COVID-19 Standard Operating Procedures

Northeast has developed a business continuity plan that consists of three phases to bring students and employees back to campuses across the 20-county service area. This operations plan is a living document that is designed to provide guidance to the college community. The three phases of this plan include:

Phase I: Prepare the college facilities, procedures and practices prior to employees and students returning to campus.

Phase II: Establish operations protocols with a limited number of employees and students on campus.
    Phase II, A: Establish operations protocols when employees have had the opportunity to be vaccinated, but the majority of the public, including students, have not.
    Phase II, B: Establish operations protocols when employees and the majority of the public have had the opportunity to be vaccinated.

Phase III: Establish operations protocols with all employees, students, and the public on campus.
    Phase III, A: Establish operations protocols with all employees, students, and the public on campus, with masks required.
    Phase III, B: Establish operations protocols with all employees, students, and the public on campus, with masks strongly recommended.
     (Phase effective October 25, 2021)

This Standards of Operations Procedure (SOP) is designed to provide students, faculty, supervisors and staff the directions needed to operate the College during Phase III, B of the business continuity plans. Items outlined in this set of procedures are subject to change based on updated recommendations or guidelines from the CDC and local health department.
Resources


The Following SOP Reflects Current Phase (Phase III, B)

General Procedures: This set of procedures is designed to address issues and concerns specifically around the COVID-19 pandemic situation with all other existing emergency preparedness measures for events like weather and other natural disasters continuing and taking precedence as warranted. As a part of this set of procedures, the following are overarching general procedures to follow related to the pandemic:

1) Vaccinations
   a. COVID-19 vaccinations are the leading prevention strategy to protect individuals, slow the spread, and end the COVID-19 pandemic. Northeast Community College strongly encourages and recommends that all faculty, staff, and students, for whom it is medically safe to do so, receive a COVID-19 vaccination prior to the start of the Fall 2021 semester.

2) Face Masks or Face Shields:
   a. Face masks or shields are strongly encouraged for faculty, staff, students, and visitors in all college buildings at all locations, regardless of the ability to social distance. **Faculty and staff do have the authority to require face masks in their classrooms, offices, and as sponsors of meetings or events.** Face masks must be a surgical mask or a solid fabric mask with two or more layers of tightly woven or non-woven material. Masks should fit snugly against your nose and chin with no large gaps around the sides of the face. Employees or students who are not able to wear a face mask are asked to provide an exemption note from a medical health provider.
   b. Employees will provide the documentation to the Northeast Human Resources Office, and work with Human Resources staff to determine the next steps. Students will provide the documentation to the Disability Services office and work with Disability Services staff on next steps.
   c. Employees and students shall provide their own face covering. Disposable or cloth face masks will be available while supplies last.

3) Employees’ failure to comply
   a. Employees who fail to comply with the request from a fellow employee to wear a mask in a classroom, office, or at a specific meeting or event, will be asked to vacate that space and make alternative arrangements for engaging with that College employee or event. The employee’s immediate supervisor or Human Resources will be notified if employees refuse to comply or make the requested alternative arrangements. Employees who have a medical exemption must inform the College employee of this exemption- a plan for alternative arrangements may still be necessary.
   b. Disciplinary action may be taken by an Employee’s supervisor if this requirement is not followed.
c. See the Supervisors section to refer to ADA Accommodations.

4) Students’ failure to comply
   a. Students who fail to comply with the request of a faculty or staff member to wear a mask in a classroom, office, or at a specific meeting or event, will be asked to vacate that space and make alternative arrangements for engaging with that College employee or event. Students who refuse to comply or make alternative arrangements will be referred to the Director of Student Conduct, Emily Norman. Students who have a medical exemption must inform the College employee of this exemption; a plan for alternative arrangements may still be necessary.

5) Social distancing:
   a. Social distancing will be encouraged when space allows, but not required.
   b. Classrooms and educational labs will be 100% of the normal occupancy of the space.
   c. Gathering spaces in conference areas and meeting rooms will be 100% of normal occupancy.

6) Spaces that we are aware have become contaminated with the virus will be closed and a thorough sanitization of that space will be performed.

**Training:** Employees may be required to participate in virtual and/or in-person training session that introduces the various campus operations in relation to how Northeast will operate. Current resources will be available on the COVID-19 web page and an FAQ section will be maintained.

