



## COVID-19 Recovery Playbook: Version 1.3, September 4, 2020

*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](http://sccc.edu) and [scccnews.com](http://scccnews.com).*

Effective September 4, 2020	
<p><b>Legal Disclaimer</b></p> <p><i>If there is something that you notice we can do better to serve you, please contact us at <a href="mailto:COVID@sccc.edu">COVID@sccc.edu</a>.</i></p>	<ul style="list-style-type: none"> <li>All locations will print and include a Legal Disclaimer recognizing the risk of working, operating, and entering the facility.</li> </ul> <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 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 as a result of being on the property. For your safety and ours, we require that you please personally acknowledge COVID-19 symptoms. You can refer to the CDC document for guidance:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html">https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html</a></p>
<p><b>Restrictions as of Sept. 4, 2020:</b></p>	<ul style="list-style-type: none"> <li>To protect the health and safety of the SCCC community, students, faculty, staff and visitors must wear face coverings over their mouths and noses while on the SCCC campuses in all hallways, public spaces, classrooms and other common areas of campus buildings; and <b>outside</b>, when 6 feet social distancing cannot be maintained.</li> </ul>

	<ul style="list-style-type: none"> <li>• The college is allowed to operate subject to local restrictions set out by Seward County Health Department and the Seward County Commission.</li> <li>• Some forms of physical social distancing are still necessary.</li> <li>• High risk individuals should continue to practice physical distancing and other precautions in large social settings.</li> <li>• Team members will wear masks in ALL situations when they are not alone in their personal workspace.</li> </ul>
<p><b>General Principles:</b></p>	<ul style="list-style-type: none"> <li>• Public access to most 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.</li> <li>• Hand sanitizing stations are available throughout college facilities.</li> <li>• Social gathering space parameters to be established <b>and published</b> after consultation with Seward County Health Department.</li> <li>• The use of personal protective equipment (PPE), including face coverings or masks, is <b>required</b> in all public spaces, including <ul style="list-style-type: none"> <li>- any space visited by customers or members of the public, regardless of whether anyone from the public is present at the time.</li> <li>- common areas such as hallways, stairways, elevators, and parking facilities.</li> <li>- any room or enclosed area, <b>other than any space visited by customers or members of the public</b>, where other people are present and unable to maintain a 6 foot distance except for infrequent or incidental moments of closer proximity.</li> </ul> </li> <li>• 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 or replaced (pens) after each individual's use.</li> <li>• Social distancing of at least 6 feet apart is still necessary.</li> <li>• Workplace controls to reduce transmission among employees, such as those described below that are included in the CDC <a href="#">Considerations for Institutes of Higher Education for Promoting Behaviors that Reduce the Spread of COVID-19</a> are in effect. <ul style="list-style-type: none"> <li>○ Employers – Provide adequate supplies to disinfect and clean workspaces and equipment and support healthy hygiene.</li> <li>○ Employees – Stay home or self-isolate when appropriate.</li> <li>○ Employees – Wear a face covering or mask in public spaces.</li> <li>○ Employees – Practice social distancing and proper hand hygiene and respiratory etiquette.</li> </ul> </li> </ul>

<p><b>Athletics</b></p>	<p>Covid 19 Plan for Athletics follows the NJCAA Safety Protocol Recommendations, which can be viewed <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>• No athletic facilities will be open to the public until further notice.</li> </ul>
<p><b>Employees</b></p>	<ul style="list-style-type: none"> <li>• Employees with symptoms should immediately complete the self-reporting form located under the COVID-19 Resources tab on the college homepage. Please <a href="#">click here</a> 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.</li> <li>• 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 permitted up to three (3) consecutive days off before Federal FLMA regulations commence. These three (3) days would typically be used to assess your symptoms of COVID-19 and to be tested, if determined necessary.</li> <li>• Sick employees shall stay home and follow the CDC guidelines. <a href="#">What to do if you are sick with coronavirus disease 2019 (COVID-19)</a>.</li> <li>• 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.</li> <li>• Instruct employees who are well but know they have been exposed to COVID-19 to notify their supervisor and follow CDC-recommended precautions, which can be viewed by <a href="#">clicking here</a>.</li> <li>• 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 in accordance with applicable laws and regulations.</li> <li>• Exposed or infected employees must obtain a doctor’s release before returning to work on campus. If you are required to self-quarantine, you will not be required to use personal sick time. For more details, consult HR.</li> <li>• If a team member observes a fellow team member or student not following the guidelines set forth 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 set forth in this Playbook, said team member is requested to report the same to <a href="mailto:covid@sccc.edu">covid@sccc.edu</a>.</li> </ul>

