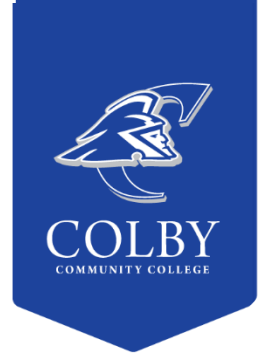


Office of the President

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Welcome CCC Students

Trojan Family:

Colby Community College (CCC) is excited to have you all back on campus or, on campus for the first time. In light of all the changes around the world, CCC has taken several precautions to help keep our campus and the communities we serve safe. This document helps detail some of these operational processes and the efforts we will continue to make to keep everyone safe. Please note as more information becomes available regarding the virus, this document will change in an effort to better serve all of our constituents.

CCC will continue to follow national, state, and local guidelines that will determine our business operations. The following principles will help guide our decisions:

- 1) Protect Student Health
- 2) Protect the Community
- 3) Protect Higher Education
- 4) Protect Employee Health
- 5) Ensure Access to a High-Quality Education

Additional Safety Measures in Place

- CCC will have a contactless hand sanitizer in every classroom on campus and throughout various areas of the campus (145 total).
- CCC will have contactless soap dispensers in every bathroom (55 total).
- CCC will provide every face-to-face student and employee with at least five washable cloth masks (CCC has currently ordered 5,000 cloth masks).
- CCC will provide every employee and student four bottles of hand sanitizer (CCC has ordered 5,000 bottles of hand sanitizer).
- CCC will provide sanitizing wipes in every classroom, dorm room, and throughout the campus (CCC ordered 1,400 bottles of the wipes, 70,000 total alcohol wipes).
- CCC will provide disposable masks in every classroom (we currently have approximately 21,000 disposable masks on hand).
- CCC ordered numerous plexiglass barriers, these are already on campus.



- CCC will have over 400 CDC signs posted that encourage social distancing, proper hygienic techniques, and other information to reduce the possible transmission of the virus.
- CCC ordered nine electric-static cleaner dispensers (every custodian will be provided one for their respective buildings, the Fleet Director will also be provided one to sanitize buses and vehicles).
- CCC will be staggering lunch times to reduce the number of students in the cafeteria at the same time.
- CCC is installing contactless, automatic door openings at multiple entrance points across campus.
- CCC will have multiple stations available for refilling hand sanitizers across campus.
- CCC is installing social distancing barriers in the dining hall.
- CCC has purchased over 25,000 disposable gloves.
- CCC has placed 32 gallons of hand sanitizer across campus for students/employees to refill personal sanitizers.
- CCC is reducing capacity within the residence halls

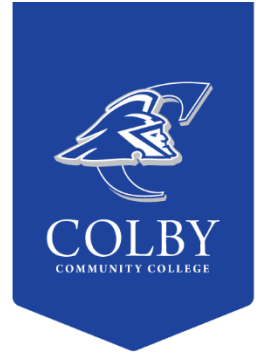
Guidelines for Quarantine/Isolation:

Due to changing guidelines, students may be required to quarantine/isolate. Colby Community College students will be required quarantine/isolate if they meet the conditions outlined by the [Kansas Department of Health and Environment \(KDHE\)](#). In addition, the College will adhere to the guidelines put forth by Thomas County Health Officials, that under certain conditions are more restrictive than the guidelines set forth by KDHE.

Quarantine/Isolation Rules for those in the dorms prior to August 14, 2020

Students must submit a request for approval, so Colby Community College (CCC) can ensure proper distancing and room assignments.