**Sanitization:** Custodial services will implement recommendations from the CDC and local health departments as guidance for expanded cleaning and disinfecting. This guidance will be used in the College’s daily operations, limiting the risks of COVID-19. Areas on campuses that are temporarily unoccupied will have cleaning deferred or reduced in scope. The custodial supervisor may re-assign staff to better perform expanded cleaning and disinfecting where necessary. Continual development and modifications to the plan will occur to evaluate and determine best practices to be cleaned and disinfected based on the frequency of occupancy. Priority will be given in cleaning and disinfecting of frequently touched surfaces in general public areas as staff is available to complete the work. Classrooms, labs, and departmental equipment will be cleaned and disinfected by the occupants utilizing the spaces. Frequency of disinfection will be based on frequency of occupancy. It would be recommended that high touch surfaces in these areas that are used by more than one set of students throughout the day shall be disinfected between classes by the occupants. Disinfecting products will be provided by Custodial Services as resources are available. Custodial Services will utilize EPA-approved disinfectants against COVID-19. Hand sanitizer locations will be located on campuses based on frequency of occupancy and traffic flow. It is the desire to have hand sanitizer readily available, but the distribution of hand sanitizer and locations will be based on dispenser
availability and product availability. Primary locations will be maintained by Custodial services. Employees shall be able to re-fill individual locations at the primary locations or at the Physical Plant. All cleaning and disinfecting protocol questions and concerns shall be brought to the attention of the Custodial Supervisor at 402-844-7105 or loretta@northeast.edu or 402-844-7204 or jeanie@northeast.edu.

Instruction and Learning Environments: Northeast will continue to meet its mission by delivering career and technical education, academic transfer education, continuing and business education and applied research instruction during Phase III, B. Multiple teaching and learning delivery methods may be utilized. Educational Services should develop an attendance and excuse practice that acknowledges and supports students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation.

1) On-Campus Classes:
Classrooms and educational labs will be 100% of the normal occupancy of the space. Faculty are required to monitor attendance of students in all classes. Faculty are asked to monitor students for COVID-19 symptoms and refer students with symptoms to the student health nurse. Faculty and students are asked to follow appropriate hand hygiene and practice social distancing, where possible.

2) Synchronous Distance Learning Classes: Classes that are being taught on-campus as a distance learning synchronous format may have students in the origination classroom. The synchronous remote sites could be at an extended campus, a student’s home, or a workplace. Appropriate Internet bandwidth is required for a quality experience for the student.

3) Asynchronous Distance Learning Classes: Classes in this format will use the Canvas learning management system to develop courses based on the Northeast Standards of Design for online classes.

Communication Plan: The COVID-19 Standard Operating Procedures document and the Northeast COVID-19 website landing page and associated frequently asked questions will be the primary source of information for employees to find answers to their questions. The website landing page also has a COVID-19 email where additional questions can be asked with a response being provided by the appropriate department. In high traffic areas, the College will have posted information about COVID-19 symptoms and where to find additional resources. College leadership will provide regular updates to the Northeast community as directives guide adjustments to this procedure.

Supervisors: During Phase III, B, of the business continuity plan, department and division meetings may return to face-to-face as appropriate. Meetings that can be scheduled in physical spaces may occur with up to 100% of the normal occupancy of the space. Additional guidance for supervisors includes:
1) Departments may return to full staff.
2) Barriers (plexiglass) may be used for walk-up counter areas. Faculty and staff may request a barrier for teaching spaces and office areas, if necessary or appropriate. Human Resources will work with these employees on a case-by-case basis.
3) In the event an employee needs an accommodation based on underlying health issues or other factors, please work with your supervisor and Human Resources in accordance with Administrative Procedure AP-7050.0 - “Disabilities and Accommodations Concerning Employment.”
4) Telecommuting and flexible scheduling are available to applicable positions as stated in job descriptions or as an accommodation (reference above ADA procedure).
5) Face masks or shields are strongly recommended for all employees, students, and visitors when inside a Northeast building, regardless of the ability to social distance, unless they are alone in a private or enclosed office. Faculty and staff do have the authority to require face masks in their classrooms, offices, and as sponsors of meetings or events.
6) Northeast information posters on personal hygiene and where to find information on COVID-19 posted in prominent places.

**Student Health Services (SHS):** SHS along with the residence life staff have developed a plan for containment of students that exhibit COVID-19 symptoms or become ill while living in student housing. SHS will see students by appointment or as walk-ins. The Student Health Nurse will refer students who need to see a doctor to the appropriate health care provider based on the student’s current Northeast location of attendance.

**Counseling Services:** The Northeast counseling office will provide face-to-face and/or telehealth counseling services to students.

