



**Northland Pioneer College**  
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**Northland Pioneer College Summer and Fall Operations Plan**

**Implementation Date: Effective Immediately, Until Further Notice**

**August 28, 2020**

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## COVID-19

The COVID19 (coronavirus) pandemic is an ongoing global public health outbreak of coronavirus disease 2019 (COVID19), caused by severe acute respiratory syndrome coronavirus 2 (SARSCoV2). The best research to date indicates that the virus is primarily spread between people during close contact, most often via small droplets produced by coughing, sneezing, and talking. The droplets usually fall to the ground or onto surfaces rather than traveling through air over long distances. However, the transmission may also occur through smaller droplets that are able to stay suspended in the air for longer periods of time in enclosed spaces, as is typical for airborne diseases. Less commonly, people may become infected by touching a contaminated surface and then touching their face. Infected individuals may spread COVID-19 for multiple days after initial infection. Both those who exhibit symptoms and those who do not can spread COVID-19 to others. Complications of infection may include pneumonia and acute respiratory distress syndrome. The time from exposure to onset of symptoms is typically around five days but may range from two to fourteen days.

With the ongoing prevalence of COVID-19 in the college service area, NPC is obligated to develop an operational plan that responds to this public health crisis.

## Objectives

1. Operate the College in a safe and productive manner during the current COVID-19 pandemic, maintaining compliance with directives and guidance from federal, state, and local public health and governmental entities.
2. Implement a phased return to campus for College employees based upon Objective 1, coupled with the need and priority of those employees' assignments.
3. Implement summer and fall instructional and instructional support activities based on Objective 1.
4. Prepare to amend plans as needed in response to evolving circumstances related to COVID-19.

## Guiding Principles

A team of faculty, staff, administrators, and students has developed this plan to achieve the objectives noted above. This plan has been developed under the following guiding principles.

1. **The health and safety of all members of the College community, and communities in which we operate, is paramount.** This College will utilize best public health practices to operate as safely as possible during the COVID-19 outbreak.
2. **The mission of the College continues.** The College will seek and implement methods to meet the ongoing needs of students. We will pursue our mission of offering lifelong learning to local communities, utilizing methods appropriate to the current working and learning environment.
3. **We involve College employees in the development and implementation of the plan.** The development team itself represents all groups within the College. Implementation of many plan elements will rely upon the decision making of local supervisors and employees.
4. **The plan must be flexible, and College implementation of the plan must be flexible.** We know we are operating in a rapidly-changing environment in which static decisions lose meaning over time. We will continue to update this plan as conditions change, and all involved must be prepared to quickly make adjustments to College operations as needed.

## General Public/Community Members on NPC Facilities

NPC closed its facilities to the general public in March 2020 at the onset of the COVID-19 outbreak. NPC will remain closed to the General Public until further notice. This includes use of the library and renting facilities to hold community functions or training activities. Effective August 1, 2020, the College will be open to students and certain members of the General Public who have specific college business to address such as meetings with NPC employees.

## General Instructions for Employees Working On Site

### Required Before Coming to Campus

1. **Daily Self-Screening.** Before departing for work, each employee will review the self-screening tool issued by the College (See Appendix A). Should the employee not meet any item of the self-screening, the employee should contact their supervisor before attending work that day. The employee may need to work from home or self-quarantine depending on their status.
  - a. **Illness.** If an employee experiences COVID-19 symptoms or is diagnosed as COVID-19 positive, they should contact their supervisor. The employee may need to contact HR to discuss usage of COVID leave and/or COVID-related FMLA. The College will maintain confidentiality of employees and students who self-report a COVID-19 diagnosis. The employee should self-quarantine per medical direction, and should not return to work until cleared to do so in writing by a medical professional. Should an employee develop symptoms listed on the self-screening tool while at work, the employee should notify their supervisor and plan to leave work for the day.
  - b. **Exposure to a COVID-Positive Individual.** Should an employee be exposed to a COVID-positive individual, they should notify their supervisor and develop a work plan for a fourteen day self-quarantine/telecommute period.

