed.

<b>Decisions Points for Action</b>
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1. Risk Levels and Public Health Management

- a. No Risk
- b. Low Risk
- c. Medium Risk
- d. High Risk
- Decision points defined
  - Community confirmed cases – limited to Pratt County
  - Regional confirmed cases – South Central Kansas
  - Travel based confirm cases – Based on travel location
- Scaffolding of risk metrics
- Contact tracing

Decision Points

- a. Community Confirmed Active Cases – Limited Pratt County

- Low Risk –
  1. Fewer than 25 Active Confirmed Cases / Known Origin (Not PCC) but in Pratt County
    - a. Signage for Good Hygiene
    - b. Hand Washing
    - c. Frequent Self-Cleaning of personal space to include classroom spaces
    - d. Proper Disposal of Trash
  2. Fewer than 25 Active Confirmed Cases / Unknown Origin (Not PCC) Pratt County
    - a. Social Distancing 6 feet apart
    - b. Self-Monitor – if symptoms present themselves – report to the Student Health or Health Department Pratt County
      - Fever 100.4 or higher
      - Lower Respiratory Symptoms
    - c. Face Covering – Personal Protective Equipment
  3. Fewer than 25 Active Confirmed cases with additional annotation by the County Health Department that Pratt is experiencing a Community Spread – at this point we are approaching Medium risk – if PCC is identified as the epicenter of a

community outbreak, we would advance to Medium Risk and maybe high-risk, dependent on contact tracing results

- a. Social Distancing 6 feet apart
  - b. Self-Monitor – if symptoms present themselves – contact the Student Health or Health Department Pratt County
    - Fever 100.4 or higher
    - Lower Respiratory Symptoms
  - c. Face Covering – Personal Protective Equipment
- Medium Risk – Minimum of 14 days once this level is reached
    1. Community Spread has been identified by Pratt County Health Department and/or 26 – 100 Confirmed Active Cases / Known Origin (Not PCC)
      - a. Strict Social Distancing – 6 Feet Distance
        - Class
          1. Smaller Class Size
          2. Hybrid Distance Learning / Face to Face
        - Commons / Cafeteria / Hall Traffic /Congregant Areas
        - Limit Long Distance Travel (Off Campus)
          1. Internal?
          2. External?
        - Stable Groups
        - Self-Monitoring for Symptoms
          1. Fever 100.4
          2. Chills
          3. Muscle Pain
          4. Headache
          5. Sore Throat
          6. Diarrhea
          7. Coughing, Shortness of Breath or difficulty breathing
          8. New Loss of taste or Smell
    2. Fewer than 50 Active Confirmed cases with Unknown Origin (Not PCC) Pratt County
      - Class
        1. Smaller Class Size
        2. Hybrid Distance Learning / Face to Face
      - Commons / Cafeteria / Hall Traffic/Congregant Areas
      - Limit Long Distance Travel (Off Campus)
        1. Internal
        2. External
      - Stable Groups
      - Self-Monitoring for Symptoms
        1. Fever 100.4
        2. Chills
        3. Muscle Pain
        4. Headache
        5. Sore Throat

6. Diarrhea
  7. Coughing, Shortness of Breath or difficulty breathing
  8. New Loss of taste or Smell
3. Evidence of Community Spread (identified through contact tracing originating from PCC (high number of First-Degree Contacts on campus) – may move Campus to High Risk
    - High Risk – Exceeding any of the above-mentioned criteria:
      1. Convert to Distance Learning/Alternative Learning Modes
      2. Postpone Regional Travel
      3. Disinfect Campus
      4. Telework
      5. Consider sending students home / vacating campus
- b. Regional Confirmed Active Cases – South Central Kansas
  - c. Travel Based Confirmed Active Cases – Based on Travel Location

## 2. Contact Tracing

- First Degree Contact of a Known Exposure: First degree contact is most likely the cause for community outbreaks. If you have been informed that you have been in direct or close contact with a COVID-19 confirmed positive (typically in this situation you know the individual personally and have been contacted by the health department as a potentially exposed individual) or you have visited a location considered by the state of Kansas as a “hot spot” travel location, you will be required to quarantine for 14 days.
- Second Degree Contact of a Known Exposure: Second degree contact is deemed to be less likely to be the source of an outbreak. If you have been in contact with someone that was in direct contact (first degree) with a confirmed COVID-19 patient you should “self-monitor” for 14 days by taking your temperature and monitoring for other symptoms of COVID-19 infection.

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 Pratt Community College to share contact information when the College becomes aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, PCC has adopted the policy that use of and presence at PCC facilities as students, faculty and staff authorizes consent to PCC’s release of contact information to public health authorities. To opt-out of this practice, contact the College Health Nurse for opt-out information.

## Full Disclosure

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. The College website, social media, and prattcc.edu email serve as official modes of communication and will be used to notify students, employees and visitors of updates.

*Note: Sources include the Centers for Disease Control, Kansas Department of Health & Environment, Pratt County Health Department & Pratt Community College's Return to Campus Task Force.*

*Special thanks to members of the Return to Campus Task Force for their time, effort, and diligence in providing input and feedback to President's Cabinet on behalf of College stakeholder. Their work provided the foundation for this document, as well as work strategies appropriate for campus operations and business continuity during the COVID-19 pandemic. Members include:*

<i>Instruction:</i>	<i>Lori Montgomery, Trish Jackson, Frank Stahl</i>
<i>Finance &amp; Operations:</i>	<i>Haley Lindsey, Al Wiese, Tim Renner, Justin Schwab</i>
<i>Students Enrollment Mgt:</i>	<i>Amy Jackson, Charles Keefer, Leigh Ann Hall</i>
<i>Athletics:</i>	<i>John Ishee, Ashley Burnett, Ritchy Hitoto</i>
<i>President's Office:</i>	<i>Rita Pinkall, David Schmidt</i>
<i>Staff Senate:</i>	<i>Martha Cortes</i>
<i>Administration:</i>	<i>Tim Swartzendruber, Monette DePew, Lisa Perez Miller</i>

*Approved by Cabinet, July 23, 2020*

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