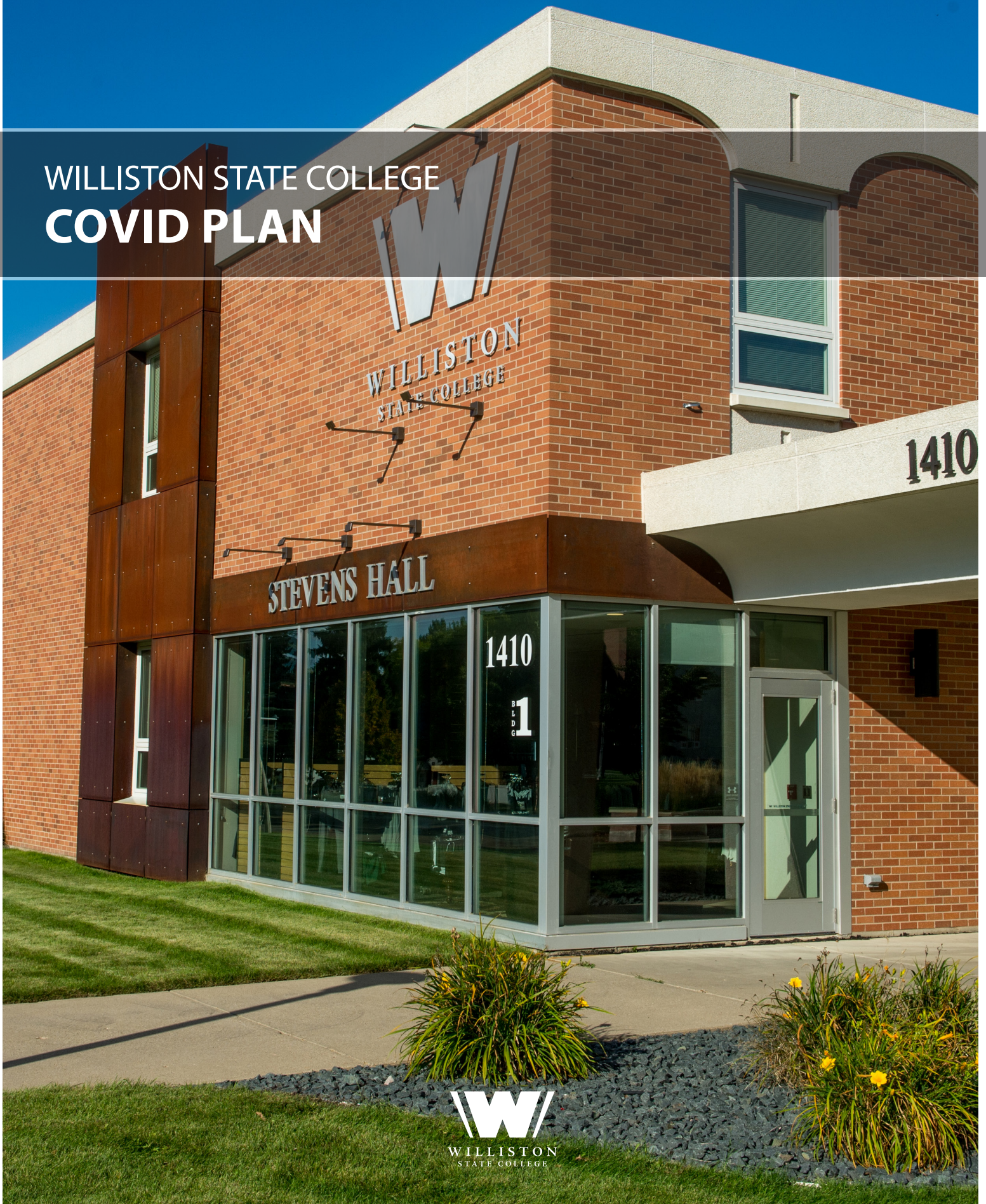


Where the people make **[the difference]**.

WILLISTON STATE COLLEGE COVID PLAN



INTRODUCTION

“The Teton Community is strong and resilient, and we will make it through this time together.”

The COVID-19 outbreak remains one of the greatest and most comprehensive challenges that WSC, and higher education more broadly, has faced in this lifetime. Early on, the college outlined its priorities for the pandemic event:

- To ensure all measures were taken to maintain the health and safety of all students, faculty, staff, and stakeholders.
- To respect the safety and welfare of students, faculty, and staff by identifying those individuals with preexisting conditions and/or members of “at-risk” populations to COVID-19 and providing them, to the best of our ability, with a safe working and learning environment.
- To provide all students the highest quality education and support as they completed the spring semester and prepared for the fall 2020 semester.
- To clean and sanitize all educational, office, common, and living spaces using emerging technology and best practices for custodians and maintenance personnel.
- To support efforts of the North Dakota University System, the State Board of Higher Education, the Governor, and all North Dakota local and state agencies as they responded to unprecedented medical and logistical challenges created by this global medical crisis.

