

Colorado Northwestern Community College Fall 2020 Re-Opening Framework

Updated 7/20/2020

Colorado Northwestern Community College is excited and enthusiastic about the return of our faculty, staff, and students for the Fall 2020 semester. The safety and wellbeing of our campus and those who work, reside, and attend classes at CNCC is of the utmost importance. With that in mind, we have created a comprehensive plan to minimize the transmission of the COVID-19 virus. Contained within the framework below are specific protocols and guidelines that we will implement in advance of and during the Fall 2020 semester. The plan outlined presents several changes to our normal operations and if necessary, we will adjust as the current health environment dictates.

The entire Colorado Northwestern Community College community will be expected to follow current public health guidance including, but not limited to the wearing of face masks, the practice of social distancing, and appropriate personal hygiene practices. We recognize that the COVID-19 epidemic is fluid in nature, and we remain prepared and ready to adjust our policies as needed and as directed by public health leaders.

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Fall 2020 Plan:

1. Both the Rangely and Craig campuses will be open for as close to normal operations as possible with in class or face-to-face instruction. In addition, we will continue to offer our students the opportunity to attend classes in hybrid and online formats for those who prefer those modalities due to the current health climate.
2. Student Activities will be conducted with COVID-19 precautions as scheduled starting with Resident Assistants, and Ambassadors Arriving on Campus August 12th.
3. New Student Move In for Rangely will start with staggered move in on August 18th continuing through the 19th.
4. New Student Orientation for Rangely will start on August 20th and go through August 22nd.
5. New Student Move In for Craig will be August 20th and 21st.
6. New Student Orientation for Craig will be August 22nd.
7. Returning Students for both Campuses will return August 22nd and 23rd.
8. Classes are scheduled to start August 24th except for National Park Services Academy which will start on August 17th.
9. A complete [academic calendar](#) can be found [here](#).
10. Fall operations will continue as normally scheduled with Fall/Thanksgiving Break November 23rd to the 27th. We plan to keep residence halls open during and after Thanksgiving Break for students who do not want or cannot return home.
 - 1) **BACK UP PLAN:** Depending on current COVID-19 orders and risks, CNCC may change all face-to-face and hybrid classes to online instruction following Thanksgiving Break. Students will attend classes following a regular schedule through Friday November 20th with the remainder of the semester being delivered virtually for most classes. Certain CTE programs may require students to return to campus after the break, but every effort will be made to minimize this necessity.
11. Final exams will be held December 14th, 15th, and 16th. Final grades are due December 18th at 12:00 PM (Noon).
12. Remaining college operations will adjust as needed to comply with all public health protocols in place at the time.

General Precautions:

1. Heightened cleaning and disinfecting of our facilities has been implemented.
2. Hand Sanitizer will be placed at the entry of all buildings.
3. Disinfecting wipe available in all buildings, classrooms, residence halls, athletic facilities, etc.
4. Social Distancing Guidelines in place
5. Face Coverings Required in public spaces or indoors - CNCC has purchased a free CNCC Spartan cloth face mask for every student and employee on campus
6. Signs will be placed at the entry points of all buildings to remind students and employees of the mask, self-symptom check, and social distancing requirements, as well as a reminder not to enter the building if exhibiting any symptoms of illness.
7. Increased Health and Wellness Checks
8. Self-Monitoring and Reporting Stations Set up

Self-Monitoring:

1. Students, faculty and staff will be asked to self-monitor and report on any COVID-19 symptoms. This will be facilitated through a symptom self-report entered via a web form. The form is located on our website or can be accessed by [clicking Incident Form here](#).
2. Self-Screening mobile apps are available at no cost for Android and Apple smart phone platforms.
3. Symptom checklists and instructions on the proper course of action when indicators are present will be available to students and employees.
4. Thermometers are available to members of our campus community to test for the presence of fever and to monitor personal temperatures.
5. CNCC plans to isolate sick individuals from our general population and direct them to appropriate medical personnel.
6. Symptomatic students will be isolated, and employees will be directed to remain at home until advised by a medical professional that it is safe to return to campus.
 - a. Instructors have been instructed to work with students who are ill and cannot attend class
 - b. Food services will arrange takeout meals delivered to isolation rooms
 - c. Additional wellness checks and COVID-19 monitoring will be conducted
7. Per CDPHE guidance, if two or more students, staff or employees are confirmed with COVID-19 within a 14-day period, CNCC will take the following actions:

- a. Fill out the CDPHE COVID-19 outbreak report form and send it to the local public health agency.
- b. Begin using contact tracing methods and identifying students, staff or faculty with COVID-19-like symptoms using the CDPHE COVID-19-line list template.
- c. Follow CNCC and CCCS Pandemic Plan put in place by Campus Safety.
- d. Work with the local public health agency to confirm whether an outbreak exists and determine the extent of the outbreak. Per a meeting between CCCS and CDPHE on 6-22-20, "Local public health agencies will work with colleges on a case-by-case basis to develop a rational plan that prevents the spread of COVID-19 and keeps campuses open, as much as possible."

Classroom Precautions:

1. We will be following the State and County guidance regarding room use. In classrooms *where it is possible*, we will be observing 6-foot social distance spacing. In rooms (such as science labs and computer labs) where this is not possible, we will be placing plexi-glass partitions to create a physical barrier between students and faculty. In order to accommodate spacing for our high enrollment classes, we will be changing room assignments in many cases. You may not be in the classroom you have traditionally taught in. We will likewise be making some alternations to scheduling "times" for certain courses in order to accommodate efficient use of large classrooms. We appreciate your flexibility on this and urge you to contact your Dean if you have any concerns as they will be finalizing the schedule alterations over the next week (or so). Lastly regarding rooms, we will be taking heightened sanitation measures throughout the school year in all of our facilities. Each classroom will be stocked with bleach wipes and other items upon request. We will be asking that at the end of each class that each individual (student and faculty) simply take a bleach wipe and wipe off the area (chair and table) where they were sitting, and certainly any items they have touched during their time in the room. Faculty are NOT required to be cleaning staff, we are simply asking for personal accountability from all people on campus.
2. Students will be required to wear face coverings when attending classes and in public spaces and will be notified that failure to comply with social distancing and/or face covering requirements by Campus Life or the Vice President of Student Affairs. Continued failure to comply will result in a conduct violation(s), disciplinary processes up to and included expulsion as outlined in the [Student Handbook](#). - As per guidance, and as of the July 17th, Governor's mandate, we will be required to wear face coverings while in our buildings. This applies to students and employees alike. To that end, CNCC has purchased a free CNCC Spartan cloth face mask for every student and employee on campus. We will distribute these to you as faculty during convocation week. Several of you have already expressed concern regarding the cloth mask and have asked if you would be allowed to opt for a face shield. The answer is yes. If a mask is uncomfortable or just not conducive to your teaching you are allowed to wear a face shield. Currently we do not have a ready supply of face shields, but we anticipate acquiring some over the next few weeks. We will distribute face shields upon request on a first come first serve basis. You are certainly encouraged to purchase your own face shield if you prefer. But we do respect your right to make the choice that is appropriate and comfortable for you. There are medical exemptions that will no doubt come up. If you or a student has a medical accommodation that prohibits the wearing of a face covering, we can work with you assuming you have documentation from a physician. Faculty can speak about this with their Dean, students will be directed to Student Services.
3. Screening- Screening individuals has also been a very hotly discussed topic at the system level. There are two concerns here, time and privacy. Given the number of people we have on campus and the amount of time it would take to screen individuals we have opted for a self-screening policy. This keeps faculty from having to take time out of class to screen every student and allows for maximum personal privacy. This does not mean however that we will not have readily available screening options. We will be posting self-screening guidance at building and room entrances and frequently throughout buildings. We will likewise be identifying self-screening locations on our campuses for individuals who are unable or uncomfortable self-screening at home. These locations will have access to thermometers and guidance that will allow someone to check themselves while on campus if they feel it is necessary.
4. Facilities and maintenance- The CNCC maintenance staff will be taking all necessary measures to ensure all spaces are frequently cleaned and sanitized. Wipes, hand sanitizer, and limited PPE will be readily available.

