# NOC PANDEMIC RESPONSE PLAN

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IN RESPONSE TO COVID-19 PANDEMIC AND CDC RECOMMENDATIONS

Updated August 21, 2020

NOC wants all students to have a positive college experience with lifelong memories while supporting the overall health and safety of the Northern Community. As we continue ahead, we must all do our part to protect the health and well-being of each other. NOC’s Pandemic Response Plan continues to be a collaborative effort, incorporating input from across our campus community.

While planning continues for a safe return to in-person instruction for the Fall 2020 semester, we have made decisions on changes for the instructional calendar that are intended to support our overall health and safety efforts. The Fall semester began August 17 and will conclude on December 11 but the following modifications will be made within the semester for classes not already fully online:

- Eliminating Fall Break Oct. 16 and continuing with class instruction during this period.
- Concluding in-person classroom instruction by Nov. 20, prior to Thanksgiving Break Nov. 23-27.
• NOC is closed during Thanksgiving Break. All employees will resume work after the break and will remain working on campus through the end of the semester.
• Continuing class activities virtually during Pre-Finals Week, Nov. 30-Dec. 4, and
• Conducting final exams online Dec. 7-11.
• On-campus services and project labs will remain open for students through Dec. 11.
• On-campus housing and food services in Tonkawa and Enid will remain open for those choosing to return to campus after Thanksgiving Break.

During the week of Nov. 30 – Dec. 4 and for final exams, instructors may use Zoom technology to maintain the scheduled class time or they may switch to a fully online format, but please note that these two weeks of instruction and testing are necessary to maintain minimum contact hours required for credit, and no class should end prior to final exam week. In addition, all classes are expected, per Handbook policy, to assess students during final exam week; this assessment may be an exam, a final project, paper, or other appropriate measure for the discipline.

• All NOC students, staff, faculty, contractors, vendors, suppliers and visitors must wear a face covering (mask) on campus property. (Note: As an alternative for those who cannot wear a mask for health reasons, a face shield may be worn. If an employee, contact Human Resources office; if a student or guest, contact the Student Affairs office – Tonkawa, the Vice President/Administration office – Stillwater, Vice President/Administration office – Enid for this exception.)

• Fall semester begins August 17. Students have options for enrolling in sections that are either completely online courses, ITV courses (taught studio to studio for entire class connection), live online courses (taught during scheduled class times but open for students to log in via a personal device), or in-person instruction. Regardless of course structure, course content will be fully covered. NOC has in place an online learning management system, Blackboard, that supports all students in their classes.

• If circumstances require, all classes will be moved to a virtual learning environment to ensure student and employee safety. Courses may also adjust at any time by moving specific class days to a virtual setting if needed to maintain safety standards. The number of infections, hospitalizations and guidance from Oklahoma State Department of Health and other health professionals will be considered. Because of all the individual circumstances that must be considered, there is NOT a case number threshold that would trigger the switch.

• All classes that meet will follow social distancing guidelines with approximately 6’ between each student and assigned seating. In classes where it may be more difficult to social distance with smaller rooms, fixed lab stations, and/or higher enrollment, instructors may rotate groups for physical attendance and virtual attendance and/or have physical lab days and virtual labs.

• Students, employees and guests must abide by the maximum capacity posted room signs to ensure social distancing.

• All college-related activities and events, both on-campus and off, will be reviewed on a case-by-case basis based on the current State and CDC recommendations at that time and must be approved by the appropriate Vice President and the President. Application for Campus Event

• All non-college events, i.e., civic club meetings, reunions, weddings, camps, luncheons/banquets, on all three campuses are suspended for the Fall 2020 semester through January 11, 2021.

• Common areas and employee breakrooms are open for individual usage with social distancing guidelines. Coffee and tea in breakrooms will not be available. Water fountains and ice machines for consumption will remain turned off to minimize the risk.
• Avoid gathering in break rooms/lunchrooms. These areas may still be utilized for food preparation (one at a time, or multiple people if 6-foot social distancing can be maintained). This does not include large campus dining areas where social distancing is practiced.
• Informal social gatherings that are an important part of the relationship building and camaraderie on Northern campuses will be modified until further notice. Events, including small office gatherings, must be pre-approved through the appropriate vice-president and follow the event activity guidelines for campus organizations. Self-serve buffets, family-style serving, and potlucks are no longer permissible on campus until further notice. If a celebration has been approved, only individual pre-packaged food and drinks can be served. Disposable utensils, plates, bowls, etc. must be used. Avoid sharing food and consider the safety of individuals with food allergies. All social distancing guidelines must be observed. Masks may be removed to eat and drink when seated and at least six foot from anyone. Hand sanitizer must be provided for guests.

**NOC Emergency Response Team**

The NOC Pandemic Response Plan was a collective effort created by the NOC Emergency Response Team tasked to respond to any event of significant threat to the health or safety of our college community. NOC’s Emergency Response Team is a perpetual group that is activated during events that endanger the people and/or damage the facilities of NOC. Membership of this team is made up of the executive council members and other designated representatives as needed from human resources, academics, student affairs, facilities management, information technology and other areas. The Emergency Response Team reviewed federal, state and local health guidelines with input from numerous leaders and experts. The Pandemic Response Plan is an ongoing effort developed over the past several months by members of this team.


It is possible that additional ad hoc committees may be formed due to the ongoing situation with the Coronavirus Pandemic to assist the Emergency Response Team.