We remain committed to resuming on-campus activities by fall 2020. As we work to minimize the transmission of COVID-19 moving forward, we also work to reaffirm the college’s core missions of teaching and learning.

Throughout the spring and into the summer of 2020 faculty and staff governance groups, the President’s Executive Cabinet, and groups organized within the North Dakota University System (NDUS) worked to plan for a “Smart Restart” to NDUS and local campus operations. Planning groups had two possible outcomes to consider:

- **Scenario 1, “Full return”:** We reconvene for in-person learning with classes starting Aug. 24. We continue to follow public health guidelines by implementing necessary changes to class sizes, public gatherings, class scheduling and course instruction. We can effectively manage any new cases of COVID-19 and the risk to the general campus population remains low.
- **Scenario 2, “Limited return”:** Low infection rates and lifted mitigation strategies would allow us to reconvene for in-person learning in August, but a second wave of infection could force us to step back into a virtual learning environment.

This new reality will be an entirely different experience for all of us, affecting how we learn, how we discover, how we engage our communities, how we compete and how we use our campus facilities. Keeping each other safe means agreeing to a new standard of living and learning. **Simply put, we are all in this together and we are all responsible for our own safety and the safety of others.**

PRIOROTIES AND GUIDING PRINCIPLES FOR WSC

Act with safety and responsibility. Your health and well-being are our top priority. The path to renewal requires a cautious and strategic approach. We will continue to work closely with the Upper Missouri Health District, the North Dakota Department of Health, and the Centers for Disease Control and Prevention (CDC) to follow public health and safety guidelines and recommendations.

Protect education and scholarship. We will prioritize student success and scholarly excellence. We will not let this crisis compromise the success of our people.

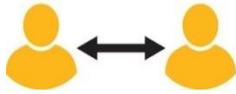
Support public health efforts and outreach. The college understands the need to balance health, safety, and education to give our communities the best possible resources and support during the COVID-19 pandemic.

By guiding all our efforts with these principles, we can ensure the best possible outcome for our students, faculty, and staff. It is important to note that these guidelines remain a living document. There is no blueprint for how the world will evolve after this pandemic. We will continue to rely on your feedback and support through your respective governing groups as we build a future that is defined by the values and experiences that make Williston State College a place where “the people make the difference.”

COVID-19 Weblink from the CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

THE TETON ROLE IN HELPING SLOW COVID-19 TRANSMISSION

Below we lay out the baseline behaviors we will need from our entire college community to help mitigate the spread of COVID-19. To help with the below, face coverings, portable hand sanitizer stations and disinfecting wipes will always be available for students, faculty, staff, and visitors.



Maintain social distancing of 6 feet between individuals on and off campus

Keeping space between you and others is the best tool we must avoid being exposed to the COVID-19 virus.

- Each person must remain at least 6 feet (about 2 arm lengths) from others.
- We need to maintain that distance in classrooms, corridors, laboratories, recreation areas, common spaces, elevators, stairwells, and social settings.



Use face coverings

Face coverings are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings.

WSC will require face coverings in all classrooms, common areas, gatherings, and office spaces, except where social distancing (separation of 6 feet or more) is possible.

Face coverings are required to be worn:

- *When attending a class or event held indoors.*
- *In indoor common spaces (e.g. lounges, hallways, elevators, study areas, bathrooms, etc.) used by other individuals, regardless of whether others are present at the time.*
- *When interacting in-person with others.*
- *In the Teton Grill except when eating or drinking.*

- *When riding in a shuttle, bus, or van with two or more people.*
- *By employees when representing WSC in an official capacity at events held both on- and off-campus.*
- *When participating in a campus tour.*

Face coverings do not need to be worn:

- *While outdoors, if a 6-foot physical distance from others can be maintained.*
- *When medical conditions preclude the wearing of a face mask (medical verification required).*
- *In laboratory and professional technical classroom and training settings where the wearing of a mask would create a health/safety hazard for the student/trainee.*
- *When alone in a private residence hall room, apartment, office, or workspace.*
- *While exercising or competing in sports.*
- *While playing a musical instrument, singing, or engaging in other academic approved exceptions.*
- *While participating in programs, events and experiences granted exceptions by the College President.*

Departments will have extra face coverings for students who arrive for class without one, but students are expected to supply and maintain their own face coverings.

