



COVID-19 Recovery Playbook: Version 1.7, August 2021

These guidelines should be followed at a minimum. The College will periodically evaluate and update this playbook, which is subject to change based on government regulations.

Please note the date and version listed above. The most current version of the Playbook will be posted on sccc.edu and scccnews.com.

Effective August 9, 2021	
<p>Legal Disclaimer</p> <p>If there is something that you notice we can do better to serve you, please contact us at COVID@sccc.edu.</p>	<p style="text-align: center;">— <i>DISCLAIMER</i> —</p> <p>The College is taking every reasonable and available measure to assure that a safe and healthy campus environment is accessible for all students and stakeholders. Members of our campus employee team (Employees) and patrons should recognize the risk in coming to SCCC and interacting with other patrons, guests, and other team members. We pride ourselves on and conduct our work through our core values of quality, integrity, trust, student success and valuing others. No person with a fever of 100° or greater, or with symptoms of COVID-19 may enter the facility. By entering our facilities, you acknowledge that SCCC is not liable for the spread or transfer of any virus or illness because of being on the property. For your safety and ours, we require that you please self-monitor COVID-19 symptoms. You can refer to the CDC document for guidance: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</p>

**Restrictions as of
August 9, 2021:**

- To protect the health and safety of the SCCC community, students, faculty, staff and visitors must wear masks over their mouths and noses while on the SCCC campuses in all hallways, public spaces, classrooms and other communal areas of campus buildings.
- The college operates subject to local restrictions set by Seward County Health Department and Seward County Commission.
- We encourage continued social distancing whenever possible.
- Elevated risk individuals should continue to practice physical distancing and other precautions in large social settings.
- Faculty and staff will wear masks in ALL indoor situations when they are not alone in their personal workspace.

<p>General Principles:</p>	<ul style="list-style-type: none"> • Public access to college facilities is allowed. Disposable masks are available to members of the public upon request at the following locations: Information Window in the Hobble Academic Building or Front Office in the Industrial Technology Building, and division/department secretary offices in other campus locations. • Hand sanitizing stations are available throughout college facilities. • Social gathering space parameters are based on recommendations by Seward County Health Department, Kansas Department of Health and Environment, and Centers for Disease Control. • The use of masks is required in all public spaces, including ; <ul style="list-style-type: none"> - any space visited by customers or members of the public, regardless of whether anyone from the public is present. - communal areas such as hallways, stairways, elevators, and parking facilities. - any room or enclosed area, other than any space visited by customers or members of the public, where other people are present and unable to keep a 3-foot distance except for infrequent or incidental moments of closer proximity. • All communal areas including cashier counters, bathrooms, doors, etc. will be routinely sanitized at least twice a day. Multi-use essential business transaction amenities in use (i.e., credit card machines, etc.) will be sanitized routinely. • Social distancing of at least 6 feet apart is strongly recommended. • Workplace controls to reduce transmission among employees, such as those described below that are included in the CDC Considerations for Institutes of Higher Education for Promoting Behaviors that Reduce the Spread of COVID-19 are in effect. • Employers – Provide adequate supplies to disinfect and clean workspaces and equipment and support healthy hygiene. • Employees – Stay home or self-isolate when sick; wear a mask in public spaces; practice social distancing and proper hand hygiene and respiratory etiquette (i.e., cover coughs).
<p>Athletics:</p>	<p>Covid 19 Plan for Athletics follows the KJCC and NJCAA Safety Protocol Recommendations, which can be viewed here.</p>