### Required While On Campus

1. **Face Coverings.** All employees will wear face coverings while on campus in public areas or when working or operating in areas where others are present. The College will provide face coverings for employees who do not have their own.
2. **Physical distancing.** Employees will strive to maintain a six foot operating distance from others at all times.
3. **Sanitization.** Employees should practice proper sanitizing techniques at all times.
  - a. Employees should wash hands a minimum of every four hours, thoroughly washing for at least 20 seconds. Employees in frequent contact with others or handling items taken from others should plan to wash hands more frequently.
  - b. The College will provide employees with sanitizing materials for their work areas. Employees are encouraged to sanitize their work areas regularly.
  - c. Campus/center staff will clean high-touch areas (door handles, counter surfaces, etc.) every four hours. High student/public areas should be cleaned more frequently. The College will provide cleaning supplies for these activities.
  - d. Surface areas, restrooms, and public spaces will be cleaned nightly by custodial staff.

4. **Violations of these Instructions.** Employee violations of these instructions should be reported to a supervisor and addressed as a work performance issue.

## Additional Instructions for Supervisors

1. **Employees Who Report an Illness, COVID-19 Symptoms, or Contact with a COVID-19 Positive Individual.**
  - a. Employees who report an illness or COVID-19 symptoms should be encouraged to seek medical care. Those diagnosed with COVID should return to work when **all** the following conditions are met: 10 days have passed since symptoms first appeared (20 days for a severe case or if the employee is immunocompromised); fever-free for 24 hours, without the use of fever reducing medication; and an improvement in other COVID symptoms. Those diagnosed with a non-COVID contagious illness should return to work based on physician's recommendation. Employees should be notified that COVID-specific medical and FMLA leave is available, and the employee should contact Human Resources for additional information (928-524-7470). Supervisors must insist on written medical clearance for return to work for any employee with a diagnosed or reported illness who is absent for more than three consecutive work days. Human Resources can assist supervisors in working with employees on these issues.
  - b. Employees who report contact with a COVID-19 positive individual should self-quarantine for fourteen days. Supervisors and employees will work together to develop work assignments for the employees during this period.
2. **High Risk Employees.** If a college employee self-identifies to their supervisor that they are high risk or in a high risk group, the supervisor should work with the employee and HR, as necessary, to develop an alternative work plan. Those work plans will be in place until further notice. High Risk groups may include the following, per CDC guidelines:
  - a. Employees age 65 and older
  - b. Employees who have one or more of the following chronic conditions: moderate to severe asthma, chronic kidney disease needing dialysis, chronic lung disease, diabetes, hemoglobin disorders, immunocompromised, liver disease, serious heart conditions, severe obesity.
3. **Space Configuration.** Supervisors will work with Facilities to place shielding in high contact areas. Workspaces, library spaces, computer labs, and classroom spaces will need to be adjusted to develop appropriate physical distancing spaces for students and employees. Executive Team members will coordinate meeting schedules with their departments and Facilities, beginning with the key work areas noted in Phase IB instructions. Similar meetings with TAS will also be scheduled, if needed. General facilities work (public spaces, etc.) for each location will be coordinated by that location's campus or center manager.

4. **Local Coordination.** Supervisors should work with their employees and appropriate College staff to implement these instructions in a manner applicable to their work and/or instructional area. Those implementation plans should be provided in writing to their Executive Team member.

## Additional Information for Employees

1. **High Risk Employees.** College employees who self-identify as high risk or are members of high risk groups are encouraged to address questions about their work assignments with their supervisors. High risk groups may include the following, per CDC guidelines:
  - a. Employees age 65 and older
  - b. Employees who have one or more of the following chronic conditions: moderate to severe asthma, chronic kidney disease needing dialysis, chronic lung disease, diabetes, hemoglobin disorders, immunocompromised, liver disease, serious heart conditions, severe obesity.

Employees should notify Human Resources of any concerns.

2. **Confidentiality and Contact Tracing.** Per Americans With Disabilities Act regulations, the College will treat as confidential and therefore not disclose the medical status of any employee, including COVID-19 positive status. Per a recent Attorney General's opinion on this issue, the College can disclose that an employee at a specific location was positive, but that may be restricted if such disclosure could reasonably be assumed to reveal the employee's identity. The Navajo or Apache County health department is conducting "contract tracing" of identified COVID-19 patients, and any College employees who are considered to be at risk due to contact with a COVID-19 patient will be contacted by the County. The College cannot and will not play any role in this process.
3. **Leave.** Recent federal legislation provides employees with limited additional sick leave (not part of an employee's accrued sick leave), and a form of Family Medical Leave that provides partial payment for use. Use of these two forms of leave are restricted to specific COVID-related issues. If an employee is forced to use leave due to COVID-19 diagnosis or other specific COVID-related issues, they should contact Human Resources to learn the details of their COVID leave options.