**Campus Student Housing:** Northeast Residence Life will return to normal operations. Additional elements that will be required of the Residence Life staff include:

1) Defining student cleaning protocols for shared bathroom spaces
2) Posting in prominent locations personal hygiene
3) Training for staff including RAs on COVID-19 symptoms and prevention practices

**Campus Student Housing Isolation and Quarantine (I&Q):** Residence Life leadership staff have identified spaces reserved for I&Q of students who are living in on-campus housing. The I&Q space is for those who may exhibit symptoms or test positive for COVID-19. Additional requirements for the I&Q spaces include:

1) Determine how I&Q spaces will be managed
2) The rooms should have private bathrooms
3) I&Q spaces need to have prominent signage and restricted access (Private Quarters or Authorized Personnel Only for example)
4) Establish protocols for student health services to remotely monitor students in I&Q...
5) Establish a plan for meals to be delivered to the I&Q spaces
6) Students should be able to continue with their classes in a remote learning environment.

**On-Campus Dining Services:** During Phase III, B, on-campus dining services will return to normal operations.

**Catering Services:** During Phase III, B, catering will return to normal operations.

**Athletic Programs:** Athletes while at play, will be governed the National Junior College Athletic Association (NJCAA) and the Iowa Community College Athletic Conference (ICCAC) requirements regarding face coverings. It is strongly recommended that spectators wear masks at indoor athletic events.

**Northeast Fitness Center:** The fitness center will be open to 100% of normal capacity. The following protocols will be in place during phase III, A, of the business continuity plan:

1) Make sure sanitizing wipes are stocked daily, students and staff are to sanitize equipment before and after each use.

**Community Rental and Hosted Activities and Events:** Northeast campuses bring large groups of campus visitors together causing a high risk of exposure of COVID-19. The following protocols are to be followed with community rental and hosted activities and events, including student activities and intramural sports:

1) Spaces used for conferences and meetings will be 100% of the normal occupancy.
2) Adjustments to holding or attending large events will be determined based on the current directed health measure for the location of the event.
3) Standard verbiage is to be shared with groups:

   a. Prior to the group coming on campus:

      a. *Northeast Community College is committed to assisting in minimizing the risk of COVID-19 to its students, visitors, and employees. The College is working closely with local public health districts to ensure safety at its facilities. Face masks or shields are strongly recommended in all college buildings at all locations, regardless of the ability to social distance. Please be aware that the CDC recommends individuals not vaccinated maintain six feet of social distancing from others when indoors to protect themselves and others from the spread of COVID-19. During this time, College personnel ask that visitors and guests avoid close contact with people who are sick, cover a sneeze or cough with a tissue, avoid touching eyes, nose and mouth, stay home if they are sick, and wash hands with soap and water for at least 20 seconds.*
Northeast is continuously cleaning and disinfecting surfaces to reduce the spread of germs.

Northeast asks that participants/presenters not attend if they have had a fever within the last 72 hours, cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat new loss of taste or smell, or have come into contact with someone with COVID-19 within the last 14 days.

b. Before event starts while group is on campus:

Northeast Community College is committed to assisting in minimizing the risk of COVID-19 to our students, visitors, and employees. The College is working closely with local public health districts to ensure safety at our facilities. Face masks or shields are strongly encouraged in all college buildings at all locations, regardless of the ability to social distance. Please be aware that the CDC recommends individuals not vaccinated maintain six feet of social distancing from others when indoors to protect themselves and others from the spread of COVID-19. During this time, College personnel ask that all students and visitors cover a sneeze or cough with a tissue, avoid touching eyes, nose and mouth, and wash hands with soap and water for at least 20 seconds. Northeast is continuously cleaning and disinfecting surfaces to reduce the spread of germs. Hand sanitizer is available at multiple locations throughout the facility, if needed.

If a visitor or guest has had a fever within the last 72 hours, cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat new loss of taste or smell, or have come into contact with someone with COVID-19 within the last 14 days, the College asks that they work with the event organizer to find an alternate attendance option and please excuse themselves.

c. Statements for groups off-campus that Northeast is facilitating:

Northeast Community College is committed to assisting in minimizing the risk of COVID-19 to our students, visitors, and employees. Face masks or shields are strongly recommended in all college buildings at all locations, regardless of the ability to social distance. Please be aware that the CDC recommends individuals not vaccinated maintain six feet of social distancing from others when indoors to protect themselves and others from the spread of COVID-19. During this time, the College asks that all participants cover a sneeze or cough with a tissue, avoid touching eyes, nose and mouth, and wash hands with soap and water for at least 20 seconds.
If a visitor or guest has had a fever within the last 72 hours, cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat new loss of taste or smell, or have come into contact with someone with COVID-19 within the last 14 days, the College asks that they self-identify so we can find an alternate attendance option and please excuse themselves.

