



# COVID-19 CAMPUS GUIDELINES, EXPECTATIONS, & PROCEDURES 2021-2022

## **Declaration Statement of Operation**

Pratt Community College continues to manage the risk of COVID-19 and diligently operate during a global pandemic; considering and responding to local, state, and national regulations and guidelines as appropriate. Employees, students, and campus visitors should be prepared to adapt quickly regarding changes with College services, operations, and processes as the College continues to minimize the risk of COVID-19 exposure. In addition, the delivery mode for courses other than online courses is subject to change. The health and safety of College stakeholders are our highest priority. 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.

## **Understand & Follow**

It is expected that all employees, students, and campus visitors 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.

## **CDC, KDHE & Pratt County Health Department Guidelines**

The college continues to follow local, state, and national guidelines for campus COVID-19 practices. This includes following KDHE Travel & Exposure Related Isolation/Quarantine protocol as outlined on the KDHE website and updated approximately every two weeks. <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

Those who have traveled to the locations listed on the KDHE website or the noted exposure locations need to quarantine upon arrival to Kansas unless a person has been fully vaccinated and remained asymptomatic since travel/exposure. Fully vaccinated means:

- Are fully vaccinated (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine)

The Pratt County Health Department does not follow the shortened quarantine guidance locally and currently requires a 10-day quarantine if a person has traveled to the locations or been exposed to the areas listed on the KDHE website. In addition, per the PHD, a negative test at the time of travel will not prevent a person from having to complete the 10-day quarantine upon arrival in Pratt County. If guidelines from governmental/health agencies differ, we follow the local guidelines.

## **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. A student directed by a college official to quarantine/isolate for COVID-19 and violates the directive by leaving quarantine/isolation inappropriately or without permission will be immediately dismissed from campus; resulting in removal from the residence hall and alternate learning for all classes will be at the discretion of the instructor.

### **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.

### **Campus Mask Requirement**

To support our number one priority, the health and safety of College stakeholders, followed by keeping classes, operations, and extra-curricular activities in-person for 2021-2022, the College is taking proactive steps to mitigate the spread of COVID-19 and the Delta variant. **Effective August 9<sup>th</sup> and until further notice**, all students, faculty, staff, and visitors, will be required to wear a mask in all PCC public spaces (commons gathering areas, hallways, facility lobbies (including residence halls), restrooms, switchboard/mailroom, entry ways, bookstore, cafeteria, Beaver Bites, Learning Resource Center, Carpenter Auditorium and Dennis Lesh Arena), **regardless of vaccination status**. This requirement will be monitored on a regular basis and updates provided as appropriate.

In other designated spaces (classrooms, meeting rooms, private offices, residence hall rooms), where physical/social distancing **can and is** practiced, masks are recommended, but not required unless determined by a college staff, faculty, or administrator. If physical/social distancing **cannot or is not** practiced, a mask is required regardless of your vaccination status. A mask is required in all college vehicles unless social distancing can occur. A mask can be required in a campus location if determined by a campus staff, faculty, or administrator deems it necessary due to specific circumstances. Masks are not required to be worn in outside locations at this time, however, physical/social distancing is recommended.

The following exceptions apply: while participating in activities in which a mask cannot be worn or would prohibit respiratory function (eating, drinking, playing sports), students in their private residence hall room, residence hall suite restroom, individuals with a recognized disability who have approved accommodations with the Student Success Center.

### **Remote Learning**

As the college continues to operate during a global pandemic, instructors will be prepared to conduct class(es) via Zoom or Teams if necessary or to use another instructional strategy/mode to ensure students are connected to their class(es) from initial start date of the class. If students become ill or must quarantine throughout the semester due to COVID-19, Zoom or other instructional strategies/modes, remote learning will be necessary to keep students engaged in class(es). Should students need to be quarantined in a hotel,

additional Mi-Fi and computer equipment are available to provide to them. Instructors will also be prepared to teach from a distance should they be in quarantine due to exposure, etc.

### **COVID-19 Vaccinations & Clinics**

The College strongly encourages everyone to get vaccinated as this remains our strongest defense against community transmission and spread. Vaccines are free to everyone and available locally at Wal-Mart, Dillon's, and the Pratt County Health Department. The College Health Office will be coordinating, in conjunction with the Pratt County Health Department, COVID-19 vaccination clinics throughout the year. Clinic dates will be announced through the College's communication channels. As noted by the Centers of Disease Control, vaccination is the leading prevention strategy to protect individuals from COVID-19 disease and end the pandemic.

### **COVID-19 Vaccination Incentive**

Pratt Community College will offer the following incentive to students who elect to receive the COVID-19 vaccine or who are fully COVID-19 vaccinated. To receive the incentive, a student must be fully vaccinated\* and provide proof of vaccination. Additional terms include:

1. **All students** who have been fully vaccinated and **enrolled and attending in-person classes at any PCC location**, including high school locations. *\* Note: For the purposes of this guidance, people are considered fully vaccinated for COVID-19  $\geq 2$  weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 2$  weeks after they have received a single-dose vaccine.*
2. The one-time incentive is available throughout the **2021-2022 academic year**; including summer 2021, fall 2021 and/or spring 2022 semesters.
3. **Non-residence hall student** - A one-time \$250 Incentive for any student, not residing in a campus residence hall. **No credit hour limit** is required.
4. **Residence hall students** - A one-time \$500 incentive for any student enrolled and residing in a campus residence hall. Students living in a residence hall must be enrolled in **a minimum of 12 credit hours per semester**, have paid deposit and completed contract on file.
5. Students receiving the incentive must be **enrolled through 20th day** of the semester. If fully vaccinated after the 20<sup>th</sup> day of the semester but prior to the last day of the semester, the incentive will be available upon receipt and processing of the vaccination documentation in the student's account on the PCC E-Central portal.
6. The incentive will be available to a student **upon receipt of proof** of COVID-19 vaccination and after the 20th day of the semester; documentation should be submitted through the student's account on the PCC E-Central portal, which will be verified by the College Health Nurse.