**Campus Communications**

The Development and Communications Department continues to educate and inform the campus community in regards to the Coronavirus and the impact on NOC via NOC News updates through emails, website, campus signage, and social media. As new procedures and safety protocols are put in place, employees and students will be notified through campus communications. The Crisis Communications Team, a subgroup of the Emergency Response Team, will be involved in the crisis management response and the message communication to internal and external stakeholders. **Announcements and updated information will be available on the college website at [http://www.noc.edu/emergency/](http://www.noc.edu/emergency/). It is expected that the NOC Pandemic Response Plan will be regularly updated as circumstances change.**
HEALTH GUIDELINES FOR THE NOC CAMPUS COMMUNITY

Personal Health Responsibility

The following outlines expectations of all NOC students and employees while on campus. This is not only to protect your health, but the health of our entire community. Your continued support of these guidelines is appreciated. The college will provide professional development training on COVID-19 during student orientations and employee in-services this fall.

Take special precautions to avoid exposure for at least two weeks prior to the start of the semester and act responsibly in avoiding high-risk situations (e.g. travel to areas with high infection rates, large gatherings, etc.) that may expose you—and thus the campus community.

- Perform a self-screening each morning before arriving on campus. Temperature must be less than 100.4°F/38°C. See [Self-Assessment Checklist](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
- Maintain social distancing guidelines of minimum six feet.
- Remove unnecessary items in your personal work or living space to create clean counter spaces and support cleaning efforts on common surfaces. Students and employees are responsible for cleaning own personal space.
- Avoid sharing equipment and supplies, i.e. pens and pencils, when conducting business and favor electronic processes over sharing papers when possible.
- Limit elevators to single occupancy when possible, but no more than two allowed at one time.
- Use stairs as the primary method of travel between floors when possible. Signs will be posted to encourage directional flow.
- If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room with attendees six feet away from each other. Use video conferencing as an alternative.
- Disinfect fax machines, copiers, kiosks and printers in common areas before and after each use.
- Wash hands regularly with soap and water for at least 20 seconds. Keep a supply of hand sanitizer (as possible).
- Cover your cough or sneeze with a tissue and then throw it away. Wash your hands afterwards.
- Disinfect all high-touch areas in your home and workplace.
- Do not touch your eyes, nose, or mouth with unwashed hands.

NOC is providing health and safety materials and supplies for the campus. One washable cloth face covering will be provided to all NOC full-time employees and all students. Additionally, face shields will be provided for all employees. Disposable masks are being provided to departments for those who need them.

One 2 oz bottle of hand sanitizer will be provided for all NOC employees and students and large bottles of hand sanitizer are on order for department use. New stands for dispensing hand sanitizer and disinfectant wipes, and refills have been ordered. Clear protective barriers have been installed in high traffic areas serving the public.

NOC will provide one wall-mounted self-check station with a non-contact digital infrared thermometer centrally located on each campus.
Face Covering (Mask) Policy and Guidelines

To maintain campus safety, all NOC students, employees, and visitors must wear a cloth facial covering (mask) upon entering any campus building and when near or encountering others anywhere on campus. Additionally, face masks should be worn off-campus when representing NOC in an official capacity during travel. COVID-19 can be spread when people are asymptomatic, which means they do not know they are sick yet. Facial coverings do not replace the need to maintain social distancing, frequent handwashing, and rigorous cleaning and disinfecting routines; however, facial coverings have been proven to significantly reduce the spread of COVID-19 to others. When everyone wears masks, we keep our NOC community safer.

General Guidelines for Face Masks:

NOC will provide one facial covering (mask) per employee and student. Additionally, one reusable face shield will be provided to all employees for use during a lecture or work environment when 6’ social distance is also maintained. The shield is being added as an alternative to the mask during class times and in other conversations as needed as many students and guests rely on lipreading to further understanding. To maintain safety, instructors should wear the mask prior to class and only lower the mask and use the shield when socially distanced, raising the mask at the end of class when students might step closer to ask questions. Employees who are unable to wear a mask for health reasons should submit documentation to HR for ADA purposes and when approved may wear the shield instead of rather than in addition to the mask.

Failure to comply with the college’s expectation to wear face coverings is considered a policy violation and will be addressed under the Campus Safety section of Institutional Policies (reference 2020-2021 Course Catalog and Student Handbook), and Employee Conduct (reference NOC Employee Handbook 2020-2021, Section 3.12 – Standards of Performance and Conduct).

You may purchase additional masks through the NOC Bookstore or provide your own clean, well-maintained mask from home. Information regarding face coverings, including how to make them, is provided by the Centers for Disease Control and Prevention (CDC).

- You must wear a face covering at all times in hallways, classrooms, public spaces, restrooms, and other common areas across campus where social distancing is hard to maintain. Exceptions – employees who are in their offices alone with the door closed or students who are in their residence hall room alone with the door closed.
- Plexiglass barriers are not a replacement for face masks and masks should be worn at all times when assisting others.
- Face coverings are also required outdoors if safe social distancing is not possible.
- Your face covering should meet the following criteria:
  - fits snugly but comfortably against the side of the face
  - completely covers the nose and mouth
  - allows for breathing without restriction
  - can be laundered and machine dried without damage or change to shape
- The face covering is primarily a protection for others near you to prevent you from unknowingly spreading the COVID-19 virus to others. Studies have shown that if everyone is wearing a mask and following other safety measures the spread of viruses is reduced.
- You should carry at least two face coverings with you daily to ensure that you have a replacement if one becomes unusable while you are on campus.
How to remind others of mask requirement:

- Be respectful in tone.
- Refer to policies and signs posted with guidelines. Do not make comments about them as an individual; refer only to the action needed.
- Thank them for doing their part in keeping the NOC community safe.

