



## 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 January 21, 2022)**

These Standard Operating Procedures (SOP) are designed to provide students, faculty, supervisors, and staff the directions needed to operate the College during Phase III, B of 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

“Considerations for Reopening of Higher Education in the COVID-19 Era.” American College Health Association, 7May2020.

“Higher Education COVID-19 Pandemic Recovery Guide.” Global Center for Health Security. University of Nebraska Medical Center, 4May2020.

Center for Disease Control. <https://www.cdc.gov>.

National Junior College Athletic Association. <https://www.njcaa.org>.

Iowa Community College Athletic Conference. <https://www.iccac.org>.

Nebraska Department of Health and Human Services. <http://dhhs.ne.gov/Pages/Coronavirus.aspx>.

Elkhorn Logan Valley Public Health District. <http://www.elvphd.org>.

Northeast Nebraska Public Health District. <https://nnphd.org/>.

North Central Nebraska Public Health District. <https://ncdhdne.wordpress.com/>.

Chartwells Dining Services. <http://www.chartwellshighered.com>.

## 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 and remain up to date with vaccinations by receiving a booster shot as recommended by the [CDC](#).
- 2) Face Masks or Face Shields:
  - a. Face masks or face 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 unable to wear a mask 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) COVID Testing
  - a. All negative COVID home/rapid tests taken in order to be removed from quarantine or masking due to exposure or symptoms, need to be verified with a laboratory test or PCR test per the manufacturer instructions. Lab tests are typically available from local health care providers and can either be a nasal swab or saliva test with results received in 1-3 days. Results of lab tests are reliable for people with and without symptoms. The home/rapid tests are not as reliable for people without symptoms or early on in their infection. For additional information about COVID-19 testing, visit the [CDC website](#).

- 4) Employees' failure to comply with request to mask
  - 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.
  
- 5) Students' failure to comply with request to mask
  - 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 (if available). Students who refuse to comply or make alternative arrangements (if available) 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.
  
- 6) 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.
  
- 7) 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 sessions that introduce the various campus operations in relation to how Northeast will operate. Current resources will be available on the COVID-19 web page and a 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 to cleaning and disinfecting of frequently touched surfaces in general public areas as staff are 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](mailto:loretta@northeast.edu) or 402-844-7204 or [jeanie@northeast.edu](mailto: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, or are exposed, 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.

**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 face 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 shall be 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. Masks are required in the Student Health and Counseling office. The Student Health Nurse can administer free COVID-19 tests for students who are displaying symptoms, while supplies last. 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. Masks are required in the Student Health and Counseling Office.

**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 by 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, B, 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 an elevated risk of exposure to 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 face 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, or new loss of taste or smell. Visitors or guests who have been exposed to someone with COVID-19 within the last ten days must wear a face covering while indoors.*

- 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 face 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, or new loss of taste or smell, the College asks that they work with the event organizer to find an alternate attendance option and please excuse themselves. Visitors or guests who have been exposed to someone with COVID-19 within the last ten days must wear a face covering while indoors.*

- 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 face 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, or new loss of taste or smell, the College asks that they self-identify so we can find an alternate attendance option and please excuse themselves. Visitors or guests who have been exposed to someone with COVID-19 within the last ten days must wear a face covering while indoors.*

### 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

Center for Disease Control. <https://www.cdc.gov> & <https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-administrators-college-higher-education.pdf>

Nebraska Department of Health and Human Services.

<http://dhhs.ne.gov/Pages/Coronavirus.aspx>.

Elkhorn Logan Valley Public Health District. <http://www.elvphd.org>. Resource Documents:

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)

Northeast Nebraska Public Health District. <https://nnphd.org/>.

North Central Nebraska Public Health District. <https://ncdhdne.wordpress.com/>.

