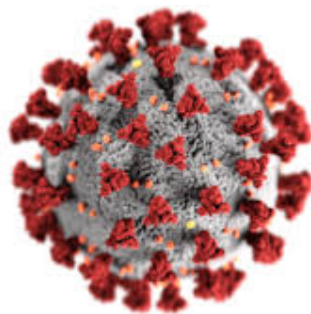




Dodge City Community College

COVID-19 Student Response Protocols

updated 08/21/2020





Dodge City Community College

Student Response updated 08/11/2020

Document/protocols subject to change as updates and information concerning COVID-19 changes.

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Dodge City Community College

Guiding Principles

Dodge City Community College plans to re-open campus for face-to-face instruction starting 2nd Summer Session June 2020. As we prepare for students, faculty, and staff to return to campus, we do so with the following guiding principles in mind:

- Prioritizing the safety of the students and employees
- Taking extra precautions with the most vulnerable and high-risk populations
- Tracking economic and health indicators that will guide judgment calls about reactivating campus life
- Preserving the in-person college experience

DC3 will follow health and safety guidance from state and federal agencies, and will expect students and employees to comply with that guidance as well. Recognizing that it is impossible to anticipate every unique situation, individuals on campus will also be expected to take personal responsibility to be informed and take actions based on best practices and wise judgment in an effort to protect the health and safety of the college community.

Working Groups (Organizational Governing Structure)

DC3's efforts to prepare for the opening of campus are currently being coordinated by the COVID-19 Leadership Committee - Chaired by Kristi Ohlschwager.

The following supplemental working groups have been established to focus on specific tasks or groups of people on campus.

- Dr. Holwerda oversees a working group focused on faculty, academic issues, and classroom safety. The Academic/General Education includes participation from a variety of faculty, our committed division chairs, Athletics, DCCC-Arizona, Workforce, IT, and Instructional Support administration and staff.
- Director Ripple and Director Rodenbur have been tasked with overseeing a working group focused on students, campus services, and out-of-classroom student life issues. Members of the sub-committee are: Jennifer Nolan, Jorge Estrella, Katlin Reed, Rodney Clayton, Steward Bortey, Susie Edwards, Margarita Morales
- Additional working groups are engaged for specific areas on an as needed basis (Resident Life, - Director Morales, Facilities -Director McBee, Business operations-Dr. Forgey, Health/Nursing Clinicals and Labs-Director Hailey, Tutoring and Support Services - Director Estrella)

Elements of the Plan

DC3 Student Response

To ensure that Dodge City Community College is fully prepared to safely repopulate its campus, DC3 leadership will continually consult with state and local public health experts to confirm that it is safe to resume and continue campus operations. The potential for a virus to spread by repopulating is not limited to the students themselves—it extends to faculty, staff, and the surrounding community. State and local health authorities will define and articulate the metrics of prevalence to guide institutions in implementing needed mitigation.

Common Protocols Across DC3 Campus

Monitoring Incidents

Self-Monitoring: Students/staff need to self-monitor for symptoms. If student/staff has any COVID-19 symptoms they should: (Appendix B: Common COVID-19 Symptoms)

1. Not attend class, work or activities until cleared to do so
2. Report symptoms immediately
 - i. Staff to Director of HR
 - ii. Athletes to Director of Res. Life and Athletic Director
 - a. Athletic Advisor notifies appropriate instructional vice president or instructional director who notifies instructors
 - iii. Commuting students should notify their instructors and if illness is lengthy they may contact the counseling department for temporary 504/ADA needs
 - iv. Instructors will maintain confidentiality and should notify the appropriate instructional vice president or instructional director
3. Test for COVID-19 immediately and if positive self-isolate for 14 days

(DC3 will follow Local and State reporting immediately upon notification of a positive test.)