Travel and Use of College Vehicles
Transportation safety is a key element in preventing transmission of COVID-19. As such, Northeast has created this protocol for vehicle transportation to/from any off-campus events, research, athletic and educational activities. Safe practices for vehicle use include:

1. If more than a single driver is traveling, face masks are strongly recommended for all vehicle occupants.
2. Vents should be running and pointed down in the vehicle; do not use recirculated air.
3. Hand sanitizer and disinfecting wipes must be available for use when entering the vehicle and during the ride.
4. Driver shall sanitize frequent touchpoints within the vehicle after each trip. Particular attention should be made to the driver’s “nest”; the area of control within the drivers’ use. (Steering wheel, climate control, seat adjustment, door controls, et al)
5. All occupants traveling should self-monitor for COVID-19 symptoms of cough, fever, chills, muscle pain, shortness of breath, sore throat, loss of taste or smell and not travel if experiencing any of the symptoms.

Travelling parties are responsible for confirming restrictions and requirements of their destination prior to leaving, and ensuring they follow such instructions should they proceed with the trip.
ADDENDUM

COVID-19 Positive Case and Exposure Protocols

These protocols outline Northeast Community College’s response should a COVID-19 case be identified on the College’s premises or if there is a spread within the college community. These protocols also include the continuity of education and research if there is a community spread of COVID-19 and address concerns related to COVID-19 associated stigma.
Resources


   ELVPHD Attendance Exclusion Health and Return Criteria PDF (8/4/20)
   ELVPHD Illness Flowchart PDF (8/4/20)
   ELVPHD Directed Health Measures PDF (12/3/20)
Nebraska Association Local Health Directors; COVID-19 Response (9/22/20)
Northeast’s Response to COVID-19 on Campus

Source - CDC Guidelines as of July 27, 2021

1. Reporting a COVID-19 Case or Exposure in the College Community
   a. Once an individual is aware that they have been formally tested and diagnosed with a positive case of COVID-19, or if they have been exposed to an individual who tested positive for COVID-19, they should follow the steps listed below:
      i. For student related cases, students should contact their instructors as soon as possible. Instructors should then notify their supervisor or their designee in a documented report via e-mail. Include the Director of Safety and Emergency Preparedness by email at bpaulsen@northeast.edu, the respective Academic Dean and the Dean of Student Success at shelley@northeast.edu, on all reports for students.
      ii. For employee related cases, employees should contact their supervisor and include the Human Resources (HR) office by email at jessicad@northeast.edu. HR will disseminate report to Director of Safety and Emergency Preparedness as necessary or appropriate in compliance with OSHA. Depending on the case, an occurrence report may need to be completed by the employee as determined by the Director of Safety and Emergency Preparedness.
      iii. An individual from the public who determines they were positive with COVID-19 while on campus should contact the Director of Safety and Emergency Preparedness (contact information listed above).
   b. Reports should be made as soon as possible/practicable.
   c. Reports should be made in a confidential manner to protect the identity of the individual who has a positive or presumptive COVID-19 diagnosis.
   d. A communication plan will be made as directed by local/area public health officials.

2. Return to Work/Class Exclusion Criteria for Positive or Symptomatic Cases
   a. Once a student or employee is excluded from the College environment, they may return if they satisfy the recommendations of the CDC and/or the Nebraska Department of Health and Human Services. As of August 19, 2021, those guidelines are:
      i. Tested positive with symptoms: Persons (vaccinated or not) who have tested positive for COVID-19, but experience any one (1) of the following symptoms: new cough, new onset of shortness of breath, or new loss of or change in taste or smell, or any two (2) or more of the following symptoms: fever 100.4 or above, chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, are required to quarantine and may return if the following three conditions are met:
         • Ten (10) calendar days have passed since symptoms first appeared, and
• Other symptoms have improved; and
• At least 24 hours have passed since last fever without the use of fever reducing medications.

ii. **Tested positive with no symptoms:** Persons (vaccinated or unvaccinated) who have not had symptoms, but test positive for COVID-19 may return to the College when the following condition is met:
• Ten (10) calendar days have passed since positive test; and
• No symptoms have developed.