Syllabus Policy:

As with all classroom expectations, instructors are responsible for maintaining a safe environment that is most conducive to learning and to convey those expectations clearly to students (written in the syllabus, reviewed verbally in the first-class period, and through the Blackboard posting of syllabi prior to day one).

All syllabi should include NOC’s policy about facial coverings:

Students must wear a mask at all times in this class, including before and after class has started. Instructors will assign seating on day one of class. This seating chart will help students maintain 6’ distancing from classmates and will facilitate tracing should a student become ill during the course of the semester. Students who fail to wear their masks to class will be asked to leave the classroom and return after retrieving one. Because the expectation to wear a mask will be communicated to all students both prior to the semester beginning and on day one, students may be penalized for missed class time or missed points for quizzes or other classroom activity if they must leave to retrieve a mask. Students who refuse to wear a mask will be asked to leave the class and be referred to the Office of Student Affairs. Students who are not able to wear a mask for health reasons must file a request through the ADA contact listed in section 8 of the syllabus and must provide their own face shield to be worn at all times noted in mask requirement. See NOC’s Comeback Plan at the following link for institutional mask policies: http://www.noc.edu/emergency/

Questions?

- Visit http://www.noc.edu/emergency/ for FAQs for some of the most common questions regarding face masks.

Procedures for Positive COVID-19 Case or Primary Exposure Contact

Northern Oklahoma College is following the guidance of national and local health officials, and federal reporting guidelines, in our response to a positive diagnosis on campus. If we receive confirmation that an NOC student or employee has had a positive COVID-19 diagnosis, there are important measures that will be promptly taken including quarantine or isolation, contact tracing, communication and facility disinfection.

If you feel you have symptoms, or have been exposed to COVID-19, please get tested immediately. COVID-19 Testing Sites

The following definitions will be applied:

**Quarantine:** is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling
symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

**Isolation:** is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and using a separate bathroom (if available).

**Primary exposure:** is direct contact with a positive COVID-19 individual for 15 minutes or more and within six feet.

**Students**

Students are required to immediately self-report NOC COVID-19 Self-Reporting Form to the appropriate campus administrator a positive COVID-19 test or a primary exposure contact with an individual who has tested positive.

Failure to comply with the college’s expectation to self-report is considered a policy violation and will be addressed under the Disciplinary Regulations (reference 2020-2021 Course Catalog and Student Handbook)

**Campus Contacts:**

- Enid Campus: Raydon Leaton, Vice President for NOC Enid, 580.548.2393
- Stillwater Campus: Diana Watkins, Vice President for NOC Stillwater, 580.628.6905
- Tonkawa Campus: Jason Johnson, Vice President for Student Affairs, 580.628.6272

- Students must self-quarantine if they have had primary exposure, exhibit signs and/or symptoms, or are diagnosed as a positive COVID-19 case.
- If a reported case comes from a source other than the student or Health Department, the campus administrator will contact the person identified as having COVID-19.
- NOC will follow all Health Department guidelines in providing information for contact tracing to identify persons who might be infected due to close contact with the identified case. Close contact standard as per guidance from the CDC is contact with a person within six feet for longer than 15 minutes.
- Names and contact information will be collected and tracked by the campus administrator.
- Based on the contact tracing and other steps identified during the above process, the campus administrator will require students to test negative and/or quarantine for the preferred 14-day time period, or receive a release from the County Health Department before returning to class and normal activities on campus. Identified individuals will be required to monitor their health, wear a face covering, practice good hygiene (including washing of hands regularly), social distance, and stay in communication with the campus administrator during the quarantine time designated by that office.
- Follow-up by the campus administrator with each person identified through contact tracing will occur regularly to help ensure the mitigation of the virus spreading to other members of the campus community.
• NOC’s strong recommendation will be for students to quarantine at home if possible; however, if quarantine measures are implemented and the student is not able to go home during the quarantine time, arrangements will be made for a separate quarantine location while the student continues to take classes via alternative delivery methods. Students should not fly or use public transportation to return home.

• Accommodations for classes will be arranged by the ADA Coordinator and the faculty member teaching the course/s. ADA contacts are listed on course syllabi.

Employees
For questions regarding guidance on leave policies, health benefit questions and insurance questions, call Shannon Cranford, Human Resources Director (HR), at 580.628.6229. Policy is subject to change as new information becomes available. All parties should work in cooperation with the Oklahoma State Department of Health and their local county health departments.

Managers and supervisors are reminded they have an obligation to protect the privacy of employee and student health information.

Those who are in a vulnerable population are of the utmost concern. If your health is considered high risk, you provide care for a high-risk individual, have childcare disruption or require modifications to your work, please engage in individual discussions with your supervisor and the HR director. Potential modifications include, but are not limited to, telework, use of accrued leave or leave without pay, adjusted work hours to avoid or reduce contact with others and isolated workstations.

Employees will be required to immediately self-report NOC COVID-19 Self-Reporting Form to the appropriate campus administrator for contact tracing (Enid-Raydon Leaton 580.548.2393; Stillwater-Diana Watkins, 580-628-6905; Tonkawa-Jason Johnson, 580.628.6272), as well as notifying their immediate supervisor and the HR Director (Shannon Cranford 580.628.6229) if they have had a positive COVID-19 test or primary exposure contact with an individual who has tested positive.

Failure to comply with the college’s expectation to self-report is considered a policy violation and will be addressed under Employee Conduct (reference NOC Employee Handbook 2020-2021, Section 3.12 – Standards of Performance and Conduct). They should also follow all guidelines set forth in the following procedures.

• Employee, if at work, is to immediately close their office and go home.