Campus Wide General Protocols

1. Social distancing in all areas on campus
 - i. markings on floor
 - ii. signage
 - iii. furniture moved to allow for distance
2. Practicing good hand washing hygiene and disinfecting stations across campus
3. Plexiglass barriers in use across campus
4. Masks recommended everywhere on campus
5. Daily disinfecting on highly touched surfaces
6. Additional disinfecting in vehicles for travel

Self-Isolation:

1. Resident Life Students who need to be self-isolated will be located at Coleman-Webb Res. Hall
2. Commuting students will be expected to self-isolate at home or other off-campus site

Academic Plan – Plans for Academic Faculty and Instructional Support

DC3's second summer sessions and the fall semester will continue according to the established course schedule, pending public health/safety concerns. Courses will be offered in a variety of formats, including in-person, hybrid/blended, and online. All in-person and hybrid/blended courses will also have a video platform component to enable attendance remotely (see Hy-Flex, below).

Hy-Flex delivery:

Dodge City Community College has implemented a hy-flex delivery so that teaching and learning continues if/as public health environments change. Hy-flex allows instructors and students to participate in classes at scheduled times while combining in-person and remote delivery. It allows for flexible/alternative scheduling. It also facilitates movement to online delivery should a temporary closure of campus be needed.

Faculty are expected to contact students before classes begin to assess students' needs/preferences for in-person or remote attendance and to clearly communicate scheduling to students and detailed instructions for participating in class by video.

Faculty and students are expected to

- Maintain social distancing per the classroom/lab arrangement of tables and chairs
- Participate in class as scheduled (days/times), whether by video platform or in-person
- Respect alternative scheduling of class/lab time as established by the instructor
- Use sanitizer and wipes as provided in campus instructional spaces
- Wear masks and/or face shields appropriately
- Be familiar with CDC guidelines on health and safety: <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>
- Be familiar with the Student Code of Conduct, specifically "Behavior Misconduct" and "Disruptive Classroom Behavior" (Student Handbook, <https://dc3.edu/students/residence-life/>)
- Utilize Canvas for course delivery, including for communications between students and faculty

Classroom Sizes and Enrollment

Enrollment in classes will be monitored per class seating sizes. To assure social distancing guidelines and health/safety of students and faculty some classroom assignments and modes of delivery will be changed.

Technology Needs

Classrooms will be outfitted with tech equipment necessary for hy-flex delivery.

Faculty and staff will need

- at least a laptop (desktops are optional) to engage effectively with Canvas, our course platform.
- Chrome is the best browser for Canvas.
- Computers should be no older than 5 years and use an operating system compatible with the most recent version of Chrome
- mobile/smart phone users will need to download the mobile app and browsers and expect some features of Canvas to be inaccessible.
- Canvas can accommodate low bandwidth environments but the minimum for functionality is an internet speed of 512kbps.
- See also: <https://guides.instructure.com/m/67952/l/720329-what-are-the-browser-and-computer-requirements-for-canvas>

Access to Technology

- Desktop computers are available for use on campus in the Library/LRC, the SARC, and the Tech Center lab at varying hours. Scheduling for open Math Lab hours is in process. Labs and computer areas are set up for social distancing, masks and gloves, and disinfectant are available for appropriate use
- Laptops are available for checkout through IT. Contact: Mike Webster, MWebster@DC3.edu. The Office of Financial Aid should be contacted if funding is needed for purchase. Contact: finaid@dc3.edu

Tech Help:

Assistance with Canvas tech issues is available 24/7: Contact Canvas 24/7 support phone: (866) 452-7809. You can also click the help button at the bottom of the Canvas navigation menu.

Tutoring SARC:

Tutoring in the SARC is available online through Upswing and in person by appointment. Contact: sarc@dc3.edu

Labs:

- * Distancing in all lab areas as possible
- * Masks recommended in all lab areas and in the classroom
- * State and Local recommendations will be followed for areas that are open for public use such as cosmetology

Library/LRC

The library will formally reopen on July 6, with the start of the second summer session. The staff continues to prepare the library by modifying public spaces. This includes attending to the main hall, arranging tables and chairs for social distancing, placing signage with guidelines and expectations for behaviors in the library, disinfectant, storing some materials/resources, and making decisions/changes to displays and circulation (specifically processes for the care/treatment of returned items). Plexiglass frames have been placed on the check-out desk.

