

Office of the President

1255 South Range, Colby, KS 67701
TEL: (785) 460-5400 TOLL FREE: 888-634-9350
seth.carter@colbycc.edu
ColbyCC.edu



August 12, 2022

Trojan Family:

Colby Community College (CCC) considers your health and well-being as one of our top priorities. With that in mind, we are releasing our 2022-2023 school year guidelines for how we will continue to address the changing dynamics surrounding COVID-19.

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

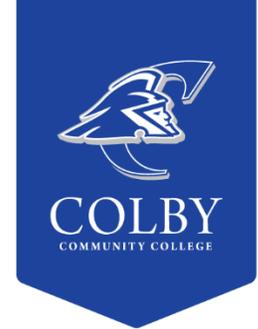
- 1) Protect Student Health
- 2) Protect the Community
- 3) Protect Higher Education
- 4) Protect Employee Health
- 5) Ensure Access to a High-Quality Education

Colby Community College will continue with their “Masks Available” policy. While they are not required, they are recommended in indoor settings. Disposable masks are available 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 classroom, 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, and Practical Nursing). This requirement is being imposed because it is a requirement within the profession.

Travel Guidelines

The Kansas Department of Health and Environment (KDHE) is no longer providing travel updates and recommendations as of March 3, 2022. All students, faculty, and staff should reference the CDC Travel Recommendations and guidelines found on the following webpage: <https://wwwnc.cdc.gov/travel/noticescovid19>.



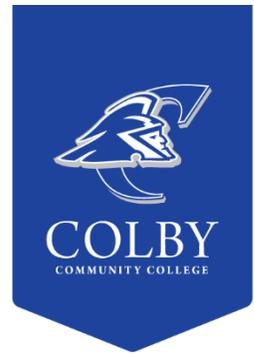
Guidelines for Quarantine/Isolation:

Due to changing guidelines, students may be required to quarantine/isolate. Colby Community College students and employees will be required to quarantine/isolate if they meet the conditions outlined by the [Kansas Department of Health and Environment \(KDHE\)](#) and [Center for Disease Control \(CDC\)](#). 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*

Quarantine Guidelines for Primary Exposure for Fall 2022 Semester

- People with lab confirmed COVID-19 infections, regardless of vaccination status should stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 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 5 additional days.
- Boosted or fully vaccinated individuals with Pfizer/Moderna within the last 6 months or Johnson & Johnson within last 2 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 6 months ago and are not boosted OR completed the primary series of Johnson & Johnson over 2 months ago and are not boosted who are close contacts of a person with confirmed COVID-19 infection do NOT have to stay home should wear a mask around others for 10 days. If possible, individuals should get tested on day 5



The latest CDC Guidelines state the following for primary contacts of confirmed COVID-19 infections:

About Being Exposed to COVID-19

If you were exposed to the virus that causes COVID-19 or have been told by a healthcare provider or public health authority that you were exposed, here are the steps that you should take, regardless of your vaccination status or if you have had a previous infection. Learn how COVID-19 spreads and the [factors that make risk of spread higher or lower](#).

After Being Exposed to COVID-19



START PRECAUTIONS
Immediately

Wear a [mask](#) as soon as you find out you were exposed
Start counting from Day 1

- Day 0 is the day of your last exposure to someone with COVID-19
- Day 1 is the first full day after your last exposure



CONTINUE PRECAUTIONS
10 Full Days

You can still develop COVID-19 up to 10 days after you have been exposed



GET TESTED
Day 6

Get tested at least 5 full days after your last exposure

Test even if you don't develop symptoms.

If you already had COVID-19 within the past 90 days, see [specific testing recommendations](#).



IF YOU TEST
Negative

Continue taking precautions through day 10

- Wear a high-quality mask when around others at home and indoors in public

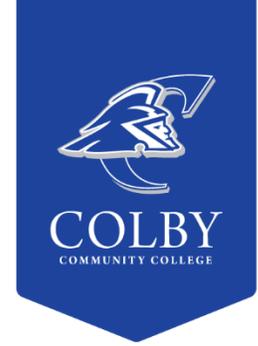
You can still develop COVID-19 up to 10 days after you have been exposed.



IF YOU TEST
Positive

[Isolate immediately](#)

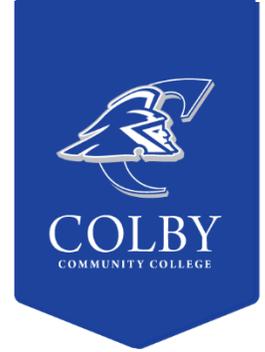
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>



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 student's living areas/rooms nor are other students allowed into the quarantine/isolation room. Additionally, students cannot gather in commons areas or be within 6' 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. Additionally, CCC has a supply of Antigen tests that can be administered in the Student Health or Athletic Training offices and/or provided to students to utilize "at home".

Due to the limited availability of testing at TCHD and Citizens Medical Center, Colby Community College will ask anyone utilizing a home test to do the following:

Photo 1: Photo of Test ID **PRIOR** to taking the test

Photo 2: Photo of person with test results

Photo 3: Close up of test results that include Test ID#

These photos should be emailed to Vice President of Student Affairs, Nikol Nolan, at nikol.nolan@colbycc.edu.