• If employee tests positive for COVID-19
  o Symptomatic—isolate for 10 days from date of symptoms with the first day of symptoms being day 0.
  o Asymptomatic—isolate for 10 days from date of being tested with date of being tested as day 0.
  o May return to work with a Release Letter from the Oklahoma State Department of Health (OSDH).

• If employee lives with/or has on-going contact with a positive COVID-19 case and is
  o Asymptomatic— You should stay home and away from others. Check yourself for fever, cough, and shortness of breath for 14 days from the last day you had close contact with the person
- Become symptomatic (known as an epi link)— employee is to get a COVID-19 test and isolate for 10 days.
- May return to work with a Release Letter from OSDH.
- If primary contact exposure
  - Employee is to get a COVID-19 test within 5-7 days from the first day of exposure with the first day being day 0.
  - Self-quarantine for 14 days starting from the first day of exposure with the first day being day 0.
  - If test results are negative or if test is unavailable but employee has quarantined 14 days and is symptom-free, the employee may return back to work.
- If employee receives an Exclusion Letter from OSDH, they are to provide a copy to the HR Director at shannon.cranford@noc.edu.
- If isolation and/or quarantine measures are implemented and the employee must telework from home, arrangements will be made by the HR Director and the employee’s immediate supervisor.
- Employees should complete the telework daily log and/or sick leave form while away from campus.

### COVID-19 Cases, Reporting and Notifications

Northern Oklahoma College will be reporting weekly on positive cases and required quarantine cases associated with students, faculty and staff. The Weekly Pandemic Situation Update will be posted on the emergency page by the close of the business day each Friday to keep the campus community informed.

Campus community members who are directly impacted by any particular case will be notified directly by the Health Department and/or campus officials to ensure privacy and confidentiality, as required. Consistent with the public health department and Centers for Disease Control and Prevention (CDC) protocols for infectious disease response, any campus community member identified as having had close contact with these individuals while on campus or at a campus-affiliated location will be notified and may be told that they need to quarantine. Facilities that have been visited by those who test positive and/or had symptoms of illness will be temporarily closed if appropriate and then thoroughly cleaned and disinfected.

NOC employees will receive a student notification letter via e-mail from Jason Johnson, Vice President for Student Affairs, informing them that one of their students is in quarantine or self-isolation. Please note, this student notification does not mean the student has tested positive for COVID-19, and the student may not have exhibited symptoms. Anyone at risk of primary exposure will be notified by the Health Department during the contact tracing process. Anyone NOT directly contacted by the Health Department should not be concerned at this time.

### Quick Links:
- Weekly Pandemic Situation Update [http://www.noc.edu/pandemic-updates](http://www.noc.edu/pandemic-updates)
- For any follow-up questions, please send an email to covid-19@noc.edu. Your question will be routed to the appropriate NOC emergency response team member to address.
- Find answers to Frequently Asked Questions about Northern operations for students, faculty, staff and parents on our website [http://www.noc.edu/frequentlyaskedquestions](http://www.noc.edu/frequentlyaskedquestions).
Cleaning of College Facilities

Facilities

• NOC Physical Plant is providing touch-point cleaning and disinfecting daily in campus buildings, classroom spaces, common areas and public spaces. Custodial staff will work diligently to clean classrooms, libraries, tutoring and testing centers and other high traffic areas a minimum of once every day. Students and employees will have access to disinfectant to wipe down their areas more frequently if they so choose.

• NOC will maintain alcohol-based or equivalent hand sanitizer and replacement wall-mount dispensers to refill the currently-installed hand sanitizers located throughout the campus locations. Physical Plant will work to procure and distribute necessary cleaning supplies for individual departments. Additionally, the college has purchased electrostatic disinfection foggers to disinfect high traffic and targeted area. The HVAC systems on the Enid and Tonkawa campuses will be upgraded to replace the roll filter media systems to pleated filter systems. This is a result of the recommendations from ASHRE, CDC, APPA and other agencies to provide filtration, If possible, of at least MERV 8 rating. The NOC Stillwater Classroom Building, as a newer construction, was designed to meet this standard.

Vehicles

• Because vehicles are often returned after hours and checked out before normal work hours, physical plant staff will not always have access to provide additional cleaning. In an effort to provide additional cleaning protocol to college vehicles, each employee using a college vehicle should wipe down the interior upon return to campus. Disinfectant will be available in all vehicles.

• Upon return to campus, the employee is asked to wipe down the steering wheel, door handles, seat belts, and any other visible surfaces the driver and/or passengers in the car may have touched. Cleaning supplies will be available at each campus location.

• For individual travel, employees may opt to use personal vehicles if preferred. See NOC Travel Rules for additional guidelines, travel requisition forms and reimbursement.

College-Related Travel

Given the continuing guidance of state, federal and the college’s domestic and international travel guidelines are as follows:

• All college-sponsored domestic and international travel is prohibited until further notice.

• International travel for personal reasons is strongly discouraged.

• All in-state day travel for college-related business or academic purposes will be reviewed on a case-by-case basis and employees must complete appropriate travel request forms and pre-approved by the appropriate Vice-President and the President.

• All out-of-state travel for college-related business or academic purposes is suspended until further notice, unless such travel is essential to the college and pre-approved by the appropriate Vice President and the President. Reimbursement will not be processed from any funding source for travel (in- and/or out-of-state) that does not include pre-approval by the appropriate Vice President and President. They will take into consideration whether the area is high risk, what activities will take place, and ability to social distance while there.
Exception – travel between NOC campus locations does not require approval.

All employees and students traveling with more than one person in a vehicle must wear a face mask at all times while in the vehicle.