- Students will need to schedule a time to move in, to ensure proper capacity numbers are maintained. Please contact Dean Nolan (785-460-5490, nikol.nolan@colbycc.edu)



- Students will bring what they need to live comfortably. A link to FAQs is found here: <https://www.colbycc.edu/student-life/housing/res-life-faqs/index.html>
- Students may utilize the college washing machines and dryers, but need to schedule a time with Residence Life to ensure others are not in there with you. Students will be encouraged to wear a mask and gloves while in the laundry facility. Additionally, when finished, students will need to wipe down all machines with the provided disinfectant spray/sanitary wipes (provided by CCC).
- All students in the Residence Halls will be provided five reusable, cloth masks by CCC.
- Students are able and encouraged to go outside, but must adhere to social distancing guidelines
 - Students should only be their respective unit/room and not in other students' rooms.
 - Visitors from outside of the campus are strongly discouraged; however, if visitors are attending, students are required to notify the Director of Residence Life.
 - Students need to be prepared for a quarantining period (please bring personal artifacts, toiletries, bedding, necessary school supplies, etc.) CCC personnel will assist with food to avoid students from visiting area businesses/stores.
 - Students may need to bring a small refrigerator and/or microwave.
 - Food Service on campus will be limited, but for those students in isolation/quarantine, a delivery will be made twice daily, beginning August 3, 2020.



August 14-10 (Regular Check-in, Non-Isolation/Quarantine)

All other students moving into the residence halls that are not required to isolate/quarantine will move in during this time. Students are encouraged to maintain social distancing as they move into their assigned rooms.

Residence Life/Dorms:

Colby Community College (CCC) continues to work closely with local health authorities on best practices for students living in the dorms. Please do your best to adhere to all guidelines.

- Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow instructions provided by local public health officials, including possible temporary relocation to alternate housing for self-quarantine and monitoring for symptoms.
 - If a student is relocated to quarantine, meals will be delivered, and the student should be familiar with the Isolation Rules listed above.
- Students are not permitted to enter other student's living areas/rooms.
- CCC custodial staff will conduct regular sanitization of shared bathroom spaces. Additionally, sanitizing wipes and sprays will be put in each bathroom for students to clean on a more regular basis as they wish.
- If a student develops symptoms of COVID-19 while residing in the residence halls:
 - Students must contact the Director of Residence Life (785-460-5552) and the Thomas County Health Department (785-460-4596) immediately.
 - Students will be asked to return to their homes/residence hall to self-isolate, if possible.
- If not possible, the student will be quarantined in Embree Hall or off-campus housing as arranged.
 - If quarantined on campus, the student will not be allowed to leave the designated room under any circumstances.
 - Meals will be delivered.



- College personnel will monitor the student through phone calls, emails, etc.
- Executive Vice President and Dean of Student Affairs will work together to ensure students' educational needs are accommodated.

****Students who refuse to follow guidelines of social distancing and self-isolation may be asked to leave campus. CCC strives to maintain the health and safety of all students, staff, and employees. The College can only accomplish this if every individual does their respective part.***

Food Services

Colby Community College is working closely with Consolidated Management (food service vendor) and the Thomas County Health Department in order to ensure continuity of service, maintained safety for all, and industry standards are met when it comes to serving students at mealtimes.

- Students will be required to maintain social distancing with no more than four (4) students per table. Please do not adjust tables/chairs or move them together.
- Students will be asked to eat at alternating times based on their class schedules.
- Grab and go options will continue to be available to all patrons of the cafeteria.
- Self-service stations (i.e., salad bar and ice cream bar) will not be available to students.
- The Cafeteria has dividers in place throughout the dining hall
- Students will not be allowed to use their own cups at the fountain machines.
- Any seconds/refills will require new plates and cups.



Classroom Protocol/Information

Colby Community College is diligently working to provide students a safe environment in which to learn. Please read the following information and guidelines carefully.

- Students, faculty, and staff will be required to wear masks any time they are not able to socially distance. Cloth facemasks will be provided to all CCC students.
- When students, faculty, or staff are traveling between classes, in common spaces, going into or out of a classroom, or between buildings they are required to wear a mask.
- Physical/social distancing must be maintained to the best of the student's ability in the classroom and hallways.
- Sanitizing wipes are available in each classroom. Students need to clean desks and seats before sitting down to begin class.
- Bathrooms in buildings will be cleaned and sanitized daily, as well as doorknobs/handles. Additionally, each evening an electro-static cleaner will be used throughout each building in order to clean the air.
- If a student develops symptoms, the student must stay home
 - A student may return to campus only after you have been symptom-free (without any medication) for at least 72 hours or produce a negative COVID-19 test.
 - The Executive Vice President will work with faculty to ensure your academic needs are being met during this time.