<p><b>Notification Forms</b></p>	<ul style="list-style-type: none"> <li>• Employees on campus who observe a patron, fellow team member, or student who exhibits signs of COVID-19 should read the statement on the “COVID-19 CAUTION CARD” as follows: <i>“We have been asked to instruct people showing symptoms of COVID-19 to leave the property. This card provides links to information and processes you will need to follow before returning. Thank you for working with us during this dangerous time.”</i> On the back of the card, the person will be instructed to contact <a href="mailto:COVID@sccc.edu">COVID@sccc.edu</a> with further questions, AND to fill out the appropriate form from the following options:</li> <li>• Faculty: click <a href="#">here</a>.</li> <li>• Staff: click <a href="#">here</a>.</li> <li>• Students / Guests: click <a href="#">here</a>.</li> </ul>
<p><b>Offices</b></p> <p><i>Roger Scheib, Director of Facilities, and our janitorial team members have upgraded their practices to comply with CDC recommendations as closely as practicable.</i></p>	<ul style="list-style-type: none"> <li>• Six-foot separation or other methods of distancing, such as Plexiglas shields, will be used between workspaces.</li> <li>• Waiting areas will be clearly marked.</li> <li>• Plexiglas shields or other methods of distancing will be utilized in areas dealing with the public.</li> <li>• Locked doors and restricted access will continue as appropriate.</li> <li>• The use of masks or other face coverings is required inside indoor public spaces.</li> <li>• Face-to-face meetings which allow for video- or tele-conference attendance are encouraged.</li> <li>• Follow the CDC’s guidelines on proper sanitation procedures. <a href="#">Click here</a>.</li> <li>• Only essential business travel is allowed and all 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 <a href="#">here</a>.</li> </ul>
<p><b>Supervisors</b></p>	<ul style="list-style-type: none"> <li>• Supervisors must exercise clear leadership in requiring the use of masks and social distancing in everyday work and meeting situations.</li> <li>• Supervisors of employees who have been exposed to COVID-19 or who encounter COVID-19 exposure-related family emergencies and must quarantine at home may exercise their discretion about the completion of work duties from a remote location.</li> <li>• Supervisors who approve a temporary arrangement for remote work shall consult HR about appropriate use of non-PTO leave and/or use of sick leave that exceeds the time periods addressed by state and federal legislation.</li> <li>• Supervisors of immune-compromised team members or those with underlying health conditions that preclude on-campus work may arrange for telecommuting work, with consultation of HR. Team members may be required to obtain a doctor’s order for telecommuting.</li> </ul>

<p><b>Classrooms</b></p>	<ul style="list-style-type: none"> <li>• Face-to-face classes will be offered, with remote emergency instruction as a possible contingency plan.</li> <li>• Students, faculty and staff are expected to wear a mask or other face covering in the classroom.</li> <li>• Social distancing is expected whenever possible.</li> <li>• Students will be expected to self-monitor their health and stay home and self-report if exhibiting any COVID-19 symptoms.</li> <li>• Students with a temperature of 100 or higher are not allowed in the classroom.</li> <li>• Sanitizing materials will be provided in each classroom for use in between classes.</li> <li>• In the classrooms, faculty have the right to deny a student entry into the room if the student is not wearing a face covering. Students not wearing a face covering will be reminded to do so and offered a clean face covering, 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, the campus security will be contacted.</li> <li>• At no point should the professor or other students put themselves into an unsafe situation while attempting to enforce the face-covering or 6-foot distancing policy.</li> <li>• Faculty who observe a student who exhibits signs of COVID-19 should read the statement on the “COVID-19 CAUTION CARD” as follows: <i>“We have been asked to instruct people showing symptoms of COVID-19 to leave the property. This card provides links to information and processes you will need to follow before returning. Thank you for working with us during this dangerous time.”</i></li> <li>• On the back of the card, the student will be instructed to contact <a href="mailto:COVID@sccc.edu">COVID@sccc.edu</a> with further questions, AND to fill out the appropriate form. Likewise, the faculty member will complete a similar form for tracking purposes.</li> <li>• Faculty: click <a href="#">here</a>.</li> <li>• Students / Guests: click <a href="#">here</a>.</li> <li>• Students should follow the “Minimum Technology Requirements” to ensure academic success. Click <a href="#">here</a> to view. Students who do not have access to adequate technology can email <a href="mailto:celeste.donovan@sccc.edu">celeste.donovan@sccc.edu</a> or their individual advisor. Advisors may also identify student technology needs to <a href="mailto:atrisk@sccc.edu">atrisk@sccc.edu</a>.</li> </ul>
<p><b>Students</b></p>	<p><b>Suspected/Confirmed Case of COVID-19</b>  If a student has signs and/or symptoms of COVID-19 or has been diagnosed:</p> <ol style="list-style-type: none"> <li>1. Student shall immediately self-quarantine, complete and submit the self-reporting form. <a href="#">Click here to access COVID resources including the self-reporting form.</a></li> </ol>