<p>Employees</p>	<ul style="list-style-type: none"> • Employees with symptoms should immediately complete the self-reporting form located under the COVID-19 Resources tab on the college homepage. Please click here to be directed to the college's COVID-19 resource page. By submitting the form, your information is sent securely to our COVID Response team: Celeste Donovan, Luke Dowell, and Dan Artemenko and to Human Resources. • Please be reminded that IF you have symptoms associated with COVID-19 you must contact your medical provider to discuss testing and NOT visit campus. You are allowed to use sick leave while assessing your symptoms of COVID 19 and to be tested. • Sick employees shall stay home and follow the CDC guidelines. What to do if you are sick with coronavirus disease 2019 (COVID-19). • The COVID Response team shall notify facilities team to close off, then clean and disinfect surfaces in the affected workspace, without naming individuals to preserve confidentiality. • Instruct employees who are well but know they have been exposed to COVID-19 (with close contact) to notify their supervisor and follow CDC-recommended precautions, which can be viewed by clicking here. • If an employee is confirmed to have COVID 19, The COVID Response Team in concert with Human Resources will notify other employees immediately of possible exposure to COVID-19 in the workplace, while maintaining confidentiality per applicable laws and regulations. • DRAFT/PENDING REVIEW : Exposed or infected employees should obtain a doctor's release before returning to work on campus. If you must self-quarantine, you - may have to work from home or use paid leave when available. Sick leave should be used first, then other paid available leave, if all paid leave has been exhausted an employee may request emergency sick leave which is subject to approval by HR and the President. For more details, consult HR. • If a team member observes a fellow team member or student not following the guidelines in this Playbook, he/she is empowered and specifically requested to notify fellow team members or students that they need to come into compliance (i.e., put on a mask or social distance). Further, should any team member observe continuing noncompliance with the guidelines in this Playbook, said team member is requested to report the same to covid@sccc.edu.
<p>Notification Forms</p>	<ul style="list-style-type: none"> • Employees and student who exhibit signs of COVID-19 or who have been exposed should contact COVID@sccc.edu with further questions, AND fill out the appropriate form from the following options: • Faculty/Staff: click here. • Students / Guests: click here.

<p>Offices</p> <p>Roger Scheib, Director of Facilities, and our janitorial team members have upgraded their practices to follow CDC recommendations as closely as practical.</p>	<ul style="list-style-type: none"> • Six-foot separation or other methods of distancing, such as Plexiglas shields, will be used between workspaces. • Plexiglas shields or other methods of distancing will be used in areas dealing with the public. • The use of masks is needed inside indoor public spaces. • Face-to-face meetings which allow for video- or teleconference attendance are encouraged. • Follow the CDC's guidelines on proper sanitation procedures. Click here. • KDHE and/or Seward County Commission travel and quarantine guidelines for travel to high-risk areas must be followed. Consult KDHE's dynamic quarantine tool here.
<p>Supervisors</p>	<ul style="list-style-type: none"> • Supervisors must exercise clear leadership in requiring the use of masks and social distancing in everyday work and meeting situations. • Supervisors of employees who are not fully vaccinated and have been exposed to COVID-19 or who encounter COVID-19 exposure-related family emergencies must quarantine at home may exercise their discretion about the completion of work duties from a remote location. • Supervisors who approve a temporary arrangement for remote work shall consult HR about proper use of non-PTO (Personal Time Off) leave and/or use of sick leave that exceeds the time periods addressed by state and federal legislation. • Supervisors of immune-compromised team members or those with underlying health conditions that prevent on-campus work may arrange for telecommuting work, with consultation of HR. Team members will have to obtain a doctor's order for telecommuting.