iii. **Tested negative with symptoms:** Persons (vaccinated or not) who have tested negative for COVID-19, but experience any one (1) of the following symptoms: new cough, new onset of shortness of breath, or new loss of or change in taste or smell, or any two (2) or more of the following symptoms: fever 100.4 or above, chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, are required to quarantine and may return if the following three conditions are met:
• Symptoms have improved (for example, when cough or shortness of breath have improved); and
• At least 24 hours have passed since last fever without the use of fever reducing medications, OR
• A student or employee may return if they are approved to do so in writing by the student or employee’s health care provider, eliminating the diagnosis of COVID-19 (i.e. alternative diagnosis).

iv. **Untested with symptoms:** Persons (vaccinated or not) who have not received a COVID-19 test, but experience any one (1) of the following symptoms: new cough, new onset of shortness of breath, or new loss of or change in taste or smell, or any two (2) or more of the following symptoms: fever 100.4 or above, chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea, fatigue, are required to quarantine may return if the following three conditions are met:
• Ten (10) calendar days have passed since symptoms first appeared, and
• Symptoms have improved; and
• At least 24 hours have passed since last fever without the use of fever reducing medications, OR
• Student or employee may return if they are approved to do so in writing by the student or employee’s health care provider eliminating the diagnosis of COVID-19 (i.e. alternative diagnosis).

3. **Exposure to COVID-19 Criteria**
a. In all scenarios, a student or employee is considered in “close contact” when they have been within 6 feet of the COVID-19 positive individual for 15 minutes (accumulative minutes within 2 hours starting from 48 hours before illness/symptom onset or, for asymptomatic patients, 2 days prior to test specimen collection until the time the patient is isolated).

i. **Non-vaccinated Individual:** A student or employee who is not fully vaccinated and has been in close contact with a COVID-19 positive case must quarantine for ten (10) days and show no symptoms unless a negative COVID test is received. Exposed individuals can get tested on days 5 to 7, and if no symptoms have developed, and if a negative result is received, the individual can discontinue quarantine after day 7 since last close contact with a COVID-19 positive individual. Daily self-monitoring for development of COVID-19 symptoms and masking will continue to be required until after day 14 since last close contact exposure with a COVID-19 positive individual.

ii. **Vaccinated Individual:** A student or employee who is fully vaccinated and has been exposed to someone who has tested positive for COVID-19 must wear a mask indoors for 14 days following exposure, unless they have been tested (3-5 days after their exposure), and a negative result is achieved.

Note: If symptoms develop within the 14-day quarantine/self-monitoring period or while following the conditions above, please refer to Isolation instructions.

iii. **Campus Exposure:** Since Nebraska is no longer in a state of emergency regarding the pandemic, neither Northeast nor the local health departments are doing contact tracing. Individuals who test positive are informed that they need to contact anyone that they were in close contact with 48 hours before becoming symptomatic and inform those individuals that they need to quarantine if not vaccinated or wear a mask if vaccinated. When an individual tests positive or experiences symptoms after attending a face-to-face class or a Northeast sponsored activity/event, the faculty member and/or activity/event sponsor will be notified via email. Faculty/Sponsors will be asked to share via Canvas and/or email students in attendance in that class/activity/event notifying the individuals of the exposure and asking them to wear a mask when around others and self-monitor. An example of this email follows:

*Northeast has been notified that an individual attending this class/event has tested positive for COVID. Privacy laws prevent Northeast from providing you with specific information about the individual. Due to your potential exposure, we encourage you to wear a mask for the next fourteen days and self-monitor for symptoms. The following symptoms could be a sign that you are*
infected with COVID-19: a new cough, sudden onset of shortness of breath or sudden loss of taste or smell, a fever of 100.4 or above chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea or fatigue. If you experience any of these symptoms please do not attend classes or events, and contact Northeast Student Health at 402-844-7176 or your local health care provider.

b. Exposure Risk: Wearing masks consistently and correctly, protects others as well as yourself. The CDC recommends indoor masking for all individuals age 2 years and older, regardless of vaccination status, in areas of high and substantial COVID-19 community transmission.

i. Low Risk - When a masked person tests positive and close contacts were wearing masks:
   - Person who tests positive needs to self-quarantine based on criteria for Return to Work/Class Exclusion Criteria;
   - All other close contacts masked can continue self-monitoring symptoms; and
   - Close contacts can continue on-site classes and work as normal.

