



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/suite mate(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.

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

Signature of Parent/Legal Guardian		Date
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Print Name of Parent/Legal Guardian		Date
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Appendix A

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