[See here for more information about how to wear, use and launder face coverings.](#)



Daily symptom check and good hand hygiene

- Every day, you will need to run through a **daily symptom checklist (appendix 1)**. If you answer “yes” to any of the questions, you need to stay home or your health care provider.
- Frequently wash your hands (with soap and water for at least 20 seconds) throughout the day. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains 60%-95% alcohol.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Throw used tissues in the trash.

- Wash your hands with soap and water immediately after coughing, sneezing, or blowing your nose.

BEFORE RETURNING TO CAMPUS IN AUGUST

There are both required and recommended actions we are asking of our student population to ensure a safe campus environment.

Required for students in campus housing

Sign a risk acknowledgement: Even with the steps we have taken to prevent the spread of COVID-19 on campus, the exposure risk can never be eliminated. Before moving into campus housing, you will need to sign an acknowledgement of the associated risk and precautions.

Sign up for a move-in time: If you are living in student housing, you will need to sign up for a time slot during move-in week.

Bring required supplies: To move into your fall 2020 housing assignment, you will need to arrive to campus with a face covering, hand sanitizer and cleaning products to assist with sanitizing your living area.

Recommended for all students

Two weeks before you return to campus: We suggest you begin to isolate and closely monitor any changes to your health. There are several COVID-19 testing sessions scheduled for late July and early August across North Dakota (<https://www.health.nd.gov/where-get-covid-19-test>) and surrounding states. We recommend students get tested for COVID-19 at one of these testing events before returning to campus.

We encourage you to monitor your health using a **daily symptom checklist (appendix 1)**. Make sure your temperature does not exceed 100.4 F.

If you experience any of the symptoms below, you should reach out to your health care provider before you arrive on campus.

Symptoms of COVID-19 may include:

- Fever greater than 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue

- Unexplained muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

COURSEWORK CHANGES

The fall class schedule is a fluid document. You will remain enrolled in the courses you have already chosen, although low enrollment could cause a class cancellation. The way the course is offered, and its location may change. While we are trying to not change the time of a course, it may be necessary to accommodate social distancing requirements. Course changes will be determined by the instructor, affiliated department, and the Vice President for Academic Affairs.

Class format options

Fully online: In a fully online course, the instructors will decide which structure they will use:

- Attend virtually at the time the class is taught (synchronous learning).
- Complete the online materials on your schedule, known as a self-paced course (asynchronous learning).

Blended: Class includes both face-to-face and online material. Two common blended options are:

- Lecture/discussion group: Lectures for the whole class would be online. Smaller discussion sections would be in-person.

Face to face: Since these courses require room for social distancing within the classroom, they will be scheduled in our larger classrooms, or smaller classrooms will be capped at a lower number of students.

We recognize how important it is for students to know when, where, and how their courses will be offered, and are working hard to update changes quickly. After the schedule is updated, we encourage you to direct questions to the Vice President for Academic Affairs, academic advisor, and/or instructor. [Click Here](#)

If you enroll in a face-to-face course, you will be expected to attend in-person unless you are experiencing COVID-19 symptoms or other health-related concerns.

You should not attend class if you are not feeling well. Instructors will be flexible on attendance policies.

If you cannot attend your face-to-face class because you are ill, you will be able to access course materials from the day(s) you missed. In some courses, you will be able to attend class virtually through Zoom or another streaming technology. In others, you can download recorded lectures. Instructors will have the specifics of their accommodation plan by the start of the semester.

If you know before the semester begins that you want to limit your time on campus in face to face classes, you should consider enrolling in more online and/or blended courses.

Faculty may modify how they conduct office hours. Faculty will host at least one virtual office hour per week. General office hours and the method of conducting office hours to respect social distancing requirements will be specified by the instructor and found in the course syllabus.

WHEN YOU ARE IN CLASS

Your attendance in class cannot pose a health risk to other students, faculty, or staff members. No matter the venue, social distancing is expected for all members of our college community.

Changes you will see in classroom locations:

- You will see fewer than normal students in classrooms to maintain the social distancing requirements.
- Face coverings and hand sanitizer will be available in every classroom. Classroom surfaces will be cleaned periodically throughout the day and classroom areas will be sanitized regularly, including but not limited to times between classes and at the end of each day.

IMPORTANT: WSC will require face coverings in all classrooms, common areas, gatherings, and office spaces, except where social distancing (separation of 6 feet or more) is possible.