	<ol style="list-style-type: none"> <li>2. The SCCC COVID team will contact the Seward County Health Department to discuss the next steps to initiate contact tracing. You have the right to opt-in or opt-out of contact tracing.</li> <li>3. The SCCC COVID team will communicate with the student to glean additional information, along with the submitted documentation to determine what factors may have caused the possible COVID-19 infection and establish 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"> <li>○ Maintenance/grounds may close the area for 24 hours before disinfection, if necessary.</li> <li>○ HR will contact team members who may have been exposed.</li> <li>○ Campus approved contract tracers include Celeste Donovan, Dan Artemenko, and Luke Dowell will contact students who may have been exposed.</li> </ul> </li> <li>4. The SCCC COVID team will document each case.</li> <li>5. Students must contact covid@sccc.edu before returning to campus.</li> </ol>
<b>Saints Bookstore</b>	<ul style="list-style-type: none"> <li>• Waiting areas will be clearly marked and spaced six feet apart.</li> <li>• Use of PPE, including the use of a mask or other face covering, is expected for college employees, customers, and members of the public.</li> <li>• Hand sanitizer stations available throughout the bookstore.</li> <li>• Contactless pay options are available.</li> <li>• Credit Card devices and counters cleaned frequently.</li> <li>• In store pickup with minimal physical contact or shipping is available.</li> </ul>
<b>Campus Visits</b>	<ul style="list-style-type: none"> <li>• Individual campus visits are allowed but appointments are encouraged.</li> <li>• On-campus enrollment day visits are limited to 25 students and pre-registration is required.</li> </ul>
<b>Student Housing</b>	<ul style="list-style-type: none"> <li>• Residents will complete the SCCC Housing COVID-19 Screening questionnaire before moving into campus housing and after any out of state travel. <b>This may require subsequent quarantine for a two-week period in campus-provided housing.</b></li> <li>• Only housing residents and staff are allowed in the residence halls.</li> <li>• Visitation hours between residents will be limited.</li> <li>• Resident access to public spaces in the residence halls will be limited.</li> <li>• Residents and staff are required to use masks.</li> <li>• Cleaning supplies and gloves will be provided for staff as needed.</li> </ul>

	<ul style="list-style-type: none"><li>• Common spaces such as countertops, bathrooms, doors, etc., will be routinely sanitized at least twice a day.</li></ul>
<b>Food Service</b>	<ul style="list-style-type: none"><li>• Food Service Dine-in service will be allowed.</li><li>• Certain Tables will have signs posted NOT in use to comply with social distancing practices.</li><li>• Tables will be sanitized according to the CDC guidelines and free of all preset items.</li><li>• GWD Dine-in service cards are placed on the tabletops to help ensure proper cleaning &amp; sanitizing for the next dine-in customer we ask that you flip this card over to help GWD staff with this process.</li><li>• 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 maintain a 6 foot distance between individuals (not including individuals who are seated together), <i>provided however, when eating or drinking persons must be stationary and cannot avoid the masking requirement by wandering around with a beverage in hand.</i></li><li>• Plates and silverware will ALL be disposable.</li><li>• All condiments will be presented to order. No communal condiments will be left on the table. Disposable condiments are encouraged.</li><li>• Face masks are to be worn properly, fully covering your nose and mouth upon receiving your meals from a GWD employee.</li><li>• The use of masks is expected except when persons are eating or drinking, provided they maintain a 6-foot distance between individuals (not including individuals who are seated together).</li><li>• For additional details see the following documents: <a href="#">Great Western Dining Covid19 Reopening Plan</a> and the <a href="#">FDA Best Practices for Re-Opening Retail Food Establishments During the COVID-19 Pandemic</a></li></ul>