## General Instructions for Students Attending On Site

### Required Before Coming to Campus

1. **Daily Self Screening.** Before departing for campus, each student will review the self-screening tool issued by the College. Should the student not meet any item of the self-screening, the student should contact their instructor and plan to stay home from campus that day. The student may need to self-quarantine depending on the self-screening results.

- a. **Illness.** If a student experiences COVID-19 symptoms or is diagnosed as COVID-19 positive, they should contact their instructor. The student should self-quarantine per medical direction, and should not return to class until cleared to do so in writing by a medical professional. Current guidance for returning to class after a COVID-19 diagnosis is as follows; **all** conditions must be met: 10 days have passed since symptoms first appeared (20 days for a severe case or if the student is immunocompromised); fever-free for 24 hours, without the use of fever reducing medication; and an improvement in other COVID-19 symptoms
  - b. **Exposure to a COVID-Positive Individual.** Should a student be exposed to a COVID-positive individual, they should notify their instructor and may need to complete a fourteen day self-quarantine period before returning to campus. Exceptions may be made for students taking appropriate cautions working in lab and clinical settings where viral exposure is possible.
2. **One Time Completion of COVID-related liability waiver or acknowledgment of risk form.** To meet the conditions established by the College's insurer for having students on-site during the current pandemic, each student regularly on-site for classes or to use College facilities needs to complete a COVID-related liability waiver or an acknowledgement of risk form. If students are under 18, a parent/guardian signature is required. These forms can be completed digitally and will be kept on file in the Registrar's Office.

## Required While On Campus

1. **Face Coverings.** Students are expected to follow in-class directions regarding face coverings, as they would any other classroom safety protocols. The College will provide face coverings for students.
2. **Physical distancing.** Students are expected to follow in-class and College general directions regarding physical distancing. Students should maintain a six foot distance from others and avoid congregating in public areas.
3. **Sanitization.** Students should practice proper sanitization at all times.
  - a. Students should wash hands before and after each class, washing for at least 20 seconds.
  - b. Students may assist, as directed by their instructor, with cleaning lab and instructional work areas.
4. **Violations of these instructions.** Student violations of these instructions should be addressed initially as a classroom management issue, but if unresolved should be reported to the campus/center front office and/or the Director of Student Services. The Director of Student Services will address the issue under the Student Code of Conduct.

## College Summer and Fall Operations, Phased Approach

### Phase IA: Completion of Spring Semester for Identified Hands-On Courses

Tentative Timeline: Completed

- Beginning with Nursing Assistant, all programs with unresolved skills, certification, or hands-on components from spring semester will have students return on-site to complete those items.

- All instructions in this document will be followed, with local implementation determined by instructor/department chair.
- Individual department completion plans will be approved by deans and the VPLSS. Plans involving technology or facilities must involve coordination with those departments.

## Phase IB: Initial Return of Selected Employees to On-site Locations

Tentative Timeline: Completed

- Groups on campus:
  - Identified employees will return to work on-site on a regular basis. Work rotations and schedules will be determined by the supervisor and appropriate executive team member. All other employees will continue to operate in a telecommute or telecommute/on-site hybrid environment, using existing protocols.
  - Students and prospective students will be allowed on campus for College business only and are expected to follow all instructions in this document.
  - College facilities will be closed to the general public, except those members of the public on site for College business. These groups include SBDC clients, prospective students, etc.
- Priority work area staffing and set-up for Fall:
  - Campus/Center Offices – will work at reduced live staffing until further notice, with live staffing beginning no later than August 1.
  - Lab Science spaces – Available for course prep by August 1.
  - Nursing and Allied Health – NAT labs available for student participation by August 1.
  - Computer Labs – Available for NAVIT student participation by August 1.
  - Libraries – Live staffing beginning July 15.
  - College and Career Prep – Learning Aides return at 50% on-site staffing, beginning no later than August 1.
  - Record/Registration – Staff return on rotation no later than August 1.
  - Financial Aid – Staff return no later than August 1.
  - Testing Centers (WMC, PDC) – Resume testing on August 1.
  - Identified Computer Labs – Prepared for student use/staffing by August 1.
  - Human Resources – Physical distancing office movement completed during the summer.
  - Maintenance – Continue working on site, but will not require any workspace adjustments.
- All travel on College business must be pre-approved by a supervisor and Executive Team member. College vehicles will be unavailable for use until further notice, except for assigned vehicles approved by supervisor.
- All instructions in this document will be followed, with local implementation determined by supervisor and approved by appropriate Executive Team member.