### Study Abroad

- The U.S. Department of State issued a Global Level 4 Travel Advisory on March 19, which advised U.S. citizens to avoid international travel of any sort. It is not clear at this time when the State Department travel advisory will be reduced. With this in mind, no faculty-led study abroad programs will be allowed until further notice.
- NOC is currently monitoring and will adjust as necessary. Please check Global Education online at [www.noc.edu/ge](http://www.noc.edu/ge).

### INSTRUCTION AND LEARNING ENVIRONMENT

NOC will offer multiple course formats for Fall 2020 with options to match the students’ learning style while continuing to follow CDC guidelines for a safe learning environment.

- Faculty members may use a combination of methods (e.g., face-to-face/ITV instruction, recorded course lectures and discussions, online assignments, synchronous videoconference meetings, projection to an alternative ITV room, projects) to achieve this aim.
- Laboratory groups will alternate attendance days when needed to maintain social distancing. When not possible to maintain social distancing for pedagogical or safety purposes (e.g. nursing skills lab demonstrations), students will wear additional PPE to provide reasonable health safety (e.g., face shields, gloves, surgical masks).
- Students enrolled in in-person courses who must self-isolate due to primary exposure or active symptoms should contact instructors **PRIOR** to class time to request shifting to online live access from home.
- For the purpose of the institutional attendance policy, in-person and online live attendance will be considered as equivalent. Students enrolled in courses with either of these formats who are not able to attend should contact instructors as soon as possible and provide documentation for any urgent medical issues that prevent attendance so that they may be given alternative opportunities to access course content. Attendance must be taken for all classes if needed for contact tracing and federal financial aid purposes.
- Whenever possible, class sessions should be recorded and recordings posted online to provide access for students unable to attend due to documented health concerns. Where recording is not possible, material may be posted online to provide students access to missed content.
- Codes of student conduct apply to online live sections just as they do to in-person classes, including dress code appropriate for a classroom setting.
- Students should connect to their courses away from children and others not enrolled in the course to avoid disruptions and to ensure content is appropriate for all listening (e.g. criminal justice issues that may not be age appropriate for children).
- Personal home backgrounds must not have offensive visuals (e.g. signs, clothing) visible to the computer camera.
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<th>In-Person Classes</th>
<th>Live Online Classes</th>
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<tr>
<td>- Courses meet at designated times on one of NOC’s campuses.</td>
<td>- Courses meet at designated times (synchronous) but students access courses through clicking on a Zoom link.</td>
<td>- Courses are taught through the Blackboard learning management site, where instructors may post any of the following: course notes, class videos, assignment sheets, etc.</td>
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<td>- Instructors are available for live instruction and office hours to assist with classroom questions, tutoring, and/or advisement.</td>
<td>- Students may request appointments via Zoom during instructor office hours.</td>
<td>- Institutional attendance requirements are met by students submitting work and participating in online discussions.</td>
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<tr>
<td>- Institutional attendance requirements must be met.</td>
<td>- Institutional attendance requirements are met by students connecting during scheduled class time or in some cases with in-person attendance with social distancing guidelines followed.</td>
<td>- Students have deadlines throughout the course but do have some flexibility in when to access materials and complete assignments.</td>
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<td>- Students interact with the instructor and other students in the classroom setting and may engage with peers and staff in other social settings, including through clubs and organizations while maintaining social distancing.</td>
<td>- Students are able to see the instructor and most classmates on the computer screen in individual windows, and instructors can share their teaching screens with students to see what would have been on whiteboards in traditional class settings.</td>
<td>- Students do not typically interact with the instructor or other students in real time, but may use online tools such as the discussion board for online interaction and be asked to read and respond to classmates’ posts.</td>
</tr>
<tr>
<td>- A selection of coursework (including most labs, Fine Arts classes, HPER classes, and other coursework for which activities rely more on face-to-face instruction will be offered in this format with a contingency plan in place to move to online should CDC safety standards require.)</td>
<td>- Students interact with the instructor and other students online during real class time, engage in classroom discussion to ask questions of the instructor or other students, and can use the Chat function to post questions.</td>
<td>- Instructors are available via email for questions about course material.</td>
</tr>
<tr>
<td>- Social distancing guidelines will be applied with assigned seating to limit risk.</td>
<td>- Technology needed: Computer with reliable WiFi</td>
<td>- For lab science courses, all labs will be either virtual or “complete at home.”</td>
</tr>
</tbody>
</table>
- As needed for distancing, courses such as lab sciences will alternate days of attendance and virtual labs.

**Technology needed:**
Computer with reliable WiFi

- For lab science courses, labs may be integrated into class as a virtual or "complete at home" option, or students may be required to attend an onsite lab session as noted in schedule.

**Technology needed:**
Computer with camera and mic and reliable WiFi

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**Library**

The Library will operate at normal business hours. Furniture in public spaces will be arranged to ensure appropriate social distancing with barriers or shields added in shared computer stations. When possible, library services will continue to include options for users who are unable to come into the library, for example, curbside pick-up for books and chat reference assistance.

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**CAMPUS LIFE FACILITIES**

**Residence Halls (Enid/Tonkawa)**

The student housing plan includes reducing or rearranging shared spaces, increased frequency of cleaning, acquisition of specialized disinfecting equipment, and dedicated spaces reserved for student quarantine, if necessary.