Hours: until (August 10), the library will maintain its traditional summer hours

Mon-Thurs, 7am-10pm; Fri, 7am-6pm; Sundays, 1-9).

(Mon-Thurs, 8-5pm; F, 8am-4pm; closed Sat and Sun).

With the start of the fall semester, the library will have extended hours:

DC3 plans to add 1-2 additional part-time library clerks to cover these extended hours as well as a consultant to guide our future planning.

Academic Plan Continued

Nursing Clinicals

Allied Health COVID-19 (Summer 2020)

- * Students coming in for advising or enrollment are kept 6 feet from staff including a table in Cameron's office that is at least 6 feet away.
- * Didactic portion of courses will continue to be online.
- * Faculty are encouraged to take their temperature before coming to work and to stay home if ill.
- * If in outside clinical agency, follow the agency's protocol.
- * On-campus clinicals should include the following:

Clinicals

- Masks are encouraged by faculty, but are not mandatory.
- Students will fill out the DC3 Workforce Students COVID-19 Screening Questions form.
- Take student's temperature privately to maintain confidentiality and record on the screening form along with screener's initials.
- Students are encouraged to wear masks, especially when tasks prohibit social distancing. They may wear their own cloth mask or the mask we provide them.
- If doing any activities in the classroom, the largest classroom should be used if possible and students should be seated at least 6 feet apart

Residential Life

Check-In: Check in will be "car-hop" style—students and families are encouraged to stay in their vehicle until a resident life staff member has made contact and processed their information.

- *Students will be allowed limited assistance from family with moving in their belongings.
- *Public access areas have reduced seating and are marked for social distancing.
- *Laundry room and other areas will be sanitized according to local guidelines.

Activities:

Resident life activities will follow social distancing rules and guidelines.

Social Rules:

Local residents are asked not to visit in the resident life halls at this time.

Check-out:

Students needing to check out will be processed in Jackson Hall and Resident life staff will assist as needed.

KDHE recommendations:

Students arriving from Kansas State Department of Health designated "self-isolation areas" will follow Dr. Trotter's recommendations and self-isolate in Coleman-Webb for 48 hours, then transported for a COVID-19 test.

A positive test will result in a continued 7-day self-isolation in Coleman-Webb a negative result will allow students to be moved into their regular residential life hall. If Coleman-Webb is not available due to overflow of the other residential life halls, a local hotel will be used for self-isolation. A negative result will allow students to move immediately to their regular residential life hall.

Cafeteria

The cafeteria will be open for meal plans and public access with the following guidelines:

- *Limited seating—50% reduction in chairs and tables
- *'Grab and go' for all dinners
- *Salad bar will be closed - grab and go salad available
- *Drink stations are open with to go cups
- *all utensils will be individually packaged for grab and go service

Athletics

DC3 Athletics will be taking the following steps to protect the athletes, staff and fans:

- *Weight room will be limited to 20 athletes at a time
- *No athlete will work in the training room without supervision from a trainer to adjust numbers according to social distancing guidelines
- *Masks are recommended for fans at athletic events
- *Shower areas will be sanitized on a daily basis

All areas where athletes will have access for training purposes such as lockers, training room, weight room and gymnasiums will have disinfecting solution available to clean highly touched surfaces

Containing Potential Outbreaks

Collaborate with local and state health departments in their contact-tracing efforts. Professors will keep seating charts and take attendance in classrooms. Coaches need to maintain attendance in the weight room, training room, at work-outs, and in practices.

Contact Tracing

Collaborate with Local and State Health Departments in their contact tracing efforts. Professors will keep seating charts and take attendance in classrooms.