Classrooms

- Face-to-face classes will be offered, with remote emergency instruction as a possible contingency plan.
- Custodians do a deep clean in classrooms every morning, disinfecting all tables, doorknobs and frequently touched areas.
- Students, faculty and staff are expected to wear a mask in the classroom.
- Social distancing is expected whenever possible.
- Students will be expected to self-monitor their health and stay home and self-report if showing any COVID-19 symptoms.
- Students with a temperature of 100 or higher are not allowed in the classroom.
- Cleaning supplies are located by entrance doors of each classroom with signage, liquid spray disinfectant, aerosol disinfectant, paper towels, disinfecting wipes, mask, gloves and hand sanitizer.
- Student areas should be wiped down between class sessions according to the protocols determined by the instructor. This may be completed by the student according to processes listed on signage before every class or the faculty, who should also clean and disinfect their own workstation between classes.
- Air purifiers will be installed in most classrooms and high usage areas across campus, and, when available, at the request of employees.
- When a positive case is reported to Covid-19 response team, the room will be disinfected with electrostatic cleaners, then deep cleaned and disinfected by custodial staff.
- In the classrooms, faculty have the right to deny a student entry into the room if the student is not wearing a mask. Students not wearing a mask will be reminded to do so and offered a clean mask, if available. If the student does not comply, the faculty member will ask the student to leave the space, and if available, join the class remotely. As a last resort, campus security will be contacted.
- At no point should the professor or other students put themselves into an unsafe situation while trying to enforce the face-covering or 6-foot distance policy.
- Students who are unable to attend class due to COVID should contact COVID@sccc.edu with further questions, AND fill out the appropriate form.
- Faculty should report student absences due to COVID to COVID@sccc.edu.
- Students should follow the "Minimum Technology Requirements" to ensure academic success. Click [here](#) to view. Students who do not have access to adequate technology can email celeste.donovan@sccc.edu or their individual advisor. Advisors may also identify student technology needs to atrisk@sccc.edu.

<p>Students</p>	<p>Suspected/Confirmed Case of COVID-19 If a student has signs and/or symptoms of COVID-19 or has been diagnosed:</p> <ol style="list-style-type: none"> 1. Student shall immediately self-quarantine, complete and send the self-reporting form. Click here to access COVID resources including the self-reporting form. 2. The SCCC COVID team will contact the Seward County Health Department. 3. The SCCC COVID team will communicate with the student to glean more information, along with the submitted documentation to decide what factors may have caused the possible COVID-19 infection and set up a plan of action for each case to support safety and needs for all parties involved. This includes the following protocols: <ul style="list-style-type: none"> ○ Maintenance/grounds may close the area for 24 hours before disinfection, if necessary. ○ The COVID team will contact team members who may have been exposed. ○ Campus approved contact tracers are Celeste Donovan, Dan Artamenko, and Luke Dowell. They will contact students who may have been exposed. 4. The SCCC COVID team will document each case. 5. Students must contact covid@sccc.edu before returning to campus.
<p>Saints Bookstore</p>	<ul style="list-style-type: none"> • The bookstore will follow campus guidelines for use of masks, social distancing, etc. • Contactless pay options are available. • Credit Card devices and counters are cleaned often. • In store pickup with minimal physical contact or shipping is available.
<p>Campus Visits</p>	<ul style="list-style-type: none"> • Individual campus visits are allowed but appointments are encouraged. • On-campus enrollment day visits may be limited. Pre-registration is preferred • Large-scale public events on campus will follow social distancing protocols, room capacity limits, and indoor mask requirements for all attendees.

Student Housing

- Incoming residents of Student Housing will need to provide proof of being fully vaccinated, or present a negative COVID test result that has been conducted within 72 hours prior to moving in.
- Visitation hours between residents may be limited.
- Resident access to public spaces in the residence halls may be limited.
- Cleaning supplies and gloves will be supplied to staff as needed.
- Common spaces such as countertops, bathrooms, doors, etc., will be routinely sanitized at least twice a day.

Food Service

- Food Service Dine-in service will be allowed.
- Tables will be sanitized according to the CDC guidelines and free of all preset items.
- There will be no self-serve drink station. A GWD Employee will serve your beverage of choice upon availability. The use of masks is expected except when persons are eating or drinking, provided they keep a 6-foot distance between individuals (not including individuals who are seated together), *provided however, when eating or drinking persons must be stationary and cannot avoid the masking requirement by wandering around with a beverage in hand.*
- Plates and silverware will ALL be disposable.
- All condiments will be presented to order. No communal condiments will be left on the table. Disposable condiments are encouraged.
- Face masks are to be worn properly, fully covering your nose and mouth upon receiving your meals from a GWD employee.
- The use of masks is expected except when people are eating or drinking, provided they keep a 6-foot distance between individuals (not including individuals who are seated together).
- For more details see the following documents: [Great Western Dining Covid19 Reopening Plan](#) and the [FDA Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic](#)