Food Services

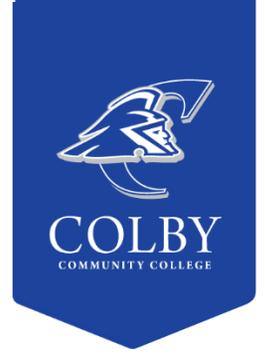
Colby Community College is working closely with Consolidated Management (food service vendor) and the Thomas County Health Department in order to ensure continuity of service, maintaining safety for all, and industry standards are met when it comes to serving students at mealtimes.

- Students are no longer expected to wear a mask in line or in the serving area.
 - Should there be a dramatic increase of positive COVID cases on the CCC campus within the student body, CCC and Consolidated Food Management will return to a “masks required” status in the serving line.
- Students must have their physical student ID or a clearly scanned photo of their ID on their phone.
- Students will be required to maintain social distancing as much as possible
- Grab and go options will continue to be available to all patrons of the cafeteria.
- 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 expected to wear masks any time they are not feeling well or have a confirmed primary exposure to COVID 19, even if vaccinated.
 - 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

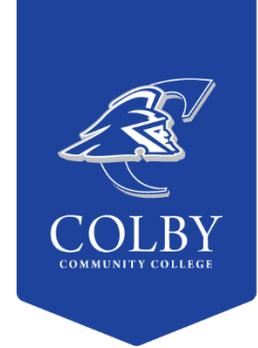


- Masks will be required by all parties-regardless of vaccination status for students enrolled in health and human service related majors (Associate Degree Nursing, Certified Medical/Nursing Assistant, Dental Hygiene, Physical Therapist Assistant, and Practical Nursing). This requirement is being imposed because it is a requirement within the profession.
- 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.
- 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 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 that are aware that they have tested positive are strongly encouraged to notify Vice President Nolan (785-460-5490, 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) 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.

Summary of COVID-19 Specific Practices

- As of February 1, 2022, KDHE and TCHD have suspended all contact tracing. Colby Community College will only contact trace for students who live in the residence halls or are part of an athletic team.
- People with lab confirmed COVID-19 infections, regardless of vaccination status should stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 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 5 additional days.
- Regardless of vaccination status, individuals 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.

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.

Confirmed Exposures

- As of February 1, 2022, KDHE and TCHD have suspended all contact tracing. Colby Community College will only contact trace for students who live in the residence halls or are part of an athletic team.
- People with lab confirmed COVID-19 infections, regardless of vaccination status should stay home for 5 days. If you have no symptoms or your symptoms are resolving after 5 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 5 additional days.

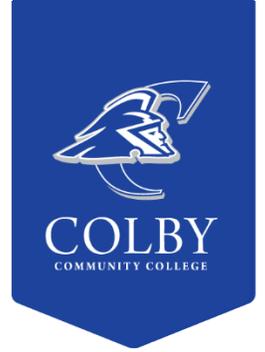


- Regardless of vaccination status, individuals who are close contacts of a person with confirmed COVID-19 infection do NOT have to stay home and should wear a mask around others for 10 days. If possible, individuals should get tested on day 5.
- Employees who were exposed to laboratory-confirmed COVID-19 positive individuals are expected to notify Human Resource Director Kennedy (785-460-5403, hr@colbycc.edu) 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 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) 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.

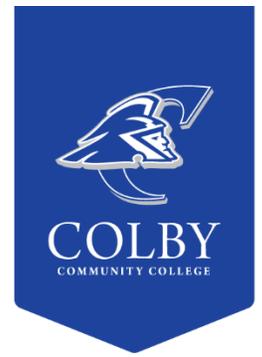
- The College will provide increased cleaning and sanitizing of frequently used facilities and common areas, including restrooms, classrooms, and other high-traffic spaces with the use of approved cleaners that meet CDC guidelines for disinfecting COVID-19
- In some areas, the furniture will be removed or rearranged to reduce public touchpoints
- 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.

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 are also required to 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.

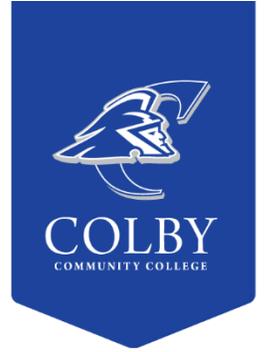


Staying Home When Sick and Getting Tested

- Students, faculty, and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and be referred to their healthcare provider for testing and care, regardless of vaccination status. Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others.
- Duration of isolation depends on many factors, including whether symptoms have improved and illness severity. People with confirmed or suspected COVID-19 should refer to current CDC isolation guidance to learn more about how to safely isolate. IHEs can allow flexible, non-punitive, and supportive paid sick leave policies and practices that encourage sick faculty and staff to stay home without fear of retaliation, loss of pay, or loss of employment level and provide excused absences for students who are sick. IHEs should ensure that faculty and staff are aware of and understand these policies. If an IHE does not have a routine screening testing program, the ability to do rapid testing on site could facilitate COVID-19 diagnosis and inform the need for quarantine of close contacts and isolation.
- Note: People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with compromised immune systems might need to isolate at home longer. They may also require testing with a viral test to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for people with weakened immune systems. Consult with your healthcare provider about when you can resume being around other people.
- Getting tested for COVID-19 when symptoms are compatible with COVID-19 will help with rapid contact tracing and prevent possible spread at schools, especially if key prevention strategies (masking and distancing) are not in use.

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 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