In the event of an outbreak or positive cases identified the Director of Human Resources will be the contact tracing point of contact: The Human Resource Director will:

- *Develop their own contact tracing task force as necessary
- *be responsible for communicating contact tracing protocols and plans with students and faculty on campus
- *Make sure contact tracing efforts balance privacy and public health
- *Share updates and developments on campus and coordinate with other institutions and state leaders.

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 this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the following office Counseling office. The opt-out consent form can be picked up at this location Student Union Counseling office or online at <https://dc3.edu/students/health-wellness/>

Self-Isolation Halls

To fully prepare to contain potential outbreaks for students who live in on-campus housing, DC3 will implement the following protocols for self-isolation halls:

- DC3 will utilize the Coleman-Webb Res. Hall as self-isolation. 58 beds are available for use in Coleman-Webb. In the event Coleman-Webb is full and unavailable a local hotel will be used.
 - Students would still have access to the internet to be able to continue their classes.
 - DC3 will partner with Great Western Dining services to bring in meals and snacks for these individuals.
 - DC3 would assist in providing other essential supplies as needed.

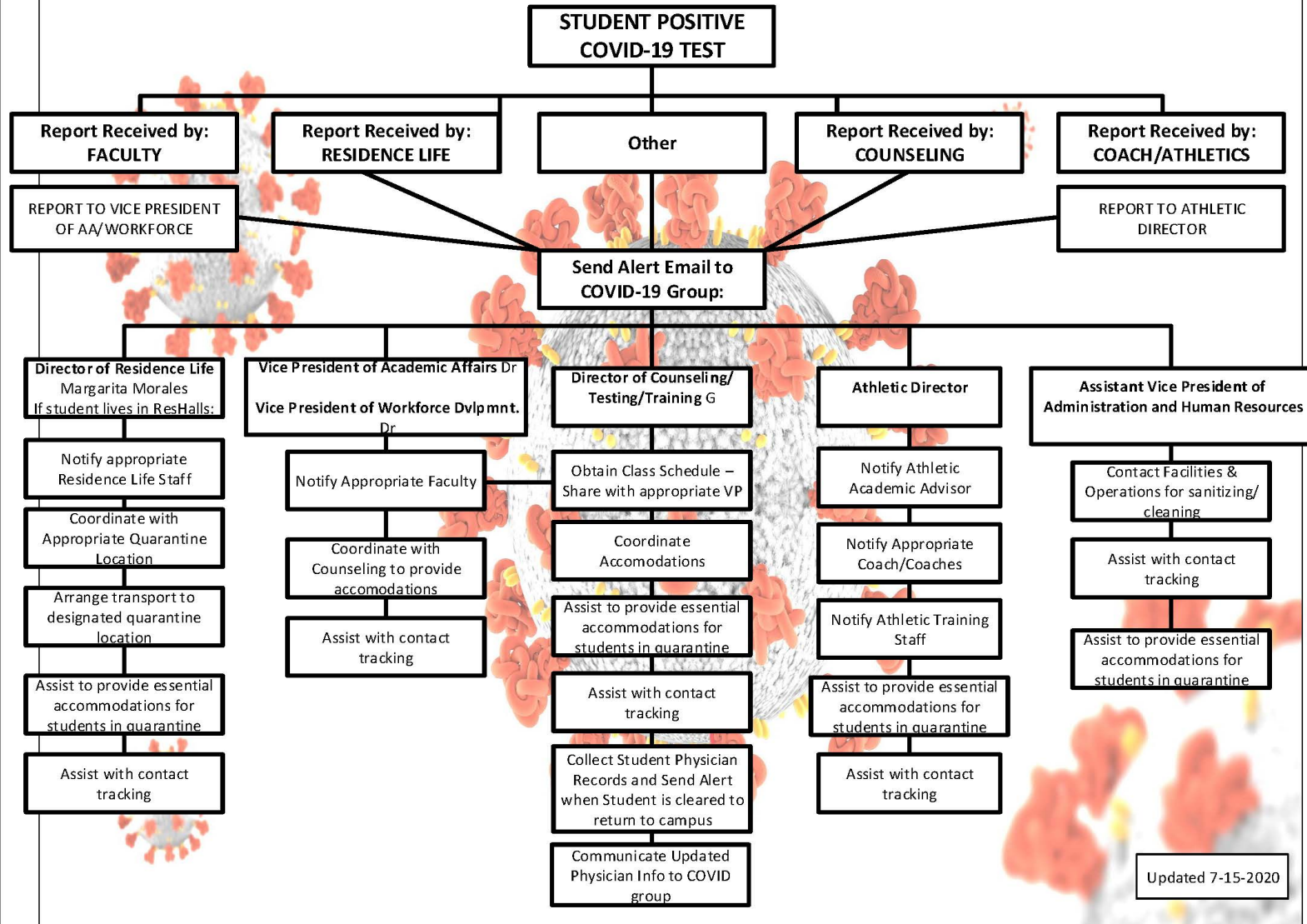
Shutdown Management Preparation

Dodge City Community College will be flexible and plan for contingencies where teaching and learning continue to take place via remote or hybrid delivery of instruction and include scenarios for full or partial shutdowns.

To fully prepare to manage a temporary reclosure of campus, DC3 will do the following:

- Follow the guidance and recommendations from the Governor's Office, State COVID-19 Task Forces, and the Kansas Public Health Department.
- Encourage faculty to develop online options for their classes.
- Develop a communication plan for students and faculty in case there is a temporary reclosure.

COVID-19 STUDENT RESPONSE PROCESS



Conclusion

DC3 is prepared for an “open” fall semester, but is also prepared to respond and modify our instruction and operations according to current and unfolding conditions. DC3 is prepared to respond when COVID cases are identified, which we believe is nearly inevitable in the current environment. DC3 has working groups in place that continue to monitor the campus climate and health, work with local health officials

to implement changes and modify plans as new information is made available. DC3 looks forward to a robust enrollment in the fall semester and is cautiously optimistic about our ability to deliver a vibrant and healthy student experience.