- There will be an extra supply of face coverings available in multiple campus locations. Students are expected to supply and maintain their own face coverings.
- Some laboratory classes may require you to wear additional face coverings for safety, as well as practicing additional social distancing. These requirements will be identified by the instructor and included in the course syllabus.

Entering and exiting:

- Wait to enter a class until the last person has fully exited.
- When possible, you will see one door to enter, one door to exit, both clearly marked.

Seating:

- Seats will be marked or arranged as to which ones can be used to ensure you sit at a safe distance when needed.
- Be respectful of your fellow students. Move to the end of a row to find a seat and avoid moving past a fellow student.

MOVING INTO RESIDENCE HALLS ON CAMPUS

To limit large gatherings and allow for social distancing, we expanded the length of the move-in period for campus housing.

- Before arriving, you will need to sign up for a move-in timeslot. The sign up will be sent to WSC students by e-mail. Two-hour time slots will range from 8 AM - 6:00 PM daily.
- No more than 4 students per time slot per housing facility will be permitted.
- To move into your fall 2020 housing assignment, you must arrive to campus with a face covering, hand sanitizer and cleaning products to assist with sanitizing your living area.
- Staff will be wearing face coverings when they check you in to your facility at your car. Students will then be directed to a separate entrance depending on the floor and wing they are living on.
- You can have 2 other individuals help you move in.
- All elevators will be limited to a resident and up to 2 others per trip.
- Prepare to complete your move within the 120-minute window.
- Move-in carts will be sanitized after each use. If you have your own cart or dolly, please bring it to speed up the process.

WEEK OF WELCOME

Welcome Week will feature activities that will introduce you to the people and resources of our community, there will be several smaller events you may attend. Whenever possible, these events will take place outdoors and with social distancing considerations in place. Activities may also be moved to a livestreamed or virtual format.

MODIFIED RESIDENTIAL HALL RULES

The number of students allowed in WSC residential halls remains the same as previous years.

- Common areas and lounges spaces will be modified or closed to deter sharing items and to encourage social distancing.
- Visitors and non-essential staff will not be allowed in the halls.

Residential Life may allow more room changes and expand visitor privileges as the COVID-19 situation changes.

CAMPUS DINING

Campus Dining Services will be open with social distancing measures in place. The number of students allowed in a dining location will be limited based on space. Floor markers will show you where to stand in line to keep a safe distance.

It is recommended that you do not use cash to pay for meals in the Teton Grill. Take-out options will be available.

Other safety measures in place:

- All campus dining staff will wear face coverings during work shifts.
- Cutlery, straws, and coffee stirrers will be handed out to diners.
- Condiments and napkins will no longer be on tables but will be available at a central location.
- All beverages machines, condiment pumps and soft-serve machines will be sanitized during service.
- All high-touchpoint, non-food-contact surfaces will be sanitized every 20 minutes during service.
- Hand sanitizer dispensers will be available at all entrances.

TETON LOUNGE STUDENT LIFE CENTER

- All entrances will remain open at both entrances to the Teton Lounge.
- Furniture will be spaced out and/or removed in the student unions for social distancing.
- All drinking fountains will be turned off, but bottle-filling stations will be available throughout campus.
- You will not be allowed to sit on the floor or sleep on either chairs or couches in the Teton Lounge.

USING RESTROOMS

- Please do not congregate in bathrooms while waiting your turn.
- Wash your hands thoroughly afterward following CDC guidelines.

USING ELEVATORS

- Elevators will have signs reminding users about the necessary social distancing.
- Use the stairs when possible.
- Most elevators allow for only 1 to 2 riders (distanced 6 feet apart) at once.
- Do not lean on the walls of the elevator or touch your face after using elevator buttons.
- Wash your hands or use hand sanitizer after you exit the elevator.
- Elevators will be cleaned more often during the day as a high-touch area.

FALL ACTIVITIES

Social distancing will be expected no matter the venue. **Your attendance at activities cannot pose a health risk to other students or staff members.**

Various steps to modify events so they adhere to social distancing requirements include:

- Decentralizing events by spreading them out into multiple spaces.
- Using outdoor spaces where possible to spread out gatherings.
- Combining an event with a livestreaming or other remote participation option.

If food is offered it will be pre-packaged and served with limited contact. Buffet options will not be allowed.

All attendees and guests will have to sign in electronically when attending WSC student life events, which will help with contact tracing if needed.

CLEANING AND SANITIZING

We are committed to keeping our campus as safe as possible through consistent and enhanced cleaning and sanitizing practices.