Move-in for the Tonkawa and Enid campuses was August 11 thru August 14. They observed observing a staggered move-in limiting the number of students moving in at any one time. Students were notified by the Office of Student Affairs what day they were allowed to move in. In addition to signing the housing contract at the time of move-in, students were required to sign a COVID-19 Housing Waiver. The following is a list of protocols to provide safety starting August 11, 2020:

- Student Affairs staff will provide face coverings for all students at move-in.
- Student Affairs staff will provide hand sanitizer for all students while moving in.
- Students will only be allowed to have two people help them move in.
- Face masks must be worn at all times during move-in.
- There will be one point of entry and one point of exit at opposite ends of the residence halls to limit exposure.
- Couches in community lounges will be removed.
- Recreation areas (pool tables, ping pong tables, etc.) will be closed until further notice.
- The number of chairs available in lounges will be decreased and social distancing emphasized through appropriate signage.
• Interactions facilitated by Student Affairs staff will be done with fewer than 10 people, unless outdoor and social distancing can be followed.
• Residence hall visitation will be limited to people living within your own residence hall. No external visitors are allowed until further notice.
• Appropriate social distancing must be used at all times in the residence halls. The CDC recommends maintaining a distance of six feet apart. Face coverings must be worn in all public spaces inside the facility. Examples of public spaces inside the residence hall facility will include lobby areas, hallways, game rooms, laundry rooms, and movie rooms. Exceptions will be granted for any private areas (example: bathrooms and/or showers).
• No person-to-person contact. This includes handshaking, high-fiving, and hugging, etc.
• No more than two people in a residence hall room at one time.
• We strongly recommend you wash your hands for a minimum of 20 seconds regularly. We also encourage residents to clean and disinfect your room often as well as commonly touched surfaces in your suites. Adhering to social distancing and face covering policies will be a key factor to helping prevent any sickness.
• Residents are responsible for cleaning their own personal space and are required to empty their trash in the trash receptacles located outside the buildings. No resident trash may be placed in common area trash cans such as bathrooms and lobbies.
• Perform a self-screening each morning before arriving on campus. Temperature must be less than 100.4° F/38° C. See Self-Assessment Checklist
• Temperature checks will be provided upon request from the residence hall director. We recommend that students bring a personal thermometer with them.
• NOC’s strong recommendation will be for students to quarantine at home if possible; however, if quarantine measures are implemented and the student is not able to go home during the quarantine time, arrangements will be made for a separate quarantine location while the student continues to take classes via alternative delivery methods.
• If you are quarantined on campus, arrangements for delivered meals will be provided by the housing staff via NOC Food Services. Delivered meals will be charged to your meal plan accordingly.

NOC Food Services (Enid/Tonkawa)
NOC Food Services in Tonkawa and Enid has reduced the capacity for seating to allow for social distancing within NOC dining facilities. There will no longer be self-serve stations and take-out options will be available. In addition, the following guidelines will be followed for food services:

• Grab-and-go options will be provided for meals and/or individually plated meals.
• Servers will use disposable food service items (e.g., utensils, dishes) when feasible. If disposable items are not feasible or desirable, all non-disposable food service items will be handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands after removing their gloves or after directly handling used food service items.
• If food is offered at any event, pre-packaged boxes or bags, or pre-plated meals should be provided for each attendee. Avoid sharing food and utensils and consider the safety of individuals with food allergies.
• Employees will serve all food to guests with no buffet style or family style meal options.
• All food service employees will wear face coverings and gloves.
• Common areas will be sanitized regularly.
• Chairs and tables will be removed to allow for six feet social distancing.
• Total guests in the cafeteria at one time will be limited.
• Items such as waffle machine, ice cream machine, and self-serve cereal containers will be relocated, and the design of salad bar has been reconfigured so that staff will serve all food.
• Screen guards have been installed in front of each serving station.
• Common dispensers for condiments and salt/pepper have been removed.

**Student Center (Enid/Tonkawa)**
Commons Area: A number of tables and chairs have been removed allowing for at least six feet distance between tables. Chairs have been removed to limit the number of guests that can sit together at each table. Recreation areas (pool tables, ping pong tables, etc.) will be closed until further notice.

Bookstore:
• Frequently touched surfaces will be cleaned regularly within the store.
• Face coverings will be worn by employees at all times.
• Queue lines and 6 feet apart spots will be marked within the store.
• Personnel will observe if and when the store is close to capacity. When capacity is reached, only a safe number of customers will be allowed in the store while practicing the six feet social distancing rule.

**Wellness Center (Enid/Tonkawa)**
The wellness center will be opened with limited access to currently-enrolled NOC students and current employees ONLY. Hours of operation started August 17. Operation of the wellness center or access to is subject to change.

Policy:
• Reduced capacity to follow CDC guidelines.
• All staff and patrons will be required to wear face coverings while entering, exiting, and moving about the premises.
• The locker rooms and shower areas will be closed.
• Patrons are responsible for cleaning equipment before and after use.
• Patrons are encouraged to bring water bottles as the water fountains will not be accessible.

**Colvin Center (Stillwater)**

**ALL OTHER ACTIVITIES, EVENTS AND SERVICES**
All college-related activities and events, both on-campus and off, will be reviewed on a case-by-case basis based on the current State and CDC recommendations at that time and must be pre-approved by the appropriate Vice President and President. This includes but is not limited to the following: Livestock Judging Team, Fine Arts and Roustabouts, PLC, student activities, recruitment, alumni relations, etc. Some events may be subject to a limited audience. All event attendees will be encouraged to adhere to college policy where recommended face covering and social distancing can take place. See Application for campus activities and events.
All non-college events, i.e., civic club meetings, reunions, weddings, camps, luncheons/banquets, on all three campuses are suspended for Fall 2020 semester through January 11, 2021.