ii. Medium Risk - When a masked person tests positive and some close contacts were wearing masks:
   - Person who tests positive needs to self-quarantine based on criteria for Return to Work/Class Exclusion Criteria;
   - Close contacts masked can continue self-monitoring symptoms, on-site classes or work; and
   - All other close contacts not masked and not vaccinated are asked to quarantine 10 days unless a negative test result is obtained from testing that occurs on or between days 5 - 7 post exposure as described in 3.2.i. Vaccinated individuals are asked to wear a mask and monitor symptoms for fourteen (14) days.

iii. High Risk - When an unmasked person tests positive and all close contacts were wearing masks:
   - Person who tests positive needs to self-quarantine based on criteria for Return to Work/Class Exclusion Criteria; and
   - Close contacts that are not vaccinated are asked to quarantine for 10 days unless a negative test result is obtained from testing that occurs on or between days 5 - 7 post exposure as described in 3.2.i. Vaccinated individuals are asked to wear a mask and monitor symptoms for fourteen (14) days.

iv. Very High Risk - When an unmasked person tests positive and close contacts were not wearing masks:
   - Person who tests positive needs to self-quarantine based on criteria for Return to Work/Class Exclusion Criteria; and
   - Close contacts that are not vaccinated are asked to quarantine for 10 days unless a negative test result is obtained from testing that
occurs on or between days 5-7 post exposure as described in 3.2.i. Vaccinated individuals are asked to wear a mask and monitor symptoms for fourteen (14) days.

4. **Residence Life (Residence Life Staff):**
   a. To ensure continuity of safe housing, Residence Life staff will work in close collaboration with local public health officials to make all decisions related to on-campus housing.
      o Residents are expected to assess their health symptoms daily and self-report to Residence Life staff and the Student Health Nurse when they feel ill.
      o Residents who experience COVID-19-like symptoms but have not had a positive COVID-19 test are required to quarantine for ten (10) days, unless a COVID test comes back negative.
      o If a resident tests positive for COVID 19, they must comply with a transfer to an Isolation space or return to their permanent residence immediately and remain there until ten (10) calendar days have passed since symptoms first appeared, and other symptoms have improved (for example, when cough or shortness of breath have improved); and they have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers).
      o All non-vaccinated residents who are determined to have been in close contact with an individual who tested positive for COVID-19, including but not limited to roommates/suitemates, must comply with the 10-day quarantine unless a negative test result is obtained from testing that occurs on or between days 5-7 post exposure as described in 3.2.i. Vaccinated individuals must wear a mask for 14 days and monitor symptoms in lieu of quarantine.

7. **Substantial College Community Transmission**
   b. Additional strategies should be considered when there is substantial transmission of COVID-19 in the local college community, in addition to those implemented when there is no minimal or moderate transmission.

   **These strategies include:**
   i. Coordinate with local public health officials; they will assist College administrators to determine a course of action for the campus.
   ii. Work with local public health officials to determine cancellation of classes and closure of buildings and facilities (2-5 days) as necessary. In some cases, events and activities will be cancelled to allow time to gain a better understanding of the COVID-19 situation impacting the campus.
   iii. These closure timeframes will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the college community.
   iv. Cleaning plan as referenced in the SOP.
   v. Consider extended in-person class suspension. In collaboration with local public health officials, implement extended class suspension and event/activity cancellations (e.g., suspension/cancellations for longer than two weeks).
vi. A long-term and possibly broader-reaching strategy is intended to slow transmission rates of COVID-19 in the college community.

vii. During extended class suspensions, consideration should be given to cancel extracurricular group activities and large events.

viii. Ensure health clinics prepare for COVID-19 in coordination with local public health officials.

ix. Determine appropriate phase transition based on the COVID-19 Standard Operating Procedures (SOP).

x. Communicate regularly with students, staff and faculty in compliance with the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA) guidelines (Section 4).

xi. Follow ADA protocols to protect individuals who are at high risk of COVID-19 and ensure continuity of safe housing. Consider extending in-person class suspension.

5. Communication Plan
   a. Communications should be in line with local public health official standards and recommendations.
   b. Plan to include messages to counter potential stigma and discrimination of individual(s).
   c. All college communications should be made only as necessary or deemed appropriate by local public health officials’ recommendations.
   d. Regarding circumstances where there is a confirmed COVID-19 case that has been on any Northeast campus, it is critical to maintain confidentiality of the student or employee as required by ADA and FERPA as applicable.
   e. FERPA training for all employees will be provided through the SafeColleges learning management system (LMS).