Contact Information:

COVID-19 Leadership Committee Chair: Kristi Oslchwager(620) 227-9201 or hr@dc3.edu

Academic Administrator—Dr. Jane Holwerda: (620) 227-9359 or jholwerda@dc3.edu

Athlete and Res. Life Students—Director Jacob Ripple: (620) 227-9349 or jripple@dc3.edu; Director Margarita Morales: (620) 227-9354 or mmorales@dc3.edu

Commuting Students—Instructors Directly & Counselor Gayla Rodenbur: (620) 227-9232 or grodenbur@dc3.edu

Appendix A:

Recommendations and Guidance for Offices, Departments, and Services

Daily Precautions	AREA
<ul style="list-style-type: none"> • Take reasonable precautions • Maintain social distancing when in public settings • (Maintain signage to remind groups to follow social distancing guidelines and avoid congregating in common areas. Offer signage to remind and help individuals stand at least 6 feet apart as they stand in lines) • Face coverings (e.g. mask, scarf, gaiter, bandana) worn in public settings where social distancing measures are difficult to maintain. Change or launder cloth face coverings after each day's use • Follow strict hygiene standards, including: Wash hands frequently with soap and water for at least 20 seconds Use hand sanitizer frequently • Avoid touching your face • Cover coughs or sneezes (e.g. into a tissue, sleeve, or elbow; not hands) • Regularly clean high-touch surfaces (e.g. door handles, counters, light switches, remote controls, restroom surfaces) • Follow any other standards promulgated by the Centers for Disease Control and Prevention (CDC), the Kansas Department of Health, and local health department • Do not shake hands • In-person interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 50 or fewer • Regularly disinfect high-touch areas (e.g. door handles, DC3 will utilize Coleman-Webb as a self-isolation hall. In this facility, there are 56 beds available for use. <ul style="list-style-type: none"> *students will still have access to the Internet to be able to continue their classes. *DC3 will partner with Great Western Dining Services to bring in meals and snacks for these individuals. *DC3 will assist in providing other essential supplies as needed. 	<ul style="list-style-type: none"> • Offices operating with reasonable precautions. Resume regular activities while following strict hygiene standards • Regularly disinfect high-touch areas (e.g. door handles, buttons/ switches, countertops, handrails, shopping carts, check-out counters, restroom surfaces) • Make hand sanitizer readily available to students and employees (e.g. at checkout counters and entrances, etc.) • Make cleaning supplies available throughout the office and post signs encouraging students and employees to clean spaces and equipment