- All other elements of existing protocols remain in place.
- **NOTE: Local Conditions/Local Government directives may override College desires or plans for on-site work and instruction. In these cases, the Executive Team will determine appropriate College responses.**

## Phase II: Fall College Operations

Tentative Timeline: Fall Semester start

- Fall semester classes will begin as follows:
  - Courses with a designated hands-on component will operate on-site for the hands-on component. All other course components will be delivered in a manner that minimizes physical interaction.
  - All other courses will be delivered in a synchronous or asynchronous online environment, as determined by the instructional division.
  - All instructional and support areas are expected to have plans in place for a movement back to a telecommute/distance instruction model with little notice.
- Groups on Campus:
  - Fall Convocation, instructional division and department meetings, and other meetings will operate in a Zoom/remote meeting environment until further notice.
  - Identified employees will return to work on-site on a regular basis. Work rotations and schedules will be determined by the supervisor and appropriate Executive team member. All other employees will continue to operate in a telecommute or telecommute/on-site hybrid environment, using existing protocols.
  - Students/prospective students will be allowed on campus for College business only and must follow all instructions in this document.
- Employee work environments may be adjusted, based on supervisor determinations of work needs. As needed, departments will follow the directions above for preparing work spaces for on-site work.
- Travels and Instructional Field Trips
  - College vehicles will be unavailable for use until further notice, except for those vehicles assigned for long-term use. All travel on College business must be pre-approved by a supervisor and Executive Team member.
  - Pre-approved travel by your supervisor may be reimbursed using your department/division regular process.
  - Instructional field trips must be pre-approved by a supervisor and Executive Team member. College vehicles will generally be unavailable for field trip use, unless a specific exception is granted by the Executive Team member.

- All instructions in this document will be followed, with local implementation determined by supervisor and approved by appropriate Executive Team member.
- All other elements of existing protocols remain in place.
- **NOTE: Local Conditions/Local Government directives may override College desires or plans for on-site work and instruction. In these cases, the Executive Team will determine appropriate College responses.**

## COVID-Related Issue Response Protocol

Should a COVID-related issue occur, College employees/students will take the following steps:

- If an employee or student is diagnosed with COVID-19, they will follow the guidance noted under General Instructions For [Students/Employees](#) in this document.
- Employees and students may **choose** to notify their instructor, supervisor, or Human Resources of their positive COVID-19 diagnosis. They may authorize HR or the College to notify fellow employees or students. Should the College become aware of an employee or student with a positive COVID-19 diagnosis, HR or the VPLSS (depending on employee or student) will notify the appropriate county public health office so that contact tracing and notification by that office can take place.
- Employees or students exposed to someone with a positive COVID-19 diagnosis will follow the guidance noted under General Instructions For [Students/Employees](#) in this document. The College may require this quarantine action, upon notification by county public health or an employee/student of a positive COVID-19 diagnosis.
- Upon HR or the VPLSS office being notified that someone with a positive COVID-19 diagnosis has been present at a College facility, the notified office will contact that facility's campus or center manager. The affected areas of that facility may require extended cleaning, at the direction of the campus/center manager and Administrative Services.
- The College will work to assist students and employees who have been diagnosed as COVID-19 positive or who are experiencing COVID-19 symptoms. HR will provide an affected employee with information regarding their leave and benefits options while they are following this document's quarantine requirements. Faculty will work with affected students to minimize the impact of missed classes and coursework while a student is following this document's quarantine requirements.

## Appendix A: Daily Self-Screening



## **Self-Screening**

**Before you leave your house, please answer the following questions:**

<b>1</b>	 <p><b>Do you have any of the following symptoms?</b> Cough Runny Nose Shortness of breath/difficulty breathing Sore throat Chills Muscle Pain New loss of taste or smell Fatigue Nausea, vomiting, or diarrhea</p>
<b>2</b>	<p><b>Have you had prolonged contact (15 minutes) or contact (within 6 feet) with someone who is known or suspected to have COVID-19 in the past 14 days?</b></p> 
<b>3</b>	 <p><b>Do you have a fever?</b></p>
<b>4</b>	<p><b>Have you tested positive for COVID-19 or do you suspect you have had COVID-19 within the past 14 days?</b></p> 

**If you answered yes to any of these questions, please stay home and call your supervisor or instructor.**