Buildings:

- All classrooms and auditoriums were sanitized by the first week in August and have since remained unused. In addition, dorm rooms were also sanitized the first week in August.
- Classrooms will be cleaned daily, with table and chair surfaces cleaned at the end of each class.
- Campus Buildings will be sanitized weekly.
- Restrooms will be cleaned daily with high-touch surface areas cleaned twice daily.
- Elevator buttons and rails will be cleaned multiple times daily.
- WSC activity spaces will have an additional cleaning.

Campus Housing:

- Cleaning of high touchpoints in common areas will increase.
- Suite-style bathrooms in residents' spaces will not be cleaned by the college to prevent unnecessary entry into rooms.

COVID-19 MONITORING PLANS (Faculty, Staff, and Students)

Testing based on symptoms:

WSC will refer any student or staff member to local healthcare providers who shows symptoms of COVID-19 for testing. Individuals may receive a PCR (virus) test and possibly an additional antibody test. WSC does not plan to do widespread testing of asymptomatic individuals because of issues with false positive and negative test results and the low prevalence of the virus in North Dakota.

Daily symptom monitoring:

To provide the safest possible environment for all WSC community members, it is essential we all follow proper health and safety guidelines and continuously self-monitor for COVID-19 symptoms.

Every day, you will need to run through a **daily symptom checklist (appendix 1)**.

SELF-MONITOR LIST

If you answer “yes” to any of the questions, you need to stay home and contact your health care provider.

Any “yes” on the daily symptom checklist (appendix 1) means stay home (except to get medical care).

- Do not attend your classes in person, and do not visit any public areas. Practice good hygiene while distancing from any roommates.
- **Contact your health care provider or a local health care provider:**
 - Call a health care provider before you seek in-person medical care for guidance regarding testing.
 - If you are advised to get COVID-19 testing, stay home until your results are known. If you have insurance, your insurance company will be billed for the test, and there is no co-pay. If you do not have insurance, there is no charge.
 - Your roommates or suitemates should also reach out to their healthcare provider.
- **Take care of yourself:**
 - Get rest and stay hydrated.
- **Avoid public transportation and public areas:**
 - This includes ride-sharing and busy campus spaces.
- **Continue to monitor your symptoms:**
 - Separate yourself as much as possible from others.
 - Stay in a specific room of your home or residence.
 - If possible, use a separate bathroom.
 - If you need to be around other people in or outside of your home, wear a face covering.

When to seek emergency medical attention:

If you begin exhibiting 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

*This list (from the CDC) does not include all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility. Notify the operator that you are seeking care for someone who has or may have COVID-19.

COVID-19 Positive Case Plan**If you test positive for COVID-19:**

Whether an on- or off-campus student or staff member, your healthcare provider will let you know if you test positive. **While you are waiting for your COVID-19 results, please stay home.** After you receive your test results, a public health contact investigator will call you.

COVID-19 positive students who live on campus will be isolated or encouraged to travel home if possible, and their close contacts will be isolated or encouraged to travel home as well. A close contact is a person who has had contact of 15 minutes or more within 6 feet of a person who tested positive for the virus. You are also considered a close contact if you have had physical contact with a COVID-19 positive patient.

If you live in campus housing:

You will have a 10-day isolation period until you are 3 days with no fever, your symptoms have improved, and it has been 10 days since symptoms first appeared.

During your isolation period:

If you live on campus, you will first hear from a WSC Residential Life staff member who will:

- Talk you through the next steps, including available housing options, which will be in a separate building not shared with nonaffected students.
- Ask for your permission to reach out to your family to inquire about your level of support.
- Contact your roommates, if you have them, and have campus facilities thoroughly clean and disinfect your room.
- Help relocate you to one of the housing options set for isolated students.
- Review the isolation expectations.

- Recommend a packing list and communicate a list of items provided in your isolation unit.
- Give you a list of phone numbers and agencies that could help during isolation.

Once in isolation, you will hear from a WSC staff member who will:

- Reach out to your academic advisor or instructors to let them know you will not be attending class due to health reasons.
- Copy you on their email to your educators and encourage you to update your instructors.
- Can help coordinate your make-up work or remote learning during isolation.
- Reach out to your on-campus employer about your absence, if needed.
- Help monitor your recovery and your mental well-being.
- Encourage symptom tracking.
- Make sure you get your campus dining meals delivered.

Meals in isolation:

- Food will be delivered to the door of each isolated student daily at regularly scheduled times.
- Meals ordered will be deducted from your dining plan.

