



January 3, 2022

Trojan Family:

The Spring 2022 semester is upon us. We were fortunate to be one of the few colleges that maintained face-to-face classes throughout the year last year. This was made possible because our students, faculty, and staff made a conscious effort to keep others safe. With the spring 2022 semester set to begin, we know there are many uncertainties but are confident that once again, the Trojan Family will work together to keep each other safe and do what is right to be able to maintain our face-to-face classes and activities.

CCC will continue to follow national, state, and local guidelines to 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

As of January 3, 2022, Colby Community College will move to a “Mask Expected” policy. Disposable masks are provided in every classroom, and reusable masks are available for free in the Admissions office. Faculty members reserve the right to require a mask in their respective classrooms during class periods. Masks will be required by all parties regardless of vaccination status for students enrolled in health and human service-related majors (Associate Degree Nursing, Certified Medical/Nursing Assistant, Dental Hygiene, Physical Therapist Assistant, and Practical Nursing). This requirement is being imposed because it is a requirement within the profession.

*\*An expectation of wearing masks means that anyone inside buildings, passing through hallways, in a group setting, and/or sitting in classrooms where social distancing is not feasible are expected to wear a mask.*



## **Additional Safety Measures in Place**

- CCC has hand sanitizer in every classroom on campus and throughout various areas of the campus (145 in total)
- CCC continues to provide every face-to-face student and employee with cloths masks and hand sanitizer
- CCC provides sanitizing wipes and disinfecting spray in every classroom and throughout the campus
- CCC provides disposable masks in every classroom
- CCC has socially distanced classrooms (where applicable)
- CCC has six individuals who are certified contact tracers on campus
- CCC has a part-time Registered Nurse on campus to see individuals who feel ill or are experiencing symptoms of any kind. (785.460.5502)

## **Guidelines for Quarantine/Isolation:**

Due to changing guidelines, students may be required to quarantine/isolate. Colby Community College students will be required to 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.

*\*Please note, some guidelines may depend on proof of full vaccination*

## **New Quarantine Guidelines for Primary Exposure for Spring 2022 Semester**

- People with lab-confirmed COVID-19 infections, regardless of vaccination status, should stay home for five days. If you have no symptoms, or your symptoms resolve after five days, and you are fever-free for 24 hours without the use of fever-reducing medications, you can leave your house. Individuals should continue to wear a mask around others for five additional days.
- Boosted or fully vaccinated individuals with Pfizer/Moderna within the last six months or Johnson & Johnson within the last two months who are close contacts of a person with confirmed COVID-19 infection do NOT have to stay home and

should wear a mask around others for 10 days. If possible, individuals should get tested on day 5.

- People who are unvaccinated OR have completed the primary series of Pfizer/Moderna vaccine over six months ago and are not boosted OR completed the primary series of Johnson & Johnson over two months ago and are not boosted who are close contacts of a person with confirmed COVID-19 infection should stay home for five days. After that, continue to wear a mask around others for five additional days. If unable to quarantine, individuals must wear a mask for 10 days. If possible, individuals should get tested on day 5.

### **Travel & Exposure Related Isolation/Quarantine**

Kansas Department of Health and Environment updates the Travel and Exposure Quarantine Guidelines on a regular basis. Prior to traveling, faculty, staff, and students should determine if additional quarantine will be required upon return at: <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

### **Information for those living in Residence Halls/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.
  - If a student is contacted, they receive mail or packages during this time, they need to contact the Director of Residence Life at (785 460-5552), and staff will deliver these items to their location.
- If a student develops symptoms of COVID-19 while residing in the residence halls:



- Students must contact the Vice President of Student Affairs (785-460-5490) or the Student Health Nurse (785.460.5502) 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. They should also contact the CCC Tele-Health Line at (785) 405-0501 to determine testing availability.
- If a student is quarantined, they will be located in Embree Hall or off-campus housing as arranged.
  - If quarantined on campus for positive testing, the student will not be allowed to leave the designated room under any circumstances.
  - Meals will be delivered.
  - All students in quarantine/isolation will be assigned a medical and mental health professional who will monitor the student through phone calls, emails, etc.
  - CCC President, Vice President of Academic Affairs, and Vice President of Student Affairs will work to ensure students' educational needs are accommodated.
- Students are not permitted to enter other students' living areas/rooms nor are other students allowed into the quarantine/isolation room. Additionally, students cannot gather in commons areas or be within 6 feet of anyone under any circumstances and are not to spend more than 10 minutes with any individual. If a student who has been quarantined/isolated must leave their room for any reason, they are required to wear a mask at all times. Failure to comply could result in dismissal from the institution.
- Any student placed in a quarantine room will bring what they need to live comfortably. Refrigerators and microwaves are in each of the rooms. A link to FAQs is found here: <https://www.colbycc.edu/student-life/housing/res-life-faqs/index.html>
  - 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 utilize the college washing machines and dryers if in quarantine for primary contact only, 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).

### **Testing Protocols:**

*The College is working with Thomas County Health Department (TCHD) to administer non-invasive Polymerase Chain Reaction (PCR), saliva test to ensure campus and community safety. The college will no longer administer these tests, and anyone needing to test must schedule an appointment at TCHD, located at 350 S. Range Avenue in Colby, by calling 785.460.4596.*

Anyone needing to test for reasons other than symptomatic should contact their local health care provider.

### **Residence Life/Dorms General Rules:**

- Visitors from outside of the campus are strongly discouraged; students are required to notify the Director of Residence Life to make this request.
- All students will be provided masks and gloves by CCC
- Sanitizing wipes and sprays will be put in each bathroom for students to clean regularly as they wish.
- Do not congregate in dorm rooms-we encourage social distancing at all times.
  - Commons areas may be utilized with proper social distancing.

### **Screening Assessment (Healthy Rosters)**

- Colby Community College utilizes Healthy Rosters, a text message notification system to provide daily screening assessment for students and employees who physically are on campus or attend face-to-face courses.
- Students and employees are required to utilize this feature every week day during the academic year. This service is being incorporated to provide an early alert to ensure student and employee safety. If an individual elects to not complete the survey they may not be permitted on campus.
- Anyone who is experiencing any of the symptoms listed will be contacted by a representative from CCC to determine the student's next steps.



***\*Students who refuse to follow social distancing and self-isolation guidelines 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, maintaining safety for all, and industry standards are met when it comes to serving students at mealtimes.

- Students are required to wear a mask in line and physically have their student ID for scanning.
- 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 are expected to scan the QR Code of the seat they sit in at each meal.
- 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 cafeteria patrons.
- Self-service stations (i.e., salad bar and ice cream bar) will be served by Consolidated Management Staff
- The Cafeteria has dividers in place throughout the dining hall that are required to remain in place.
- 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 with a safe environment in which to learn. Please read the following information and guidelines carefully.

- Students, faculty, and staff will be expected to wear masks any time they are not able to socially distance. Cloth and disposable 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 it is expected they will wear a mask
- All parties are required to wear masks regardless of vaccination status for students enrolled in health and human service-related majors (Associate Degree Nursing, Certified Medical/Nursing Assistant, Dental Hygiene, Physical Therapist Assistant, and Practical Nursing). This requirement is being imposed because it is a requirement within the profession.
- Physical/social distancing must be maintained to the best of the student's ability in the classroom and hallways. Students should not congregate and gather.
- 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.
- A student who develops symptoms 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 Vice President of Academic Affairs and Vice President of Student Affairs will work with faculty to ensure your academic needs are being met during this time.

### **Positive COVID-19 Tests**

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

- CCC provides an [active tracker](#) on the institution's website that details the number of positive cases on campus and in Thomas County. This link is reviewed and updated daily.
- Students aware that they have tested positive are strongly encouraged to notify Vice President Nolan (785-460-5490, [nikol.nolan@colbycc.edu](mailto:nikol.nolan@colbycc.edu)). Employees who are aware that they have tested positive are required to contact Human Resource Director Kennedy (785-460-5406, [hr@colbycc.edu](mailto:hr@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 quarantine period before returning to campus and produce the documentation from local health authorities that ensure they have received the proper clearance before returning to the classroom.
- A student suspecting another student may be positive for COVID-19 can report their concern anonymously to Vice President 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.