Residence Halls:

Move In:

1. Placement and Housing Assignments will be sent out by the end of July.
2. Students will be allowed no more than 2 guests to assist with move in, larger numbers and nonresidents will not be permitted in the residence halls.
3. Staggered move in times will be assigned to limit contact and large numbers of students and families on campus at the same time.
4. Hand Sanitizer will be placed at the entry of all buildings.
5. Disinfecting wipe available in all buildings, classrooms, residence halls, athletic facilities, etc.
6. Social Distancing Guidelines in place
7. Face Coverings Required in public spaces or indoors - CNCC has purchased a free CNCC Spartan cloth face mask for every student and employee on campus
8. Signs will be placed at the entry points of all buildings to remind students and employees of the mask, self-symptom check, and social distancing
9. Student Activities will be conducted with COVID-19 precautions as scheduled starting with Resident Assistants, and Ambassadors Arriving on Campus August 12th.
10. New Student Move In for Rangely will start with staggered move in on August 18th continuing through the 19th.
11. New Student Orientation for Rangely will start on August 20th and go through August 22nd.
12. New Student Move In for Craig will be August 20th and 21st.
13. New Student Orientation for Craig will be August 22nd.
14. Returning Students for both Campuses will return August 22nd and 23rd.
15. Classes are scheduled to start August 24th except for National Park Services Academy which will start on August 17th.
16. [Click Here for Rangely Campus Move In Instructions](#)
17. [Click Here for Craig Campus Move In Instructions](#)

Testing:

1. CNCC will offer single-only dorm rooms to the majority of students for the Fall 2020 Semester. Exceptions being students tested prior to move in (see #2)
2. Student Athletes and students in double occupancy rooms will be required to be COVID-19 tested. CNCC Housing is coordinating with Rangely District Hospital to provide and administer testing which will include Craig Housing will be tested at Memorial Regional Hospital. There is no charge for the test. CNCC Housing staff will schedule testing appointments for students.
3. Students with medical conditions or high risk will be advised to take personal assessment of the risks of COVID and residence hall living.

General Precautions:

1. CNCC will provide hand sanitizer in the entry area of each hall.
2. CNCC will provide sanitizing supplies in each hall for student use.
3. Signage will be posted on all residence hall entry ways identifying social distancing and face covering requirements in classrooms and public spaces.
4. Students who are unwilling to comply with face covering/social distancing requirements will not be permitted to stay in the residence halls.
5. No non-resident guests will be permitted in residence halls (no off campus visitors) without the approval of the VPSS to have guests on campus or in apartments
6. Students will be limited to three resident guests' maximum in their room.
7. Increased daily cleanings for bathrooms, showers, floors and other common areas will be conducted. Rooms will be fogged each evening.
8. Increased daily cleanings for high touch surfaces including doors, handles and railings will be conducted.
9. Lounge space will be available on a reservation basis. Students wanting to use lounge space will be asked to disinfect before and after using the space. Maximum occupancy in lounge space will be posted. Rooms will be fogged each evening.
10. Students feeling sick will be instructed to stay in their room and self-isolate. Students will contact housing staff to discuss symptoms. Depending on symptoms and needs, housing staff will identify next steps and or medical support options.

11. If a resident student contracts or is exposed to COVID-19, CNCC will work with the student and medical professionals to determine if they can be supported on campus or if they need to be quarantined off campus.
12. CNCC has outlined a plan to quarantine students with one or more local hotels if necessary.
13. If the Health Department determines that a student needs to be isolated or quarantined, CNCC will follow the guidelines/recommendations of the Health Department.