If you live off campus and test positive:

Please stay home during this time. If you are a student, you will hear from a WSC staff member who will:

- Ask you about how you plan to isolate.
- Go over isolation expectations.
- Discuss food security and access to groceries.
- Ask for your permission to reach out to your family.

You will also hear from a public health contact investigator who will start contact tracing.



Contact tracing process for positive COVID-19 (Faculty, Staff, and Students)

The contact tracing team for the local health unit and the ND Department of Health will maintain high standards of communication and confidentiality in accordance with HIPAA, FERPA and state communicable disease laws.

Whether you live in student housing or are a staff member or student living off-campus, after you receive your positive test result, you will hear from a Public Health staff contact investigator to initiate contact tracing.

The investigator will work to help you recall everyone you have had close contact with, starting from 48 hours before you began feeling sick until the time you were isolated. If you have not had symptoms even though you tested positive, you will be asked to identify close contacts for the last 48 hours. The investigator will then turn this list of names over to a contact tracer.

The tracer will warn these contacts by phone or email of their potential exposure to a positive student. The tracer will not know the name of the positive individual.

To protect your privacy, those contacted are only informed they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.

If you are contacted about possible exposure to a positive COVID-19 person:

You will hear by phone, text, or email from a contact tracer that you may have been exposed to a person with the infection.

You will not be told the identity of the person to whom you were exposed.

The tracer will also not know the name of the positive person they are tracing to keep confidentiality.

You will be encouraged to self-quarantine by staying home and maintaining physical distance from others (at least 6 feet) until 14 days after your last exposure in case you become ill.

You will receive education, information, and support to understand your risk and information about how:

- To separate yourself from others who are ill.
- To monitor yourself for illness – checking your temperature twice daily, watching for a cough and shortness of breath.

You could spread the infection to others even if you do not feel ill. If you do develop symptoms, you should notify public health staff or your health care provider to be evaluated for infection and the need for medical care.

If your roommate or a close contact tests positive for COVID-19:

A close contact is a person who has had contact of 15 minutes or more and been within 6 feet of a person who tested positive for the virus. You are also considered a close contact if you have had physical contact with a COVID-19 positive patient.

- You will hear from public health contact tracer.
- If you live in student housing, you will be moved into a 14-day quarantine housing meant for those exposed to COVID-19 patients. This housing is in a building separate from the housing for students who have tested positive.
- Campus facilities will thoroughly disinfect your room.
- You should increase your vigilance in monitoring your symptoms daily.
- If you develop symptoms, you should notify the public health contact tracer who contacted or your healthcare provider.

To get released from isolation/quarantine:

You will be released from isolation/quarantine once you have received a public health “release statement.”

If you live in student housing:

- Once released, Residential Life staff will reach out to help you move back into your room.
- You will need to show a copy of the release statement to WSC staff who have been checking on you daily.

If you are a faculty, staff, or student you will need a public health release statement to resume campus activities.

FACULTY, STAFF, and STUDENT COVID-19 ACCOUNTABILITY MEASURES

If you have concerns about how a fellow student or colleague is following the COVID-19 policies and protocols laid out in this guide, please report your concerns to the Office of the President or the Office for Student Affairs. All policies/standards are based on college expectations as informed by city, county, and state guidelines. **Your attendance at WSC cannot pose a health risk to other students or staff members.**

Click Here for [Code of Conduct](#)

Click Here for [Staff Handbook](#)



STUDENT-ATHLETE GUIDELINES

Before athletes arrive:

You will complete a multi-step screening and be tested for COVID-19 before accessing and using athletic facilities.

A COVID-19 questionnaire will be part of the exam or appraisal process:

- You will complete an electronic screening questionnaire at 2 stages before you return: 10 days before and 3 days before.
- Between 5-7 days before your return, you should be tested for COVID-19 by a local health provider.

Locker rooms and training centers:

- Each time you enter training facilities, staff will take your temperature and run through the symptom checker questions.
- You can only go in the training centers when you are scheduled to be there and leave after you are finished.
- Your locker rooms will be set up to facilitate appropriate distancing (6 feet).
- You cannot linger or congregate in locker rooms or other common spaces.
- Cleaning and sanitizing materials will be available and frequent wiping of touchpoints encouraged.
- Visitors will not be allowed in WSC locker rooms, weight room, and training areas without permission

Meetings:

- When possible, your meetings should be in larger rooms to maintain social distancing.
- Face coverings are required if you will be within 6 feet of others.

Meals:

- Campus Dining Services will be open with social distancing measures in place. The number of students allowed in a dining location will be limited based on space. Floor markers will show you where to stand in line to keep a safe distance.
- “Grab and Go” meal service will be carry-out only and available for all students and student athletes.