Isolation/Quarantine Measures

Colby Community College shall take the following steps to ensure that if a student, staff, or faculty member develops or reports primary COVID-19 symptoms while on campus:

- The person should immediately return to their place of residence or isolate in a designated isolation area until they can safely return to their residence or be transported to a health care facility. Students living on campus will be



relocated to a designated isolation/quarantine area, with staff support and symptom monitoring by a health professional wearing appropriate personal protective equipment (PPE).

- The person should seek medical care and COVID-19 testing from their regular health care provider or through the local public health authority (785-460-4596). Students should follow instructions from their local public health authority regarding isolation.
- If the person has a positive COVID-19 viral (PCR) test, they should remain at their place of residence for at least 10 days after illness onset and 72 hours after a fever (if present) is gone, without the use of fever-reducing medicine, and other symptoms are significantly improving.
- A person with a negative viral test (and if they have multiple tests, all tests are negative) should remain at their place of residence until 72 hours after a fever (if present) is gone, without the use of fever-reducing medicine, and other symptoms are significantly improving.
- If the person does not undergo COVID-19 testing, the person should remain at their place of residence until 72 hours after fever (if present) is gone, without the use of fever-reducing medicine, and other symptoms are significantly improving.
- Any faculty, staff, or student known to have been exposed to COVID-19 should stay in their place of residence for 14-days and follow instructions from the local public health authority. Faculty and staff should work with a supervisor to establish a remote working schedule.

Positive COVID-19 Tests

If an employee or student tests positive for COVID-19, the College will cooperate with local health officials in their contact tracing efforts.

- Students who are aware that they have tested positive are strongly encouraged to notify Dean Nolan (785-460-5490, [nikol.nolan@colbycc.edu](mailto:nicol.nolan@colbycc.edu)).

Employees who are aware that they have tested positive must be required to contact Executive Vice President Bennett (785-460-5403, brad.bennett@colbycc.edu) or President Carter (785-460-5400, seth.carter@colbycc.edu). For disinfecting assistance, please call 785-460-5400.

- All employees and students who have received a positive COVID-19 laboratory test must have completed the mandatory 10-day quarantine period before returning to campus.
- If a student suspects another student may be positive for COVID-19 they may report their concern, anonymously to Dean Nolan (785-460-5490, nikol.nolan@colbycc.edu). If a student appears symptomatic, the College will strongly encourage the student to speak with local health authorities.
- If an employee enters quarantine for either a positive case or potential exposure to COVID-19, the employee will utilize their sick leave for the portions of their work that they cannot complete remotely (if an employee can work their normal work week remotely, they are not required to input leave). However, if an employee does not have any sick leave accrued, the institution will utilize the Sick Leave Bank, but only after an employee has exhausted their own personal leave.

Summary of COVID-19 Specific Practices

- Contact tracing will be conducted for close contacts (any individual within 6 feet of an infected person for at least 10 minutes) of laboratory-confirmed or probable COVID-19 patients.
- Remote communications for the purposes of case investigation and contact tracing should be prioritized; in-person communication may be considered only after remote options have been exhausted.
- Testing is recommended for all close contacts of confirmed or probable COVID-19 patients.



- Those contacts who test positive (symptomatic or asymptomatic) should be managed as a confirmed COVID-19 case.
- Asymptomatic contacts testing negative should self-quarantine for 14 days from their last exposure (i.e., close encounter with confirmed or probable COVID-19 case).
- If testing is not available, symptomatic close contacts should self-isolate and be managed as a probable COVID-19 case.
- If testing is not available, asymptomatic close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms.

Classroom Etiquette

In order to help control the mitigation and potential spread of COVID-19, all students will have assigned seats for the fall 2020 semester. This is done in an effort to help control potential exposure and ensure safety.

Students must maintain a distance of 6 feet, where applicable/able. According to the [Centers for Disease Control](#), an individual with exposure to someone who has tested positive for COVID-19, within a 6-foot boundary, for longer than 10 minutes, is required to quarantine for 14 days. These are the guidelines that Colby Community College has also implemented.