Nebraska Association Local Health Directors; COVID-19 Response (9/22/20)

# Northeast's Response to COVID-19 on Campus

Source- CDC Guidelines as of January 27, 2022

## 1. Reporting a COVID-19 Case or Exposure in the College Community

- a. Once an individual has 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](mailto:bpaulsen@northeast.edu), the respective Academic Dean, and Student Services via [CovidSupport@northeast.edu](mailto:CovidSupport@northeast.edu), on all reports for students. Student Services will inform the students of the current COVID-19 quarantine and isolation procedures. Students will need to inform their instructors of their COVID-19 exposure/positive test, and work with their instructors to develop plans for keeping up in their courses should they need to quarantine or isolate due to COVID-19.
  - ii. **For employee related cases**, employees should contact their supervisor and include the Human Resources (HR) office by email at [humanresources@northeast.edu](mailto:humanresources@northeast.edu). Employees must notify and provide HR a photo or copy of any positive COVID-19 test results or physician's note if you are presumed positive by a health care provider, or if you have been exposed to someone who has tested positive for COVID-19. Call Tammy Svendsen at 844-7043 or email [humanresources@northeast.edu](mailto:humanresources@northeast.edu). HR will disseminate a report to the 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 meet the following criteria:
  - i. **Tested positive with symptoms:** Persons (up to date on vaccinations or not) who have tested positive for COVID-19, and 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 conditions are met:

- Five (5) calendar days have passed since symptoms first appeared (*Day 0 is your first day of symptoms. Day 1 is the first full day after symptoms develop. You can leave isolation after 5 full days if the following conditions are met:*), and
- Other symptoms have improved; and
- At least 24 hours have passed since last fever without the use of fever reducing medications.
- Individuals must continue to wear a well-fitting mask around others and on campus for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. Individuals unable to wear a mask around others must continue to isolate for a full 10 days.

ii. **Tested positive with no symptoms:** Persons (up to date on vaccinations or not) who have no symptoms, but test positive for COVID-19 may return to the College when the following condition is met:

- Five (5) calendar days have passed since positive test; and
- No symptoms have developed.
- Individuals must continue to wear a well-fitting mask around others and on campus for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. Individuals unable to wear a mask around others must continue to isolate for a full 10 days.

iii. **Tested negative with symptoms:** Persons (up to date on vaccinations or not) who have tested negative for COVID-19 with a PCR 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 and may return if the following 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 (up to date on vaccinations or not) who have not taken 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 conditions are met:

- Five (5) 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) or if they get a negative PCR COVID-19 Test result.

### 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. **Individual Not Up to Date on Vaccinations (as defined below):** A student or employee who is not up to date on vaccinations and has been in close contact with a COVID-19 positive case must quarantine for five (5) days. Exposed individuals are encouraged to get tested 5 days after exposure., Daily self-monitoring for development of COVID-19 symptoms and masking (even after a negative PCR test) will continue to be required until after day 10 since last close contact exposure with a COVID-19 positive individual.
- ii. **Individual Up to Date on Vaccinations (as defined below):** A student or employee who is up to date on vaccinations and has been exposed to someone who has tested positive for COVID-19 must wear a tight-fitting mask indoors for 10 days following exposure, unless they have been tested (5 days after their exposure), and a negative PCR test result is achieved.

Note: If symptoms develop within the 5-day quarantine/self-monitoring period or while following the conditions above, please refer to Isolation instructions.

**To be considered Up to Date on Vaccinations:**

- Individuals receiving the Pfizer-BioNTech vaccination series, must receive a booster at least five months after the primary vaccination series.
- Individuals receiving the Moderna vaccination series, must receive a booster at least six months after completing the primary vaccination series.
- Individuals receiving the Johnson and Johnson Janssen vaccination, must receive a booster at least two months after completing the primary vaccination.

For additional information, visit the CDC website [here](#).

- iii. **Campus Exposure:** If Northeast employees are notified of a COVID-19 exposure in their classroom/activity/event, an email can be sent to all attendees. An example of this email follows:

*Northeast has been notified that an individual attending this class/event has tested positive for COVID-19. Privacy laws prevent Northeast from providing you with specific information about the individual. Due to your potential exposure, we request you wear a mask for the next ten days per Northeast procedure 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.*

**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.
- 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.
  - Residents who experience COVID-19-like symptoms but have not had a positive COVID-19 test are required to quarantine for five (5) days.
  - 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 five (5) days have passed (if they have a private bedroom) or ten (10) calendar days have passed (if sharing a bedroom) 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).

- All residents not up to date on vaccinations 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 5-day quarantine followed by an additional five days of wearing a well-fitting mask. Individuals exposed and up to date on vaccinations must wear a well-fitting mask for 10 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).