If the daily facility screenings show you have COVID-19 symptoms:

- You immediately return home without touching anything within the facility.

- You immediately self-quarantine at home, practicing good hygiene, socially distancing from roommates, and disinfecting the living space.
- You will hear from the WSC Trainer if you need to be tested.

If you do not need to be tested:

- You need to remain home and self-monitor for symptoms.
- The WSC Trainer will help determine when you can resume your activities.

If you need to be tested:

- You will need to self-isolate until you hear the test results.
- Your roommates will need to self-isolate immediately until you hear your test results.

Negative test:

- You remain home and self-monitor for symptoms. The Trainer will help determine when you can resume your activities.

Positive test:

- You need to notify the athletic trainer and coach.
- You will hear from a public health contact investigator to start tracing your contacts.
- The Trainer and WSC Residence Life will help you and/or your roommates with housing to self-isolate.
- Your health care provider will help determine when you can resume your activities.
- If isolated, you will have meals delivered to your isolation space (if living on campus) and your living space will be sanitized and disinfected.

APPENDICES

1. Self-monitoring daily check list (All Students, Faculty, and Staff)

If you answer “yes” to any of the below questions, you need to stay home and call your local health provider.

- a. Do you have a **fever** (temperature over 100.4 F) without having taken any fever-reducing medications?
 - i. Before you take your temperature:
 - Wait 30 minutes after eating, drinking, or exercising.
 - Wait at least 6 hours after taking medicines that can lower your temperature, such as acetaminophen, ibuprofen, and aspirin.
- b. Do you have a **loss of smell or taste**?
- c. Do you have a **cough**?
- d. Do you have **muscle aches**?
- e. Do you have a **sore throat**?
- f. Do you have **shortness of breath**?
- g. Do you have **chills**?
- h. Do you have a **headache**?
- i. Have you experienced any gastrointestinal symptoms such as **nausea/vomiting/diarrhea/loss of appetite**?
- j. Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?
- k. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

2. Isolation log for daily staff check-ins with students (WSC Students)

The WSC Housing Staff, or the WSC Trainer for student athletes, will fill out the below log during their daily check-ins with students in isolation.

A. Isolation Daily Communication Log

Student's Name: _____

Phone: _____

Emergency Contact _____

*Ask if they are taking body temp. and if they are experiencing other symptoms – not for the purpose of diagnosing, but to remind them to be monitoring these things. If they note fever or other symptoms, ask them to call their health care provider.

	Date	Temp* 2x/day	Other Symptoms*	Food	Laundry	Other Needs (academic, social, etc.)
Day 1						

3. Classroom Procedures (Academic Affairs) – Including the Learning Commons, Adult Learning Center, and Tutoring Labs

WSC is committed to providing you the highest quality education in the safest environment possible and we are glad you have chosen to be part of the WSC family. Our return to campus, while an occasion to celebrate learning together, requires us to be vigilant in our behaviors and actions to minimize COVID-19 transmission.

All fall 2020 WSC courses and learning environments are designed to minimize disruptions to your learning experience. WSC instructors are prepared to deliver your courses using a blend of digital technology, virtual classrooms, and in-person instruction. The flexible use of these multiple delivery modes will provide you with an excellent learning experience and allow adherence to current and emerging public health guidelines.

Although we will work extremely hard to maintain as much in-person contact as possible in our on-campus courses, the evolving nature of the COVID-19 pandemic may require adjustments in delivery methods; as such, all students will need reliable access to a computer/laptop that meets WSC's minimum requirements (reference technical specifications [here](#)). Instructor's methods for accomplishing learning goals will vary. Instructors will provide specific details on your course's Blackboard site and in the course syllabus. Be assured of your ability to successfully complete your coursework regardless of mode of delivery.

Whether you are new to WSC or are a returning student, we look forward to seeing you this fall. Thank you for choosing to be part of the WSC family. We are stronger together!

- **WSC will require face coverings in all classrooms, common areas, gatherings, and office spaces, except where social distancing (separation of 6 feet or more) is possible.**
- Specific Guidelines for each course relating to PPE's and other related classroom procedures will be posted in the course syllabus.
- Please be cognizant of students who may have hearing issues and covering your face as some students may use lip reading to help them with understanding.
- When students sign up for a course the modality of delivery will be determined by the department and each instructor (i.e., if you sign up for a face to face course plan on attending class in person).
- Math lab and Comm lab—limited to 10 people at a time. Virtual meeting rooms may be established for labs as needed.
- All policies in the WSC Student Code of Conduct must be followed. Faculty reserve the right to remove students from the classroom or online classes if they pose a health or safety risk to other students, faculty, or staff members.