The following is a list of guidelines that will apply to all activities and events that are approved for the Fall semester:

- Practice social distancing, 6 feet apart, when applicable.
- Wear face masks during the duration of the activity when social distancing cannot be maintained.
- Utilize outdoor spaces when appropriate or available to give ample amount of spacing.
- Utilize big rooms on campus to be able to mark correct distancing.
- Have a registration at each activity or event if needed for contact tracing. The use of QR codes is recommended as opposed to traditional sign-up or sign-in sheets.
- Incorporate new online virtual activities when possible.
- Handouts should be given out in a safe, no-touch manner. Agendas, minutes, and other paper handouts should be provided virtually rather than printed and passed out when possible.
- Tabling can be done so long as participants maintain six feet of distance from each other and nothing is handed directly from person to person. Tabling outside is preferred to tabling inside.
- Events can be done in stages or shifts to limit the number of participants at any given time.
- Clubs and organizations should consider innovative events even if it breaks from tradition.
- All entry doors to the facility, ballrooms and bathrooms will be left open for events.
- All areas used by an event will be sanitized before and after each event.
- Chairs and tables will be removed to allow for six feet social distancing with total guests at one time limited according to CDC guidelines.

INTERCOLLEGIATE ATHLETICS PROGRAM

The following are specific guidelines for basketball, baseball, softball, soccer and cheer. NOC policies and guidelines must be followed at all times.

Below is the updated NJCAA Rules:

**NJCAA MEN’S & WOMEN’S SOCCER**

For Fall Practice Season the following will apply:

- Permitted 60 consecutive calendar days for practice and scrimmages within August 15, 2020 - November 15, 2020
- Allowed four (4) scrimmage dates in total for the year, with a maximum of two (2) scrimmages allowed in the spring
- Each scrimmage limited to no more than two outside opponents

For Spring Championship Season the following will apply:
• Practice will be permitted to begin starting March 15, 2021
• Competition will be permitted to begin starting April 2, 2021
• Maximum of 14 games
• All regular season, region, and district competition completed by May 24, 2021
• NJCAA Men’s & Women’s Soccer Championships beginning June 2, 2021

NJCAA MEN’S & WOMEN’S BASKETBALL
For Fall Practice Season the following will apply:
• Permitted 60 consecutive calendar days for practice and scrimmages within September 15, 2020 - December 15, 2020
• Allowed five (5) scrimmage dates in total for the year, with a maximum of two (2) scrimmage dates allowed in the spring
• Each scrimmage limited to no more than two outside opponents
For Spring Championship Season the following will apply:
• Practice will be permitted to begin starting January 11, 2021
• Competition will be permitted to begin starting January 22, 2021
• Maximum of 22 games
• All regular season, region, and district championship competition completed by April 10, 2021
• NJCAA Men’s & Women’s Basketball Championships beginning April 19, 2021.

NJCAA BASEBALL
For Fall Practice Season the following will apply:
• Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020
• Maximum of 15 scrimmages (not dates) against outside competition
For Spring Championship Season the following will apply:
• Practice will be permitted to begin starting January 10, 2021
• Competition will be permitted to begin starting January 22, 2021
• Maximum of 56 games (not dates) against outside competition
• All regular season, region, and district competition completed by May 23, 2021
  NJCAA Division I Baseball World Series held May 29, 2021 - June 4/5, 2021.
  NJCAA Division II Baseball World Series held May 29, 2021 - June 4/5, 2021.

NJCAA SOFTBALL
For Fall Practice Season the following will apply:
• Permitted 60 consecutive calendar days for practice and scrimmages within September 5, 2020 - November 15, 2020
• Maximum of seven (7) scrimmage dates against outside competition
For Spring Championship Season the following will apply:
• Practice will be permitted to begin starting January 10, 2021
• Competition will be permitted to begin starting January 22, 2021
• Maximum of 30 dates against outside competition
• All regular season, region, and district competition completed by May 19, 2021
  NJCAA Division I Softball Championship held May 25-29, 2021
NJCAA Division II Softball Championship held May 25-29, 2021
NJCAA Division III Softball Championship held May 27-29, 2021.

SPECIAL NOTES

- Fall scrimmages are tentative based on current CDC guidelines, Region 2 decisions and NOC guidelines.
- All championship dates are subject to change based on championship facility availability.
- In the NJCAA, a scrimmage is athletic competition against any outside team or individual that is not an official contest or practice. Scrimmages must meet the NJCAA scrimmage definition defined in Article VII, Section 2.B and may not include more than two outside opponents.
- Official eligibility must be filed in accordance with the national bylaws prior to the first competition.
- All final sport championship dates will be confirmed no later than July 31, 2020. As they are confirmed, membership will be notified.
- All colleges must notify the NJCAA National Office by July 27, 2020 with their intentions for the 2020-21 academic year. For questions, please contact: Alan Foster, Athletic Director at alan.foster@noc.edu.

**Fall 2020 Tonkawa Practice Dates**

- Tonkawa Men Soccer: September 8 – November 5
- Tonkawa Women’s Soccer: September 8 – November 5
- Tonkawa Baseball: September 8 – November 5
- Tonkawa Softball: September 8 – November 13
- Tonkawa Men’s Basketball: September 21 – November 19
- Tonkawa Women’s Basketball: September 21 – November 13

**Fall 2020 Enid Practice Dates**

- Enid Baseball: September 8 – Nov 7
- Enid Softball: September 8 – November 8
- Enid Men’s Basketball: September 21 – November 20
- Enid Women’s Basketball: September 21 – November 20
These ideas are representation of potential protocols and policies that should be considered by Region 2 for either suggestions to member schools and/or mandatory policies for Region 2.

