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 effective August 23, 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, A 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, A)

**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. Faculty, staff, students, and visitors are required to wear face masks or shields in all college buildings at all locations, regardless of the ability to social distance. However, a face covering will not be required when someone is working alone in an enclosed or private office or when outdoors or moving between buildings. 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 are asked to hold each other accountable to help prevent the spread of the virus. Please remind others to wear a face mask.
   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. Faculty and staff who observe a student inside a building not wearing a face mask are asked to remind the student to wear one. If the student does not have their own face mask, the employee should direct the student to a location where a face mask can be provided.
b. After being asked to wear a face mask and a student refuses in a Northeast building or class, that student will be asked to leave campus and will be counted absent for all classes missed due to not wearing a face mask.
c. Students who repeatedly fail to comply are to be reported to the Student Conduct office.

5) Social distancing:
   a. Social distancing will be encouraged, 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 may 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, A. Multiple teaching and learning delivery methods may be utilized. Educational Services may 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, A, 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 required 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.

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, A, on-campus dining services will return to normal operations. Students, faculty, and staff will wear their mask when ordering and obtaining their food. Masks can be removed when eating.
**Catering Services:** During Phase III, A, 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. When not at play, student-athletes will wear face coverings or masks during athletic events. Spectators will be required to 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.
2) Face masks are required for staff and guests.

**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. Visitors are required to wear face masks or shields 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. Visitors are required to wear face masks or shields 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. Visitors are required to wear face masks or shields 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, masks are required 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 one of their instructors as soon as possible. The instructor 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 bpausen@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. Confirmed person(s) with COVID-19 on campus:
   a. Assess Risk
      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.
b. Short (potential 2-5 day) class suspension, building and facility closure to clean/disinfect/contact tracing in consultation with local health officials.

c. Determine if there is or is not a college community spread from the exposure.

d. Follow steps based on college community spread.

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

f. Follow procedures for individuals who are sick on campus/in quarantine. Require those who are sick off campus to stay home.

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

h. 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).

i. 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.

3. Return to Work/Class Exclusion Criteria

a. Once a student or employee is excluded from the College environment, they may return if they satisfy the recommendations of the CDC. As of July 27, 2021, those guidelines are:

i. Individuals fully vaccinated for COVID-19: Individuals who have received a full series of a COVID-19 vaccine, are 2 weeks or more since their final COVID-19 vaccine dose, and who have had close contact with a person(s) whom has developed or during the 48 hours prior to the person developing one or more of the following symptoms: a sudden onset of a cough, sudden onset of shortness of breath or sudden loss of taste or smell; or whom has developed or during the 48 hours prior to the person developing two or more of the following symptoms: a fever of 100.4 or above chills, muscle aches, headache, sore throat, nausea or vomiting, diarrhea or fatigue; or with a person whom has tested positive for COVID-19 or during the 48 hours prior the person testing positive for COVID-19 whichever event occurs earlier, may meet the following conditions in lieu of quarantine:

1. Fully vaccinated people who have come into close contact with someone with suspected or confirmed COVID-19, can be tested 3-5 days after exposure, and must wear a mask in public indoor settings for 14 days or until they receive a negative test result.

Proof of vaccination and/or medicinal verification from a primary care physician will need to be provided to Human Resources for employees to be allowed to use this exception and return to campus. Proof of vaccination and/or medicinal verification from a primary care physician will need to be provided to the Dean of Student Success or Director of Residence Life for students to be allowed to use this exception and return to campus.
Note: If symptoms develop within the 14-day quarantine period or while following the conditions above in lieu of quarantine, please refer to Isolation instructions.

ii. **Untested with symptoms:** Persons who have not received a COVID-19 test, but experience any of the “Core/Minimum” symptoms (fever of 100.4 or greater, cough, shortness of breath) may return if the following three conditions are met:

- 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 medicine that reduces fevers) OR student or employee may also 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).

iii. **Tested with symptoms:**

a. **Tested positive with symptoms:** Persons who experience any of the ‘Core/Minimum” symptoms (fever of 100.4 or greater, cough, shortness of breath), have been tested for COVID-19 and are found to be positive, may return to the College if the following three conditions are met:

- 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 medicine that reduces fevers).

iv. **Tested negative with symptoms:** Persons who experience any of the “Core/Minimum” symptoms must isolate/quarantine until the following conditions are met:

- 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 medicine that reduces fevers). This
protocol may change in the absence of Directed Health Measures OR a student or employee may also 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).

v. **Tested positive with no symptoms:** Persons who have not had symptoms, but test positive for COVID-19 may return to the College when the following two conditions are met:

- Ten (10) calendar days have passed since COVID-19 positive test date.

4. **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 24 hours starting from 2 days before illness onset or, for asymptomatic patients, 2 days prior to test specimen collection until the time the patient is isolated). If close contact occurs while participating in extracurricular activities that take place outdoors or in large spaces (such as gyms and fitness centers), close contacts may self-monitor, in lieu of quarantine.

b. 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.

   i. A student or employee who is fully vaccinated and has been exposed to someone who has tested positive for COVID-19 should get tested 3-5 days after their exposure, even if they don’t have symptoms, and wear a mask indoors for 14 days following exposure or until their test result is negative.

   ii. Proof of vaccination and/or medical verification from a primary care physician will need to be provided to Human Resources for employees to be allowed to use this exception and return to campus. Proof of vaccination and/or medical verification from a primary care physician also will need to be provided to the Dean of Student Success or Director of Residence Life for students to be allowed to use this exception and return to campus.

   c. If an unvaccinated individual does not complete a diagnostic test and no COVID-19 symptoms have developed after day 10 since last close contact with a COVID-19 positive individual, quarantine may be discontinued. The individual must self-monitor
daily for development of COVID-19 symptoms and mask until after day 14 since last close contact exposure with a COVID-19 positive individual.

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 are required to quarantine for 5-10 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 are required to quarantine for 5-10 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 are required to quarantine for 5-10 days.

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).

6. **Residence Life (Residence Life Staff)**
a. Ensure continuity of safe housing.
b. Work in close collaboration with local public health officials to make all decisions related to on-campus housing.
c. Standard Operating Procedures will be followed for Residence Life.
d. Monitoring plan for student residents with COVID-19 symptoms living in residence halls.
e. Ensure continuity of mental health services for residence life to help counter stigma and promote resilience on campus.

7. **Substantial College Community Transmission**
   a. 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. Continue to coordinate with local public health officials. If local health officials have determined there is substantial transmission of COVID-19 within the college community, they will provide guidance to administrators on the best course of action for the College.

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

   iii. Cleaning plan as referenced in the SOP.

   iv. 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).

   v. A long-term and possibly broader-reaching strategy is intended to slow transmission rates of COVID-19 in the college community.

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