### 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. This complies with [KDHE guidelines](#).
- 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.
- People with lab-confirmed COVID-19 infections, regardless of vaccination status, should stay home for five days. If you have no symptoms, or your symptoms are resolving after five days, and you are fever-free for 24 hours without the use of fever-reducing medications, you can leave your house. Individuals should continue to wear a mask around others for five additional days.
- Boosted or fully vaccinated individuals with Pfizer/Moderna within the last six months or Johnson & Johnson within the last two months who are close contacts of a person with confirmed COVID-19 infection DO NOT have to stay home and should wear a mask around others for 10 days. If possible, individuals should get tested on day 5.
- People who are unvaccinated OR have completed the primary series of Pfizer/Moderna vaccine over six months ago and are not boosted OR completed the primary series of Johnson & Johnson over two months ago and are not boosted who are close contacts of a person with confirmed





COVID-19 infection should stay home for five days. After that, continue to wear a mask around others for five additional days. If unable to quarantine, individuals must wear a mask for 10 days. If possible, individuals should get tested on day 5.

### **Classroom Etiquette:**

CCC Students are asked to wipe down their respective desks before and after classes. Alcohol wipes have been provided in every classroom in an effort to assist with this initiative. Students must maintain a distance of 6 feet, where applicable/able. According to the [Centers for Disease Control](#), an individual exposed to someone who has tested positive for COVID-19 within a 6-foot boundary for longer than 10 minutes must quarantine for 14 days. These are the guidelines that Colby Community College has also implemented.

### **Confirmed Exposures**

- Students exposed to laboratory-confirmed COVID-19 positive individuals are expected to notify Student Health Nurse Chrissy Summers (785.460.5502, [chrissy.summers@colbycc.edu](mailto:chrissy.summers@colbycc.edu)) or Vice President Nolan (785-460-5490, [nikol.nolan@colbycc.edu](mailto:nicol.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.
  - Students/Faculty/Staff who have proof of being boosted or fully vaccinated with Pfizer/Moderna within the last six months or Johnson & Johnson within the last two months who are close contacts of a person with confirmed COVID-19 infection do NOT have to stay home and should wear a mask around others for 10 days.
- Employees who were exposed to laboratory-confirmed COVID-19 positive individuals are expected to notify Human Resource Director Kennedy (785-460-5403, [hr@colbycc.edu](mailto:hr@colbycc.edu)) or President Carter (785-460-5400, [seth.carter@colbycc.edu](mailto: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 dramatic increase in cases, CCC will activate the remote learning/remote working plan for 10-days, this will for proper cleaning and reduce potential exposure. CCC will work in conjunction with the Thomas County Health Department to make this decision. 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 sanitizers 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) implemented the following measures to encourage social distancing and 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 touchpoints
- Signs are posted at multiple locations and entry points around campus to outline protocols on social distancing, physical contact, wearing of masks, and other requirements.

### 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.

### Travel:

- CCC will be allowing travel as normal, with the exception of the identified restricted areas, as defined by KDHE.
- For those students traveling on behalf of the school for various functions, a federal order was put into place stating that all students are required to wear masks while riding in school vehicles/buses, etc. All adults must also wear masks while driving or riding in school vehicles/buses, etc., when students are on board. This order supersedes both state and local policies and procedures.

### Public Health Disclosures

- Colby Community College will share minimal personal information with the Thomas County Health Department in the event an employee/student may have come in close contact (within 6ft for more than 10 minutes) with a person or person(s) that have tested positive for COVID-19.
- Colby Community College's contact tracing efforts and jurisdiction ends with the College. Contact tracing efforts will not extend beyond the College.
- Minimal Personal Information as follows: *Name and telephone number*



- A student may choose to opt-out of contact tracing if the student does not wish to have the minimal personal information shared. To opt-out, a student must contact Vice President Nolan and state they wish to opt-out of public health disclosures.

Despite some very challenging circumstances that the pandemic has presented, the College is very grateful for everyone's continued effort to keep the community and campus safe. Please remember safety is everyone's responsibility, and we continue to appreciate the efforts everyone is making. The College fully understands some of these circumstances and requests are cumbersome; however, these efforts are necessary. We look forward to a wonderful spring 2022 semester.

Respectfully,

Seth Macon Carter  
President, Colby Community College