Daily Precautions	AREA
<ul style="list-style-type: none"> • Employers exercise discretion with remote work and returning to onsite work, especially for high-risk individuals • Employees must go through symptom checking before every shift (checklist or verbal), including temperature checks when feasible. Ideally, keep log for inspection by health department • Design workspaces to maintain 6-foot distance between individuals. If impossible to do so, a partition must be installed for separation or a face covering must be worn • Monitor employees and students for symptoms • All symptomatic students and employees should stay home from school and work, and will be sent home if exhibiting any symptoms • Symptoms check prior to team sport competitions or practices • Hand sanitizer made available to faculty and students in each office or regular hand washing routines instituted • Seat students and employees 6 feet apart where possible; otherwise, students and employees should be seated as far apart as reasonably possible • Assign seats and record attendance to support contact tracing • Appointments scheduled with enough time allowed to disinfect all surfaces between students • Limit unnecessary travel • Require employees to self-isolate when returning from high-risk areas • Campus visitors should be notified of COVID-19 prevention guidelines • Set an established daily window of time for high-risk individuals to come in without pressure from crowds • Consider installing a clear plastic partition between employee and customer where it is not possible to maintain 6 feet of distance • When serving food <ul style="list-style-type: none"> ○ maintain 6-foot distancing for all lines ○ To the extent reasonable, serve grab-and-go food items 	<ul style="list-style-type: none"> • Limit physical interactions with other high-risk individuals who are symptomatic • Interactions allowable in larger groups, with strict hygiene measures and symptom monitoring • Evaluate mass gatherings based on monitoring and testing rates • All symptomatic students and employees should stay home from school and work, and they will be sent home if exhibiting any symptoms • DC3 does not need to actively monitor symptoms; instead, students and employees self-report symptoms and test results

Apendix B: Most Common COVID-19 Symptoms

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing
Persistent pain or pressure in the chest
New confusion
Inability to wake or stay awake
Bluish lips or face

Apendix C: Detailed Resident Life Check-In Process

1. Students should contact Residential Life Director as to dates for move-in
2. Students will stay in their vehicles (notify the Residential Life director when you pull your vehicle into a numbered spot)
 - a. Residential life staff will assist you at this point
3. If traveling from a Kansas State Department of Health identified hotspot:
 - a. student will self-isolate 48 hours in Coleman-Webb or local hotel
 - b. student will be transported to the Expo Center for testing
 - i. if positive, test student will work with Res. Life staff on self-isolation procedures
 - ii. if negative, students may move into their regular residential life hall

Opt-Out Contact Tracing Information

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 this community college to share contact information when we become aware of a confirmed case involving COVID-19 if the contact consents. For the safety of our academic community, we have adopted the policy that your use of and presence at our facilities as students, faculty and staff is your consent to our release of contact information to public health authorities. If you do not wish to provide such consent, you may opt-out by signing a written form and providing the signed form to the following office Counseling office. The opt-out consent form can be picked up at this location Student Union Counseling office or online at DC3.edu - Covid information.

I _____, have read the policy and procedures for Dodge City Community College relating to COVID-19 and would like to opt out of contact tracing and the release of my information to the local public health authorities.

Signature

Date

Please return this form to the counselor's office.