- Classrooms with laboratory and/or clinical activities may necessitate that students do pre-class work, engage in one-on-one laboratory and/or clinical activities, or stagger times and dates of attendance. Specific Laboratory and Clinical procedures will be identified in the course syllabus

4. Student Affairs Procedures

- Students will be seen by appointment, which can be arranged by phone or e-mail.
- Walk Ins will be accommodated as staff become available and traffic managed by student services.
- For staff with office space that cannot accommodate a 6ft separation, meetings will be scheduled with students in the learning commons or in the business office conference room.
- Signage will request 6-foot separation, and appropriate waiting areas will be designated.
- Computers will be wiped down after each use in common areas.

5. WSC Foundation Procedures

As part of the WSC Campus, the WSC Foundation recognizes the importance of being aware of the COVID-19 situation. To assist in campus readiness and response, the Foundation will adhere to all North Dakota Department Health, North Dakota University System, State Board of Higher Education, and WSC guidance and procedures. Directly involving the WSCF office, the following procedures and guidance will assist in our operations.

1. Sanitizing supplies will be on hand for routine cleaning of the office.
2. Appropriate COVID-19 signage will be placed on the Foundation office entrance door.
3. The Foundation's meetings and Board Meetings will follow social distancing guidelines.
4. WSCF will work with LSS (apartment management firm) to ensure the apartment buildings owned by WSCF post information and guidelines on its premises.

6. Aladdin Food Service Procedures

7. TrainND Procedures

- **WSC and TrainND will require face coverings in all classrooms, common areas, gatherings, and office spaces, except where social distancing (separation of 6 feet or more) is possible.**
- TrainND trainees are expected to provide for their personal PPE needs but TrainND will have the following available:
 - a. Disposable Masks
 - b. Gloves
 - c. Hand Sanitizer
 - d. Disinfectant cleaner
 - e. Other sanitizing supplies
- In cases where students and/or instructors will be unable to practice social distancing (e.g. CDL practice) masks and gloves along with regular disinfecting is required. CDC and NDUS recommendations will be followed along with best practices as established by entities such as NDDOT and NCCCO for situations that do not allow for social distancing.
- TrainND offers classes for face-to-face and distance learning. We follow all social distancing practices in the classroom and in the commons as per CDC guidelines. Coffee and donut service will be unavailable in common areas available to the public.
- Students are encouraged to maintain social distancing whenever possible and to use hand sanitizer frequently. All class capacities have been held at a level that allows for CDC recommended spacing when students are seated.
- TrainND facilities will be cleaned daily, as well as sanitized on a weekly basis.
- Staff and trainers will request any person who is visibly ill to leave the premises. Trainees should not attend TrainND courses if they present with any COVID-19 symptoms (**daily symptom checklist - appendix 1**)
- Regularly scheduled meetings will be held using Zoom, Microsoft Teams, or Blackboard whenever possible to minimize staff contact.
- In the event regular campus operations are disrupted due to a second round of COVID-19 outbreaks, TrainND is ready to reimplement distance learning for workforce training. New technology purchases will ensure students have access to the technology needed to participate should this happen.
- **Your participation in training events at TrainND cannot pose a health risk to other trainees or staff members**

8. Athletic Department Procedures

1. No more than 3 persons will be allowed in an athletic department space at any one time. In the event a large team or multisport meeting is needed, the meeting will be held in the Teton Lounge or the Well to allow for appropriate social distancing.
2. Staff will be responsible to use cleaning solutions/sanitary wipes to clean surfaces in high touch areas.
3. Everyone that enters the athletic facilities are expected to abide by all WSC policies, including safety requirements, the WSC COVID plan, as well as state and federal laws and CDC guidelines.
4. If you experience any of the COVID-19 symptoms (**daily symptom checklist - appendix 1**), inform your coaches and the athletic trainer immediately.
5. The Athletic Department will have 5 infrared thermometers.
 - Coaches and athletic staff will be checked daily as they enter the facility for work.
 - Athletes will have their temperature checked before any practice, travel, or game activity, and before entering the training room by the athletic trainer.
6. Visitors to the athletic department should be scheduled via e-mail, text, or phone. All visitors need to comply with safety and social distance protocols.
7. Changes in hours of operations will be situational and announced in advance whenever possible.
8. Scheduled travel off campus will need to be pre-approved by the President and Athletic Director.
9. All contests and athletic team travel will need to be pre-approved before competition and/or travel can be scheduled.