Confirmed Exposures

- Students who were exposed to laboratory-confirmed COVID-19 positive individuals are expected to notify Dean Nolan (785-460-5490, nikol.nolan@colbycc.edu) and to follow all directions provided by the Thomas County Health Department. In the event of an exposure, employees and students may be required to remain away from College property and from campus events until approved for return by the Thomas County Health Department.



- Employees who were exposed to laboratory-confirmed COVID-19 positive individuals are expected to notify Executive Vice President Bennett (785-460-5403, brad.bennett@colbycc.edu) or President Carter (785-460-5400, seth.carter@colbycc.edu) and to follow all directions provided by the Thomas County Health Department (785-460-4596). In the event of an exposure, employees and students may be required to remain away from College property and from campus events until approved for return by the Thomas County Health Department (785-460-4596).
- In the event Colby Community College experiences a situation where the campus has 40 active cases or 5% of the student/employee headcount, CCC will activate the remote learning/remote working plan for 10-days to allow for proper cleaning and reduce exposure. The Norton Annex campus will be monitored separately as it is located in a different county.

Hand Hygiene and Respiratory Etiquette

These are infection prevention measures designed to limit the transmission of respiratory pathogens spread by droplet or airborne routes. Students, faculty, and staff should understand the importance of [hand hygiene and respiratory etiquette](#). Hand hygiene signs will be placed at building entrances and other high touch areas, and respiratory etiquette signs will be placed at campus entrances and strategic spots in buildings.

- Hand hygiene means washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol.
- Respiratory etiquette means covering coughs and sneezes, especially when not wearing a mask. Tissues should be disposed of, and hands washed or sanitized immediately.
- Hand hygiene stations with alcohol-based hand sanitizer are at all campus entrances and classrooms that will be in use. Hand hygiene signage will be placed at each station. Signage in each room will instruct students to use hand sanitizer on entry and exit.



Facility Access, Disinfecting, and Signage

Colby Community College (CCC) is implementing the following measures in an effort to encourage social distancing and to avoid COVID-19 transmission. In implementing these measures, CCC remains committed to compliance with all applicable building codes, laws, and necessary security measures.

- The College will provide increased cleaning and sanitizing of frequently used facilities and common areas, including restrooms, classrooms, and other high-traffic spaces with the use of approved cleaners that meet CDC guidelines for disinfecting COVID-19
- In some areas, the furniture will be removed or rearranged to reduce public touch points.
- Signs will be posted at multiple locations and entry points around campus. Signs will be posted that outline campus protocols on social distancing, physical contact, wearing of masks, and other requirements. Signage at entrances will warn against entry for anyone answering "Yes" to any of the following within the previous 10 days:
 - a. Flu-like or COVID-19 symptoms (cough, shortness of breath, fever, sore throat, muscle aches, loss of sense of smell or taste, or gastrointestinal issues)
 - b. [Close contact](#) with symptomatic family member(s) or other person(s) exhibiting symptoms
 - c. Tested positive for COVID-19
 - d. Exposure to someone who has tested positive
 - e. Been advised to self-quarantine by a healthcare provider

Shared Computer Spaces

- Cleaning will be enhanced, and disinfectant wipes for use before and after the use of equipment/resources.
- Maximum occupancies for conference rooms will be reduced, and signs will be posted indicating the maximum number of people permitted in each conference room unless due to size, the room will be closed.



Public Health Disclosures

- Colby Community College will share minimal personal information with the Thomas County Health Department in the event a student may have come in close contact (within six feet for more than 10 minutes) with a person or person(s) that have tested positive for COVID-19.
- Minimal Personal Information as follows: Name and telephone number
- A student may choose to opt out if the student does not wish to have the minimal personal information shared. To opt out, a student must contact Student Services and state they wish to opt out of public health disclosures.

The College fully understands some of these circumstances and requests are cumbersome; however, we appreciate everyone's continued efforts to make the College safe. We look forward to a wonderful semester.

Respectfully,

Seth Macon Carter
President, Colby Community College