### **Fully Vaccinated Defined**

Fully vaccinated means (i.e.,  $\geq 2$  weeks following receipt of the second dose in a 2-dose series, or  $\geq 2$  weeks following receipt of one dose of a single-dose vaccine).

### **Waiver of Policy #600-11 Student Housing**

Administrative Policy #600-11 Student Housing is being waived for the 2021-2022 academic year. Students receiving Pratt Community College scholarship awards for 2021-2022 are not required to live in the residence

halls as part of their scholarship award agreement. This action is being taken to provide students an option for their living arrangements in light of the continuing COVID-19 pandemic.

During 2021-2022, the College will continue to implement numerous safety precautions throughout campus, including the residence halls, to minimize the risk of and exposure to COVID-19. Among other precautions and until further notice, residents will be expected to practice social distancing in commons areas, communal restrooms, and laundry spaces. Face coverings will continue to be required until further notice. Additional guidelines may be implemented based on Federal, State and Local regulations as needed. A community living environment, such a residence hall, does increase potential exposure, and the College wants students to be prepared for adhering to these expectations and restrictions. Students will again be asked to sign a Residence Hall Code of Conduct for COVID-19 Pandemic prior to being allowed to move into the residence hall. With the waiver of Policy #600-11 Student Housing, students in AY 2021-2022 now have an option to live off campus without it impacting their scholarship award.

### **Scholarship Policy Waiver**

Policy 7-01 Scholarship Policy for Pratt County High School Senior Grant

At the February 2021 Board of Trustees meeting, the Board of Trustees, at the administration's request, approved suspending the community/college service requirement for 2021-2022 due to the COVID-19 pandemic impact.

### **COVID-19 2021-2022 Testing Plan**

Beginning the week of August 9, 10% of each athletic team that has begun practice or gathering will be tested. Athletes will be notified on Monday of each week if they were selected. Those selected will report to the College Health Nurse office on either Wednesday or Thursday between 10 am – 2 pm for testing. Teams will be divided and notified which day they will be tested. Student-athletes who have been vaccinated will not be required to test. The detailed testing protocol is outlined below.

- A. Ten percent of each team will be selected each week for testing. If the 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-19 Screening/Return to Campus form when they return to campus. 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 or their designee will be responsible for selecting such student-athletes for testing. Each coach is expected to keep their roster up to date in Teams folder and that list will be used to select student-athletes for testing. The Athletic Training staff or their designee 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 College 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, Pratt County Health Department guidelines, as well as, 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 a routine basis, 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 three 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-19 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.

### 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 2021-2022 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 are 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. Plexiglass is utilized in areas where employees are highly exposed or upon request of the respective employee.
  3. Hand sanitizing stations are placed throughout campus.
  4. Furniture in Commons areas and all public gathering spaces is arranged to exercise social distancing. Employees are expected to monitor this area to ensure social distancing is practiced.
  5. Personal protection equipment (PPE) will be provided to employees working in higher risk areas.

### **Plan for Employee Quarantine/Isolation**

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.

### **Questionnaire Screening, Office Sign-in Sheets**

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.

## **Microsoft Bookings**

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.

## **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 masks 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 masks in college vehicles if physical/social distancing cannot occur; if you do not have a mask, 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.

## **Athletic Related Protocols**

### 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. Masks will be provided and available if a student-athlete chooses to wear one.

#### Travel Guidelines

1. Student-athletes, coaches, and bus driver, will be required to wear masks on the bus or van if physical/social distancing cannot occur. Masks will be available.
2. Student athletes will have temperature taken before they get on bus or van.
3. Hand sanitizer will be provided in each travel vehicle.
4. Vehicles will be sanitized prior to departure on all road trips.
5. When student-athletes are not participating in their contest, they are expected to maintain social distancing practices.
6. If athletes are in area where they are unable to social distance, they will be required to wear masks.
7. 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

1. 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.

#### **Enforcement & Accountability**

1. 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.
2. 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.
3. 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.

## **Information for Students**

1. Students will be expected to adhere to all guidelines, procedures, and expectations outlined in the *Student Handbook*, Residence Hall Handbook, department handbooks, and other college policies available to students on the College website or provided directly to the student
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. 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.

## **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.

## **Virtual Platform of Choice for Faculty**

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>.

## **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**

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Pratt CC Representative's Signature

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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>*

### **What to Do If You Are Sick**

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 10 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 10-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.

## **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.

## **Quarantine/Isolation Response Team Members & Protocol for Residence Hall Students**

### **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
• Electrical Power Technology
• Information Networking Technology
• Modern Sales Distribution & Management
• Nursing
• Wildlife Outfitting & Operations
• Allied Health

### **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 **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. A spreadsheet tracking document

for all team members to access is available and managed by the College Health Nurse. 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 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. **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.

### **The "Point-of-Contact" for Non-Athletes/Non-Program Students Placed in Quarantine/Isolation**

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

### **Full Disclosure**

The above guidelines, expectations, and procedures outlined throughout this document may be adjusted during the 2021-2022 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, and Pratt County Health Department & Pratt Community College's Return to Campus Task Force, initiated in 2020.*

*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.*

*Approved by Cabinet, Publish Date, August 6, 2021*