Meal Plans:

1. All residence hall students are required to participate in the dining hall meal plan.
2. Meals will be available through dine-in and take-out options.
3. Disposable single-use cups will be used with the fountain drink and coffee machines.
4. Self-Serve Food Areas will be moved to single service style options.
5. Directional signage and social distancing signage will be posted. Plexiglass will be in place for the service stations and staff stations.
6. The dining hall will be modified to accommodate six-foot social distance seating and times will be staggered to avoid peaks of heavy traffic.
7. The dining hall will be sanitized and cleaned after each use. Hand sanitizer and self-service sanitizing materials will be available.

CNCC Athletics:

[NJCAA guidelines](#) were released on 7/13/20. Fall Athletics have been postponed for safety and while Fall Athletics are allowed to practice and scrimmage in the Fall conference and tournament play will take place in Spring.

1. Athletes will complete a medical packet that identifies any preexisting chronic medical conditions and all athletes are required to have a new physical with COVID-19 screen upon return to campus.
2. Athletic Directors (AD) and coaching staff will monitor the overall health of all of the athletes and coaching staff using daily health update forms. Athletes will submit to assistant coaches prior to practice, games or travel, and will perform daily self-screening forms and daily temperature checks.
3. If a coach or athlete show symptoms they will be isolated away from the team until tested or cleared by a doctor.
4. Health and screening records will be kept by the AD. The AD will work collaboratively with local health departments and hospitals on health and safety including the weekly clinic in the Johnson Building.
5. All students/coaches/staff will receive training/instruction from the AD in regard to hygiene, social expectations and safe return to physical activity practices. Signs will be posted outlining COVID-19 symptoms and messaging of the importance of health over victories.
6. Hand sanitizer stations will be located on team benches, locker rooms, weight rooms, and other athletic areas. Hand sanitizers will be placed at the entrances to Weiss and Hefley buildings. Rooms will be fogged each evening.
7. Face coverings will be used in all communal areas of the gym.
8. Each athlete will have their own water bottle. Shared water devices will be eliminated.
9. After each use, weight room/cardio room equipment will be cleaned by user and cleaned by the athletic team before and after each use. Rooms will be fogged each evening.
10. Equipment will be removed from the weight room/cardio room to increase distance between machines and by limiting each room to no more than 25 people per room per team.
11. Locker rooms will be used by one team cohort at a time with cleaning protocol between cohorts. Rooms will be fogged each evening
12. Athletic venues and media sites will have COVID-19 safety protocol signage.
13. Game day rules for home game spectators will include social media messaging regarding venue rules, one entry location with hand sanitizing unit(s), requirement of spectators' usage of face masks, and social distancing chart for each venue based on guidelines for spectator capacity.
14. Please see the [NJCAA Division I Compliance](#) or the [SWAC Website](#) for more information on what is permissible., Following NJCAA rules spectators (even family members) may not come into contact with athletes and must wear masks during the contest. They may only come into contact with the student athlete after towelng off, hand sanitizing, and athlete putting on a facemask.
15. Health screening (taking temperatures and symptom self-screening) will occur for all officials. Locker rooms will be cleaned before and after use. Each official will have clean towels available (no sharing) and individual water/sports drinks available for each official.
16. Visiting team will be contacted to share Colorado Northwestern Community College's protocols including temperatures and self-screening of all athletes, coaches and others, minimizing opposing team contact with CNCC personnel; locker rooms cleaned before and after usage; and hand sanitizers in visiting locker rooms.
17. Game-day rules for travel include contacting opposing team Athletic Director to comply with designated COVID-19 protocols. Health screening checks of all athletes/coaches/ drivers prior to departure. Bus/van will be thoroughly cleaned prior to departure and upon return.
18. Route to destination will be planned to minimize stops, using face masks at all times when off the bus during transit, limiting stops to eat and use facilities, and utilizing take-out dining. Hand sanitizing upon return to the bus.
19. Coaches will monitor all travelers throughout the trip, following daily self-screening protocol and temperature-taking. If symptoms are reported by any member, all members will wear masks and social distance as bus allows. The AD will be appraised of all travel occurrences and maintain all records.