The recommendations and requirements in this document apply to all region and non-region competition and have been adapted to meet NOC policy and guidelines.

**Recommendations**

**Social Distancing**

- Social distancing should be encouraged at all times (six feet at a minimum).
- Limit staff to only essential personnel.
- Consider the capacity of rooms/buildings and consider a reduction in this number.
- Large social gatherings in any spaces are not permitted.
- Social Distancing in the cafeterias, classrooms, weight rooms, athletic training rooms/locker rooms, and other on-campus venues is required.
- Virtual team meetings should take place when possible.
- When at practice any unnecessary contact should be avoided such as handshakes, high fives, fist bumps, or elbow bumps.
- In all common areas, seating should be spaced six feet apart.
- Student athletes are to sit every other seat on a bench and should avoid using a dugout when possible. They should consciously stand six feet apart when not participating in a drill or activity that requires closer contact.
- Masks are mandatory for fans, staff, and other event attendees.
- Athletes should limit contact with spectators when possible.
- All athletes wear masks when feasible.
- There should be minimal sharing of equipment required per sport.
- There should be no shared towels, clothes or water bottles.
- Student Athletes will be provided disposable cups for hydrating. Only designated personnel wearing gloves and masks will be allowed to access refill station.
- The number of student athletes in a location should be reduced based on the size and capacity of the location. This should allow for six feet of social distancing.

**Sanitization**

- All equipment and locker rooms should be cleaned between each individual use.
- Develop a schedule for increased, routine cleaning and disinfecting of athletic facilities and equipment.
- Hand sanitizer will be available throughout the facility for use before, during, and after workouts.
- All uniforms and practice gear should be washed daily, and athletes should shower immediately following activity.

**Pre-participation Exams**

- Pre-participation exams should be spaced out by teams and limit the number of people in a space to the practitioner and individual getting screened.
This can be accomplished by limiting the number of teams that can be screened in one day and doing the screens by appointment time, so you do not have large groups congregating waiting for their turn.

The following forms are available on NJCAA Connect:
1. Physical Examination Form
2. Physical Examination History Form
3. Preparticipation Clearance Form
4. Athlete with Special Needs Supplemental History Form

Requirements

Daily/Competition Screening
- Student athletes, coaches, and staff should be screened daily before practice/competition with no-touch temperature checks and a questionnaire.
- A positive screen that would warrant further investigation would be a temperature greater than 100.4°F or a “yes” response to any of these three questions:
  1. Do you have new onset cough or shortness of breath?
  2. Have you had a fever or had symptoms of a fever?
  3. Have you had known exposure to a COVID-19-positive individual?

Team Travel
- Prior to travel for athletic competition, coaches, athletes, and other team personnel will be screened for illness.
- The traveling teams will be screened before boarding transportation. Screening should take place inside a controlled environment to ensure temperature accuracy.
- Athletes with symptoms related to illness will not be allowed to board transportation or travel to away competition. A temperature greater than 100.4°F will suspend the athlete from travel.
- Screening and temperature check will be conducted at the host site upon arrival and recorded on the Region 2 Covid-19 Screening Form by the host’s designated official.
- The host team will provide a copy of both team’s screen results to the traveling team.
- Any athlete recording a temperature of 100.4°F or more will be suspended from competition.
- Traveling teams will be asked to abide by the policies in place of the host including what facilities are available and guidelines of use per specific facility.

Game Management Personnel
- Prior to travel game officials will conduct temperature checks. If a positive temperature of 100.4°F; a replacement official is warranted.
- Game officials will be included in the onsite screening process at the host site. Any official who fails the on-site screening process will not be compensated for time and travel.
- Region 2 will require host administrators to screen all game day management personnel; to include table crew; PA operator, gate keepers, security and other personnel.

In/Post Game
- When possible, limit all contact between teams. This to include any contact not required by that sport.
• Teams will immediately exit the venue so game management personnel can begin the disinfection process.
• All players and coaches must have their own water bottles or cups. Host team will be required to provide water. No disposable cups will be provided by host team.

Post Season Competition

• Member colleges should adhere to all state and local regulations and guidelines regarding food service for concessions and hospitality rooms. If food is offered at any event, pre-packaged boxes or bags, or pre-plated meals should be provided for each attendee. Avoid sharing food and utensils and consider the safety of individuals with food allergies.
• Championship host should follow all safety protocol recommendations provided to NJCAA member colleges for regular-season competition.
• Request a social distancing plan from the host prior to the start of the event, including fan ingress, fan egress, fan seating.
• Required temperature checks for student-athletes, coaches, and game personnel prior to each entry into the venue.
• Encourage social distancing and directional signage in venue.

Contests

• Current circumstances may not allow for all competition to be completed.
• All efforts by both institutions should be made to re-schedule all Regional competition.
• All post-season qualifications will be based on regional winning percentage.

Testing

• Any athlete that fails a Covid-19 screen will be recommended to have a Covid-19 test or required to quarantine in accordance with CDC guidelines for 14 days unless medically cleared by a physician, nurse practitioner or Physician’s Assistant.
• Any potentially exposed athlete who is currently not demonstrating Covid-19 symptoms the 14-day quarantine is not required until said students begins demonstrating symptoms.
• It is highly recommended to have exposed athletes tested.
• A Covid-19 positive athlete is required to quarantine in accordance with CDC guidelines for 14 days.

Plans for the Operation of Northern Oklahoma College in preparation for, and during the Fall 2020 semester are subject to change based on current COVID-19 conditions. NOC protocols are effective until amended in writing. Announcements and updated information will be posted when they are available on the college website at http://www.noc.edu/emergency/.